



## **Academic Policies Handbook**



**2025 – 2026**

*This handbook contains academic policies for students enrolled in all University of Detroit Mercy School of Dentistry academic programs. Neither this Academic Policies Handbook nor any School of Dentistry Catalog, admissions brochure, or course syllabus constitutes an express or implied contract with the student.*

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## INTRODUCTION

The University of Detroit Mercy School of Dentistry Academic Policies Handbook is a reference for students, residents, faculty, and staff containing policies, procedures and resources relevant to School of Dentistry programs in dental, dental hygiene, and advanced dental education. School of Dentistry policies may supersede University policies. In the absence of a School of Dentistry policy, University policy will apply. School of Dentistry graduate students are also subject to program-specific policies.

Unless otherwise noted, School of Dentistry policies are in effect at the time of publication of this Handbook. These policies may be modified, amended, or deleted by School of Dentistry Faculty Assembly, Administration, or the University at any time. Any changes to policies will become effective after they are published on the School of Dentistry website.

## **Mission**

The University of Detroit Mercy School of Dentistry, in the Jesuit and Mercy tradition, through the integration of research, scholarly activity, evidence-based teaching, and service, fosters a forward thinking, inclusive learning environment committed to developing competent, socially and ethically sensitive healthcare professionals who are committed to patient care and community wellness.



**ACCREDITATION**

The University of Detroit Mercy School of Dentistry's programs in dental hygiene, predoctoral dental education, and advanced specialty education (Advanced Education in General Dentistry, Endodontics, Orthodontics, and Periodontics) are fully accredited by the American Dental Association Commission on Dental Accreditation (CODA). The University of Detroit Mercy is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**COMMISSION ON DENTAL ACCREDITATION COMPLAINT POLICY**

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedures for submission of complaints may be obtained by contacting the Commission:

American Dental Association  
Commission on Dental Accreditation  
211 East Chicago Avenue  
Chicago, Illinois 60611

## TECHNICAL STANDARDS FOR THE DENTAL AND DENTAL HYGIENE PROGRAMS

University of Detroit Mercy School of Dentistry is committed to the principle of diversity. Consistent with that commitment, admission to the School of Dentistry is open to all qualified individuals and complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1993). These technical standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the dental and dental hygiene school curriculum, including the clinical component, which involves treating the University's patients.

The following technical standards describe the essential functions that all students must demonstrate in order to be admitted and fulfill the dental and dental hygiene programs, and thus, are required for advancement through and graduation from the program. To successfully complete the dental programs at University of Detroit Mercy School of Dentistry, students must be able to meet the following technical standards with or without a reasonable accommodation. Reasonable accommodations do not require a change in fundamental program requirements of the curriculum, create a direct threat to the health or safety of others, or create an undue burden on the university.

### 1. **Sensory/Observation**

Students must be able to acquire defined levels of required information and skills as presented through demonstrations and experiences in the basic, behavioral, biomedical, and clinical sciences. A student must be able to observe patients accurately and understand verbal as well as non-verbal communication when assessing a patient.

The student must be able to:

- Perform dental examinations and treatments that require the use of sight and touch
- See fine detail, focus at a variety of distances, and distinguish the differences and variations in color, shape, size, and texture of soft and hard tissues, including discerning accurate depth of field
- Employ tactile sensitivity to diagnose directly by palpation or indirectly by sensations transmitted through instruments
- Use visual acuity to read charts, radiographs, computers, and videos
- Acquire information from written documents and evaluate information presented as images from paper, films, slides, photographs, or video
- Interpret radiographs and other (illustrative) images

### 2. **Cognitive**

A student must be able to use critical thinking skills to problem solve, measure, calculate, reason, analyze, integrate, and synthesize. A student must be able to perform these problem solving skills in a timely fashion for effective patient treatment and as required in emergency clinical situations. The student must also be able to:

- Comprehend and mentally visualize three-dimensional relationships and understand the spatial relationships of structures

### 3. **Motor Skills**

A student must have sufficient motor function to execute movements essential to providing all

necessary patient treatment. Such actions require coordination of both gross and fine muscular movements and equilibrium. This includes the use of motor skills for:

- Performing palpation, percussion, auscultation and other diagnostic exercises
- Performing hard and soft tissue surgical procedures (dental only)
- Coordination of gross and fine muscular movements
- Maintaining self-equilibrium
- Functional uses of the senses during dental procedures such as touch and vision
- The ability to operate controls for the use of high-speed or low-speed dental hand pieces
- The ability to use hand instrumentation for such procedures as scaling, root planing, and surgical interventions

#### 4. **Communication**

A student must be able to communicate effectively and sensitively with patients, faculty, staff, and classmates in an effort to:

- Convey or exchange information at a sufficient level to produce an accurate health history
- Identify health and treatment problems and provide alternative solutions and treatment options using evidence-based decision making skills
- Provide patient directions during treatment and post-treatment
- Provide and understand effective and efficient instructions with all members of the health care team

#### 5. **Emotional and Behavioral**

A student must possess the physiological, psychological, and emotional health competencies essential for full utilization of his or her intellectual abilities. This includes:

- Exercising good judgment in a professional manner at all times including classroom, clinical, and social situations
- Development of mature, sensitive and effective relationships with patients and colleagues
- Enduring physically and mentally challenging workloads and functioning effectively under stress
- Managing apprehensive patients with a range of behaviors in a respectful and congenial manner
- Accepting criticism and responding with appropriate modification of behavior

#### 6. **Ethics and Professionalism**

A student must maintain the standards of conduct for ethics and professionalism as set forth in The American Dental Association and The American Dental Hygiene Association Codes of Ethics, and the University of Detroit Mercy School of Dentistry Academic Policies Handbook. The Standards are as follows:

- **Autonomy-** respecting the confidentiality of patients, faculty, staff and classmate's information and relationships as a demonstration of the value we place on individual autonomy.
- **Non-maleficence-** accepting our fundamental obligation to provide service in a manner that protects all patients and minimizes harm to them and others involved in their treatment.
- **Beneficence-** recognizing the primary role is promoting the well-being of individuals and the public.

- **Justice**- value justice and support fairness by demonstrating consistency and even-handedness in dealings with others.
- **Veracity**- accepting our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

The Dental and Dental Hygiene Admissions Committees reserve the right to deny admission for any applicant who does not fulfill the required technical standards listed above.

These technical standards are not comprehensive and may be updated, revised, or withdrawn at the discretion of University of Detroit Mercy School of Dentistry without notice.

*Approved by Dental and Dental Hygiene Admissions Committees, June 2017*

## SCHOOL OF DENTISTRY EDUCATIONAL PROGRAMS

The goal of all School of Dentistry educational programs is to meet the mission and philosophies of the University while maintaining a reputation for clinically competent and professional graduates. The University of Detroit Mercy School of Dentistry strives to maintain a reputation for graduates who are technically and diagnostically skilled, evidence-based, socially and ethically sensitive oral health professionals who are committed to lifelong learning and professional growth. The reputations of our graduates enhance the mission of the University by promoting intellectual, spiritual, personal, and professional growth and development.

## DENTAL PROGRAM COMPETENCIES

**Competencies for the Graduating General Dentist** identifies and organizes the knowledge, skills and values the graduate must acquire to become a competent practitioner in general dentistry. The document also reflects a curriculum that is patient centered, person focused, competency-based and criterion referenced.

The general dentist is the primary oral health care provider, integrated in a team of dental specialists, allied dental professionals, and other health care providers. The general dentist will address health care issues beyond traditional oral health care and must be able to independently and collaboratively practice evidence-based comprehensive dentistry with the ultimate goal of improving the health of society. The general dentist must have a broad integrated biomedical, behavioral, and clinical education and be able to demonstrate professional and ethical behavior as well as effective communication and interpersonal skills. In addition, he/she must have the ability to evaluate and use emerging technologies, continue professional development and use problem-solving and critical thinking skills effectively to address current and future issues in health care.

Competency is a complex behavior or ability essential for the general dentist to begin independent, unsupervised dental practice. Competency includes knowledge, experience, critical thinking and problem-solving skills, professionalism, ethical values, and technical and procedural skills. These components become integrated during the delivery of patient care by the competent general dentist. Competency assumes that all behaviors are performed with a degree of quality consistent with patient well-being and that the general dentist can self-evaluate treatment effectiveness. In competency-based dental education, what students learn is based upon clearly articulated competencies. All behaviors/abilities are supported by foundation knowledge and psychomotor skills in biomedical, behavioral, ethical, clinical dental science and informatics areas that are essential for independent and unsupervised performance as an entry-level general dentist.

Competencies serve as a framework for the curriculum. The development of competence includes longitudinal observation of formative experiences with daily evaluation of student management skills efforts. Formatively students receive feedback relative to procedure-based rubrics. In addition, independent performances on capstone experiences are assessed summatively using standardized rubrics and identifiable critical performance criteria. For certain licensure-based assessments, students must pass qualifying mock assessments prior to being certified as eligible to challenge the specific licensure assessment. Both learning experiences and assessment tools are guided by the competency statements. Formative feedback serves as the basis for developing competence. Summative assessment serves as the basis for demonstrating competence.

**Domains:**

- 1. Critical Thinking**
- 2. Professionalism**
- 3. Communication and Interpersonal Skills**
- 4. Health Promotion**
- 5. Practice Management and Informatics**
- 6. Patient Management**
  - a. Assessment, Diagnosis, and Treatment Planning**
  - b. Establishment and Maintenance of Oral Health**

**1. Critical Thinking**

- 1.1. Evaluate and integrate emerging trends in health care as appropriate.**
- 1.2. Use critical thinking and problem-solving skills**
- 1.3. Evaluate and integrate best research with clinical expertise and patient values for evidence-based practice**

**2. Professionalism**

- 2.1. Apply ethical and legal standards in the provision of dental care**
- 2.2. Practice within one's scope of competence, and consult with or refer to professional colleagues when indicated.**

**3. Communication and Interpersonal Skills**

- 3.1. Apply appropriate interpersonal and communication skills.**
- 3.2. Apply psychosocial and behavioral principles in health care.**
- 3.3. Communicate effectively with individuals from diverse populations.**

**4. Health Promotion**

- 4.1. Provide prevention, intervention, and educational strategies.**
- 4.2. Participate with dental team members and other health care professionals in the management and health promotion for all patients.**
- 4.3. Recognize and appreciate the need to contribute to the improvement of oral health beyond those served in traditional practice settings.**

**5. Practice Management and Informatics**

- 5.1. Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.**
- 5.2. Evaluate and manage current models of oral health care management and delivery.**
- 5.3. Apply principles of risk management including informed consent and appropriate record keeping in patient care.**
- 5.4. Demonstrate effective business, financial management, and human resource skills.**

- 5.5. Apply quality assurance, assessment, and improvement concepts.
- 5.6. Comply with local, state, and federal regulations including OSHA and HIPAA.

## 6. Patient Care

### A. Assessment, Diagnosis, and Treatment Planning

- 6.1. Manage the oral health care of patients throughout all stages of life as well as the unique needs of geriatric and special needs patients.
- 6.2. Prevent, identify, and manage oral diseases and other disorders.
- 6.3. Select, obtain, and interpret patient/medical data, including a thorough intra/extraoral examination, and use these findings to accurately assess and manage all patients.
- 6.4. Select, obtain, and interpret diagnostic images for the individual patient.
- 6.5. Recognize the manifestations of systemic disease and how the disease and its management may affect the delivery of dental care.
- 6.6. Formulate a comprehensive diagnosis, treatment, and/or referral plan for the management of patients.

### B. Establishment and Maintenance of Oral Health

*Competency 6.1 serves as an umbrella competency for all competencies (6.7 – 6.21) under Establishment of Maintenance of Oral Health*

- 6.7. Utilize current infection control guidelines for all clinical procedures.
- 6.8. Prevent, recognize, and manage medical and dental emergencies.
- 6.9. Recognize and manage patient abuse and/or neglect.
- 6.10. Recognize substance use disorder.
- 6.11. Evaluate outcomes of comprehensive dental care.
- 6.12. Prevent, diagnose, and manage pain and anxiety in the dental patient.
- 6.13. Prevent, diagnose, and manage periodontal diseases.
- 6.14. Prevent, diagnose and manage caries.
- 6.15. Manage restorative procedures that preserve tooth structure, replace missing or defective tooth structure, maintain function and esthetics, and promote soft and hard tissue health.
- 6.16. Diagnose and manage developmental or acquired occlusal abnormalities.
- 6.17. Manage the replacement of teeth for the partially or completely edentulous patient.
- 6.18. Diagnose, identify, and manage pulpal and periradicular diseases.
- 6.19. Diagnose and manage oral surgical treatment needs.
- 6.20. Diagnose, identify, and manage oral mucosal, temporomandibular, and osseous diseases.

## DENTAL HYGIENE PROGRAM COMPETENCIES

### INTRODUCTION

*Competencies for the Dental Hygienist* identifies and organizes the knowledge and skills the graduate must acquire to become a critically thinking, competent practitioner in the delivery of dental hygiene services in clinical and alternative practice settings. The document also reflects an evidenced-based curriculum that is patient driven, competency based, and criterion referenced.

The competencies define the core content of the curriculum. This document states the graduate knowledge and skills attained by completing the dental hygiene program, and establishes a basis for the content of all courses. The competencies set standards for identifying relevant content and provide guidance in making decisions related to pedagogy and course sequencing.

The document sets forth individual measurable competencies that a student must demonstrate to qualify for graduation and entry into the profession. These competencies assess the degree to which a student can provide the defined standard of dental hygiene care to patients.

Competencies for the Dental Hygienist should be viewed as dynamic standards that must be responsive to the professional environment. It is recognized that this educational plan will require regular review for continual improvement.

### **Competency as an Educational Concept**

This document has been organized using the concept of “competencies”. The term competent is described as the repeated demonstration of the student’s independent performance of a skill to a defined standard as measured against relevant, valid, and reliable criteria.

## **ORGANIZATION**

### **Domains**

The organization of this document is structured to list competencies from general to more specific. The model depicts six domains centered on the patient: Professionalism, Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations, Critical Thinking, Health Promotion, Practice Management and Informatics, and Patient Care. The concept of domains is intended to encourage an interdisciplinary structure and process in the dental hygiene curriculum.

Encompassing all aspects of dental hygiene care is Professionalism. This domain includes personal and professional responsibility to the welfare of society through service activities and Practice within the ethical and legal standards in the provision of dental hygiene care. It includes participation in professional organizations at the local, state and/or national level, practice within one’s scope of competence, and consultation or referral to professional colleagues when indicated. These domains thread throughout the entire dental hygiene care process and are strategically placed as outer circles in the Competency Model. Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations includes applying appropriate interpersonal and communication skills with patients and other health care team members. Students learn to apply psychosocial and behavioral principles in patient-centered health care and communication with individuals from diverse populations.

Critical Thinking includes evaluation of emerging health care trends and determination of their value in dental hygiene practice, using critical thinking and problem solving skills, and integrating best research with clinical expertise and patient values for evidence-based practice. Health Promotion includes providing prevention, intervention, and education strategies, participating with dental and other health professionals in the management and health promotion for all patients, and applying community dental health principles to prevent disease and promote health. Practice Management and Informatics includes using emerging information including clinical and practice management technology, risk management principles, practice management skills, quality assurance, assessment and improvement concepts, and complying with local, state and federal regulations. Patient Care includes obtaining record updates that are organized and accurate in regards to medical and dental histories and physical assessment to formulate dental hygiene diagnosis and care plans, manage medical emergencies, and use current infection control guidelines. Graduates deliver evidence-based treatment and education in accordance with the Standards of Care, evaluate outcomes of comprehensive dental hygiene care, and individualize maintenance and referrals to the appropriate health care providers.

### **Major Competencies**

Within each domain, “Major Competencies” are involved. A Major Competency is defined as the ability to perform or provide a particular complex service or task. The complexity of the service suggests that multiple and more specific abilities are required to support the performance of any Major Competency. Supporting Competencies

The more specific abilities are considered subdivisions of the “Major Competency” and are termed “Supporting Competencies”. The acquisition and demonstration of a “Major Competency” requires mastery of all Supporting Competencies related to that particular service or task. While less complex than Major Competencies, Supporting Competencies also requires foundational knowledge.

### **Foundational Knowledge**

Foundational knowledge is the product of didactic and laboratory instruction that imparts the information and experience that are prerequisites for satisfactory mastery of Supporting Competencies. The biomedical, dental, behavioral, and clinical sciences all provide instruction at the foundational level. The Competency Model depicts these sciences as the foundational matrix for the entire dental hygiene care process. This education ensures an understanding of basic biological principles for student analysis and synthesis of the interrelationships of the body systems when making decisions regarding oral health services within the context of systemic health. The foundational sciences provide knowledge of oral health and disease as a basis for assuming responsibility for assessing, analyzing, planning, implementing, and evaluating dental hygiene care. Didactic, small group discussion, seminar, and laboratory instruction provide information and psychomotor experiences that enable students to acquire and demonstrate competence in the clinical setting.

### **COMPETENCIES FOR THE DENTAL HYGIENIST**

#### **1. Professionalism**

- 1.1. Demonstrate personal/professional responsibility to the welfare of society through service activities.**
- 1.2. Practice within the context of ethical and legal standards in the provision of dental hygiene care.**
- 1.3. Participate in professional organizations at the local, state, and/or national level.**
- 1.4. Practice within one’s scope of competence, and consults with or refers to professional colleagues when indicated.**

#### **2. Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations**

- 2.1 Apply appropriate interpersonal and communication skills with patients, dental and inter-professional health care team members.**
- 2.2 Apply psychosocial and behavioral principles in patient-centered health care.**
- 2.3 Communicate effectively with individuals from diverse populations.**

#### **3. Critical Thinking**

- 3.1 Evaluate and integrate emerging trends in health care and determine their value in dental hygiene practice.**
- 3.2 Utilize critical thinking and problem-solving skills.**
- 3.3 Evaluate and integrate best research with clinical expertise and patient values for evidence-based practice.**

#### **4. Health Promotion**

- 4.1 Provide prevention, intervention, and educational strategies.**
- 4.2 Participate with dental team members and other health care professionals in the management and health promotion for all patients.**



- 4.3 Apply community dental health principles (assess, plan, implement and evaluate programs) to prevent disease and promote health.**
- 5. Practice Management and Informatics**
  - 5.1 Evaluate and apply contemporary and emerging information including clinical and practice management technology resources.**
  - 5.2 Apply principles of risk management including informed consent and appropriate record keeping in patient care.**
  - 5.3 Apply business and practice management skills.**
  - 5.4 Apply quality assurance, assessment, and improvement concepts.**
  - 5.5 Comply with local, state, and federal regulations including OSHA and HIPAA.**
- 6. Patient Care**
  - 6.1 Obtain, record, update and organize accurate and complete medical/dental histories including pertinent psychological and socioeconomic information.**
  - 6.2 Perform, record, and organize a physical assessment appropriate for dental hygiene care.**
  - 6.3 Formulate a dental hygiene diagnosis congruent with the diagnoses of the dentist and other health professionals.**
  - 6.4 Establish a mutually acceptable dental hygiene care plan with the patient.**
  - 6.5 Monitor and provide for patient comfort associated with dental hygiene care.**
  - 6.6 Prevent, recognize and manage medical emergencies and maintain basic life support.**
  - 6.7 Utilize current infection control guidelines for all clinical procedures.**
  - 6.8 Deliver and/or manage the planned dental hygiene evidence-based treatment and education in sequence and in accordance with accepted Standards of Care.**
  - 6.9 Evaluate outcomes of comprehensive dental hygiene care and determine an individualized maintenance schedule, additional treatment needs or refers to the appropriate health care provider.**

## **GRADUATE PROGRAM COMPETENCIES**

All graduate program competencies can be found on the School of Dentistry website on each program's respective page.

