



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Woody L. Hunt School of Dental Medicine

# **Texas Tech University Health Sciences Center El Paso**

## **Woody L. Hunt School of Dental Medicine (WLHSDM)**

### **Student Affairs Handbook**

**AY 2021-2022**

With special thanks to Andrea Ramirez, M.Ed., Wendy Woodall, D.D.S., and Victor Sandoval,  
D.D.S

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## **Dental Honor Code**

*“In my capacity as a student at the Woody L. Hunt School of Dental Medicine, I will uphold the dignity of the dental profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and will protect their confidential information in accordance with the prevailing standards of professional practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities.”*

## **Welcome Message**

Welcome to the Woody L. Hunt School of Dental Medicine at the Texas Tech University Health Sciences Center El Paso! As the inaugural class of the dental school we are excited to welcome you to what will surely be a challenging yet rewarding experience for all of you. Those within the office of Student Affairs and Student Services are here to serve you by enhancing your experience and facilitating a space for communication within the student body as well as with the staff, faculty and El Paso community.

### **Overview of WLHSDM Student Affairs**

The WLHSDM Office of Student Affairs fosters an environment of support for our students. We work to empower our students in their education by expanding their dedication towards excellence, commitment, professionalism and passion for oral health.

Our office works in conjunction with Clinic Mentors to help monitor student progress as well as with the staff in the TTUHSC El Paso Office of Student Services to ensure the adherence to institutional policies. Academic assistance which includes tutoring and counseling are all a part of what our office can provide to our students.

The WLHSDM Office of Student Affairs helps students with their application and transition to advanced dental education programs. Our office can provide guidance in career counseling as students prepare for their professional lives after dental school.

As an office that is geared towards serving students, we provide resources from the overall institution and mold them to the needs of our dental students to make it a successful dental school experience. The following are functions of the WLHSDM Student Affairs Office:

- Serve as a student advocate and act as a liaison among students
- Serve as a student advocate and act as a liaison between students and faculty
- Work with the dental faculty and administrators to meet the student's individual needs as well as the needs of the class as a whole
- Ensure that students are treated fairly and in accordance with institutional policies
- Provide individual career counseling
- Handle requests for leaves of absence
- Submit and approve student committee recommendations
- Approve student travel
- Provide personal counseling and/or refer to outside resources
- Hold informational class meetings
- Work with class officers in meeting needs of students
- Monitor academic performance and professionalism
- Provide academic assistance as needed
- Provide mentoring opportunities for students
- Conduct workshops for improving academic performance
- Conduct workshops for preparing for the Integrated National Board Dental Examination

(INBDE) and the regional boards for licensure.

- Conduct all student orientations, White Coat Ceremony, Convocation and Graduation
- Approve student involvement

Our staff is available to our students via email, phone or in-person for assistance. More information can be found on our website <https://elpaso.ttuhs.edu/sdm/students.aspx> . We are located in the Medical Sciences Building II (MSB II), WLHSDM Administrative Suite #3C201, and are open from 8:00am – 5:00pm, Monday through Friday. Note: our office observes all campus holidays.

### **TTUHSC El Paso Student Services**

The TTUHSC El Paso Office of Student Services provides a number of services to assist all students enrolled within the institution. Student Services provides support regarding registration, financial aid, student business services, health, wellness, student disability support, mental health counseling, and veterans' Affairs. Support for student-led organizations can also be found within the Office of Student Services.

The Office of Student Services is available to all students via email, phone or in-person for assistance. More information can be found on our website <https://elpaso.ttuhs.edu/student-services/> . We are located in the Medical Sciences Building II (MSB II), #2C201, and are open from 8:00am – 5:00pm, Monday through Friday. Note: our office observes all campus holidays.

### **WLHSDM Clinic Mentors**

WLHSDM students will be divided into four learning communities that will provide support to them throughout their dental education at TTUHSC El Paso. Each of the learning communities will be led by a clinic mentor who will be dedicated to providing academic monitoring, advising, mentorship, career counseling and academic assistance as needed. The Clinic Mentors will collaborate with the Office of Student Affairs to ensure student success.

## WLHSDM Student Affairs and TTUHSC El Paso Student Services Contact Information

The WLHSDM Office of Student Affairs can be found within the Medical Sciences Building II (MSBII) building, on the third floor within the WLHSDM Administrative Suite.

<p><b>WLHSDM Student Affairs/Admissions</b>  MSBII – 3C201 Suite 915-215-4231  <a href="mailto:HuntSDM.SA.ELP@ttuhsc.edu">HuntSDM.SA.ELP@ttuhsc.edu</a></p> <p>Rhonda J. Everett, D.D.S., M.P.H. Interim  Assistant Dean of Student Affairs  <a href="mailto:Rhonda.Everett@ttuhsc.edu">Rhonda.Everett@ttuhsc.edu</a></p> <p>Cyd Goldfarb, M.Ed.  Senior Director of Admissions and  Recruitment <a href="mailto:Cyd.Goldfarb@ttuhsc.edu">Cyd.Goldfarb@ttuhsc.edu</a></p> <p>Andrea Ramirez, M.Ed.  Section Coordinator of Admissions and  Recruitment <a href="mailto:Andrea.Ramirez@ttuhsc.edu">Andrea.Ramirez@ttuhsc.edu</a></p>	<p><b>TTUHSC El Paso Student Services</b>  MSBII – 2C201 Suite 915-215-4366  <a href="http://elpaso.ttuhsc.edu/studentsservices">http://elpaso.ttuhsc.edu/studentsservices</a></p> <p>Robin Dankovich, Ed.D.  Assistant Vice President, Student Services  and Student Affairs (SSSA)  <a href="mailto:Robin.Dankovich@ttuhsc.edu">Robin.Dankovich@ttuhsc.edu</a></p> <p>Ron Williams  Director of Financial Aid  <a href="mailto:Ron.Williams@ttuhsc.edu">Ron.Williams@ttuhsc.edu</a></p> <p>Diana Andrade, M.Ed. Registrar  <a href="mailto:Diana.Andrade@ttuhsc.edu">Diana.Andrade@ttuhsc.edu</a></p> <p>Maria Dominguez  Assistant Registrar, SSRFA Elp  <a href="mailto:Maria99.Dominguez@ttuhsc.edu">Maria99.Dominguez@ttuhsc.edu</a></p> <p>Mandy Barraza, M.A. Assistant Director,  Student Affairs &amp; Wellness  <a href="mailto:Mandy.Barraza@ttuhsc.edu">Mandy.Barraza@ttuhsc.edu</a></p> <p>Hector Noriega, M.A.  Associate Director of Academic Success  and Accessibility Office (ASAO)  <a href="mailto:Hector.Noriega@ttuhsc.edu">Hector.Noriega@ttuhsc.edu</a></p> <p>Araceli Moreno  VA/Financial Aid Coordinator  <a href="mailto:Araceli.B.Moreno@ttuhsc.edu">Araceli.B.Moreno@ttuhsc.edu</a></p> <p>Hilda Alarcon, M.Ed. Executive Associate  <a href="mailto:Hilda.Alarcon@ttuhsc.edu">Hilda.Alarcon@ttuhsc.edu</a></p>
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	Rita Martinez Administrative Assistant <a href="mailto:Rita.Martinez@ttuhsc.edu">Rita.Martinez@ttuhsc.edu</a>
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Official announcements regarding student Affairs for dental students will be made through email from the WLHSDM Student Affairs office. Official announcements regarding student services for dental students and students across TTUHSC El Paso will be made by email from the Student Services office. Official announcements from both offices will also be posted on their respective websites.

### Campus Directory

Emergency	911
TTUHSC El Paso Police (Non-Emergency)	915-215-7111
El Paso EHN Crisis Line (24 hrs)	915-779-1800
Admissions	915-215-4207
Disability Support Services	915-215-4370
Financial Aid	915-215-4370
Information Technology	915-215-4111
Library	915-215-4306
Legal Assistance	915-215-4370
Mentoring	915-215-4805
Office of Institutional Research & Effectiveness	915-215-4347
Registrar	915-215-4370
Student Health & Wellness	915-215-5800
Student Organizations	915-215-4370



## WLHSDM Handbook Introduction

The 2021-2022 WLHSDM Office of Student Affairs Handbook explains services offered by Student Affairs and can also be found online at <https://el Paso.ttuhsc.edu/sdm/students.aspx> . The WLHSDM Student Affairs Handbook serves as a guide for dental students regarding their needs throughout dental school. This handbook operates in conjunction with the TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct. This handbook contains the policies for all students and can be found online at [https://el Paso.ttuhsc.edu/student services/\\_documents/Institutional-Handbook.pdf](https://el Paso.ttuhsc.edu/student services/_documents/Institutional-Handbook.pdf) . It is every student's responsibility to know the content of each handbook.

Please note that the Woody L. Hunt School of Dental Medicine (WLHSDM) reserves the right to change, modify, amend or rescind, in whole or in part, this student Affairs handbook at any time without prior notice. It is the commitment of the Office of Student Affairs to keep all WLHSDM students, faculty and staff updated on any changes made regarding the student Affairs handbook and/or its policies.

### Woody L. Hunt School of Dental Medicine Mission, Vision, & Values

The mission of the Woody L. Hunt School of Dental Medicine (WLHSDM) is based upon and is aligned with the mission of TTUHSC El Paso, and it is designed to support and compliment the core activities and aspirations of TTUHSC El Paso.

The **Mission** of the Woody L. Hunt School of Dental Medicine is to improve the oral health of the people of Texas and the greater El Paso community by:

- Focusing on the unique oral and overall health care needs of the border populations;
- Providing leadership to the practicing community and other area stakeholders;
- Demonstrating excellence in education, research, and patient care.

The **Vision** of the Woody L. Hunt School of Dental Medicine is to:

- Educate oral health care practitioners for the future
- Develop an innovative educational model
- Contribute to the discovery of new knowledge
- Provide leadership regarding oral health care issues to the greater El Paso area and border region

The **Values** of the Woody L. Hunt School of Dental Medicine include the following:

- Humanistic campus culture
- Diversity of faculty, students, and staff
- Excellence in clinical care
- Innovation in education and evaluation
- Compassionate, culturally competent practitioners
- Commitment to community service
- Professionalism and ethical conduct



## **Woody L. Hunt School of Dental Medicine Student Affairs Mission**

The mission of the Woody L. Hunt School of Dental Medicine Office of Student Affairs is to be an advocate and guide for dental students in their personal, academic, and professional goals as they pursue their dental education and professional pathway. We are committed to a positive learning environment that challenges and enables our students to uphold the values of our school.

