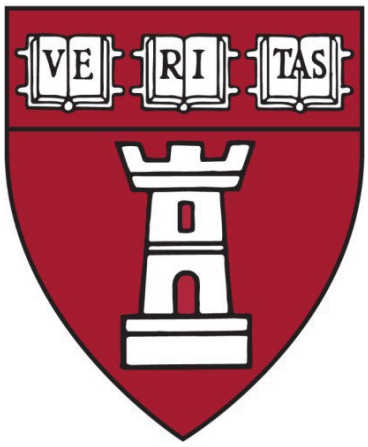
HARVARD SCHOOL OF DENTAL MEDICINE



STUDENT HANDBOOK

2026-2027

© August 2026

Harvard School of Dental Medicine

Mission

To foster a community of diverse global leaders in education, research and clinical innovation dedicated to improving human health by integrating dentistry and medicine.

Vision

To transform access to healthcare and advance science to prevent and find cures for oral diseases and conditions.

Community Values

Dedicated to being a community within which self-respect and mutual respect are understood and practiced, HSDM believes that compassion, fairness, and trust are fundamental values that enable our individual and collective well-being. We recognize the diversity of individuals within the community to be an essential ingredient to an inspiring, vigorous, and exciting culture. And we recognize that ethics and integrity provide the framework for all of our efforts.

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PLEASE NOTE:

At times, a mid-year review of academic, financial, or other considerations may lead to changes in policies, rules, and regulations. Harvard School of Dental Medicine therefore reserves the right at any time to make changes to the Student Handbook that may affect such matters as tuition and other fees, degrees and programs offered (including the modification or possible elimination of degrees and programs), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students.

ACADEMIC INFORMATION

EDUCATIONAL PROGRAMS

Doctor of Dental Medicine Program

- Doctor of Dental Medicine Degree (DMD)

Advanced Graduate Education

- Doctor of Medical Science Degree with specialty training (DMSc)
- Doctor of Medical Science Degree without specialty training (DMSc)
- Master of Medical Science Degree with specialty training (MMSc)
- Certificate - specialty training with ODP (Other Degree Program)
- Certificate Programs (Non -Degree)

DMD DEGREE PROGRAM

Preclinical Education

The philosophy of dental education at the Harvard School of Dental Medicine (HSDM) is that dentistry is a specialty of Medicine. Therefore, during the first twelve months of the DMD program, students in the Pathways curriculum will study the preclinical basic sciences and pathophysiology at Harvard Medical School. In addition to their biomedical training, DMD students also begin their study of oral health at HSDM in Year 2. The courses at both the Medical School and Dental School are taught in innovative flipped classroom and case-based collaborative formats. By the end of the second year, DMD students have a solid foundation in preclinical medicine and dentistry.

Clinical Education

The third year of training at HSDM is an intensive one devoted exclusively to the development and refinement of diagnostic and clinical skills. Didactic training takes place in a series of interdisciplinary blocks where dental and oral health problems are integrated with clinical instruction. Clinical training, based on comprehensive patient care, is woven longitudinally through each of the sequential course blocks. In addition, students prepare a formal presentation of a case of his or her choice.

The fourth year of training focuses on enhancing clinical skills and competencies both inside and outside of the dental school environment. With a focus on providing patient-centered comprehensive care, students are required to complete a number of cases of differing levels of complexity in the Case Completion Curriculum.

Students participate in a number of required externships at Harvard affiliated institutions including an 8-week General Dentistry rotation at a Community Health Center, a 4-week Specialty Rotation. These rotations take place either on-site with the AGE programs, or at Boston Children’s Hospital (for Pediatric Dentistry), Massachusetts General Hospital (for Oral Surgery), and a 12-week Comprehensive Care rotation at HSDM. In addition, students may participate in elective rotations such as Pediatric Dentistry, Orthodontics, Implant Dentistry, Dental Public Health, General Dentistry, Oral Medicine, or medical clerkships. When not participating in a required or elective rotation, students will treat patients in the HSDM Comprehensive Care Clinic. All students are also required to present a complete case of his or her choice during the fourth year. The result of this comprehensive, interdisciplinary clinical training is that students reach a solid level of competency in all areas of clinical general dentistry including Oral Diagnosis, Oral Radiology, Treatment Planning, Pain Control, Endodontics, Operative Dentistry, Periodontics, Prosthodontics (Complete, Fixed, and Removable), Oral Surgery, Orthodontics, and Pediatric Dentistry.

Elective time in Year 4 can be a valuable component of the educational experience. Elective rotations are not

required and must be approved in advance by the student's Society Director and the Associate Dean for Dental Education. To schedule an elective rotation, students must complete a Rotation Request Application which provides information on the type of rotation, dates of attendance, site location and director. This form will be reviewed by the Office of Dental Education (ODE) and permission to pursue the rotation will be granted or denied based upon the academic justification of the rotation, the student's general level of progress or readiness, and the compatibility of the rotation with the student's schedule of required rotations for the year. An evaluation of performance will be expected from the person coordinating the elective rotation so that students can receive credit for each rotation.

Research Training

In addition to didactic and clinical training, research is a required component of the HSDM curriculum. Students will learn to critically read scientific literature, design studies, and analyze data. The research program culminates in a "hands on" research experience for each student, resulting in a written paper and formal presentation at Student Research Day. Detailed information about the predoctoral research program is provided by the Office for Research.

RESEARCH REQUIREMENTS AND HONORS

All DMD students at HSDM must complete a scholarly project as part of their graduation requirement. Students who wish to gain additional research experience may elect to complete additional requirements and apply for honors in a special field research, a degree designation that is granted upon the evaluation of the project and recommendation by the Research Committee and approval by the Committee on Promotions.

To be considered for Honors in a Special Field Research, a student must complete the following additional requirements:

1. Completion of a comprehensive research project
2. Written research thesis or manuscript
3. Thesis defense presentation

Students should refer to the DMD Research Guidebook for detailed information regarding their requirements.

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STANDARDIZED EXAMINATIONS

Integrated National Board Dental Examinations (INBDE)

DMD degree candidates must pass the INBDE to graduate. Please refer to the ADA website for the policies, timelines, and fees for the Board exams. After submission of an online application, candidates will be prompted by ADA to schedule their exam. Student eligibility and application approval for the INBDE is granted by the Office of Dental Education.

Requirements for the INBDE

- Must be taken between May of Year 3 and mid-December of Year 4
- Student eligibility to take the exam will be considered upon submission of the Integrated Comprehensive Exam (ICE) Acknowledgement form.

- Failure to take the INBDE by December 31 of Year 4 or to pass the examination may impede a student's progress in the fourth-year curriculum and could result in a delay of graduation and a delay in the dental licensure process.

- Students MUST inform their Society Director in writing if there is a reason they will be unable to take this examination during the specified time. Should any student be unable to take the INBDE by December 31 of Year 4, please also notify the Associate Dean for Dental Education.

For HSDM-specific eligibility and application approval information: INBDE

Other Examinations

HSDM does not require students to take other licensure examinations in order to graduate. However, all students must take and pass School- administered Mock Examinations.

American Board of Dental Examiners (ADEX), also known as CDCA-WREB-CITA - *Not a Graduation Requirement for DMD Program*

The Commission on Dental Competency Assessments (formerly the Northeast Regional Board of Dental Examiners) was one of the major examination agencies for dentistry, along with Western Regional Board Exam (WREB) and Council of Interstate Testing Agencies (CITA). CDCA and WREB merged in 2021 (followed by CITA in 2022) to jointly administer the ADEX Dental Examinations. The goal of the merger was to simplify the licensure process for schools, candidates, and dental boards offering the universally accepted ADEX licensure standard throughout North America.

The ADEX Dental Examinations evaluate candidates' psychomotor skills and didactic performance for entry-level practice. Students who choose to apply for the ADEX Dental Examinations must ensure that all application requirements and deadlines are met.

Although not required for graduation, student eligibility to take ADEX Dental Examinations must still be approved by HSDM. HSDM permits the Curriculum Integrated Format (CIF) to be administered at the school. Registration for these exams opens in the Fall. The exams are manikin-based and will be administered in the Spring for Year 3 and Year 4 DMD students.

The Mock Comprehensive Exams (see above) are administered approximately 1 month prior to the ADEX Dental Examination test dates. If a student must retake a portion of the Mock Exam, the deadline for retaking and passing the makeup exam is 14 days (about 2 weeks) prior to the actual ADEX Dental Examination date. The school will withdraw from the ADEX Dental Examination any student who fails to pass all sections of the Mock Exam by this deadline Students withdrawn from the ADEX Dental Examinations for academic performance reasons forfeit the examination fees paid to the CDCA-WREB-CITA.

Additional details and HSDM-specific eligibility and application approval information: CDCA

Advanced Dental Admission Test (ADAT) - **Not a Graduation Requirement for DMD Program**

The ADAT is an advanced dental education admission test designed to provide dental education programs with a means to assess program applicants' potential for success. Even though the ADAT is not a graduation requirement, student eligibility to take the exam still must be approved by ODE. Students who choose to apply for the ADAT must ensure that all application requirements and deadlines are met.

For HSDM-specific eligibility and application approval information: **ADAT**

DMD CURRICULAR OPTIONS

Harvard School of Dental Medicine offers students in the DMD program who are in good standing the ability to pursue approved alternative curricular tracks, fellowships, and joint degree programs. **Prior to applying for an alternative curricular track or program,** a student must first meet with their Society Director and with the Registrar for approval. There are certain points within the DMD curriculum that lend themselves to stepping out of the program to pursue an alternative curricular track or special program. To avoid a significant disruption in the continuity of patient care, **students are not permitted to step out of the DMD program between the third and fourth year of the program**. Students are encouraged to pursue these opportunities between the first and second year. Once a student has been accepted to an alternative program, the student should petition the Committee on Promotions for permission to step out of the DMD curriculum. The Associate Dean for Dental Education in conjunction with the Committee on Promotions will provide guidance at appropriate times within the DMD curriculum to step out to pursue alternative programming.

FIVE YEAR PROGRAM

In September 1999, the Curriculum Committee of the Harvard School of Dental Medicine approved a proposal to give individual students the opportunity to fulfill their DMD degree requirements over five, rather than four academic years. The optional additional year is intended to enable such students to include a significant enrichment experience as part of their educational program. The Office of Dental Education has developed the following guidelines for the optional Five Year DMD.

Acceptable Activities for Enrichment Year

Typical activities in which students might participate include research, community service, global health initiatives, and public health or public policy programs.

Program Time and Duration

The enrichment program will last at least 10 months and a maximum of 12 months, depending on the curriculum year in which the student is enrolled. Specific dates for departure and return will be established when the student's request is reviewed and approved.

HSDM Oversight

The Promotions Committee is responsible for reviewing and approving student requests for enrollment in the Five-Year Curriculum. The Society Director is responsible for overseeing students' progress through the duration of the Enrichment Year.

Application and Review Process

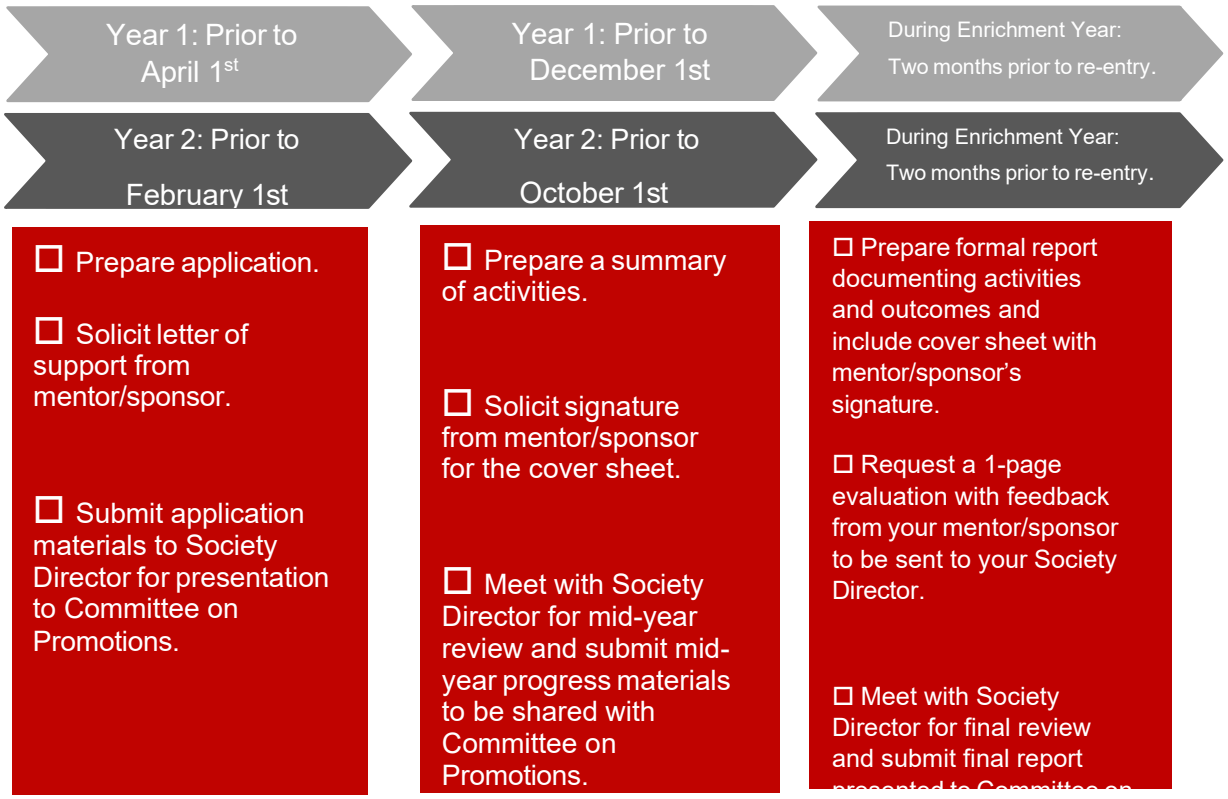
Students must be in good standing to be eligible to apply for the Five-Year DMD. An application and written request to change to the Five-Year Curriculum must be submitted to the Committee on Promotions for review prior to April 1st for students in Year 1 and February 1st for students in Year 2. The written request must include information about the intended activity, sponsorship, location, duration, and supervision. Letters of support from the student's sponsor and/or mentor should accompany the written request. Students will be notified of the Committee on Promotions' decision within two weeks of the review.

Academic Requirements

The student must schedule a mid-year review with their Society Director and produce a summary of their activities along with a cover sheet signed by the mentor or sponsor by December 1st for students who enrolled in the enrichment year following Year 1 and by October 1st for students who enrolled in the enrichment year during Year 2.

This report will be shared by the Society Director with the Committee on Promotions and with the Office of Research if the project is research-based. Two months prior to re-entry into the DMD program, the student must schedule a final review with their Society Director and share a formal report documenting their activities and outcomes. This report must also include a cover sheet signed by the mentor and/or sponsor, and by the Office of Research, if research-based, which will be presented at a meeting of the Committee on Promotions.

Enrichment Year Timeline and Checklist:



HSDM Transcript

Transcripts for Five Year Curriculum students will include a heading of Enrichment Year.

Enrollment Status

While pursuing the Enrichment Year, students will be considered registered at HSDM to access School and University resources. However, students may not enroll in classes during this time.

Financial Considerations

- ***Payment of Tuition****:* During the enrichment year, Students pursuing the Optional Five-Year Curriculum will be charged a Facilities Fee (significantly reduced tuition). Health fees will be charged for each year in which a student maintains the status of "Registered."
- ***Support for Enrichment Year****:*

Financial support for enrichment activities may be provided by the student's mentor or sponsoring agency. Students are encouraged to apply for financial support to help offset tuition and living costs for the year. Financial aid may be available for students whose resources are insufficient to meet their anticipated expenses. The HSDM Financial Aid Director is available to assist students with the application process.

PUBLIC HEALTH TRACK

The Public Health Track, overseen by the Department of Oral Health Policy and Epidemiology (OHPE), provides DMD students with curricular, field-based, and scholarly opportunities in public health. The track prepares students to apply population-based, evidence-informed, collaborative, and equity-centered approaches to improve oral and overall health in local, national, and global communities.

Students will examine health promotion, access to care, disease prevention, pharmacologic and behavioral interventions, the epidemiology of dental diseases, health care policy, systems of care, social determinants of health, and global health. They also may participate in public health and health services research aimed at improving oral health at the population level.

Admission to the Public Health Track is by application through OHPE. Students may apply between the first and third years of the DMD program and must be in good academic, clinical, and professional standing, as verified by the Promotions Committee. Interested students should consult the Public Health Track supervisor (contact information below) to develop their planned track activities and identify a faculty sponsor for the scholarly project. Students interested in pursuing this track must declare their intent to the Public Health Track supervisor by **November 1st of the 2nd or 3rd year in the DMD program.**

Students must complete at least two approved didactic electives, as available and selected in consultation with the Public Health Track supervisor. These may include DPH 602: Principles of Dental Public Health; DHE 603: Oral Health Policy and Access in the United States; an independent study, which may include working with Massachusetts-based or national oral health coalitions and other relevant organizations; and relevant electives offered through other Harvard graduate programs.

Students also will participate in OHPE seminar series and may work with OHPE faculty and the American Association of Public Health Dentistry student chapter on relevant public health activities. Under the supervision of a faculty sponsor, each student will complete a public health scholarly project, submit a project summary, and write an original thesis. The project and thesis should incorporate principles learned through the track and make a meaningful contribution to public health practice, policy, education, or research. OHPE will provide the applicable deadlines.

Students must complete all Public Health Track requirements by the spring of the fourth year. Students who meet all requirements will be notified by OHPE and will receive a designation on their official transcript indicating completion of the Public Health Track.

Track Supervisor Contact: Dr. Shenam Ticku; shenam_ticku@hsdm.harvard.edu.

Research Honors in Public Health
Exceptional theses may be selected for thesis defense and considered for Honors in Research. Students must submit the thesis to the Research Committee. If approved for defense, the thesis will be reviewed by two expert readers in the field, as approved by OHPE and the Office of Research.

Thesis defenses will be scheduled during March and April and may be scheduled with short notice at any time during that period, including vacation weeks. Students should be prepared for their thesis defense from the date of thesis submission.

Completion of a defense does not guarantee that honors will be granted, even if all requirements have been met. The Research Committee will evaluate projects and make recommendations for honors to the Committee on Promotions, which will grant or deny honors.

AGING AND GERIATRIC ORAL HEALTH TRACK

The predoctoral aging and geriatric oral health track was developed to enrich the student experience in caring for older adults using a comprehensive, interdisciplinary, and patient-centered approach. Given the ever-increasing number of older adults in the United States with complex medical and social needs, it is critical to train dental

providers to deliver person-centered, high-quality care for this population while collaborating with other health care providers and professionals, family members, and caregivers.

This track aims to introduce students to the existing landscape of care for older adults in both community and residential settings; understand and apply principles of geriatric dentistry across dental specialties; and receive mentorship opportunities guiding clinical, outreach, and research experiences focused on older adults.

Requirements of this track include:

- Educational modules
- A 4-week clinical elective rotation
- A community outreach activity
- Mentorship in a scholarship project

Students may apply to this track between their 2nd and 3rd years in the DMD program and must be in good academic, clinical, and professional standing, as verified by the Promotions Committee, to be eligible to apply for this track. If you have any questions about the track, please contact either Christine Riedy, PhD, MPH (Christine_Riedy@hsdm.harvard.edu) or Lisa Thompson, DMD (Lisa_Thompson@hsdm.harvard.edu).

SATISFACTORY ACADEMIC PROGRESS WITHIN THE DMD PROGRAM

Federal law and regulations require that all students receiving financial assistance maintain satisfactory academic progress (SAP), defined as the successful completion of degree requirements according to established increments that lead to awarding the degree within published time limits. The following policy delineates the standards for SAP at HSDM, which *apply to all matriculated students, regardless of whether they are recipients of financial aid.*

The academic and clinical requirements for the DMD degree include the satisfactory completion of the preclinical education at HMS and HSDM and the clinical education at HSDM and off-site externships. The progress of each student working towards the DMD degree is monitored carefully, and the determination of satisfactory academic progress is reviewed annually. At the end of each academic year, students must have academic standing consistent with HSDM's curricular and graduation requirements.

QUALITATIVE MEASURES OF SAP

Each student at HSDM is required to successfully complete all HSDM's required courses, examinations, clinical experiences, and scholarly projects in order to graduate with the DMD degree. Please refer to the policies on *Academic Performance* for more information on grading and examinations.

MAXIMUM TIME FRAME

The normal timeframe for completing the DMD coursework is four academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student may require additional time. In such situations, an academic plan may be established for the students that depart from the norm and that may require the repetition of all or a part of a year of study. The maximum time permitted for completion of the DMD degree is six years of enrollment in the DMD program. Inclusive of any leaves of absence, a student must complete the DMD program requirements within 10 years of matriculation.

SAP AND LEAVES OF ABSENCE

A student may be granted voluntary leave or be placed on involuntary leave of absence during their course of study at HSDM. The period of approved or mandated leave may be excluded from the maximum enrolled time frame in which an individual student will be expected to complete the program. Under no circumstances will a student be permitted more than 10 years, from the time of matriculation, to complete the requirements of the DMD program, including leaves of absence. See the *Leave of Absence* policy for additional information concerning leaves of absence.

REVIEW AND NOTIFICATION OF LACK OF SAP

During the annual review of a student's SAP by the HSDM Committee on Promotions, progression to the next academic year is based upon a review of all grades, including withdrawals, incompletes, and unsatisfactory grades. Any student who has not achieved a minimum of a passing or satisfactory grade in all required courses cannot progress to the next year.

The HSDM Committee on Promotions, in consultation with the Registrar, will notify annually in writing all students who have not met the standards for SAP outlined above. The notification will indicate the nature of the deficiency, any methods that may be available for correcting the deficiency, and any consequences that have resulted or may result, such as monitored academic status (MAS), academic probation, or withdrawal. A student who fails to meet one or more of the standards for SAP (qualitative and/or time frame) is ineligible for financial aid beginning with the term immediately following the term in which the SAP requirements were not met, pending the results of the appeal process, outlined below. A designation of MAS can occur for a variety of reasons and does not necessarily affect SAP if the student is still progressing towards the degree.

APPEALS

Eligibility for continued financial aid will only be re- established if the student subsequently meets SAP requirements, or if the student successfully appeals the decision to the Committee on Promotions. Please refer to the *Procedures for Consideration of Academic and Clinical Performance* for more information regarding the appeal process.

FINANCIAL AID PROBATION

If an appeal has been approved, a student is placed on academic probation and is eligible for financial aid. The Committee on Promotions, in conjunction with the student, will develop an academic plan for the student that, if followed, will ensure that the student is able to meet HSDM's SAP standards within a defined time period, typically an academic year. The student is eligible for financial aid during the time frame stated in the academic plan. At the end of the time period stated in the academic plan, the student must have met the SAP standards. A student who does not comply with each SAP standard by the end of the probationary period is suspended from financial aid eligibility. A student shall be reinstated for financial aid eligibility when he or she has satisfactorily completed sufficient coursework to meet the standards of progress within the maximum time frames delineated above.

Note: A student who has lost eligibility for financial aid due to deficiencies in SAP cannot automatically regain eligibility by paying tuition for a semester or by sitting out a term. Eligibility may be regained only by eliminating all SAP deficiencies at the student's expense until all requirements of this policy are met.

WITHDRAWAL

Students who have withdrawn from HSDM are not making SAP and are not eligible to receive financial aid.

ENFORCEMENT

The Offices of the Registrar and Financial Aid as well as the Committee on Promotions shall have collaborative responsibility for monitoring and enforcing SAP. The HSDM Registrar will notify the Committee on Promotions at regular intervals of any students who are not making SAP. The Committee will determine whether academic sanctions are warranted and will inform the student of any such sanctions. The Financial Aid Office will inform any student whose financial aid has been affected.

ADVANCED GRADUATE EDUCATION PROGRAMS

The Harvard School of Dental Medicine (HSDM) has a long-standing commitment to advanced graduate education and to preparing clinical scholars for leadership careers in general and specialty practice, as well as research, teaching, and administration. A variety of programs of differing lengths and degrees of formality are offered in order to facilitate this objective and the realization of individual career goals.

Specialty and advanced graduate training programs at HSDM and the hospital-based residency programs consist of four components: clinical training and patient care; didactic coursework; teaching experience and research training.

Clinical Training

Clinical aspects of specialty training programs are under the direct guidance of the Program Director who is responsible for facilitating the student's acquisition of high-level diagnostic and technical skills. All clinical specialty training programs at HSDM satisfy the educational requirements of the appropriate specialty board.

Didactic Component

Formal coursework and seminars are required for certificate and degree candidates at HSDM. Considerable variation exists in the selection of courses depending upon a student's career goals and upon the specific program in which the student is enrolled.

Teaching Responsibilities

HSDM Advanced Graduate programs require a limited amount of teaching in the Student Teaching Practice or in problem-based tutorials. Please refer to the respective program directors for more information.

Research Training

HSDM considers the generation of new knowledge to be an integral part of the training of future leaders in the field of dental medicine. In recognition of this goal, research is a required component of advanced graduate education programs at HSDM. Research is not restricted specifically to dental topics, but more broadly includes work in any field of biomedical science or health care delivery research including biostatistics, epidemiology, public health and public policy.

Other Degree Programs

Students may not be concurrently enrolled in more than one advanced graduate degree or certificate program, either at HSDM or elsewhere.

On occasion, students initially accepted into a DMSc or MMSc degree program with clinical training may decide that a different Harvard degree (e.g., MPH from Harvard School of Public Health) would better suit their educational goals. Students seeking to make this programmatic change must first apply and be accepted by the other Harvard school. Once this has happened, the student must petition the Committee on Advanced Graduate Education to pursue the other degree program in lieu of the HSDM degree.

Non-Degree Certificate Training Programs

Requirements for these programs vary from one to another. Students should consult with their Program Directors for specific guidance

AY 2026-27 Advanced Graduate Education
Oral Biology Degree Requirements

	DMSc Degree Combined With Certificate *Program Length: 4 Years* *(5 years for Oral Med.)*	**DMSc Degree Only: Oral Biology Research** *Program Length: 3 Years*	**MMSc Degree Combined With Certificate** *Program Length: 3 Years* *(4 years for Oral Med.)*
Minimum # of Credits Required to Graduate	***36 credits*** *including the following:*	***26 credits*** *including the following:*	***28 credits*** *including the following:*
ORBXXX: HSDM Oral Biology courses	12 credits minimum	4 credits minimum	12 credits minimum
XREG: Graduate level elective courses taken at other Harvard Schools or MIT	12 Basic Science credits minimum	12 Basic Science credits minimum	4 Basic Science credits minimum
ORB608: Graduate Head and Neck Anatomy	Yr. I Summer Course 3 credits *(Except Dental Public Health)*	Not Required	Yr. I Summer Course 3 credits *(Except Dental Public Health)*
IDP751: Biostatistics	3 credits	3 credits	3 credits
IDP604: Foundations for the Advanced Dental Practitioner	Must be taken in Yr. I 3 credits	Not Required	Must be taken in Yr. I 3 credits
IDP602: Fundamentals of Research	Must be taken in Yr. I 3 credits	Must be taken in Yr. I 3 credits	Must be taken in Yr. I 3 credits
IDP600, IDP700, IDP800 & IDP900: AGE Research Seminar Series	Must be taken each year of enrollment	Must be taken each year of enrollment	Must be taken each year of enrollment
IDP500, IDP501 & IDP502: Interdept. Multidisciplinary Case Presentation Seminars	Required in all 3 clinical years *(Except Dental Public Health & Oral Med.)*	Not Required	Must be taken each year of enrollment *(Except Dental Public Health & Oral Med.)*
Oral Qualifying Exam	Must be completed by Spring of Yr. II	Must be completed by Spring of Yr. II	Not Required
Thesis Advisory Committee Meetings	Must be completed annually	Must be completed annually	Must be completed annually
Thesis Defense	Required last year	Required last year	Required last year
Faculty Research Day	Attendance Required Yr. I	Attendance Required Yr. I	Attendance Required Yr. I
Student Research Day	Attendance required each year Presentation required in last year	Attendance required each year Presentation required in last year	Attendance required each year Presentation required in last year
Office of Research Seminar Series	100% attendance required during protected research year; 50% attendance required during other years	100% attendance required	50% attendance required
Additional Program Specific Requirements	Program-specific courses and research requirements as determined by Program Director	Select additional elective courses with Research Mentor and Program Director 4 credits minimum	Program-specific courses and research requirements as determined by Program Director

AY 2026-27 Advanced Graduate Education
Online MMSc Dental Education Degree Requirements

	MMSc Dental Ed. Degree - Full-time *Program Length: 1 Year*	**MMSc Dental Ed. Degree - Part-time** *Program Length: 2 Years*
Minimum # Credits Required to Graduate	***30 credits*** *including the following:*	***30 credits*** *including the following:*
XREG: Graduate level elective courses taken at other Harvard Schools	4 elective credits minimum	4 elective credits minimum
DEN600: Introduction to Dental Education	Required in Yr. I 4 credits	Required in Yr. I 4 credits
DEN601: Innovation in Dental Education and Scholarship (IDEAS)	Required in Yr. I 4 credits	Required in Yr. I 4 credits
DEN602: Dental Education E-Portfolio	Required in Yr. I 4 credits	Required in Yr. II 4 credits
DEN603: Effective Leadership Communication Seminar Series	Required in Yr. I 4 credits	Required in Yr. I 4 credits
DEN604: Applications of AI in Education and Healthcare	Required in Yr. I 3 credits	Required in Yr. I 3 credits
DEN605: Fundamentals of Biostatistics for Health Educators	Required in Yr. I 2 credits	Required in Yr. II 2 credits
DEN690: Capstone Project	Required in Yr. I 5 credits	Required in Yr. II 5 credits
Additional Program Specific Requirements	Program-specific courses and research requirements as determined by Program Director	Program-specific courses and research requirements as determined by Program Director

DMSc and MMSc RESEARCH REQUIREMENTS

Please refer to the HSDM Research Guidebooks for a comprehensive overview of the research requirements for the advanced graduate degree programs.

2026-2027 DMSc RESEARCH GUIDEBOOK

2026-2027 MMSc RESEARCH GUIDEBOOK

Components of Research Requirements

- Research Coursework
    - Fundamentals of Research (Course No. IDP 602)
    - Attend (all years) and Present (Graduation Year) at AGE Seminar Series (Course No. IDP 600-900)
- Research Events
    - Attend Faculty Research Day (Y1)
    - Attend Office of Research Seminar Series
    - Attend (all years) and Present (Graduation Year) at Student Research Day
- Oral Qualifying Exam (Coordinated by Registrar's Office – DMSc only)
- Complete a Research Thesis
    - Select Research Mentor
    - Design Project
    - Yearly Progress Survey
    - Select Thesis Advisory Committee
    - Yearly Thesis Advisory Committee Meetings
    - Conduct Research and Write Thesis
    - Select Thesis Defense Committee
    - Thesis Defense
    - Submit Thesis Electronically to Harvard Countway Library

Harvard School of Dental Medicine Timetable for Program Completion

	Expected Length of Program	Maximum Time without Review by CAGE or DMD Promotions Committee	Maximum Time with Approval by CAGE or DMD Promotions Committee
DMD Degree 4-year program	4 years	4 years	6 years
DMD Degree 5-year program	5 years	5 years	6-7 years
Online MMSc Dental Education	1 year (FT) 2 years (PT)	1 year (FT) 2 years (PT)	2 years (FT) 4 years (PT)
MMSc + Specialty Certificate (excluding Oral Medicine)	3 years	4 years	5 years
MMSc + Specialty Certificate in Oral Medicine	4 years	5 years	6 years
DMSc Degree only (Oral Biology Research)	3 years	4 years	5 years
DMSc + Specialty Certificate (except Oral Medicine)	4 years	6 years	7 years
DMSc + Specialty Certificate in Oral Medicine	5 years	6 years	7 years
DMD-DMSc	7 years	8 years	10 years
DMD-PhD	8 years	8 years	10 years
Certificate Only 1-year program	1 year	1 year	2 years
Certificate Only 2-year program	2 years	2 years	3 years
Certificate Only 3-year program	3 years	3 years	5 years

SATISFACTORY ACADEMIC PROGRESS WITHIN THE DMSc and MMSc PROGRAMS

Federal law and regulations require that all students receiving financial assistance maintain satisfactory academic progress (SAP), defined as the successful completion of degree requirements according to established increments that lead to awarding the degree within published time limits. The following policy delineates the standards for SAP for DMSc and MMSc students at HSDM, which *apply to all matriculated students, regardless of whether they are recipients of financial aid.*

The academic, research, and clinical requirements for the DMSc and MMSc degrees include the satisfactory completion of the HSDM Core Courses and additional graduate level courses, the clinical education at HSDM, and the completion of a research project. The progress of each student working towards the DMSc or MMSc degree is monitored carefully, and the determination of satisfactory academic progress is reviewed annually by the Committee on Advanced Graduate Education (CAGE). At the end of each academic year, students must have academic standing consistent with HSDM's curricular and graduation requirements.

QUALITATIVE MEASURES OF SAP

Each DMSc and MMsc student at HSDM is required to successfully complete all of HSDM's required courses, examinations, clinical experiences, and scholarly and research projects in order to graduate with the DMSc or MMSc degree. HSDM does not measure academic progress by means of a cumulative grade point average, but rather with grades of Honors/Marginal Pass/Pass/Fail for courses taken at HSDM.

Qualitative Measures of SAP for DMSc in Oral Biology and Certificate Students

All courses in Year I must be completed with a grade of Honors/Pass/Marginal Pass; students must attend Faculty Research Day, the Office of Research Seminar Series, and Student Research Day; and identify a research mentor and project in order to progress to Year II. In Year II, DMSc students must complete all required courses with a grade of Honors/Pass/Marginal Pass, attend Student Research Day and Office of Research Seminar Series, convene an approved Thesis Advisory Committee by the designated deadline, meet with their Thesis Advisory Committee, and complete the Oral Qualifying Exam in order to progress to Year III. In Year III, DMSc students must complete all courses with grades of Honors/Pass/Marginal Pass, attend Student Research Day and Office of Research Seminar Series, and meet with their Thesis Advisory Committee by the designated deadline in order to progress to Year IV. In Year IV, DMSc students must complete all coursework with a grade of Honors/Pass/Marginal Pass, attend Office of Research Seminar Series, meet with their Thesis Advisory Committee, convene an approved Thesis Defense Committee and defend their thesis, present research at HSDM Student Research Day, and submit final thesis by the deadline in order to graduate with the DMSc degree.

For the DMSc in Oral Medicine, all courses in Years I must be completed with a grade of Honors/Pass/Marginal Pass; students must attend Faculty Research Day, Office of Research Seminar Series, and Student Research Day; and identify a research mentor and project in order to progress to Year II. In Year II, DMSc in Oral Medicine students must complete all required courses with a grade of Honors/Pass/Marginal Pass, attend Student Research Day and Office of Research Seminar Series, convene an approved Thesis Advisory Committee by the designated deadline, meet with their Thesis Advisory Committee, and complete the Oral Qualifying Exam in order to progress to Year III. In Year III, DMSc in Oral Medicine students must complete all courses with grades of Honors/Pass/Marginal Pass, attend Student Research Day and Office of Research Seminar Series, and meet with their Thesis Advisory Committee by the designated deadline in order to progress to Year IV. In Year IV, all DMSc in Oral Medicine students must complete all coursework with a grade of Honors/Pass/Marginal Pass, meet with their Thesis Advisory Committee, and attend Student Research Day and Office of Research Seminar Series to progress to Year V. In Year V, all DMSc in Oral Medicine students must complete all courses with grades of Honors/Pass/Marginal Pass, attend Office of Research Seminar Series, meet with their Thesis Advisory Committee, convene an approved Thesis Defense Committee and defend their thesis, present research at HSDM Student Research Day, and submit final thesis by the deadline in order to graduate with the DMSc degree.

Qualitative Measures of SAP for DMSc in Oral Biology Research Students

All required courses and laboratory rotations in Year I must be completed with a grade of Honors/Pass/Marginal Pass; students must attend Faculty Research Day, Office of Research Seminar Series, and Student Research Day; pass the Oral Qualifying examination; and identify a research mentor and project in order to progress to Year

II. In Year II, Oral Biology Research students must attend Student Research Day and Office of Research Seminar Series, convene an approved Thesis Advisory Committee, and meet with their Thesis Advisory Committee by the designated deadline in order to progress to Year III. In Year III, Oral Biology Research students must attend Office of Research Seminar Series, meet with their Thesis Advisory Committee, convene an approved Thesis Defense Committee and defend thesis, present research at HSDM Student Research Day, and submit final thesis by the deadline in order to graduate with the DMSc degree.