## **EDUCATIONAL PROGRAM CURRICULA**

The full curriculum for all programs is available on the School of Dentistry website. Student schedules for the D.D.S. and Dental Hygiene Programs are delivered to each cohort every term via Outlook Calendar or email.

## SCHOOL OF DENTISTRY ADMINISTRATIVE OFFICES

### OFFICE OF ACADEMIC ADMINISTRATION

The Office of Academic Administration provides support for faculty and students on multiple levels, including but not limited to resource information, academic support, coordination of special academic events, student progress and faculty monitoring, and other activities and projects. The following highlights important information available from the office, but does not represent a comprehensive list. Faculty and students can receive assistance or guidance in the following areas:

- Student & Faculty Issues
  - Predoctoral Program
  - Dental Hygiene Program
  - Accelerated Dental Program
  - Graduate Programs
  - Seven-Year Program
- Academic Policies & Procedures
  - Academic Integrity, Misconduct, & Professionalism
  - Academic Performance & Progress
  - Attendance
  - Leaves of Absence
- Academic Calendar
- Curriculum Development
- Faculty Search Processes
- Approval for students to take NBDE, INBDE, and NBDHE board examinations. Information on examination policies and procedures can be found on the ADA website.

### **Assistant Dean for Educational Development & Assessment**

Kathi Shepherd, RDH, M.S.

Office: DC 462

Phone: (313) 494-6693

Email: [shephekr@udmercy.edu](mailto:shephekr@udmercy.edu)

### **Office of the Registrar**

Adrianna Moreno, M.A.

Office: DC 461

Phone: (313) 494-6616

Email: [katsiman@udmercy.edu](mailto:katsiman@udmercy.edu)

- Maintains all student records, including:
  - Grades
  - Change of personal and contact information
  - Eligibility for board examinations
  - Class rankings
- Registers students for all courses
- Distributes fee assessment information to students
- Verifies enrollment and deferment forms

- Coordinates course & final examination schedules
- Coordinates check-out procedures

### *Course Enrollment*

Students and residents in good academic and financial standing will be automatically enrolled each term in their program's required courses by the School of Dentistry Registrar. Students and residents who are eligible to enroll in any elective course offered in addition to their base curriculum must do so through the School of Dentistry Registrar's Office.

### *Withdrawal from an Academic Program*

Dental students interested in withdrawing from the dental program should contact the Office of Academic Administration. Dental hygiene students and graduate program residents should consult the Office of Academic Administration and their Program Director. Fees will be assessed and are determined based on the University of Detroit Mercy policies and the date of withdrawal.

### *My Portal*

My Portal is the secure personalized site where all students, faculty and administration may access all available online services such as Office 365 and Blackboard. My Portal can be accessed here:

<https://my.udmercy.edu>.

### *School of Dentistry Student Health Insurance Policy*

All students enrolled at Detroit Mercy Dental must have active health insurance coverage. Students may have outside coverage or may enroll in the university-sponsored student health insurance plan. Health insurance is verified for all School of Dentistry students each fall.

Students in need of medical attention can access health services at the University of Detroit Mercy Student Health Center located on the McNichols Campus. Any student who is unable to secure transportation to the Student Health Center can request assistance from Public Safety. In addition, Public Safety is available to arrange for EMS transportation to a local hospital for any student in need of urgent medical attention.

### *Dean's List*

At the end of each semester, students who demonstrate outstanding academic achievement with a cumulative GPA of 3.5 or higher are placed on the Dean's List.

Additional criteria for the Dean's List can be found under Academic Performance Committee.

*Adopted by Faculty Assembly 11/16/94; Edited 3/21*

### *Registration Hold*

Some types of holds on student accounts can prevent registration for classes. Students are typically informed by email when holds are placed on their accounts. Students with holds on their accounts should contact the office that has placed the hold for information on clearing the hold or contact the Dental School Registrar.

### *Late Graduation Tuition and Fees*

Students unable to complete requirements by the graduation date for the class in which they are enrolled may be assessed a weekly tuition. Students with extenuating circumstances should contact Clinic Administration.

### *Course Retakes*

All courses in Detroit Mercy Dental academic programs are required to be passed. In the event that the Academic Performance Committee recommends a student retake a course, a Course Retake Fee may be assessed.

When students retake a course, both the original grade and the grade for the repeated course remain on the student's academic transcript. In the event of repetition of a term or year as recommended by the Academic Performance Committee, only the second attempt is counted in the GPA.

### *Academic Course Schedules*

Each term's academic curriculum schedules are posted on Blackboard on the Student Resource Center. Students must review individual course syllabi to determine specific daily course schedules. Final examination schedules will be published by week four of the Fall and Winter Terms, and by week two of the Summer Term.

### *Academic Calendar*

The University of Detroit Mercy School of Dentistry Academic Calendar provides dates and events of significance. The Academic Calendar is available on the Student and Faculty Resource Centers on Blackboard as well as on the School of Dentistry website.

### **Disability and Accessibility Support Services**

University of Detroit Mercy is committed to providing students with disabilities reasonable accommodations to ensure their equal access to a full learning experience. All students, including those with disabilities, must be capable of meeting the technical standards and other essential requirements of their programs, with or without accommodations. In order to receive accommodations, students should review the information on the [Student Accessibility Services website](#) and complete an initial application. It is very important for students to be proactive in requesting necessary accommodations. While it is never required that you disclose your disability to your professors, all students at Detroit Mercy are encouraged to talk with faculty to discuss their needs and concerns. Students must be approved for accommodations by Student Accessibility Services; faculty must receive official notification of your approved accommodations before providing them.

- Accommodations are typically approved for the full duration of their program at the Dental School. Students do not have to reapply every term.
- Students should contact Student Accessibility Services to request any changes or additions to their accommodations.
- Students who are approved for a temporary accommodation will be re-evaluated on a case-by-case basis. If the student requires accommodations past the date indicated on their official accommodation notification letter, they should contact Student Accessibility Services.

### **Student Responsibilities in the Accommodation Process**

- Students are responsible for initiating the accommodation process as soon as possible after being admitted or enrolling in coursework, and at any time during their enrollment that they feel their needs are not being met. Accommodations are never applied retroactively.
- The student is expected to carry out their role with respect to accommodations, including being prompt and prepared for lectures, alternative testing, and tutorial appointments and notifying course directors or Student Accessibility Services if accommodations are not being provided appropriately.



## OFFICE OF STUDENT SERVICES & ENROLLMENT MANAGEMENT

The University is dedicated to promoting the intellectual, spiritual, religious, personal, and professional development of students. The Office of Student Services & Enrollment Management provides guidance to all dental and dental hygiene students needing assistance in the following areas:

- Academic Support Services
- Advocacy in Academic Disciplinary Hearings
- Personal Counseling
- Student Engagement & Co-Curricular Experiences
- Sexual Harassment Prevention
- Substance Abuse Treatment
- Career Counseling
- Health Insurance
- Post-doctoral Application Support Service (PASS) and MATCH Applications
- Employment Opportunities

The Associate Dean of Student Services & Enrollment Management is liaison to the following:

- School of Dentistry Administration
- University of Detroit Mercy Office of Student Life
- University of Detroit Mercy School of Dentistry Alumni Board
- Professional Dental Associations (ADA, MDA, DDDS)

The Office of Student Services & Enrollment Management encompasses the following areas:

- Office of Admissions
- Office of Diversity & Inclusion
- Office of Financial Aid
- Office of Health & Wellness
- Office of Student Services

### **Associate Dean of Student Services & Enrollment Management**

Juliette Daniels, EdD

Office: DC 470

Phone: (313) 494-6850

Email: [danieljc@udmercy.edu](mailto:danieljc@udmercy.edu)

### **Academic Support Services**

#### *Peer Tutoring Program*

The Office of Academic Administration and the Office of Student Services & Enrollment Management have established a resource of tutors available to students in the dental and dental hygiene program. Students with consistent, documented academic success in School of Dentistry biomedical sciences courses as well as select preclinical courses have been identified as potential tutors. The tutors work with

faculty course directors to provide academic support for enrolled students in both the dental and dental hygiene programs. Once a student contacts a tutor, the students will coordinate meetings or tutoring sessions according to a mutually agreed upon schedule. Each term, a list of available tutors will be posted on the Student Resource Center in Blackboard. The Office of Academic Administration, Office of Student Services, and course directors can provide tutor referrals upon request.

### *Faculty-Student Mentoring Program*

The Faculty-Student Mentoring Program is a beneficial resource allowing students to engage and interact with a faculty member who is able to provide support and guidance during their first two years as a student at the School of Dentistry. Each first-year student is assigned a faculty mentor and is expected to meet with their assigned mentor twice per term for the first two years of dental school. Faculty mentors are available to provide mentorship and personal support to students regarding the transition and adjustment to dental school, as well as to help students navigate personal, professional, and academic challenges. Any questions regarding the Faculty-Student Mentoring Program can be directed to the Office of Student Services & Enrollment Management.

### *Educational Support*

The Office of Student Services & Enrollment Management is available for one-on-one support for students in need of developing academic success tools such as study skills, test-taking strategies, and time management. In addition, the Office of Student Services & Enrollment Management and the Office of Health and Wellness will coordinate periodic Academic Success Workshops to create opportunities for students to engage in educational sessions in areas related to study strategies, time management, exam preparation and test-taking, avoiding procrastination, and other academic skill-building topics.

## **Student Governance and Organizations**

The School of Dentistry offers the following opportunities for student engagement:

### **Student Government Association**

The Student Government Association is the governing structure of the student body. It is composed of an Executive Board, representatives of student organizations, and officers from each dental and dental hygiene class. The full Student Government Association Constitution is available on the Student Resource Center on Blackboard.

The **Executive Board** consists of a president, vice-president, secretary, treasurer, and a dental hygiene representative. The Student Government Association meets regularly. Students are encouraged to participate actively.

**Class Officers:** Each class annually elects a president, vice-president, treasurer, secretary, and representatives. First-year dental and dental hygiene students elect their class officers in the fall term of the year they begin their program. Upper level class elections for dental and dental hygiene are held in the spring for the following academic year.

### **Class Officer Responsibilities**

- Represent the class at Student Government Association meetings
- Plan events for the class (i.e. fundraisers, social activities, educational programs)
- Serve as a point of contact for administration
- Attend Dean's Meetings to share global class concerns

- Represent the student voice on committees as assigned
- Work with course directors to address class concerns

## Student Organizations

The School of Dentistry has many active student organizations each year. Information on student organization events is distributed via email and can also be found here:

<https://udmercy.campuslabs.com/engage>

## Office of Health and Wellness

The Office of Health and Wellness is a resource for all students at the School of Dentistry to have access to personal counseling and coaching services. Students can take advantage of one-on-one counseling sessions for support in all areas of life including mental health issues, emotional wellness, relationship issues, professional growth and development, performance enhancement, and other issues. Students can walk-in for appointments, schedule regular sessions, or meet on an as-needed basis. Group sessions are also offered in addition to workshops on various topics for students to learn skills and strategies for personal, academic, and professional success in an environment that is safe, supportive, and engaging. Some services offered include:

- Individual counseling services to registered School of Dentistry students
- Crisis intervention for students and the university/campus community
- Workshops and educational activities
- Support groups, educational groups and therapy groups
- Self-care information

The counseling services are available to help you understand and cope with issues such as:

- Academic performance
- Stress/Anger management
- Motivation
- Self-Esteem/Self-Respect
- Relationship building
- Anxiety
- Depression
- Loss and life adjustments

Sessions with the on-site counselor are free of charge, completely confidential, and generally follow a short-term, solution-focused model. Any needs that cannot be met within the Office of Health and Wellness will be addressed via a referral to an outside clinic, community mental health agency, other Detroit Mercy resource, or private practitioner.

Students can click this link <https://udmdental.clientsecure.me/> to view a list of available appointment times on the date of their choosing.

### Director of Student Health & Wellness Services

Tara Kloker, LPC

Office: DC 425

Phone: (313) 494-6938

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## Office of Student Engagement & Belonging

The Office of Student Engagement & Belonging is committed to embracing, respecting, and honoring the various forms of diversity within the University of Detroit Mercy School of Dentistry community. Our students, faculty, staff, and patients possess a wide array of racial, ethnic, socioeconomic, geographic, religious, gender, sexual orientation, (dis)ability, and other backgrounds that reflect the national population. The Office of Student Engagement & Belonging provides advising, programming, and intercultural competence training to support the unique needs of our students, faculty, and staff, and to meaningfully engage across our diverse backgrounds.

Some of the services offered include:

- Recruitment of underrepresented and disadvantaged students
- Pre-dental pipeline programs
- Academic advising
- Programming for students, staff, and faculty
- Cultural competency training
- Creating a more inclusive environment at Detroit Mercy Dental

## Director of Student Engagement & Belonging

Bethsave (Betsy) Lozano

Office: DC 457

Phone: (313) 494-6653

Email: lozanobs@udmercy.edu

## Office of Financial Aid

The Office of Financial Aid serves to coordinate all aspects of financial aid administration that includes determining student eligibility, verifying information, awarding aid, and budgeting.

## Assistant Director of Financial Aid - School of Dentistry

Angela Orlando

Office: DC 460

Phone: (313) 494-6617

Email: orlandan@udmercy.edu

## University of Detroit Mercy School of Dentistry Emergency Loan Fund

This fund is designated for the University of Detroit Mercy student enrolled in the School of Dentistry in order to meet emergency expenses only. Applications are available from the Office of Financial Aid. Students must complete an application and discuss the need for the loan with the Associate Dean of Student Services & Enrollment Management or designee. There is a limit for the amount of the loan, which must be repaid by the next academic semester. Emergency loan applications are monitored by the Office of Student Services & Enrollment Management, the Office of Financial Aid, and the Office of the Bursar.

## OFFICE OF EDUCATIONAL DEVELOPMENT AND ASSESSMENT

The Office of Educational Development and Assessment supports the teaching and learning process in order to enhance the acquisition of student knowledge, skills and values. The mission is to enhance faculty development and student learning through various programs and support services. Areas of oversight include:

- Curriculum Management

- Course Evaluation
- Teaching, Learning, & Instructional Design
- Educational Technology
- Faculty Development
- Media Support
- Student Assessment & Evaluation

**Assistant Dean for Educational Development and Assessment**

Kathi R. Shepherd, RDH, MS  
Office: DC 462  
Phone: (313) 494-6693  
Email: shephekr@udmercy.edu

**Office of Educational Technology****Director of Educational Development & Technology**

Eric Schmidt  
Phone: 313-494-6828  
Email: schmidej@udmercy.edu

The Office of Educational Technology supports and actively promotes the use of technology for the advancement of education. Educational technology support is provided for faculty and students. Some of the technology supported by the office includes classroom technology, Respondus Lockdown browser, Yuja lecture capture, digital media design, and Blackboard.

***Blackboard Sites***

The University of Detroit Mercy School of Dentistry uses the learning management system Blackboard to host online portions of courses. You will find many of the materials for your courses posted as faculty make them available, including assignments, tests, recorded lectures, PowerPoints, reading materials, and grades. In addition, Blackboard can host other support sites used for school communications or facilitation of your programs. The Office of Educational Technology can assist you with any questions regarding the Blackboard system.

***Yuja Recordings***

The University of Detroit Mercy School of Dentistry requires faculty to record their lectures using Yuja and post them to Blackboard within a reasonable time following the lecture. Lecture recordings are the intellectual property of the faculty and should not be distributed by students outside of the Blackboard environment. Recordings are also posted for asynchronous class sessions.

**OFFICE OF CLINIC ADMINISTRATION**

**Assistant Dean for Clinical Education**

Dincer Gurun, DMD, DDS

Phone: (313)494-6780

Email: gurundi@udmercy.edu

**Assistant Dean for Clinic Operations**

Ashish Patel, BDS, MSD, DDS

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## COURSE & SCHOOL POLICIES & PROTOCOLS

The University of Detroit Mercy is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, disability, religion, height, weight, veteran status, or any other trait protected by state or federal law in employment, educational programs and activities, and admissions. The University is firmly committed to an academic and work environment free of discrimination and harassment as provided by this policy and state and federal laws.

## POLICY STATEMENTS: COURSE SYLLABI AND EXAMINATIONS

### **General Course Policies**

1. **Course Syllabus:** Course directors are required to distribute their syllabus via Blackboard utilizing the University of Detroit Mercy School of Dentistry standardized syllabus format in compliance with School of Dentistry policy no later than during the first class meeting.
2. **Course Policy Notification:** It is the responsibility of the course director to inform the students no later than the first class meeting of course policy concerning failures on examinations, quizzes, papers, absences, and arriving late for scheduled examinations. Incorporation of these policies in the course syllabus is considered an appropriate method for informing students.
  - a. Testing Accommodations: If the course director is notified that one or more approved students has requested testing accommodations for an examination in their course, they are responsible to coordinate with the designated testing administrator. This may include providing information on the administration of the exam, including format, length and supplemental materials, as well as providing the exam and supplemental materials three school days prior to the date of the exam.

### **Examination Administration Protocols**

- a. Valid Student Identification: Students must provide their student ID cards upon request during examinations. For online quizzes or exams, to protect student privacy, students must use their unique student login.
- b. Authorized Materials: Students may only bring authorized materials to their seat or bench, as determined by the course director for in person or remote exams.
- c. Faculty are encouraged to require that all students leave any materials not authorized by the course director, including books, laptops, phones, notes, and personal belongings in an area separate from the testing area as designated by the course director/proctor.
- d. Notification to Students Regarding Examination Protocols: Prior to the start of the exam, students will be informed as to the sources and distribution protocol of materials for examinations. Some examples include, but are not limited to, proctors providing specific directions regarding start and finish time, submission of completed examinations, and whether students can leave or must remain in a classroom/lab for the length of the examination.
- e. Late Admittance: Students are not permitted to enter the examination room after the start of the examination except with permission of the course director/designee. It is the course director's decision to determine whether or not a student who arrives late may take the examination.
- f. Breaks and Leaving Examination Room: For examinations of two hours or less, students will not normally be expected to leave the examination room. For examinations greater than two hours, provisions must be made to accommodate a fifteen-minute break. The examination must be structured or the break designed such that no breach of examination security can

occur. In case of illness during the examination, a new examination date and time will be established in accordance with the guidelines described in this Handbook.