### **WLHSDM Student Affairs Goals**

1. In connection with the Student Affairs Administrators in Higher Education (NASPA) association, the WLHSDM Office of Student Affairs is committed to engaging its students in active learning environment in which they focus on innovative practices by collaborating with others.
2. The WLHSDM Office of Student Affairs will be a model for students in order to help them develop coherent values and ethical standards in which will translate to their work with their peers, faculty and staff. These values and standards should then travel with the student in their clinical experience with patients and their professional lives following dental school.
3. Student Affairs mirrors the expectations of the WLHSDM in communicating and encouraging high expectations from its students in order to achieve success.
4. By conveying the WLHSDM mission, vision, and values, students will adhere to and achieve the guidelines set.
5. The WLHSDM Office of Student Affairs will contribute to the approval of partnerships within the TTUHSC El Paso community as well as externally in order to bring educational experiences to advance student learning and awareness.
6. It is the expectation that the WLHSDM Office of Student Affairs will develop and execute evaluation plans with feedback from its students in order to improve student and institutional performance.

## **Texas Tech University Health Sciences Center El Paso Diversity Statement**

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is a Hispanic Serving Institution and is situated on the U.S.-Mexico border that is committed to diversity, inclusion, and health equity through the efforts of actively finding, developing and including the best talent to support our mission to improve the lives of people in our State and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care.

We recognize that inclusion of ethnic minorities, people with disabilities, and other marginalized groups underrepresented in health and allied sciences are essential to the promotion of excellence in healthcare and achievement of health equity for residents in the state of Texas. We encourage and give full consideration to all applicants for admission, financial aid, and employment regardless of race, color, ethnicity, age, religion, biological sex, sexual orientation, ability, gender identity or expression, national origin, veteran status, socio-economic status, or genetic information.

The main goal of TTUHSC El Paso is to train health care professionals and cultivate a workforce who embraces diversity, inclusion, and respect for similarities and differences to serve our dynamic border region. TTUHSC El Paso is further committed to the establishment of an inclusive environment where the best minds and a diversity of talent are attracted to our community in support of our contribution to learning, healing, and the amelioration of human suffering.

Given the dynamic nature of our community, the TTUHSC El Paso Diversity Statement should be reviewed biennially to ensure it is current and reflective of our priorities.

### **Woody L. Hunt School of Dental Medicine Diversity Statement**

The Woody L. Hunt School of Dental Medicine (WLHSDM) is committed to recruiting, enrolling, and supporting a diverse class. It has embraced and expanded the following statement on diversity from the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Paul L. Foster School of Medicine (PLFSOM):

“There is convincing evidence that inclusion of a diverse group of students, faculty, and staff will enrich the scholarly engagement and broaden the solutions that will address the oral health needs of our community. The Woody L. Hunt School of Dental Medicine (WLHSDM) at Texas Tech University Health Sciences Center El Paso embraces this diversity as it promotes the recruitment and retention of students, staff, and faculty.”

Diversity, equity and inclusiveness should translate into the best practices for communicating and treating patients within the WLHSDM, TTUHSC El Paso, and community clinics.

## **Texas Tech University Health Sciences Center El Paso Accreditation Statement**

Texas Tech University Health Sciences Center El Paso is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. The addition of the Woody L. Hunt School of Dental Medicine (WLHSDM) has been approved as a substantive change as of November 2019. The SACSCOC may be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097 or by phone at 404-679-4500 for questions about the accreditation of TTUHSCEP and their status of the addition of the WLHSDM.

### **Woody L. Hunt School of Dental Medicine Accreditation Statements**

The TTUHSC El Paso Woody L. Hunt School of Dental Medicine received full approval of the Doctor of Dental Medicine (DMD) doctoral program from the Texas Higher Education Coordinating Board (THECB) in October 2019. The Texas Higher Education Board can be contacted at P.O. Box 12788, Austin, Texas 78711 or 1200 East Anderson Lane, Austin, Texas 79752 or at 512-427-6200. More information can be found at <http://www.thecb.state.tx.us/>

The TTUHSC El Paso Woody L. Hunt School of Dental Medicine was granted initial accreditation by the Commission on Dental Accreditation (CODA) as of February 2020. The next full survey visit is scheduled to take place during the 2022-2023 academic year. The Commission on Dental Accreditation (CODA) is an independent organization but tied to the American Dental Association (ADA) and the American Dental Education Association (ADEA). It is a recognized organization by the United States Department of Education to accredit dental schools both within and outside the United States to American standards. CODA may be contacted at 211 East Chicago Avenue, Chicago, Illinois 60611, 800.621.8099, 312.440.4653, or <https://www.ada.org/en/coda>

## Section 1: Academic Support

The WLHSDM Office of Student Affairs will assist dental students with academic and personal support. We will review and facilitate options best suited to help our students maintain wellness and academic success.

### Tutoring



In partnership with the Paul L. Foster School of Medicine (PLFSOM), medical student tutors are available to all dental students for tutoring in the Scientific Principles of Medicine (DSPM), Mentors Colloquium (DCOL), Spanish (DSPA), and Society, Community, and the Individual (DSCI) courses. The Dental Skills (DDSK) course that is unique to dental students will be tutored by clinic mentors and WLHSDM faculty.

Individual and small group sessions are available. In conjunction clinic mentors may also serve as tutors for their students in both individual and small group sessions.

This will be a temporary partnership up until the dental school has four cohorts in which second, third, and fourth year dental students are able to tutor students from the dental school. Through vertical offices, students will be able to receive tutoring from various course subjects. The program can also be reformatted as a partnership within both schools to have students from the medical and dental school tutoring one another.

For more questions or information regarding the program, please contact WLHSDM Student Affairs or Glenn Yri, Director of Student success at PLFSOM and [glenn.yri@ttuhsc.edu](mailto:glenn.yri@ttuhsc.edu).

### *Academic Success and Accessibility Office (ASAO)*

**The Academic Success and Accessibility Office (ASAO)** is committed to providing equitable access to learning opportunities for all students with documented disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical). Accommodations are not provided retroactively and students are encouraged to register as soon as they begin their academic program. TTUHSC El Paso encourages students to access all resources available for consistent support and accommodations. For more information on the TTUHSC El Paso services offered to students please visit the Academic Success and Accessibility Office website at <https://el Paso.ttuhs.edu/student services/office-of-academic-and-disability-support-services/default.aspx>

For assistance with disabilities please contact: Hector Noriega, Associate Director for **Academic Success and Accessibility** by phone or email: 915-215-4370, [Hector.Noriega@ttuhsc.edu](mailto:Hector.Noriega@ttuhsc.edu)

## **Peer Tutoring through the Medical Student Teaching Center**

The Woody L. Hunt School of Dental Medicine provides tutoring services to dental students through a partnership with the Paul L. Foster School of Medicine's Medical Student Teaching Center (MSTC). The MSTC employs several second-, third-, and fourth-year medical students who have demonstrated exceptional interpersonal abilities and academic performance. These student employees provide individual and small group tutoring sessions to dental students who desire supplemental support.

All WLHSDM are eligible to receive assistance through the MSTC regardless of the subject, level of ability, or need for learning accommodations. The MSTC seeks to promote a welcoming environment where dental students are able to advance their understanding of the principles and practice of medicine through instruction from their interprofessional colleagues.

Students who are interested in taking advantage of this resource can contact Glenn Yri, Director of Student Success in the PLFSOM Office of Student Affairs, at [glenn.yri@ttuhsc.edu](mailto:glenn.yri@ttuhsc.edu).

## **Diversity Mentorship Program**

Developed by the TTUHSC El Paso Office of Diversity, Inclusion and Global Health (DIGH), the Diversity Mentorship Program provides the opportunity for dental students and faculty members to develop a mentoring relationship in an informal environment. Mentors assist in helping their mentees adjust to dental school, serving as a resource for information of services available on campus, and providing guidance on research and advanced dental education programs.

Dental students invited to participate as mentees are those who: 1) Self-identify as Hispanic/Latino, African-American/Black, Native American/American Indian; 2) Are socioeconomically disadvantaged as determined by two categories on the medical school application; and/or 3) Are educationally disadvantaged, which is defined as those students who are the first in their family in higher education or graduate school. The program offers an orientation and networking reception early in the fall academic semester, as well as several mixers throughout the year.

For more information, please visit:

<https://elpaso.ttuhs.edu/digh/diversity-and-inclusion/Diversity-Mentorship-Program.aspx>

## Libraries



The TTUHSC El Paso Libraries are located in two buildings on opposite ends of the campus.

**The Delia Montes-Gallo Library is located on the first floor of the Academic Education Center (AEC) building across from Texas Tech Physicians of El Paso (4801 Alberta Avenue). The AEC library has study carrels, a copier, and a**

computer room with both PCs and Macs. This location provides 24/7 access to students with their TTUHSC El Paso badge.

The **Doris F. Eisenberg** Library is located on the second floor of the Medical Education Building (MEB). This location has a “quiet room,” a conference room and a study room. There are also three small group study rooms located directly outside of the MEB library. Computer stations are available for use as well (both PC and Mac). In addition, the MEB Library provides students with 24/7 access to study carrels and tables at which students may study and connect to the network via Ethernet cables or Wi-Fi.

The MSBII Library is located on the first floor of the Medical Sciences Building (MSB) II. This location has wifi, individual study spaces with their own AC and USB power, as well as two study rooms inside the library and another 3 outside the library. The study rooms are available and must be reserved via the library’s webpage. In addition to the study rooms there is a quiet room for mediation/reflection, which is also located in the hallway outside the library. Computers and printers are available to all TTUHSC El Paso students. This location provides 24/7 access to students with their TTUHSC El Paso badge.

The library’s staffed hours are as follows:

AEC library: M-F 7:30 am-5:00 pm

MEB library: M-F 7:30 am- 11:00 pm; Sat 10:00 am-11:00 pm; Sun 1:00 pm-

11:00 pm MSB II library: Please visit website for current hours of operation.

Please visit the libraries’ website at <http://elpaso.ttuhs.edu/libraries/> for detailed information including up-to-date staffing hours and access to thousands of electronic resources.

Some of the services available to students, faculty and staff include:

- Reference assistance – both in-person (M-F 8:00 am-5:00 pm) and online

- Interlibrary loan
- Library instruction classes (individual or group)
- Delivery of print materials from the libraries' remote storage location.

### **Office of Financial Aid**

The Office of Financial Aid will assist you in funding your medical education and provide information on how keep medical school debt under control. See <https://el Paso.ttuhsc.edu/studentservices/Financial-Aid/default.aspx> for more information for the different types of financial aid, entrance counseling, emergency loans or what to do in case of changes in enrollment such as leave of absence, withdrawals or tuition refund requests.