Qualitative Measures of SAP for MMSc in Oral Biology Students

All courses in Year I must be completed with a grade of Honors/Pass/Marginal Pass; students must attend Faculty Research Day, Office of Research Seminar Series, and Student Research Day; identify a research mentor and project; convene an approved Thesis Advisory Committee; and meet with their Thesis Advisory Committee in order to progress to Year II. In Year II, MMSc students must complete all required courses with a grade of Honors or Pass, attend Student Research Day and Office of Research Seminar Series, and meet with their Thesis Advisory Committee in order to progress to Year III. In Year III, MMSc students must complete all courses with grades of Honors/Pass/Marginal Pass, attend Office of Research Seminar Series, meet with their Thesis Advisory Committee, convene an approved Thesis Defense Committee and defend their thesis, present research at HSDM Student Research Day, and submit final thesis by the deadline to graduate with the MMSc degree.

For the MMSc in Oral Medicine, all courses in Year I must be completed with a grade of Honors/Pass/Marginal Pass; attend Faculty Research Day, Office of Research Seminar Series, and Student Research Day; and identify a research mentor and project in order to progress to Year II. In Year II, MMSc in Oral Medicine students must complete all required courses with a grade of Honors or Pass, attend Student Research Day and Office of Research Seminar Series, convene an approved Thesis Advisory Committee, and meet with their Thesis Advisory Committee in order to progress to Year III. In Year III, MMSc in Oral Medicine students must complete all courses with grades of Honors/Pass/Marginal Pass, meet with their Thesis Advisory Committee, and attend Student Research Day and Office of Research Seminar Series to progress to Year IV. In Year IV, MMSc in Oral Medicine students must attend Office of Research Seminar Series, meet with their Thesis Advisory Committee, convene an approved Thesis Defense Committee, and defend their thesis, present research at HSDM Student Research Day, and submit final thesis by the deadline to graduate with the MMSc degree.

Qualitative Measures of SAP for MMSc in Dental Education Students

All courses in Year I must be completed with a grade of Honors/Pass/Marginal Pass, and the student must identify a research mentor and project in order to progress to Year II. In Year II, MMSc students must complete all required courses with a grade of Honors or Pass in order and present research in the Advanced Graduate Education Research Seminar Series and at Student Research Day in order to graduate with the MMSc degree.

Qualitative Measures of SAP for MMSc in Dental Education and Certificate Students

For the MMSc in Dental Education with Certificate in Dental Public Health, students will complete all requirements with a grade of Honors/Pass/Marginal Pass for the MMSc in Dental Education and the certificate in Dental Public Health over the course of 3 years (see Degree Table)

For the MMSc in Dental Education with Certificate in a Clinical Specialty, students will complete all requirements

with a grade of Honors/Pass/Marginal Pass for the MMSc in Dental Education and for the certificate in the chosen specialty over the course of 4 years (see Degree Table)

MAXIMUM TIME FRAME

Maximum Time Frame for DMSc Students

The normal timeframe for completing the DMSc coursework and earning a specialty certificate is four academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student may require additional time. In such situations, an academic plan may be established for the students that depart from the norm and that may require the repetition of all or a part of a year of study. The maximum time permitted for completion of the DMSc degree is five years of enrollment in the DMSc program only, and seven years of enrollment in the DMSc program plus Specialty Certificate.

Maximum Time Frame for MMSc Students

The normal timeframe for completing the MMSc coursework and earning a specialty certificate is three academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student may require additional time. In such situations, an academic plan may be established for the students that depart from the norm and that may require the repetition of all or a part of a year of study. The maximum time permitted for completion of the MMSc degree is four years of enrollment in the MMSc program only, and five years of enrollment in the MMSc program plus Specialty Certificate.

SAP AND LEAVES OF ABSENCE WITHIN THE DMSc AND MMSc PROGRAMS

A student may be granted a personal or medical leave of absence or may be placed on an involuntary leave of absence. The period of approved or mandated leave may be excluded from the maximum time frame in which and individual student will be expected to complete the program. Under no circumstances will a student be permitted more than 10 years, from the time of matriculation, to complete the requirements of the DMSc or MMSc program, including leaves of absence. See the Leave of Absence policy for additional information concerning leaves of absence.

REVIEW AND NOTIFICATION OF LACK OF SAP

During the annual review of a student's SAP by the HSDM Registrar, progression to the next academic year is based upon a review of all grades, including withdrawals, incompletes, and unsatisfactory grades. Any student who has not achieved a minimum of a passing or satisfactory grade in all courses cannot progress to the next year.

The HSDM Committee on Advanced Graduate Education, in consultation with the Registrar, will notify annually in writing all students who have not met the standards for SAP outlined above. The notification will indicate the nature of the deficiency, any methods that may be available for correcting the deficiency, and any consequences that have resulted or may result, such as Monitored Academic Status (MAS), Academic Probation, or withdrawal. A student who fails to meet one or more of the standards for SAP (qualitative and/or time frame) is ineligible for financial aid beginning with the term immediately following the term in which the SAP requirements were not met, pending the results of the appeal process, outlined below. A designation of MAS can occur for a variety of reasons and does not necessarily affect SAP if the student is still progressing towards the degree.

APPEALS

Eligibility for continued financial aid will only be re-established if the student subsequently meets SAP requirements, or if the student successfully appeals the decision to the Committee on Advanced Graduate Education. Please refer to the Procedures for Consideration of Academic and Clinical Performance for more information regarding the appeal process.

PROBATION

Once an appeal has been approved, a student is placed on financial aid probation and is eligible for financial aid. The Program Director and Research Mentor, if applicable, in conjunction with the student, will develop an academic plan for the student that, if followed, will ensure that the student is able to meet HSDM's SAP standards within a defined time period, typically an academic year. The student is eligible for financial aid during the time frame stated in the academic plan. At the end of the time period stated in the academic plan, the student must have met the SAP standards. A student who does not comply with each SAP standard by the end of the financial aid probationary period is suspended from financial aid eligibility. A student shall be reinstated for financial aid eligibility when he or she has satisfactorily completed sufficient coursework to meet the standards of progress within the maximum time frames delineated above.

Note: A student who has lost eligibility for financial aid due to deficiencies in SAP cannot automatically regain eligibility by paying tuition for a semester or by sitting out a term. Eligibility may be regained only by eliminating all SAP deficiencies at the student's expense until all requirements of this policy are met.

WITHDRAWAL

Students who have withdrawn from HSDM are not making SAP and are not eligible to receive financial aid.

ENFORCEMENT

The Offices of the Registrar and Financial Aid as well as the Committee on Advanced Graduate Education shall have collaborative responsibility for monitoring and enforcing SAP. The HSDM Registrar will notify the Committee on Advanced Graduate Education annually of any students who are not making SAP. The Committee will determine whether academic sanctions are warranted and will inform the student of any such sanctions. The Financial Aid Office will inform any student whose financial aid has been affected.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) -

ACCESS TO EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") is a federal law that gives students certain rights with respect to their education records.

Education Records

Harvard School of Dental Medicine routinely maintains records for its students that describe and document their work and progress. These education records generally include records such as permanent and local addresses, admissions records, enrollment status, course grades, reports and evaluations, completion of requirements and progress toward the degree, records of disciplinary actions, letters of recommendation, and other correspondence with or concerning the student.

Access

To be useful, students' records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and the offices where the records are kept. These ordinarily include the Registrar of HSDM, as well as Program Directors, and Society Directors. All students have access to their own education records and may contribute to them if they feel there is need for clarification. Students wishing access to their education records should contact the Registrar. Ordinarily, students are asked to submit a written request that identifies the specific record or records he/she wishes to inspect.

Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student requesting access may inspect and review only the portion of the record relating to him or her. Students also are not permitted to view letters and statements of recommendation to which they waived their right of access, or that were placed in their file before January 1, 1975.

Students should direct any questions they have about the accuracy of records to the person in charge of the office where the records are kept. If questions still remain, the matter may be referred to the Registrar.

Should it be necessary, a hearing may be held to resolve challenges concerning the accuracy of records in those cases where informal discussions have not satisfactorily settled the questions raised.

Directory Information

HSDM regards the following information as "directory information," that is, information that, under FERPA, can be made available to the general public: student's full name, digital image, local address, telephone listing, electronic mail address, field of study, degrees, enrollment status, and dates of enrollment. Please note that while Harvard considers digital images as directory information, they are rarely released to parties external to the University without the student's permission. Please note that Harvard University's definition of "directory information," found at https://provost.harvard.edu/pages/policies may include elements in addition to those used by SCHOOL, and that requests for directory information received at the University level thus may result in disclosure of such additional elements. Students may direct HSDM not to disclose their directory information, usually known as putting in place a "FERPA Block." To do so, a student must inform the HSDM Registrar, in writing, of that decision.

Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Harvard Commencement booklet. Students who have previously chosen to put in place a FERPA Block may decide to reverse this decision, also by informing the HSDM Registrar in writing.

Other Disclosures permitted under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student's knowledge or consent under certain circumstances. For example,

disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information in order to fulfill his or her professional responsibilities, including instructional, supervisory, advisory, administrative, academic or research, staff support or other duties. “Harvard officials” include: faculty; administrators; clerical employees; professional employees; Harvard University Health Services staff members; Harvard University Police Department officers; agents of the University, such as independent contractors performing functions on behalf of HSDM or the University; members of Harvard’s governing boards; and students serving on an official HSDM or University committee, or assisting another Harvard official in performing his or her tasks. A student’s education record also may be shared with parties outside the University under certain conditions, including, for example, in situations involving a health and safety emergency. In addition, HSDM will forward a student’s education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

If the HSDM finds that a student has committed a disciplinary violation involving a crime of violence or a non-forcible sex offense, then it also may, if legally permitted and in the HSDM’s judgment appropriate, disclose certain information about the disciplinary case. The disclosure may include the student’s name, the violation committed, and the sanction imposed.

Student Rights under FERPA

As set forth above, under both Harvard policy and FERPA, students and former students may inspect and review certain of their education records that are maintained by Harvard. They also have the right to: exercise limited control over other people’s access to their education records; seek to correct their education records if they believe them to be inaccurate, misleading or otherwise in violation of their FERPA rights; file a complaint with the U.S. Department of Education if they believe Harvard has not complied with the requirements of FERPA; and be fully informed of their rights under FERPA. Complaints regarding alleged violation of rights of students under FERPA may be submitted in writing within 180 days to the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5920.

PROTECTING STUDENT PRIVACY

Harvard School of Dental Medicine has multiple measures in place to protect student privacy, both on campus in the classroom, and in a remote learning environment. These practices protect all students regardless of their mode of instruction.

- Each student is provided with a unique Harvard ID number and Harvard key login, and provisioned unique accounts for different systems used at the school for enrollment, classroom participation and accessing student records.
- Access to these accounts is additionally protected by 2 factor authentication, which ensures that only the student to whom the account has been assigned can access the account, using a registered personal device.
- Student identity is verified during the onboarding process by presentation of a government ID and through a CORI.
- Students complete an online check-in process each term within the student information system using their unique account credentials. This online process provides them the opportunity to review and update their privacy restrictions according to FERPA each term.

UNIVERSITY-WIDE STATEMENT ON RIGHTS AND RESPONSIBILITIES

The central functions of an academic community are learning, teaching, research and scholarship. By accepting membership in the University, an individual joins a community ideally characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change. The rights and responsibilities exercised within the community must be compatible with these qualities.

The rights of members of the University are not fundamentally different from those of other members of society. The University, however, has a special autonomy and reasoned dissent plays a particularly vital part in its existence. All members of the University have the right to press for action on matters of concern by any appropriate means. The University must affirm, assure and protect the rights of its members to organize and join political associations, convene and conduct public meetings, publicly demonstrate and picket in orderly fashion, advocate and publicize opinion by print, sign, and voice.

The University places special emphasis, as well, upon certain values which are essential to its nature as an academic community. Among these are freedom of speech and academic freedom, freedom from personal force and violence, and freedom of movement. Interference with any of these freedoms must be regarded as a serious violation of the personal rights upon which the community is based. Furthermore, although the administrative process and activities of the University cannot be ends in themselves, such functions are vital to the orderly pursuit of the work of all members of the University. Therefore, interference with members of the University in performance of their normal duties and activities must be regarded as unacceptable obstruction of the essential processes of the University. Theft or willful destruction of the property of the University or its members must also be considered as unacceptable violation of the rights of individuals or of the community as a whole.

Moreover, it is the responsibility of all members of the academic community to maintain an atmosphere in which violations of rights are unlikely to occur and to develop processes by which these rights are fully assured. In particular, it is the responsibility of officers of administration and instruction to be alert to the needs of the University community; to give full and fair hearing to reasoned expressions of grievances; and to respond promptly and in good faith to such expressions and to widely expressed needs for change. In making decisions which concern the community as a whole or any part of the community, officers are expected to consult with those affected by the decisions. Failures to meet these responsibilities may be profoundly damaging to the life of the University. Therefore, the University community has the right to establish orderly procedures consistent with imperatives of academic freedom to assess the policies and assure the responsibility of those whose decisions affect the life of the University.

No violation of the rights of members of the University, nor any failure to meet responsibilities, should be interpreted as justifying any violation of the rights of members of the University. All members of the community—students and officers alike – should uphold the rights and responsibilities expressed in this Statement if the University is to be characterized by mutual respect and trust.

Interpretation

It is implicit in the language of the Statement on Rights and Responsibilities that intense personal harassment of such a character as to amount to grave disrespect for the dignity of others be regarded as an unacceptable violation of the personal rights on which the University is based.

It is implicit in the University-wide Statement on Rights and Responsibilities that any unauthorized occupation of a University building, or any part of it, that interferes with the ability of members of the University to perform their normal activities constitutes unacceptable conduct in violation of the Statement and is subject to appropriate discipline.

This University-wide Statement and its first interpretation were adopted on an interim basis by the Governing Boards on September 20, 1970, and were voted to remain in effect indefinitely in May 1977. The second interpretation was adopted by the Governing Boards in January-February 2002.

University Committee on Rights and Responsibilities
The Harvard University Committee on Rights and Responsibilities (UCRR) is a faculty and student committee that addresses violations of the University-Wide Statement on Rights and Responsibilities, particularly in cases involving multiple schools. Its primary role is to coordinate fact-finding and, in some configurations, investigate and impose discipline for violations, while final disciplinary decisions in cross-school cases now rest with a separate faculty panel.

April 24, 2025: Update on University Committee on Rights and Responsibilities

University Committee on Rights and Responsibilities: Fact-finding Procedures and University-wide Approach to Discipline (2025)

GUIDANCE ON PROTEST AND DISSENT

By protecting freedom of speech while not permitting interference with the "normal duties and activities" of members of the University, the University-wide Statement guarantees the right of students to learn and study and to make a residential campus their home; the right of faculty and instructors to teach, research, and mentor; and the right of staff to do the vital work necessary for the University to fulfill its mission. Accordingly, unless a particular School makes an explicit exception, demonstrations and protests are ordinarily not permitted in classrooms and other spaces of instruction; libraries or other spaces designated for study, quiet reflection, and small group discussion; dormitories, residence halls, or dining halls where students live and take their meals; offices where the work of the University is carried out; or other places in which demonstrations and protests would interfere with the normal activities of the University. Because free speech is of fundamental importance, Schools should take steps to have venues for protest, dissent, and the like in courtyards, quadrangles, and other such spaces, and through the ability to reserve classrooms, event spaces, and/or places for "tabling."

The University-wide Statement also contains explicit time, place, and manner limitations relevant to protest and dissent. For example, because the University-wide Statement prohibits interference with "freedom of movement," blocking ingress or egress to campus buildings, classrooms, administrative offices, or other spaces is forbidden, as is blocking or otherwise interfering with the free flow of vehicular, bicycle, or pedestrian traffic. Because the University-wide Statement further guarantees "freedom from personal force and violence," conduct such as assaulting, threatening, or intimidating another person or damaging, defacing, or removing a properly posted sign is not permitted.

Finally, because the University's mission includes hosting lectures, speeches, and other events that expose community members to ideas, discussions, and debates, disrupting such events or activities interferes with the normal activities of members of the University. Accordingly, community members may not protest a speech or event in a manner that interferes with the right of the speaker(s) to be heard or of the audience to hear them. Many Schools have adopted detailed protest and dissent guidelines that elaborate on the rules and principles of the University-wide Statement.

Statement of the Interim President and Deans of Harvard University, issued January 19, 2024

University Committee on Rights and Responsibilities: Fact-finding Procedures

In cases involving possible violations of the University-wide Statement on Rights and Responsibilities (USRR) involving students from two or more Faculties or cases alleging that students from one Faculty have disrupted

the performance of normal duties and activities within another Faculty, the President or their designee may, if an affected School or affected University-wide unit so requests, initiate an investigation concerning the incident, and the University Committee on Rights and Responsibilities (UCRR) may conduct an investigation and find facts, as part of the UCRR's authority to coordinate fact-finding in such cases, reserving to the relevant Faculties the determination of discipline. In such cases, an investigation will adhere to the following fact-finding procedures as listed on the Office of the Provost website and as an appendix to this handbook: https://provost.harvard.edu/sites/hwpi.harvard.edu/files/provost/files/ucrr_procedures.pdf

Statement of Mutual Respect and Public Discourse

Harvard School of Dental Medicine has adopted the Statement of Mutual Respect and Public Discourse at HMS set forth by Harvard Medical School. We underscore our shared commitment to a diversity of views and to principles of free inquiry and expression across the Longwood campus that are essential to our academic community. We recognize these values imply certain rights and responsibilities for all who attend and participate in HSDM lectures, seminars, presentations or demonstrations that are held publicly, privately or virtually. Please see the statement which outlines principles for events.

General principles

The right to speak and the right to dissent contribute to the value of academic discourse. The speaker is entitled to communicate their message to the audience during their allotted time, and the audience is entitled to hear the message and see the speaker during that time. A dissenter must not substantially interfere with a speaker's ability to communicate or the ability of any audience member to see and hear the speaker.

Public versus private events

The organizer of an event will determine the venue and whether the event is open to the public, open to members of the Harvard community, or limited to invited or authorized individuals. The sponsoring organization or HMS administration may require attendees to produce identification, so long as the following criteria are met:

- Advance notice is given as to what specific types of ID will be required.
- Identification procedures are enforced consistently and uniformly.

When an event is private, dissent by non-attendees is limited to activity outside the event that does not impede access to the event or substantially interfere with the communication inside. When an event is public, the acceptable form of dissent will depend on whether the dissenter is inside or outside the event and on whether the dissenter is acting before, during or after the event.

Picketing and distributing of literature

Picketing or distributing literature outside the event is acceptable unless it impedes access to or egress from the event. Distributing literature inside an open event is acceptable before the event is called to order and after the event is adjourned.

Silent or symbolic protest

No protest should interfere with the audience's view or prevent the audience from paying attention to the speaker. Any use of signs, prolonged standing, or other activity likely to block the view of anyone in the audience should be confined to the back of the room.

Noise

Responding vocally to the speaker, spontaneously and temporarily, is generally acceptable. Chanting or making other sustained or repeated noise in a manner which substantially interferes with the speaker's communication is not permitted, whether inside or outside the event.

Force or violence

Threatening or using force or violence is never permitted.

Questions

If you are planning an event and would like guidance or assistance in meeting these guidelines, please contact:

The HSDM Office of Student Affairs at studentaffairs@hsdm.harvard.edu

Available tools

A slide outlining “rules of the road” and setting the tone for a mutually supportive community is available for download to display on the screen at the beginning of your event.

Rules of the Road

- *Remember that we are all human—Nobody is perfect and we are all learning.*
- *Include everyone in the conversation—Look around and invite others in.*
- *Words matter—They can hurt and heal, so use them thoughtfully.*
- *Be respectful when speaking and listening—It’s about the position, not the person.*
- *Empathy is part of understanding—Put yourself in their place*
- *Recognize the difference between evidence and opinion—Each is important, but they are not interchangeable.*
- *Be open-minded—Consider alternatives.*

Universities, including Harvard, stand for freedom, even when it is uncomfortable.

Download 4:3 Rules of the Road slide for PowerPoint

HSDM STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- Students have the right to academic freedom to pursue and discuss questions of relevance in a reasonable manner.
- Students have the right to be informed of the policies, rules and regulations of HSDM and to participate in the development and implementation of such policies when appropriate.
- Students have the right to be informed about the criteria for academic evaluation, satisfactory performance, promotion and graduation.
- Students who are required to withdraw (with or without a recommendation to dismiss or expel) have the right to appeal decisions related to their promotion, performance, professionalism or their compliance with School policies.
- Students have the right to inspect their own educational records within 45 days of the date the request is submitted to the Registrar's Office.
- Students have the right to request an amendment to an educational record that the student believes to be incorrect or inaccurate.
- Students have the right to restrict access to their directory information to parties outside of Harvard University.
- Students have the right to an educational environment free from unlawful discrimination.

Student Responsibilities

- Students are responsible for being aware of and abiding by all applicable federal, state and local laws and regulations.
- Students are responsible for being aware of and abiding by the policies, rules and regulations that apply to enrollment at HSDM and the educational program(s) in which they are enrolled. Relevant policies may be found in documents such as the HSDM Student Handbook, the Teaching Practice Manual and the Financial Aid Bulletin.
- Students are responsible for abiding by the standards of professional and ethical conduct expected of health care professionals and research scientists and members of the Harvard community.
- Students are responsible for upholding the values defining professionalism in dental education as stated in the ADEA Statement on Professionalism in Dental Education (Appendix V).
- Students are responsible for being aware of critical dates and deadlines and for meeting the deadlines related to their attendance, promotion and graduation.

Student Standards of Conduct

Harvard School of Dental Medicine has the responsibility to ensure that its students and graduates meet certain standards of professional conduct and responsibility. These standards include reliability, honesty and integrity, responsibility in professional relationships, responsibility in relationships with patients and families, responsibility in relationships with others, including members of the Harvard community, and responsibility related to substance abuse. Students will be evaluated on the basis of these standards, examples of which include:

Reliability

- Can be depended upon to do his/her duty as defined by course objectives;
- Can be depended upon to keep scheduled appointments;
- Completes tasks he/she was assigned or agreed to perform;
- Attends and participates in a timely fashion in all scheduled activities, including class, clinic, lab, rounds, etc.

Honesty and Integrity

- Is honest and ethical with regard to assignments, examinations, research activities, and patient care;
- Acknowledges his/her own mistakes and takes steps to correct them;
- Adheres to ethical and legal standards of conduct.

Responsibility in Professional Relationships

- Knows and acts in accordance with own cognitive, physical and emotional limitations;
- Handles stress appropriately;
- Is considerate and respectful of faculty, staff and colleagues;
- Listens to and maintains effective communication with colleagues;
- Uses appropriate language and tact in all professional situations;
- Shows appropriate judgment in responding to unethical, unprofessional or dangerous behavior on the part of others

Responsibility in Relationships with Patients and Families

- Knows and acts in accordance with own cognitive, physical and emotional limitations;
- Is considerate, conscientious and respectful toward patient's and family's physical interests and emotional concerns;
- Listens to and maintains effective communication with patient/family;
- Uses appropriate language and tact in all professional situations;
- Keeps accurate medical and dental records;
- Maintains confidentiality when required;
- Maintains appropriate boundaries in the doctor/patient relationship;
- Can be depended upon to meet assigned obligations and keep scheduled appointments in professional clinical or research training programs;
- Is appropriately groomed in all professional situations
- Adheres to HSDM HIPAA Guidelines

Responsibility in Relationships with Others, including Members of the Harvard Community

- Abides by all expectations for conduct set forth in the HSDM Student Handbook.

Responsibility Related to Substance Abuse

- Is aware that substance abuse is not compatible with professional conduct;
- Is aware that the use of any substance in the settings of patient care and classroom or research activities is not compatible with professional conduct;
- Shows appropriate judgment in seeking evaluation and assistance if impaired or potentially impaired by substance abuse.

Responsibility Related to Digital Media

- Is aware that the University prohibits use of the Harvard network for illegal activities
- Is compliant with the Digital Millennium Copyright Act
- Is compliant with the policy on electronic communication and social media

POLICY ON ELECTRONIC COMMUNICATION AND SOCIAL MEDIA

Electronic Communication

Users shall not access, upload, download, or distribute obscene material; nor transmit obscene or threatening or abusive language; nor misrepresent the identity of the sender. Harvard neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or be broadcast indiscriminately to large numbers of recipients. This prohibition includes unauthorized mass electronic mailings. For example, e-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such e-mail.

Social Media

Caution is recommended as well in using social media sites such as Facebook, Instagram, Linked-in, or Threads. The profession of dental medicine is founded on the highest standards of conduct. In admitting a student to HSDM, we believe you have already demonstrated that your behavior in person – both on campus and off – and in your electronic presence reflects the maturity and civility that are the necessary underpinnings of the profession. After you are admitted, enrollment remains contingent on a continuation of this high standard of conduct. Items that represent unprofessional behavior that are posted by you on social networking sites reflect poorly on you and on the dental profession. Such items may become public and could subject you to unintended exposure and consequences. When students are on rotations or in other clinical settings, they must adhere to each clinical institution's privacy and social media policies.

Official HSDM Accounts:

Having a centralized social media strategy unifies our messaging; presents the School in a manner consistent with our values and mission; and leverages a well-established social media audience to ensure messages have a wide reach and impact. HSDM's official social media accounts currently reach a combined audience of more than 15,000 followers.

- The Office of Communications is responsible for maintaining HSDM's official public facing social media accounts.
- HSDM's Facebook, Instagram, and LinkedIn accounts are the only recognized social medial accounts associated with HSDM.
- HSDM departments, programs, initiatives, and student groups are strongly encouraged to leverage HSDM's official online presence and work with the HSDM's Director of Communications if they wish to share news and photos through HSDM's existing social media channels.
- Any other social media account referring to HSDM, including but not limited to, a particular HSDM department or program, and created without HSDM's explicit (written) consent, is not recognized by the school and, if discovered, HSDM will require the retirement of the account, or submission of a justification for its continued existence.
- Exception Requests:
    - There may be special cases when new HSDM social media accounts will be considered. Any, and all, requests for any new account must complete a Social Media Account Exception Justification request to the Director of Communications. The Director of Communications will bring all requests to the Compliance Committee [or subset thereof], and to the Dean of Administration and Finance, for review and a decision will be made.
- "Closed groups" on Facebook, or the equivalent of invitation only groups on other social media platforms, are allowed.

Posting of HSDM Related Information on Personal Accounts:

- Faculty, Staff and Students are strongly encouraged to use common sense and be cautious when posting information about, or acquired at, HSDM:
    - Always ensure that NO confidential patient, school, or employee information is shared. Do NOT post images that could compromise the security and integrity of HSDM (such as ID cards or axiUm swipe cards). Copies of these images obtained online could be leveraged to recreate badges or ID cards and used for malicious purposes.
    - Images of case work performed at HSDM or within the Harvard Dental Center (HDC) are NOT allowed to be posted on personal social media accounts as they are the property of HSDM and the HDC. Patient consent must be honored at all times and compliance with this requirement will be strictly enforced.
    - Images taken at HSDM and posted on personal accounts should first ensure that they adhere to the HSDM Camera Policy (including but not limited to: no pictures taken of HDC restricted areas, and no pictures of faculty, staff, or students without their consent).
    - Ensure that the content you are posting indicates that the view expressed is that of your own, and not that of the School.

When students are in the hospital or other clinical settings, they must adhere to each clinical institution's privacy and social media policies.

DMCA Policy Annual Copyright Disclosure: https://dmca.harvard.edu/

- Do not use peer-to-peer file-sharing programs to share copyrighted works without permission.
- If you share copyrighted material without permission, you may subject yourself to significant costs and possible criminal penalties.
- If you are associated with repeat infringements, Harvard University may terminate your network access and refer you for disciplinary action.

Harvard University is committed to maintaining the integrity and availability of the Harvard network for the vital educational and research purposes for which it was designed and prohibits the use of its network to violate the law, including the U.S. Copyright Act. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, violates the Copyright Act and may subject you to civil and criminal liabilities.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to

$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to ten years and a fine of $250,000 for an individual. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. http://ifap.ed.gov/.

Harvard complies fully with the Digital Millennium Copyright Act ("DMCA"). Users of the Harvard network found to have engaged in repeated infringement of copyright are subject to termination of their network access and may be reported to the appropriate Dean or Human Resources officer for disciplinary action. Find Harvard's policy, or review the FAQ's.

A paper copy of this notice is available upon request by contacting dmca@harvard.edu

PUBLISHING OR DISTRIBUTING COURSE MATERIALS

Students may not post, publish, sell, or otherwise publicly distribute course materials without the written permission of the course instructor. Such materials include, but are not limited to, the following: lecture notes, lecture slides, video, or audio recordings, assignments, problem sets, examinations, other students' work, and answer keys. Students who sell, post, publish, or distribute course materials without written permission, whether for the purposes of soliciting answers or otherwise, may be subject to disciplinary action, up to and including requirement to withdraw from the School of Dental Medicine.

POLICIES RELATED TO REGISTRATION AT HSDM

The following mandatory requirements must be completed when a student first matriculates or on an annual basis. Students who have not completed mandatory requirements will not be allowed to register and if applicable will be suspended from the HSDM clinic

MANDATORY REQUIREMENTS AT THE TIME OF MATRICULATION

Criminal Offender Record Information (CORI)

Registered students are subject to criminal history background checks prior to entering affiliated hospitals and community health centers.

Malpractice Insurance

Advanced graduate students must have current malpractice insurance with Controlled Risk Insurance Company (CRICO) in order to practice at HSDM and its affiliated institutions and hospitals. This malpractice insurance does not extend to clinical practice outside of HSDM and its affiliated sites. Therefore, AGE students who intend to practice outside of HSDM on evenings or weekends must secure their own professional liability policy. Applications for malpractice insurance are mailed to advanced graduate students prior to matriculation and must be returned to the Office of Clinical Affairs prior to seeing patients.

Respiratory Mask Fit

University Health Services requires that Year 1 DMD students be fitted for a respiratory mask.

Immunization

As a condition of registration, the Massachusetts College Immunization Law (Chapter 76, Section 15C) requires that all health sciences students who have contact with patients must present evidence of immunity against measles, mumps, rubella and hepatitis B. The School of Dental Medicine requires that immunity to these viruses be proven via positive serological tests (titers.) Additionally, students need to prove they have been vaccinated against tetanus, diphtheria, pertussis and varicella; however, a positive varicella titer will suffice for those with prior varicella infection.

Although vaccinations may have been completed earlier in life, serologic immunity is not assured. It is important to have the required serologic blood tests early, in the event one or more booster immunizations will be necessary.

This will allow time for repeating serologic testing to ensure immunity at the time of registration. Students who arrive without proof of immunization will be charged a fee-for-service per serologic titer or inoculation for immunization by the Medical Area University Health Service.

All first-year dental students are required to have two tuberculin skin tests and one tuberculin skin test every year thereafter. The tests must be read by a physician or a nurse practitioner and documented in writing.

Students known to be skin-test positive should consult a physician at the Medical Area Health Service, as should those exposed to patients with active tuberculosis.

Immunizations required by the Commonwealth of Massachusetts are subject to change without notice

MANDATORY REQUIREMENTS TO BE COMPLETED ANNUALLY

Basic Life Support for Health Care Professionals Certification

All students must provide evidence of current Basic Life Support for Health Care Professionals certification in order to practice in the clinics. DMD students will take a course in their first and third years. Advanced

Graduate students may take a course offered in July at the School or make arrangements with an extramural program at a local hospital, Red Cross or the American Heart Association. Evidence of current certification must be on file in the Office of Dental Education and the Office of Clinical Affairs.

Health Insurance Portability and Accountability Act (HIPAA)

Students are required to complete a HIPAA Training course on an annual basis. Refer to the HSDM Clinic Manual for the School of Dental Medicine's HIPAA policies and sanctions for policy violations.

Licensure

All Advanced Graduate Education students must be licensed and currently registered with the Massachusetts Board of Registration in Dentistry in order to practice in the clinics. Two types of registration are available: limited (intern's) license and full license. An intern's license restricts practice to the School and its affiliated institutions. Full licensure is required for Advanced Graduate students who are eligible to receive licensure in Massachusetts.

Advanced Graduate students who are eligible for full Massachusetts licensure must also obtain a Massachusetts Controlled Substance Certificate and a DEA Certificate. Copies of the limited or full license must be presented to the Office of Clinical Affairs at the time of registration for pre-matriculants or annually for continuing students.

HSDM will not provide limited licenses to Advanced Graduate students who are enrolled in a program that does not have a required clinical component.

Students who have allowed their licensure to lapse will be suspended automatically from the clinic.

Other Annual Trainings

Students must complete Security, Emergency, OSHA, Hazardous Waste, Bloodborne Pathogens, Title IX and Workplace Civility trainings on an annual basis.

POLICIES RELATED TO ATTENDANCE AT HSDM

Students pursuing the DMD and Advanced Graduate Education degree programs at Harvard School of Dental Medicine (HSDM) are healthcare providers in training who must meet standards of professional conduct and responsibility to develop into effective dentists and healthcare providers. As a professional school, HSDM requires attendance and active participation in all components of the curriculum. Active participation in the School's course and clinical activities indicates the student's understanding and mastery of professional responsibilities. The granting of the DMD or advanced graduate degree attests to the fact that the student has demonstrated a commitment to his/her professional responsibilities through participation in all aspects of the curriculum as defined by the faculty. When it is necessary for students to be absent from a required program activity, students must approach such absences with the same standard of professional responsibility required of practicing dentists; professional responsibility extends to one's patients and appropriate members of one's institution.

Calendars

The School of Dental Medicine maintains five academic calendars, each of which is linked to a specific degree program and/or year of study. Students must adhere to the academic calendar linked to their specific year of study and degree program. The full academic calendar for the current academic year can be found online on the HSDM intranet: https://intranet.hsdm.harvard.edu/academic-calendar

Registration

Students must clear all enrollment holds each semester in order to register with the HSDM Registrar's Office. Students may not register or receive credit for courses that meet simultaneously or have any conflict of time. A student with any outstanding holds, including an overdue student account balance or immunization requirements will not be allowed to register for classes. Students who do not register for courses by the published deadline for the semester will be assessed a late registration fee.

Course Attendance

For all students, attendance at any assigned course activity, lecture, lab, or clinic session is mandatory to obtain a passing grade. Students pursuing the DMD degree at HMS/HSDM are expected to adhere to the HMS attendance policy while enrolled in the medical school curriculum and must submit notification of an absence using the appropriate HMS Absence Reporting Form all scheduled or unscheduled absences. While enrolled in the dental school curriculum, students are expected to follow the HSDM attendance policy. Students are expected to attend all required course and clinical activities. Reports of unexcused absences from required course activities will be referred to the Office of Dental Education.

Students who will be absent from school, clinic or rotation site for illness, hospitalization, family emergency, advanced graduate interviews or other reason must complete an absence notification form available in Canvas.

A planned absence from a course or course session must be reported at least four weeks in advance. Planned absences of more than one day must be registered and discussed in advance with both the society director and the course director to ensure that the student is aware of the ramifications of an extended absence.

When it is not feasible to provide advance notice (illness, family emergency), the course director, the society director, and the senior DMD program coordinator, must be informed as soon as possible, ideally on the day of the absence. In the case of illness requiring a student to stay home, the student should email the relevant course and society directors and senior DMD program coordinator as well as clinic and hospital preceptors, on the morning of the absence, in addition to filling out the absence notification form available in Canvas
Attendance and absence forms will be tracked and notification of all absences will be sent to the students' society, the course director, and the appropriate course faculty.

An excessive number of absences throughout the curriculum (for any reason), as well as ANY unreported absence, may trigger an in-person meeting with the society director and referral to the Committee on Promotions

or the Committee on Advanced Graduate Education. If a student is absent, they are expected to learn the material. It is not the responsibility of the course faculty to arrange for make-up of missed content or sessions.

Summary of Excused Absences

Absences may be excused for the following:

Unscheduled Excused Absences

- Illness
- Family Emergency
- Death in family (bereavement)
- Sudden change in life circumstances

Scheduled Excused Absences (minimum 4 weeks advanced notice required)

- Attendance at a professional meeting or conference as an elected representative of HSDM and/or as an invited scientific/educational presenter
- Attendance at post-graduate interviews (pre-doctoral students only), formal student externships, clinical licensure exams, and National Board examinations
- Religious observance
- Jury duty, court subpoenas and required military duty

Summary of Unexcused Absences

Absences will typically not be excused for the following:

- Early departures or late arrivals due to travel arrangements
- Weddings
- Family events
- Attending meeting or conventions
- Humanitarian service trips
- Outside employment
- Vacation

Protocol for Unscheduled Absences

As outlined above, unexpected events outside a student's control may justify an absence. When such situations arise, the student is required to report the need to be absent to the following school officials:

1. The Course Director(s)
2. The Society Director
3. The Predoctoral Clinical Curriculum Coordinator

Failure to notify the appropriate individuals involved will be considered a failure of professional responsibility.