- g. Questions and Clarifications: No questions of clarification, content, or interpretation will be answered during the examination unless so specified by the course director/designee. If clarification is given it must be provided to all students taking the examination (e.g.: with an announcement to the entire class).
- h. Removal or Copying of Exam and Exam Materials: Neither the examination itself, nor any notes or materials derived from the examination, may be copied/photographed/downloaded by students or removed from the examination room/alternative testing environment without permission of the course director/proctor.
- i. Post-Examination
  - i. Examination Results and Opportunity for Student Review
    - 1. Reasonable Timing for Results: It is the responsibility of the instructor to provide the results of examinations, quizzes, and papers as soon as possible but not later than two weeks after the examination, quiz, or submission of the paper.
    - 2. Student Review: If an examination is not to be returned to the student, arrangements must be made for the student to review all test documents (answer sheet, test booklet, test key) upon request.
    - 3. Exam Analysis and Publication: Compiled statistical results of examinations, quizzes and course grades which do not identify students by name may be released at the discretion of the course director.
  - ii. Examination Retained on File: Examinations that are not made available to the student must be available for student review for one year after the Registrar has recorded the student's final course grade.

### Witnessing Suspected Academic or Professional Misconduct

- a. Student's Role
  - iii. If an incident of cheating is observed, the student should report the incident to the proctor or course instructor.
- b. Proctor's Role
  - iv. Alert another proctor to witness the cheating behavior to provide corroboration. Even if no other proctor is available, document the behavior.
  - v. Allow the involved student(s) to complete the examination.
  - vi. Inform the student(s) that the cheating behavior was observed at the time that each involved student turns in his/her examination paper.
  - vii. Report the incident to the course director as soon as possible after the completion of the examination (within five academic days).
- c. Instructor's Role
  - viii. Upon observation or receipt of a report of cheating on an examination in a course for which he/she has primary teaching responsibility, the instructor will investigate the reported incident. If substantiated, the instructor will report the incident to the Office of Academic Administration within the appropriate time frame as described in the Academic Policies Handbook.

### Final Examination Policies

The Registrar in consultation with the Associate Dean for Academic Administration and course directors is responsible for preparing the final examination schedule which includes dates, times, and room assignments.

- Final Exam Period: Each term, a Final Exam Period is designated by the Office of Academic Administration and published in the Academic Calendar. Every attempt will be made to schedule final examinations either during the last regularly scheduled class session or during the scheduled Final Exam Period each term. Extenuating circumstances may require final examinations to be scheduled outside of this time period on a limited basis.
- Limitations on Multiple Final Exams per Day: No more than two didactic examinations and one laboratory examination per class will be scheduled on one day.
- Publication and Distribution: Draft and final schedules will be shared via email and/or posted in the Blackboard Student Resource Center. Exam dates are also listed on the syllabus for each course.
- Once the final examination schedule is published and distributed, changes must be approved by the Office for Academic Administration in consultation with the Associate Dean of Student Services & Enrollment Management and the relevant course director.

*Combines Administrative Policy 7/95, 7/01, 1/05; Edited 10/14, 7/17, 6/18, 8/20, 8/25*

### GRADING AND EVALUATION POLICIES

#### Dental & Dental Hygiene Program Grading Scale and Quality Point System

Symbols used in the evaluation of dental and dental hygiene students are:

Didactic & Clinical Courses		
Grade	Numerical Equivalency	Quality Points
A	≥ 94%	4.0
A-	≥ 90% to < 94%	3.7
B+	≥ 87% to < 90%	3.3
B	≥ 83% to < 87%	3.0
B-	≥ 80% to < 83%	2.7
C+	≥ 77% to < 80%	2.3
C	≥ 73% to < 77%	2.0
C-	≥ 70% to < 73%	1.7
F	< 70%	0
P	≥ 70%; Passing	N/A
W	Withdraw	No Credit
I	Incomplete	

#### Pass-Fail Grading

Select courses in the Dental and Dental Hygiene Programs utilize a pass-fail grading scale. The final grade for a course with a pass-fail grading scale may be “P” or “F.” Course grades of 70% and higher are considered a “P.” Hours earned with a grade of “P” count toward graduation, but a “P” does not enter into the calculation of the student's quality point average. A final grade of “F” is treated in the same

manner as courses that are not taken pass-fail and counts in the GPA. All pass-fail courses are included in attempted hours.

### **Graduate Program Grading Scale and Quality Point System**

Residents should consult with their Graduate Program Director and course syllabi for the grading and evaluation policies.

### **Failure “F” Grade**

If a student who has incurred a failure “F” is permitted to remain in the Dental or Dental Hygiene academic program, the student must successfully repeat the course to the satisfaction of the course director. The “F” grade remains on the transcript and if a passing grade is subsequently earned, it too will be reflected on the transcript. Both grades will be used to compute the quality point average. The only exception to the requirement to repeat a course is failure of Student Course Evaluation.

### **Incomplete “I” Grade**

1. An “I” (Incomplete) grade can be submitted at the discretion of the course director.
2. If the student does not complete the required work by the end of the sixth (6th) week of the following semester the “I” grade may be changed to an “F.” The deadline for completing an “I” grade may be extended at the discretion of the course director and recommendation of the Academic Performance Committee (APC).
3. This policy does not apply to the Student Course Evaluation.
4. Students with an “I” (Incomplete) grade are not eligible for the Dean’s List in that term.

### **Progress Grades**

Progress grades are defined as: “U” (unsatisfactory), “M” (marginal), “S” (satisfactory), “DEF” (deferred). Progress or letter grades are reported for Dental, Dental Hygiene, and Accelerated Dental Program students at meetings of the Academic Performance Committees. Students may receive notification of necessary actions to complete after meetings of the Academic Performance Committees based on their performance. It is the student’s responsibility to schedule meetings with course directors to discuss academic or clinical status when recommended by the Academic Performance Committees.

### **Grading Policy - Grade Deferral**

Grade deferral will be used in the following circumstances:

- When a course extends beyond a single term, a final grade will be submitted at the end of the term in which the course ends.
- When clinical rotational assignments require more than one term for rotation of the entire class, grades will be deferred until the class has completed the rotation as scheduled.

### **Guidelines for Appeal of a Final Grade**

This policy outlines the protocol for requesting an appeal of a final course grade.

### **Informal Adjustment Request**

The first step in a grade appeal is to request an informal adjustment with the course director who issued the final course grade in question. Every effort should be made to resolve a difference over a final grade on an informal basis through a discussion of the problem between the student and the course director.

### Formal Adjustment

If the matter remains unresolved after such efforts, the student may request that an Appeals Committee review the matter. This request must be in writing to the Associate Dean for Academic Administration and must state the reason for the appeal. The appeal request must be filed within 15 academic days after the grade was reported.

The request will be reviewed by the Associate Dean for Academic Administration. If the appeal is determined to be valid and supported with documentation, the academic dean, within five academic days following the receipt of the grade appeal request, will notify the instructor of the grade appeal request and appoint an Appeals Committee, and designate a chairperson. The committee shall consist of at least two faculty members (from divisions other than that involved in the grade appeal), the chairperson, and one student peer member.

The chairperson of the Appeals Committee shall convene a meeting within five academic days following the appointment of the committee. The student and the committee members will be notified of the date, time, and location of the meeting. The student may invite a faculty member or the Associate Dean of Student Services & Enrollment Management to the meeting to serve as their advisor.

At the meeting, the student will present information explaining why the grade should be changed. The committee members may question the student. At the end of the presentation and questions, the student and their advisor will leave the meeting. The committee may reconvene after gathering further information or substantiating information from course directors.

The Appeals Committee will then decide to either

1. uphold the grade with stated reasons or
2. recommend a change in grade with stated reasons.

After the Appeals Committee has reached a decision, the chairperson of the committee will inform the Associate Dean for Academic Administration, the student, and the instructor no later than ten days after the decision is made.

If any party to the complaint is not satisfied with the decision of the Appeals Committee, the party may submit a written request, within four academic days, for the Dean review the matter. No change in the basic issues and facts which led to the original written complaint may be introduced at this level without approval from all parties. The Dean will provide a written statement of the resolution to all the involved parties within ten academic days. This does not apply if the student is dismissed from the school or is no longer enrolled.

The Dean's review of the matter shall be final. In case of the Dean's absence, his designee will act in his behalf.

*Edited 7/17; 7/18; 4/21*

## **PROFESSIONAL DECORUM POLICY FOR STUDENTS**

### **Guidelines for Appearance and Behavior**

Faculty, students, and staff are members of a health profession team. We create for our patients, colleagues, and visitors a professional atmosphere in all areas of the School of Dentistry campus and outreach sites. The appearance and behavior of the faculty, students and staff contributes to a professional environment. Unprofessional appearance and behavior may cause patients and visitors to question the standard of care offered at the School of Dentistry.



Specific attire is required in clinical patient care areas and the Corktown simulation laboratory. Course directors may provide special instructions for laboratory courses in other settings (e.g. the gross anatomy laboratory).

### **Appearance in Patient Care Settings, Classroom Settings and Simulation**

The following dress code guidelines apply to patient-care settings, classroom settings, and preclinical simulation. Faculty, staff, and students are required to adhere to the recommendations in all areas of the campus and offsite locations when representing the School of Dentistry. Please refer to the Clinic Manual for full guidelines.

1. Clean and pressed scrubs are the ONLY acceptable attire for students of the School of Dentistry. Scrubs, whether worn in the laboratory or clinic, must meet the criteria as described on the Student Resource Center on Blackboard.
2. In patient care areas, footwear should be presentable and consistent with shoes worn by professionals in a hospital environment. Shoes should be close-toed, without openings on the top or sides, and worn with socks that cover the ankle.
3. The dress code may be modified by administrative decision for special events such as Spirit Day.
4. In patient care areas, students may be asked to cover body piercings, other than ear piercings, and visible tattoos. If you believe you are unable to comply with this regulation because of religious concerns, a disability, or other protected status, please contact the Associate Dean, Student Services & Enrollment Management or the Office of Equal Opportunity.
5. Appropriate personal hygiene is expected.
6. Fingernails are to be clean and trimmed so that when viewing the palm side of the hand the nails cannot be seen. The wearing of artificial nails or extenders is not acceptable, as they cause gloves to tear more easily and have been associated with bacterial accumulation.
7. Bracelets and bangles are not allowed. If rings are worn, the ring should be plain with no stone or gems. Nail polish is allowed.
8. All staff, faculty, and students are required to wear their University-issued identification cards.

All faculty, students, and staff are responsible for adherence to these policies. Student noncompliance should be reported to the Associate Dean of Student Services & Enrollment Management or Assistant Dean of Clinical Operations. Any student failing to comply with these guidelines may be suspended from the School of Dentistry campus until compliance is met or be subject to disciplinary action. Any changes in this policy will be distributed to faculty, staff and students.

### **Professionalism Guidelines for Classroom and Preclinical Laboratory**

Professional education requires attendance in classroom, preclinical and clinical settings. The following behaviors are required to facilitate learning and communication.

1. Arrive for class on time.
2. Remain in class for the entire time period.

3. Cell phones must be off or silent.
4. Disruptive behaviors are not acceptable.
5. Course directors may assign specific seating arrangements for classroom or examination events. Students must cooperate and follow faculty guidelines.
6. Students are expected to conduct themselves in a mature, professional manner in all areas of the campus.

*Adopted 6/95, Edited 8/04, 1/05, 05/08, 10/14, 08/16, 7/17, 7/18*

## SCHOOL OF DENTISTRY DISTANCE EDUCATION POLICY

### **Purpose**

To ensure that any component of an academic program including distance education has processes through which the program, 1) establishes that the student in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit, 2) protects the privacy of student information in these processes, and, 3) informs students of these processes and any related costs.

### **Definitions**

*Distance Education:* an educational system that incorporates pedagogical and technological tools to deliver course materials to students who are located at a distance from the instructor. Teachers and students may communicate asynchronously (at times of their own choosing) by exchanging printed or electronic media and/or synchronously (in "real time") through various technologies.

The Higher Learning Commission has indicated that distance education courses which require a physical on-site presence for any reason including taking exams, may be considered online or hybrid, depending on the total amount of time spent onsite.

*Synchronous:* Learners and instructors are online/in the classroom and communicating at the same time. Examples: chat, live audio and/or video, live content sharing.

*Asynchronous:* An electronically transmitted exchange of ideas that allows participation to occur at different points in time. Examples: discussion boards, document posting and standard webpages.

*Online Course:* Completely Internet-based; instruction can be synchronous, asynchronous, or a combination of the two.

*Tele-course:* Entirely synchronous, utilizing video conferencing technologies.

*Hybrid Course:* Taught using a combination of online sessions and classroom sessions.

*Blended Course:* A single course taught both face-to-face and online, with some students attending face-to-face sessions in the classroom while other students attend the same sessions online.

*Traditional Course:* Taught using in-class, face-to-face instruction.

*Web-Enhanced Course:* An otherwise traditional, face-to-face course that also uses the Internet to provide students with access to electronic resources and learning activities that would not be available to them in a strictly traditional classroom setting.

**Verification of Student Identity**

In order to assure that the student who is enrolled in the course is the same student who participates in and completes the course (including assessments), the following methods will be utilized:

1. A secure login and pass code
2. Remote proctored examinations and/or technologies and practices that are effective in verifying student identity
3. The use of Blackboard Safe Assign for determining any use of plagiarism for completed assignments

**Academic Honesty**

Students must protect the integrity of their work and maintain a high level of academic honesty in courses delivered through distance education. Cheating and plagiarism constitute serious academic offenses. Students are responsible for ensuring the work submitted is of their own creation and may only collaborate with peers when explicitly allowed by the course instructor. Students involved in an alleged act of academic dishonesty will be reviewed in accordance with the University of Detroit Mercy School of Dentistry Academic Misconduct Policies.

*This policy in part is adapted from Commission on Dental Accreditation Evaluation and Operational Policies and Procedures document, January 2020*

3/20

**Hybrid Course Policy**

To provide an inclusive learning environment for all student learning styles, unique needs, and abilities in a comprehensive academic environment, the School of Dentistry is committed to offering students both in-person and online distance education delivery. Synchronous in-person lectures and online lectures via Blackboard Collaborate (or similar application) will be offered. All lectures will be recorded. Asynchronous online delivery of prerecorded lectures will occur when circumstances do not allow for synchronous delivery of instruction. All recorded lectures (synchronous and asynchronous) will be posted to the course website to provide the option of viewing asynchronously.

Didactic courses at the School of Dentistry are typically offered in a hybrid format. "Hybrid" is defined by Detroit Mercy as a course taught using a combination of face-to-face and online sessions. Online sessions may be synchronous or asynchronous. The instructor decides which parts of the course will be completed online and which will be face-to-face. All students typically participate in the same modality together, unless prohibited by off-site rotation assignment. In-person attendance is required for all simulation exercises, clinical patient care, and any course work or learning exercise that the course director deems appropriate. Failure to attend classes, laboratory sessions, or clinical assignments may violate attendance policies, jeopardize student progress and delay graduation.

All assessments (in-person and online) will be administered via Blackboard utilizing Respondus Lockdown Browser. Online assessments will be proctored remotely utilizing Respondus Lockdown Browser and Respondus Monitor.

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## **SCHOOL OF DENTISTRY FOOD AND DRINK GUIDELINES**

All faculty, staff, students, and residents are required to follow these regulations. Please assist the School of Dentistry in maintaining the appearance and professional atmosphere of the offices, gathering areas, clinics, laboratories, and classrooms.

### **General Classroom Guidelines**

The primary purpose of our classrooms is to create an environment that effectively facilitates learning and study. Out of respect for the course directors and other instructors, the option to allow food during a specific class period is left to the discretion of the course director, and students agree to respect his or her request to keep food out of the classroom. However, in situations where food and drink are permitted in the classroom, the following guidelines will apply.

1. Students will respect their fellow classmates by only eating food that does not distract from the learning environment. Students will avoid food that is noisy, smelly, or otherwise distracting.
2. Students will take responsibility for the classroom environment by disposing of all garbage. If students, faculty, or staff raise complaints about the cleanliness of the classroom, the privilege of having food and drink in the classroom may be revoked.
3. Students will use their own good judgment to determine whether food is appropriate for class and will limit their food to “snack-type” food and will not bring entire meals to class. A good general rule to follow is that if the food requires a fork to eat it, it is not snack food.

Students will respect the work done by and demands placed on the housekeeping staff by taking all due care to avoid spills and stains. Students are expected to only drink from covered or lidded containers. Students will clean up any spills and will promptly report any spills or stains that require Housekeeping’s attention to Ms. Crystal Becker at [walikacm@udmercy.edu](mailto:walikacm@udmercy.edu).

### **Simulation Laboratory**

No food or beverages other than water, are allowed in the simulation laboratory at any time, including during evening and weekend hours.

### **Seminar, Conference, and Small Group Meeting Rooms**

Food and drink are allowed for meetings. If food and drink are consumed please wipe down tables and dispose of containers, cups, and garbage.

### **Biomedical Science Laboratories (Anatomy and Research)**

Eating and drinking are absolutely not permitted in the gross anatomy and research laboratories.

### **Student Locker Room**

The consumption of food and beverages other than water, is not allowed. Students are allowed to store food and beverages in their locker in sealed containers. No water should be consumed at any computer desks for protection of the electronic equipment.

### **Student Lounge and Wellness Center (4th Floor Classroom Building)**

Food and drink are allowed. If food and drink are consumed please wipe down tables and dispose of containers, cups, and garbage.

### **Clinics**

In compliance with OSHA regulations no food or beverages with the exception of water, are allowed in the clinic including patient reception areas, restrooms, adjoining offices, and work stations.

Complete guidelines can be found in the Clinic Manual.

1/29/05; Edited 09/14; 6/17; 8/22

## **STUDENT ATTENDANCE AND LEAVE OF ABSENCE POLICIES**

### **Overview**

The University of Detroit Mercy School of Dentistry experience is based on a curriculum that provides opportunities for students to develop the knowledge, skills, and values to become a competent general dentist. The majority of learning in the program is through a collaborative process. The University of Detroit Mercy School of Dentistry students are admitted in part because of the experiences they bring to the School community and what they can add to class discussions and patient care activities. As such, participation in scheduled classes and assigned pre-clinic and clinic sessions is an essential aspect of the University of Detroit Mercy School of Dentistry student commitment.

Attendance at scheduled classes, laboratory sessions, clinical assignments, and community rotations is mandatory, unless expressly indicated otherwise by the course director in the written syllabus. Students who are unable to attend are expected and required to report their absence, along with the reason for the absence, as outlined in this policy. The school considers only valid reasons for student absences from quizzes, tests, examinations, and clinic activities to be documented illness, injury or a serious personal problem (unscheduled “excused absence”) or very limited special circumstances (scheduled “excused absences”) if pre-arranged and approved as outlined in this policy. The Office of Academic Administration is the designated approval authority to determine if an absence is “excused” or “unexcused.”