For any questions regarding financing medical school, please contact Ron Williams, Director of Financial Aid at 915-215-6641 or [Ron.Williams@ttuhsc.edu](mailto:Ron.Williams@ttuhsc.edu) or Araceli Moreno, Financial Aid Coordinator at 915-215-5602 or email her [Araceli.B.Moreno@ttuhsc.edu](mailto:Araceli.B.Moreno@ttuhsc.edu).

### **Active/Military Reserve**

We appreciate the service and sacrifice of our veterans. The Veterans Affairs Office is here to assist our students with their VA educational benefits, both federal and state. We are here to ensure that all the necessary documents are submitted to the Department of Veterans Affairs and to certify students' enrollment. Please contact the Financial Aid Coordinator, Araceli Moreno at 915-215- 5602 or visit our website at <http://el Paso.ttuhsc.edu/studentservices/veteransAffairs.aspx>

### **Dental Ergonomics**

As part of the curriculum, a partnership with the University of Texas of El Paso (UTEP) Department of Physical Therapy may be created in order to have students from the UTEP Physical Therapy department come and teach WLHSDM students regarding ergonomics with specific focus on clinical care.

The purpose of introducing ergonomics into the dental curriculum is to train dental students to maintain health and safety in the workplace while maintaining efficiency in their job performance. The introduction of ergonomics to dental students should come as early as the time in which students spend in simulation in order to receive proper training prior to treating patients in clinic.

In return those students that come from UTEP will receive a dental screening to further the practice of our own students.

For more information regarding the potential partnership, please visit <https://www.utep.edu/chs/pt/> or <https://www.utep.edu/chs/pt/people/faculty-and-staff.html>





## **Counseling - Program of Assistance for Students (PAS)**

As a member of TTUHSC El Paso community you are provided with FREE, CONFIDENTIAL COUNSELING through the Program of Assistance for Students (PAS). You may self-refer to this program by calling any of the providers on the list (website below) and letting them know you are a TTUHSC El Paso dental student. Your student services fee provides short-term counseling per each academic year. There is also contact information in case of emergencies, see <http://elpaso.ttuhs.edu/student-services/PAS.aspx>

## **Immunization Guidelines**

Based on State and University requirements, all students should be immunized against a number of infectious diseases for their own safety as well as the safety of others. All WLHSDM students must be compliant with the school's immunization requirements prior to the first day of orientation or the first day of class in each semester, noncompliance can result in a professionalism event card or removal from clinical duties. See <https://elpaso.ttuhs.edu/occupationalhealth/immunizations.aspx> for more information.

To reduce the risk of transmission, the following vaccines are required prior to the first day of orientation or the first day of class in each semester:

- **Tetanus/Diphtheria/Pertussis:** Primary series of Tetanus immunizations, plus one dose of Tdap within ten (10) years of matriculation. (Tdap) should be administered if it has been 2 years since the last Td booster.)
- **Measles (Rubeola):** Proof of immunity determined by serologic titer.
- **Rubella (German Measles):** Proof of immunity determined by serologic titer.
- **Mumps:** Proof of immunity determined by serologic titer
- **Varicella (Chicken Pox):** Proof of immunity determined by serologic titer.
- **Hepatitis B:** Series of three (3) *and* serologic proof of immunity. The third dose must be received no later than December 1 of the entering semester. If a student does not develop immunity after the initial series, a second series and re-titer will be required as recommended by the CDC.
- **Annual Flu vaccine:** given in the fall (covered by immunization fee). If you decline, you must wear a mask during the flu season during ALL patient encounters
- **Meningococcal:** Proof of immunization within the past five years

All student immunization records are kept on file within the TTUHSC El Paso Office of Occupational Health. Any updates to the student immunization record can be made directly with them with written documentation. For more information, please visit <https://elpaso.ttuhs.edu/occupationalhealth/immunizations.aspx>

## **Tuberculosis Surveillance**

All students who attend school at TTUHSC El Paso, with the exception of students identified as having no direct patient care, are required to have documentation of a TB skin test (TST) having been performed within the last 12 months, regardless of a history of BCG vaccine. See

Attachment [HSCEP OP 75.11](#). If you have any questions, please contact Maria Ramirez in Occupational Health at (915) 215-4429

### **Exposure Events**

Students who have an “exposure event” to human blood or body fluid will report the exposure to their supervisor immediately and receive same day screening and blood testing, please see the [Occupational Health website](#). The patient who is the source of the exposure will also be tested. Follow up blood tests are done to check for possible disease transmission. Medications may need to be taken in some cases. The students’ health insurance will be billed. If the insurance does not cover these costs Student Affairs will be contacted. You will receive further orientation to the pertinent policy at orientation and periodically thereafter.

### **Drug Screening**

Drug screening may be required at any time, depending upon the program and/or the requirements of the affiliated institution. See [HSCEP OP 77.15](#).

If there is a concern regarding a student’s substance abuse issue, the notice of a student’s positive drug screen will be sent to the Assistant Dean of Student Affairs, who will forward it to the Physician/Student Wellness committee for evaluation. The student in question will not be eligible to participate in clinical activities until the issue has been addressed (see Impaired Medical Student policy). A student may request re-testing of his/her original sample within five (5) days of being notified of a positive result by contacting the laboratory directly. The student is responsible for the cost of this re-testing.

## COVID-19

### Student Responsibilities to Avoid Spread of COVID-19

As a student, you are vital to our future healthcare system and to the patients. During the COVID-19 outbreak it is essential that you follow CDC and hospital guidelines to avoid infecting yourself, others in the workplace or classroom, patients, fellow students and your loved ones.

Please read the recommendations below, acknowledge them with a signature and date and return this to your school's Student Affairs Office.

It is important to note that most new infections occur with contacts in the home or community, when persons are not practicing social distancing and not wearing a mask. Persons maintaining social distancing, including during meals and wearing masks are at very low risk of acquiring an infection from a positive contact.

#### TTUHSC El Paso guidelines:

TTUHSC El Paso leadership is closely monitoring the continuing COVID-19 pandemic and working with the Texas Tech University System to ensure our campus community remains safe. We are committed to keeping our students, faculty and staff informed with updates on operational phases, local protocol and safety measures.

Effective June 1, 2021, TTUHSC El Paso will return to normal operations (i.e., Phase I). This means all employees should be back to campus, regardless of vaccination status. We will continue to follow and implement CDC guidelines as they are updated.

#### Personnel:

- Fully vaccinated people (i.e., >2 weeks after final dose) are no longer required to wear a mask or physically distance in any setting on campus. Such measures are optional for these individuals.
- Masks and social distancing are still required in the hospital and clinics in patient care areas.
- Unvaccinated and vulnerable individuals (as defined by federal guidelines) can resume public interactions, but should wear masks.
- All team members should consider minimizing time spent in crowded environments.
- Continue to avoid physical contact, including handshakes, hugs and typical greetings.

#### Campus Operations:

- Small and large venues can operate without the need for social distancing.

**Continue to Use Safe Hygiene:**

- Stay home when you are sick and avoid close contact with those who are sick.
- Wash your hands for 20 seconds. If soap and water are not available, use hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Inform your supervisor if you have a sick family member at home with COVID-19.

***Email [ElpCOVIDResponse@ttuhsc.edu](mailto:ElpCOVIDResponse@ttuhsc.edu) to report any positive COVID-19 results.***

I have read and acknowledge these guidelines

---

Name

Date

**For more information regarding COVID-19 along with requirements for the TTUHSC El Paso campus and students, please visit:**

<https://ttuhscep.edu/coronavirus/students-and-employees/>

### Section 3: Legal Assistance

Students should contact Student Affairs and we will assist the student by connecting them to appropriate and confidential resources within Student Services and/or outside of the institution.

#### Office of Registrar, Student Records, and Transcripts

The Registrar's Office houses all student records. Students can request transcripts through this office. Students can also find their academic calendars and forms to update personal contact information such as address and phone numbers.

WLHSDM Academic Calendars can be found on CANVAS Student Portal.

Please visit the Family and Educational Rights and Privacy Act (FERPA) website to see how your records are protected:

<https://el Paso.ttuhs.edu/studentservices/registrar/FERPA/default.aspx> .

If you have any questions regarding your records, please contact the Registrar, Diana Andrade, at [diana.andrade@ttuhsc.edu](mailto:diana.andrade@ttuhsc.edu) or call (915)215-4364.

#### Required Certifications and Trainings

1. **Basic Life Support (BLS)** – all students must maintain a valid BLS card throughout their time at WLHSDM. Students are required to obtain certification prior to the first day of new student orientation and maintain it throughout their time at WLHSDM.
2. **Community Wide Orientation** – all students are required to complete this module:  
<https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>
3. **Criminal Background Check** – this must be completed prior to the first day of new student orientation at WLHSDM and repeated if a student steps out of the curriculum for more than 3 months or if there is an arrest (See Policy on Reporting Arrests). Our affiliates may request additional background checks required for clinical rotations.
4. **HIPAA training** – all students receive training on HIPAA. This will be a live presentation at year one orientation but is a required online module each subsequent year while a student. The Health Insurance Portability and Accountability Act of 1996, HIPAA, requires that covered entities train all members of its workforce, volunteers, trainees and anyone else who represents the organization in privacy and security policies and procedures. Training for new workforce members is done



immediately upon hire/matriculation and annual refresher training is assigned via online Asynchronous Course Management Engine (ACME). Review of HSCEP OP 52.09, Confidential Information, [http://elpaso.ttuhs.edu/opp/\\_documents/52/op5209.pdf](http://elpaso.ttuhs.edu/opp/_documents/52/op5209.pdf) , and a signed Confidentiality Agreement, [http://elpaso.ttuhs.edu/opp/\\_documents/52/op5209b.pdf](http://elpaso.ttuhs.edu/opp/_documents/52/op5209b.pdf) , is required as part of orientation and an updated signed agreement is required each year. See link for details on privacy training standards, <https://elpaso.ttuhs.edu/hipaa/forms.aspx>. The U.S. Department of Health and Human Services states that organizations are required to create and utilize "appropriate sanctions against workforce members who violate policies and procedures." Should a breach occur, TTUHSC El Paso must conduct a confidential and timely investigation of the matter in accordance with TTUHSC El Paso policies to lessen the harmful effect to wronged party to the maximum extent practical.