DMD Fourth Year Absences

Students will be given details about the fourth-year schedule (at the end of the third year) and the process for requesting time-off for externships and residency program interviews. Please contact the Predoctoral Clinical Curriculum Coordinator for details and clarification.

Protocol for Scheduled Absences

As outlined above, scheduled absences may be excused in limited circumstances. Students are required to notify the Society Director and Course Director at least 4 weeks in advance. While absences for special events (e.g., weddings, graduations, family gatherings) are typically unexcused, students who choose to be absent to attend

such events must notify the Society Director and Course Director at least 4 weeks prior to the event. An arrangement should be made at that time to cover any missed coursework. The student should not make any commitments, financial or otherwise, until he or she has notified the Office of Dental Education and has developed a plan for making up missed work.

Absences for Scheduled Conferences

Leadership in dentistry is founded upon a solid knowledge of the science of medicine and dentistry. To that end, building the foundation of medical and dental knowledge is the first priority of dental students. While leadership in extracurricular and extramural activities is encouraged, such opportunities must not occur at the expense of a student's required coursework and attendance responsibilities. Individual students may request permission to attend a scientific conference or meeting for the purposes of presentation of a paper or poster. Permission for absences is ordinarily limited to the day of the presentation.

Ordinarily, only elected officers, students seeking or holding leadership positions in the organization or presenters may be excused from a course in order to attend a conference. The ultimate decision about individual excused absences rests with the Society Director and the Course Director, and is based on the student's academic record to date, attendance record to date, and the Course Director's estimation of the importance of the specific course session(s) that would be missed. Students may not be excused from taking any examinations to attend a professional conference. Students who attend professional meetings and conferences are required to provide a written report to the Director of Student Affairs upon returning from national and/or regional meeting.

Consequences of Noncompliance with Attendance Policy

Students who fail to comply with the school's attendance policy face a number of serious consequences. These include the following:

1. Missing more than 10% of the course (including any assigned course activity, lecture, lab, or clinic session) may result in lowering of the overall course grade or failure by the Course Director. (i.e. missing two days for a month-long block).
2. Any unreported absences are considered a violation of the policy on Student Responsibilities and Standards of Conduct and can result in failure of the course.
3. An unexcused absence from a rotation or externship may require that the externship be repeated.
4. Any unreported student absences will trigger a meeting with the student's Society Director and may be reported to the Committee on Promotions.
5. The Committee on Promotions will review attendance noncompliance to determine whether such unprofessional behavior warrants official censure in the student's academic record and Dean's Letter.
6. Any student who does not attend class for a period of 30 days and has not applied for a LOA will be considered absent without leave and will be considered to have withdrawn from HSDM.

National Leadership Positions

Students who wish to run for leadership positions at the national level which require frequent travel and attendance at multiple regional and national meetings must be approved by the Committee on Promotions. A letter of request outlining the expected travel dates and any potential conflicts with their academic schedule must be submitted to the Director of Student Affairs at least 8 weeks in advance of running for the position.

The Director of Student Affairs will present this letter to the committee and will convey the committee's decision to the student in a timely manner.

Employment

All students are prohibited from employment outside of the Harvard School of Dental Medicine Monday through Friday. Students who wish to seek formal contract employment outside of HSDM on weekends, must request permission from their Program or Society Director as well as the Office of Research to ensure that they are in good professional, academic and clinical standing, and are satisfactorily meeting the timeline for research requirements (if applicable). Students must request eligibility for employment at the beginning of each term of their enrollment using the employment eligibility form. Failure to comply with this policy may result in dismissal from the School of Dental Medicine. In addition, certain programs may occasionally have mandatory courses or events which meet on weekends, and attendance at these courses is required.

Absences Due to Religious Beliefs

In accordance with Massachusetts law, any HSDM student who is unable, because of their religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which they may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the dental school. No fees of any kind shall be charged by HSDM for making such opportunity available to the student, and no adverse or prejudicial effects shall result to any student because they avail themselves of this opportunity. (See Massachusetts General Laws, Chapter 151C, Section 2B.)

Vacation Policy for DMD Students

Vacation periods and holidays are built into the curriculum and published on the academic calendar. Students are not allowed to begin vacations earlier than the published start date or extend vacation periods beyond the published time.

Time off Policy for Advanced Graduate Education Students

Students in good academic standing, who are enrolled in degree, certificate, and combined degree and clinical specialty programs, may not exceed 20 days of time away from the program per academic year.

Included in these 20 days of time off from the program is:

- Days that the school is closed for the winter holiday recess
- Personal and sick days for which students must be absent from school throughout the year
- Days taken in conjunction with attendance at professional meetings or conferences (before and/or after the meetings/conferences)

Time off from the program is generally taken in increments of no longer than two weeks at one time. Students must have the approval of their program directors prior to the scheduling of any time off.

Students enrolled in the General Practice Residencies, Oral Facial Pain, Oral Medicine, Geriatrics and Pediatric Dentistry programs are subject to the rules of their specific programs and the hospitals where their programs are based.

Time off from the program does not include Harvard University holidays. Students in HSDM–based programs are generally granted Harvard University holidays; however, on-call requirements of a program or the schedule of a facility where the student is engaged in a rotation may supersede the University holiday schedule. If a student must work on a scheduled University holiday, a personal day may be taken at a time determined in conjunction with the program director. Students should check with their program directors if there is a question regarding a University holiday. All time off must be used within a given academic year; and cannot be accumulated or carried over to another academic year.

Departments will reasonably accommodate a resident's request for time off for religious holy days, provided that the resident intending to be absent as required by his/her religion notifies the program director not less than 14 days in advance of each such absence and that any such absence shall, whenever practical in the judgment of the program director, be made up by an equivalent amount of time at some other mutually convenient time. Alternatively, the resident may choose to have time off charged to his/her allotted time off from the program. "Reasonable accommodation," as used herein, shall mean accommodation to a resident's religious observance or practice, as shall not cause undue hardship in the conduct of the "business" of the Department.

EFFECT OF HEALTH ISSUES ON RESIDENCY AND ENROLLMENT

Responsibilities of Health and Counseling Services

Medical care and medical decision-making

Medical care and medical decision-making are the province of clinicians. Thus, in consultation with patients, clinicians recommend hospitalization, arrange procedures, prescribe medications, conduct psychological evaluations, and recommend and implement ongoing treatment. Harvard University Health Services (HUHS) preserves the rights to privacy and confidentiality of students under its care, communicating with others about students only with those students' knowledge and consent, except as noted below

Exceptional circumstances

In certain circumstances it may not be possible or advisable for professional staff at HUHS to obtain a student's consent to a disclosure of health or health-related information. Circumstances worthy of note include the following:

- **Danger to Any Person**
  One exception to obtaining a student's consent is the rare instance in which a student's medical condition or behavioral disturbance poses a danger to the student or threat to others or to the community. HUHS professional staff may then disclose any relevant information to any appropriate person, including HSDM officials, for the purpose of protecting the student, others, or the community from harm. Generally, even in this situation, every effort is made to notify the student of the need to disclose and the reason for such disclosure.

- **Treatment at Hospitals or Medical Facilities**
  HUHS will notify HSDM when it is aware of student hospitalizations or transfers to emergency departments. Such notification is provided to the Office of Student Affairs and is documented at HUHS. If HSDM has reason to believe that a student may be in a medical facility, the HSDM may contact HUHS regarding a student's whereabouts. The HUHS clinician ordinarily will disclose only that the student is safely in care. When, in an HUHS clinician's medical judgment, a student is in a life-threatening condition, or is psychologically unstable, or has sustained an illness or injury that likely will result in a hospital admission or require care after discharge, that clinician will notify the Office of Student Affairs, or a HSDM administrator. Only information regarding the fact of the admission/discharge, location of the student, general medical condition, and prospects for return to enrollment or residence is shared; information regarding diagnosis or treatment is not shared. Students who are hospitalized or are receiving emergency care are expected to update HUHS; when the hospitalization or emergency room visit raises serious questions about the student's health or well-being, the student ordinarily will be assessed regarding suitability to return to enrollment or residence (See "Clearance for Return").

When HUHS is aware that a student who has been hospitalized or received emergency treatment decides to leave a medical facility against medical advice, an HUHS clinician may apprise HSDM of this decision, if in the clinician's judgment the student's decision may pose a significant risk of physical or emotional danger to the student or to members of the community. Depending upon the circumstances, the clinician may inform a HSDM official of the student's location, decision to leave a facility against medical advice, risk of further injury or relapse, or possible threat to the student's own safety or to that of others.

Consultation to HSDM

In addition to providing student health and counseling services, HUHS also acts occasionally as a consultant to HSDM, advising HSDM about individual students' needs, ordinarily with students' full knowledge and consent. Situations that routinely call for close coordination and consultation between HUHS and HSDM involve: accommodations for students experiencing difficulties; leaves of absence and returns from leaves of absence; clearance to return to residence and enrollment; and agreements to engage in treatment. When considering the situation of a student who has an illness or is exhibiting behavior that affects functioning, HSDM may need professional evaluation of the condition to determine appropriate next steps. In response to a request from HSDM, HUHS clinicians may evaluate a student's condition and make recommendations to HSDM. In making such recommendations, HUHS clinicians ordinarily will not disclose information they know independently about a student's medical or mental health condition without the student's consent and, in all cases, will not disclose information about the student that is not relevant to the recommendations.

Responsibilities of HSDM

HSDM, in consultation with the affected student, determines: (a) whether an injured or ill student, or a student exhibiting disruptive behavior, may continue to be in residence and/or enrolled; and (b) whether a student may continue in or return to residence and enrollment after a short or longer-term absence due to accident, illness, or behavioral disturbance. In situations where a student's medical illness or behavioral disturbance raises concerns about the practicality and appropriateness of the student's residence and enrollment, HSDM values the expert advice of HUHS in reaching its decision.

LEAVE OF ABSENCE

A leave of absence (LOA) is a period of non- enrollment. Students on a leave of absence are not considered to be working toward the degree and/or certificate. Students who wish to interrupt their dental studies at the Harvard School of Dental Medicine must either take a voluntary leave of absence or withdraw from the program. As described below, voluntary leaves of absence may be granted for a variety of reasons, for example, pregnancy, parental leave, or serious illness. All requests for voluntary leaves of absence will be considered individually and decided on their own merit.

In addition, HSDM reserves the right to place a student on an involuntary leave of absence, as described below. HSDM also has the right to require the withdrawal of a student or to academically reclassify a student at any time if, in HSDM's judgment, withdrawal or reclassification is in the best interests of the student, the School, and/or the student's patients.

Voluntary Leaves of Absence

Students who wish to interrupt their studies at any time before graduation may request a leave of absence. Students should contact the HSDM Registrar to obtain a *Petition for Leave of Absence form*, which must be submitted to the Chair of the Committee on Promotions by predoctoral students, or to the Chair of the Committee on Advanced Graduate Education by advanced graduate students. Requests will be reviewed for approval by the Committee on Promotions or the Committee on Advanced Graduate Education, respectively. Leaves of absence may be granted for one academic year with the possibility for a second year's renewal if the application is resubmitted before the first year of leave ends. A leave granted after the start of the academic year is valid until the end of that academic year. Students seeking an extension must submit a second leave of absence request to the Chair of the Committee on Promotions, for DMD students, or to the Director of Advanced Graduate Education, for advanced graduate students. Voluntary leaves of absence generally are not approved for longer than two years, and students who do not return to full-time status at the end of their leave, including without limitation students who do not successfully petition to return from a leave of absence, are considered to have withdrawn from HSDM and must reapply to HSDM if they wish to return. No academic credit toward any degree or certificate ordinarily is granted by the School of Dental Medicine to a student on leave of absence. Students may be required to return in advance of re-admittance for remedial or preparatory instruction.

A voluntary leave of absence may be justified on the following grounds:

- ***Medical Leave****:* With respect to a voluntary leave of absence for medical reasons, the Director of Student Affairs and/or the Chair of the Committee on Promotions (for predoctoral students) or the Director of Advanced Graduate Education (for advanced graduate students) ordinarily will consult with Harvard University Health Services (which may consider information from the student's current and/or former health care providers, if made available by the student). Following an individualized assessment, HSDM may require students who are on leave for medical reasons to comply with a treatment plan during their time away.

- ***Parental Leave****:* Parental leave time varies according to individual circumstances and the constraints of the curriculum. A student seeking parental leave should make a request to the appropriate committee at least three months prior to the due date/arrival of the child.

- ***Personal Leave:*** A leave of absence may be justified for personal reasons. Along with the *Petition for Leave of Absence form*, a student requesting a personal leave also must submit to the Chair of the Committee on Promotions or the Director of Advanced Graduate Education a letter outlining a plan for the leave.

Involuntary Leaves of Absence

Under certain circumstances, a student may be placed on an involuntary leave of absence. An involuntary leave of absence is not a disciplinary sanction. However, an incident that gives rise to a leave of absence, whether voluntary or involuntary, may subsequently be the basis for disciplinary action. A student who prefers to take a voluntary leave of absence for medical reasons rather than to be placed on an involuntary leave of absence for medical reasons is ordinarily allowed to do so. Transcripts do not distinguish between voluntary and involuntary leaves of absence.

An involuntary leave of absence may be required for the following reasons:

1. Medical circumstances:
   a. The student's behavior poses a direct threat to the health or safety of any person, or has seriously disrupted others in the student's residential community or academic environment; and (b) either the student's threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by Harvard University Health Services or other clinicians to determine the cause of the behavior.
   b. The student is not cleared to return to enrollment and/or residence at the Harvard School of Dental Medicine following either: (i) a hospitalization or emergency room visit that raises serious concerns about the student's health or well-being; or (ii) other circumstances that raise serious concerns about the student's health or well-being and reasonably call into question their ability to function as a student in the dental school environment.

   The decision to place a student on an involuntary leave of absence for health related reasons is made in consultation with Harvard University Health Services (which may consider information from the student's current and/or former health care providers, if made available by the student), after an individualized assessment of all of the pertinent factors, such as: the nature of the student's conduct; the nature, duration and severity of the risk; the likelihood of potential injury; and whether reasonable modifications of policies, practices or procedures will mitigate the risk, such as a reduced course load or course modifications. However, reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the School's resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that a university health service can be expected to provide.

2. Failure to adhere to the terms of an agreement to engage in treatment. The student's continued enrollment and/or residence is conditioned on the student's agreement to meet the expectations set forth in an agreement to engage in treatment, such as following the recommendations of the student's treatment team, and the student has failed to adhere to the terms of that agreement.

3. Alleged criminal behavior: The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.

4. Risk to the community. The student allegedly has violated a disciplinary rule of the School, and his or her presence on campus poses a significant risk to safety or to the educational environment of the community.

5. Indebtedness. The student's term bill is unpaid and the student has not made arrangements acceptable to the School to address the issue.

6. Failure to provide medical documentation of required immunizations.

7. Unfulfilled School requirements. The student has not met an academic or other School requirement, including without limitation, attending class or participating in required activities, and has not taken

steps acceptable to the School to meet the requirement.

8. Failure to register. The student has not registered as required at the beginning of each term.

The decision to place a student on involuntary leave is made by the Committee on Promotions (for predoctoral students) or the Committee on Advanced Graduate Education (for advanced graduate students), in consultation with others at the University, as appropriate. In emergent situations, the decision may be made by the Chair of the Committee on Promotions (for predoctoral students) or the Chair of the Committee on Advanced Graduate Education (for advanced graduate students), or their designee, in consultation with others at the University, as appropriate. As noted above, in the case of an involuntary leave of absence for medical reasons, the School will consult with an appropriate person at Harvard University Health Services.

Students are notified in writing that they have been placed on involuntary leave. A student may petition the appropriate Committee for reconsideration within five calendar days, and may appeal a final decision to the Dean of the School within five calendar days of notification of that decision.

Length of Involuntary Leaves of Absence
Students who do not successfully petition to return from an involuntary leave of absence within two years ordinarily will be withdrawn from HSDM.

While on Leave of Absence
Students who go on leave of absence during the academic year are charged tuition and applicable fees to the end of the period in which they leave. Students receiving scholarship or other financial aid should consult with the Director of Financial Aid concerning the financial implications of going on leave. International students should consult the Harvard International Office concerning their status.

Students who have been instructed by HSDM to remain away from campus while on leave also will not be eligible to reside in any Harvard University Housing. Students on leave who are eligible to reside in Harvard University Housing are responsible for paying their rent; no HSDM funding may be used for this purpose.

The date a student goes on leave will affect the student's health insurance through Harvard. For details, review the Leave of Absence policy on the HUHSP website or contact Member Services at (617) 495-2008 or mservices@huhs.harvard.edu. The optional dental plan will not end automatically when a student goes on leave. Students should review the Student Health Program on dental plan cancellation.

Libraries and other facilities normally may be used only by students who are currently registered. Students on leave may not participate in extracurricular activities. Exceptions to this rule must be specifically approved in advance by the School. If so instructed by the School, a student on leave must remain away from University campus. Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct. A student's conduct while on leave may result in disciplinary charges.

Following an individualized assessment, the School may require students who are on leave for medical reasons to comply with a treatment plan during their time away.

Student Responsibilities While on Leave of Absence:

- **Maintenance of Contact with the School:** The Chair of the Committee on Promotions or the Chair of the Committee on Advanced Graduate Education will serve as contact for predoctoral or advanced graduate students, respectively, on leaves of absence. Students are to notify the Office of Dental Education of address changes or any other events which may result in a change in their educational plans.
- **Financial Aid:** Students on leave of absence are not eligible for financial aid.
- **Loan Repayment:** Students on leave of absence are not considered to be working toward their degree and

hence are likely to use up their loan repayment grace periods during the leave. Depending upon the specific loan and terms of the loan, repayment may begin after six or nine months of leave and continue throughout the rest of the leave. In some cases, after graduation, repayment may begin immediately for some loans, rather than six or nine months into the first post-graduate year. Students contemplating a leave of absence are encouraged to consult with the Director of Financial Aid to review their options.

- **Exit Interview:** The Office of Financial Aid will provide students who are taking a leave of absence with the information required to complete a financial aid exit interview.
- **Disability and Malpractice Insurance:** Students on leave are not covered by HSDM for malpractice insurance if they perform any clinical work during their leave. Students on leave are not eligible to purchase disability insurance during the leave period.

Returning to School

A student in good standing on a voluntary leave of absence ordinarily may return by notifying, in writing, the Registrar of his/her intention either to return or to withdraw twelve weeks prior to the end of the specified term of the leave of absence. It remains the student's responsibility to ensure that they have adequate time to complete the degree within the time limits established by the School.

Students who were not in good standing at the time a voluntary leave of absence was granted and students who were placed on an involuntary leave of absence must petition the Chair of the Committee on Promotions or the Chair of Advanced Graduate Education for permission to return to the School and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. The decision whether to allow a student to return is made by the relevant Committee, in consultation with others at the discretion of the Committee or the Dean.

If the leave, whether voluntary or involuntary, was for medical reasons, then the student must petition the Chair of the Committee on Promotions or the Chair of the Committee on Advanced Graduate Education for permission to return to the School and must demonstrate that the circumstances that led to their leave have been satisfactorily addressed and that they are ready to resume their studies. In addition, so that the School may conduct an individualized assessment of their circumstances, students on medical leave ordinarily will be required to consult with Harvard University Health Services (and to grant permission to Harvard University Health Services to obtain their relevant treatment records and communicate with their treatment providers) so that a professional assessment about the student's productivity during their time away and readiness to return can be shared with the School.

In addition, if the School learns of serious concerns about the health or well-being of a student who either has been hospitalized or visited the emergency room or whose behavior reasonably calls into question their ability to function as a student in the medical or dental school environment, then the School similarly may require the student to consult with Harvard University Health Services (and to grant permission to Harvard University Health Services to obtain their relevant treatment records and communicate with their treatment providers). For more information about the process of clearance to return to enrollment and/or residence after a hospitalization or emergency room visit, see the Clearance for Return policy, below.

The purpose of such consultation is so that a professional assessment can be shared with the School about the student's readiness to return and function in the student environment, with or without reasonable accommodation. Note that while the input of a student's treatment provider is an important consideration in the petition process, Harvard University Health Services clinicians may have special knowledge of the University context to which students will be returning.

In all such cases, the decision whether to allow a student to return is made by the relevant committee, in consultation with others as the Committee or the Dean sees fit. Any student whose petition to return from a

medical leave of absence is denied will receive a written explanation of the decision and may submit a written appeal of the decision to the relevant Committee Chair or their designee within five (5) calendar days, based on the following grounds: (a) new materially relevant information has become available; and/or (b) there is reasonable evidence of a procedural error in the decision-making process.

Any disciplinary matter must be resolved before a student on leave of absence will be allowed to return and, if the student has been required to withdraw while on leave of absence, then any conditions for return after a required withdrawal also must be satisfied.

A student's ability to return also will be determined by the availability of space in his/her respective program.

Students returning from a leave who wish to apply for financial aid must notify the Financial Aid Office and file the necessary application forms by mid-April for the following fall term, and by October 1 for the following spring term. Late applicants cannot be assured that their aid will be available in time for registration payment deadlines.

Students who have been granted a leave and who have borrowed money through Harvard must submit an annual loan deferment form to the Student Loan Office upon their return to Harvard. Deferment forms may be obtained through either the Student Loan Office or the Financial Aid Office and must be completed and certified by the Registrar immediately following Registration. Failure to file a deferment form upon return will cause payments to be due on loans and could affect future borrowing eligibility.

A student will not be allowed to register in the University again until all previous term-bill charges have been paid and no loan is in default.

Agreements to Engage in Treatment

The Harvard School of Dental Medicine may condition a student's enrollment and/or residence on certain terms or conditions, as set forth in a written contract between HSDM and the student, when the student's conduct or circumstances have caused heightened concerns about the student's safety and/or well-being and (a) the appropriateness of the student's continued enrollment and/or residence or (b) the student's readiness to return to the Harvard community. The agreement to engage in treatment may include, among other things, compliance with a medical treatment plan, regular consultations with health care professionals, communication with administrators, and limited disclosure of relevant medical information on a need-to-know basis such as compliance with treatment and restrictions on certain activities. The decision to require such an agreement is arrived at in consultation with HUHS after an individualized assessment of the nature of the student's conduct and circumstances and any other pertinent factors.

Clearance for Return

After a hospitalization or emergency room visit by one of its students that raises serious concerns about the students health or well-being, or in other circumstances that raise serious questions about the student's health or well-being and reasonably call into question their ability to function as a student in the medical or dental school environment, HSDM ordinarily will not permit that student to return to residence and enrollment or participation in any Harvard-related programs or activities before making its own assessment of the suitability of the student's return. (See "Procedure for Notice and Consultation"). To better inform that assessment, students are expected to notify both HSDM and HUHS of any hospitalization or emergency department visit. HUHS can be notified by phone 24 hours a day, seven days a week, at 617-495-5711.

Reason for Policy

An important consideration in the Harvard School of Dental Medicine's decision as to whether a student may continue in or return to residence and enrollment is the impact of the student's presence on the community. A student who is injured, ill, or exhibiting disturbing or disruptive behavior may require ongoing care. Serious

alcohol- or drug-related problems, in particular, have the potential to disrupt residential life and/or life in the academic community significantly and impair a student's ability to function academically and socially. HSDM regards as unreasonable the expectation that roommates, suitemates, friends, or medical/dental school staff will take on health care responsibilities for other students.

Any student may, of course, refuse to allow consultation between the student's clinician(s) and the Harvard School of Dental Medicine, but such a refusal will not prevent HSDM from making a decision regarding a student's return to residence or continued enrollment.

Procedure for Notice and Consultation

The Harvard School of Dental Medicine will consult with clinicians at HUHS and/or, if the student has been treated elsewhere, clinicians at other facilities or in private practice, ordinarily with the student's permission. Depending on all of the relevant circumstances, such consultation may be initiated either by the HSDM or by clinicians at HUHS. Notice that a student has been hospitalized or treated in an emergency department of an area hospital may prompt HSDM to begin a process of consultation through which it will decide whether and under what circumstances the student may continue in or return to residence or enrollment.

The Harvard School of Dental Medicine also may independently decide that, based on its observations or other information it has about a student, it should initiate the process of consultation with HUHS clinicians, which may include ascertaining whether that student has been hospitalized or treated by an emergency department. Consultation will be focused on the concerns raised by the student's condition or behavior and requirements for continued care, in order to facilitate HSDM's decision about the student's capacity to continue in or return to residence and enrollment.

Withdrawal

Students who desire to leave HSDM, and who are not eligible for a leave of absence, must withdraw. A student who decides to withdraw must notify, in writing, the Chair of the Committee on Promotions (for DMD students) or the Director of Advanced Graduate Education (for advanced graduate students) of their withdrawal. The letter must indicate the reason for withdrawal and the effective date of withdrawal.

Required Withdrawal

Under certain circumstances, the Committee on Promotions or the Committee on Advanced Graduate Education may require a student to withdraw and also may recommend that a student be dismissed or expelled. In these cases, the relevant committee will determine the effective date of withdrawal and notify the student in writing. The Registrar will be copied on this correspondence.

Students automatically will be required to repeat an academic year or be required to withdraw if they have an initial failure of three or more courses for the year or if they have failed a course in an academic year and have not taken and passed the required make-up examination. The Committee on Promotions (for predoctoral students) or the Committee on Advanced Graduate Education (for advanced graduate students) may waive this rule and grant deferral for extenuating circumstances. For further information on required withdrawal see the section on Rules Governing Probation.

For all withdrawals, an exit interview with the Financial Aid Officer ordinarily will be required, and the student's Harvard University ID card should be turned over to the Registrar and will be deactivated on the effective date of withdrawal. The amount of tuition to be charged will be based on the date of withdrawal and the tuition and fee adjustment schedule (see Payment of Student Term Bills: Refund Policy). If the student

has received financial assistance in the form of loans or scholarships, withdrawal may result in a refund of all or part of the aid to the lender or granting agency. Students who withdraw are responsible for paying all outstanding charges on their term bill.

Students who live in Vanderbilt Hall and withdraw or are required to withdraw from HSDM must vacate Vanderbilt Hall by the effective date of their withdrawal. The Harvard International Office will be notified if students who are studying in the US on a visa are withdrawn.

Readmission

Students who withdrew in good standing and who express a desire to return to Harvard School of Dental Medicine must follow all of the processes and procedures of the regular admissions process to be considered for readmission. A request for readmission should be submitted, in writing, to the Chair of the Committee on Promotions (for DMD students) or Director of Advanced Graduate Education (for advanced education students) who will submit the request to the appropriate Committee for review.

In addition, applications for readmission must be supported by two *new* letters of recommendation as well as by transcripts of any formal academic training taken since leaving Harvard School of Dental Medicine. Any student who has withdrawn or has been withdrawn may not apply for readmission until two academic terms have passed.

Former students who previously had been dismissed from HSDM by vote of the HMS Faculty Council must petition the HMS Faculty Council for approval to be readmitted to HSDM. A letter requesting readmission should be sent to the Committee on Promotions or the Committee on Advanced Graduate Education no later than six months prior to the requested readmission date. The letter should specify the reasons for the petition for readmission and must describe all remedial actions and activities undertaken by the former student. Any student who was dismissed may not submit a petition for readmission to the HMS Faculty Council until two academic terms have passed.

In all requests for readmission, consideration is given to the record of each applicant, the length of absence, the activities undertaken during the absence, including any remediation activities, and the number of student places available in the class. Readmission, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission. To be offered readmission, a student must not have any outstanding debt to the University and may need to provide evidence of ability to pay tuition during the enrolled terms. Applicants should consult the Financial Aid Office in advance regarding financial aid issues related to readmission.

HSDM will not consider more than one application for readmission from any individual.

POLICIES RELATED TO ACADEMIC, PROFESSIONAL, AND SCIENTIFIC CONDUCT

Harvard School of Dental Medicine has the responsibility for ensuring that its students and graduates meet certain standards of academic, professional and scientific conduct. These standards include, without limitation, honesty and integrity with regard to assignments, examinations, research activities, and patient care. Students who violate these standards of conduct within the context of an academic or clinical course will receive a failing course grade and may be liable to subsequent disciplinary action. It is the expectation of HSDM that all students, whether or not they are on campus or are currently enrolled as degree candidates, will behave in a mature and responsible manner. This expectation for mature and responsible conduct also encompasses accountability for one's own well- being, including responsible decision-making regarding physical and mental health. Further, HSDM expects every student to be familiar with the regulations governing membership in the Harvard community, set forth in this handbook. Because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified here.

The following behaviors are examples of violations of the rules or standards of conduct that may be subject to disciplinary sanctions: lying to an officer of the University, cheating, plagiarism, forgery or other forms of academic dishonesty, disruption or obstruction of teaching, research or other university activities, harassment, disorderly conduct, coercion or other conduct that threatens the health or safety of any person, theft or damage to property, possession of stolen goods, physical violence or abuse, verbal abuse, violations of University rules or federal, local, or state law (including unlawful use or possession of controlled substances, firearms, or hazardous materials), misuse or abuse of library or computer facilities, and other conduct that departs from generally accepted standards of behavior and integrity.

All students are expected to demonstrate a commitment to the highest standards of professional responsibility, integrity and accountability; adherence to ethical principles; self-awareness; and moral reasoning in relation to patients, colleagues, and society. To better define these expectations, the HSDM Ethics, Professionalism, and Conscientiousness Rubric was developed to define key objectives and a description of associated behaviors. The HSDM Ethics, Professionalism and Conscientiousness Rubric is listed under Appendix VI.

Falsification of Admissions Application

Occasionally, candidates for admission will make inaccurate or incomplete statements or submit false material in connection with their application. In most cases, these misrepresentations or omissions are discovered during the admission process and the application is rejected. If a misrepresentation or omission is discovered after a student is admitted, the offer of admission ordinarily will be withdrawn. If a misrepresentation or omission is discovered after a student has registered, or registered and completed courses, the offer of admission ordinarily will be rescinded, the course credit and grades will be revoked, and the student will be required to leave the School. If the discovery occurs after a degree has been awarded, the offer of admission ordinarily will be rescinded, and the course credit, grades, and degree will be revoked. The determination that an application is inaccurate, incomplete, or contains misrepresentations or omissions rests with the Office of Admissions, which has the authority to resolve the matter outside the student disciplinary process. The Office of Admissions also may rescind an offer of admission in other circumstances, including without limitation if: there is a discrepancy between the transcripts originally provided as part of the application and the official versions (or translations) submitted after acceptance; the admitted candidate did not satisfactorily complete any courses and degree programs in progress at the time of application; or the admitted candidate has engaged in academic or personal conduct that calls into question their honesty, maturity or moral character or is otherwise inconsistent with the School's expectations for conduct.

Preparation of Papers and Other Work

All homework assignments, projects, lab reports, papers and examinations submitted for a course are

expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published or electronic primary and secondary material, but also information and opinions gained directly from other people. It is each student's responsibility to understand the expectations of academic integrity, proper forms of citation and submission of own work. In addition, collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor, in which case it must be acknowledged.

Using online Artificial Intelligence (AI) tools in place of one's own knowledge and understanding of a subject misrepresents one's level of mastery and skill, and undermines the integrity of the academic process. Thus, unless course instructors have communicated explicitly in writing otherwise, the use of these technologies in academic settings constitutes academic misconduct and will be addressed under our "*Procedures for Consideration of Academic and Clinical Performance"*.

Authorship

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. The two are linked. Authorship practices should be judged by how honestly they reflect actual contributions to the final product. Authorship is important to the reputation, academic promotion, and grant support of the individuals involved as well as to the strength and reputation of their institution.

The Faculty Council of Harvard Medical School has endorsed guidelines for authorship found in *Appendix X.* Although authorship practices differ from one setting to another, and individual situations often require judgment, variation in practices should be within the basic guidelines found in *Appendix X*.

Examination Rules

In order to avoid improper behavior during an examination, students should refrain from communication with other students while an exam is in progress. They should neither retain nor refer to any books, papers or other resources during an examination except with the express permission of the instructor. For violation of the examination rules or dishonesty in an examination a student may be required to withdraw from the dental school. Students who fail to obey the instructions of an examination proctor are liable to disciplinary action.

Examination and Quiz Guidelines:

When taking exams and quizzes, students may not look at any notes, study materials, or course content stored on their laptops or other devices. It is also expected that students will not leave the testing environment at any time during the duration of the assessment. Faculty may require the use of technology that locks down and secures the testing environment and also may opt to use virtual proctoring software.

Additionally, the following guidelines have been developed for exams or quizzes administered in the remote learning environment:

- Except for the device used for the quiz/exam, all phones/tablets/and other electronic devices must be in the "off" position and are not allowed to be accessed during the quiz or exam.
- No additional materials or papers are allowed to be accessed during the quiz or exam unless specified by the Course Director.
- Students may not leave the testing environment for any reason while a quiz or exam is being administered.
- Students will only be permitted to leave to use the bathroom one at a time and will be required to give their cell phone to the proctor while using the restroom.
- No communication between students is allowed during quizzes and examinations.

- Students must immediately stop working on the examination when the Course Director announces that the examination time is over.
- Students are not allowed to have, use, or wear any device that can provide information or record/capture information (phones, calculators, smart devices/watches/glasses, headphones).
- It is the student's responsibility to familiarize themselves with their equipment and the testing software.
- If, for any reason, a student's computer is broken/not functioning, the student must contact the Course Director as soon as the student is aware of the issue.

Scientific Integrity

In setting standards of practice for scientific and clinical research, the Faculty of Medicine at Harvard University has endorsed several guidelines or procedures which relate to ethical conduct. Students who perform research should familiarize themselves with these policies in order to perform research of the highest integrity. This information is available in the document, *Faculty Policies on Integrity in Science*, which may be obtained on the web at: *http://ari.hms.harvard.edu/Integrity-science-policies.*

Patient Care

It is essential that students can be depended upon to meet assigned obligations and keep scheduled appointments in professional clinical programs. Standards of professional conduct in the delivery of patient care require students to be considerate, conscientious and respectful toward their patient's physical interests and emotional concerns.

Students are expected to be appropriately groomed and use appropriate language and tact in all professional situations. They should listen and maintain effective communication with their patients. Students are obligated to maintain confidentiality as required by the Health Insurance Portability and Accountability Act (HIPAA). In addition, students must respect appropriate boundaries in the doctor/patient relationship.

Patient Communication

Students/residents are prohibited from communicating with patients via personal cell phone numbers, personal email addresses, or Google voice. Accordingly, personal cell phone numbers and email addresses will not be printed on student/resident business cards.

- Students must communicate with their patients utilizing their Harvard issued phone number via the WebEx web application.
- Students must not to give out their personal cell phone number or personal email address
- Excessive or inappropriate emailing from patients to providers or staff can result in shutting patients off from the axiUm patient portal once it is operational

Please see the *Harvard Dental Center Clinical Policies and Procedures Manual and the supplemental Infection Control Manual* posted on the HSDM Intranet: https://intranet.hsdm.harvard.edu/clinic-manuals.

Computer and Network Use

Students who are provided access to University computer facilities and to the University network assume responsibility for their appropriate uses. The University expects students to be careful, honest, responsible, and civil in the use of computers and networks. Students who use networks to communicate with individuals or to connect to computers at other institutions are expected to abide by the rules for the remote systems and networks as well as those for Harvard's systems. Students are advised that, in addition to being a violation of School rules, certain computer misconduct is prohibited under Massachusetts General Laws and is, therefore, subject to criminal penalties. Students may be held

responsible for misuse that occurs by allowing a third party to access their own computer or account.

All users of school-provided electronic information, services, and Internet access should observe and abide by the following standards and behaviors:

- ***Privacy of information*** Users may not obtain copies of or modify files, passwords, or data that belong to someone else; represent oneself as someone else by using another person's account or password; nor forward material considered personal or confidential to another without prior consent.
- ***Use of facilities*** Users may not attempt to damage or degrade the performance of computers or networks; nor use computers and networks for commercial purposes without authorization; develop programs that harass other users; attempt to infiltrate a computer; nor circumvent accounting systems; use the computer accounts of others; duplicate, use or distribute software without authorization.
- ***Electronic communications*** Users may not access, upload, download, or distribute obscene material; transmit obscene or threatening or abusive language; nor misrepresent the identity of the sender. Harvard neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or be broadcast indiscriminately to large numbers of recipients. This prohibition includes unauthorized mass electronic mailings. For example, e-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such e- mail.
- ***Social Media*** Caution is recommended as well in using social media sites such as Facebook or Instagram. The profession of dental medicine is founded on the highest standards of conduct. Students' behavior in person – both on campus and off – and in their electronic presence must reflect the maturity and civility that are the necessary underpinnings of the profession. Posts on social networking sites or other social media may reflect poorly on the student and on the dental profession and may be considered unprofessional behavior that is subject to discipline*. Please also refer to HSDM's Policy on Social Media found under the "Computer Resources" section of this handbook.*

When students are on rotations or in other clinical settings, they must adhere to each clinical institution's privacy and social media policies.