Regardless of whether the absence is “excused” or “unexcused” the student is responsible for all missed course content and activities. For courses that award points and/or credit for participation the student will not be given such points and/or credit. It is the course director’s discretion to have written course syllabus policy regarding deduction of final course points for absences.

## **ATTENDANCE POLICY**

### **Mandatory Attendance**

Attendance at scheduled classes, laboratory sessions, clinical assignments, and examinations is mandatory, unless expressly indicated otherwise by the course director in the written syllabus. Absence can affect knowledge, clinical skills, grades, and timeliness of graduation. Failure to attend classes, laboratory sessions, and clinical assignments will jeopardize student progress.

### **Summary of Excused and Unexcused Absences**

Absences may be excused for the following:

1. Unscheduled Excused Absences
  - Illness
  - Family emergency
  - Family Medical Leave Act (FMLA)
  - Death in the family (bereavement)
2. Scheduled Excused Absences (2 week notice required)
  - Attending professional meetings as a representative of The University of Detroit Mercy School of Dentistry and/or invited scientific/educational presentations (maximum of 5 days annually)
  - Attending post-graduate interviews, formal student externships, clinical licensure examinations, and National Board examinations (maximum of 10 days annually)

- Religious observance
- Jury duty, Subpoenas, and Military duty

Scheduled or Unscheduled Absences that will **NOT** typically be excused include the following:

- Early departures or late arrivals due to travel arrangements
- Weddings
- Family Events
- Attending professional meetings or conventions
- Humanitarian service missions
- Outside employment

## **ABSENCES: GENERAL GUIDELINES AND PROTOCOL**

### **Unscheduled Absences: Reporting and Documentation Protocols**

Illness, Family Emergency and Family Medical Leave Absences - Students who are ill, are involved in a serious personal/family emergency, and/or qualify for family medical leave may be approved for an excused absence. Documentation justifying the absence, such as a note from your physician, will typically be required and must be provided upon the student's return. Students will not be allowed to participate in academic activities, such as clinical rotations or exams, during the reported time of absence.

### **Absences Related to Grief & Bereavement**

Students may receive approved excused absence time in the event of the death of a loved one.

Students are responsible for notifying the Office of Academic Administration of an absence due to grief or bereavement at the time of the loss. Students are responsible for making up the missed clinic & pre-clinical time, assignments, projects, lectures, and educational during the time of the absence. Students must follow the course syllabus directives related to makeup policies and coordinate with appropriate faculty upon return from the absence.

Absences exceeding two weeks (10 academic days) will be considered a Leave of Absence. Students who wish to take a leave of absence must notify the Offices of Academic Administration & Student Services. The student, in consultation with Offices of Academic Administration & Student Services, will develop an educational plan for program continuation and estimated timeline for the leave.

Understanding grief is a lifelong experience, this policy honors that students may desire to take time off for days associated with heightened feelings of grief, for example, anniversaries, or birthdays following a loss.

Students will not be allowed to participate in academic activities, such as clinical rotations or exams, during the reported time of absence.

### **Scheduled Absences: Reporting and Documentation Protocols**

Professional Meetings and Invited Scientific/Educational Presentations - Absences excused for professional meetings will only be allowed for students serving as representatives of the school or when an invited presenter at a scientific/educational meeting. Representatives include named individuals to committees (MDA, MDHA) or as officers attending a regional or national meeting. Students choosing to attend a professional meeting for continuing education purposes or professional development are not excused. Students should plan their attendance accordingly.

Post Graduate Interviews (GPR/AEGD/Specialty Program), Student Externship Programs, Clinical Licensure Examinations, and National Board Examinations - Students may be granted an excused absence for post graduate interviews, formal student externships with post graduate programs, clinical licensure examinations, and National Board examinations up to a maximum allowable 10 days/academic year. Note that this includes reasonable travel time associated with such activities, but does not include study or preparation time. Students must provide appropriate documentation as requested.

Religious Holidays - The School of Dentistry respects the need for absences due to religious holidays and will cooperate in scheduling absences. Please note that the absence will be excused for the actual day(s) of observance only. Also note that this does not include participation and activities such as attending meetings or retreats.

Jury Duty, Subpoenas and Military Duty - Excused absences may be approved for students with legal obligations including jury duty, subpoena and military duty.

Scheduled/Unscheduled Medical Accommodations – The School of Dentistry understands that students may have medical needs that require accommodations. Students with accommodations for verified medical reasons will need to make up any missed assignments, exams, and clinic sessions.

Dental and Dental Hygiene students who will not be in school because of a scheduled absence must:

1. Submit a Microsoft Absence Form found on the Student Resource Center Blackboard site at least two weeks in advance, or risk denial of the request.
2. For Classes
  - a. The student will present documentation and complete the Microsoft absence form as requested to the Office of Academic Administration.
  - b. The student will be notified of the approval/denial and is responsible for notifying their Course Directors
3. For Clinic / Rotations
  - a. The student will present a request for absence via email and with documentation and complete the Microsoft absence form to the Clinic Director and Clinic Lead.
  - b. The student will secure approval/denial from the Clinic Director and Clinic Lead.
  - c. The Clinic Director will notify the PSA of the approved absence.
  - d. Excessive requests may be denied.

## PROTOCOL FOR STUDENT ABSENCE OR TARDINESS - QUIZ, TEST, OR EXAMINATION

Students must attend all quizzes, tests, and examinations for required classes in the School of Dentistry. The school considers valid reasons for student absences from quiz/test/examinations and clinic activities to be clearly documented illness, injury, or a serious personal problem (unscheduled “excused absence”) or very limited special circumstances (scheduled “excused absences”) if pre-arranged and approved as outlined in this policy. Students will not be allowed to participate in academic activities, such as clinical rotations or exams, during the reported time of absence.

### **Excused Absences from Quiz/Test/Examination: Scheduled or Unscheduled**

It is the **student’s responsibility** to inform the Office of Academic Administration via Ms. Crystal Becker **and** the Course Director **prior** to the quiz/test/examination, that he/she will be absent due to illness,

medical condition, injury, serious personal problem, religious, or other documented reasons. In the case of illness, medical condition, or injury, the student will be required to present a valid medical certificate documenting the illness/injury to the Office of Academic Administration. **Such notification must be given within 24 hours of returning to classes. In extenuating circumstances, notification may be given no later than 48 hours upon returning to classes if an explanation has been provided to the Associate Dean for Academic Administration which warrants a delay.**

In the case of a serious personal problem, the student will be required to submit a confidential written statement to the Office of Academic Administration, documenting the reasons for missing the quiz/test/examination. Other excused absences may require appropriate documentation. The Associate Dean for Academic Administration, in consultation with the Associate Dean of Student Services & Enrollment Management, will decide the acceptability of such absence. Such notification must be given within 24 hours of returning to classes and no later than 48 hours upon returning to class if an explanation has been provided to the Associate Dean for Academic Administration that warrants a delay.

1. Following the student's return to classes, the course director in consultation with the Associate Dean for Academic Administration will determine the appropriate method for making up the missed examination/quiz/test. The examination/quiz/test must be made up no later than seven (7) class days following a student's return to school. This time period can be modified upon the recommendation of the course director in consultation with the Associate Dean for Academic Administration. Every effort will be made to schedule the make-up examination within a reasonable period of time that does not jeopardize the integrity of the examination or the academic progress of the student. Some recommended methods include, but are not limited to
  - a. The student takes a different quiz/test/examination of the same format and length which examines the same material and has the same value at another time or
  - b. The format of the make-up quiz/test/examination may be different from the original test
  - c. In lieu of a retake of a quiz, the course director may award the student a point score based upon:
    - i. The average score of the other quizzes in the course or
    - ii. Adding to the value of the remaining quizzes in the course
    - iii. Please note that regardless of whether the course has a "dropped quiz" policy, the student retains the right to retake the quiz or be awarded the points
  - d. In lieu of a retake of a test/examination, the course director may add the value of the test to the final examination of the student, providing
    - i. This does not increase the value of the final examination for that student above 70% of the final course grade
    - ii. The content of the final exam includes that of the missed test/examination

### **Unexcused Absences from Quiz/Test/Examination**

Course Directors may award a score of 0 for any quiz/test/examination that is missed by a student with an unexcused absence. An absence form must be submitted for student records.

In the event the Course Director allows the student to retake the quiz/test/examination, the final score awarded must be reduced by 10 percentage points.

### **Tardiness for Quiz/Test/Examination**

In the event that a student is tardy for any scheduled or unscheduled quiz/test/examination, the Course Director is not required to grant any additional time beyond the end of the designated quiz/test/examination period for the rest of the students.

*Administrative Policy 7/95. Edited: 7/00, 7/01, 11/02, 8/03, 1/05, 05/08, 1/11, 8/11, 2/15, 6/17*



## LEAVE OF ABSENCE POLICY

### **Documented Medical Leave of Absence**

Whenever a student is absent for two weeks or more in an academic term for valid reason(s) confirmed by a health care professional, the student may be granted a medical leave of absence, subject to the same conditions as above. The student is required to make up any missed assignments, exams, and clinic sessions. Contact Associate Dean for Academic Administration with anticipated return date.

At the discretion of the Associate Dean for Academic Administration or based on a recommendation of the Academic Performance Committee, a student may be granted a leave of absence from the dental school. If a student requires a leave of absence, the request must be submitted in writing and must state the reason(s). Communication with the Associate Dean for Academic Administration is required before the request can be granted.

A leave of absence can generally be no longer than one academic year. Under extreme circumstances and upon the student's written request, the Associate Dean for Academic Administration may extend the leave of absence for an additional academic year.

Prior to making a decision concerning the requested leave of absence, the Associate Dean for Academic Administration will consult with the Assistant Dean for Clinical Education and the Associate Dean of Student Services & Enrollment Management to:

1. Evaluate the impact of the leave of absence on the student's academic program.
2. Determine the student's academic status at the time the request is made. If the request is made while courses are in process, the course directors may be asked to provide evaluation of the student's progress to date. Regular grade reports will be used if the request is made at the end of a term or academic year.
3. Evaluate the leave's impact on patient care, if applicable.

If the leave of absence is for reasons of physical or mental health, the student will be asked to submit a letter from a qualified health care professional supporting the request. The student must also obtain a statement from a health care professional at the end of the leave of absence certifying that the student is able to resume the academic program. The Associate Dean for Academic Administration may require that a health care professional recommended by the Associate Dean for Academic Administration and/or the University of Detroit Mercy Psychology Clinic examine the student.

The decision of the Associate Dean for Academic Administration will be forwarded to the student in writing. The written communication will also delineate what special conditions, if any, the student must fulfill prior to re-admission.

The Associate Dean for Academic Administration will notify the Academic Performance Committee and Dean as to the action taken on the student's request for a leave of absence.

Prior to returning from a leave of absence a written request must be submitted by the student to the Associate Dean for Academic Administration. The Associate Dean for Academic Administration will consider the student's request and make a decision concerning the student's reinstatement based on the following:

1. The student's academic record.
2. Evidence that the circumstances that initiated the leave of absence have been resolved.
3. An assessment of the student's potential to successfully complete the curriculum.
4. Availability of facilities to accommodate the student.

There is no guarantee that the student will be reinstated upon return from leave. A student returning from a leave of absence returns at an appropriate place in the curriculum. The student is required to meet all grading and curricular requirements of all courses. No assurance is made or implied that a student will follow the same curriculum as the class in which they began their academic program. A student applying for a leave of absence must complete appropriate documents from the School of Dentistry Registrar.

### **Physical and Mental Health Leave or Separation**

To help students perform their best, University of Detroit Mercy School of Dentistry provides the service of an on-site Personal Counselor through the Office of Health & Wellness. On occasion, however, some student's physical and mental health needs are beyond that which the University can be reasonably expected to provide. When a student's physical or mental health behavior threatens his or her welfare, disrupts or threatens the campus community, or makes excessive demands on its staff and/or resources, the Dean of the School of Dentistry, or his/her designee, in consultation with the Student Wellness Coordinator and/or the Director of the Student Health Center, may request the student to undergo an examination by a medical doctor and/or a psychiatrist at his/her own expense. The Dean of the School of Dentistry, or his/her designee, will take under advisement the recommendation and, if necessary, call for the separation of the student on medical or mental health grounds.

*Accepted by APG w/ revisions on 6/25/14; revisions made 7/10/14; 6/21*

### **PREGNANT AND PARENTING STUDENTS POLICY**

University of Detroit Mercy (Detroit Mercy) is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination on the basis of sex. Under the Department of Education's Title IX regulations, an institution that receives federal funding "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom."

This policy seeks to ensure the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents. This policy is inclusive of birth, foster, and adoptive parents of all genders and applies to all aspects of Detroit Mercy's programs, including, but not limited to, admissions, educational programs and activities, extracurricular activities, hiring, leave policies, employment, and health insurance coverage.

Students are encouraged to work with their faculty members and Detroit Mercy's support systems to devise a plan for how best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently as possible. Arranging reasonable accommodations related to pregnancy and parenting is an interactive process, and the Title IX Coordinator will assist with plan development and implementation as needed. In general, pregnant and parenting students should be treated in the same manner as students experiencing a temporary disability. Any member of the Detroit Mercy community with questions or concerns about policies affecting pregnant or parenting students may contact the University Title IX Coordinator, Megan Novell, at (313) 993-1802 or novellme@udmercy.edu.

### School of Dentistry Pregnancy & Parenting Leave Guidelines

While the process below details steps for pregnancy and parenting leave, defined as a leave that is two weeks or longer in length, intermittent or unplanned absences related to pregnancy and parenting are also considered excused absences. Students should work with the Office of Academic Administration to document these excused absences. More details about excused absences are available in the Attendance Policy section of the Academic Handbook.

Absences ranging from more than two weeks up to less than one year in duration are considered a Pregnancy & Parenting Leave of Absence. When a Leave of Absence (LOA) exceeds one year in duration, it is generally considered a withdrawal from the program. If a student wishes to request a leave longer than one year for pregnancy or parenting needs, consideration will be given as to whether the leave will convert to a withdrawal from the program, with readmission at a later time. This evaluation is part of the consultation process between the student, Associate Dean for Student Services, Assistant Dean for Clinical Education, and Associate Dean for Academic Administration.

In alignment with university policy, these guidelines are intended to support pregnant students, persons with pregnancy-related conditions (including, but not limited to voluntary/involuntary termination, medical complications or conditions arising from pregnancy and/or birth of a child, etc.), and new parents.

#### Steps to Utilizing Parental Leave:

1. Students who are planning to use parental leave must notify Academic Administration & Student Services that they are planning to take parental leave. Students should meet with the Offices of Academic Administration & Student Services to discuss the parental leave policy.
2. The student, in consultation with Offices of Academic Administration & Student Services, will develop an educational plan for program continuation and estimated timeline for the leave.
3. The Associate Dean for Academic Administration will email course directors and the student to confirm the student will be taking parental leave and to outline the anticipated timeline and proposed educational plan for program completion.
4. The student is then responsible for working directly with course directors on any components of the educational plan that may be completed prior to leave or will be scheduled following the return from the leave. Requests for students to complete work remotely during the time of the leave will be considered on a case-by-case basis in consultation with the Office of Academic Administration.
5. The student and faculty should draft a written plan detailing the process and anticipated timelines for the student to complete makeup assignments for each course before and after the leave. Course directors and/or division directors will submit the written plan to Academic Administration prior to the start of the leave.

If possible, students should make every effort to complete the steps above prior to their leaves. The School of Dentistry acknowledges, however, that pregnancy & parenting leaves may not go exactly as planned. These steps above may be completed by the student, together with the Offices of Academic Administration & Student Services, while the student is off campus if necessary. Please note, student disclosures related to pregnancy or parenting leave are considered private information and will not be shared between faculty or administrators without student consent.

**Parental Leave Commences:**

- At commencement of the leave, students will notify the Office of Academic Administration of the last date of attendance for courses and/or clinic.
- This date will be recorded as the beginning of the leave of absence. Requests for students to complete work remotely during the time of the leave will be considered on a case-by-case basis in consultation with the Office of Academic Administration.
- The Associate Dean of Academic Administration will email the student a letter confirming the parental leave with an anticipated date of return. This letter will be kept in the student's academic record.
- The Associate Dean of Academic Administration will send confirmation of the student's parental leave dates to all current course directors/division directors, the Associate Dean for Student Services, and the Associate Registrar.
- The Associate Registrar will coordinate logistics of checking out and course registration adjustments as necessary, depending on the anticipated length of the leave.

**Parental Leave Concludes:**

- Two weeks prior to the anticipated return date, the student will email the Associate Dean for Student Services and the Associate Dean of Academic Administration to confirm the anticipated return date. The Associate Dean of Academic Administration will confirm the educational plan for return and notify course and/or division directors of any changes. Please note, while on leave, a student's main point of contact is the Office of Academic Administration only.
- The Associate Registrar will coordinate logistics of checking in and adjusting course registration as necessary.
- A meeting will be scheduled with the student, the Associate Dean of Academic Administration, and the Associate Dean of Student Services in the first week of the student's return to ensure a smooth transition.
- In addition to the Offices of Academic Administration and Student Services & Enrollment Management, the Office of Title IX is available to discuss these policies and assist as needed. Any member of the Detroit Mercy community with questions or concerns about policies affecting pregnant or parenting students may contact the University Title IX Coordinator, Megan Novell, at (313) 993-1802 or novellme@udmercy.edu.

## ACADEMIC PERFORMANCE AND EVALUATION: RIGHTS AND RESPONSIBILITIES OF STUDENTS

### STUDENTS' ASSURANCES

All students are assured of the following.