5. **Everyfi** - sexual harassment prevention, alcohol education, and prescription drug abuse prevention. Please visit the website at [https://admin.fifoundry.net/ttu\\_health\\_sciences/sign\\_in](https://admin.fifoundry.net/ttu_health_sciences/sign_in)
6. **Family Educational Rights and Privacy Act (FERPA) Training** - FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
7. **Pediatric Advanced Life Support (PALS) Training** – As dental students will be treating pediatric patients as part of their competency requirements; students will be required to take the PALS training moderated at TTUHSC El Paso. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.
8. **Unconscious Bias Training** – This training is required by all students, faculty and staff at TTUHSC El Paso as a way to bring awareness to each individual regarding their own possible biases. By bringing awareness and consciousness to our own individual biases, the following goal would be to work towards dismantling systemic racism and discrimination. This training works to achieve our own DEI statement goals for WLHSDM students.
9. **Safety Training Education Program for Students (STEPS)** - Accident Prevention (AP), Safety Practices (SP), Emergency Procedures (EP), Infectious Disease and Exposure Prevention (IDEP), and Right to Know (RTK/hazard communication), Lab Safety Essentials training (LSE).
10. **Clery Act** – Review report prior to the first day of new student orientation: [https://www.depts.ttu.edu/clery/reports/2019\\_Clery\\_TTUHSC\\_El\\_Paso.pdf](https://www.depts.ttu.edu/clery/reports/2019_Clery_TTUHSC_El_Paso.pdf)

## Section 4: Student Resources

### Security - Texas Tech Police Department (TTPD)

TTPD is responsible for maintaining 24-hour security on the El Paso campus. There is also 24-hour security at each of the school's affiliated hospitals. Students are encouraged to request safety escorts to parking areas at night. Call the campus police department if you would like a safety escort or need assistance. **TTPD can be reached at 915-215-7111.** There are also Emergency Blue Phones located on the campus.

### El Paso Police Department (EPDD)

In case of an emergency please remember that **911** could always be your first option.

### Identification Badge / ID Badge replacements



You must wear your TTUHSC El Paso badge at all times while on campus. It identifies you as a member of the TTUHSC El Paso medical community and it also gives you access (Proxy access) to restricted areas such as the student lounge and wellness center in the MEB and the building after hours. Lost photo ID badges will be replaced at no charge for the first two times. A third replacement will not be issued unless

Student Affairs is contacted. Proxy access may not be granted upon third issue. Students may contact the Texas Tech Police Department for ID replacements at 915-215-7111. ID badges are made on Monday-Friday from 8:00am –5:00 pm

### Lockers

Each student will be assigned a locker within the Dental Learning Center at New Student Orientation. Lockers will also be available within the Oral Health Clinic for use during clinical rotations. Each student will need to provide his/her own lock.

### Parking

Students, staff, and faculty on the El Paso campus are required to have valid parking permits on their vehicles and must park in the appropriately designated areas. Violators will be ticketed. It is important that students do not park in visitor and/or patient parking. Students will be able to receive their parking permit during New Student Orientation. Parking permit renewals can be obtained on the following link: <https://elpaso.ttuhsu.edu/parking/traffic-and-parking/default.aspx>

## Student Lounge, Gym, and Study Spaces



**Dental Learning Center Lounge:** Located on the 3<sup>rd</sup> floor of the Medical Sciences Building II, there is a lounge area for dental students to study on their own or in groups. The lounge provides 24/7 access to students with their TTUHSC El Paso badge.

**J Robert and Sherry Brown Student Lounge:** The student lounge and wellness center are located on the 1<sup>st</sup> floor of the Medical Education Building. The wellness center includes a gym, game room and lounge for student use. They are available to all enrolled students 24 hours per day, seven days a week, by using your ID badge for access. Faculty, staff, and residents

are prohibited from its use. For more information regarding COVID-19 changes in this area, please contact the Office of Student Services at (915) 215-4370.

**Quiet Room:** The quiet room is located in the Doris F. Eisenberg Library of the Medical Education Building. The quiet room has lounge chairs and is for students to rest, meditate, do yoga or even take a nap. Reservations to use the space and other study spaces within the library can be made by going to <https://elpaso-ttuhsc.libcal.com/>

**Study Rooms:** Study rooms can be found within the 3<sup>rd</sup> floor of the Medical Education Building and 1<sup>st</sup> floor of the Medical Sciences Building II. Policies as a result of COVID-19 have limited the amount of student allowed per study room. To view the policies and reserve study rooms, please visit <https://elpaso-ttuhsc.libcal.com/>

**Diversity, Inclusion, and Global Health (DIGH) Lounge:** Free services include Wi-Fi, gaming systems, a big-screen TV with DVD player, a refrigerator, a microwave, and a toaster, drinks and snacks are also available. FSB, 5310 El Paso Dr. El Paso, TX 79905

### TTUHSC El Paso Food Pantry

The TTUHSC El Paso food pantry to open to all students and is located in the Office of Diversity, Inclusion and Global Health (DIGH) Student Lounge. The lounge requires badge access to enter (all students are granted access when they receive their TTUHSC El Paso IDs) and is open 24/7, 7 days a week as students with valid TTUHSC El Paso can enter at any time. Access to pantry is monitored by the DIGH as well as the TTUHSC El Paso Police Department.

There are a variety of foods that are donated to the pantry. Food is non-perishable and does not need to be refrigerated. The food can vary depending on the donation. The food pantry



is always available and welcome to any students that need it.

The TTUHSC El Paso Food Pantry is located a couple blocks off campus at 5310 El Paso Dr., El Paso, Tx 79905.

For donations, please contact the Office of Diversity, Inclusion, and Global Health at 915-215- 4805.

## Section 5: Student Organizations, Honor Societies, and Committees

Student organizations and committees are a way for students to perform community outreach and explore career options. The Office of Student Services oversees all TTUHSC El Paso student organizations and interest groups. For more information regarding the application to establish a new organization, please visit <https://elpaso.ttuhs.edu/som/studentAffairs/supportorg.aspx> or email the Office of Student Services at [elp.studentservices@ttuhsc.edu](mailto:elp.studentservices@ttuhsc.edu).

### TechEngage



TechEngage is a TTUHSC El Paso platform to see all current TTUHSC El Paso student organizations along with their events, meeting times, and members. All established organizations must create their organization profile on TechEngage in order to qualify for institutional funding.

### Organizations & Committees

#### Omicron Kappa Upsilon

Omicron Kappa Upsilon (OKU), is a national dental honor society that was established in 1914 “to encourage and develop a spirit of emulation among students in dentistry, and to recognize in an appropriate manner those who shall distinguish themselves by a high grade of scholarship”. There are component chapters in every dental school in the U.S., and it is expected that the WLHSDM will form a chapter prior to the graduation of its inaugural class. New student inductees are commonly selected from among the top 8%-12% academically ranked students in each class.

#### Student Affairs Committee

The Student Affairs committee is a standing committee of the WLHSDM that includes faculty and students. The purpose of the committee is to review and recommend policies and programs that support student Affairs, campus life and the academic mission. Student representatives from each academic level serve until they graduate. Students are recommended to serve by the Assistant Dean of Student Affairs.

#### The Student Life Committee – Be Well, Do Well

The Student Life Committee (SLC) is an advisory committee to the Student Affairs Committee. Its major purpose is to organize student wellness activities that maximize student academic performance and provide positive lifestyle balance. Organized into three (3) subcommittees (Expressive Arts; Mind /Emotional / Lifestyle; and Physical/Stress Management), it is responsible for developing a calendar of student activities. These activities are run primarily by student volunteers but may also include interested outside individuals.

Students from all colleges will be included in the SLC. Each college will elect 1-2 student representatives per class year to serve on the SLC. This includes the Student from each

college who currently serve on the Student Affairs Committee. Once elected as a student representative, that student can continue to serve on the committee during their 3<sup>rd</sup> and 4<sup>th</sup> year in medical or dental school. The SLC will elect a chairperson, but may have co-chairs, a treasurer and a chairperson for each subcommittee. The term for these position will be for one year; however, a student can be reelected for additional terms at the discretion of the SLC. The SLC will have a faculty advisor who is a member of the Student Affairs Committee.

Other Organizations that exist within Dental Schools include but are not limited to:

### **National Organizations**

Academy of General Dentistry Student Chapter  
(AGD) American Academy of Pediatric  
Dentistry (AAPD) American Academy of  
Women in Dentistry (AAWD) American  
Association for Dental Research (AADR)  
American Dental Education Association (ADEA)  
American Student Dental Association (ASDA)  
Asia Pacific Dental Student Association  
(APDSA) Christian Dental Fellowship  
(CDF)  
Christian Medical and Dental Association  
(CMDA) Hispanic Student Dental  
Association (HSDA)  
Psi Omega Dental Fraternity  
Student National Dental Association (SNDA)

### **Other Organizations**

Active Minds  
Alpha Phi Omega Service Fraternity  
Community Action, Research, and Engaged Service  
Collaboration Muslim Health Professional Society  
Ortho Study  
Club Oral  
Surgery  
Society  
Pediatric Education Dental Society  
(PEDS) Student Council  
Student Organization Leadership  
Council Student Wellness  
Committee  
Texas Association of Women Dentists (TAWD)

*\*Students who wish to hold office or leadership positions in student clubs, organizations, or committees or participate in dental educational opportunities, conferences, or meetings both inside and outside of the continental U.S. must be in good academic and professional*

*standing at the time of participation. Approval must be received from the Assistant Dean of Student Affairs.*

Current Student Organizations sponsored by the Office of Diversity and Inclusion and Global Health (DIGH):

Global & Border Health  
Society Pride Alliance  
Student Government Association (SGA) – Student  
Senate White Coats 4 Black Lives

For more information regarding an existing organization currently on campus, please reach out the Office of Student Services at [elp.studentservices@ttuhsc.edu](mailto:elp.studentservices@ttuhsc.edu).

For more information regarding the various organizations prior to establishing the organization, please contact the WLHSDM Office of Student Affairs at [HuntSDM.SA.ELP@ttuhsc.edu](mailto:HuntSDM.SA.ELP@ttuhsc.edu).

## Section 6: Special Events

### New Student Orientation

New Student Orientation occurs in the summer prior to the start of every incoming dental class. Dental students will be in combined spaces with incoming medical students as students from both schools will be sharing some of the same curriculum for their first two years at TTUHSC El Paso. Spaces for each individual school will also be a large part of NSO as students begin their journey at the WLHSDM. NSO is a time for dental students to learn beyond what is written in the student Affairs handbook and see how different individuals and departments can help them along the way in their education.

**\*The following events may be modified due to COVID-19.**

### White Coat Ceremony

The White Coat Ceremony signifies a milestone for dental students and a promise to uphold their profession by “taking care of” patients while also “caring for” patients. Mirroring medicine, doctors of dental medicine should “care” as well as “cure.”

Students are welcomed into the dental profession by their Dean, leadership, faculty, community dentists, and fellow classmates followed by being “cloaked” with their white coat. The White Coat Ceremony is the first major event for dental students as they begin their journey. The ceremony stresses the importance of a student’s new-found responsibility to not only care for themselves but also their patients. Family and friends are invited to this event. (See note above regarding COVID- 19).