HSDM Policy on Use of Mobile Computing Devices (tablets, laptops, cell phones) in Lectures, Laboratories, Tutorials, Clinics and Case Presentations *Lectures*

These devices may be used in lectures by individual students for the purpose of taking notes and viewing power-point presentations. Two or more students may not view a single laptop.

- ***Laboratories/Tutorials***
    - Laptops may be used to access education-based websites, or resources that are particular to the discussion taking place. Their use is at the discretion of the Instructor/Tutor and will not be allowed if s/he determines they are (or would be) causing interference.
- ***Clinics***
    - Storing patient data on any portable device is strictly prohibited. Personal cell phones

and personal email accounts may not be utilized for any patient communications.

- ***Case Presentations***
    - Mobile device use during case presentations is limited to reviewing supplemental material provided by the presenter and as directed by the moderator. The presenter can make use of any device necessary for their presentation.

Drug and Alcohol Policy

The following policy statement on drugs and alcohol is designed to address the University's concerns about substance abuse and, along with The Harvard University Police Department's Annual Security Report, is designed to ensure that HSDM complies with the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

The unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students, faculty, and staff or their guests on Harvard property or as a part of any Harvard activity are violations of HSDM policy as well as the law. Possession, use, or distribution of certain non-prescription drugs, including marijuana, amphetamines, heroin, cocaine, and non-prescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are violations of the law and of HSDM policy. HSDM's policies and procedures also reflect additional expectations for student conduct based on concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives.

Careful note should be taken that HSDM is not and should not be considered to be a protector or sanctuary from the existing laws of the city, state, or federal government. All members of the HSDM community are expected to comply with the laws of the Commonwealth of Massachusetts and with all HSDM rules governing possessing or serving alcohol. HSDM holds its students, faculty, and staff responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than prescribed) is a violation of University policy.

Although Massachusetts law now permits adults aged 21 or older to possess and consume marijuana under certain circumstances, federal law prohibits the possession, use, or distribution of marijuana, including for medical purposes, on Harvard property or as part of a Harvard activity. Thus, even if possession of use of marijuana would be permitted under Massachusetts law, it remains prohibited on campus.

A social host may under certain circumstances be held liable for injuries caused by a guest who, having consumed alcohol on the host's premises, does harm to himself or herself or to a third party. In addition, a social host will be liable for injuries to third parties if the host knew or should have known that the guest was intoxicated, but nevertheless gave the guest, or permitted the guest to take, an alcoholic drink.

Community members are reminded that there are heavy penalties, including imprisonment, for possession or distribution of illicit drugs. There are also serious penalties for anyone who operates a motor vehicle under the influence of alcohol or drugs, or with an open container of alcohol.

Health Concerns: Substance abuse is potentially harmful to health. In particular, synthetically-produced drugs often have unpredictable emotional and physical side effects that constitute an extreme health hazard.

Students, faculty, and staff should also weigh the seriousness of potential loss of function that may come from using illicit drugs or drinking too much alcohol. Because of the considerable health risks involved in

drug and alcohol use, resources are available to assist the Harvard community in understanding and dealing with drug and alcohol abuse problems. Harvard students can learn about the dangers of substance abuse and get information about treatment and counseling options available to the Harvard community through the Harvard University Health Services. For more information on Harvard's resources, students may consult the HUHS website Health Information and Resources, or contact the Office of Student Affairs. Additional health information is included in the Harvard University Police Department's Annual Security Report.

HSDM may take disciplinary action against students who violate these policies. Such action may include, for example, satisfactory participation in a substance abuse treatment, counseling, or education program as a condition of reinstatement or continued enrollment at Harvard; suspension or withdrawal; dismissal; expulsion; and/or referral for prosecution.

Additional information about alcohol and other drug policies can be found in Harvard's Annual Security Report issued by the Harvard University Police Department, and incorporated here by reference.

Nonresident Student Driver Statements and Decals

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: "IT IS UNLAWFUL FOR A NONRESIDENT STUDENT TO FAIL TO FILE A NONRESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OF COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED $200."

Instructions:

1. Complete the Nonresident Driver Statement: https://www.mass.gov/doc/nonresident-student-vehicle-information-form/download
2. Mail completed Nonresident Driver Statement to:

   The Parking Office
   Campus Service Center, 8th Floor
   1350 Massachusetts Avenue
   Cambridge, MA 02138

3. Upon receipt and processing, student will receive a nonresident student driver decal from the University Parking Office.

4. Display decal prominently in the uppermost center portion of the vehicle's windshield.

STUDENT MISTREATMENT POLICIES AND PROCEDURES

INTRODUCTION

At Harvard School of Dental Medicine, we embrace our community values: We respect the rights, differences and dignity of others; demonstrate integrity in all of our dealings; pursue excellence conscientiously in our work; hold ourselves accountable for our actions and conduct in the community; and cultivate bonds and bridges that enable all to grow and learn from one another. These values represent our commitment to ensuring that HSDM fosters a culture where everyone feels safe and valued.

HSDM is committed to maintaining an environment free from discrimination, sexual harassment, unprofessional relationships, abuses of authority, and abusive and/or intimidating behavior. It is the strong and consistent policy of the Harvard School of Dental Medicine to treat all members of our community with respect, to provide an environment conducive to learning and working, and to ensure equal access to rights, privileges, and opportunities without regard to race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, disability or any other legally protected category. Harvard expects that all those who interact with members of our community will embrace our community values and comply with our policies and all applicable state and federal laws.

HARVARD UNIVERSITY NON-RETALIATION POLICY

Harvard University expressly forbids anyone to take any form of retaliatory action against any member of the Harvard community who in good faith voices concerns, seeks advice, files a complaint or grievance, seeks the aid of Human Resources, testifies or participates in investigations, compliance reviews, proceedings or hearings, or opposes actual or perceived violations of Harvard University's policy or unlawful acts.

POLICIES

SEXUAL AND GENDER-BASED HARASSMENT AND OTHER SEXUAL MISCONDUCT

Harvard School of Dental Medicine has adopted the University-wide Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy. In addition, the University's Sexual and Gender-Based Harassment policy addresses sexual harassment and other sexual misconduct alleged to have occurred between September 2, 2014, and August 14, 2020. Copies of all policies and their associated grievance procedures can be found on the Harvard University Office for Community Support, Non-Discrimination, Rights and Responsibilities website. To the extent any existing HSDM policies or procedures interfere with compliance with these policies and procedures, the application of such HSDM policies and procedures shall be suspended.

Whenever a formal complaint of sexual harassment or other sexual misconduct is investigated and the University's grievance procedures result in a finding that a policy violation has occurred, The Committee on Promotions and the Committee on Advanced Graduate Education must accept that finding as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the grievance procedures implemented by the ODR and the Harvard University Title IX Office. Appeals within HSDM pertain only to the decision of the Committee on Promotions and the Committee on Advanced Graduate Education (CAGE) in determining discipline

NON-DISCRIMINATION AND ANTI-BULLYING

HSDM is committed to maintaining an environment free from discrimination. Discrimination based on age, race, color, national origin, sex (including gender identity and gender expression, as well as pregnancy), genetic information, ancestry, religion, caste, creed, veteran status, disability, military service, sexual orientation, political beliefs, or any other legally protected basis is prohibited.

As outlined in the University-Wide Statement on Rights and Responsibilities (1970), the University is

“characterized by free expression, free inquiry, intellectual honesty, respect for the dignity of others, and openness to constructive change.” Bullying, hostile and abusive behavior, and power-based harassment directly threaten the ability of community members to engage in the free exchange of ideas and pursue their educational and professional goals. Such behaviors, as defined in this Policy, are prohibited at Harvard.

The University has adopted policies and procedures to address discrimination and bullying. These policies apply to all students, faculty, staff, researchers, and other members of the Harvard community across all Schools and units, including Harvard Medical School. To learn more, please read through The University's non-discrimination and anti-bullying policies.

The following Local Designated Resources in the School of Dental Medicine serve as a resource for receiving reports and complaints, directing community members to resources, and providing information on supportive measures:

- If you need guidance about a situation involving a student, contact Carrie Sylven, Director of Student Affairs.
- If you need guidance about a situation involving a faculty member, contact Brittany Seymour, Associate Dean for Faculty Affairs
- If you need guidance about a situation involving a staff member, contact Susan Moore, Director of Human Resources.

Whenever a formal complaint of discrimination or bullying is investigated in accordance with the University’s non- discrimination and anti-bullying policies and procedures, and those procedures result in a finding that a policy violation has occurred, then sanctions or remedial measures will be determined by the School of Dental Medicine’s Appropriate Official or designee(s), as set forth in those procedures. The School of Dental Medicine’s Appropriate Official or designee(s) must accept the finding of a policy violation as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the University’s non-discrimination and anti-bullying policies and procedures. Decisions about sanctions and remedial measures are final and cannot be appealed.

At the School of Dental Medicine, the following individuals have been designated as Appropriate Officials, who serve as the final authority to issue any sanctions under the University’s non-discrimination and anti-bullying policies:

- For situations involving faculty, the Appropriate Official is William Giannobile, Dean, School of Dental Medicine, or their designee.
- For situations involving students, the Appropriate Official is Sang Park, Associate Dean for Dental Education, or their designee.
- For situations involving staff members, the Appropriate Official is Susan Moore, Director of Human Resources, or their designee.

ABUSIVE AND/OR INTIMIDATING BEHAVIOR

HSDM is committed to maintaining an environment free from abusive and/or intimidating behavior, defined as harmful mistreatment by works or actions that humiliate, degrade, demean, intimidate, and/or threaten an individual or a group. To violate this policy, the behavior must be sufficiently severe, pervasive, or persistent such that a reasonable person would find it creates inhospitable working conditions and/or impairs the ability to carry out responsibilities to the institution. Please see The HMS/HSDM Abusive and/or Intimidating Behavior Policy.

UNPROFESSIONAL RELATIONSHIPS AND ABUSE OF AUTHORITY

Consensual romantic relationships that might be appropriate in other circumstances have inherent dangers when

they occur between any faculty member, fellow, or officer and any person over whom they have a professional responsibility (e.g., teacher, advisor, preceptor, or supervisor). Such relationships are fundamentally asymmetric and considered unprofessional because, among other things, they may create an impression of inappropriate or inequitable academic or professional advantage or favoritism that can be destructive in the learning and working environments. These relationships may also be considered an abuse of authority. Please see The Harvard Medical School and Harvard School of Dental Medicine Unprofessional Relationships and Abuse of Authority Policy.

MECHANISMS FOR REPORTING CONCERNS

DIRECT REPORTING TO COURSE DIRECTOR, SOCIETY DIRECTOR, OFFICE OF STUDENT AFFAIRS

Students have the option and are encouraged to report incidents to the immediate attention of their Course Director, Society Director or Senior Director of Student Affairs, who will treat such reports with discretion.

COURSE EVALUATIONS

Students are encouraged to report instances of mistreatment that occur during a course or rotation. Reporting these incidents helps the School and its affiliated hospitals sustain an environment of collegiality and mutual support.

HSDM STUDENT FEEDBACK/SUGGESTION BOX

The Office of Dental Education maintains an anonymous feedback/suggestion box as a method for HSDM students to provide feedback and suggestions pertaining to the student experience at HSDM. The Senior Director of Student Affairs receives and reviews all messages. Information that is submitted is treated with discretion and is shared with relevant parties within the School and University as appropriate. Students are encouraged to use this tool as an opportunity to voice ideas and relay valuable information for consideration and necessary follow-up.

THE HARVARD OMBUDS OFFICE

The Ombuds Office: Students can talk informally and off the record with the impartial Ombudsperson in order to clarify their issues, identify their goals, and consider a range options to address their concerns. The Ombudsperson serves students (as well as faculty, staff and trainees) at Harvard Medical School, Harvard School of Dental Medicine, and Harvard T.H. Chan School of Public Health. The Ombudsperson does not serve as an advocate for any party to a dispute. However, an Ombudsperson does advocate for fair treatment and processes. Some typical concerns brought to the Ombuds Office include work/learning environment and performance, fear of retaliation, professional misconduct, authorship, sexual harassment and discrimination. Any issue may be brought to the Ombudsperson.

ONLINE REPORTING ALERT - ANONYMOUS LEARNING ENVIRONMENT REPORTING TOOL

Any instances of mistreatment can be reported anonymously via phone or online through the ALERT Reporting Hotline—the Anonymous Learning Environment Reporting Tool. ALERT is a 24/7 anonymous mechanism provided by Harvard University for reporting mistreatment or other student concerns. This reporting portal allows students to submit concerns to an outsourced third party that directs reports to the appropriate Harvard school for further assignment. Concerns of discrimination and bullying will be referred to the appropriate Local Designated Resource (LDR); Title IX concerns will be referred to the relevant Title IX Resource Coordinator; and all other student concerns will be referred to the Associate Dean for Dental Education and/or the Senior Director of Student Affairs.

ALLEGATIONS OF SEXUAL AND GENDER-BASED HARASSMENT

HSDM students may submit an anonymous disclosure of sexual harassment or other sexual misconduct to the Office for Community Support, Non-Discrimination, Rights and Responsibilities (CSNDR) by using the Resource for Online Anonymous Disclosures (ROAD). Through the ROAD, students may share their concerns, communicate with a member of CSNDR's Title IX Team, and access resources without revealing their identity.

The ROAD provides an online form for disclosing concerns. The online form is hosted by an independent, third-party vendor who provides secure, anonymous reporting services. The vendor is contractually committed to preserve anonymity and not pursue identity.

HSDM students wishing to report a violation of the University Policy can directly contact the Harvard University Office for Sexual and Gender-Based Dispute Resolution ("ODR") or an HSDM Title IX Coordinator.

ADDITIONAL RESOURCES

A student may seek counsel in a matter involving mistreatment, discrimination, or harassment through an appropriate officer, such as the University Title IX Coordinator a Society Director; a faculty advisor/mentor; the Director of Disability Services; or the Senior Director of Student Affairs. Students may wish to consult with the following offices, which can provide information, assistance, and support.

Office for Dispute Resolution

Office for Community Support, Non-Discrimination, Rights and Responsibilities (CSNDR)

HSDM Title IX Coordinators

Academic Societies

Office of Learning Resources and Support

The Learning Environment

Office of Student Affairs

Office for Academic and Research Integrity

Director of Disability Services

Ombuds Offices

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Hospitals: The affiliated hospitals and institutions may have their own policies pertaining to your concern. Discuss your issue with the Ombudsperson and/or check with the appropriate office in the institution in which you are rotating.

ANTI-HAZING POLICY

Hazing Prohibited. Hazing is incompatible with the values of our community and our educational mission and is strictly prohibited at Harvard School of Dental Medicine as a matter of policy and in accordance with applicable law.

Compliance with Law. Harvard School of Dental Medicine's anti-hazing policy is intended to comply with the requirements of all applicable federal and state anti-hazing laws, and thus incorporates the definitions included in those laws, as set forth below. However, the examples of the types of hazing activities provided in this policy are non-exhaustive. A determination as to whether activities reported as hazing violate this policy will be based on the relevant facts of the situation, including but not limited to the circumstances giving rise to the reported activities and the risks of injury and harm created by the reported activities. Activities may violate HSDM's anti-hazing policy (or other conduct policies), even if they would not necessarily violate the federal or state anti-hazing laws.

Reporting; Investigation Process; Disciplinary Action. HSDM will consider all reports of hazing in the normal course of its oversight and investigation processes and will take disciplinary action in appropriate situations. Reports of incidents of hazing can be made to the Director of Student Affairs and/or to the Harvard University Police Department. Harvard will inform appropriate law enforcement officials and regulatory agencies of hazing incidents and will disclose hazing incidents in community notifications as required by applicable law.

Hazing Prevention and Awareness Programs. Harvard has developed research-informed campus prevention and awareness programs related to hazing. For more information on these programs, see www.hazing.harvard.edu.

Federal Law: The Stop Campus Hazing Act

Under the federal law known as the Stop Campus Hazing Act (the "SCHA"), hazing means: any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (a) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and (b) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including —

1. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
2. causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
3. causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
4. causing, coercing, or otherwise inducing another person to perform sexual acts;
5. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
6. any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
7. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Under the SCHA, the term "student organizations" means an organization at an institution of higher education

(such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Massachusetts Anti-Hazing Law

Massachusetts General Laws, Chapter 269, sections 16, 17 and 18 state as follows:

Section 17. Hazing; organizing or participating; hazing defined. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen (reproduced below), shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety or any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Failure to report hazing. Whoever knows that another person is the victim of hazing as defined in section seventeen (above) and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen (above); provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provision of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups,

teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education, shall

promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Threats Involving Deadly Weapons, Explosives, Bombs, Chemical or Biological Agents, or Other Deadly Devices or Substance

The following provision of Massachusetts law concerning certain kinds of threats underscores why such behavior must be treated by Harvard School of Dental Medicine as an actionable offense:

Whoever willfully communicates or causes to be communicated, either directly or indirectly, orally, in writing, by mail, by use of a telephone or telecommunication device including, but not limited to, electronic mail, Internet communications and facsimile communications, through an electronic communication device or by any other means, a threat: (1) that a firearm, rifle, shotgun, machine gun or assault weapon, as defined in section 121 of chapter 140, an explosive or incendiary device, a dangerous chemical or biological agent, a poison, a harmful radioactive substance or any other device, substance or item capable of causing death, serious bodily injury or substantial property damage, will be used at a place or location, or is present or will be present at a place or location, whether or not the same is in fact used or present; or (2) to hijack an aircraft, ship, or common carrier thereby causing anxiety, unrest, fear, or personal discomfort to any person or group of persons shall be punished by imprisonment in the state prison for not more than 20 years or imprisonment in the house of correction for not more than 21/2 years, or by fine of not more than $10,000, or by both such fine and imprisonment.

Whoever willfully communicates or causes to be communicated such a threat thereby causing either the evacuation or serious disruption of a school, school related event, school transportation, or a dwelling, building, place of assembly, facility or public transport, or an aircraft, ship or common carrier, or willfully communicates or causes serious public inconvenience or alarm, shall be punished by imprisonment in the state prison for not less than 3 years nor more than 20 years or imprisonment in the house of correction for not less than 6 months nor more than 21/2 years, or by fine of not less than $1,000 nor more than $50,000, or by both such fine and imprisonment. Massachusetts General Laws, c.269§ 14(b)-(c).

Firearms, Explosives, Combustible Fuels, Firecrackers, and Dangerous Weapons

Possession and/or use on University property of firearms or other dangerous weapons (as defined below) or ammunition, explosives, combustible fuels, fire-crackers, and potential ingredients thereof is forbidden by University policy. The applicable Massachusetts law is as follows:

For the purpose of this paragraph "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged.

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by the person pursuant to chapter 140, carries on the person a firearm, loaded or unloaded, or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than $1,000 or by imprisonment for not more than 2 years or both. A law enforcement officer may arrest without a warrant and detain a person found carrying a firearm in violation

of this paragraph.

Any officer in charge of an elementary or secondary school, college or university, or any faculty member or administrative officer of an elementary or secondary school, college or university that fails to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than $500.

Massachusetts General Laws, c.269§ 10(j).

Under Massachusetts law, the definition of dangerous weapons includes many items designed to do bodily injury:

. . . any stiletto, dagger or a device or case which enables a knife with a locking blade to be drawn at a locked position, any ballistic knife, or any knife with a detachable blade capable of being propelled by any mechanism, dirk knife, any knife having a double-edged blade, or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, having a blade of over one and one-half inches, or a slung shot, blowgun, blackjack, metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar device made from any other substance or a cestus or similar material weighted with metal or other substance and worn on the hand, or a Manriki-Gusari or similar length of chain having weighted ends . . . .

Massachusetts General Laws, c. 269 § 10(b).

In addition, students should recognize that even when they are away from the University, Massachusetts law requires a permit or firearms identification card or compliance with other specialized rules (depending upon the type of weapon) for possession of any firearms. Carrying any firearm (even if unloaded) in violation of the law is punishable by imprisonment with a mandatory minimum sentence of eighteen months, which cannot be suspended or reduced. Massachusetts General Laws, c. 269 § 10(a).

Students should consult the local police department in the city or town in which they reside if they intend to possess firearms on non-University property, in order to assure strict compliance with the applicable statutes.

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POLICIES RELATED TO ACADEMIC PERFORMANCE

Grading and Examinations - DMD Program

Courses taken at Harvard Medical School are graded contingent upon their policies; please refer to the Harvard Medical School Student Handbook and individual course syllabi for detailed information.

Preclinical courses taken at Harvard School of Dental Medicine are graded Pass/Marginal Pass/Fail. For preclinical courses in the HSDM curriculum, an overall grade of 75 and above constitutes a passing (P) grade; an overall grade of 70-74 constitutes a marginal pass (MP) and signals a need for early intervention; an overall grade of 69 or below constitutes a failing (F) grade.

Clinical science and all other courses at Harvard School of Dental Medicine are graded Honors/Pass/Marginal Pass/Fail. An overall course grade of 90 and above constitutes honors (H); an overall grade of 75-89 constitutes a passing (P) grade; an overall grade of 70-74 constitutes a marginal pass (MP) and signals a need for early intervention; an overall grade of 69 or below constitutes a failing (F) grade.

Marginal performance by a student will be noted by the course director and will be addressed in the Committee on Promotions review of student progress. For more information, please refer to *Policies on Promotion and Probation*.

The course director determines the nature, frequency, content and scoring of student assessments and examinations as outlined in the course syllabus. All formally designated assessments and examinations are required of all students registered in the course. Students should refer to the course syllabus for the grading policy specific to each course. Students are evaluated using a variety of integrated assessments including but not limited to:

- Case-Based Discussion
- Clinical Exercise
- Critical Evaluation of Literature
- Formative Assessment
- Group Project/Presentation
- Laboratory Exercise
- Oral Exam
- Objective Structured Clinical Exam
- Participation Assessment
- Problem-Based Tutorial Discussion
- Poster Presentation
- Preclinical Practical Assessment
- Quizzes
- Reflective Journal
- Summative Assessment
- Simulation Exercise
- Small Group Discussion

- Student Presentation
- Treatment Planning Presentation
- Written Exam

Students who violate the School's standards of conduct within the context of an academic or clinical course will receive a failing course grade and may be liable to subsequent disciplinary action. If a student does not take an examination, a grade of Failure or Unsatisfactory is recorded for the examination and the student is referred to the Committee on Promotions. In its sole discretion, the Committee, in consultation with the Course Director, either may require the student to re-take the course or may grant a deferral for extenuating circumstances. In all cases, students must complete the necessary re-take examination prior to the conclusion of the subsequent course block. Examinations and re-examinations can be deferred only with permission of the Course Director. This must be arranged before the examination. The only grounds for deferment of an examination during a course are:

- Serious illness, confirmed by written notice from HUHS or another private physician, dated on or before the date of the examination.
- Family emergency requiring the student to leave school. It is the responsibility of the student to inform the Course Director in advance of leaving Boston and later to provide a written account of the circumstances.

In either case, the student will be subject to re- examination at a time decided upon by the Course Director. If any examinations or re-examinations have not been completed by the last day of a course, a temporary grade of Incomplete is recorded and the student is instructed to complete the course or take the make-up examination by a specified time.

All make-up examinations and/or course work must be completed prior to the beginning of the next academic year.

During the clinical curriculum, students are assessed on formative and summative procedures. Students have three opportunities to pass a summative assessment. If a student does not pass a summative assessment after three attempts, the student is referred to the Committee on Promotions. The Committee on Promotions will consider each instance on a case-by-case basis and may require the student to re-take the course.

Remediation

Students who are not meeting course expectations or are performing poorly on integrated assessments and examinations are required to meet with the course director and pursue a remediation plan. Remediation policies are specific to each course and are outlined in the course syllabus.

Grading - Advanced Graduate Programs

HSDM courses for Advanced Graduate Education students are graded on an Honors (H)/Pass (P)/Marginal Pass (MP)/Fail (F) basis.

The course director determines the nature, frequency, content and scoring of student assessments and examinations as outlined in the course syllabus. All formally designated assessments and examinations are required of all students registered in the course. Note that grading policies may differ in clinical courses versus didactic courses. Students should refer to the course syllabus for the grading policy specific to each course.

Marginal performance in one or more courses may be addressed in the Committee on Advanced Graduate Education's review of student progress. Students who violate the School's standards of conduct within the context of an academic or clinical course will receive a failing course grade and may be liable to subsequent disciplinary action. For more information, please refer to *Policies on Promotion and Probation*.

Students (DMD or AGE) who cross register for courses at other faculties are subject to the grading rules of the school into which they cross- register, but all grades must be reported to HSDM.

Additional Grading Policies for DMD and AGE Students

Withdrawal Grading

Withdrawal grades (W) should be given when the student is electing to or required to leave the program before a course has concluded, when the student has been on an unapproved leave from the course or program, or when the student elects to drop the course after the add/drop deadline for the course has elapsed. Students may need to withdraw from a year-long course should they need to go on approved leave of absence.

Incomplete Grading

Incomplete grades (INC) are reserved for students with extenuating circumstances that prevent completion of the course or for students who have been approved to remediate a course. Students should be making satisfactory progress in the course at the time the INC grade is granted and should have substantially completed the course requirements. If the instructor is granting an INC grade to a student who will be going on leave, the instructor should prepare an incomplete grade contract which should be signed by both parties and submitted to Registrar Services before the end of the semester in which the leave will be taking place.

Semester-Long Courses

A semester-long course is typically four to six months in length and falls within one term. Shorter courses that fall within one term may also be treated as a semester-long course, depending on course length

If the student receives an INC grade and will be continuing in the program in the next semester, the student must complete the coursework by the deadline provided by the instructor or before the start of the next semester, whichever is earlier.

If the student is returning from an approved leave of absence, the student is expected to complete their coursework upon their return to the program by the deadline provided by the instructor or within one semester, whichever is earlier.

Academic Year Courses

An academic or year-long course is typically eight to 12 months in length and spans more than one term. Courses that are shorter in length and span two terms might be treated as year-long on a case-by-case basis.

If a student is going on an approved leave of absence and has been making satisfactory progress, an INC grade may be assigned in the Spring semester of an academic year course. Students who are attending a year-long course but go on an approved leave of absence in the Spring are expected to complete their coursework upon their return to the program by the deadline provided by the instructor or within one semester, whichever is earlier. Students who go on leave during the Fall semester will likely be ineligible for an INC grade, depending on the length of their absence from the program. They will likely need to withdraw and retake the course.

CROSS-REGISTRATION

Students who cross-register for courses at other Harvard or MIT schools are subject to the grading rules of the school(s) into which they cross-register, which may include withdrawal and incomplete grades as applicable.

POLICIES ON PROMOTION AND PROBATION

DMD STUDENTS - COMMITTEE ON PROMOTIONS

The Committee on Promotions is a standing committee of the HSDM faculty charged with monitoring DMD student performance during the dental school program. Its members are appointed by the Dean and include faculty representatives from the preclinical and clinical courses, as well as Society Directors and the Associate Dean for Dental Education. The Committee on Promotions meets at regular intervals throughout each year, with additional meetings scheduled as needed. Student progress of each class is reviewed at least twice per academic year to ensure that each student fulfills the requirements for graduation and meets the rules governing promotion.

As outlined below in the section entitled, "PROCEDURES FOR CONSIDERATION OF PERFORMANCE AND CONDUCT," actions of the Committee on Promotions include:

- promotion without qualification; or promotion with reexamination or other modification of the schedule;
- placing a student on monitored status or probation;
- requiring a student to repeat a course, semester or year with specific conditions;
- granting voluntary leaves of absence or withdrawal;
- placing a student on a leave of absence (suspend) or withdrawing a student from the School (with or without the recommendation to dismiss or expel);
- admitting a student with advanced standing.

Alternatively, the Committee on Promotions may recommend a constructive program for each student, considering special problems and/or needs. Conformance with the rules governing courses, examinations, the Integrated National Board Dental Examination, and promotions are generally monitored by the Committee on Promotions, the Registrar, the Director of Student Affairs and the Associate Dean for Dental Education except where otherwise stated.

The Committee on Promotions reserves the right at any time to change the requirements for promotion or graduation.

Rules Governing Promotion – DMD Students

1. All courses in the curriculum of Harvard School of Dental Medicine are required and organized sequentially. Students are required to complete all coursework in the prescribed sequence, within a period not to exceed six years of enrollment in the DMD program. All required preclinical and clinical courses must be completed successfully prior to graduation.
2. All outstanding course work, examinations, and assessments must be completed before a student is promoted to the next academic year.
3. Students must pass all coursework in preclinical courses before proceeding to clinical coursework. The Committee on Promotions may grant deferral of this rule in cases where it believes that extenuating circumstances exist.
4. Students must satisfactorily complete the required clinical coursework in Year 3 before beginning the externships and elective rotations of Year 4.
5. Students must complete all program and discipline-specific patient-care requirements before graduation.
6. Students must pass the Integrated National Board Dental Examination (INBDE) before graduation. The performance of students who fail the INBDE will be reviewed by the Committee on Promotions. The Committee

may dictate a plan of study for continuing clinical work and/or retaking the exam and may limit clinical rotations and patient contact.

7. Students must successfully complete and present an approved research project prior to graduation. For specific information, please see the DMD Student Research Guidebook provided by the Office of Research, available at: https://hsdm.harvard.edu/research-guidebooks
8. The performance of students who do not meet the research requirement will be reviewed by the Committee on Promotions. The Committee may dictate a plan of study for completing the research project

Rules Governing Monitored Status – DMD Students

1. Students may be placed on monitored status as a result of faculty concerns about their clinical, didactic, or behavioral progress.
2. If a student receives a marginal satisfactory (MS) or marginal passing (MP) course grade requiring remediation, they will be placed on monitored status.
3. Students will be subject to more frequent monitoring of academic progress. Students will remain on monitored status until notification by the Committee on Promotions, typically for at least one year to allow sufficient time for close monitoring of student performance.
4. Each student on monitored status is strongly encouraged to work with their Academic Society and Society Director to remediate academic difficulties and to employ all available resources of the School to address issues that may have contributed to their academic difficulties.

Rules Governing Probation - DMD Students

1. Students may be placed on probation if they do not complete conditions specified by the Committee on Promotions prior to their probationary status.
2. Students may be placed on probation, and may be required to repeat a semester or year as a result of disciplinary action.
3. Students automatically will be placed on probation if they receive marginal satisfactory (MS) or marginal passing (MP) grades in two courses during the academic year. For such students, a special remedial program may be created by the Committee on Promotions.
4. Students automatically will be placed on probation and may be required to repeat an academic year or a portion of the curriculum if they receive either an Unsatisfactory or Failing course grade; or marginal satisfactory (MS) or marginal passing (MP) grades in three or more courses during an academic year. Students also may be placed on probation and/or required to repeat an academic year or a portion of the curriculum if they are not making satisfactory progress and it is deemed necessary by the Committee on Promotions.
5. The performance of students on probation will be monitored closely.
6. Students on probation will not be allowed to serve on appointed committees at the School, will be required to cease or limit their extracurricular activities, and ordinarily will not be granted a voluntary leave of absence except for medical reasons or parental leave.
7. Students will be eligible to be taken off academic probation when they have completed all conditions specified by the Committee on Promotions. Any probationary period will be a minimum of one year, to allow sufficient time for close monitoring of student performance.
8. Since eligibility requirements for federal student financial aid include certification that the student is making satisfactory academic progress, the Committee on Promotions will notify the Financial Aid Officer at the School of Dental Medicine if it has determined that a student is not progressing on a timetable that would be expected

to lead to a timely completion of his or her program.

9. The Committee on Promotions may determine that a student on probation should be academically reclassified (meaning that they must repeat a year or a portion of a year of the curriculum). In such cases, the ability to continue in the program will be based on availability of space. If space is not available, then the student will be withdrawn from the program and must apply for readmission.

Rules Governing Required Withdrawal – DMD Students

Students automatically will be withdrawn, or required to repeat an academic year if they:

1. receive marginal satisfactory (MS) or marginal passing (MP) grades in four or more courses during the academic year.
2. receive one or more failing course grades during a repeat academic year; or if they receive two or more MS/MP course grades during a repeat academic year.

Students also may be withdrawn from the School if they:

1. Are on academic probation and do not complete conditions specified by the Committee on Promotions;
2. Are not making satisfactory academic progress, as specified by the Committee on Promotions;
3. Fail to meet the School of Dental Medicine's standards of professional conduct and responsibility.
4. Cause harm to a patient, or place a patient at risk of harm, as determined in the sole discretion of the Committee on Promotions.
5. Violate the School's standards of conduct within the context of an academic or clinical course. Such students will receive a failing course grade and also may be subject to subsequent disciplinary action.

ADVANCED GRADUATE STUDENTS- COMMITTEE ON ADVANCED GRADUATE EDUCATION

The Committee on Advanced Graduate Education is a standing committee of the School of Dental Medicine charged with monitoring advanced graduate educational programs as well as student progress and performance throughout the course of their programs. Its members are appointed by the Dean and the Committee is chaired by the Director of Advanced Graduate Education. Members include the Advanced Education Program Directors and members of the administration as appointed by the Dean. The Committee meets regularly throughout the year, with additional meetings scheduled as needed. Student progress in each program is reviewed at least twice per academic year in order to ensure that each student meets the programmatic requirements for promotion and graduation.

As outlined below in the section entitled, "PROCEDURES FOR CONSIDERATION OF PERFORMANCE AND CONDUCT," actions of the Committee include:

- promotion without qualification; or promotion with re-examination or other modification of the schedule;
- placing a student on monitored status or academic probation;
- requiring a student to repeat a course, semester or year with specific conditions;
- granting voluntary leaves of absence or withdrawal; and
- placing a student on a leave of absence or withdrawing a student from the School (with or without a recommendation to dismiss or expel);

The Committee on Advanced Graduate Education reserves the right at any time to change the requirements for promotion or graduation.

Rules Governing Promotion – Advanced Graduate Students

Specific credit hour requirements are outlined for each certificate and degree program (DMSc or MMSc). Students are required to complete all course credit requirements prescribed by the degree and/or certificate program in which they are enrolled. All certificate and/or degree requirements must be completed successfully prior to graduation. For students enrolled in combined certificate/degree programs, a certificate will be awarded at the conclusion of the specialty training and may precede the awarding of the degree.

1. Students who fail a course final examination in a Harvard School of Dental Medicine course are afforded the opportunity to take a re- examination. If the student fails the re-examination, the student must retake and successfully complete the course, or an equivalent course, as determined by the Course Director or the Committee on Advanced Graduate Education. Courses taken at other schools within the University or outside the University are governed by that school's rules, but all grades must be reported to HSDM.
2. Students must complete their program specific patient-care requirements prior to graduation.
3. Students in the Master of Medical Sciences and the Doctor of Medical Sciences programs must successfully complete and defend a formal research thesis. Students should refer to the MMSc and DMSc Research Guidebooks for detailed information about degree requirements and deadlines.
4. In addition to the above, students in the Doctor of Medical Sciences Program must successfully complete an oral qualifying examination and a research presentation according to the published deadlines, prior to graduation.

Rules Governing Monitored Status – Advanced Graduate Students

1. Students may be placed on monitored status as a result of faculty and/or program director's concerns about their clinical, didactic, research, or behavioral progress.
2. If a student receives a marginal satisfactory (MS) or marginal passing (MP) course grade requiring remediation, they will be placed on monitored status.
3. Students will be subject to more frequent monitoring of academic progress. Students will remain on monitored academic status until notification by the Committee on Advanced Graduate Education, typically for at least one year to allow sufficient time for close monitoring of student performance.

Rules Governing Probation – Advanced Graduate Students

1. Students may be placed on probation if they do not complete conditions specified by the Committee on Advanced Graduate Education prior to their probationary status.
2. Students may be placed on probation, and may be required to repeat a semester or year as a result of disciplinary action.
3. Students automatically will be placed on probation and may be required to repeat an academic year if they receive an initial failure in three or more courses for the year, regardless of whether they have subsequently passed re-examinations in these courses.
4. Students may be placed on probation and required to repeat a portion of the clinical curriculum or a year if

it is deemed necessary by their Program Director and Faculty and/or the Committee on Advanced Graduate Education.