1. Academic evaluation that is honest and fair while students remain responsible for the quality of their work in all courses
2. The right to privacy for their School of Dentistry records and communications with School of Dentistry faculty
3. Due process as outlined in this handbook

### RESPONSIBILITIES OF STUDENTS

Student responsibilities include all aspects of performance: technical skills, written and oral examinations, interpersonal communication with colleagues, staff and faculty, patient interaction and management, demeanor, and professional conduct. Grades reflect not only the passing of examinations and the completion of qualitative and quantitative expectations in laboratory and clinics, but actions and words that demonstrate the following:

1. Student Professional Conduct, this means that students are expected to adhere to the following behaviors.
  - a. Attend all scheduled classes, laboratory sessions, clinical assignments and examinations
  - b. Know and adhere to University of Detroit Mercy and School of Dentistry policies and procedures
  - c. Cooperate with School of Dentistry faculty and staff in the performance of their duties and authorized activities
  - d. Meet all financial obligations to the University
  - e. Provide accurate and complete information for all official records and documentation requested by the University or School of Dentistry
  - f. Display identification at all times while at the School of Dentistry, UHC Clinics, outreach clinics, or other sites where the student is representing the School of Dentistry or University
  - g. Demonstrate "fitness" for the practice of the profession
2. Ethical Professional Conduct
  - a. A dental professional must aspire to the highest possible standards of moral human behavior because the welfare of the patient is dependent upon the sacred trust which society gives to the profession of dentistry
  - b. This trust provides that dental professionals are allowed to care for the health of their patients without direct societal regulation with the understanding that the provider will put patients' well-being ahead of their own personal interests
  - c. A dental professional behaves with the deepest compassion and empathy towards patients, colleagues, and co-workers
  - d. The dental professional behaves with scrupulous integrity and honesty in all activities and interpersonal relationships

### 3. Patient Care Conduct

- a. Each student has a responsibility to the patient, the profession, and his/her own personal integrity to strive to become skilled to conscientiously administer to the oral health condition and treatment needs of the patients.
- b. Each student is obligated to become familiar with School of Dentistry and clinical department protocols and guidelines to provide patient care that satisfies all policies, while at the same time providing person-centered care.
- c. Professional conduct in discharging one's responsibilities to each patient includes:
  - i. Conscientious arrangement of appointments for assessment, diagnosis, treatment, and post-treatment evaluations.
  - ii. Appropriate informed consent, utilizing forms and protocols provided by the University of Detroit Mercy School of Dentistry.
  - iii. Evidence of consultation(s) with faculty when appropriate.
  - iv. Timely compliance with all commitments as outlined in the clinic manual and/or course syllabi.
  - v. Student Appointment/Business Cards: Only one template has been approved and authorized by the School. Business cards are ordered annually through the Office of Communications.

## UNIVERSITY STUDENT EMAIL POLICY AND PROTOCOL

### **Policy**

All undergraduate and graduate students will be assigned a University student e-mail address with the expectation that they will read their e-mail regularly. This will help ensure that they are kept informed of current University updates, deadlines, emergency notification, etc. It is the student's responsibility to read all University correspondences sent to the student's University e-mail address by University of Detroit Mercy School of Dentistry faculty and administration.

### **Rationale**

University of Detroit Mercy School of Dentistry is committed to increasing its interactions with students and improving ways of conveying important information. This policy will enhance the ability of faculty and administrative offices to send official and course-related information to students via e-mail with minimal barriers.

### **Guidelines**

In general, redirecting University of Detroit Mercy School of Dentistry e-mail to another non-University e-mail address is not encouraged. The University will not be responsible for the handling of e-mail by outside service providers or servers. Having University of Detroit Mercy School of Dentistry e-mail redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official e-mail address. Students **MUST** use their University e-mail to communicate with faculty, administrators, and staff.

## STUDENT EVALUATION OF INSTRUCTION

### **What is the purpose of Student Evaluation of Courses?**

The University of Detroit Mercy School of Dentistry utilizes a web-based course evaluation program called CoursEval. Information provided by students is used in the following ways:

- To aid individual faculty in course and teaching improvement efforts
- To contribute to curriculum assessment, revision, and the accreditation process

**What are DZD 8010 (Dental Program Course Evaluation) and DZD 8020 (Dental Hygiene Program Course Evaluation)?**

Each course's only requirement is completion of course evaluations and faculty evaluations using a web-based program near the end of each term. You will receive an A if all evaluations have been completed. Failure to do so will result in a letter grade of F. The grade for the course is deferred over multiple terms as indicated below:

**Dental Program** (1 credit hour each):

- DZD 8010 Course Evaluation - 5 Terms, beginning in the DS1 Fall Term and ending in the DS2 Winter Term.
- DZD 8010 Course Evaluation - 6 Terms, beginning in the DS3 Summer Term and ending in the DS4 Winter Term.

**Dental Hygiene Program** (0.5 credit hour each):

- DZD 8020 Course Evaluation - 3 Terms, beginning in the DH1 Summer Term and ending in the DH1 Winter Term.
- DZD 8020 Course Evaluation - 3 Terms, beginning in the DH2 Summer Term and ending in the DH2 Winter Term.

**Who and what gets evaluated?**

Students routinely evaluate overall didactic courses, preclinical laboratory courses, and clinical rotations. Individual faculty in their various roles as lecturers, bench instructors, clinic leads and clinical faculty are also evaluated at different times during the academic year.

**What about confidentiality?**

Student answers are completely confidential - student names can never be associated with responses unless a student includes it in their open-ended responses. Instructors do not have access to aggregate results until after final grades are due and the site is closed. Closed-ended question responses are reported statistically (frequency distribution, mean, median, mode); open-ended question responses are reported just as the student typed them in.

**When does the site open?**

The web-based Course Evaluation program opens two weeks before the end of each term. Students are notified by email when the site is open. Students have the opportunity to evaluate each course in which they are currently enrolled.

**When is the deadline for completion?**

The deadline for completion is 5:00 PM the day before grades are due (see Academic Calendar). Students who have not submitted all evaluations by that time will receive a grade of Incomplete (I). For those students who have earned an "I" grade, the site remains open for course completion (i.e.: completing evaluations) until two weeks after the start of the next term. Please note that the site closes at 11:59 PM at the end of the extended completion period, and cannot be reopened.

**How Do You Log On?**

Go to <http://www.udmercy.edu/evaluate>. The log-in screen will ask for your TitanPass user name and password.

**What problems might you encounter trying to access the program?**

If you have questions, please contact Ms. Margie Coleman [colemame@udmercy.edu](mailto:colemame@udmercy.edu)

- Forgotten ID or Password - Contact ITS via the University website.
- Server Temporarily Disabled - If you encounter a problem, contact Ms. Coleman by email or simply try again later. If the program is down for an extended period, an email is sent to everyone announcing when the program is available.
- Email Reminders Not Received – Reminders will be sent out to students during the CoursEval completion period; however please note that students are responsible to complete all evaluations regardless of whether email reminders are received. Please clear out your email regularly, if a student has allowed their email box to become overloaded, they will not receive any email.
- Not an Authorized User - Please verify that you are using your TitanPass user name and password. Email Ms. Coleman or IT if the issue is not resolved.
- Unable to Access via Home Computer - Your computer at home will not let you log into the program; if cookies are not enabled, you will not be able to access the program. CourseEval only supports Internet Explorer or Firefox. If cookies are not enabled, you will not be able to access the program. Change your computer settings or use a school computer. Chrome is not supported by CoursEval and will not let you get onto the website.

*Revised 7/22*

## **SCHOOL OF DENTISTRY COMPLAINT POLICY**

Students who wish to discuss specific course concerns should make every effort to resolve the issue with the course director as appropriate. If the student is not able to resolve the issue, the issue should then be forwarded to the Division Director. For issues not resolved at the level of the Division Director, students can bring the issue to the Office of Academic Administration for review. For matters related to an appeal of a grade, please see “Guidelines for Appeal of a Final Grade” section. For matters related to an appeal of an Academic Performance Committee decision, please see the “Academic Performance Committee Policies and Procedures” section. For matters related to an appeal of a disciplinary hearing panel, please see the “Student Professional Misconduct Disciplinary Hearing Process” section. Students who wish to discuss issues regarding academic policies or procedures, course scheduling concerns, academic resources, or issues of academic performance should forward the issue to the Office of Academic Administration.

Students who wish to discuss issues regarding clinic and/or clinical operations should seek out the direction of their Clinic Lead, if appropriate. For matters not resolved at the Clinic Lead level at the Corktown Campus, students should forward the issue to the Assistant Dean for Clinical Education.

Students who wish to discuss issues regarding academic support resources, facilities and campus resources, programs or events, or matters related to student services should forward the issue to the Office of Student Services & Enrollment Management. Students can also voice issues or concerns to their respective class officers to be discussed at monthly Dean’s meetings with members of administration. In addition, the Office of Student Services & Enrollment Management is available to hear any issue (course-specific, academic, clinical, etc.) in an effort to assist the student in determining the appropriate course of action or to facilitate resolution of the matter.

Students wishing to file a formal School of Dentistry complaint after following the above process, and upon attempting to resolve matters with appropriate faculty, administrators, and/or School of Dentistry personnel, can do so by completing the Formal Student Complaint and Resolution Form at: [https://cm.maxient.com/reportingform.php?UnivofDetroitMercy&layout\\_id=30](https://cm.maxient.com/reportingform.php?UnivofDetroitMercy&layout_id=30). Refer



to the University student complaint reporting process if you feel the matter is not resolved upon filing a School of Dentistry complaint.

*Rev: 8/16/04, 7/17, 8/22*

## **ACADEMIC PERFORMANCE COMMITTEES**

### **STANDING ACADEMIC PERFORMANCE COMMITTEES**

#### **FUNCTIONS OF THE STANDING ACADEMIC PERFORMANCE COMMITTEE (APC)**

1. To review the academic performance of all pre-doctoral dental and dental hygiene students
  2. To make recommendations to the Associate Dean for Academic Administration and/or the Dean regarding:
    - a. Students in current or potential academic difficulty
    - b. Student progression through the program
    - c. Students who have shown outstanding ability
    - d. Students who may lack fitness for the profession
  3. To set conditions under which students who have current or potential academic or other difficulties, or who may lack fitness for the profession may continue in class, lab, or clinic. Such conditions may include but are not limited to suspension from patient care, receiving professional counseling, anger management courses, or obtaining a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc.
- A. Composition of the APC for Dental Students
1. There are five separate standing Academic Performance Committees, one for each class (DS1, DS2, DS3, DS4) plus one for the Accelerated Dental Program (ADP). These committees are composed of the course directors, and clinic leads as necessary or their informed designee for each term.
  2. The Associate Dean for Academic Administration or his /her designee, who attends in a non-voting capacity, will chair the APCs for dental students.
  3. The Associate Dean of Student Services & Enrollment Management is required to serve on the APCs in a non-voting ex-officio capacity. The Assistant Dean for Clinical Education or the Clinic Lead is required to serve on the DS3 and DS4 APCs, in a non-voting ex-officio capacity.
- B. Composition of the APC for Dental Hygiene Students
1. There are two separate Academic Performance Committees, one for each class (DH1 and DH2). Committees are composed of the course directors or their informed designee(s) for each term. The Associate Dean for Academic Administration or his /her designee, who attends in a non-voting capacity, chairs both Dental Hygiene APCs.
  2. The Associate Dean of Student Services & Enrollment Management, the Director of Dental Hygiene Division, and the Assistant Dean for Clinical Education are required to serve on the APCs in a nonvoting ex-officio capacity.
- D. Composition of the APC for Dental Residents
1. There is a combined standing Academic Performance Committee representing Advanced Education in General Dentistry (AEGD), Graduate Endodontics, Graduate Orthodontics, and Graduate Periodontics programs. The committee is composed of the program director(s) or their informed designee(s), for each program year. If by request of the Associate Dean for Academic Administration or a program director, the DS4 APC will review the status of

students enrolled in the Accelerated Dental Program during any dental school academic term.

2. The Associate Dean for Academic Administration or his/her designee, who attends in a non-voting capacity, will chair the APC for dental residents.
3. The Associate Dean of Student Services & Enrollment Management is required to serve on the APC in a non-voting ex-officio capacity. The Assistant Dean for Clinical Education is required to serve on the Graduate Program APC in a non-voting ex-officio capacity.
4. The procedures for the standing APC, and any necessary special APC sessions, will follow the procedural operation, appeals, post-appeal review, and other provisions as outlined for the Dental and Dental Hygiene Program APCs.

### **Procedural Operations of the Standing APC**

The APCs will schedule meetings during the academic term for the assessment of, and recommendations regarding, student progress at mid-term and end of term. Additional meetings may be scheduled as deemed needed by the Committee, the Associate Dean for Academic Administration, or a designee.

A majority of members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each member of the Committee will be entitled to one vote. The APC chairperson is entitled to vote only in the case of a tie.

Minutes of the Committees' meetings will be taken. Minutes are not intended to be verbatim transcripts of all discussions and considerations. Minutes of the APCs will be kept in the Office of the Associate Registrar. All proceedings must be kept confidential.

### **APC Recommendations**

The APC will deliberate and make recommendations to the Associate Dean for Academic Administration and/or Dean regarding, but not limited to

1. Progression without restriction
2. Progression in the clinical program
3. Progression with direction for professional counseling
4. Progression with conditions, which may include but are not limited to suspension from patient care, completion of anger management courses, or obtaining a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, or other conditions believed by the APC to help the student successfully progress through the program.
5. Progression subject to restrictions, which can include probation, repetition of a course, or modification/extension of a program
6. Repetition of all or part of the year
7. Dismissal with the option to withdraw
8. Dismissal
9. Recommendation for a leave of absence
10. Recognition of outstanding achievement, e.g. Dean's list
11. Recommendation for graduation

### **Guidelines for the Formulations of the Recommendations of the APC**

- A. Progression
  1. Students who have satisfactorily completed all course work and have attained GPAs of 2.0 or higher will proceed to the next term or year without restriction.

2. Dean's List recognition is granted to those students who achieve a term GPA of 3.5 or higher.
  - a. Students are deemed ineligible for the Dean's List under the following circumstances:
    - i. Students on Academic Probation
    - ii. Students on Probation due to Professional Misconduct
    - iii. Students who have an "I" (Incomplete) grade by the end of the sixth (6th) week of the following semester
    - iv. Students who have received an "F" grade during the semester
    - v. Students with a "U" progress grade for deferred courses at the end of the semester

B. Counseling

A student may be directed to seek counseling when the APC believes that current or potential academic or fitness concerns exist and may be mitigated by counseling. If counseling is required by the APC:

1. It is the student's responsibility to make an appointment with the designated counselor. The counselor shall be informed by the APC chair as to the nature of the referral.
2. The student may be referred to Course Directors, the Division Directors, a Faculty Advisor, the Associate Dean of Student Services & Enrollment Management, the Assistant Dean for Clinical Education, the Associate Dean for Academic Administration, the Office of Health and Wellness or other appropriate administrators for counseling, or to professional outside counselors, depending on the nature of the issue involved.

C. Probation and Academic Warning

1. The APC may vote at any time to place a student on Probation or Academic Warning status when a serious academic or clinical performance problem exists or there are serious fitness issues, providing formal notice to the student of the APC concerns.
2. Academic Warning
  - i. A student will be automatically placed on Academic Warning status at the end of a term under the following circumstances:
    1. Any student who fails to obtain a GPA of 2.5 for any single term or fails to maintain a cumulative GPA of 2.5.
    2. Any student receiving 2 or more grades in a single term of "C-" or lower (excluding Course Evaluation grade).
    3. Student performance in a deferred course may be considered as described below in section #4.
  - ii. Academic Warning status based on these criteria will be in effect for one academic term.
  - iii. A student who is placed on Academic Warning status will require written approval from the Offices of Academic Administration and Student Services & Enrollment Management for the following:
    1. to hold office in any student organization or school organization
    2. to serve on any University or professional committee
    3. to participate in any program and/or elective that requires good academic standing.
  - iv. A student on Academic Warning status is considered in good academic standing for purposes of scholarship eligibility and graduation. Academic Warning status is not recorded in the student's permanent academic record.
3. Probation

- i. A student will be automatically placed on Probation at the end of a term under the following circumstances:
      1. A student who fails to obtain a GPA of 2.0 for any single term or fails to maintain a cumulative GPA of 2.0
      2. Any student receiving a final grade of "F" in a single term (excluding Course Evaluation), or an "F" in a deferred course as described below in section #4
    - ii. A student will be removed from Probation when his/her cumulative GPA is above 2.0 and all courses with failing grades have been passed.
    - iii. A student on probation is not considered in good academic standing and will not be:
      1. endorsed for graduation
      2. allowed to hold office in any student or school organization
      3. allowed to serve on any University or professional committee
      4. allowed to participate in any program and/or elective that requires good academic standing
  4. Deferred Courses - At the end of a semester, if a course director determines that it is not mathematically possible for a student in a deferred course to pass such course, the APC will consider the student's performance an "F" for purposes of deliberation and making recommendations to the Associate Dean for Academic Administration and/or Dean.
- D. Repetition of a Failed ("F") Course
  1. The final decision regarding repetition is made by the APC in consultation with the Course Director.
  2. Dental students with outstanding "F" grades at the end of Winter Term of Year 2 or Year 3, and dental hygiene students at the end of the Fall Term of Year 1, may have their clinical privileges modified or may not be allowed in clinics or patient care assignments.
  3. Students who successfully appeal dismissal based on a course failure will be allowed to repeat the course.
  4. Grades for repeated courses will be reported to the Office of Academic Administration in the same manner as the rest of the class.
  5. Repetition of a course may involve retaking the course in its entirety when next offered or taking an individualized course or portion of a course as recommended by the course director. Both the "F" grade and the repeated course grade are reported on the transcript and are included in GPA computation.
  6. An "F" grade in Course Evaluation cannot be repeated. The "F" grade remains on the transcript.
- E. Leaves of absence: (see Leave of Absence Policy)
  1. The Associate Dean for Academic Administration may grant a request from a student in good academic standing for a leave of absence due to unforeseen circumstances or circumstances beyond the student's control, such as illness, personal, family, or financial matters.
  2. A leave of absence shall extend no longer than the remainder of that academic year and the following full academic year. The APC will advise the Associate Dean for Academic Administration regarding the appropriate point of re-entry in the curriculum.
- F. Option to Withdraw in Lieu of Dismissal

The option of withdrawal from the School of Dentistry in lieu of dismissal is permitted and may be considered at any time, including prior to the submission of final grades with approval of the APC.

1. If a student is offered but rejects an offer of withdrawal, he/she will be dismissed, and his or her record will be duly annotated.
- A. Repetition of all or part of the year:
  1. A student may be required to repeat all or part of the year for any of the following:
    - a. One or more course failures in any one term
    - b. A GPA below 2.0 for one term
    - c. Deficient clinical performance and/or judgment
  2. A student may also be required to repeat all or part of a year due to a leave of absence.
  3. Whether to require a student to repeat a year is within the discretion of the APC with approval from the Dean; the conduct listed above may also warrant more severe discipline including dismissal from the program.
  4. Students are responsible for applicable tuition and fees associated with repetition of a term or year.
  5. Both the original grade and the grade for the repeated courses remain on the student's academic transcript. Only the second attempts are counted in the GPA.
  6. Individual course waivers for students repeating the year may only be granted by the APC at its discretion, not by Course Directors, and only for courses in which a grade of "B" or higher was earned. Exceptions will be reviewed on a case by case basis.
- B. Dismissal
  1. A student may be dismissed for academic reasons including but not limited to any of the following:
    - a. Two or more failures in any one term
    - b. Failure of a repeated course
    - c. Two term GPAs below 2.0
    - d. A term GPA below 2.0 if he/she is repeating the term
    - e. Deficient clinical performance or judgment
    - f. Failure to demonstrate fitness for the profession
  2. When a student is dismissed from the School of Dentistry his/her transcript will indicate the appropriate "DISMISSED" language.
- C. Graduation
  1. The respective APC shall recommend for graduation Dental Students and Dental Hygiene Students who have satisfactorily completed all prescribed courses and clinical requirements.
  2. A student will not be recommended for graduation if his/her cumulative GPA is below 2.0 or if they are on probation.