### Dental Olympics

The Dental Olympics is a traditional event held yearly where all Texas dental schools participate. With the Student Council of each school coordinating the event together, students from each school travel to one of the Texas schools and connect with students from other schools. Each year the school in which they all visit, changes. There would be an opening ceremony the Friday night and Saturday would be the day of the Olympics. Various sports are played throughout the event as it really is a time for dental students from across the state to interact with one another. (See note above regarding COVID-19).



## **Commencement**

Beginning in 2025, each May our dental students, families, friends, and alumni in future years will join with the El Paso community to proudly celebrate a class of graduates who are competent, caring, compassionate, and innovative in their delivery of person-centered oral health care. (See note above regarding COVID-19).

**Collection of Student Information:** Prior to commencement, WLHSDM along with the TTUHSC El Paso Office of Institutional Advancement (IA) will be collecting personal information from students such as preferred personal email addresses, cell phone numbers, and home addresses to keep in touch as students become alumni. This will help in ensuring a greater TTUHSC El Paso community.

## Section 7: WLHSDM Administration

WLHSDM Administrative Suite MSBII -  
3C201

Phone Number: 915-215-4231

<p>Richard C. Black, D.D.S., M.S. Dean <a href="mailto:Richard.Black@ttuhsc.edu">Richard.Black@ttuhsc.edu</a></p> <p>Rhonda J. Everett, D.D.S., M.P.H. Interim Assistant Dean of Student Affairs <a href="mailto:Rhonda.Everett@ttuhsc.edu">Rhonda.Everett@ttuhsc.edu</a></p> <p>Fady Faddoul, D.D.S., M.S.D. Associate Dean of Clinical Affairs <a href="mailto:Fady.Faddoul@ttuhsc.edu">Fady.Faddoul@ttuhsc.edu</a></p> <p>Ana Karina Mascarenhas, B.D.S., M.P.H., DrPH, FDSRCPS(GLasg) Associate Dean of Research <a href="mailto:AnaKarina.Masrenhas@ttuhsc.edu">AnaKarina.Masrenhas@ttuhsc.edu</a></p> <p>Victor Sandoval, D.D.S., M.P.H. Assistant Dean <a href="mailto:V.Sandoval@ttuhsc.edu">V.Sandoval@ttuhsc.edu</a></p> <p>Wendy Woodall, D.D.S., M.A.G.D. Associate Dean of Academic Affairs <a href="mailto:Wendy.Woodall@ttuhsc.edu">Wendy.Woodall@ttuhsc.edu</a></p> <p>Cyd Goldfarb, M.Ed. Senior Director of Admissions and Recruitment <a href="mailto:Cyd.Goldfarb@ttuhsc.edu">Cyd.Goldfarb@ttuhsc.edu</a></p>	<p>Carmen Campos, B.B.A. Coordinator <a href="mailto:Carmen.Campos@ttuhsc.edu">Carmen.Campos@ttuhsc.edu</a></p> <p>Andrea Ramirez, M.Ed. Section Coordinator of Admissions and Recruitment <a href="mailto:Andrea.Ramirez@ttuhsc.edu">Andrea.Ramirez@ttuhsc.edu</a></p> <p>Yvonne Ramirez Barragan, B.B.A. Executive Associate to the Dental Dean <a href="mailto:Yvonne.B.Ramirez@ttuhsc.edu">Yvonne.B.Ramirez@ttuhsc.edu</a></p> <p>Bailey Senyitko, B.S. Administrative Assistant <a href="mailto:Bailey.Senyitko@ttuhsc.edu">Bailey.Senyitko@ttuhsc.edu</a></p> <p>Tania Silva, B.A. Coordinator <a href="mailto:Tania.Silva@ttuhsc.edu">Tania.Silva@ttuhsc.edu</a></p>
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## Part 2: WLHSDM Student Affairs Policies

Note: The following policies are governed by the institutional policies of TTUHSC El Paso. Websites have been provided where applicable, but the student also has a responsibility to know the content of the TTUHSC El Paso Institutional Handbook.

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## Student Academic and Professional Conduct

The following policies describe the behaviors expected of dental students, faculty and staff in the learning environment. WLHSDM, as a component of the Texas Tech University Health Sciences Center El Paso, is committed to equal educational opportunity and non-discrimination consistent with HSCEP OP 77.01 and HSCEP OP 77.14. Please see the current version of the TTUHSC El Paso Institutional Student Handbook: Code of Professional and Academic Conduct available at: <https://elpaso.ttuhsc.edu/student-services/institutional-handbooks.aspx>

WLHSDM dental students, faculty and staff are expected to consistently exhibit the following attributes:

### Professionalism

Professionalism is a core competency of the WLHSDM, and one that is taken extremely seriously within all activities pertaining directly to the school, TTUHSC El Paso and externally in community practices. Adherence to the following Standards of Professional Conduct is expected of all members of the WLHSDM community:

- Demonstrate courtesy and respect to faculty, staff, patients, and other students in all interactions;
- Demonstrate the capacity to use ethical principles consistent with that of a health care professional;
- Demonstrate the qualities of empathy, compassion, and altruism;
- Demonstrate honesty and the ability to meet obligations;
- Demonstrate the ability to reflect, self-assess, and to receive and incorporate constructive feedback;
- Identify the strengths and limitations of one's knowledge and skills, as well as the attitudes that promote continual personal and professional development.
- Demonstrate adherence to the stated dress code and other policies of the WLHSDM and of TTUHSC El Paso.

The following actions are non-exhaustive examples of violations of professional behavior:

- False claims of attendance at assigned events;
- Alteration of documents related to any activity at WLHSDM or TTUHSC El Paso;
- Participation in the sharing, posting, copying, or any other use examination questions.

Depending on the nature of the problem and as determined by the course director, failure to act professionally in any course or clinical activity may result in a grade of Fail, regardless of the student's performance in other aspects of the course or clinical activity, and the student will be referred to the Committee on Academic Performance and Standards. Violations of professionalism could result in expulsion from the WLHSDM.

## Values within Professionalism

- **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.
  - Student reflects on performance, strives to improve, and sets high standards for themselves.
- **Fairness:** Demonstrating consistency and even-handedness in dealings with others.
  - Student gives best effort, consistently evaluates themselves, and acts without prejudice.
- **Integrity & Honesty:** Being honest and demonstrating congruence between one's values, words, and actions.
  - Student puts patient's interest first, presents all options to patients, credits source, acts without cheating, and declares any conflict of interest.
- **Responsibility:** Being accountable for one's actions and recognizing and acting upon the special obligations to others that one assumes in joining a profession.
  - Student attends all required course and clinical experiences, promptly. Student engages in evidence-based care and in self-learning. Student is dependable, gives prompt notice if unable to be present as well as follows care and use of equipment as directed. Student is available or arranges for care (including emergent care) and directs and delivers patient care in timely manner. Student should also admit their mistakes and work on correcting them. Student should also not work while under the influence.
- **Respect:** Honoring the worth of others.
  - Within patient care, student must maintain confidentiality, protects from harm, and offers choices. Student acts within accepted standards of respecting choices, is slow to judge as facts should be gathered first. Student must act without discrimination, prejudice or harassment.
- **Service-Mindedness:** Acting for the benefit of the patients and the public we serve and approaching those served with compassion.
  - Student participates in professional activities, volunteers for community service programs, and seeks to generate new knowledge.

## Violations

The occurrence, either intentional or unintentional, of any incident that violates these statements results in a disruption of the spirit of learning and a breach in the integrity and trust between WLHSDM and the student. Further, the WLHSDM has a policy of zero tolerance for any type of discrimination or harassment. A student who feels that they have been the object of inappropriate behavior on the part of a faculty member, a resident, a staff person, or another student, shall report such behavior in a timely fashion to the Associate Dean of Academic Affairs and the Assistant Dean for Student Affairs.

## Appropriate Treatment of Dental Students

The WLHSDM is a learning community whose goal is to enable each student to achieve their full potential, while providing quality patient care. A cornerstone of the educational

community is the expectation that learners will be treated appropriately and with dignity. The guiding principle of professional behavior is the absolute requirement of “respect for other persons.” In our diverse learning community, respect is to be demonstrated toward all individuals, regardless of race, ethnicity, national origin, gender, sexual orientation, or religion. This learning environment includes corrective feedback to students that is honest and constructive. This feedback should be provided in a helpful, specific, and accurate manner, and should be focused on behaviors. When the feedback is corrective, it should be offered privately and respect-fully.

Faculty providing feedback should do so with the goal of helping the learner to improve. Those receiving feedback should do so graciously, with the assumption that it is given generously and in good faith. When inappropriate feedback is perceived to have occurred, learners must be able to communicate their concerns without the fear of retaliation. Academic growth often occurs best when the learner is challenged; therefore, heated discourse and conflict may occur during these times. However, these discussions should always be conducted in a civil and respectful way.

### **Definition of Mistreatment:**

Mistreatment is behavior that adversely affects the learning environment and negatively impacts the learner/teacher relationship. Inappropriate and unacceptable behaviors promote an atmosphere in which abuse is accepted and perpetuated in the learning environment. In general, actions taken in good faith by faculty to correct unacceptable performance is not considered mistreatment. Any faculty feedback to a student during rounds, conferences, or in other clinical settings that denotes a substandard performance by the student is not considered mistreatment unless it is done in an inappropriate manner.

Examples of appropriate behavior include, but are not limited to:

- Conducting all interactions in a manner free of any bias or prejudice;
- Providing a clear description of expectations by all participants at the beginning of all educational endeavors, rotations and assignments;
- Encouraging an atmosphere of openness in which students will feel welcome to offer questions, ask for help, make suggestions, and disagree;
- Providing timely and specific feedback in a constructive manner, appropriate to the level of experience/training, and in an appropriate setting, with the intent of guiding students toward a higher level of knowledge and skill;
- Focusing feedback on observed behaviors and desired outcomes, with suggestions for improvement;
- Focusing constructive criticism on performance rather than personal characteristics of the student;
- Basing rewards and evaluations on merit, not favoritism.

Examples of inappropriate behavior include, but are not limited to:

- Questioning or otherwise publicly addressing students in a manner that would generally be considered humiliating, dismissive, ridiculing, berating, embarrassing, or disrespectful by others (including persons outside the dental profession);

- Asking students or residents to perform personal chores (e.g., buying lunch, bringing coffee, running errands, etc.);
- Telling inappropriate stories or jokes (e.g., ethnic, sexist, racist, crude);
- Behaving in an aggressive manner (e.g., yelling, throwing objects, cursing, threatening physical harm) that creates a hostile environment;
- Assigning tasks or denying educational opportunities with the intent of punishment;
- Making disparaging comments about students, faculty, patients, patients’ families, other health care professionals, or staff;
- Touching students or residents in a sexual manner;
- Taking credit for another faculty’s efforts;
- Intentional neglect or habitual disregard for student/resident learning.