5. The performance of students on probation will be monitored closely.
6. Students on probation will not be allowed to serve on appointed committees at the School, will be required to cease or limit their extracurricular activities, and ordinarily will not be granted a voluntary leave of absence for medical reasons or parental leave.
7. Students will be eligible to be taken off academic probation when they have completed all conditions specified by the Committee on Advanced Graduate Education. Any probationary period will be a minimum of one year to allow sufficient time for close monitoring of student performance.
8. Since eligibility requirements for federal student financial aid include certification that the student is making satisfactory academic progress, the Committee on Advanced Graduate Education will notify the Director of Financial Aid at the School of Dental Medicine in the event that it has determined that a student is not progressing on a timetable that would be expected to lead to a timely completion of his or her program.
9. The Committee on Advanced Graduate Education may determine that a student on probation should be academically reclassified (meaning that they must repeat a year or portion of a year of the curriculum). In such cases, the ability to continue in the program will be based on availability of space. If space is not available, then the student will be withdrawn from the program and must apply of readmission.
10. Students on academic probation are not eligible for reduced tuition

Rules Governing Required Withdrawal – Advanced Graduate Education Students

Students automatically will be required to withdrawn, or required to repeat an academic year if they have a cumulative initial failure of four or more courses for the year or if they have failed any course and have not taken and passed the make-up examination.

Students may also be withdrawn from the School if they:

1. Are repeating an academic year and they fail initial final exams.
2. Are on academic probation and do not satisfactorily complete conditions specified by the Committee on Advanced Graduate Education.
3. Are not making satisfactory academic progress, as specified by the Committee on Advanced Graduate Education. In addition, DMSc students who fail their Oral Qualifying Exam and do not pass on the second attempt may be withdrawn.
4. Cause harm to a patient, or place a patient at risk of harm, as determined in the sole discretion of the Committee on Advanced Graduate Education.
5. Are found to be employed outside of their academic program without prior approval of HSDM.
6. Fail to meet the School's standards of professional conduct and responsibility.

Rules Governing Change in Degree – Advanced Graduate Education Students

Students who are enrolled in the MMSc program and wish to pursue the DMSc degree may petition the Committee on Advanced Graduate Education. The Committee will consider the request and determine whether or not to grant a change in degree which will result in at least one additional year of study and associated requirements and

costs.

AGE students must submit an internal application for the transition and complete the admissions process facilitated by the Office of Dental Education. AGE students will be interviewed by two basic science researchers chosen by the Office of Dental Education. The interviews will be calibrated and reviewed by CAGE for candidacy.

Students must have completed a minimum of one year in their MMSc program before they are eligible to apply to transfer to a DMSc program. Students are encouraged to apply in the spring (March at the latest) of their first year for acceptance to the DMSc with a start in the fall of their second year. Application decisions will be given at the end of the spring pending completion of all the first-year MMSc requirements and good academic standing.

The Office of Dental Education will assist CAGE in reviewing the student's application. AGE students must submit the following documents to CAGE for candidacy:

- Letter of intent to a DMSc degree
- Letter of support from program director
- Letter of support from research mentor / PI of the research project
- Current CV/Resume and HSDM transcript
- DMSc degree timeline for completion / review DMSc requirements
- Summary/Proposal of research to be completed upon transition to a DMSc program

CAGE will review the documents listed above and the interview notes from the two interviewers selected. The committee will then vote upon the student's application. The Director of Advanced Graduate Education will then reach out to the AGE student to inform them of their status.

Changes from the DMSc program to the MMSc program ordinarily are not permitted and requests are granted only under extenuating circumstances. Students wishing to transfer to the MMSc program must petition the Committee on Advanced Graduate Education and provide supporting documentation. The Committee will consider requests on a case-by-case basis and make a final determination.

Other Degree Programs

On occasion, students initially accepted into a DMSc or MMSc degree program with clinical training may believe that a different Harvard degree (e.g. MPH from Harvard School of Public Health) would better suit their educational goals. Prior to applying to another Harvard school, students seeking to make this programmatic change must first consult with their program director regarding feasibility of pursuing an alternative degree program in lieu of the DMSc or MMSc. If accepted, the student must petition the Committee on Advanced Graduate Education to pursue the other degree program in lieu of the HSDM degree.

Request to Combine a Certificate-Only Program with an MMSc or a DMSc

AGE students who are enrolled in a certificate-only program may petition the Committee of Advanced Graduate Education (CAGE) to combine their certificate with a Master of Medical Science (MMSc) or a Doctor of Medical Science (DMSc) degree track at HSDM. AGE students must have completed a minimum of one year in their certificate only program before they are eligible to apply to combine the certificate with a degree.

AGE students must submit an application for an MMSc or DMSc, and complete the Office of Dental Education's admissions process. The application must be submitted no later than three months prior to the start of the academic year (by the end of March). Students will be interviewed by two basic science researchers chosen by the Office of Dental Education. The interviews will be calibrated and reviewed by CAGE for candidacy.

The Office of Dental Education will assist CAGE in reviewing the student's application. AGE students must submit the following documents to CAGE for candidacy:

- Letter of intent to combine certificate with degree
- Letter of support from program director
- Letter of support from research mentor
- PASS application for a DMSc or MMSc degree
- Supplemental application
- Current CV/Resume and HSDM transcript
- MMSc/DMSc degree timeline for completion
- Summary of research to be completed upon acceptance to degree program

CAGE will review the documents listed above and the interview notes from the two interviewers selected. The Committee will then vote upon the student's application. The Director of Advanced Graduate Education will inform the AGE student of the Committee's final decision.

Students requesting to combine degrees and/or a certificate program are subject to the corresponding time frame of the new program in which they are enrolling.

POLICIES REGARDING TUITION PAYMENT AND FINANCIAL RESPONSIBILITIES

Payment of Tuition and Fees

Tuition and fees at Harvard School of Dental Medicine are billed prior to the beginning of each semester. The Harvard University Student Billing Office will contact students via email after charges are posted for the term and will provide instructions on how to access their term bills electronically. Charges are typically posted in late May to early June for the Fall term while Spring charges are typically charged in early November. Students have approximately four weeks to pay their term bills and bills must be paid prior to registration. It is the responsibility of the student to make all necessary arrangements for payment of the term bill.

Financial Aid

Many students depend upon financial aid in the form of loans and/or scholarships to help finance their education. It is the responsibility of the School to provide students with the information they will need in order to apply for financial aid and to process financial aid applications in a timely manner. Appropriate documentation must be submitted according to the schedule determined by the HSDM Financial Aid Office. In general, financial aid applications must be received by the School no later than May 1 if the

student wishes to consider the funds a resource for the fall term of the next academic year. In some instances, students may arrange for third parties to provide funding for their studies. These sponsored students are fully responsible for seeing that their tuition and fees are paid, regardless of the source or timing of funding.

Financial aid funds are awarded on a yearly basis and are not automatically renewed each year. New applications must be submitted for each year of funding.

As of August 1st, 2019, Harvard University adheres to the requirements of and complies with S2248 PL 1150497 Section 103. Harvard University does not impose late fees on any student and will not impose a late fee on students utilizing Chapter 33 and Chapter 31 benefits. Additionally, Harvard University will not prevent a student from attending classes or demand payment in advance for funds expected to be paid by the VA until at least 90 days post certification. Under this policy, Harvard University defines a covered individual as any student that has notified the University that they are eligible to receive Chapter 33 or Chapter 31 benefits in writing prior to the start of the academic term in which they plan to use those benefits. Covered individuals will see the amount anticipated from the VA on their student account in the form of Anticipated Aid for Chapter 33 or a third-party deferment for Chapter 31. If the VA fails to pay 90 days post certification, Harvard reserves the right to require payment from the student directly.

Additional information on financial aid policies, procedures and resources can be found in the HSDM Financial Aid Handbook which is available on the HSDM website: https://hsdm.harvard.edu/financial-aid

Special Circumstances

Students enrolled in joint programs at other Harvard schools, such as HSDM/HSPH, will receive a bill reflecting the portion of their tuition that will be paid to each school.

Students who are required to repeat a year or semester of study are expected to pay full tuition and fees for the repeated year(s) or semester(s).

Students whose program completion is delayed due to academic issues may be required to pay additional semesters of full tuition

Facilities Fee

A Facilities Fee will be assessed when a student is in good academic standing and has met the tuition obligations of his or her program and is continuing to work toward completion of the program beyond the usual period of time allotted for that program. The Facilities Fee will be charged each semester. The fee will not be prorated for

individuals who complete the program requirements prior to the end of the semester for which the fee has been charged. The Facilities Fee amount is published annually with the financial aid budgets.

Outstanding Balances

HSDM requires that a student's bill from the prior academic year be paid in full prior to registration. Any outstanding balance at the time of registration must be paid before the registration process can be initiated.

Individuals with outstanding balances are not considered to be officially registered and will be

suspended from all clinic and classroom activities at HSDM and its affiliated institutions. In addition, student ID cards and services will be withheld.

If an expected degree and/or certificate candidate is carrying an outstanding term bill balance in the final semester prior to graduation the following penalties may be imposed:

- the DMD, DMSc, MMSc diploma and/or certificate will not be voted upon by the Corporation
- eligibility for awards and degree honors will be voided
- participation in commencement activities will be prohibited

Refund Policy

Students withdrawing before the end of a semester will be charged tuition on the following basis:

AGE Students / Fall Term (on or before):

- **August 15: 25%**
- **September 15: 50%**
- **October 15: 75%**
- **After October 15: 100%**

DMD Students / Fall Term (on or before):

- **September 15: 25%**
- **October 15: 50%**
- **November 15: 75%**
- **After November 15: 100%**

AGE and DMD Students / Spring Term (on or before):

- **February 15: 25%**
- **March 15: 50%**
- **April 15: 75%**
- **After April 15: 100%**

The last date of enrollment is considered to be the date on which the student notifies the School in writing of his/her withdrawal or the date on which the School determines that the student has withdrawn or been dropped from the program, whichever is earlier. HSDM shall issue any refund due within 40 days after the last date of enrollment.

Refunds of the clinic fee will be prorated according to the above schedule. No refund will be granted for the $35 matriculation fee which is paid at the time of first enrollment. Partial refunds of the health services fees (HUSHP Basic or Supplemental) may be granted in accordance with HUHS policy. (Refer to www.huhs.harvard.edu for specific information.) Non-registered individuals are not covered by Harvard's malpractice insurance. Additionally, School services, such as recommendation letters, student loan deferment certifications, etc., will be withheld until the outstanding bill has been paid and the student is officially registered. Degrees or certificates will be conferred only when all financial obligations to Harvard University have been met.

PROCEDURES FOR CONSIDERATION OF PERFORMANCE AND CONDUCT

PROCEDURES FOR CONSIDERATION OF ACADEMIC AND CLINICAL PERFORMANCE

Members of the faculty of the School of Dental Medicine have the right and the responsibility to assure that each student, while enrolled in the Harvard School of Dental Medicine, demonstrates the academic and clinical performance appropriate to the practice of dental medicine. The Committee on Promotions and the Committee on Advanced Graduate Education (CAGE) review at regular intervals all grades, evaluations, and reports of academic and clinical performance, including reports of Critical Incidents. Students should expect that inappropriate or irresponsible conduct by a student in connection with his or her academic or clinical activities will be considered by one of these Committees. Such conduct may include, but is not limited to, breaches of trust or confidence in personal actions including cheating, plagiarism, or unauthorized use of materials in academic exercises or examinations; misrepresentations, distortions or serious omissions in data or reports in research or clinical care; abuse, misrepresentation, or other seriously improper conduct in relation to patients or colleagues in clinical training settings; repeated failures without adequate excuse to meet assigned obligations in professional clinical or research training programs; and/or lapses in standards of professional conduct and responsibility. If a student is found in violation of the attendance policy and is referred to the Committee on Promotions or Committee on Advanced Graduate Education (CAGE), the relevant committee will determine the appropriate level of sanction depending on the nature and extent of absences. Illegal, unethical, or other behavior inappropriate to the dental profession that is engaged in by a student outside of the Dental School community also may be considered as a disciplinary matter. As stated elsewhere in the Student Handbook, because students are expected to show good judgment and use common sense at all times, not all kinds of misconduct or behavioral standards are codified here. A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

Either the Committee on Promotions or the Committee on Advanced Graduate Education will review and consider all matters involving students who show a deficiency of academic or clinical performance, or about whom concerns arise regarding inappropriate or irresponsible conduct. Students whose performance or conduct has been reviewed will be notified in writing of the decision of the Committee on Promotions or Committee on Advanced Graduate Education with respect to remedial action or sanction. Such notice is usually written by the Chairperson of the Committee on Promotions or the Chairperson of the Committee on Advanced Graduate Education and a copy of the notification is sent to the Director of Student Affairs or the student's program director, respectively.

Disciplinary Actions

Based on its review of student performance or conduct, the Committee on Promotions and the Committee on Advanced Graduate Education may place a student in any of the following structured categories:

1. **Monitored Status (MS)**
2. **Probation (P)**
3. **Suspension**
4. **Requirement to Repeat an Academic Year**
5. **Voluntary or Involuntary Leave of Absence**
6. **Requirement to Withdraw**
7. **Dismissal**
8. **Expulsion**

1. **Monitored Status (MS)**

   Monitored Status indicates that a student requires closer monitoring by the School. MS is designed primarily as a program for remediation tailored to an individual student's specific challenges and/or needs. Each student on MS is strongly encouraged to work with their Society or Program Director to remediate academic difficulties and to employ all available resources of the School to address issues that may have contributed to their academic difficulties.

2. **Probation**

   Probation is a formal action that changes a student's status in the DMD or Advanced Graduate program from "good standing" to "probation." Probation places a student on notice that their academic performance or behavior has created considerable cause for concern and is subject to critical evaluation.

   Any probation period will be a minimum of one year, to allow sufficient time for correction and close monitoring of student performance.

3. **Suspension**

   Where the health, safety, or welfare of students, patients, or other members of the Dental School community is deemed to be at risk, the Associate Dean for Dental Education or their designee, independently or at the request of the Committee on Promotions or Committee on Advanced Graduate Education, will suspend the student from the Dental School or take any other protective action pending the outcome of the relevant committee or other administrative review. Suspension also may be warranted when a student is accused of serious misconduct that requires further investigation.

4. **Requirement to Repeat and Academic Year**

   Students also may be placed on probation and may be required to repeat an academic year or a portion of the curriculum if they are not making satisfactory progress and it is deemed necessary by the Committee on Promotions. Advanced Graduate Students may be placed on probation and required to repeat a portion of the clinical curriculum or a year if it is deemed necessary by their Program Director and Faculty and/or the Committee on Advanced Graduate Education.

   Students may also be required to repeat an academic year if they are noncompliant with Committee on Promotions or Committee on Advanced Graduate Education conditions or fail to meet HSDM standards of professional conduct and responsibility. Students who are required to repeat an academic year under these conditions ordinarily are placed on Probation.

5. **Leave of Absence (Voluntary or Involuntary)**

   In certain cases, the Committee on Promotions or the Committee on Advanced Graduate Education may suggest that a student take a voluntary Leave of Absence or may require that a student be placed on an Involuntary Leave of Absence. For more information about leaves of absence, see "Leave of Absence Policy" under Policies Related to Attendance at HSDM.

6. **Requirement to Withdraw**

   Students may be required to withdraw from Harvard School of Dental Medicine in situations involving repeated failures, when attempts of academic remediation have been unsuccessful, or when students have failed to meet requirements specified by the Committee on Promotions or the Committee on Advanced Graduate Education. Students may also be required to withdraw if found to have committed an act of academic dishonesty or for the repeated or gross failure to meet professional standards of conduct.

   Examples of situations in which students may be withdrawn include, without limitation, where students:

   - Are on academic probation and do not complete conditions specified by the Committee on Promotions or the Committee on Advanced Graduate Education;

- Are not making satisfactory academic progress, as specified by the Committee on Promotions or the Committee on Advanced Graduate Education;
- Fail to meet the School of Dental Medicine's standards of professional conduct and responsibility.
- Cause harm to a patient, or place a patient at risk of harm, as determined in the sole discretion of the Committee on Promotions or the Committee on Advanced Graduate Education.
- Violate the School's standards of conduct within the context of an academic or clinical course. Such students will receive a failing course grade and also may be subject to subsequent disciplinary action.

In addition, students who do not return to full-time status at the end of an approved voluntary leave of absence and who have not reapplied for a second year of leave, or students who are required to petition to return from a leave of absence and have not successfully petitioned to return within two years of the beginning of their leave, are considered to be withdrawn from Harvard School of Dental Medicine. More information about the policies and procedures for readmission to the DMD or Advanced Graduate Education programs can be found under the "Leave of Absence" section.

7. Dismissal

Dismissal is an action taken in serious disciplinary cases whereby a student's connection with the University is ended by vote of the HMS Faculty Council, (The action taken by the Committee on Promotions or the Committee on Advanced Graduate Education is a vote of requirement to withdraw with a recommendation to the HMS Faculty Council that the student be dismissed.) Dismissal is triggered by serious misconduct or a continuing pattern of academic and/or behavioral failures that have not been remediated. Dismissal does not necessarily preclude a student's return, but readmission is granted rarely and only by vote of the HMS Faculty Council. A dismissed student is not in good standing until readmitted. More information about the policies and procedures for readmission to the DMD or Advanced Graduate Education program can be found under the "Leave of Absence" section.

8. Expulsion

Expulsion is the most extreme disciplinary action possible and is triggered by egregious misconduct or extreme academic and/or behavioral failures that have not been successfully remediated. (The action taken by the Committee on Promotions or the Committee on Advanced Graduate Education is a vote of requirement to withdraw with a recommendation to the HMS Faculty Council that the student be expelled.) Expulsion requires support by a two-thirds vote of the HMS Faculty Council. A student who is expelled can never be readmitted or restored to good standing and is precluded from admission to any program at Harvard University.

Any student who is required to withdraw by the Committee on Promotions or Committee on Advanced Graduate Education (with or without a recommendation to dismiss or expel) may request that the relevant committee reconsider its decision. The request must be in writing and must be based on one or both of the following grounds: a procedural error occurred that may change the outcome of the decision; or the student has substantive and relevant new information that was not available at the time of the Committee's decision and that may change the outcome of the decision. Disagreement with the Committee's findings or determination is not, by itself, a ground for reconsideration. The request must be received by the relevant Committee within 10 business days of the student's receipt of notice of the decision on remedial action or sanction. If it chooses to reconsider, the Committee may affirm, revise (make more or less severe), or revoke its decision. Written notification of the action on reconsideration will be sent to the student, their Society or Program Director, the Director of Student Affairs, and to the HSDM and HMS Registrars (for students in the medical school portion of the DMD curriculum), ordinarily within 10 business days of the meeting at which the request was considered and the decision was rendered. Such notification will constitute the final action of the Committee on Promotions or the Committee on Advanced Graduate Education.

Any student who is required to withdraw by the Committee on Promotions or the Committee on Advanced Graduate Education (with or without a recommendation to dismiss or expel) and who has requested reconsideration from the relevant Committee also may appeal the final action of the Committee to a three-member Appeals Panel designated by the Chair of the Standing Committee on Rights and Responsibilities (SCRR) in consultation with the Chair of the Committee on Promotions or the Committee for Advanced Graduate Education. The student's appeal must be in writing and must be based on one or both of the following grounds: a procedural error occurred that may change the outcome of the decision; or the student has substantive and relevant new information that was not available at the time of the Committee's decision and that may change the outcome of the decision. Disagreement with the Committee's findings or determination is not, by itself, a ground for appeal. The Appeals Panel must receive the appeal within 10 business days of the date of final action by the Committee on Promotions or the Committee for Advance Graduate Education. The Appeals Panel will hear the student in person and will review the documentary record. The student may be accompanied by an advisor who is a member of the student body, faculty, or administrative staff of HMS or HSDM. Although the student may seek legal advice with respect to these procedures, students may not be represented by an attorney before the Appeals Panel, and attorneys will not attend interviews of a student or other witnesses by the Appeals Panel.

The Appeals Panel may adduce and consider any other information it deems useful in reaching a decision. The Appeals Panel will submit a written report of its findings and its decision to the student and to the Dean of the School, also informing the Committee on Promotions or the Committee on Advanced Graduate Education and the Registrar of the outcome of the appeal. In so doing, the Appeals Panel may affirm, revise (make more or less severe), or revoke the final action of the relevant Committee.

The student may request review of the decision of the Appeals Panel by the Dean of the School. The Dean of the School must receive any such request for review within 5 business days of the date of the decision of the Appeals Panel. The Dean of the School will review the matter, in consultation with the Associate Dean for Dental Education, Society or Program Director, or others at the Dean's discretion, and will provide written notice of his/her/their decision to the student, the student's Society or Program Director, the Associate Dean for Dental Education, the HSDM Registrar, and the Committee on Promotions or the Committee on Advanced Graduate Education. The Dean's decision will be final and binding.

PROCEDURES FOR CONSIDERATION OF ALLEGATIONS OF PROFESSIONAL AND ETHICAL MISCONDUCT

Members of the faculty of the School of Dental Medicine have the right and the responsibility to assure that each student, while enrolled at the School of Dental Medicine and before a degree is conferred, demonstrates the character and ethical stature appropriate to the practice of dental medicine as outlined in the ADEA Statement on Professionalism in Dental Education (Appendix V) and the HSDM Ethics, Professionalism, and Conscientiousness Rubric (Appendix VI). Conduct inappropriate to the dental profession may include, but is not limited to, dishonesty, willful destruction of property, substance abuse, violence or threat of violence, serious breach of trust or confidence, or other misconduct, misrepresentation, or failures in personal actions, or in meeting obligations, as to raise serious doubts about the integrity and faithfulness of the student in meeting the overall obligations of a dental career. Inappropriate conduct also includes, without limitation, discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, disability, or any other legally protected category.

Illegal, unethical or other behavior inappropriate to the dental profession that is engaged in by a student outside of the Dental School community also may be considered and addressed under these procedures.

Initial review and fact finding

***For cases involving allegations of sexual harassment, including gender-based harassment, or other sexual misconduct**:*

When HSDM learns that a formal complaint alleging sexual harassment, including gender-based harassment, or other sexual misconduct has been filed with the University Title IX Coordinator, a representative of the School will meet with the respondent to explain, among other things, the HSDM disciplinary process and how it relates to the grievance procedures implemented by the Office for Dispute Resolution ("ODR") and the Harvard University Title IX Office, the range of disciplinary sanctions, and the appeals process following the imposition of any discipline. The HSDM representative also will be available to meet with the complainant. Copies of all policies and their associated grievance procedures can be found here (https://titleix.harvard.edu/policies- procedures).

The ODR and the Harvard University Title IX Office are responsible for implementing the University's grievance procedures, which will determine whether a student committed a violation of the University's Policies on Sexual or Gender-Based Harassment or Other Sexual Misconduct. At the conclusion of the University's grievance procedures, HSDM will receive a final report which will include a finding of facts and a determination of whether a policy violation has occurred. This report will be sent to the HSDM Title IX Resource Coordinator/Director of Student Affairs. When a policy violation has been found to have occurred, the case will be forwarded for administrative review as outlined below. When no policy violation is found, the case may be forwarded to a screening committee, described below (section titled "For all other cases"), for review. Should the screening committee determine that the conduct, while not a violation of the University's Policies on Sexual or Gender-Based Harassment and Other Sexual Misconduct, might otherwise violate HSDM's policies or expectations for conduct, then the case will be forwarded for administrative review, as outlined in the section titled "Administrative Review and determination of corrective actions or sanctions."

For all other cases:

Information or allegations about conduct inappropriate to the dental profession should be brought to the attention of the Director of Student Affairs or the Director of Advanced Graduate Education. In cases of alleged misconduct by a DMD student, a Screening Committee will be formed which will be comprised of the Director of Student Affairs, a faculty member who is not the Society Director for the student's society, as well as an elected Ethics and Professionalism Student Representative. For advanced graduate students, the Screening Committee will be comprised of a Director of an AGE Program other than the program in which the student is enrolled, another advanced graduate student representative from a different program, as well as the Director of Student Affairs. The Screening Committee will review the complaint of inappropriate behavior

and decide whether to dismiss it as lacking in credibility, resolve it informally or forward it for further action. Where the health, safety, or welfare of students, patients, or other members of the Dental School community are deemed to be at risk, the Associate Dean for Dental Education, or their designee, or the Chair of the Committee on Promotions or Committee on Advanced Graduate Education, or their designee, may suspend the student or place the student on an involuntary leave of absence, respectively, or take any other protective action pending the outcome of these procedures.

If, after an initial review of the information suggesting possible inappropriate conduct, further action is deemed necessary, the student will be notified in writing. The Director of Student Affairs will then appoint an independent fact-finder. The fact-finder will be a Harvard administrator or faculty member, or an outside investigator engaged by Harvard, who will interview the student and other individuals with relevant knowledge, solicit written statements, review the documentary record, and/or undertake whatever action is required to develop the relevant facts. At the conclusion of his/her inquiry, the fact-finder will prepare a written report describing the inquiry process and their findings of fact, identifying any disputed facts. Ordinarily, it is expected that fact-finding will be completed within thirty days, though this timeframe may be extended under extenuating circumstances, including but not limited to complex fact patterns, large numbers of witness interviews, and/or difficulty in scheduling witness interviews. The fact-finder's report will be submitted to the Director of Student Affairs who will provide it to the student for their written comments. Any comments must be submitted within ten days of receipt of the fact-finder's report and will be forwarded, along with the fact-finder's report to the Director of Student Affairs.

Administrative Review and determination of corrective actions or sanctions

The Director of Student Affairs, in consultation with the Associate Dean for Dental Education or the Director of Advanced Graduate Education, will convene a Review Committee comprised of three full- time faculty members, at the level of Assistant Professor or higher.

For cases involving allegations of sexual harassment, including gender-based harassment, or other sexual misconduct:

All members of the Review Committee will receive appropriate training in the handling and resolution of allegations of sexual harassment, including gender-based harassment, or other sexual misconduct. In such cases, the Review Committee will be provided with the final determination regarding responsibility reached in accordance with the applicable University grievance procedures. The Review Committee will interview the student. The complainant will have the option of meeting with the Review Committee but is not required to do so. However, the Review Committee must accept as final and non-reviewable the determination regarding responsibility reached in accordance with the applicable University grievance procedures, including findings of fact and conclusions as to whether a policy violation has occurred. Any disciplinary proceedings against the student based on conduct addressed by the determination regarding responsibility will proceed with the understanding that the determination regarding responsibility carries the same validity as a determination reached by the Review Committee itself. The role of the Review Committee is solely to determine corrective actions or sanctions. The Review Committee will complete its review as promptly as possible and prepare a written report with its recommendations for corrective actions or sanctions that will be submitted to the Director for Predoctoral Education or the Director of Advanced Graduate Education, and the Director of Student Affairs. The Review Committee then may determine appropriate disciplinary actions, including: issuing no formal sanction; placing the student on probation, with or without requirements or restrictions; or requiring the student to withdraw, with or without a recommendation to dismiss or expel. The report of the Review Committee will be provided to the student and to his/her faculty advisor and, as appropriate, to the Complainant.

A student who is required to withdraw by the Review Committee (with or without a recommendation to dismiss or expel) may appeal may appeal the Review Committee’s decision to impose sanctions and request further hearing by an ad hoc Appeals Board, consisting of three full time faculty members, at the level of Assistant Professor or above, appointed by the Dean of the School. The student's appeal must be in writing and must be based on one or both of the following grounds: a procedural error occurred during the Review Committee’s consideration of the

matter that may change the outcome of the decision to impose sanctions; or the student believes the sanctions imposed by the Review Committee were inappropriate in light of the factual findings and determination of responsibility resulting from the University's grievance procedures. The request may not challenge the validity of the factual findings or determination of responsibility resulting from the University's grievance procedures, nor may it introduce facts that could have been presented in the course of the University's grievance procedures or that conflict with any of those factual findings or the determination of responsibility. The request for appeal must be received by the Dean of the School within two weeks of the final action of the Review Committee.

All members of the Appeals Panel shall receive appropriate training in the handling and resolution of allegations of sexual harassment, including gender-based harassment, and other sexual misconduct. The Appeals Panel will act upon the appeal as promptly as possible, will give the student the opportunity to be heard in person, and will review the documentary record. The complainant will have the option of meeting with the Appeals Panel but is not required to do so. The only role of the Appeals Panel is to review the corrective actions or sanctions imposed by the Review Committee; the Appeals Panel will accept as true and non-reviewable the factual findings and determination of responsibility resulting from the University's grievance procedures. The Appeals Panel will submit a written report of its decision to the Dean of the School and the Director of Student Affairs or Director of Advanced Graduate Education and will convey a written decision to the student.

Both the student and the complainant may bring a personal advisor to any interviews with the Review Committee or the ad hoc Appeals Board. A student may be accompanied to any appearance before a reviewing body by a personal advisor who is a member of the student body, faculty, or administrative staff of HMS or HSDM, provided the personal advisor has not had any involvement in the University's grievance process relating to the complaint. Personal advisors may view a redacted version of any documents provided to the parties and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

Finally, the student may request review of the decision of the ad hoc Appeals Board by the Dean of the School within one week of the date of the decision of the ad hoc Appeals Board. Again, disagreement with the determination regarding responsibility reached in accordance with the applicable University grievance procedures is not, by itself, grounds for appeal. The Dean of the School will review the matter and may consult with such other persons as are deemed appropriate. He will send written notification of his decision to the student. Copies of the written notification will be sent to the Director for Predoctoral Education or the Director of Advanced Graduate Education, and the Director of Student Affairs. The Dean's decision will be final and binding.

For all other cases:

The Review Committee will receive the report of the fact-finder, and any written comments submitted by the student. The Review Committee will interview the student who may bring their faculty advisor as an observer. The Committee may also call such witnesses or undertake any other action it deems necessary to resolve any disputed facts and arrive at its conclusions and recommendations in the matter. The role of the Review Committee is to resolve disputed facts and to determine corrective actions or sanctions, not to make new or different findings of fact. Accordingly, the Review Committee will accept the factual conclusions made by the fact finder. The Review Committee will complete its review as promptly as possible and prepare a written report, including its conclusions and recommendations for corrective actions or sanctions that will be submitted to the Director for Predoctoral Education or the Director of Advanced Graduate Education, and the Director of Student Affairs. The Review Committee then may determine appropriate disciplinary actions, including: issuing no formal sanction; placing the student on probation, with or without requirements or restrictions; or requiring the student to withdraw, with or without a recommendation to dismiss or expel. The report of the Review Committee will be provided to the student and to his/her faculty advisor.

A student who is required to withdraw by the Review Committee (with or without a recommendation to dismiss or expel) may appeal the Review Committee's decision to impose sanctions and request further hearing by a

three-member Appeals Panel designated by the Chair of the Standing Committee on Rights and Responsibilities (SCRR). The student's appeal must be in writing and must be based on one or both of the following grounds: a procedural error occurred that may change the outcome of the decision; or the student has substantive and relevant new information that was not available at the time of the Review Committee's decision and that may change the outcome of the decision. Disagreement with the Review Committee's findings or determination is not, by itself, a ground for appeal. The Appeals Panel must receive the appeal within 10 business days of the date of final action by the Review Committee. The Appeals Panel will give the student the opportunity to be heard in person and will review the documentary record. The student may be accompanied by an advisor who is a member of the student body, faculty, or administrative staff of HMS or HSDM. Although the student may seek legal advice with respect to these procedures, students may not be represented by an attorney before the Appeals Panel, and attorneys will not attend interviews of a student or other witnesses by the Appeals Panel.

The Appeals Panel may adduce and consider any other information it deems useful in reaching a decision. The Appeals Panel will submit a written report of its findings and its decision to the student and to the Dean of the School, also informing the Committee on Promotions or the Committee on Advanced Graduate Education, the Director of Student Affairs and the Registrar of the outcome of the appeal. In so doing, the Appeals Panel may affirm, revise (make more or less severe), or revoke the final action of the Review Committee.

The student may request review of the decision of the Appeals Panel by the Dean of the School. The Dean of the School must receive any such request for review within 5 business days of the date of the decision of the Appeals Panel. The Dean of the School will review the matter, in consultation with the Associate Dean for Dental Education, Society or Program Director, or others at the Dean's discretion, and will provide written notice of his/her/their decision to the student, the student's Society or Program Director, the Associate Dean for Dental Education, the Director of Student Affairs, the Registrar, and the Chair of the Committee on Promotions or the Chair of the Committee for DMD students on Advanced Graduate Education for AGE students. The Dean's decision will be final and binding.

HARVARD UNIVERSITY

PROCEDURES FOR HANDLING COMPLAINTS INVOLVING STUDENTS PURSUANT TO THE SEXUAL AND GENDER-BASED HARASSMENT AND OTHER SEXUAL MISCONDUCT

As noted above, Harvard School of Dental Medicine has adopted the University-wide Interim Title IX Sexual Harassment Policy and Interim Other Sexual Misconduct Policy. In addition, the University's Sexual and Gender Based Harassment policy addresses sexual harassment and other sexual misconduct alleged to have occurred between September 1, 2014 and August 14, 2020. Collectively, these policies are referred to as the "University's Policies on Sexual and Gender Based Harassment and Other Sexual Misconduct." Copies of all policies and their associated grievance procedures can be found here (https://titleix.harvard.edu/policies- procedures). In all such cases, the Harvard University Office for Dispute Resolution ("ODR") and the Harvard University Title IX Office are responsible for implementing the University's grievance procedures, which will determine whether a student committed a policy violation. Whenever a formal complaint of sexual harassment or other sexual misconduct is investigated and the University's grievance procedures result in a finding that a policy violation has occurred, The Committee on Promotions and the Committee on Advanced Graduate Education (CAGE) must accept that finding as final and non-reviewable. The only opportunity to appeal the determination of a policy violation is provided within the grievance procedures implemented by the ODR and the Harvard University Title IX Office. Appeals within HSDM pertain only to the decision of The Committee on Promotions (Committee on Promotions) and the Committee on Advanced Graduate Education (CAGE) in determining discipline.

STUDENT HEALTH AND SAFETY

RESOURCES

Harvard University Health Services

Harvard University Health Services (HUHS) provides comprehensive health care for the students at Harvard University, including physical examinations, physician visits, laboratory tests, and psychological counseling. The Longwood Medical Area Health Service is a branch of HUHS located in Vanderbilt Hall (617-432- 1370). We encourage you to visit huhs.harvard.edu for detailed, up-to-date information, including department locations, phone numbers, and hours of operation; how to make appointments; event listings and announcements; and additional health information and resources.

Infectious or Communicable Illnesses

Students exposed to or with infectious or communicable illnesses, including chicken pox, diarrhea illness, measles, shingles, tuberculosis (TB), Group A strep infection, or draining lesions on the hands, must consult with Harvard University Health Services about the advisability of working with patients. In addition, it is advisable that students in such circumstances consult with the infection control office in the institution wherein the exposure occurred or where the student is doing an externship rotation to be sure they are following the local regulations. When caring for patients with TB, students should adhere to local regulations regarding precautions, including wearing appropriate masks.

LABORATORY AND CLINICAL SAFETY

Standard Precautions

Dental students working in the laboratory, in clinical simulations, or with patients should follow standard precautions at all times:

1. Consider all blood and all body fluids from all patients to be infectious.
2. Wear gloves when exposure to blood or body fluids may occur. Change gloves and wash hands after each procedure and before contact with another patient.
3. Wear a mask and goggles, safety eyewear (or face shield) when blood or body fluids may splash into the face.
4. Wear a fluid-resistant gown when it is anticipated that clothing will be splashed with blood or body fluids.

Most common exposure risks are to Hepatitis B (HBV), Hepatitis C, and Human Immunodeficiency Virus (HIV).

Exposures

Students must report immediately all incidents of exposure of the following natures to blood and bodily fluids: parenteral (needle stick or cut); mucous membrane (splash to eyes, nose or mouth); or cutaneous (contact with blood or body fluids on ungloved hands or other skin surfaces that may be cut, chapped, abraded, or affected by active dermatitis).

Needle sticks or sharps exposures that occur at the Harvard Dental Center:

Accidents—namely related to needlestick and sharps exposures—occur at HDC. Though the event can be stress for all—regardless of clinical level or experience—it is important to remain calm and seek the appropriate attention. Please refer to the HDC Clinic Manual for procedures to follow if such an accident occurs:

Immediately stop what you are doing. Then:

- **Flush the affected area** and/or mucous membranes thoroughly with soap and water. If clothing is contaminated from a chemical, biological, or radiation spill, remove it and wash the exposed area.
- **Report the incident to a supervisor**: Supervising Faculty, Program Director, and/or Clinic Manager
- **Complete the appropriate PMA and/or Non-OSHA Reportable Injury Form** (these forms are available throughout the clinic and in front desk areas).
- **Go to HUHS within 48 hours.** During weekdays, 9:00am - 5:00pm, call Longwood HUHS at (617) 432-1370. After hours, weekends, and holidays, call HUHS Urgent Care at (617) 495-5711.