### **Guidelines for the Implementation of the Recommendations of the APC**

- A. The APC minutes will be reviewed and approved by the Committee members.
- B. After the Associate Dean for Academic Administration reviews the Committee's recommendations the following procedures shall be followed:
  1. The Associate Dean for Academic Administration will send the student a letter describing the student's academic status, and advising the student of his or her status, e.g., probation, requirement to repeat a course, term, or year.

2. Copies of this letter will be distributed to the Associate Dean of Student Services & Enrollment Management and placed in the student's file.

### Special APC

If the APC is considering recommending to the Dean that a student take a leave of absence, withdraw from the School of Dentistry, repeat a year, or be dismissed, the APC Chair will notify the student by email that a Special APC Meeting will be held. This meeting will be held not earlier than five (5) academic days from the day the letter is emailed unless all parties involved agree upon an earlier date. The letter will inform the student of the date, time, and place of the meeting and of his/her right to bring his/her faculty advisor, an advisor within the School of Dentistry, or another faculty member to the meeting.

A majority of members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each member of the Committee will be entitled to one vote. The chairperson is entitled to vote only in the case of a tie.

The purpose of the Special APC Meeting is to allow the student to present significant information relative to the recommendation under consideration, which the committee may not otherwise possess. The meeting is not to appeal any decisions (since they have not been made), nor is it intended to be the forum or process for an appeal of a grade. The student should prepare an opening statement providing significant information the student determines is important relative to the recommendation. The committee members may ask questions of the student. At the end of the presentation and questions, the student and his/her representative will leave the meeting.

Following the meeting, the Special APC will deliberate and then forward the formal recommendation to the Dean. If the APC does not vote to recommend a leave of absence, withdrawal from the School of Dentistry, repetition, or dismissal, the Associate Dean for Academic Administration or designee, will inform the student of the Committee's decision and if, appropriate, recommendations for progress. In case of the Dean's absence, his/her designee will act in the Dean's behalf.

The Dean may agree with the decision of the Special APC or make an alternative decision, including reversal or modification of the recommendation. The Dean's decision will be sent in writing to the student and the Associate Dean for Academic Administration within five (5) academic days after the Special APC recommendation. Reasons for any decision that is different from the Special APC recommendation will be included in the notification that is sent. The committee members will be informed of a decision that is different from the Special APC's recommendation.

\* See Section II for the types of recommendations the committee may make.

### Guidelines for Appeals

- A. The student may appeal the decision of the Dean. The student must submit a letter containing supportive documentation to the Dean stating the reason(s) for the appeal no later than five (5) academic days after the Dean mails the decision. The request for appeal must specify the basis for the appeal, including any of the following which the student believes apply:
  1. Substantial evidence not previously considered
  2. Evidence of bias by a Special APC member
  3. Significant errors in procedures by the Special APC
  4. Significant findings of inequity

- B. Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who did not participate in the decision being appealed. The Dean will name the Chairperson of the Appeals Review Committee.
- C. The Appeals Review Committee will meet within five (5) academic days to review the request and make a determination as to whether or not an appeal hearing will be granted. The review will include examination of the appeal request and the minutes of the Special APC Meeting. The Appeals Review Committee will determine whether to grant the request for an appeal hearing. The Committee's decision as to whether to grant a request for an appeal hearing is final.
- D. Should the Appeals Review Committee grant the request for an appeal hearing, they shall become the Appeals Committee, and, within five (5) academic days after granting the request will convene an appeals hearing. The student may invite a Faculty Advisor, the Associate Dean of Student Services & Enrollment Management, or a faculty person to attend the Appeals meeting. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new information presented by the student. The Appeals Committee may seek other information or may recess and reconvene as it deems necessary. The student and Faculty Advisor, Associate Dean of Student Services and Enrollment Management, or a Faculty Advocate may be present at times when new information is presented.

The Appeals Committee shall deliberate the Dean's decision in light of the appeals hearing and shall decide to:

1. Uphold the Dean's decision
  2. Reverse the Dean's decision, or
  3. Modify the decision
- E. The Appeals Committee decision will be transmitted to the Dean in writing within five (5) academic days of reaching its decision. The Dean will review the Appeals Committee decision and will convey the decision to the student and to the Special APC within seven (7) academic days upon receipt. If there is a reversal or modification of the Dean's decision, the Associate Dean for Academic Administration and the Dean will determine the steps necessary to satisfy the reversal or modified decision in a reasonable and timely manner.
  - F. The Appeals Committee decision in the matter shall be implemented immediately.

### *Continuation in School During Appeals*

Students who decide to appeal decisions of repetition of a year, part of the year, or dismissal may continue attending classes and laboratories during the appeal process. Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, may be allowed to continue attending classes, laboratory sessions and/or clinic during the appeal process, however the Associate Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic or on the University campus poses a threat or risk to him/herself, to patients or to others, or to the stability of normal University classes or functions.

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the School can require that attendance is subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Associate Dean for Academic Administration may

hold final grades until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

### *Post-Appeal Review*

The decision of the Dean is final and no appeals are allowed.

### **General Provisions**

- A. Any written notices which are to be provided to the student will be emailed. It is the responsibility of the student to check his or her email regularly.
- B. The Associate Dean for Academic Administration or Dean may modify the time limits and procedures of these policies when, in their discretion, doing so is desirable or necessary to appropriately proceed and the modification is not contrary to due process requirements.

*Modified by Faculty Assembly 8/20/97, 9/8/99, 11/26/01, 2/18/15;*

*Edited: 9/30/04, 05/08, 08/16, 7/17, 7/18, 6/19*

## **PROFESSIONALISM & ACADEMIC INTEGRITY**

### **PROFESSIONAL AND ACADEMIC MISCONDUCT POLICY**

#### **Introduction, Definitions and Examples**

Students who engage in professional or academic misconduct or who are deemed unfit for the practice of dentistry, are subject to discipline. The University has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the misconduct or violation that has occurred. It is recognized that “progressive discipline” is not required, and that immediate dismissal is an appropriate discipline for certain misconduct, regardless of whether there has been previous discipline. The following list is examples of misconduct which may result in discipline. This list is illustrative and is not exhaustive, and is not to be read as a limitation of the University's general disciplinary powers, nor does it limit the University's right to discipline for infractions that are not listed. Discipline up to and including dismissal may be imposed for any of the following:

- Discrimination, harassment or retaliation
- Verbal or physical abuse or intimidation
- Inappropriate off-campus activity
- Breaches of ethical standards
- Substance abuse
- Lying, misleading, or withholding information with regard to any professional or academic issue
- Forgery, stealing, or other illegal acts
- Student academic misconduct, including cheating or plagiarism
- Clinical breaches or misconduct
- Fraudulent clinical records
- Damage to University, student, faculty, employee, or patient property
- Computer or technology abuse or tampering

Please note that instances of professional misconduct sometimes arise from ill-conceived attempts at humor. Understand that malicious or inappropriate intent is not a necessary element of professional misconduct. Individuals who engage in any of the above behaviors or other forms of professional or



academic misconduct will not be allowed to use humorous intent as a defense. If there is any question as to whether a remark, joke, or other reference intended to be humorous might be insulting, degrading, or offensive, the dental professional should refrain from making the remark or reference.

1. Discrimination, Harassment, or Retaliation

Any discriminatory, harassing, or retaliatory action toward a student, faculty or staff member, or patient which is based upon race, color, ethnicity, gender, national origin, physical or mental disability, sexual preference, or other category protected by Federal, State or local law. See also, Sexual Harassment Policy in this Handbook.)

2. Verbal or Physical Abuse or Intimidation

Verbally or physically abusive behavior or vulgar language directed toward, or in the presence of, any student, faculty, or staff member or patient, including overt or implied threats to the personal or physical well-being of the individual.

3. Inappropriate Off-Campus Activity

Off-campus activity can constitute professional or academic misconduct and subject the student to discipline. Any off-campus activity, which would be considered by a licensing board, is subject to review by the Associate Dean for Academic Administration under this policy.

4. Breach of Ethical Standards

The School of Dentistry Clinic Manual outlines student responsibilities. Students should carefully read the manual and are expected to abide by the responsibilities as outlined. The following list is examples of conduct that may breach ethical standards. This list is illustrative and is not exhaustive, conduct which is not listed may also constitute a breach of ethical standards.

- a. Any breach of patient confidentiality, including but not limited to conduct which violates HIPAA.
- b. Abandonment of the patient or failure to provide appropriate comprehensive patient care.
- c. Failure to provide patient treatment appointments at appropriate time intervals.
- d. Disrespectful behavior toward peers, colleagues, faculty, staff, or patients.
- e. Coercive remarks or language directed toward with peers, colleagues, faculty, staff, or patients.
- f. Failure to provide sufficient information to enable the patient to give fully informed consent for treatment.

5. Substance Abuse

Students present on the campus in an apparently impaired state as determined by subjective or other evaluation may be requested to submit to tests. Failure to submit to testing is grounds for immediate dismissal from the program. The possession, use, manufacture, sale of, or being under the influence of, alcohol, marijuana, or any controlled substance without a physician's prescription, or possessing drug paraphernalia while on campus is also grounds for immediate dismissal from the program. Follow the link for additional information regarding the University Drug and Alcohol policy:

[https://udmercy0-my.sharepoint.com/:b:/g/personal/sochacr\\_udmercy\\_edu/EaFtQf8\\_00ZApuTFMdf-LwoB1N\\_D6FJCZrpjSLyGw\\_GfVw?e=QcVD1f](https://udmercy0-my.sharepoint.com/:b:/g/personal/sochacr_udmercy_edu/EaFtQf8_00ZApuTFMdf-LwoB1N_D6FJCZrpjSLyGw_GfVw?e=QcVD1f)

6. Lying with Regard to Any Professional or Academic Issue

Any statement of an untruth or partial statement that although truthful omits material facts, made with the intent to mislead patients, administrative officials, faculty, staff, or students is considered a form of lying. Lying also includes forgery or falsifying, altering, or counterfeiting of any academic, University or patient record, document or form.

7. Illegal Acts

Any act that violates law is considered professional misconduct. Theft of any University, student, faculty, staff, or patient property is a violation of this policy and will not be tolerated.

**8. Student Academic Misconduct, Including Cheating or Plagiarism**

Any giving or receiving of academic aid without the consent or knowledge of the instructor before, during, or after a testing event, or examination, quiz, or competency is cheating. Failure to acknowledge assistance that a student received from a fellow student, books, periodicals, artificial intelligence or other written materials will be regarded as an instance of plagiarism (which is a form of cheating). The submission of any preclinical laboratory project, or any other paper or assignment by a student, which was completed in whole or in part by any other individual is an instance of cheating. Failure to comply with directions given by a course director, proctor, or designee involving the testing environment and exam security (including removing a quiz or examination material from classrooms) is considered cheating. Failure to comply with directions given by the course director, proctor, or designee governing the process of a preclinical or clinical "practical" or competency test is considered to be cheating (e.g., removing the tooth or teeth arch from a manikin/ typodont during a test).

**9. Clinical Breaches or Misconduct**

Clinical breaches or misconduct include failure to follow faculty directions, clinical protocol or guidelines, performing any procedure without proper authorization and approval, violations of patient or faculty trust, or any intentional acts that could potentially result in harm to patients, colleagues, staff, or faculty. Breaches may include, but are not limited to:

- a. Failure to maintain confidentiality of patient records
- b. Removal of records from school premises or incorrect storage of patient records
- c. Failure to demonstrate concern for the welfare of patients, real or simulated
- d. Failure to demonstrate concern for the rights of others
- e. Failure to meet one's duties, including notification of responsible persons, punctual attendance, notifying appropriate individuals of absences, or inability to carry out responsibilities
- f. Failure to maintain a professional demeanor
- g. Failure to adhere to infection control, privacy, and other federal, state, or local regulations
- h. Fraudulent record keeping

**10. Damage to or Theft of University, Student, Faculty, Employee, or Patient Property**

Prohibited damage or theft includes damage or theft of equipment, furniture, building walls or structure, lockers and preclinical or clinical facilities, laboratories, uniforms, and clinical supplies, whether owned by the University, other students, faculty, employees, or patients.

**11. Computer or Technology Abuse or Tampering**

Physical damage to any computer or other equipment as the result of anything other than excusable accident or normal wear and tear is not permitted. Prohibited behavior also includes use of computer or other technology to send any inappropriate e-mail or message or to alter any academic, patient, or University record or document.

## **FITNESS FOR THE PRACTICE OF THE PROFESSION**

As the result of unethical, unprofessional, inconsistent, or illegal behavior(s) a student may be determined to be unfit for the profession. This determination may be the result of the deliberation of an Academic Performance Committee or the judgment of the Dean in consultation with appropriate Assistant Deans, Graduate Program Directors, Division Directors, or Faculty. If a determination of lack of

fitness is made, the Dean will inform the student that the student's preclinical, didactic, or patient care experiences may be modified or suspended, repetition of a term or year may occur, or the student may be dismissed from the academic program.

### **Lack of Fitness: Definition, Characteristics and Personal Functioning**

**Definition:** Lack of fitness is defined as failing to meet professional standards, which is reflected in one or more of the following:

1. An inability, unwillingness, or otherwise failing to acquire and integrate professional standards into one's repertoire of professional behavior.
2. An inability or otherwise failing to acquire professional skills in order to reach an acceptable level of competency.
3. An inability or otherwise failing to prevent personal and other non-professional factors (such as personal stress, substance abuse, or interpersonal skills) from interfering with professional functioning.

**Characteristics:** Lack of Fitness is demonstrated by one or more of the following characteristics

1. The student does not acknowledge, understand, or address the problem when it is identified.
2. The problem is not merely a reflection of a skill deficit that can be rectified by academic, preclinical, or clinical training.
3. The quality of clinical services and/or academic performance by the student is negatively affected.
4. The problem is not restricted to one area of professional functioning.
5. A disproportionate amount of attention by faculty and/or clinical supervisors is required.
6. The student's behavior does not change as a function of feedback, remediation efforts, and/or time.
7. Failure to follow faculty or administrative directives is evident.

**Personal Functioning:** The nature of the role of the dentist or dental hygienist involves working closely with other professionals and with patients, and requires attention to one's presentation and personal issues.

Students are expected to:

1. Recognize and deal appropriately with all personal issues and insure that they do not adversely affect professional functioning, including the management of personal stress.
2. Demonstrate appropriate interaction with peers, colleagues, faculty, staff, patients, and any other individuals with whom the student comes into contact as part of the student's studies or professional responsibilities.
3. Dress and behave in a professional manner.
4. Develop the knowledge and skills to meet professional standards, and show appropriate involvement in professional development activities.
5. Consistently demonstrate appropriate preparation, openness to feedback, application of learning to practice, appropriate self-critical and self-reliant behavior, and a willingness to recognize and correct non-professional issues that may be adversely affecting professional performance or standards.

Failure to perform and meet the standards outlined above may influence decisions concerning progress in professional programs at the School of Dentistry, including possible dismissal from the program.

### **Guidelines for Appeals**

#### **Request for an Appeal**

The student may appeal the decision of the Dean. In order to appeal, the student must submit a written letter to the Dean within five (5) academic days of the Dean's decision. The letter of appeal must contain supportive documentation to the Dean stating the reason(s) for the appeal and must be based on one or more of the following.

- a. Substantial evidence not previously considered

- b. Evidence of bias by a member of the Academic Performance Committee, administrator, or the Dean
- c. Significant finding of inequity in the actions/sanctions related to findings

Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three (3) faculty members who did not participate in the decision being appealed, and shall notify the student of the names of the individuals. The Dean will name the Chairperson of the Appeals Review Committee.

Any objections to the composition of the Appeals Review Committee must be made by the student, in writing, to the Dean within five (5) academic days of the letter indicating the composition of the Committee, and must explain the basis of the objection(s). If the Dean finds that a reasonable showing has been made for the objection, the member(s) to whom an objection was made shall be replaced. Within seven (7) academic days of the Appeals Review Committee being finalized, it will meet to review the request for an appeal. The Appeals Review Committee shall review the merits of the appeal based on evidence provided to the Dean by the student in light of the grounds for which an appeal may be granted. The review may include information provided by the Associate Dean of Student Services & Enrollment Management or the Associate Dean for Academic Administration acquired from individuals knowledgeable about the situation leading to the action taken. Based on that review, the Appeals Review Committee will determine by a majority vote whether to grant the request, and shall notify the student in writing of the decision. The Committee's decision as to whether or not to grant an appeal is final.

### **Appeal Hearing**

Should the Appeals Review Committee grant the request for an appeal, they shall become the Appeals Committee, and, within seven (7) academic days after granting the request, shall convene an appeals hearing. The student will be notified in writing the date, time, and location of the Appeal Hearing. A student may not be represented by legal counsel in any hearing, or record the proceedings of any hearing. The student may invite a Faculty Advisor, Associate Dean of Student Services & Enrollment Management, or faculty member (not an attorney) to attend the Appeal Hearing. The Faculty Advisor should familiarize themselves with the Academic Handbook and the specific policies and procedures guiding the process. This support person is not allowed to speak during the meeting. However, if the student requests a pause in the meeting in order to consult their advisor outside of the proceedings, the request should be granted. Students may be asked not to bring in personal belongings other than written notes and supporting documentation. The student is allowed to take notes during the hearing. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new evidence, new witness(es), and review the new physical evidence. The Appeals Committee may call other witnesses, seek other information, or may recess and reconvene as necessary. The student and Faculty Advisor must be present at all times when new evidence is presented.

The Appeals Committee shall review the Dean's decision in light of the appeals hearing, and has the authority to take any action it deems necessary, including the authority to:

- Uphold the Dean's decision, or
- Modify/overtake the decision.

The Appeals Committee's decision will be provided to the Dean, in writing, within seven (7) academic days after it is reached, and no more than 14 academic days from the Appeals Committee last meeting.

The Dean will review the Appeals Committee decision and will provide the written decision to the student within seven (7) academic days. The decision is final and shall be implemented immediately.

**Continuation in School During Appeals**

Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, *may* be allowed to continue attending didactic classes, laboratory sessions and/or clinic during the appeal process; however the Associate Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic or on the university campus poses a threat or risk to him/herself, to patients or to others, including other students, or to the stability of normal university classes or functions. If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the school can require that attendance is subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, a medical, psychiatric or psychological examination, or meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Associate Dean for Academic Administration may hold final grades in abeyance until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

*Revised 6/17/2019*

**Student Professional and Academic Misconduct****Reporting and Disciplinary Hearing Process****Witnessing and Reporting Potential Misconduct**

Faculty who have reason to believe that they have witnessed student behavior which constitutes academic or professional misconduct must report the incident/conduct to the Office of Academic Administration as quickly as possible, but not later than five (5) academic days after they witnessed the incident/conduct in question. For the predoctoral dental program and dental hygiene programs and the accelerated dental program, an academic day is defined as a calendar day in which classes are in session, and specifically excludes weekends, holidays, end of term and midterm breaks, and other days that classes are not held and student clinics are not in operation, or when the University or School of Dentistry is closed. For graduate programs an academic day is defined as any day the program holds class, clinic, or other clinical coverage or rotation, and excludes weekends, holidays, and any day that particular program is not in session or the University or School of Dentistry is closed.