Under no circumstances is it considered acceptable practice for any participant in the educational programs to demonstrate bias, prejudice, exclusion, or other unprofessional behavior. Such unacceptable behavior also includes the creation of a concern for “retaliation” against the student. Any perceived or witnessed action of mistreatment shall warrant the filing of a complaint or grievance as desired by the aggrieved party according to the procedures for filing a complaint or grievance.

Students who experience mistreatment are urged to proceed with the formal process of reporting that mistreatment as described in the dispute resolution policies (Student Faculty Dispute Resolution Policy p. 35).

### **Dental Student Honor Code**

*“In my capacity as a student at the Woody L. Hunt School of Dental Medicine, I will uphold the dignity of the dental profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and will protect their confidential information in accordance with the prevailing standards of professional practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities.”*

## **Process for Reporting Grievances (Institutional Student Handbook)**

When an incident is reported, the Assistant Dean for Student Affairs will coordinate with the student as their advocate to ensure that the appropriate policies and procedures of TTUHSC El Paso and the WLHSDM are invoked on the student's behalf (see Policy on Student-Faculty Disputes and Student- Student Dispute Resolution Policy). The procedures of the Code of Professional and Academic Conduct will also be followed as necessary in this process.

The following processes are to be followed when all parties involved are WLHSDM faculty or students. If parties are from differentiating schools within TTUHSC El Paso, please follow procedures for reporting grievances found in the Institutional Student Handbook Part IV. <https://elpaso.ttuhs.edu/studentservices/institutional-handbooks.aspx>

### **Student-Faculty Dispute Resolution**

It is the policy of WLHSDM to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by faculty toward students. The Office of Academic Affairs will administer the school and institutional policies regarding student grievances and will ensure that due process is afforded to all concerned. This policy does not apply to grading disputes.

Procedure (next page):

Student shall attempt to resolve issue with faculty member(s) involved or by meeting with the Associate Dean of Academic Affairs or Associate Dean of Clinical Affairs.

Initial student complaint should be submitted within 30 days of event that resulted in the grievance.

Written Hearing Request must be submitted to the Associate Dean of Academic Affairs.

ï The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Chair's or Clinical Dean's recommended resolution.

Associate Dean of Academic affairs will appoint a Student Hearing Committee that must convene within fifteen (15) business days.

- ï Each party will propose four (4) possible faculty members to serve on committee listed in order of preference.
- ï One (1) faculty member chosen from each list. Both faculty members choose a third member and a chair is chosen from among them.
- ï The Office of Academic Affairs will provide technical assistance and support to the committee.

Written notice will be sent to all involved parties from the Office of Academic Affairs as soon as the hearing is scheduled.

ï All involved parties will have the right to present witnesses, evidence and can be accompanied by counsel for advisory purposes only.

At least (3) days prior to the meeting, all parties must provide a copy of all documentary evidence the parties intend to introduce at the hearing and a list of names of any witnesses or counsel who will attend the hearing to the Chair of the Student Hearing Committee.

ï All parties shall have access to all information being considered by the Student Hearing Committee.

During the Hearing, all parties will be offered the opportunity to state their positions, and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the grievance rests with the student.

ï The Student Hearing Committee Chair shall keep audio taped record of the hearing, which shall include the date, time, location of the hearing and the names of those present and any evidence introduced.

After completion of Hearing, the Student Hearing Committee shall meet in closed session and prepare written recommendations. Copy of recommendations will be sent to involved parties within five (5) business days.

Student may request reconsideration of case instances where they are dissatisfied with the decision of the Student Hearing Committee. The appeal must be made within five (5) business days to the Dean of the WLHSDM.

The Dean of the WLHSDM will review the grievance resolution and render a decision. The decision of the Dean is final.

## **Student-Student Dispute Resolution**

Disputes may arise between students, which are disruptive to the learning environment and which are unresolved by usual means. In such instances, this policy provides a means to address such unresolved disputes between students and to provide a mechanism to attempt to mediate and reach resolution to such issues when they emerge.

Procedure (next page):

Any or both parties may file a request to the Office of Student Affairs.

- ï The request should include reasons for pursuing this process and resolution proposition.
- ï If the Assistant/Associate Dean of Student Affairs believes that the dispute is disruptive to the learning environment and not likely to be resolved by any other means, the process below will proceed.
- ï The process below may also be initiated if the Assistant/Associate Dean of Student Affairs believes that the existing conflict between students, warrants action.
- ï Students in this case will be notified in writing and failure to participate in process will be subject to a hearing and possible sanctions under the Code of Professional and Academic Conduct.

Upon receipt of written request, The Office of Student Affairs will appoint a Dispute Resolution Committee.

- ï Each party will propose list of four (4) possible faculty members to serve on committee listed in order of preference.
- ï One (1) faculty member chosen from each list. Both faculty members choose a third member and a chair is chosen from among them.
- ï The Office of Student Affairs will provide technical assistance and support to the committee.

The Office of Student Affairs will convene the Dispute Resolution Committee within ten (10) business days of receipt of the preference list. The committee will be expected to meet with the students within five (5) business days of being constituted.

- ï Each party in the dispute will meet separately with the committee for up to one (1) hour to present their point of view regarding the dispute and the course of action requested.
- ï Following these individual meetings, the committee will then jointly meet with all parties to review the information and proposed resolutions from each side. This joint discussion will last up to one (1) hour and will only be extended by a majority vote of the committee.

Upon completion of these resolution sessions and any committee deliberations, the committee will, within five (5) business days, submit a written proposal for conflict resolution to each party and the Office of Student Affairs, each of which will have five (5) business days to respond to the proposal in writing to the committee.

- ï The committee will then have five (5) business days further to submit a final resolution plan to the parties and the Office of Student Affairs. This final resolution plan will be binding on all parties.
- ï Failure to abide by the plan or maintain the confidentiality of the committee proceedings will be considered a violation of the Code of Professional and Academic Conduct and will subject the student(s) to a hearing and possible sanctions under the Code.



## **Dental Student Code of Professional and Academic Conduct**

Dental professionals are expected, not only by patients but also by society as a whole, to possess certain attributes, which include, but are not limited to:

1. Altruism, whereby they subordinate their own interests to care of their patients;
2. High ethical and moral standards;
3. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others.
4. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession.
5. Maintaining confidentiality concerning the patient and the patient's records. The WLHSDM expects dental students to exhibit these attributes.

Further detailed information regarding the Student Code of Professional and Academic Conduct for all students at TTUHSC El Paso can be found within the Institutional Student Handbook: <https://el Paso.ttuhsc.edu/student services/institutional-handbooks.aspx>

### **Academic Misconduct**

A student who witnesses academic misconduct or who is approached with an offer to gain unfair advantage or commit academic misconduct is obligated to report that violation to the appropriate authority. Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct.

“Academic misconduct” involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to:

- a. Cheating
- b. Plagiarism
- c. Falsifying academic records
- d. Misrepresenting facts
- e. Any other misconduct identified in School academic policies

For detailed definitions and procedures on reporting any of the above violations, please refer to the Institutional Student Handbook, part II, section D:  
<https://el Paso.ttuhsc.edu/student services/institutional-handbooks.aspx>

## Academic and Clinical Policies

### Attendance during non-clinical coursework

During your years at the TTUHSC El Paso Woody L. Hunt School of Dental Medicine, attendance and participation in all scheduled activities is expected. This is part of the professional commitment that you assume as a dental student. Our integrated curriculum has simulation, clinical and group experience throughout each semester and course therefore missing class will not only hinder your own learning but the learning of others. As a member of the learning community brings forth unique ideas thus your absence could impact your fellow students through your lack of participation and may adversely affect your own success in dental school.

**Each course may have specific attendance requirements that will be outlined in each course syllabus.**

**No credit will be given for any graded exercise missed without a valid excuse. *See the policy below for excused activities.***

### How to Report an Absence:

All absences must be reported to the Office of Student Affairs via the official reporting email system. Student must email [wlhabsence@ttuhsc.edu](mailto:wlhabsence@ttuhsc.edu). The following information will need to be reported: name, date and time of missed activity, course director, and reason for absence. *Only illness, healthcare appointments, personal emergency, or previously approved school-sponsored activities will be excused.* If the absence is excused, the Office of Student Affairs will notify all appropriate faculty and staff within 72 hours of the event of the excused absence.

### Attendance in Clinic:

Attendance at clinical duties and didactics is mandatory. Unexcused absences will not be tolerated and may result in disciplinary action, potentially including a requirement to repeat a clinical block or rotation. Students have allotted institutional holidays as stated in the institutional student handbook and on each academic calendar. The only excused absences will be for interviews, illnesses (with doctor's note), or documented family emergency.

Absences are only excused at the discretion of the Rotation/Course Director. Commonly excused absences include:

- Illness/Healthcare appointments
- Family Emergency
- Death in the Family
- Religious Holidays (please see the Religious Holy Days Policy below)
- Presenting at a National Conference
- Interviews for Residency (D4 only)

### Absences within clinical hours:

If a student will be absent for any activity within the clinic, they must obtain approval from their Clinical Mentor, who will notify the Office of Student Affairs. If the Clinic Mentor determines that a student's absence(s) compromises the student's ability to attain the necessary competencies, they may require the student to make up days or complete alternate assignments.

If a student is absent more than five (5) days during third or fourth year, it will be reviewed by the Associate Dean of Academic Affairs. Excessive absences could be a violation of the Student Code of Conduct and may be forwarded to the Committee on Grading and Promotions.

In the event of an emergency that results in an absence from clinical duties, the student must notify the Associate Dean for Clinical Affairs AND the Office of Academic Affairs as noted above as soon as possible.

### Documentation required from student for clinical absences:

- **More than two consecutive days due to illness:** a doctor's note on the healthcare provider's letterhead or prescription paper is required.
- **When presenting at a national conference:** a copy of the invitation to present and travel itinerary is required.
- **When interviewing for residency (D4 only):** a copy of the invitation to interview and travel itinerary is required.

### Requests for Absences for Planned Activities

No student will be excused from an exam or graded activities for any reason unless due to illness or emergency situation or for an approved university event. This would require a letter from a Dean to acknowledge university approval.

If a student wishes to be excused from class or clinical responsibilities to present a poster or paper at a professional meeting as a school-related function, they must first obtain permission from the Assistant/Associate Dean of Academic Affairs as far in advance of that absence as possible. Students wishing to attend a meeting as a participant rather than as a presenter must discuss with the Clinic Mentor for approval.