  It is important to stop working on the patient, report an exposure immediately, and complete the Non-OSHA Reportable Injury Form with a supervisor who may have additional questions before sending you to HUHS. You may need to start antiviral therapy immediately.

If students experience an exposure at an off-site clinic (working there as part of the HSDM curriculum), contact the occupational health service in the institution where the incident occurred. Note, when seeking immediate care in a hospital emergency department, dental students should register using their Harvard University Student Health Program (HUSHP) Student Health Insurance Plan or other insurance. Do not register in the hospital emergency department as a hospital employee or you may be subject to a bill for the services.

Potential benefit of prophylactic intervention for blood-borne pathogen exposure is time dependent. For maximal benefit, INTERVENTION SHOULD NOT BE DELAYED. When antiretroviral therapy is indicated, it is most effective if initiated within one to two hours. ALWAYS NOTIFY HUHS.

If you would like additional procedural advice, please call (617) 384-STIK (7845). This is a recorded message containing the pager number of the HUHS on- call physician. You may page the physician for procedural advice about the exposure and follow up care, rather than for medical advice.

See more at: https://huhs.harvard.edu/bloodborne-pathogen-exposure-protocol-hms-hsdm-students

INSURANCE/BENEFITS

Health Insurance

Massachusetts Insurance Requirements

Massachusetts law requires that students enrolled in an institution of higher learning in Massachusetts participate in a student health insurance program or in a health benefit plan with comparable coverage. All Harvard students are automatically enrolled in the Harvard University Student Health Program (HUSHP) and the cost of the program is applied to their term bill.

The Harvard University Student Health Program (HUSHP) is comprised of two parts:

1. Student Health Fee: Required of all students who are more than half time and studying in Massachusetts. This fee covers most services at Harvard University Health Services, including internal medicine, medical/surgical specialty care, mental health/counseling services, physical therapy, radiology, and 24/7 urgent care.
2. Student Health Insurance Plan: Provides hospital/specialty care through Blue Cross Blue Shield of Massachusetts and prescription drug coverage through Medco. Coverage includes emergency room visits, hospitalizations, diagnostic lab/radiology services, ambulatory surgery, specialty care outside HUHS (limited), and prescription drug coverage. Benefit limits and cost-sharing may apply—visit huhs.harvard.edu for more details.

Waiving the Student Health Insurance Plan

Students enrolled in a comparable health insurance plan may be eligible to waive the Student Health Insurance Plan. Waivers must be completed by the appropriate deadline or the charges will remain on your term bill. The deadline to waive is July 31 for the fall term (or full academic year), and by January 31 for the spring term.

1. Before waiving, carefully evaluate whether your existing health plan will provide adequate, comprehensive coverage in the Boston area. View the website to review a waiver checklist for guidance. You will be fully responsible for all medical claims and prescription drug costs if you waive the insurance plan.
2. International students studying on campus at Harvard are not eligible to waive the insurance plan with foreign insurance, including those with a U.S.-based administrator. This is a requirement pursuant to the Massachusetts student health program regulations.

It is the student's responsibility to waive insurance each semester.

It is also possible to purchase the Student Health Insurance Plan coverage for a spouse and/or children. For detailed information on the Harvard University Student Health Program policies, benefits, limitations, and exclusions, visit huhsp.harvard.edu.

AGE students register one month prior to the activation date of the HUSHP. Therefore, all AGE students will be been enrolled for an additional month into the HUHSP (Health Fee and Insurance Plan), and charged for this additional month of enrollment. Students who are covered under an alternate plan and who want to waive the additional month of coverage July coverage must submit a waiver to the Office of Dental Education. Students who wish to waive the Student Health Insurance Plan for the remainder of the academic year must submit a separate waiver directly to HUHS, which is available from the Harvard University Health Services website at https://hushp.harvard.edu/waiving-health-insurance-coverage

PERSONAL SAFETY

Campus Security

The Harvard University Police Department is committed to assisting all members of the Harvard community in providing for their own safety and security. In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), the Harvard University Police Department publishes an Annual Security Report (ASR), which can be found on it's website: http://www.hupd.harvard.edu/annual-security-report. The ASR includes information about the HUPD, how to report a crime, HUPD's crime prevention programs, substance abuse, sensitive crimes, and other important information about security and HUPD services on campus. It also contains three years of statistics on reported campus or campus-related crimes.

Missing Persons Policy

As required under federal law, Harvard School of Dental Medicine immediately will refer to the Harvard University Police Department ("HUPD") any missing persons report involving a student who lives in on-campus housing. If any member of the Harvard community has reason to believe that a student who resides in on- campus housing is missing, he or she should immediately notify HUPD at 617.495.1212. If HUPD determines that the student has been missing for more than 24 hours, then within the 24 hours following this determination, the School or HUPD, will: (1) notify an appropriate external law enforcement agency, unless the local law enforcement agency was the entity that made the determination that the student is missing; (2) contact anyone the student has identified as a missing person contact under the procedures described below; and (3) notify others at the University, as appropriate, about the student's disappearance.

In addition to identifying a general emergency contact person, students residing in on-campus housing have the option to identify confidentially a separate person to be contacted by Harvard in the event that the student is determined to be missing for more than 24 hours. Students are not required to designate a separate individual for this purpose and if they choose not to do so, then Harvard will assume that they have chosen to treat their general emergency contact as their missing person contact.

Students who wish to identify a confidential missing person should notify the Registrar. A student's confidential missing person contact will be accessible only by authorized campus officials and by law enforcement in the course of an investigation, and may not be disclosed outside of a missing person investigation. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then Harvard School of Dental Medicine or HUPD will contact that student's custodial parent or guardian, in addition to contacting any additional contact person designated by the student.

Students are reminded that they must provide the Registrar with emergency contact information and/or confidential missing persons information if they have not already done so.

Taxi/Walking Escort Service

HMS Security and Campus Safety team offers both walking and taxi escort services. Walking escort services are available 24 hours a day by calling 617-432-1379 at least 15 minutes ahead of your departure time. A security officer will escort you anywhere on campus or to the nearest MBTA stop. Taxi escort services are available daily from 9 p.m. to 3 a.m. from the NRB security desk at 77 Avenue Louis Pasteur. This service is free to a single destination within a one-mile radius for up to four people. Click on the link above for further details.

Security Phone Numbers

Harvard University Police Department
Harvard University Policy Dept 617-432-1212
Taxi/Walking Escort Service 617-432-1379

STUDENT LIFE

STUDENT GOVERNMENT

The organizational structure for the student body at HSDM consists of: The Student Body; Officers for each class; and Student Representatives. Membership, duties, and objectives pertaining to the above are outlined below.

The Student Body

Class Membership: The student body of HSDM is comprised of all registered students enrolled in the D.M.D. degree program.

Class Officers and Representatives

Elections: At the end of each academic year (except in the cases of the entering D.M.D. class, which will hold elections after their matriculation), general elections shall be held, with support from the Office of Student Affairs, to elect Class Officers: President, Vice President, Treasurer, Ethics and Professionalism Representative, Curriculum Committee Representative, and Student Health and Wellness Committee Representative.

Rules governing Student Government

Elections:

- Any member of the student body is eligible to hold a class elected position if the student is in good academic and professional standing.
- No student may run for more than one office concurrently.
- Class elections shall be by closed ballot as organized by the Office of Student Affairs.
- There will be a one-week nomination period prior to all elections.
- Candidates may nominate themselves or a classmate for any position. If a candidate is nominated by a classmate, the candidate must confirm his/her nomination prior to the close of the one-week nomination period.
- If there are multiple students running for a position, each candidate must deliver a short (3 minute max) speech to the class.
- Students must be present for all speeches in order to be eligible to cast their vote.
- Alternatively, if the class decides to hold elections virtually, candidates must write a short statement to the class in lieu of a speech, and place their votes electronically.
- A simple majority (50% + 1) is necessary for election to a designated office.
- A run-off election shall be held in the event that no individual obtains a majority of votes. (A majority is considered 50% + 1 of the class members who cast a vote.)
- The run-off will include the two top candidates for that office.

Current Class Officers and the Director of Student Affairs shall present a description of all elected positions to the entering first-year class in an informational meeting.

Class Officers and Representatives

The Class President

- Acts as executive officer of the class; planning, coordinating, and presiding over all class and class officers' meetings.

- A minimum of three class meetings must be held by the President during the academic year. A meeting of the class officers must be held once a month.
- Receives reports from other class officers for communication to the class and is responsible for overseeing a format for that communication.
- Serves as liaison between the class and faculty/administration and acts as primary spokesperson for the class.
- First Year Class President will serve as the HSDM representative to the HMS/HSDM Student Council.

The Class Vice President

- Acts as the executive officer of the class in absence of the President.
- Works in conjunction with the President regarding all executive functions.
- Serves as the official liaison to HSDM departments and offices attending monthly Vice Presidents meetings.
- Coordinates all sub-committees.
- Types and emails all correspondence from the class officers.
- Is responsible for the writing of minutes and dissemination of information resulting from decisions made at class meetings and class officers' meetings.

The Class Treasurer

- Is responsible for all financial transactions and records of the class.
- Works closely with the Office of Student Affairs in the allocation of the class designated revenue and other fiscal matters.
- Is responsible for coordinating fundraising efforts.
- Works with classmates to plan social events

Representative to Harvard Graduate Student Council

- First Year Student Representative will serve as the official voting HSDM representative to the university- wide Graduate Student Council. This is a two-year term.
- Second Year Student Representative will serve as a non-voting member representing HSDM on the university-wide Graduate Student Council.

Curriculum Committee Representative

- Serves as the class representative to the curriculum committee attending all meetings that do not conflict with curricular obligations. The DMD Curriculum Committee is comprised of members of both basic science and clinical areas and meets regularly throughout the academic year. The primary goals of the Committee are to direct and oversee all aspects of the predoctoral education program. Committee oversight includes the monitoring of curricular context with respect to the goals and objectives of the School and current Accreditation Standards, reviewing existing courses, consideration of new course proposals, and review of time allocations and sequencing for coursework. In addition, the Committee oversees the course evaluation and educational outcomes assessment programs of the School.

- First year student representatives will also serve as an Educational Representative (Ed Rep) at HMS.

Ethics and Professionalism Representative

- Serves as a student representative on a review committee (convened on an ad hoc basis) when an ethical or professional violation has occurred involving a DMD student.
- Candidate will maintain a high level of confidentiality, sensitivity and trustworthiness.
- Reviews and makes recommendations concerning all student issues relating to ethical and professional behavior.

Student Health and Wellness Committee Representative

- Serves as the class representative to the Student Health and Wellness Committee attending all meetings that do not conflict with curricular obligations. The mission of the Student Health and Wellness Committee is to promote mental and physical health, well-being, and quality of life for all HSDM students. The goals and functions of the committee are to take a proactive approach in promoting a healthy and humanistic environment for the student body; provide an arena to express concerns and address issues pertaining to student morale, health, and well-being; identify high stress times, periods of transition, etc. among the HSDM student groups and classes; identify and implement ideas for wellness programming; help inform HSDM students about existing health and wellness resources.
- Oversees the Student Wellness Locker initiative for their respective class (years 2-4), and is responsible for maintaining the locker and supplies.

HMS/HSDM Student Council

The HMS/HSDM Student Council serves as the student government for medical and dental students, creating a forum for the discussion and expression of student opinions and concerns. It provides funding for many student groups including social and athletic organizations; ; women's and affinity organizations; and religious, national and special interest groups. The Council consists of two levels of members: Executive Board members and General Members. Members serve in a variety of capacities, including representatives for each academic Society and members of various HMS/HSDM working committees on curriculum, and financial aid.

The first year Class President serves as the HSDM representative on the HMS/HSDM Student Council.

For more information, please visit the HMS & HSDM Student Council website: https://www.hmshsdmstuco.com/

STUDENT ORGANIZATIONS

For information regarding active student organizations or information about how to start a new student organization, please visit the HMS/HSDM Student Organization Hub Online: https://soho.hms.harvard.edu/ or contact the HSDM Office of Student Affairs, Community & Campus Life at studentaffairs@hsdm.harvard.edu.

U.S. Restricted Party Screening Guidance for Student Groups Organizing, Sponsoring, or Hosting Programs/Events Online and Abroad

Student groups at Harvard provide valuable educational and social opportunities for students and give them the opportunity to form connections around common academic, cultural, political, and social interests. Student groups also contribute to the overall intellectual and social life of the University and enrich the opportunities and experience of Harvard students, faculty, and staff, by offering programming and events that are consistent with the University's teaching and research mission. These may include programs or events hosted abroad or online that include international participants. This guidance is designed to help ensure that student groups and their leaders engage in international programming in a manner consistent with their legal responsibilities.

U.S. federal law – including regulations administered by agencies such as the Departments of Treasury, Commerce, and State – restricts or prohibits U.S.-based individuals and entities from providing services, including University and student-organized programs and events, to certain foreign individuals and entities that are formally designated on U.S. sanctions or export controls restricted party lists ("Restricted Parties"). All U.S-based individuals and entities, including Harvard students and student groups, are also prohibited from engaging in many financial transactions (such as accepting fees or payments, accepting gifts in support of the organization, providing compensation or stipends, or reimbursing costs) with Restricted Parties. Individuals who violate U.S. sanctions and export controls laws may be subject to federal civil and criminal penalties.

To facilitate compliance with U.S. sanctions and export controls laws, Harvard has adopted University-wide guidance governing screening of Restricted Parties for educational programs. This includes any programs, conferences, seminars, workshops, webinars, or similar events that Harvard is directly involved in facilitating, sponsoring, or organizing. The guidance covers events that take place online (partially or fully) or abroad that Harvard hosts, sponsors (meaning that Harvard provides resources, support or official backing for the program), or organizes, independently or with others as a co-host, co-sponsor, or co-organizer.

As part of its compliance responsibilities, each Harvard student group must comply with Harvard's University-wide guidance on Restricted Party and export control screening for events that are online or that take place outside the United States where the student group is itself a host, sponsor, or organizer (or co-host, co-sponsor, or co-organizer) – particularly for events that involve international payments to or from student organizations. In addition, Harvard student groups must coordinate with their School's development office before accepting gifts from donors to ensure appropriate screenings have been conducted.

*If you have questions about compliance with U.S. sanctions and export control laws, or require assistance with screening, contact your Dean of Students office, who will work with your School Export Control Administrator (**ECA**).*

For more information, reference the University's Educational Program Screening resources, including the Bulletin on Educational Programs and Screening, the FAQs, and Infographic on Screening for Educational Programs.

See also:

https://studentaffairs.harvard.edu/policies/
https://provost.harvard.edu/pages/policies

STUDENT EVENTS AND ACTIVITIES

Student groups and organizations who would like to host events or activities are encouraged to submit an event request form through https://soho.hms.harvard.edu/. Depending on various factors related to the nature of the event, the Office of Student Affairs, Community & Campus Life may assist you in coordinating with the appropriate departmental offices such as Room Scheduling, Facilities, Custodial, and the Harvard University Police Department (HUPD) to ensure that your event is able to proceed securely and to help ensure your planned activities do not violate laws or University regulations.

PROFESSIONAL ORGANIZATIONS AND STUDENT MEMBERSHIPS

All pre-doctoral students are automatically enrolled in the American Dental Education Association, the American Student Dental Association, and the Massachusetts Dental Society. The Office of Dental Education facilitates membership remittance for each of these organizations on an annual basis.

American Dental Education Association (ADEA)

The American Dental Education Association (ADEA) is the voice of dental education. Harvard School of Dental Medicine has always been a leader in academic dentistry, and the HSDM Student Chapter of ADEA strives for continued excellence in all aspects of dental education and to build a community of students interested in teaching. Harvard ADEA focuses on three components:

1. Careers in academic dentistry and dental education
2. Improvement and advancement of HSDM's own predoctoral curriculum
3. Pre-dental outreach to undergraduate, high school, and middle/elementary students

ADEA Membership Services and Features for Students

- ADEA Scholarships, Awards, and Fellowships
- ADEA/Johnson & Johnson Healthcare Products Preventive Dentistry Scholarships Twelve $2,500 scholarships for predoctoral students who have demonstrated excellence in preventive dentistry.
- ADEA/Crest Oral-B Scholarship for Dental Hygiene Students Pursuing Academic Careers Two

  $2,000 scholarships for dental hygiene students pursuing academic careers.
- ADEA/Sigma Phi Alpha Linda DeVore Scholarship A $1,000 scholarship recognizing an individual studying allied dental education at the baccalaureate, master's, or doctoral degree level.
- ADEAGies Foundation/AADR Academic Dental Careers Fellowship Program A year-long fellowship experience preparing dental and allied dental students to enter academic dentistry.

Meetings and Events

- ADEA Annual Session & Exhibition
- Representation through ADEA's Council of Students, Residents, and Fellows (COSRF)

Online Resources

- Journal of Dental Education with access to cited articles for over 1,000 other journals at no additional cost ($125 value)
- MedEdPORTAL for publishing and sharing educational resources
- ADEA Bulletin of Dental Education (BDE)
- ADEA's Charting Progress monthly e-newsletter by ADEA Executive Director
- ADEA Washington Update provides coverage of federal legislative and regulatory news about oral health, dental education, and dental research. The newsletter is published monthly when Congress is in session. Its purpose is to keep ADEA members abreast of federal issues and events of interest to the academic dental and research communities.
- ADEA State Update is published monthly. Its purpose is to keep ADEA members abreast of state issues and events of interest to the academic dental and research communities.

American Student Dental Association (ASDA)

ASDA serves as a branch of a national organization. As part of National ASDA, Harvard ASDA is committed to advocating for the rights and welfare of dental students. Strives to introduce students to organized dentistry and provide networking and educational opportunities. As a student-centered organization, they organize social events, fundraisers and various other student-centered programming.

For more information, please visit the Harvard ASDA website: http://harvardasda.org/

ASDA Membership Benefits

The association provides its members with services, information, education, representation and advocacy. That's what you'll find here and throughout the website. Take advantage of these resources to help smooth the journey through dental school. For more information, please visit: https://www.asdanet.org/index/dental- student-resources

ASDA Student Resources

- Health and Wellness

- Mentorship in Dental School
- Scholarships and Repayment Plans
- Diversity and Inclusion Resources
- Taking the INBDE
- Tips for International Dental Students
- Ethics

Massachusetts Dental Society

The Massachusetts Dental Society, a 5,000-member constituent of the American Dental Association, is dedicated to the professional development of its member dentists through initiatives in education, advocacy, and promotion of the highest professional standards, and championing oral health in the Commonwealth.

MDS Vision: The national flagship Dental Society for service innovation and member value

MDS Mission: To help all members succeed

For more information about the Mass Dental Society and member benefits, please visit:
http://www.massdental.org/About-MDS/Membership

PATENTS, TRADEMARKS AND HARVARD "USE OF NAMES AND INSIGNIAS POLICY"

HSDM Student Organization Name Guidelines

The name of your student organization should communicate the purpose of your organization and meet Harvard University's and Harvard School of Dental Medicine student organization name guidelines as follows:

- The use of the word "Harvard" alone in the name is not permitted. (For more details about using the Harvard name, please see guidelines from the Harvard Trademark Office in Appendix XI).
- "Harvard School of Dental Medicine" or "HSDM" must be in the name.
- "Student" must be in the name.
- "Group," "Organization," "Club," "Forum," "Society," "Consortium," "Chapter," or equivalent must be in the name.
- Occasionally student organizations may be affiliated with larger pan-Harvard groups, in which case "Chapter" may be used.

All communication external to Harvard School of Dental Medicine must use the entire student organization name. This includes communication with any other part of Harvard University.

Please provide contact information (names, phone numbers, and email addresses) for any non-Harvard School of Dental Medicine organizations with which the organization will be affiliated. This includes other Harvard student organizations and other national or international organizations.

TRADEMARK POLICY

Harvard's Trademark

All Harvard student organization names incorporating any of the University's trademarks are owned by the President and Fellows of Harvard College (Harvard University) and are used by permission of the University. Harvard and Harvard School of Dental Medicine's shields/logos cannot be used by student organizations without the permission of the University and/or the School. Any use of Harvard's names/logos by student organizations or students must comply with all relevant University policies, including the Policy on the Use of Harvard Names and Insignias.

Student Organization Guidelines

- **Harvard Trademark**: The Trademark Program has established the following guidelines to help student organizations ensure that they represent their association with Harvard in an appropriate and accurate manner, as is required of all members of the Harvard community under the Use-of-Name policies. Specifically, the guidelines stipulate that all student organizations must clearly and accurately identify their association with the University in print and electronic publications, on websites, and in promotional materials and related activities.
- **Publications**: A student organization should visibly display its affiliation with a school on the front page of any publication it is producing by stating that it is "a student-run publication at [your school's name]" (or something along these lines). And, on its copyright page (or relevant section) the publication must also state: "The [your school's] name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."
- **Websites**: As is the case with publications, a student organization should visibly display its affiliation with the school by stating that it is "a student-run organization at [your school's name]" or "an officially recognized student-run organization of [your school's name]" (or something similar to these). This identity tagline needs to

be placed in a prominent location on the main page of the website (typically in conjunction with the student organization's name) and in a font size comparable to other fonts being used on the website. In addition, the website's main page should also state the following:

- "Views expressed by student groups are independent and not reflective of the views and opinions of [your School's name] or Harvard University as a whole."
- "The [your school's] name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."

These same principles apply when a student organization is sponsoring or hosting an event; as a result, the identifying phrases should also be used on brochures, posters, publicity materials, etc.

- **Promotional Materials and Related Activities**: The trademark guidelines also apply to student organization promotional materials and related activities. Thus, all brochures, posters, publicity materials, etc. related to any student organization event or activity, whether taking place in the U.S. or abroad, must clearly identify the event/activity as being hosted by an officially recognized student organization from (relevant school name).
- **Merchandise**: Ordering apparel or other items bearing Harvard' Trademarks.
  - Any member of the Harvard University Community, including officially recognized student organizations, that wants to produce items bearing any University trademarks (e.g., Harvard, Harvard University, Harvard School of Dental Medicine, etc.), including items bearing a student organization's name and/or logo, **must comply with the following guidelines: https://trademark.harvard.edu/guidelines-ordering-internal-insignia-items-swag and complete the required form before ordering such items** (whether such items are for use by the student, student organization, to give away, or to sell).
  - The following guidelines apply to officially recognized student groups that want to produce and sell, or give away, items bearing their student group name, logo, and/or any other Harvard trademarks:
    - A student group may produce items, on a royalty-free basis, bearing the approved name of their group, their group's logo, and, if appropriate, other Harvard trademarks under the following conditions:
    - The item is in accordance with Harvard's use-of-name policies, including those policies' standard of accurate representation;
    - The student group must use its officially approved name and, if desired, its logo as approved by the school with which the group is affiliated;
    - The item is being produced for the group's own internal use, or as a gift for group members, or to be sold on a limited and one-time only basis to members and non-members of the student group as a fund-raiser to benefit the officially recognized student group.
    - Student groups may not sell products bearing any Harvard trademarks, including the name and logo of a group, directly to the public at large, via the Internet, or to retailers for resale to the public or via any other commercial channel other than as stipulated above.
    - All prospective products and artwork (including the student group name and logo or any other Harvard trademark) must be reviewed by the Harvard Trademark Program prior to production. If all documentation is submitted in a timely manner, is in good order, and there are no use-of-name, licensing, or trademark issues, the review process can usually be completed in approximately 7-14 business days.
  - A request for permission to produce items must be submitted in writing to the Office of Student Affairs (OSA), who will contact the Harvard Trademark Program via email (trademark_program@harvard.edu). Please note that the review by the Harvard Trademark Program will take 7-14 business days. In your request, please include the contact information of the student group along with the number of items intended to be produced and trademarks (per the guidance above) intended to be used. The Trademark Program will review the request in light of applicable policies and guidelines and, if the request is

approved, will provide written authorization to produce the items.

- For further information about the Harvard Trademark Program, please visit the Trademark Program's website: https://trademark.harvard.edu/ or contact the office at trademark_program@harvard.edu.
- For additional information, please also see our *POLICY ON ELECTRONIC COMMUNICATION AND SOCIAL MEDIA*.

ACADEMIC

Academic Societies

All DMD students at HSDM and HMS belong to one of five academic societies which serve as a focus for student life. Each society is composed of an Advisory Dean, other faculty society advisors, who serve as associate directors of the Society, administrative staff, and approximately 40 students from each class (medical and dental). HSDM Society Directors serve as the primary advisor for dental students within their respective societies. The society affiliation develops and strengthens as students pursue their education and training to become a health professional. In addition, each society provides a mechanism for vertical integration of students - students get to know and socialize with students in higher or lower classes, as well as faculty and staff, and learn from positive interactions with them.

Advising and Counseling Services

The Office of Dental Education, including the Director of Student Affairs and the Student Affairs Coordinator, is responsible for all aspects of DMD student life including personal, academic and career counseling. In addition, DMD students are offered the support of additional advisors. These advisors include the Society Directors, Big Brothers/Big Sisters, who are assigned to entering students and serve as peer advisors, as well as research mentors, who maintain an ongoing dialogue and personal relationship with their students throughout the course of their training. In addition, students should feel free to establish other relationships with faculty who provide mentorship during the course of training.

Alumni to student programming, advising, and mentorship is also provided and supported through the Harvard Dental Alumni Association (HDAA) in collaboration with the Office of Development and Alumni Relations. Students and alumni alike are given access to Firsthand Advisors, a student/alumni platform run through the central University that allows students to connect with alumni directly in the field of dentistry. Students can set up a time to meet with advisors to discuss career planning, review resumes, practice interview skills, and more.

Advanced graduate students are able to seek personal, academic, and career counseling from their Program Director or from the Director of Advanced Graduate Education. The Directors of Admissions and Student Affairs are also a resource for these students. Finally, research sponsors are in a position to serve as mentors for students in advanced graduate training programs.

For all students who wish to receive counseling on any of a number of personal or emotional issues, clinicians from Harvard University Health Services are available for consultation and serve as a valuable resource. More information about how to get connected to care can be found at: https://camhs.huhs.harvard.edu/

Resident Assistants live in Vanderbilt Hall and are available for counseling, advising and help with student activities. They are available by appointment and also for emergencies 24 hours a day.

The Office of Learning Resources and Support

The Office of Learning Resources and Support assists Harvard medical and dental students with difficulties they may be experiencing in their academic and/or clinical performance. Students may be referred by Society faculty, the HSDM Associate Dean for Dental Education, the Director of Student Affairs, Society Directors or self-refer to

the Director of Learning Resources and Support, who will meet with students for an initial screening interview to help determine what factors (situational, emotional, learning, etc.) may be contributing to their difficulties. When emotional issues are involved, the Director will provide short-term performance counseling, when appropriate, to help students function optimally in their current courses and/or help refer students to the appropriate resources both inside and outside the University, as necessary.

When learning issues are involved, students will be referred to one or both on-site education specialist(s), as needed, for further screening and assessment. If necessary, referral for outside neuropsychological testing can also be arranged for a formal, comprehensive assessment.

Regina Mitchell, M.D., Director for Learning Resources and Support, offers an array of services:

1. study strategies for either the medical or dental school curriculum;
2. performance concerns due to emotional, situational, learning, interpersonal, and/or medical issues or
3. planning for schedule adjustments and/or leaves of absence, as well as assistance with re-entry to the curriculum in collaboration with the HSDM Associate Dean for Dental Education, the Director of Student Affairs, the HSDM Society Director, and other Society faculty.

Dr. Mitchell should be your first point of contact if you are self-referring or if you are referred by a faculty member, advisor, HSDM Associate Dean for Dental Education or Director of Student Affairs. She will discuss with you the resources available for emotional or learning assistance that are either on-site, at HUHS, or outside Harvard University.

The Director of Learning Resources and Support also works with course directors, clinical faculty, and/or students to find tutors, as needed, for students having academic difficulties. These tutors are drawn from peer tutors, advanced graduate students, fellows and/or faculty.

The Office of Learning Resources and Support is located on the third floor of TMEC, above the Amphitheater. Dr. Regina Mitchell can be contacted at regina_mitchell@hms.harvard.edu.

Career/Specialty Choice Advising

HSDM students are aided in career decisions by their Society Directors and by other members of the faculty, as well as the Director of Admissions, the Director of Student Affairs, and the Director of Advanced Graduate Education.

Cross Registration

Students may enroll, at no additional cost*, in courses offered at other Harvard schools, the Massachusetts Institute of Technology, or Tufts' Fletcher School of Government. Cross registration deadlines vary from school to school. It is a student's responsibility to meet the earliest cross registration deadline. While enrolled at another Harvard School, students are subject to the rules and regulations of that school. Students can search for courses and find instruction on how to cross- register online at: https://portal.my.harvard.edu

It is important to be aware that credit hours may not translate directly between schools. Harvard Registrars use a translation table to determine credit hours earned at other faculties. Students are advised to consult the Registrar's Office before assuming the credit value of courses taken at other Harvard schools or at MIT.

**Full tuition is charged by the Harvard Extension School and Harvard Summer School programs. In addition, Harvard Business School charges a per course fee to use the HBS technology platform.*

SERVICES FOR STUDENTS WITH DISABILITIES

The Harvard School of Dental Medicine is committed to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. The Office of Disability Services at HMS/HSDM complies with the Americans with Disabilities Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities.

To Request Accommodations, Contact the Director of Disability Services

The Office of Disability Services works with each student in an interactive process to review requests for accommodations on an individualized, case-by-case basis. A student may be eligible for reasonable and appropriate accommodations based on the impact of the functional limitation of their documented disability. Please contact Tim Rogers, the Director of Disability Services at 617-432-9198 or via e-mail at disabilityservices@hms.harvard.edu to schedule an intake appointment to initiate the registration process.

Students are asked to submit current documentation completed by an appropriately licensed professional, which should include the student's name, a diagnosis, and detail the impact of the functional limitations caused by the diagnosis. This documentation should also outline the treating professional's recommended accommodations. It is the student's responsibility to gather and submit this documentation with the student incurring any associated cost. Please note that obtaining documentation from a licensed professional can take time and, therefore, students should plan accordingly. Last-minute submission of documentation may result in delays in the provision of accommodations.

General information about a student's disability and accommodation request(s), may be shared with other Harvard officials or, in limited circumstances, with third parties on a need to know basis. The student's disabilities file is maintained by the Director and is held separately from the student's official academic record. Primary clinical documentation or other diagnostic information is held by the Office of Disability Services at HMS/HSDM and is released to a third party only with the student's written permission or as required by law.

Implementation of Accommodations in Courses and the Student's Responsibilities

The Director of Disability Services will communicate by letter a student's recommended academic or clinical accommodation(s) to the appropriate course/rotation site director before the start of the course/rotation. The student has the responsibility to anticipate the need for such letters in their various courses and/or rotations and to work closely with the Director of Disability Services regarding the sequence of letters that will be needed for the courses planned for the year.

Accommodation on National or Regional Board Exams

The Office of Disability Services at HMS/HSDM process for providing accommodations is not necessarily reflective of the process for receiving testing accommodations on the National or Regional Board Exams. While the Office of Disability Services can provide assistance in this area, students are responsible for seeking their own desired accommodations for these exams.

Grievance Process

Harvard School of Dental Medicine makes every effort to provide equal access to its programs and courses, including provision of reasonable and appropriate accommodations. Students who disagree with the approved accommodation or who have a concern involving discrimination on the basis of a disability may file a grievance in the form of a written detailed complaint with the HSDM Director of Student Affairs: Carrie Sylven, Carrie_Sylven@hsdm.harvard.edu. The complaint should include a clear and concise statement of the issue(s) and a reasonably detailed description of the relevant facts, including the names of persons with information and copies of pertinent documents or other evidence relevant to the grievance, including supporting medical documentation, to the extent applicable. Grievances under this policy should be filed within 90 days of the alleged act of discrimination or challenged accommodation decision. Harvard may extend this time frame where a delay is due to circumstances beyond a student's control such as illness or incapacity.

If the grievance cannot be resolved by the Director of Student Affairs, she will forward the student's statement to an ad hoc Review Committee, comprised of three members of the faculty and/or administration who do not serve on the Committee on Promotions. The Director of Student Affairs will obtain the student's written permission prior to distributing primary clinical documentation to committee members. The committee may contact the student, instructor, program directors, or other appropriate individuals, including relevant persons identified by the student, to discuss the requested accommodations or allegations of discrimination, as needed. The committee may also request additional medical documentation or an independent medical evaluation on any request for accommodation. The committee also may designate a fact finder, as appropriate, to investigate the allegations and make a report of findings to the committee for its consideration. Within three school days following the committee's decision, the Director of Student Affairs will notify the student and the individual against whom the complaint was brought of the Review Committee's decision. The Committee's decision will be reached within 60 days of the grievance.

In cases where timeliness of an accommodation is important, every reasonable effort is made to complete each stage of the process within 10 working days, unless the circumstances require a more rapid response. In some situations, we may provide the requested accommodation on a provisional basis, without obligation to continue the accommodation if it is found to be unreasonable or inappropriate.

If you are dissatisfied with the decision of the committee, you may appeal in writing to the Director of University Disability Services at disabilityservices@harvard.edu. Information about the University grievance process is available at http://accessibility.harvard.edu/pages/grievance-procedures.

Prohibition Against Retaliation

Consistent with applicable law, Harvard prohibits retaliation against any person who requests accommodation, files a grievance alleging disability discrimination or participates in the grievance process. Any concerns about retaliation related to this process should be disclosed immediately to the Director/504 Coordinator (or designee).

While students are encouraged to utilize Harvard's process towards resolving disability-related grievances, all students have a right to file a complaint directly with the U.S. Department of Education, Office of Civil Rights (OCR). OCR's contact information is below:

Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA, 02109-3921, Telephone: 617-289-0111, TDD: 800-877- 8339, Email: OCR.Boston@ed.gov

SERVICES FOR INTERNATIONAL STUDENTS

Harvard International Office

The Harvard International Office (HIO) serves foreign nationals at Harvard by providing programs and services for international students, scholars and their families. These programs and services include orientation meetings, arrival booklets and printed information to assist with the adjustment to Harvard and living in the Boston/Cambridge area; advising and counseling on immigration regulations, social and cultural differences, financial matters and personal concerns; referrals to other offices when appropriate; assistance in locating housing in August; the Friends of International Students program for new graduate students; English language classes, discussion groups and activities for accompanying spouses; and information on a wide variety of topics disseminated through printed material, newsletters, a website and group information sessions. The International Office hosts a reception each fall for newly arrived international students, scholars and their families. In late February/early March, the HIO organizes tax seminars for international students and scholars.

The office also acts as a liaison between Harvard and various public and private agencies in matters affecting the University's international students and scholars. The office supports the activities of the various international clubs whose membership includes graduate and undergraduate students.

All newly admitted international students are required to check in with the International Office before registering in their schools and should bring their passports and visa documents or other evidence of their immigration status. All foreign nationals are encouraged to visit the office in order to take advantage of its programs and services.

Harvard International Office
1350 Massachusetts Avenue
Cambridge, MA 02138
Phone: 617-495-2789
Fax number: 617-495-4088
Website: www.hio.harvard.edu

Regular Office Hours:

Monday to Friday, 9AM - 3PM (except for holidays).

Office Hours: Some HIO advisors hold office hours at certain schools. For off-site office hour schedules, please go to the HIO site.

HARVARD IMMIGRATION AND REFUGEE CLINICAL PROGRAM

The Harvard Immigration and Refugee Clinical Program (HIRC) offers free legal and social service support and representation to undocumented, DACAmented students, and any Harvard affiliated member that is concerned about his/her legal immigration status in the country. HIRC recognizes that students may have concerns about immigration policies, priorities, procedures, falling out of status, and mapping out future potential immigration remedies. They provide legal and social work consultations to address these concerns and others that immigrants face. HIRC staff attorney, Jason Corral, is offering legal consultation and representation to students and is happy to answer questions. Additionally, HIRC offers consultations with Liala Buoniconti, clinical social worker, who can assist students with a variety of concerns including stress management, family issues, and concrete resources.