Students or staff who have reason to believe that they have witnessed student behavior which violates this policy and/or constitutes professional misconduct must report the incident to a faculty member or to the Office of Academic Administration or other administrator) as quickly as possible, but not later than five (5) academic days after they witnessed the behavior in question. If a proctor witnesses what they perceive as cheating, quietly advise a second proctor to observe same. If alone, allow the student to finish the exam or quiz but document the behavior in writing and submit to the Associate Dean for Academic Administration within five (5) academic days.

Conduct which is believed to violate this policy or constitute professional misconduct should be reported whether or not there are other corroborating witnesses or evidence.

### **Informal Resolution Process**

1. Within ten (10) academic days of receiving a complaint, the Associate Dean for Academic Administration or his/her designee may attempt to reach an informal resolution if in her discretion such an informal resolution is feasible and appropriate.
2. The Associate Dean for Academic Administration shall notify all involved parties in writing of the proposed informal resolution.
3. Within five (5) academic days of receiving the proposed resolution, any involved party shall have the right to reject the proposed resolution and to demand a formal Disciplinary Hearing. A demand for a formal Disciplinary Hearing must be in writing and delivered to the Office of Academic Administration.
4. If no such demand is timely received, the matter is closed in accordance with the terms of the proposed informal resolution.

### **Formal Disciplinary Hearing Process**

If the matter is not resolved through the informal resolution process above, or if the Office of Academic Administration elects not to attempt to resolve the matter through an informal resolution, the following procedure shall be used:

1. Within ten (10) academic days of receiving the complaint or request for a Disciplinary Hearing, the Associate Dean for Academic Administration or designee will name to a Hearing Panel two full-time faculty members from departments not involved in the allegation. Panel faculty members shall not have been involved in any previous allegations regarding the student who is the subject of the complaint, or in any efforts for an informal resolution of the current allegation. The Associate Dean for Academic Administration or designee shall act as voting Chairperson of the Hearing Panel.
2. The Chair will schedule a Hearing, giving at least five (5) academic days written notice to the student of the date, time, and location of the hearing, and the names of the Hearing Panel members. The Chair will also inform the student and the Panel members, in writing, of the details of the charges against the student, and provide copies of the Protocol for Disciplinary Hearings. The student must inform the Associate Dean for Academic Administration of any objections to the members of the Hearing Panel, or the date, time, or location of the hearing in writing, at least four (4) academic days prior to the scheduled hearing date. The student must specify the basis of any such objection. If, in the Associate Dean for Academic Administration's discretion, the student demonstrated a reasonable basis for any such objection, the Associate Dean for Academic Administration shall take appropriate action, which can include replacing a Hearing Panel member, and changing the date, time, or location of the hearing.
3. Neither the student nor the University may be represented by an attorney during the hearing. However, the student may, if he or she wishes, ask the Associate Dean of Student Services & Enrollment Management, a Faculty Advisor, or any other faculty member chosen to act as advisor. If a student declines to invite an advisor, the student will be asked to sign a waiver form indicating their decision. Other than an advisor, no other individual may attend the hearing on behalf of the student.
4. The Chair will make an accurate written record of the hearing. The student shall have the right to make a written record of the hearing. No electronic or professional stenography recordings may be made.
5. A student shall be made aware of all evidence against him/her and shall be afforded an opportunity to refute any witness testimony where there are facts in dispute. Admissions of responsibility by the student may obviate the need for witness testimony. Each witness shall be asked to affirm that

his/her testimony will be truthful. The witness will also be informed that knowingly furnishing false, misleading, or incomplete information can cause him/her to be subject to disciplinary action.

6. The hearing will be closed to the public.
7. The Chair shall admit evidence at his/her discretion.
8. The student shall appear before the Panel to respond to the allegations. The members of the Hearing Panel will have the opportunity to question the witness(es) and the student.
9. The Hearing Panel has the right to recess the hearing, to recall any witness, call additional witnesses, or collect additional information as needed.
10. The Chair and the faculty members on the Hearing Panel will vote to decide the issue after all testimony and evidence is presented. The burden of proof used by the University is the preponderance of evidence standard. The preponderance of evidence standard is met when the Hearing Panel finds there is greater than a 50% chance that, based on all the reasonable evidence shown, the student committed professional or academic misconduct.
11. The Hearing Panel will make a written recommendation to the Dean, which shall include a synopsis of the basis for the recommendation, and a suggested penalty (or penalties), if appropriate. The Hearing Panel's recommendation shall be decided by a majority vote of the Panel.
12. The Dean will review and act on the recommendation(s) within ten (10) academic days following the date of receipt of the Panel's recommendation. The Dean will inform the student and the panel of the decision in writing.
13. All reports, proceedings and decisions of the Hearing Panel related to student professional misconduct are confidential. All written records of allegations, the proceedings, and recommendations of the Hearing Panel will be kept by the Associate Dean for Academic Administration in the Office of Academic Administration.
14. If the Dean determines the student shall be disciplined, a letter so stating from the Dean will be placed in the student's academic file. If the Dean determines no action should be taken, then no documentation will be placed in the academic file, and the written records in the possession of the Associate Dean for Academic Administration pertaining to the allegation may be destroyed.

### **Duties of the Faculty Advisor**

If a faculty member is asked and agrees to serve as a Faculty Advisor for a conduct hearing, he or she should

1. Familiarize him/herself with the facts as presented by the student. However, the advisor should not question or otherwise interview the witnesses, but the student will have the opportunity to question any witnesses at the hearing.
2. Review the current Academic Policies Handbook and Procedures section on Professional Misconduct.
3. Assist the student with any questions related to procedures and protocol as stated in the Academic Policies Handbook.
4. Assist the student in preparing for the hearing.
5. Attend the hearing with the student and advise him or her during the hearing in matters related to clarity of presentation, recollection of facts, and questions to ask of witness(es). The Faculty Advisor should speak to the Hearing Panel on request of the Chair and in direct response to the query of the Chair, but is not otherwise permitted to address the Hearing Panel.

### **Disciplinary Actions**

The University has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the conduct or violation that has occurred. It is recognized that "progressive discipline" is not required, and that immediate dismissal is an appropriate discipline for

certain conduct, regardless of whether there has been previous discipline. Penalties that may be imposed include, but are not limited to

- Dismissal from the School of Dentistry and the University
- Probation
- Failure of an academic year
- Failure of a course
- Failure of an examination, quiz, practical test, or written test
- Appropriate program of service or education/training
- Reduction of letter grades for a course, examination, practical test, or written test
- Written reprimand, recorded in the student's official file
- Official notation on the University transcript including a description of misconduct and the term in which it occurred
- Requirement to take specific action or to refrain from specific action
- Requirement that the student continue the educational program subject to specified conditions, such as receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc.
- Recommendation for withdrawal of a previously granted degree

The Associate Dean for Academic Administration will inform the Course Director in the event that the penalty affects the student's grades or academic status in the program.

#### 1. Interim Suspension

In addition to the discipline outlined above, the Associate Dean for Academic Administration may at his/her discretion remove a student from one or more classes or from clinic for an interim period pending an investigation, disciplinary proceedings, or for purposes of obtaining a medical, psychiatric or psychological evaluation, whenever the Associate Dean for Academic Administration determines that there is reasonable cause to believe that the continued presence of a student in class, clinic, or on the University campus poses a threat or risk to him/herself, to patients, or to others, or to the stability of normal University classes, clinic, or functions.

#### 2. Ethical Counseling

In situations in which a student is found to have engaged in misconduct which does not result in expulsion from the School, a formal program of ethical counseling may be recommended to aid the student's professionalism development.

### Guidelines for Appeals

#### 1. Request for an Appeal

The decision of the Dean may be appealed by the student. In order to appeal, the student must submit a letter to the Dean within five (5) academic days of the Dean's decision. The letter of appeal must contain supportive documentation to the Dean stating the reason(s) for the appeal, and based on one or more of the following.

- a. Substantial evidence not previously considered
- b. Evidence of bias by a Hearing Panel member
- c. Significant errors in procedures of the Hearing Panel
- d. Significant finding of inequity in disciplinary actions related to findings

Within five (5) academic days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who did not participate in the decision being



appealed, and shall notify the student of the names of the individuals. The Dean will name the Chairperson of the Appeals Review Committee.

Any objections to the composition of the Appeals Review Committee must be made by the student, in writing, to the Dean within five (5) academic days of the letter indicating the composition of the Committee, and must explain the basis of the objection(s). If the Dean finds that a reasonable showing has been made for the objection, the objected to member(s) shall be replaced. Within seven (7) academic days of the Appeals Review Committee being finalized, it will meet to review the request. The review will include examination of the appeal request, the transcript, record, or synopsis of the original hearing, the original allegation, and/or physical evidence. Based on that review, the Appeals Review Committee will determine, by a majority vote, whether to grant the request, and shall notify the student in writing of the decision. The Committee's decision as to whether or not to grant an appeal is final.

#### 1. Appeal Hearing

Should the Appeals Review Committee grant the request for an appeal, they shall become the Appeals Committee, and, within seven (7) academic days after granting the request, shall convene an appeals hearing. The student will be notified in writing the date, time, and location of the Appeal Hearing. The student may invite a Faculty Advisor, Associate Dean of Student Services & Enrollment Management, or faculty member to attend the Appeal Hearing. All participants should review and follow procedures described in the Disciplinary Hearing Process. The Chair of the Appeals Committee shall limit discussion to only those issues contained in the appeal request. The Appeals Committee shall hear any new evidence, or new witness(es) and review the new physical evidence. The Appeals Committee may call other witnesses, seek other information, or may recess and reconvene as necessary. The student and Faculty Advisor must be present at all times when new evidence is presented.

The Appeals Committee shall review the Dean's decision in light of the appeals hearing, and has the authority to take any action it deems necessary, including the authority to

- Uphold the Dean's decision, or
- Modify/overturn the decision.

The Appeals Committee's decision will be provided to the Dean, in writing, within seven academic days after it is reached, and no more than 14 academic days from the Appeals Committee last meeting. The Dean will review the Appeals Committee decision and will provide the written decision to the student within seven academic days. The Appeal Committee decision in the matter shall be implemented immediately.

There is no right of appeal from the decision of the Appeals Committee. However, if the student is dissatisfied with a decision of dismissal from the Appeals Committee, he/she may ask the Vice President of Academic Affairs to review the decision. Any such request must be in writing, within seven (7) academic days of the decision of the Appeals Committee being sent to the student by the Dean. Any review of the decision of the Appeals Committee is within the sole discretion of the Vice President of Academic Affairs. The Vice President of Academic Affairs will notify the student within 14 academic days of receiving the request for review if the request will be granted. If the Vice President of Academic Affairs agrees to review the matter, he/she has the authority to take any action deemed appropriate, including the authority to uphold the Appeal Committee's decision, or modify/overturn the decision.

#### Continuation in School During Appeals

Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal, may be allowed to continue attending classes, laboratory sessions and/or clinic during the appeal process;

however the Associate Dean for Academic Administration and the Dean need not allow such continued attendance if they determine that there is reasonable cause to believe that the continued presence of a student in class, clinic, or on the University campus poses a threat or risk to him/herself, to patients, or to others, or to the stability of normal University classes or functions.

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during the appeal process, the School can require that attendance be subject to specified conditions, such as suspension from patient care, receiving professional counseling, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Associate Dean for Academic Administration may hold final grades in abeyance until a decision is made. No remedial instruction will be provided until the outcome of the appeal is known.

**Process for Dismissal**

When a student is dismissed a checklist will be completed as they complete the process; each step will be confirmed by the Associate Dean for Academic Administration as part of the dismissal process.

*Updated 08/16; Edited 6/17; updated 6/2*

## **CORKTOWN CAMPUS RESOURCES & POLICIES**

### **CAMPUS STUDY SPACES**

All students are welcome to study in any classroom when classes are not in session. Students are also welcome to utilize all conference rooms as study spaces when they are not in use for meetings or events. An updated list of conference & study rooms accessible to students is available on the Student Resource Center on Blackboard.

### **CAMPUS POSTING GUIDELINES**

The following protocol is required when posting announcements, meetings, speakers, and other events. Postings should reflect appropriate messages, and artwork and comply with university policy.

#### **Campus Postings**

All postings, other than those related to clinic, must be submitted to the Office of Student Services for approval. A stamp indicating review and approval of the notice will be affixed to the copy. Failure to get approval will result in signs be removed from public postings

#### **Corktown Campus**

Postings can never be taped to doors or walls and should be placed on bulletin boards or distributed to offices. Once the event has occurred, old postings should be removed, including tape. It is the responsibility of the individual(s) posting the information to remove the old postings.

#### **Patient Care Settings**

Posting placed in the Corktown clinics should be submitted to the Office of Clinic Administration. Once approved, the person responsible for posting the information is responsible for properly removing the old materials.

*Approved by President's Council June 23, 2004*

## **SCHOOL OF DENTISTRY TOBACCO POLICY**

The School of Dentistry buildings, including offices, classrooms, hallways, reception areas, restrooms, lunch rooms, elevators, meeting rooms, and all community gathering areas are smoke-free. All students, faculty, staff, patients, contractors, and visitors are expected to comply with the provisions of the University Tobacco Policy.

The School of Dentistry encourages those who don't smoke not to start, and those who smoke to think about quitting. University of Detroit Mercy School of Dentistry Tobacco Program provides assistance to help remain or become smoke-free.

All those within the confines of the School of Dentistry are asked to comply with the following:

- If necessary to smoke on campus premises, use of smoking receptacles located outside of campus buildings are required, observing the posted distance of AT LEAST 25 feet away from the entrances to any campus building
- When outside the School of Dentistry buildings, clinics or service areas, compliance with posted policies for tobacco-free environments

Organizers and attendees at public events such as conferences, meetings, public lectures, social events, and cultural events, using University of Detroit Mercy School of Dentistry facilities will be required to abide by the University Tobacco Policy. Organizers of such events are responsible for communicating this policy to attendees. Effective implementation of this tobacco policy depends upon the courtesy, respect, and cooperation of all members of the University of Detroit Mercy School of Dentistry community. If a satisfactory resolution is not reached, the School of Dentistry Administration will be notified.

## **PUBLIC SAFETY**

### **Overview of Services**

The Corktown Public Safety Office is located on the first floor of Clinic Building at the front entrance of the Corktown Campus. The Corktown Campus Public Safety Office telephone number is (313) 993-6706. Requests for other public safety services should be directed to the dispatcher at the McNichols Campus at (313) 993-1234.

Public Safety Services include:

- Battery starts and vehicle lockouts
- Campus escort service
- Emergency services
- Educational services
- Security surveys
- Operation and parking identification
- Personal identification

### **Stolen Instruments/Equipment**

All students are expected to maintain adequate security of instruments and equipment. Instruments or equipment should not be left unattended or unsecured! Lockable drawers and separate combination locks are provided in the Sim Lab in addition to a cupboard in the wet lab, and each student is assigned a locker. Many pieces of equipment have serial numbers; these should be recorded and kept in a safe place. All student purchases should be marked clearly. Engraving an identification symbol is an excellent way to protect your property. Public Safety will engrave equipment upon request.

All incidents of theft involving university property should be handled by filing a claim with the Office of Clinic Administration. If theft is the alleged reason for the loss, a report must be filed with the University Public Safety Office.

### **Emergency Response Plan**

The University of Detroit Mercy Department of Public Safety maintains all information related to Emergency Preparedness. Please visit <https://www.udmercy.edu/life/public-safety/emergency.php> for the current Emergency Response Plan.

In the case of an emergency (fire alarm indicating immediate evacuation of a building or buildings; air horn indicating the need to seek shelter within a building), the quick and efficient response of our faculty, staff, and students (and the patients for whom they are providing care) is a necessity.

The University's Emergency Response plan may be downloaded at <https://www.udmercy.edu/life/public-safety/emergency.php>.

*Revised 7.19.13*

**SCHOOL OF DENTISTRY TRAVEL POLICIES****Non-University-Sponsored Travel Policies**

International and domestic travel organized by University of Detroit Mercy School of Dentistry student organizations or groups, including all mission trips and their partnering organizations, must be approved by the University. Student organizers should contact the Office of Student Services & Enrollment Management to be referred to the appropriate party for approval and requirements. Pre-doctoral and hygiene students may provide oral health care only at the level that they have been educated and only under the supervision of a University of Detroit Mercy School of Dentistry faculty member or a resident or fellow approved by the Division of Dental Public Health & Outreach, Office of Clinic Administration, and Office of Academic Administration.

These trips are not sponsored by the University of Detroit Mercy School of Dentistry, but organizations planning trips must complete requirements as directed by the Division of Dental Public Health & Outreach, Office of Clinic Administration, Office of Academic Administration, and the Office of Student Services & Enrollment Management, including the submission of a signed Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreements for all trip participants. Participating students are expected to uphold the standards of professional behavior as outlined in the Student Handbook policies on Professionalism & Academic Integrity. Additionally, all student participants must have a GPA of 3.0 or higher in order to participate.

People/Office	Responsibilities
Student Leader(s)	<ol style="list-style-type: none"> <li>1. Initiate contact with the Office of Student Services to obtain the Non-University-Sponsored Travel Checklist.</li> <li>2. Instruct all potential student participants to verify a GPA greater than or equal to 3.0 with the Office of the Registrar before submitting their applications to participate.</li> <li>3. Follow directions to obtain approval from the Division of Dental Public Health &amp; Outreach, Office of the Registrar, Office of Clinic Administration, and Office of Academic Administration as necessary.</li> <li>4. Facilitate distribution of Non-University-Sponsored Travel Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement to all trip participants, including faculty, and collect signed copies to return to the Office of Student Services.</li> </ol>
Office of Student Services & Enrollment Management	<ol style="list-style-type: none"> <li>1. Share the Non-University-Sponsored Travel Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement with student leader(s) for distribution.</li> <li>2. Share the Non-University-Sponsored Travel Checklist with student leader(s).</li> <li>3. Approve the trip after a completed checklist with all required signatures is submitted.</li> <li>4. File completed Checklists and Waivers.</li> </ol>
Division of Dental Public Health & Outreach	<ol style="list-style-type: none"> <li>1. Consider the completed Checklist and decide whether or not to approve the trip.</li> </ol>
Office of Clinic Administration	<ol style="list-style-type: none"> <li>1. Verify faculty involvement on the trip.</li> </ol>

	2. Consider the completed Checklist and decide whether or not to approve the trip.
Office of Academic Administration	1. Evaluate student participants' academic standing in partnership with the Registrar. Students must have a GPA of 3.0 or higher to be approved for participation.
Assigned Faculty	1. Provide supervision of any health care provided on the trip. 2. In partnership with student leader(s), research local laws regarding the practice of dentistry under U.S. licensure. 3. Participate in completion of the Checklist and collection of signed Waivers in partnership with student leader(s)

### Non-University-Sponsored Travel Student Organization Checklist

Please submit the completed Part One of the form to the Division of Dental Public Health & Outreach. Student organizations may either type or write in answers. After the Director's approval, please see the Office of Clinic Administration and Office of Academic Administration for their approval. This completed form must be on file with the Office of Student Services in order for students and faculty to travel for Non-University Sponsored travel for humanitarian mission purposes.