### Religious Holy Days (See TTUHSC El Paso OP 77.12)

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the course directors of classes (for clinic, Clinic Mentors) that will be missed and (2) the Assistant/Associate Dean of Academic Affairs and Student Affairs. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student

whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and as determined at the sole discretion of the instructor of record and/or the Assistant/Associate Dean of Academic Affairs and Student Affairs before or after the absence.

- b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the time frame set by the instructor.
- c. Any disputes regarding this policy should be submitted in writing to the TTUHSC El Paso President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
- d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

Summary of absence policy:

- a. Classroom and simulation – as directed by individual course directors in their syllabi.
- b. Clinical – not to exceed 5 days per year

Policy on Absence During Examinations or Other Evaluations

- If a student is unable to take an exam or other graded activity at the scheduled time due to illness or a personal emergency, they must notify the Office of Student Affairs via the official absence email ([wlhabsence@ttuhsc.edu](mailto:wlhabsence@ttuhsc.edu)). For clinical activities, the student must notify their Clinic Mentor directly.
- Any missed activities must be made up within **one week** of the scheduled activity.
- If the absence from the scheduled exam is due to illness, the student must bring a doctor's note to the Office of Academic Affairs or Clinic Mentor, as appropriate. Students will also be directed to contact the appropriate faculty member in question so that the exam can be made up within one week as stated in the attendance policy.
- **No credit will be given for any graded or required exercise missed without a valid excuse.** If the student believes this consequence is not appropriate to their particular situation, he/she may appeal this in writing to the Associate Dean of Academic Affairs. The Associate Dean will in turn consult with the course director, Associate Dean for Clinical Affairs, or Clinic Mentor responsible for the exam, and one other course/clerkship director from that year to determine if this prescribed course of action is appropriate. In the event that a second exam is missed and again the designated procedures are not followed, the student will meet with the Associate Dean of Academic Affairs and the Assistant Dean for Student Affairs or Associate Dean for Clinical Affairs.

- Students may appeal any decision on absences to the Student Affairs Committee. (Grades are appealed under a separate policy found under Grading Policies & Procedures section p. 48).

### **Classroom Behavior Policy**

Students are expected to demonstrate professional behavior in the classroom as demonstrated by punctuality, respect for others' opinions, attentiveness, and courtesy.

If COVID-19 Phase II standards are still in place during 2021-2022 academic school year, students will be required to maintain a six-foot distance to promote social distancing guidelines for the safety of all throughout the campus.

### **Dress Code Policy**

**\*The following policy may be modified per COVID-19 CDC**

#### **guidelines. Professional Attire**

As representatives of the Hunt School and the dental professional, and as a source of personal pride, confidence, and comfort, students are expected to dress in appropriate professional attire during the entire course of their education in the classrooms, simulation labs, clinics or hospital settings at the WLHSDM. Dental students should always present themselves in the best way possible. Personal hygiene, cleanliness, and being well groomed can help to promote feelings of confidence both physically and mentally, and in turn create a positive impression and communicate a level of confidence to patients.

It is essential for all dental students to have good personal grooming and hygiene. Microbes spread easily in health care due to physical contact between health care professionals and patients. Maintaining a good personal hygiene significantly reduces the risk of cross- contamination and transmission of contagious infections.

Hand hygiene guidelines should be followed as outlined by the Guideline for Hand Hygiene in Health-Care Settings (<http://www.cdc.gov/mmwr/PDF/rr/rr5116.pdf>). The CDC recommends that natural nails be kept trimmed to ¼ inch in length because of the potential pathogens that can be harbored in the subungual spaces. Evidence also shows that artificial nails may contribute to transmission of certain pathogens and therefore should not be worn. If natural nails are polished, the polish should be chip free.

Hair (including facial hair) should be clean, neat, and should be secured and covered when seeing patients to avoid potential contamination or interference with the dental operating field.

Only post, stud or very small loop earrings are allowed to be worn in the simulation laboratory and patient care clinics. Other accessories such as watches, rings, and

bracelets which may penetrate gloves should be worn with extreme caution.

All clothing including scrubs should be neat, clean, and wrinkle free.

**The following are examples of “business casual” options:**

<https://www.indeed.com/career-advice/starting-new-job/guide-to-business-casual-attire>

- Business dress pants, slacks, khaki pants, chinos, or knee-length skirts; intact, well- cared for jeans are allowed
- Button-down shirts, dress shirts, blouses, sweaters, button-downs, henleys, or collared polo shirts;
- Knee-length dresses;
- Optional hosiery or tights, especially for added warmth during colder months;
- Optional cardigans, blazers, jackets or sport coat;
- Closed-toed shoes (e.g., loafers, oxfords or brogues with dark dress socks pumps. Flats, boots or dress sneakers made of leather or canvas).
- Athletic sneakers/tennis shoes which are intact and nice condition
- Optional necktie
- Simple, professional accessories such as scarves or belts

**What NOT to Wear for Business Casual**

<https://www.indeed.com/career-advice/starting-new-job/guide-to-business-casual-attire>

- Flip-flops or sandals
- Stained or wrinkledclothing
- Clothing with holes (e.g., distressed jeans)
- Clothing that is too tight or too short
- Shorts or shortskirts
- Overly-distracting patterns
- Clothing with large logos or text
- Tank tops or strapless shirts (unless paired with blazer, jacket, or cardigan)
- Backless or low-cuttops
- Clothing that exposes the midriff
- Exercise or yoga clothes

### **Dental Student Scrub Policy**

*\*The following policy may be modified at any time; an example is to comply with COVID- 19 CDCguidelines.*

*All students are expected to dress in appropriate professional attire during the entire*

*course of their dental school education within the classroom, clinical or hospital setting at the WLHSDM Professional dress would include (but not be limited to) clean clothing, no holes, no open toeshoes, no shorts, and no sweats.*

*The WLHSDM is requiring that all students wear scrubs when working in the simulation clinic and the oral health clinic. Please see requirements below. Detailed description regarding scrub requirements is provided in the introductory packet and orientation packet.*

- *Students are required to own a minimum of 3 sets of scrubs.*
- *Students must get their scrub tops embroidered.*
- *Scrubs must be in good condition, no holes, fading or slight tearing.*
- *Hemming of pants is required, if needed.*
- *Round neck short-sleeve or long-sleeve undershirts will be required and are expected to be worn at all times to minimize skin exposure as per the CDC.*
- *Black undershirts are highly recommended*
- *Undershirts with logos are discouraged. The exception would be undershirts with TTU logos. Any logos should not show when in the oral health clinic.*
- *Students may wear a surgical cap in the simulation clinic.*

*The student is expected to be compliant with the CDC, OSHA, state institution and school guidelines when seeing any type of patients - standardized or real patients - or during any simulation or lab experience. Unapproved hats, caps, and other head gear are not permitted in the clinics. Headgear worn for religious purposes and approved in advance by the Office of Student Services is permissible.*

*Students not in compliance with the scrub policy will be asked to leave and return appropriately dressed as per the scrub policy. Dress code compliance is considered to be a component of the professionalism Code of Conduct.*

*\*For additional dress code requirements within the oral health clinic, please refer to the WLHSDM Clinic Manual.*

*\*For general dress code requirements, please refer to the WLHSDM Student Affairs Handbook.*

## **Electronic Devices in the Classroom**

The use of electronic devices in the classroom setting (i.e., laptop computers, PDAs, recording/taping, etc.) is to be limited based on the requirements listed on each syllabus for each particular class or based on the approval by the faculty member. Cell phones are to be turned off or placed in vibrate mode. Bluetooth headphones are not allowed in classroom settings, but are allowed in the simulation clinic with faculty approval.

Unauthorized use of audio and videotaping is prohibited.

## **Testing Policy**

**\*The following events may be modified for social distancing due to COVID-19.**

1. All formative and summative computer testing will be accomplished at a designated location with secure access. Students will not be allowed to bring anything into the room during the testing so they should allow ample time to store their belongings. (Lockers are available for this purpose.) Scratch pads, calculators and other items needed for the test will be provided.
2. Tests are the property of the faculty who have provided questions to assess student knowledge and provide the students with feedback to improve their performance for the unit and course tests as well as the national licensing examinations (INBDE). *Any unauthorized reproduction of test items by any method is a serious breach of the Code of Professional and Academic Conduct and will result in disciplinary action up to and including dismissal from the Woody L. Hunt School of Dental Medicine.*

## **Loss of WLHSDM Equipment Policy**

In the event of misplaced or lost WLHSDM dental equipment, the student responsible will be charged for the dental equipment. Failure to comply will result in a hold being placed on student registration of courses for the following semester. Misuse of equipment beyond normal wear and tear will result in a charge for cost of replacement.

## **Professionalism Assessments**

All students will receive professionalism assessments at the end of each required evaluation period (DDSK will assess twice a semester and all other courses will be at least once a semester, as needed). The assessments indicate if the student has met the expectations, needs improvement, or has not met expectations. Detailed explanations will be given by faculty based on student performance. Additionally, students may receive an assessment on their communication skills as appropriate.

The professionalism assessments contribute to the student's annual reviews. Students may challenge comments in their portfolio. (See Challenging Student Records or Grades policy, p. 60).



Information about assignments, any changes, or other information about evaluation requirements will be communicated via email. Students are expected to read emails in their entirety and request clarifications before the deadline. Students will not receive warnings prior to receiving professionalism assessments. Students may view their assessments in their e-portfolios in the evaluations tab within Banner.

### **Course Evaluations**

At the end of each semester all students are expected to complete course and professor evaluations for each course they took in a particular semester at the WLHSDM. Participation in evaluations is considered an indicator of both professional citizenship and general professionalism.

**Students working in the oral health clinic will evaluate faculty members in which they have interacted at the end of each semester.** Students completing research with the assistance of faculty members will also be given an evaluation to complete based on that specific faculty member(s).

Evaluations completed by students are used for curricular review/improvement and faculty accountability. Course results following the end of the semester are provided to curriculum committees, course directors, faculty, and Deans. Faculty results are reported to the specific faculty and their supervisors. Identified trends of concern are also reportable to the Associate Dean of Academic Affairs. In addition to curricular review/improvement and faculty accountability functions, accreditation and research drives the expectation of participation. Curriculum reviews at the end of each course, each year, and every three years include the results of evaluations. Evaluation ratings for faculty are used both for performance reviews and promotion and tenure applications.

The Commission on Dental Accreditation (CODA) requires that schools have a robust evaluation system with high levels of student involvement. Research indicates that professionalism at the predoctoral dental education level is predictive of later professionalism issues.