To schedule an appointment, visit:

https://harvardimmigrationclinic.org/

Office Phone: 617-495-6648

Emergency Hotline number: +1-857-242-6755 (for time-sensitive matters, will be directed to the HIRC attorney on-call)

Ombuds Office

The Harvard Ombuds Office provides an impartial, safe place where any student can receive support and assistance. The Ombuds Office is independent of any existing administrative or academic structures and enables students to voice concerns. The Ombudsperson will work with students to develop options, which will be tailored to fit the particular circumstance. For more information about the services of the Ombuds Office, students may call the confidential line (617-432- 4041) or email ombuds_longwood@hms.harvard.edu

STUDENT LIFE (CONTINUED)

GENERAL

Athletics

In addition to serving as the student dormitory, Vanderbilt Hall is the athletic center of the Harvard Medical Area and contains an indoor basketball court, outdoor tennis court, five squash courts, a weight room and an aerobics studio. Men's and women's locker rooms and showers are also available within the building. Various tournaments and leagues are organized by the Athletic Office throughout the year in squash, basketball, softball, aerobics and tennis.

There are numerous sports facilities located throughout the Cambridge Campus of Harvard University. Visit: www.athletics.harvard.edu.

Child Care

There are six Harvard-affiliated childcare centers in Cambridge and several centers in the Longwood Medical area. As all Centers are quickly filled, parents are urged to make arrangements as early as possible.

Further information about family child care providers, child care centers in other communities, after school care and summer programs can be obtained by calling the Harvard Medical Center Office for Work and Family at 617-432-1615 or the Harvard University Office for Work and Family at 617-495-4100 (located in Cambridge).

You can also request a free copy of the Harvard University and Affiliates Family Resource Handbook and a schedule of the lunchtime parent education programs sponsored by these two offices.

Pet Policy

Students are not permitted to bring pets into school, however, service animals that have been specifically approved as an accommodation by the HMS/HSDM Office of Disability Services are permitted on campus. For more information on how to obtain accommodations for a recognized disability, please contact the Office of Disability Services, TMEC, Suite 347, 260 Longwood Avenue, Boston, MA 02115. Phone: 617-432-9198.

Email: disabilityservices@hms.harvard.edu.

Dress Code

The way we dress, our grooming and hygiene habits, and the proper display of identification have a major influence on how patients perceive their experience with all of us at the Harvard Dental Center. Our goal is to create a patient experience that instills confidence in all that we do for everyone that we interact with. With this in mind, the Department of Clinical Affairs and the Office of Dental Education has implemented the following student dress code:

In Clinic Areas and Preclinical Laboratories:

1. Gowns must be worn over appropriate scrub attire when treating patients. Gowns should be tied behind neck – high enough to cover your clothing. They should NOT be worn in non-clinical areas (i.e., not worn to restrooms, food areas, offices, waiting rooms, libraries, seminar rooms, laboratories, administrative floors, or out of the HSDM building. Name identification badges should be clipped onto gown and be prominently displayed.
2. While working in the Preclinical or Clinical setting, students must wear scrubs while adhering to the following guidelines:

- Scrubs will be solid in color and students must wear whatever color is designated to their specific class. No mixing of colors is allowed. Scrubs must be worn as a complete set (tops and pants, no substitutions (i.e.,

T-shirts with scrub pants)).

- Scrub tops will be short sleeved and have V-neck styling.
- Scrub pant waist will be either elastic or drawstring and pant leg must be an appropriate length (not dragging on the ground).
- Scrubs must be clean and non-wrinkled in appearance.
- Students will be responsible for purchasing and laundering their own scrubs (OSHA states that scrubs should be laundered separately from other laundry).
- Clean shoes, sneakers, or surgical clogs may be worn. No boots or open toed shoes (Crocs and Uggs are not acceptable).
- Socks must be worn. Socks must fully cover legs during seated clinical procedures.
- Hats are not allowed in the clinics.
- Body hygiene is required so that offensive body odor is avoided.
- Strong perfumes and cologne may be offensive to others, therefore avoid excessive use.
- Nails must be clean, short, and well-rounded, thus precluding the wearing of long artificial nails. All wounds on hands/fingers must be covered with a protective bandage.
- Long and medium length hair (touching shoulders) must be tied or pinned back. Beards and mustaches are acceptable, but must be well groomed so that they are covered by a mask.

Dental Building (when not in the clinic or preclinical laboratories)

1. Scrubs or casual, neat clothing consistent with a professional school environment is expected of all students. Clean jeans are permitted, but not in patient contact areas.
2. Shorts, unprofessionally short skirts, and low-cut tops are not permitted.

Assigned Scrub Colors: AGE and DMD classes are required to wear a designated scrub color. The AGE students' designated scrub color is navy. Each incoming pre-doctoral class will select and vote on their designated scrub color within the first few weeks of enrollment.

Enforcement: Violations of the dress code in the clinical area may affect the clinical grade. Faculty and staff may enforce the dress code. Repeated violations will be referred to Committee on Promotions for pre-doctoral students and the Committee on Advanced Graduate Education for AGE students and could result in dismissal/suspension from the clinics.

Lockers & Mailboxes

Lockers and mailboxes are assigned to DMD students by the Office of Dental Education. Advanced Graduate Education students are assigned lockers and mailboxes by their departments. It is the student's responsibility to check his/her HSDM mailbox frequently and to keep lockers locked at all times. HSDM reserves the right to search lockers for patient records. Two employees must be present during such a search.

Religious Life

Diverse houses of worship can be found near the Medical Area: Catholic, Protestant, Jewish, Russian Orthodox and Greek Orthodox. In addition, there are religious student organizations sponsored by HMS and HSDM including

the Christian Medical and Dental Society and the Maimonides Medical Society. These provide fellowship, retreats, special programs, and various social activities for interested students. More information can be found at http://chaplains.harvard.edu/

Sign and Banner Posting

The posting of banners, signs, and posters on campus must follow the HMS and HSDM Posting Policy as outlined in the Campus Use Rules and HMS/HSDM Campus Use Rules Supplement, and must follow guidelines specific to student organizations as follows:

- Content: Postings may not contain content that is libelous, obscene, invasive of privacy, or otherwise inconsistent with the USRR. They must also comply with the Event Sponsorship and Promotional Material guidance below.
- Student Organization Requirements: In addition to the above guidelines, recognized student organizations wishing to post printed flyers or posters must have them reviewed and marked as compliant with the Posting Policy and Event Sponsorship and Promotional Materials rules outlined herein by the appropriate HMS (Program in Medical Education or Office for Graduate Education) and/or HSDM Office of Student Affairs prior to being posted.

Transportation and Parking

Free shuttle bus service between the Longwood Medical Area, MIT and Harvard Yard is available to all students, faculty and staff with valid Harvard ID cards. Buses run Monday through Friday every half hour during the day (more often at rush hour), hourly at night and hourly all day Saturday (617-495-

0400). Schedules can be obtained from the MASCO Transportation Office (617-632-2800). Visit www.masco.org for more information.

Boston's rapid transit system is called the "T" (short for MBTA - Massachusetts Bay Transportation Authority). It provides convenient service to most points in and around the city. HSDM is located just one block from the E branch of the Green Line at the Longwood Medical Area stop or about four blocks from the D branch of the Green Line at the Longwood Towers stop. Bus service provides access to additional areas. Frequent "T" users can purchase a monthly pass at selected T stations which permits unlimited MBTA use. Visit www.mbta.com for more information.

Policy on Motorcycles/Mopeds and Motorized Scooters/Skate Boards/other vehicles

Storage of motorcycles or motorized scooters on Harvard property and in Harvard buildings is prohibited. Motorcycle and motorized scooter parking on the Harvard Longwood Campus is available to Quad-based faculty, staff, postdocs and students. All motorcycles and motorized scooters must be registered with the HMS Commuter Services and Parking Office. To register your motorcycle or motorized scooter, please contact the HMS Commuter Services and Parking Office at 617-432-1111.

The Harvard Longwood Campus is regularly monitored by the Harvard University Police Department. All unregistered or stored motorcycles or motorized scooters parked anywhere on Harvard property without a valid Harvard decal will be removed from the campus by the Harvard University Police Department at the owner's expense.

If your motorcycle or motorized scooter is removed, please call the HMS Commuter Services and Parking Office at 617-432-1111.

Discounted MBTA Passes

Students may purchase slightly discounted MBTA passes through HSDM. Passes must be purchased at the beginning of each semester and are for an entire semester. Information about this program is available in the HSDM Office of Dental Education.

Transportation Policy

The School of Dental Medicine recognizes that students need educational experiences beyond those available in the School. In answer to this educational need, affiliated hospitals, community health centers, and other venues have been introduced to provide a comprehensive exposure to a broad range of patients, illness and care.

Students are responsible for arranging their own transportation, including to and from their clinical sites. These sites, with rare exception, are accessible by public transportation from the dental school.

In rare cases, a site may be inaccessible by public transportation. In this case, students are encouraged to seek out fellow students assigned to the site with whom they might carpool. Failing that, students are advised to take public transportation to the nearest point to their site, and to take a cab the rest of the way. The student will be responsible for paying all transportation costs incurred. Students who choose to take cars to their sites are responsible for covering all gas and parking fees incurred by that mode of travel. Carpooling and cost sharing with fellow students is recommended whenever feasible. Students who consider themselves unable to afford the cost of transportation to a clinical site should contact the HSDM Financial Aid Officer.

Parking

For information regarding parking, please visit the HMS Commuter Services and Parking Office website: https://campusplanning.hms.harvard.edu/campus-services/parking-commuter-services/parking

Inquiries regarding parking can be addressed at the HMS Commuter Services and Parking Office, located at 180 Longwood Avenue; call 617-432-1111 or e-mail parking@hms.harvard.edu.

Students and residents may not, under any circumstances, park in designated patient parking areas.

Voter Registration

For students who desire to vote in the state of Massachusetts, the School of Dental Medicine makes available at registration Affidavits of Voter Registration forms. For students from other states who desire to vote in a state other than Massachusetts, the Federal mail-in Affidavit of Voter Registration or a mail-in form supplied by that state may be used. Students should contact the appropriate state election official to receive the state form or call or write to the Massachusetts Elections Division for a Federal form. Students can also go to the U.S. Election Assistance Commissions website at http://www.eac.gov.

Weather Emergencies

In the event of severely inclement weather, any decisions related to the suspension of normal operations – including delayed starts, early releases or office closings - will be made and communicated by Harvard's Executive Vice President and the University's Emergency Management team.

Any changes to schedules will be communicated in the following ways. Critical personnel should additionally receive communication from their local units. **No messages will be sent if there is no change to regular working hours.**

- The Harvard homepage (www.harvard.edu) will post an alert and direct users to an emergency page outlining the University's response
- The University's 24-hour news line, (617) 496-NEWS, will be updated with any University response to severe weather
- A MessageMe alert will be sent when decisions have been made regarding delayed starts, early releases, or the suspension of normal operations. Critical employees should always follow their specific local policies and the guidance provided by their local leadership. **Please be sure to review and update your contact preferences in MessageMe:** https://messageme.harvard.edu/

Emergency Notification System

Harvard University's Community Emergency Notification System called *MessageMe*, allows the University to quickly distribute critical information to you, wherever you are located, during an emergency. *MessageMe* helps you stay informed in the event of an emergency by sending alerts to your personal electronic device through text messaging, voicemail, and/or e-mail.

MessageMe uses your HarvardKey contact information to alert you. You can review this information and provide additional notification methods by updating your MessageMe profile. It is important to review your contact information in MessageMe, add more contact methods as well as choose schools and campuses you frequent most to ensure you receive timely alerts specific to where you are. Visit the Frequently Asked Questions page for more information or contact IT Support at 617-495-7777.

FACILITIES AND RESOURCES

Harvard University Identification Cards:

All Harvard affiliates, including but not limited to faculty, staff and students, must present a valid Harvard University identification card at the request of any properly identified University official. For more information, see Harvard University Identification Cards Policy.

A valid Harvard ID card is required to gain entry to all Medical Area buildings, including HSDM and Vanderbilt Hall. Security guards or electronic ID card readers are located at each entrance to Medical Area buildings.

Campus Use Rules

Harvard University's campus grounds and buildings support faculty, students, staff, other affiliates, and campus visitors in fulfilling the University's teaching and research mission. Each year the University, its Schools, and affiliates host thousands of events, programs, and other activities to serve that mission and foster the vibrancy of our intellectual and residential community. Given the volume and complexity of the demand for campus resources and to foster the well-being of community members and preserve these resources for future generations, the University must codify the rules, practices, and policies that simultaneously protect and facilitate the use of the University's property.

The purpose of these rules is to establish and make accessible a common set of such University rules for campus space use. Many of these Campus Use Rules are sourced from numerous existing policies, rules, and practices from across the University and are intended to (1) ensure community safety, security and well-being;

(2) set expectations for compliance with federal, state, and local laws and University and School rules and policies; and (3) promote orderly event planning and noncompeting space use.[1] Schools and non-School based units can supplement these Rules for the spaces that they oversee in ways consistent with these Rules and existing University policy, including but not limited to the University-wide Statement on Rights and Responsibilities. Organizations and/or individuals who do not comply with these Rules may be held financially responsible for any resulting costs incurred and may be subject to other consequences for noncompliance, including referral for discipline, personnel action, and/or confiscation and disposal of items brought onto Harvard property.

Harvard School of Dental Medicine (HSDM)

The HSDM Main Building is comprised of classrooms, seminar rooms, the student dental laboratory and clinic, and the lounge and staff locker rooms. In addition, it contains the faculty group practice, as well as administrative offices of the Dean. In the fall of 2004, the new Research and Education Building (REB) was opened. In addition, to research labs and faculty office space, the REB houses several classrooms as well as networked computer facilities.

All members of the HSDM community are advised that while it is permissible to have beverages or food in certain designated HSDM classroom facilities, the expectation is that all trash will be discarded and the rooms will be left in order at the end of each class or meeting. At no time should food or beverages be consumed in any clinic or laboratory areas in the building.

Harvard Dental Center

The Harvard Dental Center at the Dental School was built in 1993 and houses the Harvard Dental Faculty Group Practice (FGP) and the Student Teaching Practice (TP). The FGP contains private dental operatories, an operating room suite, and state-of-the- art equipment. The providers of care in this practice are the members of the faculty of HSDM. These dentists provide treatment for the full range of oral and dental health care needs. Third and fourth year dental students, as well as advanced graduate students, provide patient care under the supervision of experienced faculty members in the Teaching Practice clinic of the Dental Center.

Tosteson Medical Education Center (TMEC)

Most of the DMD students' first year of basic science classes are held in the laboratories, lecture halls, and conference rooms of the TMEC, located on Longwood Avenue directly across from Vanderbilt

Hall. Designed with the Pathway study method in mind, the TMEC surrounds a three-story glass covered atrium. This building houses the Student Study and Collaboration Center that includes a "living room" area, classic library reading room, quite spaces, group and individual study rooms, various seating option, printer/copier/scanner, a fireplace, and large windows. Nearby is the Computer Resource Center which has computing space for both individual study and group collaboration, as well as an information technology Service Desk for walk-in support. Throughout the TMEC there are a variety of tutorial rooms or small classrooms available to students for day-of reservations for personal or group study. The Harold Amos Student Lounge on the fourth floor of the building can be used for study and includes a kitchen. Additionally, the Atrium Market is located on the second floor and is designed as a self-checkout grab and go stop for convenient breakfast, lunch, snack or household essentials. The TMEC also contains an amphitheater and a Clinical Skills Center, which is a suite of clinical exam rooms, orientation rooms, and a central room that contains monitors and controls for equipment that will be used for observation and videotaping during exams and classes. The Center is also the home of each of the five academic societies.

Quadrangle

Five marble buildings, creating a 'U' around the Longwood Avenue Quadrangle, form the central architectural core of the Harvard Medical School. Three of the buildings have large teaching amphitheaters. Administrative offices are in Gordon Hall, located at the far end of the 'U'. Preclinical teaching and laboratory space for many of the Medical School departments together with research facilities and offices are housed in these structures. Offices and laboratories of other administrative and teaching departments are located on Longwood Avenue, Avenue Louis Pasteur and Huntington Avenue, in an area neighboring the quadrangle.

Countway Library

The Francis A. Countway Library of Medicine provides students with a health sciences library, the resources of an advanced biomedical informatics center, and extensive contemporary collections. An extraordinary rare books and special materials collection is housed in the Center for the History of Medicine. The Library's website provides a gateway to Countway's rich array of programs, services, and resources.

Meditation and Prayer Room

There is also a meditation room located in Countway Library. Located on the second floor within the Russell Reading Room, the Meditation Room is a private, quiet space where students can pray and meditate. The room is equipped with comfortable seating, prayer mats, a shoe rack, and soft, indirect lighting. Click here for guidelines for use and to learn more: https://countway.harvard.edu/services/countway-spaces

Society Librarians offer unique perspective and expertise in support of student learning. Each has deep professional training in advanced disciplines and years of experience with information and knowledge resources. They are a gateway to library resources and are available to collaborate in support of academic endeavors.

Use of Space and Room Scheduling Guidelines

Faculty, staff, and students are able to request reservations for meetings as well as any special events that are sanctioned by Harvard School of Dental Medicine and Harvard Medical School. Scheduling takes place according to the guidelines below. Please refer to Room Scheduling Policies & Guidelines found here.

To reserve a meeting/tutorial room, please log into the EMS Room Scheduling App: https://hms.emscloudservice.com/

Additional information on space reservations at HSDM can be found on the HSDM Intranet here: https://intranet.hsdm.harvard.edu/space-reservations-hsdm

COMPUTER RESOURCES

A number of computer-based services are available to HMS/HSDM students. These include both Windows-based PCs and Apple computers located in several areas at HMS and HSDM. Most machines are connected to the Harvard Medical School Network and provide access to the services listed below.

Networked computers can be found in the following locations:

- **HSDM:** A computing center is located in Room 108 of the HSDM Research and Education Building (REB). The facility houses up to date Apple and PC computers. In addition to the REB facility, four computers are available for student use on the second floor of the HSDM Main Building, outside the Office of Dental Education suite.
- **Countway Medical Library**: Over 100 PCs are located throughout the library. Students also have access to many hospital-based educational and clinical computing systems during their clinical rotations at Harvard-affiliated teaching hospitals.

Email

Full-time, registered students will be assigned an official university email account. In order to ensure confidentiality of patient information and to protect the privacy of all members of the HSDM community, forwarding your Harvard email to a personal email account is prohibited. Accordingly, all School of Dental Medicine and University emails will be sent to your “hsdm.harvard.edu” account. Email accounts can be accessed in Outlook for the web: http://mail.med.harvard.edu.

Canvas

Canvas is the primary platform for managing student information, evaluation assessment, and course materials, including class schedules, handouts, syllabi, discussion forums, exams, lecture videos, slide images and other resources that support the learning of medicine.

Literature Searching

The Countway Library enables students to access and search a variety of databases, journals and textbooks. In addition, students will have access to HOLLIS which is an electronic card catalogue for materials held in the Harvard Libraries. Students also have the ability to request an interlibrary loan of any materials that cannot be found at Harvard but can be borrowed from elsewhere. The web address for the Countway Library is http://www.countway.harvard.edu

RESIDENTIAL LIFE

On-Campus Housing

Vanderbilt Hall ("Vandy") was built in 1927 and is the nation's oldest and most distinguished medical school residence. Over the years Vanderbilt Hall has undergone a number of renovations to preserve, enhance and modernize the building as well as to expand its living capacity. Vanderbilt Hall houses students enrolled at HMS, HSDM, the Division of Medical Sciences, and the School of Public Health (HSPH) as well as visiting students and scholars from all over the nation and the world.

The Vanderbilt Business Office (617-432-1629) is open from 8 a.m. to 6 p.m., Monday through Friday. Information is also available on its website: https://www.huhousing.harvard.edu/our-properties/vanderbilt-hall

Operational and management responsibility of Vanderbilt Hall will be transferred to Harvard University Housing & Real Estate (HUHRE) on July 1, 2025.

Incoming first year students enrolled in a full-time degree program will receive a link to the HUHRE housing portal to apply for housing after March 1st from their admissions office upon acceptance of Harvard's offer. Timelines, deadlines, policies and procedures will be communicated from HUHRE.

Vanderbilt Hall Athletic Facility

The Vanderbilt Hall Athletic Facility offers an array of fitness and recreation programs. For up to date schedules and information, please visit: https://hms.harvard.edu/departments/vanderbilt-hall/vanderbilt-hall-athletic-facility

As a student or paying member, you can take advantage of the outstanding service provided by our professional staff. This includes:

- A full-time, degreed personal trainer
- Personalized fitness programs designed to reflect your fitness level, your interests, meet your goals, and fit into your schedule
- Sports specific training
- Organized fitness and recreational programs
- Fitness assessments

Hours of Operation

Open every day: 6:00 am to 11:45 pm.

Open Holidays unless otherwise posted

Recreation Opportunities

Basketball Court (Schedule)
Intramural Programs
Basketball

Indoor Soccer
Volleyball

2 Squash Courts
Outdoor Tennis Court
Badminton

Table Tennis
Bouldering Room
Fitness Opportunities

Group Fitness Classes (schedule)
SPIN Studio

Cardiovascular Equipment
2 Weight Rooms

TRX, Kettlebells, Heavy Ropes, Medicine Balls
Locker Rooms

Showers

Free Daily Lockers

For more information about the facility or programs, please contact the Athletic Director at (617) 432-1942, or email athletic_vanderbilt_hall@hms.harvard.edu

Off-Campus Housing

Harvard University maintains a numbers of rental properties both in Cambridge and in Boston, and these units may be available to graduate and professional students. For additional information about Harvard affiliated housing, call the Harvard Real Estate Services at (617) 496-7827 or visit their web site at: https://www.campusservices.harvard.edu/real-estate

DISCLOSURES

The Harvard School of Dental Medicine reserves the right to make changes to the Student Handbook at any time without advance notice. These changes may affect such matters as tuition and other fees, degrees and programs offered (including the modification or possible elimination of degrees and programs), degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of concentration, and other rules and regulations applicable to students. Students are responsible for adhering to any changes that are made during the academic year.

In addition, Harvard School of Dental Medicine retains the discretion to act as it deems necessary in extraordinary circumstances to protect the health and safety of the Harvard community, secure educational opportunities for Harvard students, and otherwise protect Harvard's dual mission of teaching and research against significant disruption. For these purposes "extraordinary circumstances" include, but are not limited to, public health emergencies, government action, extreme weather events, and other conditions posing broad threats to the community health and safety or significantly disrupting campus life or learning.

Discretionary measures available to the Harvard School of Dental Medicine may include, but are not limited to, making recourse to remote or, hybrid, or other alternative or off-campus instruction;, suspending or limiting access to University-provided residential housing;, limiting its provision of or access to certain activities and services;, introducing or modifying vaccination, mask, and physical distancing mandates; and implementing compulsory testing and tracing programs as required conditions for accessing the Harvard campus or Harvard facilities.

The Harvard School of Dental Medicine is accredited by the Commission on Dental Accreditation (CODA). If a student feels that the School may be violating a standard or policy of CODA, the student has the option to contact CODA.

Complaints regarding a program's compliance with accreditation standards should be filed with the Office of Dental Education and:

The Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611-2678
1-800-621-8099 x4653

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students

Harvard University is compliant with the following trademark policy:

- The GI Bill trademark is not to be incorporated or included in company or product names, trademarks, logos or internet domain names.
- The term ‘‘GI Bill®’’ is to be used solely to promote official VA benefit programs and services and must include the proper trademark symbol.

- Use of the trademark attribution notice, indicating that the mark and all associated services belong to VA, is required and shall be taken as evidence that use of the mark is in good faith.
- No entity shall use the GI Bill trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist.
- Disparagement or misrepresentations of VA services through use of the mark, or by the use of confusingly similar wording, are strictly prohibited.

APPENDIX I

ADMINISTRATIVE RESOURCES

The Office of Dental Education (ODE) oversees several offices administering a wide range of activities related to student life. These offices strive to keep open the lines of communication between the students, administration and faculty. Listed below is contact information for ODE staff members. Note: Callers must dial the area code 617 prior to calling (even within the 617 area code). When dialing anywhere on the Longwood Medical campus, dial 2 + the last 4 digits of the phone number.

Office of Dental Education **HSDM 206 A, B, C, D**

Dr. Sang Park, Associate Dean for Dental Education 617-432-0452

Curriculum Services and Program Support

Curriculum Planning and Implementation, Course Evaluations, Faculty Development, Instructional Technology

Dr. Sang Park, Director for Predoctoral Education 617-432-0452

Molly Deschenes, Assistant Director of Dental Education 617-432-0452

Chad Bergeron, Instructional Technologist 617-432-0468

Madeleine Watts, Administrative Coordinator, Office of Dental Education

Registrar

Transcripts, Enrollment Verification, Student Records, Academic Calendar

Alison Hardy, Registrar 617-432-8243

Emerald Johnson, Coordinator for Registrar Services 617-432-0311

Admissions

Predoctoral and Advanced Graduate Admissions, Prematriculation, Orientation

Sarah Petrakos, Director of Admissions 617-432-1444

Martha Vedrine, DMD Coordinator 617-432-0569

June Cesarano, Advanced Graduate Education Coordinator 617-432-3964

Advanced Graduate Education

Program Information and Administration; Oversight of Advanced Degree Programs and Admissions Process

June Cesarano, Advanced Graduate Education Coordinator

Student Affairs, Community & Campus Life

Student Advising, Student Government, Organizations and Activities, Disability Services, Title IX, NDAB, Community Support and Programming, Leadership Development, Pathways Programming, Constructive Dialogue Training, Interfaith Engagement

Carrie Sylven, Senior Director of Student Affairs, Community & Campus Life	617-432-4245
Karrol Rikka Altarejos, Assistant Director of Student Affairs & Community Life	617-432-2209
Ariel Heim, Program Coordinator, Student Affairs & Community Life	

Financial Aid

Gardner Key, Director of Financial Aid	617-432-1527

Society Directors **HSDM 208 A-D**

Clinical Education Oversight, Student Advising

Dr. Shelyn Yamakami, Cannon Society	617-432-1396
Dr. Luis Lopez, Castle Society	617-432-2373
Dr. Joshua Kristiansen, Hinton Society	617-432-2917
Dr. Angeliki Polymeri, Peabody Society	617-432-2374
Adrien Doherty, Predoctoral Clinical Curriculum Coordinator	617-432-2372

OTHER HELPFUL TELEPHONE NUMBERS

Athletics Office (Vanderbilt Hall)	617-432-1942
Disability Services, HSDM and HMS	617-432-9198
Diversity Inclusion, Office of (HSDM)	617-432-1401
Harvard Dental Center Appointment Desk (HSDM)	617-432-1434
International Student Services (HIO)	617- 496-2815
MASCO (HMA)	617-632-2800
Mental Health Services	617-495-2042
Medical Area Mental Health Services	617-432-1370
Ombuds Office (Longwood)	617-432-4040

Parking Office (Longwood)	617-432-1111
Police (Harvard University)	617-495-1212
Registrar's Office (HSDM)	617-432-0311
Research, HSDM Office for	617-432-1121
Security Office (Longwood)	617-432-1379
Shuttle Bus Service (Longwood)	617-495-0400
Substance Abuse Counseling (Longwood)	617-432-1370
Taxi Escort Service (Longwood)	617-432-1379
Title IX Coordinator (HSDM)	617-432-4245
University Health Services (HUHS)	617-495-2042
Cambridge	
Longwood	617-432-1370
HUHS Emergency Services	617-495-5711
Vanderbilt Hall	617-432-1630
Walking Escort Service (Longwood)	617-432-1379

APPENDIX II

CROSS-REGISTRATION

General Information

Most HSDM cross-registrants are AGE students taking courses to meet their degree elective requirements. However, DMD students are also able to cross-register pending approval from their Society

Director. All enrollment holds must be cleared in order to be eligible to cross-register. Students can search the Harvard University catalog (https://courses.my.harvard.edu) for course options and descriptions. Information on credit conversion to HSDM credit is available in the Harvard University course search, but may also be verified with HSDM Registrar Services. For more information on cross-registration, please visit https://hsdm.harvard.edu/cross-registration.

AGE Electives

AGE degree programs require students to complete either Basic Science or Education electives. A list of courses that have been previously evaluated for Basic Science and Education credit types is available at https://hsdm.harvard.edu/age-electives. Please consult the Harvard University catalog for current course offerings.

Selection of elective courses should be made in conjunction with the Program Director and should relate to the student's academic and research interests. Basic science elective courses should be based in oral biology and medicine. All elective courses must be high-level graduate courses in order to fulfill elective requirements.

Students cross-registering to meet a given degree requirement will need to take the minimum amount of HSDM credits as listed in the AGE degree tables in order to meet said requirement. Furthermore, students who cross-register for courses that have not been evaluated by HSDM Registrar Services for that specific credit type will receive non-clinical elective credit. No exceptions.

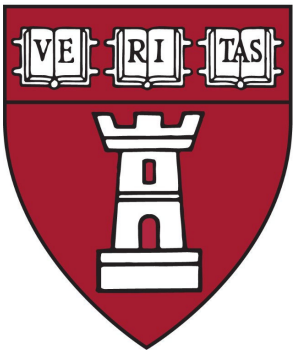
For more information about courses and registration, please visit https://hsdm.harvard.edu/all-about-courses or contact Registrar Services at registrar_services@hsdm.harvard.edu.

APPENDIX III

HSDM COMPETENCY STATEMENTS

FOR

THE GENERAL DENTIST



HARVARD SCHOOL OF DENTAL MEDICINE

INTRODUCTION

This competency document establishes the standards for graduates of the Harvard School of Dental Medicine as they enter the dental profession. These competencies were developed for the new four year D.M.D. program which began in 1994 and have been continuously reviewed and revised since that time. The most current version was reviewed and revised in 2022 by the HSDM Course and Discipline Directors, Society Directors and Attending Clinical Faculty.

These competencies are an extension of a primary goal of the Harvard School of Dental Medicine which states that educational programs at the School seek to assure that students have the opportunity to become clinical scholars: skilled, competent, and compassionate clinicians in general dentistry. This document is used as a guide for curriculum development, content, sequence, management and assessment on a continuing basis.

Individual competencies are grouped into several major domains which represent broad areas of professional interdisciplinary activity central to the practice of dentistry as relevant to our mission. These domains guide the structure of the HSDM predoctoral curriculum.

This document is intended to assist our faculty and students as they work to achieve the goals developed from the mission of the School. The competencies are intended to be responsive to change and to reflect dynamic and evolving educational needs and interests of our faculty and studen

HSDM COMPETENCIES FOR THE GENERAL DENTIST

G1. Critical Thinking

Graduates must be able to acquire and process information in a critical and scientific manner.

G2. Principles of Research

Graduates must understand that new knowledge evolves from research. Graduates must be able to critically evaluate and integrate research outcomes with clinical knowledge to provide evidence-based patient care.

G3. Self-Assessment

Graduates must understand that learning is a lifelong process. Graduates must be able to assess their own learning progress and identify areas where improvement is required.

G4. Professionalism and Intra/Interprofessional Relations

Graduates must demonstrate appropriate ethical decision-making and professional responsibility, and must be able to understand their role as part of a team working to provide appropriate oral and systemic health care to the patient.

G5. Communication and Interpersonal Skills

Graduates must be able to communicate and interact effectively within the patient care environment.

PATIENT CARE

1. History

Graduates must be able to assess clinical, biological, psychological, and social information needed to evaluate the medical and oral condition for patients.

2. Diagnosis

Graduates must be able to determine the nature, extent, and circumstances of a diseased condition, including head and neck cancer, and to develop diagnoses by interpreting and correlating findings from the medical and dental history, clinical and radiographic examination and other diagnostic assessments.

3. Treatment Planning

Graduates must be able to treatment plan for patients, consider prognosis, and identify problems that should be referred to a specialist.

4. Health Promotion and Disease Prevention

Graduates must be able to provide care that emphasizes prevention of oral disease, caries management, and the maintenance of systemic and oral health.

5. Human Form and Function

Graduates must be able to provide care to the patient with an understanding of human organ systems.

6. Human Pathophysiology

Graduates must be able to provide care with an understanding of human disorders.

7. The Oral Cavity as a Unique Human System

Graduates understand that oral health care is part of the overall care of the patient, and that it may manifest conditions in other human systems. Graduates must be able to integrate the findings to the overall care of the patient.

8. Restorative and Prosthodontic Therapy

Graduates must be able to provide restorations for existing teeth and replacements of missing teeth.

9. Periodontal, Mucosal and Osseous Therapy

Graduates must recognize oral mucosal and osseous pathological conditions and temporomandibular disorders, and manage periodontal disease.

10. Endodontic Therapy

Graduates must be able to recognize and manage pulp and periapical disease of endodontic origin.

11. Orthodontic Therapy

Graduates must be able to diagnose malocclusion, and recognize space management needs.

12. Surgical Therapy

Graduates must be able to recognize and manage conditions utilizing excisional or reparative surgical procedures on hard and soft tissues.

13. Control of Pain and Anxiety

Graduates must be able to employ appropriate techniques and consider prescribing practices and substance use disorders to manage orofacial discomfort and psychological distress.

14. Emergency Care

Graduates must be able to prevent and manage common dental and medical emergency situations encountered in the general practice of dentistry.

15. Outcomes of Comprehensive Care

Graduates must be able to provide appropriate ongoing comprehensive care to patients, and subsequently assess the treatment outcomes, recall strategies, and prognosis.

16. Behavioral Sciences

Graduates must be able to provide patient-centered care with an understanding of the fundamentals of behavioral sciences and the patient-doctor relationship.

17. The Treatment of Special and Diverse Populations

Graduates must be able to assess the treatment needs of and manage patients from diverse

populations with social, cultural, and linguistic needs, including patients with mild mental, physical, and/or intellectual and developmental disabilities.

18. Practice Administration

Graduates must have an understanding of legal and regulatory compliance, informed consent, and risk management necessary to manage and function as the leader of the oral health care team.

19. The Community as a Patient

Graduates must be able to participate in community-based service to improve the oral health of the community and function in a multicultural work environment.

APPENDIX IV

TECHNICAL STANDARDS

THE HARVARD SCHOOL OF DENTAL MEDICINE

DOCTOR OF DENTAL MEDICINE (DMD) PROGRAM

AND

CLINICAL ADVANCED GRADUATE EDUCATION (AGE) PROGRAMS

The following Technical Standards document was reviewed and endorsed by the HSDM Promotions Committee and the Committee on Advanced Graduation Education in the Spring of 2020. All candidates that are accepted into HSDM will be expected to sign the Technical Standards Acknowledgement, and all students who matriculate are expected to sign the Certification of Ability.

Admission to the Harvard School of Dental Medicine is open to all qualified individuals and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In any case where a candidate's ability to observe or acquire information in keeping with these technical standards is compromised, the candidate must demonstrate alternative means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion. Reasonable accommodations for qualified persons with disabilities can be made so long as such accommodations do not require a change in fundamental program requirements of the curriculum, create a direct threat to the health or safety of patients, students, faculty, assistants or staff, create an undue burden, or compromise the academic integrity of the program. Students interested in initiating the accommodation process should contact the Office of Disability Services at 617-432-9198 or via e-mail at disabilityservices@hms.harvard.edu to schedule an appointment.

The School of Dental Medicine is committed to providing equal opportunities for all students and endeavors to select candidates who have the ability to become highly competent general dentists who are well prepared to enter advanced graduate residency training programs or private practice. As an accredited dental school, the Harvard School of Dental Medicine adheres to the standards promulgated by the American Dental Association, Commission on Dental Accreditation. Within these standards, the School of Dental Medicine has the freedom and ultimate responsibility for the selection of students; the design, implementation, and evaluation of the curriculum; the evaluation of student progress; and the determination of who should be awarded a degree. Admission and retention decisions are based not only on prior satisfactory academic achievement but also on non-academic factors that serve to ensure that the candidate can complete the essential functions and technical standards of the academic program required for graduation. A candidate must possess abilities and skills which include those of observation, communication, sensory/motor, intellectual/conceptual (integrative and quantitative), and behavioral/social. Candidates must be able to consistently, quickly and accurately integrate all information received by whatever sense(s) employed, and they must have the intellectual ability to learn, integrate, analyze, and synthesize data.

The term “candidate” refers to candidates who have been admitted to one of HSDM’s clinical programs

as well as current students who are candidates for retention, promotion, or graduation. Fulfillment of the technical standards for graduation from HSDM does not guarantee that a graduate will be able to fulfill the technical requirements of any specific residency program.

I. Observation:

The candidate must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including but not limited to information conveyed through physiologic and pharmacological demonstrations in animals, microbiological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to:

- Observe a patient accurately, at a distance, and close at hand, to acquire information from written documents, and to visualize information as presented in images from paper, films, slides or video.
- Recognize and appreciate nonverbal communications when performing dental procedures or administering medications.
- Interpret x-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices.
- Perform visual and tactile dental examinations and treatment including use of visual acuity and vision to discern differences and variation in color, shape, and general appearance between normal and abnormal, soft and hard tissues including variations in shade along the black-grey white scale.

Such observation and information acquisition necessitates the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities.

II. Communication:

A candidate must be able to communicate clearly and effectively in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes speech and writing. The candidate must be able to communicate effectively and efficiently in English in both oral and written form, often utilizing computer-based technology, with all members of the health care team. While working alone and with others, a candidate must be able to communicate orally and in writing, including settings where time available is brief, such as emergencies. In any case where a candidate's ability to communicate is compromised, the candidate must demonstrate alternative means and/or ability to acquire and demonstrate the essential information conveyed in this fashion.

III. Sensory/Motor:

It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. The candidate must be able to execute motor movements reasonably required to provide general and emergency medical care such as airway management, cardiopulmonary resuscitation,

application of pressure to control bleeding, suturing of simple wounds, and uncomplicated oral and

maxillofacial surgical procedures. Candidates must meet applicable safety standards for the environment and follow universal precaution procedures. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch, vision and audition. The candidate must also be able to operate controls utilizing fine movements, operate high or low speed hand pieces requiring controlled dental movements and utilize hand instrumentation (including scalpels for surgical procedures).

IV. Intellectual-Conceptual (Integrative and Quantitative) Abilities:

Candidates must effectively interpret, assimilate, and understand the complex information required to function within the dental school curriculum, including, but not limited to, the ability to comprehend three-dimensional relationships and understand the special relationships of structures; effectively participate in individual, small-group, and lecture learning modalities in the classroom, clinical and community settings; learn, participate, collaborate, and contribute as a part of a team; synthesize information both in person and via remote technology; interpret causal connections and make accurate, fact-based conclusions based on available data and information; formulate a hypothesis and investigate potential answers and outcomes; and reach appropriate and accurate conclusions in a timely manner.

V. Behavioral and Social Attributes:

In accordance with the HSDM Competency Statements for the General Dentist, the candidate must be able to fully use his/her intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop mature, sensitive, and effective relationships with patients, colleagues, staff and faculty members. Further, a candidate must be able to manage apprehensive patients who display a range of affects and behaviors. The candidate must be able to tolerate physically taxing workloads and function effectively under stress. He/she must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all requisite personal qualities that will be assessed during the admissions process and developed and assessed in dental school. Candidates must be able to respond to constructive feedback by making appropriate behavioral and/or performance changes.

Because the dental profession is governed by high ethical values and principles and by state and federal laws, candidates must have the capacity to learn, understand, and perform in accordance with these values, principles and laws. They must be able to comply fully with the standards of conduct for ethics and professionalism as set forth in the American Dental Association's Principles of Ethics and Code of Professional Conduct as well as the policies for the School of Dental Medicine as found in the HSDM Student Handbook, including the policy on student attendance. They are expected to relate to colleagues, faculty, staff and patients honestly and respectfully and to not discriminate on the basis of race, color, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, religion, creed, genetic information, military status, any other legally protected basis. See the Harvard University's Non-discrimination Anti-Bullying policy:
https://provost.harvard.edu/files/provost/files/non-discrimination_and_anti-bullying_policies.pdf

The above is considered by HSDM to be minimum abilities required in the educational process of a dentist. HSDM will provide reasonable accommodations to those candidates who have documented disabilities and seek such accommodation in keeping with the procedures as set forth by the dental

school. However, HSDM will not undertake modifications or provide auxiliary aids or services that would fundamentally alter the nature and substance of the curriculum, present an undue burden for the institution, pose a direct threat to the safety of patients, students, faculty, assistants or staff, or compromise the academic integrity of the program. HSDM will also not provide services or equipment of a personal nature. The candidate must be able to meet the technical standards of the curriculum, including the functions described above, with or without reasonable accommodations, in order to begin the program or to continue in the program, or to graduate from the program

APPENDIX V


ADEA
AMERICAN
DENTAL
EDUCATION
ASSOCIATION
The Voice of
Dental Education

AMERICAN DENTAL EDUCATION ASSOCIATION

ADEA Statement on Professionalism in Dental Education

As Approved by the 2009 **ADEA** House of Delegates

AMERICAN DENTAL EDUCATION ASSOCIATION

The American Dental Education Association (ADEA) is committed to developing and sustaining institutional environments within the allied, predoctoral, and postdoctoral dental education community that foster academic integrity and professionalism.

The ADEA Task Force on Professionalism in Dental Education was charged by the ADEA Board of Directors with the development of an ADEA Statement on Professionalism in Dental Education for the dental education community. All seven ADEA Councils endorsed this effort and were represented on the Task Force. Through its work, the Task Force sought to identify and clarify those personal and institutional values and behaviors that support academic integrity and professionalism in dental education and that are aligned with the existing values and codes of the dental, allied dental, and higher education professions.

The Task Force acknowledges and respects that each academic dental education institution has its own unique culture, institutional values, principles and processes, and in some cases, codes of conduct for institutional members. The ADEA Statement on Professionalism in Dental Education is not intended to replace or supersede these codes.

The Task Force hopes that this ADEA Statement on Professionalism in Dental Education stimulates broad discussions about professional behavior in dental education, provides guidance for individual and institutional behavior within dental education, and in so doing supports professionalism across the continuum of dental education and practice.

VALUES DEFINING PROFESSIONALISM IN DENTAL EDUCATION

The Task Force identified and developed the following six values-based statements defining professionalism in dental education:

Competence Acquiring and maintaining the 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.

Fairness Demonstrating consistency and even-handedness in dealings with others.

Integrity Being honest and demonstrating congruence between one's values, words, and actions.

Responsibility Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

Respect Honoring the worth of others.

Service-mindedness Acting for the benefit of the patients and the public we serve, and approaching those served with compassion.

A discussion of each of these values follows and includes a more full definition of each value and a description of the behaviors that enactment of the value requires and to which all members of the dental education community can aspire.

In developing the ADEA Statement on Professionalism in Dental Education, the Task Force sought to align the Statement with existing codes of ethics and conduct within the allied, predoctoral, and postdoctoral dental communities. To illustrate the continuity of these values between the dental education community and the practicing community, the discussion of each value includes a reference to the ethical principles espoused by the American Dental Association (*ADA Principles of Ethics and Code of Professional Conduct*) and the American Student Dental Association (*ASDA Student Code of Ethics*), and the values expressed in the American Dental Hygienists' Association's *Code of Ethics for Dental Hygienists*.

Finally, examples of how the value applies to different constituencies within the dental education community are provided.

DETAILED DEFINITIONS OF THE SIX VALUES

Competence: acquiring and maintaining the 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.

Expanded Definition: Encompasses knowledge of oral health care (having acquired the unique knowledge, skills, and abilities required for effective provision of clinical care to patients); knowledge about how people learn and skills for effective pedagogy (including developing curriculum and assessments); knowledge of ethical principles and professional values[1]; lifelong commitment to maintain skills and knowledge; modeling appropriate values as both an educator and a dental professional; developing ability to communicate effectively with patients, peers, colleagues, and other professionals; recognizing the limits of one's own knowledge and skills (knowing when to refer); and recognizing and acting upon the need for collaboration with peers, colleagues, allied professionals, and other health professionals. Includes recognizing the need for new knowledge (supporting biomedical, behavioral, clinical, and educational research) and engaging in evidence-based practice.

Alignment with:

ADA Principles of Ethics: beneficence and nonmaleficence

ADHA Code for Dental Hygienists: beneficence and nonmaleficence

ASDA Student Code of Ethics: nonmaleficence and beneficence

Examples:

1. For students: Learning oral health care is a top priority. Develop the habits and practices of lifelong learning, including self-assessment skills. Accept and respond to fair negative feedback about your performance (recognize when you need to learn). Learn and practice effective communication skills. Know the limits of your knowledge and skills and practice within them; learn when and how to refer.

2. For faculty: Engage in lifelong learning and evaluate and enhance your abilities in this area; model continuous professional development in oral health care and pedagogy. Ensure curricular materials are current and relevant. Model effective interactions with patients, colleagues, and students; accept and respond to constructive criticism about your performance (recognize when you need to learn). Know the limits of your skills and practice within them; model how and when to refer; acknowledge and act on the need for collaboration.

3. For researchers: Generate new knowledge. Engage in lifelong learning and evaluate and enhance your abilities in this area; model continuous professional development. Model effective interactions with patients, colleagues, and students; accept and respond to fair negative feedback about your performance (recognize when you need to learn).

4. For administrators and institutions: Set high standards. Learn and practice effective self-assessment skills; accept and respond to fair negative feedback (recognize the need for institutional learning and address it); acknowledge and act on the need for collaboration. Support the learning needs of all members of the institution and encourage them to pursue lifelong learning.

Fairness: demonstrating consistency and even-handedness in dealings with others.

Expanded Definition: Encompasses consideration of how to best distribute benefits and burdens (to each an equal share, to each according to need, to each according to effort, to each according to contribution, to each according to merit[2] are some of the possible considerations); encompasses evenhandedness and consistency; includes setting process standards, striving

for just consideration for all parties, ensuring consistency in application of process (following the rules) while recognizing that different outcomes are possible, transparency of process, and calibration; consistent, reliable, and unbiased evaluation systems; commitment to work for access to oral health care services for underserved populations.

Alignment with:

ADA Principles of Ethics: justice, beneficence, nonmaleficence

ADHA Code for Dental Hygienists: justice and fairness, beneficence, nonmaleficence

ASDA Student Code of Ethics: justice, nonmaleficence and beneficence

Examples:

1. For students: Follow institutional rules and regulations. Promote equal access to learning materials for all students and equal access to care for the public.
2. For faculty: Use appropriate assessment and evaluation methods for students; view situations from multiple perspectives, especially those that require evaluation; provide balanced feedback to students, colleagues, and the institution. Use evidence-based practices. Promote equal access to oral health care.
3. For researchers: Set high standards for the conduct of research and use unbiased processes to assess research outcomes. Generate data to support evidence-based practice and education.
4. For administrators and institutions: Set high standards and ensure fair, unbiased assessment and evaluation processes for all members of the institution, including applicants to educational programs. Ensure that institutional policies and procedures are unbiased and applied consistently; ensure transparency of process. Provide leadership in promoting equal access to care for the public.

Integrity: being honest and demonstrating congruence between one's values, words, and actions.

Expanded definition: Encompasses concept of wholeness and unity[3]; congruence between word and deed; representing one's knowledge, skills, abilities, and accomplishments honestly and truthfully; devotion to honesty and truthfulness, keeping one's word, meeting commitments; dedication to finding truth, including honesty with oneself; willingness to lead an examined life; willingness to engage in self-assessment and self-reflection; willingness to acknowledge mistakes; commitment to developing moral insight[3] and moral reasoning skills; recognizing when words, actions, or intentions are in conflict with one's values and conscience[4] and the willingness to take corrective action; dedication and commitment to excellence (requires more than just meeting minimum standards), making a continual conscientious effort to exceed ordinary expectations[1]; encompasses fortitude, the willingness to suffer personal discomfort, inconvenience, or harm for the sake of a moral good[3].

Alignment with:

ADA Principles of Ethics: beneficence, nonmaleficence, and veracity

ADHA Code for Dental Hygienists: beneficence, nonmaleficence, and veracity

ASDA Student Code of Ethics: nonmaleficence and beneficence, dental student conduct

Examples:

1. Forstudents: Striveforpersonalandprofessionalexcellence.Takeexaminationshonestly;makeentriesinpatients' records honestly.
2. For faculty: Strive for personal and professional excellence in teaching, practice, research, or all of these. Represent your knowledge honestly.

3. For researchers: Strive for personal and professional excellence. Report research outcomes honestly.

4. For administrators and institutions: Strive for personal, professional, and institutional excellence. Use appropriate outcomes measures and acknowledge openly when improvements need to be made. Ensure institutional systems and structures are honest, open, and respectful and do not create undue conflicts.

Responsibility: being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.

Expanded Definition: Encompasses the concepts of obligation, duty, and accountability; requires an appreciation of the fiduciary relationship (a special relationship of trust) between oral health professionals and patients, and the profession and society. Accountability requires fulfilling the implied contract governing the patient-provider relationship as well as the profession's relationship to society[1]; includes standard setting and management of conflicts of interest or commitment[1] as well as meeting one's commitments and being dependable. It requires striking a morally defensible balance between self-interest[3] and the interest of those who place their trust in us, our patients and society; keeping one's skills and knowledge current and a commitment to lifelong learning; and embracing and engaging in self-regulation of the profession, including peer review and protecting from harm those who place their trust in us.

Alignment with:

ADA Principles of Ethics: beneficence and nonmaleficence

ADHA Code for Dental Hygienists: beneficence and nonmaleficence

ASDA Student Code of Ethics: nonmaleficence and beneficence

Examples:

1. For students: Meet commitments; complete assignments on time; make your learning a top priority. Acknowledge and correct errors; report misconduct and participate in peer review.

2. For faculty: Continuously improve as a teacher; stay current; set high standards. Respect time commitments to others; be available to students when assigned to teach; meet commitments. Acknowledge and correct errors; report and manage conflicts of interest or commitment. Ensure that all patient care provided is in the best interest of the patient; ensure that patient care provided is appropriate and complete; protect students, patients, and society from harm. Report misconduct and participate in peer review.

3. For researchers: Know and practice the rules and regulations for the responsible conduct of research; stay current. Meet commitments; report and manage conflicts of interest or commitment; report scientific misconduct and participate in peer review.

4. For administrators and institutions: Continuously improve as administrators. Use appropriate institutional outcomes assessments and continuously improve institutional systems and processes; acknowledge and correct errors. Report misconduct and support institutional peer review systems.

Respect: honoring the worth of others.

Expanded Definition: Encompasses acknowledgment of the autonomy and worth of the individual human being and his/her belief and value system[1]; sensitivity and responsiveness to diversity in patients' culture, age, gender, race, religion, disabilities, and sexual orientation[5]; personal commitment to honor the rights and choices of patients regarding themselves and their oral health care, including obtaining informed consent for care and maintaining patient confidentiality and privacy[1] (derives from our fiduciary relationship with patients); and according the same to colleagues in oral health care and other health professions, students and other

learners, institutions, systems, and processes[1]. Includes valuing the contributions of others, interprofessional respect (other health care providers), and intraprofessional respect (allied health care providers); acknowledging the different ways students learn and appreciating developmental levels and differences among learners; includes temperance (maintaining vigilance about protecting persons from inappropriate over- or undertreatment, abandonment, or both[1]) and tolerance.

Alignment with:

ADA Principles of Ethics: autonomy, beneficence and nonmaleficence

ADHA Code for Dental Hygienists: individual autonomy and respect for human beings, beneficence and nonmaleficence

ASDA Student Code of Ethics: patient autonomy and nonmaleficence and beneficence

Examples:

1. For students: Develop a nuanced understanding of the rights and values of patients; protect patients from harm; support patient autonomy; be mindful of patients' time and ensure timeliness in the continuity of patient care. Keep confidences; accept and embrace cultural diversity; learn cross-cultural communication skills; accept and embrace differences. Acknowledge and support the contributions of peers and faculty.
2. For faculty: Model valuing others and their rights, particularly those of patients; protect patients from harm; support patient autonomy. Accept and embrace diversity and difference; model effective cross-cultural communication skills. Acknowledge and support the work and contribution of colleagues; accept, understand, and address the developmental needs of learners. Maintain confidentiality of student records; maintain confidentiality of feedback to students, especially in the presence of patients and peers.
3. For researchers: Protect human research subjects from harm; protect patient autonomy. Accept, understand, and address the developmental needs of learners. Acknowledge and support the work and contributions of colleagues.
4. For administrators and institutions: Recognize and support the rights and values of all members of the institution; acknowledge the value of all members of the institution; accept and embrace cultural diversity and individual difference; model effective cross-cultural communication skills. Support patient autonomy, protect patients from harm, and safeguard privacy; protect vulnerable populations. Create and sustain healthy learning environments; ensure fair institutional processes.

Service-mindedness: acting for the benefit of the patients and the public we serve, and approaching those served with compassion.

Expanded Definition: Encompasses beneficence (the obligation to benefit others or to seek their good[4] as well as the primacy of the needs of the patient or the public, those who place their trust in us); the patient's welfare, not self-interest, should guide the actions of oral health care providers. Also includes compassion and empathy; providing compassionate care requires a sincere concern for and interest in humanity and a strong desire to relieve the suffering of others[3]; empathic care requires the ability to understand and appreciate another person's perspectives without losing sight of one's professional role and responsibilities[3]; extends to one's peers and co-workers. The expectation that oral health care providers serve patients and society is based on the autonomy granted to the profession by society. The orientation to service also extends to one's peers and to the profession. Commitment of oral health care providers to serve the profession is required in order for the profession to maintain its autonomy. The orientation to service also extends to encouraging and helping others learn, including patients, peers, and students. Dental education institutions are also expected to serve the oral health needs of society not only by educating oral health care providers, but also by being collaborators in solutions to problems of access to care.

Alignment with:

ADA Principles of Ethics: beneficence and justice

ADHA Code for Dental Hygienists: beneficence, justice and fairness

ASDA Student Code of Ethics: nonmaleficence and beneficence and justice

Examples:

1. For students: Contribute to and support the learning needs of peers and the dental profession. Recognize and act on the primacy of the well-being and the oral health needs of patients and society in all actions; provide compassionate care; support the values of the profession. Volunteer to work for the benefit of patients, society, colleagues, and the profession to improve the oral health of the public.

2. For faculty: Model a sincere concern for students, patients, peers, and humanity in your interactions with all; volunteer to work for the benefit of patients, society, colleagues, and the profession to improve the oral health of the public. Model recognition of the primacy of the needs of the patients and society in the oral health care setting and, at the same time, support the learning needs of students. Contribute to and support the knowledge base of the profession to improve the oral health of the public.

3. For researchers: Generate new knowledge to improve the oral health of the public; contribute to and support the learning needs of students, colleagues, and the dental profession. Model the values of and service to the dental profession and to relevant scientific and research associations; volunteer to serve the public and the profession; engage in peer review.

4. Administrators and institutions: Recognize and act on opportunities to provide oral health care for underserved populations. Encourage and support all members of the institution in their service activities; provide leadership in modeling service to the profession and the public.

APPENDIX

ADEA CODE OF PROFESSIONALISM IN DENTAL EDUCATION TASK FORCE MEMBERSHIP

Task Force Chair

Dr. Richard N. Buchanan, Dean, University of Buffalo School of Dental Medicine

Representing the Council of Allied Program Directors

Dr. Susan I. Duley, Associate Professor of Dental Hygiene, Clayton State University

Representing the Corporate Council

Mr. Daniel W. Perkins, President, AEGIS Communications

Representing the Council of Deans

Dr. Cecile A. Feldman, Dean, University of Medicine and Dentistry of New Jersey

Representing the Council of Faculties

Dr. Kenneth R. Etzel, Associate Dean, University of Pittsburgh School of Dental Medicine

Representing the Council of Hospitals and Advanced Education Programs
Dr. Todd E. Thierer, University of Rochester Eastman, Department of Dentistry

Representing the Council of Sections

Dr. Judy Skelton, Associate Professor, University of Kentucky, Division of Dental Public Health

Representing the Council of Students

Mr. Matthew MacGinnis, dental student, University of Southern California

ADA's Council on Dental Education and Licensure

Dr. Frank A. Maggio, American Dental Association

Representing the ADA's Council on Ethics, Bylaws and Judicial Affairs

Dr. David Boden, American Dental Association

Representing the Commission on Dental Accreditation

Dr. James R. Cole II

Representing the American Student Dental Association

Mr. Michael C. Meru, dental student, University of Southern California

At-Large Representatives

Dr. Marilyn Lantz, Associate Dean, University of Michigan School of Dentistry

Dr. Kathleen Roth, ADA Immediate Past President

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[4]American College of Dentists. Ethics – Core Values & Aspirational Code of Ethics. At http://www.acd.org/acdethics1.htm.

[5]Accreditation Council for Graduate Medical Education. Common Program Requirements: General Competencies. At http://www.acgme.org/outcome/comp/GeneralCompetenciesStandards21307.pdf.

AMERICAN

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AMERICAN DENTAL EDUCATION ASSOCIATION

HARVARD
School of Dental Medicine

Ethics, Professionalism, & Conscientiousness

All students are expected to demonstrate a commitment to the highest standards of professional responsibility, integrity and accountability; adherence to ethical principles; self-awareness; and moral reasoning in relation to patients, colleagues, and society

	Self-Assessment and Wellbeing	Professionalism, Accountability, and Inter-professional Relations	Compassion and Respect (Conscientiousness)	Communication and Interpersonal Skills	Clinical Competencies
OBJECTIVE	Fostering the understanding that learning is a lifelong process, students are expected to demonstrate the ability to assess their own learning progress and identify areas where improvement is required, learning how to balance their own needs and self-care.	Students are expected to demonstrate appropriate ethical and professional behavior and can understand their role as part of a team working to provide appropriate oral and systemic health care to the patient.	Exemplifying the expectations of the dental profession, students are expected to demonstrate care, compassion, integrity, social responsibility, and respect for all persons.	Students are expected to demonstrate the ability to communicate and interact appropriately within the learning community, clinical environment, and with all patients.	Students are expected to demonstrate competency within the clinical environment including the ability to take medical history, aptitude for diagnosis and treatment planning, health promotion, disease prevention, and practice administration.
ASSOCIATED BEHAVIORS	• Student is able to accurately self-assess their performance. • Student is able to follow instructions. • Student appreciates and applies feedback from patients, faculty, and staff. • Student handles complaints professionally. • Student recognizes and works on areas of needed growth. • Student develops the ability to balance competing demands. • Student attends to personal health and wellbeing. • Student avoids misuse of alcohol and recreational drugs.	• Student works within limits and seeks help where needed. • Student follows clinical procedures and policies (ex. Adhering to infection control protocols and use of PPE). • Student demonstrates situational awareness. • Student accepts authority of those in supervisory positions. • Student establishes and maintains appropriate boundaries with patients. • Student is consistently on time, prepared, and demonstrates professional behavior. • Student attends all didactic and clinic sessions. • Student complies with excused absence policy. • Student is responsive to patient, faculty, and staff inquiries and responds in a timely manner. • Student takes responsibility for their own mistakes.	• Student uses respectful and thoughtful language in their communications. • Student accepts that others may have different views. • Student treats patients, faculty, staff, and peers fairly and without discrimination. • Student practices respectful and professional use of social media. • Student respects the boundaries of others.	• Student communicates effectively with patients, faculty, staff, and peers. • Student works collaboratively with all members of the HSDM community. • Student engages in respectful and thoughtful verbal and electronic communication. • Student responds to email communications and requests in a timely manner. • Student avoids inappropriate personal use of electronic devices in the academic and clinical environments.	• Student provides good standards of practice and care. • Student protects and keeps all medical records up to date and accurate. • Student protects patient information and confidentiality. • Student has good record keeping and organizational skills. • Student provides effective continuity of care for patient and coordinates a smooth transition to the new provider. • Student refers patient(s) to appropriate resources when needed. • Student consults with appropriate clinical faculty or staff member when needed.

APPENDIX VII

Annual Copyright Disclosure

Harvard University is committed to maintaining the integrity and availability of the Harvard network for the vital educational and research purposes for which it was designed and prohibits the use of its network to violate the law, including the U.S. Copyright Act. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, violates the Copyright Act and may subject you to civil and criminal liabilities.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than

$30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to ten years and a fine of $250,000 for an individual. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's

at www.copyright.gov/help/faq.

Harvard complies fully with the Digital Millennium Copyright Act ("DMCA"). Users of the Harvard network found to have engaged in repeated infringement of copyright are subject to termination of their network access and may be reported to the appropriate Dean or Human Resources officer for disciplinary action. Find Harvard's policy here: http://dmca.harvard.edu/pages/copyright-policy

A paper copy of this notice is available upon request by contacting dmca@harvard.edu.

Please click here for a print copy

APPENDIX VIII

CONFLICT OF INTEREST

Students must abide by the conflict of interest policies as stated in the *HMS/HSDM Student Handbook*, Section 4.14. These policies apply to all activities, including research toward a degree or research or projects that are part of a 5-year plan. In particular the project cannot be affected adversely by any contractual or other financial obligation of the principal investigator or mentor. Students should check with the Office of Dental Education and the HSDM Office for Research when planning such activities to make sure they are in compliance with School policy.

Policy on Disclosure of Potential Conflicts of Interest Related to the Pharmaceutical Industry and Undergraduate Medical and Dental Education

As stated in the Harvard Medical School Faculty Policy on Conflicts of Interest and Commitment, collaborations with industry have resulted in "bringing new resources to the support of science and facilitating the translation of knowledge from the laboratory to the bedside." As the HMS Policy also states, however, these relationships can create conflicts, and the "[p]ublic trust in the enterprise of academic medicine and the legitimacy of its powerful role in society require a constant amenability to public scrutiny." Conflicts of interest in medical education are becoming of increasing concern to our students, our faculty members, and to the public.

Therefore, faculty and students must disclose any financial interests they may have in a pharmaceutical, biotechnology, medical instrument company, or other business which owns or has a contractual relationship to the subject matter being reported or discussed in a presentation, lecture, tutorial, paper, or other teaching exercise or assignment. For example, faculty who have received research support or who have consulted for a pharmaceutical company and whose lecture to students includes a discussion of drugs developed by that company should disclose the association in advance either in the lecture syllabus and/or in an introductory slide; the manner of disclosure will be at the discretion of the course director.

Policy on Access of Pharmaceutical Representatives to HMS/HSDM Campus

Pharmaceutical company sales and marketing representatives are not permitted to visit or interact with medical and dental students on the HMS campus, and pharmaceutical company sponsorship of any student events is prohibited. Medical and dental students may not accept any gifts from pharmaceutical companies, and pharmaceutical companies may not provide meals or refreshments for any student function.

APPENDIX IX

Harvard Medical School

Authorship Guidelines

INTRODUCTION

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. The two are linked. Authorship practices should be judged by how honestly they reflect actual contributions to the final product. Authorship is important to the reputation, academic promotion, and grant support of the individuals involved as well as to the strength and reputation of their institution.

Many institutions, including medical schools and peer-reviewed journals, have established standards for authorship. These standards are similar on basic issues but are changing over time, mainly to take into account the growing proportion of research that is done by teams whose members have highly specialized roles.

In practice, various inducements have fostered authorship practices that fall short of these standards. Junior investigators may believe that including senior colleagues as authors will improve the credibility of their work and its chances of publication, whether or not those colleagues have made substantial intellectual contributions to the work. They may not want to offend their chiefs, who hold substantial power over their employment, research opportunities, and recommendations for jobs and promotion.

Senior faculty might wish to be seen as productive researchers even though their other responsibilities prevent them from making direct contributions to their colleagues' work. They may have developed their views of authorship when senior investigators were listed as authors because of their logistic, financial, and administrative support alone.

Disputes sometimes arise about who should be listed as authors of an intellectual product and the order in which they should be listed. When disagreements over authorship arise, they can take a substantial toll on the good will, effectiveness, and reputation of the individuals involved and their academic community. Many such disagreements result from misunderstanding and failed communication among colleagues and might have been prevented by a clear, early understanding of standards for authorship that are shared by the academic community as a whole.

Discussions of authorship in academic medical centers usually concern published reports of original, scientific research. However, the same principles apply to all intellectual products: words or images; in paper or electronic media; whether published or prepared for local use; in scientific disciplines or the humanities; and whether intended for the dissemination of new discoveries and ideas, for published reviews of existing knowledge, or for educational programs.

The Faculty Council of Harvard Medical School has endorsed the following statement. Although authorship practices differ from one setting to another, and individual situations often require judgment, variation in practices should be within these basic guidelines.

AUTHORSHIP

1. Everyone who is listed as an author should have made a substantial, direct,

   intellectual contribution to the work. For example (in the case of a research report) they should have contributed to the

   conception, design, analysis and/or interpretation of data. Honorary or guest authorship is not acceptable. Acquisition of funding and provision of technical services, patients, or materials, while they may be essential to the work, are not in themselves sufficient contributions to justify authorship.

2. Everyone who has made substantial intellectual contributions to the work should be an author. Everyone who has made other substantial contributions should be acknowledged.

3. When research is done by teams whose members are highly specialized, individual's contributions and responsibility may be limited to specific aspects of the work.

4. All authors should participate in writing the manuscript by reviewing drafts and approving the final version.

5. One author should take primary responsibility for the work as a whole even if he or she does not have an in-depth understanding of every part of the work.

6. This primary author should assure that all authors meet basic standards for authorship and should prepare a concise, written description of their contributions to the work, which has been approved by all authors. This record should remain with the sponsoring department.

ORDER OF AUTHORSHIP

Many different ways of determining order of authorship exist across disciplines, research groups, and countries. Examples of authorship policies include descending order of contribution, placing the person who took the lead in writing the manuscript or doing the research first and the most experienced contributor last, and alphabetical or random order. While the significance of a particular order may be understood in a given setting, order of authorship has no generally agreed upon meaning.

As a result, it is not possible to interpret from order of authorship the respective contributions of individual authors. Promotion committees, granting agencies, readers, and others who seek to understand how individual authors have contributed to the work should not read into order of authorship their own meaning, which may not be shared by the authors themselves.

1. The authors should decide the order of authorship together.

2. Authors should specify in their manuscript a description of the contributions of each author and how they have assigned the order in which they are listed so that readers can interpret their roles correctly.

3. The primary author should prepare a concise, written description of how order

of authorship was decided.

IMPLEMENTATION

1. Research teams should discuss authorship issues frankly early in the course of their work together.
2. Disputes over authorship are best settled at the local level by the authors themselves or the laboratory chief. If local efforts fail, the Faculty of Medicine can assist in resolving grievances through its Ombuds Office.
3. Laboratories, departments, educational programs, and other organizations sponsoring scholarly work should post, and also include in their procedure manuals, both this statement and a description of their own customary ways of deciding who should be an author and the order in which they are listed. They should include authorship policies in their orientation of new members.
4. Authorship should be a component of the research ethics course that is required for all research fellows at Harvard Medical School.
5. These policies should be reviewed periodically because both scientific investigation and authorship practices are changing.

Adopted December 17, 1999

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Information Provided By:

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APPENDIX X

Ordering HSDM Logo-Imprinted Items/SWAG

There have been important updates to Harvard University policies for ordering Harvard School of Dental Medicine logo imprinted items/swag. All Harvard departments/units, faculty, staff, students, student groups, or other Harvard affiliates placing internal orders for Harvard insignia products ("**Harvard SWAG**"), will need to first review the Harvard SWAG Guidelines posted

at https://trademark.harvard.edu/guidelines-ordering-internal-insignia-items-swag. When planning to order swag products, please allow sufficient time for all necessary steps, including departmental review, Harvard Trademark Program review, placing the order, and production time.

What is considered SWAG?

All promotional items with the HSDM logo—imprinted clothing items (t-shirts, sweatshirts, hats, socks etc.), water bottles, mugs, tote bags, give-away items, etc.

What is not considered SWAG?

Uniforms/clinical wear including HSDM imprinted scrubs, scrub caps, Patagonia jackets. *Note: while logo use for these items does not need to go through University Trademark Office review, please share designs with HSDM Communications for HSDM logo-use approval before ordering.*

STEPS FOR ORDERING HSDM-IMPRINTED SWAG

Step 1. Create the swag design.

Step 2. Select a licensed vendor.*Please note-Harvard now requires use of approved vendors only, so you may not be able to use the same vendors you've used at HSDM in the past**

A list of licensed vendors is available here (HarvardKey login required): Harvard University's Licensees for Internal Insignia Items

Step 3. Choose the types of swag products you wish to order.

Step 4. Obtain written approval from your Harvard School Trademark Liaison for the design. Email Heather Denny, Senior Director of Communications and share an image(s)/drawing of the proposed design on the product. Refer to HSDM's graphic identity guidelines to insure proper logo use.

Step 5. Submit information to the Harvard Trademark Program for review. The following information must be submitted to the Harvard Trademark Program

at trademark_licensing@harvard.edu. Include: a. Image(s)/drawings of the proposed design, b. A copy of the written approval from the appropriate administrator obtained in Step 4, c. All information included in the swag order request form (HarvardKey login required): Harvard University SWAG Order Form

Step 6. Review period and approval. Swag requests are reviewed in the order they are received, and follow-up questions or an approval may be expected **within 7-14 business days**.

All swag designs are reviewed from a licensing perspective to make sure the items and designs are in line with Harvard's licensing standards as found

at https://trademark.harvard.edu/pages/domestic-licensing.

Step 7. Place order. Once the requestor receives the approval email provided in Step 6, they may place the order with the designated licensee.

APPENDIX XI

Policy for the Safety & Protection of Minors

Policy Statement

Harvard University is committed to providing a safe environment for everyone on its campuses and in its programs. This includes the thousands of minors who participate in programs and activities both on and off campus. Members of the Harvard community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for minors.

Any student or student group who plans to set up programming at HSDM involving interaction with minors must contact Carrie Sylven, Director of Student Affairs to learn more about the necessary procedures.

Additional information regarding the reason for policy, entities/individuals covered by this policy, key definitions and procedures, please visit this website: http://youthprotection.harvard.edu/policy

For guidelines for interacting with minors, please visit this website: http://youthprotection.harvard.edu/files/minors/files/guidelines_for_interacting_with_minors_final_020915.pdf

To report abuse and inappropriate activity involving minors, please visit this website: http://youthprotection.harvard.edu/files/minors/files/reporting_abuse_and_inappropriate_activity_involving_minors_final_020915.pdf

APPENDIX XII

HARVARD
School of Dental Medicine

Policy:	Children in the Workplace
Policy Number:	HSDM-28
Applicable to:	Harvard School of Dental Medicine Owned and Leased Properties
Date Originated:	11.1.2014
Date Reviewed:	8.7.2024
Date Revised:	8.7.2024
Next Review Date:	1.1.2026
Responsible Reviewer:	Director of Human Resources

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1. Purpose

The purpose of this policy is to ensure a safe, professional, and productive work and learning environment by regulating the presence of children in the workplace. While recognizing the occasional need for employees to bring their children to the workplace, this policy sets clear guidelines to ensure the safety and well-being of all employees and visitors.

2. Scope

This policy applies to all individuals who enter any Harvard School of Dental Medicine owned and leased properties including but not limited to those located at 188 Longwood Ave., Boston MA 02115, 190 Longwood Ave., Boston MA 02115, and 114 Mt. Auburn St., Cambridge MA 02138.

3. Policy Statement

To maintain a professional and safe work and learning environment, children are generally not allowed in the workplace. Exceptions may be made under specific circumstances with prior approval, as outlined below. Under no circumstances are children allowed in research labs, clinic settings (except as patients or accompanying patients), or other hazardous areas.

4. Exceptions

The following exceptions may be considered:

a. **Emergency Situations:** In unforeseen emergencies where no alternative childcare is available, employees may request permission from their direct supervisor and Human Resources to bring their child to work for a short duration.

b. **Special Events:** Children may be allowed in the workplace for designated events or activities specifically approved by Human Resources or senior management (e.g., family day, holiday parties).

5. Approval Process

a. Employees seeking an exemption to bring their child to the workplace must submit a written request to their direct supervisor and Human Resources, outlining the reason and expected duration.

b. Approval will be granted on a case-by-case basis, considering the nature of the work environment, the child's age, and any potential disruptions or safety concerns.

c. The decision of Human Resources or senior management is final and must be respected

6. Responsibilities

a. **Employees:** Employees are responsible for supervising their children at all times and ensuring they do not disrupt the work and learning environment or pose a safety risk.

b. **Supervisors:** Supervisors are responsible for evaluating and approving or denying requests for exemptions, considering the overall impact on the workplace in conjunction with Human Resources.

c. **Human Resources:** HR is responsible for evaluating and approving or denying requests for exemptions, and for maintaining records of approved exemptions and addressing any concerns or violations of this policy.

7. Prohibited Areas

a. **Research Labs:** For safety reasons, children are strictly prohibited from entering research labs, clinical areas, or any other locations with hazardous materials or equipment.

b. **Restricted Areas:** Children are not allowed in areas where their presence may compromise the integrity of operations.

8. Health and Safety Considerations

a. **Work Environment:** Employees must ensure that the presence of children does not compromise the safety, health, or productivity of the work and learning environment.

b. **Supervision:** Children must be supervised at all times by the responsible employee. Under no circumstances should a child be left unattended.

9. Enforcement

Any employee found violating this policy may be subject to disciplinary action. Visitors or non-employees who violate this policy may be asked to leave the premises.

10. Policy Review

This policy will be reviewed periodically and updated as necessary to ensure compliance with applicable laws and regulations and to meet the needs of HSDM.

11. Contact Information

For questions or more information