### **Student Eligibility to Participate in Clinic Rotations**

All WLHSDM students must complete certain requirements in order to attend clinic or hospital assignments during their dental school curriculum, whether in the WLHSDM clinics, University Medical Center of El Paso, or at affiliated community clinics. This also applies to volunteer activities that may occur in these or any other locations (through student interest groups).

**D1** - Each student must have completed the following prior to a Service-Learning Experience:

- Immunizations as required by clinical affiliates
- Annual Influenza Vaccine (Administered by TTUHSC El Paso in the Fall)
- Basic Cardiac Life Support(BCLS) Certification

- Community Wide Orientation
- Health Insurance coverage
- Criminal background check
- STEPPS (safety module)
- Annual HIPAA Online Training (required by TTUHSC El Paso):.

**D2, D3 and D4** – Each student must have completed the following prior to the External Clinic Rotation (Service Learning Experience):

- Yearly update of immunizations as required by clinical affiliates (updated yearly)
- BCLS (BCLS) and for D3/D4s PALS Certification
- Annual HIPAA online training (required by TTUHSC El Paso)
- Health Insurance coverage
- Annual influenza vaccine in the fall
- Drug Screen (prior to Year 3)

Students who will be providing patient care services at the affiliated clinical sites must be in good academic standing, as determined by the Committee on Academic Performance and Standards.

Consequences of non-compliance:

If a student fails to meet the requirements as outlined above, they will not be allowed to attend any clinical activities. Missing activities because of noncompliance would be an unexcused absence. As a result, the student may receive a negative grading consequence.

With the second episode of noncompliance, a notation citing their poor professionalism would be placed in their file regarding professional attributes.

A third episode of noncompliance would require the student be discussed at the Committee on Grading and Promotion for lack of professionalism.

**eLearning**

WLHSDM is approved by Commission on Dental Accreditation (CODA) and the Texas Higher Education Coordinating Board to administer electronic learning. Students will have the necessary resources provided to them. The eLearning website with additional resources is currently being developed and will be shared with all students once it is published.

## Bring Your Own Device (BYOD) Policy

The Woody L. Hunt School of Dental Medicine (WLHSDM) “BYOD” policy works within the guidelines as outlined in the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP56.06) and all Information Technology (IT) Policies and procedures found on the following link (<https://elpaso.ttuhsoc.edu/it/policies/default.aspx>) for using networked resources. The purpose of this policy is to protect the performance, integrity, security, reliability, and continuity of vital services that rely on the WLHSDM IT infrastructure through good citizenship and legal and ethical use. WLHSDM IT infrastructure supports services for patient care, education, public service, research, and administration.

### Dental Education Program “BYOD” Protocol

1. **Program Statement:** For full participation in the D.M.D degree program, students in the Woody L. Hunt School of Dental Medicine (WLHSDM) are responsible for providing and maintaining electronic devices in accordance with current recommended technical specifications. For all other inquiries related to Information Technology support and policy information, please refer to the Student Orientation Packet “IT Welcome” provided by the Office of Student Affairs.
2. **Reason for Statement:** This statement is intended to ensure that all dental students have appropriate access, via compatible personal equipment, to the information required for their participation and successful experience in the program.
3. **Who Should Read This Policy:** All WLHSDM students, faculty, directors, educational program administrators, and WLHSDM academic technology support staff.
4. **Supporting Resources:** This protocol is supported by the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP56.06).

### Definitions:

**Bring Your Own Device (BYOD):** The general expectation that students will provide, maintain, and use their own electronic device(s) -- such as laptops, smartphones, and tablets – appropriately in the university learning environment.

### Technical Expectations:

1. All students are expected to use their own laptops to access assessments, course materials, and educational information (tablets, mobile devices, and smartphones are not recommended for these purposes).
2. Students are responsible for the maintenance and security of their laptops, devices, and peripherals (e.g. mouse, power supply, network cables). Laptops must meet the minimum technical specifications as determined by the curricular platforms used (see item v).

3. Neither TTUHSC El Paso nor the WLHSDM is responsible for the consequences of a student choosing to use a device that does not meet these recommended minimum technical requirements. Furthermore students are solely responsible for vendor updates and changes in the technical specifications for applications and services required by the program.
4. Students are expected to respect administration, faculty, and tutor directions by shutting-off devices during certain educational activities. This includes complying with a faculty member's decision not to be recorded.
5. Students should not engage in any activity that jeopardizes the availability, performance, integrity, or security of the IT infrastructure.
6. The minimal technical specifications for related learning and assessment platforms may be obtained from the organization's website provided to you in your pre-matriculation packet, orientation packet, and on Canvas student portal. (requirements are subject to change):

**Technical Reference List – Direct Links can be found in Canvas Portal**

- **CANVAS**
- **ACME**
- **AxiUMCanopy**
- **Citrix**
- **Elentra**
- **Emmersion – True North**
- **Kaltura/Media Space**
- **Planmeca**
- **Poll Everywhere**
- **Respondus**
- **Vital Source**
- **WebEx**

1. Recommended general specifications include the following.
  - Use only internet browsers that are supported by TTUHSC El Paso (do not use beta versions).
  - Exam certification must be performed on all personal laptops and/or institution-owned systems that will be used for testing at least 10 minutes prior to exam.
  - Mobile devices, iPads, tablets, and laptops with integrated touchscreens are not allowed for testing.
  - Virtual machines (including applications) are unreliable when running some required exam platforms and thus are not allowed. Examples: Microsoft Surface Pro 4 and Windows 10 Pro with Hyper V.
  - Laptops should be able to connect to both wired and wireless networks (newer systems may require an additional Ethernet network adaptor or device).
  - Fast broadband internet connection is recommended.

- In special cases where faculty or course directors promote certain educational applications, please consult application website for technical specifications.
2. Student non-compliance with technical protocols, specifically including the use of non-conforming personal devices for testing, may result in any of the following school designated actions:
- Administration of the test on a device provided by the institution device (subject to availability)
  - A change in the modality of the affected student's test (for example, administration of a paper version)
  - Changes in the setting and/or location of the test

*\*In addition, student non-compliance may be reported as a professionalism concern to the Office of Student Affairs, and potentially result in a referral to the Grading and Promotions Committee*

## **Title IX**

Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) is an Equal Employment Opportunity employer and ensures compliance with federal and state employment laws and regulations. TTUHSC El Paso provides a fair and equitable student conduct process, utilizing a thorough, neutral, and impartial investigation, from which is generated a prompt resolution.

TTUHSC El Paso does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is TTUHSC El Paso's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases.

Discriminatory behavior is prohibited by this policy, as well as by federal laws such as Title VII, which prohibits discrimination in employment, Title IX, which prohibits discrimination on the basis of sex in education programs or activities, the Equal Pay Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Civil Rights Act of 1991, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title II of the Genetic Information Non-Discrimination Act, and state laws such as Chapter 21 of the Texas Labor Code. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, by actions, or electronically displayed or conveyed.

Please see the HSCEP OP 51.03 on Harassment, Sexual Assault, Sexual Misconduct, and Title IX Policy and Complaint Procedure.

For more information visit the [Title IX Compliance](#) webpage.

### **Reporting Arrests Policy**

Per HSCEP OP 10.20 students must report to the Assistant/Associate Dean for Student Affairs within 5 business days following the charge of a crime (see definition below).

"Students, trainees, and residents shall timely self-disclose relevant criminal history record information no later than five (5) business days following the charge of a crime. "Criminal history record information" (CHRI) means information collected about students, trainees or residents by a criminal justice agency that consists of identifiable descriptions and notations of arrests, detentions, indictments, information, and other formal criminal charges, and their dispositions. If self-disclosure reveals CHRI, the individual must then undergo a contemporaneous criminal background check, which may include fingerprinting. The report will be made available to the appropriate Dean or his/her designee. Failure of students, trainees or residents to disclose information which is subsequently found on a background check may result in dismissal or withdrawal of

acceptance from the university.”

See policy at [https://el Paso.ttuhs c.edu/opp/\\_documents/10/op1020.pdf](https://el Paso.ttuhs c.edu/opp/_documents/10/op1020.pdf)

### **Concealed Handguns Policy**

Please read HSC OP: 10.30 Regulations for the carrying of concealed handguns by license holders at the following link:

[http://el Paso.ttuhs c.edu/opp/\\_documents/10/op1030.pdf](http://el Paso.ttuhs c.edu/opp/_documents/10/op1030.pdf)

It is the responsibility of a handgun license holder to be knowledgeable of the applicable laws and procedures governing the possession of concealed handguns.

Restricted areas:

- designated research areas
- designated medical areas
- other areas temporarily posted as allowed by Penal Code Sections 46.03 and 46.035

### **Copyright Policy**

The student should assume that all educational materials provided to them may consist or, or contain, copyrighted material that is intended only for their use in the context of the educational program. Please see HSCEP OP 67.02 Guidelines for the Educational Use of Copyrighted Works at [https://el Paso.ttuhs c.edu/opp/\\_documents/57/op5702.pdf](https://el Paso.ttuhs c.edu/opp/_documents/57/op5702.pdf)

### **Social Media**

From the Mayo Clinic’s 12-word Social Media Policy:

- Don’t Lie
- Don’t Cheat
- Don’t Steal
- Don’t Pry
- Can’t Delete
- Don’t Reveal

Don’t lie: This is a good rule in general, although it is particularly important online where nothing is transient and everything is searchable. It is also not permissible to demean or degrade any individual Associated with the HSC on internet resources or represent self as another person, real or fictitious, as a means to circumvent this policy.

Don’t pry: Do not seek out personal health care data or potential protected health information as part of a social platform conversation. TTUHSC El Paso students are not allowed to post or discuss any such sensitive information on personal social networking sites, including photos of patients.

Don’t cheat: In social media, cutting corners is more likely to be discovered and

exposed with negative consequences.

Can't delete: It is important to remember that what you post online cannot be deleted. The most effective tool to address this is a strategic pause before you post. Count to 3 and think:

1 – To whom am I posting? Who is my audience?

2 – Is this post appropriate? Would I say this to someone face-to-face? Would this be appropriate at my institution?

3 – Does my post add value to the ongoing conversation?

Don't steal: Give credit where it is due and acknowledge those who inspired you or provided information you are passing along. In Twitter it's as simple as a retweet or a mention while in a blog you can share a link.

Don't reveal: If the information is proprietary or confidential, don't disclose it in social platforms. This also applies to educational material that belongs to the faculty of TTUHSC El Paso, including the logo, class material or information from your textbooks. Students should respect copyright, trademarks, and intellectual property rights. This includes putting this type of material in study guide or flashcards that are publicly available.

TTUHSC El Paso faculty and staff do not monitor online communities, however any behavior violating the code of conduct that comes to a university official's attention will be treated like any other conduct violations.