### University-Sponsored Travel Policies

Students who are invited to travel to represent the University of Detroit Mercy School of Dentistry at a conference or similar event are required to sign a University-Sponsored Travel Release and Waiver of Liability. These trips may be supervised or unsupervised. Participating students are expected to uphold the standards of professional behavior as outlined in the Student Handbook policies on Professionalism & Academic Integrity. The waiver can be obtained along with absence request from Ms. Laurie Moore in the Office of Academic Administration.

## SELECTED CLINIC POLICIES

All University of Detroit Mercy School of Dentistry Clinic Policies may be found in the University of Detroit Mercy School of Dentistry Clinic Policy and Procedure Manual.

### STUDENT BACKGROUND CHECK

#### I. Applicability

This policy applies to applicants to, or students enrolled in, an educational program that includes or may include at a future date, assignment to a clinical health care facility. Visiting students who enroll in courses with such an assignment are also subject to the policy.

#### II. Policy

All applicants must submit to and satisfactorily complete a background check review as a condition to admission into all programs designated as requiring a background check. An offer of admission will not be final until the completion of the background check(s) with results is deemed favorable. Admission may be denied or rescinded based on a review of the background check.

Additionally, students who are currently enrolled and who do not have a valid background check must submit to and satisfactorily complete a background check review as a condition to enrolling or participating in education experiences at affiliated sites that require a background check.

Students who refuse to submit to a background check or do not pass the background check review may be dismissed from the program.

Applicants or students who are denied admission to, or are dismissed, may seek admission into another educational program that does not have a clinical component requirement in its curriculum.

III. Rationale

- A. Health care providers are entrusted with the health, safety, and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student or applicant's suitability to function in such a setting is imperative to promote the highest level of integrity in health care services.
- B. Clinical facilities are increasingly required by accreditation agencies such as Joint Commission of Healthcare Organization (JCAHO), to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement educational institutions have agreed to conduct these background checks for students and faculty.
- C. Clinical rotations are an essential element in certain curriculum programs. Students who cannot participate in clinical rotations due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the University of Detroit Mercy School of Dentistry, the student, or applicant.
- D. The University of Detroit Mercy School of Dentistry is obligated to meet the contractual requirements contained in affiliation agreements between the university and the various healthcare facilities.

IV. Background Check Report

- A. Obtaining a Background Check Report. The School of Dentistry utilizes Certiphi to conduct the background checks and issue reports directly to the School of Dentistry. Students and applicants must utilize Certiphi and comply with its instructions in authorizing and obtaining a background check. Students and applicants are responsible for payment of any fees charged by a designated company to provide the background check service.
- B. *Scope*. All background checks conducted at the School of Dentistry will include the following and cover the past seven years:
  - i. Criminal history search, including convictions, deferred adjudications or judgments, expunged criminal records, and pending criminal charges involving felonies, Class A, Class B, and Class C violations
  - ii. Violent Sexual Offender and Predator Registry search

*Extended Scope*. Background checks may include the following for applicable applicants or current students, and cover the past seven years:

- iii. Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- iv. General Services Administration (GSA) List of Parties Excluded from Federal Programs
- v. U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)

- vi. Applicable State Exclusion List
- C. *Rights*. Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant or student, the School of Dentistry will provide applicants or students a copy of, or access to, the background check report issued by the designated company, and inform them of their rights, how to contact the designated company to challenge the accuracy of the report, and that the designated company was not involved in any decisions made by the School of Dentistry.

## V. Procedure

### A. APPLICANTS

- i. Applicants must complete the required background check screening following the offer of admission but prior to enrollment.
- ii. The background check report will be submitted to the Office of Admissions for its review. If the report contains negative findings, the Office of Admissions may request that the applicant submit additional information relating to the negative finding, such as a written explanation, court documents, and police reports. The Office of Admissions will review all information available to it and determine whether the offer of admission should be withdrawn.
- iii. Decisions are final and may not be appealed.

### B. CURRENT STUDENTS

- i. Background check reports will be submitted to the Office of Academic Administration for its review. If the report does not contain any negative findings as determined by the Office of Academic Administration or its designee, the student will be allowed to participate in clinical rotations. If the report contains negative findings, the Office of Academic Administration or its designee may request that the student submit additional information relating to the negative finding, such as a written explanation, court documents, and police reports. The Office of Academic Administration or its designee will review all information available to it and determine whether the student should be permitted to participate in clinical rotations or be dismissed from the program.
- ii. If the Office of Academic Administration or its designee determines that dismissal from the program is warranted, a student may appeal that decision in accordance with the university grievance procedure for academic matters found in the School of Dentistry Academic Policies Handbook.
- iii. The student is informed also that several states have rules governing background checks and that negative findings may also make the individual ineligible to sit for a particular licensure exam and/or receive licensure. The decision of the particular licensing board will be governed by its rules and policies.

### C. REVIEW STANDARDS

In reviewing the background check reports and any information submitted, the Office of Academic Administration or its designee may consider the following factors in making its determinations: the nature and seriousness of the offense or event, the circumstances surrounding the offense or event, the relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when the offense or event occurred, whether the offense or event was an isolated or



repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant or student in the application materials, disclosure forms, or other materials.

The safety interests of the patient and the workplace, as well as the educational interest of the student will be considered. In reviewing background checks and supplementary information, advice may be obtained from university counsel, or other appropriate advisors.

VI. Confidentiality and Recordkeeping

- A. Background check reports and other submitted information are confidential and may only be reviewed by university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA).
- B. Students. Background check reports and other submitted information of students will be maintained in the Office of the Registrar and will be kept in confidential files separate from the student's academic file and destroyed once the student is no longer in the School of Dentistry in accordance with the university's record retention policy for student records.
- C. Applicants Denied Admission. Background check reports and other submitted information of applicants denied admission into the program will be maintained in accordance with the university's record retention policy.

VII. Other Provisions

- A. The School of Dentistry shall inform students who have negative findings in their background check report and are nonetheless permitted to enroll that the School of Dentistry's decision is not a guarantee that every clinical facility will permit the student to participate in the educational program at its facility, or that any state will accept the individual as a candidate for registration, permit, or licensure.
- B. A background check will be honored for the duration of enrollment if the student is continuously enrolled. A student who has a break or disruption in enrollment is required to complete a new background check. A break or disruption in enrollment is defined as non-enrollment of at least one academic term in the approved curriculum of the certificate or degree program. An officially approved leave of absence is not considered a break or disruption in enrollment, if the approved leave of absence is for 12 months or less.
- C. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program.
- D. Criminal activity that occurs while a student is in attendance at the university may result in disciplinary action including dismissal, and will be addressed through the university's academic or disciplinary policies.

*Updated December 22, 2016*

VIII. DRUG TESTING

Drug testing is required prior to the Oral Surgery Rotation at St. John's Hospital. All DS4 students are tested prior to their OS rotations. Results are provided directly to students who in turn provide St. Johns their results on a 10 panel drug test - Amphetamines, Cocaine Metabolites, Marijuana Metabolites, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Methadone, Propoxyphene, and Methaqualone prior to their rotations.

The tests are administered through Certiphi, a vendor we use for background checks. Positive results are addressed by the Office of Academic Administration.

*Approved 7/10/2021*

## SELECTED UNIVERSITY POLICIES & RESOURCES

All University of Detroit Mercy Student Policies, unless otherwise specifically noted, apply to all students enrolled in the University. The following section of the University of Detroit Mercy School of Dentistry Academic Policy Handbook includes selected University of Detroit Mercy Policies for the convenience of School of Dentistry students and residents. This section is not intended to be an all-inclusive resource of University policies for University of Detroit Mercy School of Dentistry students and residents. The comprehensive resource may be found online on the main University of Detroit Mercy home page ([www.udmercy.edu](http://www.udmercy.edu)) and through TitanPass (<https://tc.udmercy.edu>).

## MCNICHOLS CAMPUS RESOURCES

### **Emergency Notification System**

The University of Detroit Mercy uses the RAVE Mobile Safety system to provide the campus community with notification of emergencies via text message and email. All faculty, staff and students are enrolled in the free program but must register to confirm contact information and choose notification preferences (cell phones, landline phones, text pagers or emails). After registration, individuals will receive emergency communications alerts regarding school closures, class cancellations, or other emergencies using the preferred mode of communication.

To complete registration, go to <https://www.getrave.com/login/udmercy>. Use your Titan Connect user name and password and then click the Log in button. Follow the screen prompts to modify contact information and select notification devices. If you experience problems logging in, please contact the ITS Helpdesk at (313) 993-1500 or email [helpdesk@udmercy.edu](mailto:helpdesk@udmercy.edu).

### **Clery Reports and Statistics**

Originally known as the Campus Security Act, the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Clery Act is enforced by the United States Department of Education. (Clerycenter.org, 2014) In compliance with the U.S. Department of Education regulations, University of Detroit Mercy maintains, enforces, and annually discloses crime statistics for incidents occurring on and around the University's campuses. The annual disclosure is meant to inform the University of Detroit Mercy community of criminal activity regardless of the severity of the incident. This information can be found at <http://udmercy.edu/life/public-safety/clery/index.php>.

### **University of Detroit Mercy Student Health Clinic: McNichols Campus**

The Student Health Clinic is available to all Detroit Mercy students, including students at the law and dental campuses. We strive to keep students healthy so they can succeed in their academic and personal lives. We offer a variety of health services to promote health and wellness by providing a variety of primary care services. If you have specialized medical needs, we can get you connected to a provider in the area. <https://www.udmercy.edu/life/health/index.php>.

### *Psychological and Counseling Services Offered*

Professional outpatient counseling and psychotherapeutic treatment is available to students at no charge.

### **International Student Services**

The International Services Office on the McNichols Campus (313) 993-1205 assists students with questions regarding visas along with other issues vital to study, residency, and post-graduation plans.

Anyone planning to work in the U.S. while either in school or after graduation must contact the International Services Office prior to accepting a position.

### **Student Fitness Center and Titan Athletics**

Students may use the facilities at the Student Fitness Center at the University of Detroit Mercy McNichols campus. Students must use their ID card to access the facility. All University of Detroit Mercy students receive free admission to home athletic events for all Titan sports.

## **UNIVERSITY POLICY ON PLAGIARISM AND ACADEMIC INTEGRITY**

As members of an academic community engaged in the pursuit of truth and with a concern for values, students are expected to conform to a high standard of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his/her own efforts

Among the most serious academic offenses is plagiarism, submitting the work or style of another author or source without acknowledgement or formal documentation. Plagiarism occurs when specific phrases or entire passages, whether a sentence, paragraph or longer excerpt, are incorporated into one's own writing without quotation marks or documentation. One also may plagiarize by paraphrasing the work of another, which is retaining another writer's ideas and structure without documentation.

Students are advised always to set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by using their own words and ideas and by fully crediting other's words and ideas when they find their way into the writing. Whenever in doubt, cite the source.

Students who purchase or obtain essays from other students or agencies or who copy from one another or from prohibited sources commit the most serious type of academic dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course, or a project or assignment, remediation, counseling, or dismissal from the University. *Edited 11/02; 6/17, 6/19*

## **STUDENT COMPLAINT GUIDELINES**

Consistent with its mission, the University of Detroit Mercy welcomes feedback from students about our policies, programs and services in an effort to promote a successful learning environment. To that end, the University of Detroit Mercy is committed to providing prompt and fair resolution of all student complaints. We are accountable to our students, constituents, and accrediting agencies to provide a process by which students may lodge complaints in a nonthreatening manner, free from retaliation of any kind. The following is the link to the student complaint website.

<https://www.udmercy.edu/about/consumer-info/complaint-policy.php>

### *What is a student complaint?*

A student complaint ranges from an experience with, or treatment by, a University employee to a matter relating to academic or non-academic areas not addressed in college and school handbooks or University policies and procedures. There are two types of complaints:

- **Academic:** College/School-related, Library/IDS, Career Education Center, University Academic Services issues or any other academic matter.
- **Non-academic:** Student Services (issues with Admissions, Financial Aid, Registrar, Student Accounting, International Services, Residence Life or other non-academic departments), Auxiliary Services (bookstores, food services) or issues with Facilities or Public Safety (buildings, parking lots, security of person or property, etc.)

*How is a student complaint different from a grievance or appeal?*

The student complaint site is **not** intended to address student academic grievance and appeal issues. Students interested in submitting a grievance or appeal should follow the procedures in the applicable catalog or student handbook for such issues. This site is also not intended for sexual harassment, Title IX, sexual misconduct or violence, or any other type of discrimination claims.

*Key documents and sites for specific complaints:*

- **Accredited Program Related Complaints:** For complaints related to professional programs, contact the specific accrediting agency. Programs and specific accrediting agency information can be found at <https://www.ada.org/en/coda/policies-and-guidelines/file-a-complaint>
- For information related to sexual or gender-based discrimination or harassment, visit Detroit Mercy's Title IX site, which includes:
  - Sexual and Gender-based Harassment Policy and Resolution Process
  - Title IX Complaint Form
- **Tuition Variance:** This site is also not intended for issues that need to be submitted to the Tuition Variance Committee. Tuition variance issues need to go to the committee through the Student Accounting Office. Obtain a Petition for Tuition Adjustment from the Student Accounting Office. This can be done in person, or at [https://www.udmercy.edu/current-students/accounting/files/petition\\_refund.pdf](https://www.udmercy.edu/current-students/accounting/files/petition_refund.pdf)
- For Whistleblower Policy, please [click here](#).

*Informal Complaint Resolution:*

Students are encouraged to seek an informal resolution of the matter directly with the faculty, appropriate college/school administrator, or specific individual(s) involved when possible. Detroit Mercy schools and colleges have policies and processes for specific categories of complaints. At the School of Dentistry, complaints may be taken to the Associate Dean for Student Services & Enrollment Management.

For matters where a resolution is not feasible, a Student Complaint Form can be submitted via the University website. This site will help guide you through Detroit Mercy's procedures for submission of complaints.

*Formal Complaint Resolution:*

1. Seek conflict resolution whenever possible by communicating directly with the University employee responsible for the service or area of complaint. In most cases, you will be asked to speak with the department or staff member associated with the concern.
2. If you are not satisfied with the outcome of the initial interaction or you are not comfortable approaching the Detroit Mercy employee directly, submit your complaint to Detroit Mercy using the online form.
3. Students who are unable to submit an electronic form may have a University employee submit the form on their behalf.

When submitting a complaint, please provide as much information of the following information.

- Describe your specific complaint and what occurred. Identify the names of all individuals involved.
- Include date, time, and location of the incident that resulted in a complaint.
- Attach any documents to support the complaint.

*What happens next?*

Once you submit the complaint using the online form, you will receive an email confirmation of receipt within seven (7) business days.

- If additional information is required, you may be notified.
- Within thirty (30) business days of the submission of your complaint, Detroit Mercy will provide you with a response.
- If more than thirty (30) days is needed to research and respond to your complaint, you will be notified.
- Upon either responding to or addressing the complaint, the issue will be considered closed.
- If a student wishes to appeal the response, the student has five (5) business days in which to do so in writing to the Provost. The written appeal must provide a detailed explanation of the basis for the appeal. The Provost or the Provost's designee shall have ten (10) business days in which to respond. The Provost's determination shall be final.

*Administrative Reports and Amendments*

- Student Complaints will be tracked and reported annually by the Office of Academic Affairs to assist business units affected in identifying areas of improvement and making recommendations, if necessary, to address the quality of the student experience.
- Detroit Mercy has the right to modify, amend, or terminate this policy at any time.

**UNIVERSITY AND CAMPUS CLOSURE NOTIFICATION PLAN**

This information covers the University's procedure related to class cancellations and school closings due to weather conditions or other threatening circumstances.

You will notice that the procedure now includes a "Late Start" designation in those instances when weather conditions may temporarily create a safety hazard during the early morning commute hours. A Late Start delay will be for two hours. With 8:00 AM as the standard opening time at the University, an announced two-hour delay would mean that the University would open at 10:00 AM. See Late Start Frequently Asked Questions below for some of the questions you may have.

When the University or one of the three Detroit campuses needs to begin classes late or cancel classes, the information will be posted on the home page of the University website and through the following media: Detroit TV channels 2, 4, 7, 50 and 62 and radio stations *WWJ-950 AM* and *WJR-760 AM*.

Additionally a notice will be sent to all subscribers of the University's Emergency Alert System.

We hope that there will be minimal disruption to the academic class schedule with this slightly revised process, which will allow us to be prepared, especially during Michigan's winter months.

## CONFIDENTIALITY OF STUDENT RECORDS

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act: University of Detroit Mercy maintains the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. At Detroit Mercy, the University Registrar coordinates the inspection and review procedures for student records, which includes admissions, personal, academic, and financial files as well as cooperative education and placement records.

**No one outside the institution** may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, except: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons. Personnel within the institution shall include administrative, supervisory, academic, research, or support staff, a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent), a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting personnel within the institution in performing a task. All of these exceptions are permitted under the act.

**Educational records or components thereof may be made available** without the student's written consent to personnel within the University who are determined by the institution to have a legitimate educational interest. The University will maintain a **record of all requests and disclosures of personally identifiable information** except those made to University of Detroit Mercy officials. Legitimate recipients of all such records will be informed that they are not permitted to disclose the information to others.

**Students may review their education records by making a written request** to the Registrar or appropriate dean's office. Students may not inspect financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement or honors to which they have waived their right of inspection or review; or educational records containing information about more than one student. The University is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975.

**The University may disclose the following categories of public or "directory" information** for any purpose, at its discretion: student name, addresses, telephone numbers, dates of attendance, class, date and place of birth, major field of study, previous institutions attended, awards, honors (includes Dean's List), degrees conferred (including dates), photograph, past and present participation in officially recognized activities and sports, physical factors (e.g. weight and height of athletes).

**Currently enrolled students may withhold disclosure** of any such information under the Family Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received by the University Registrar prior to the first Friday following final registration for each semester of period of study. Requests for non-disclosure will be honored by the institution until such time that the student requests that the non-disclosure be lifted.

The law provides students with the **right to inspect and review information contained in their education records**, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Registrar at University of Detroit Mercy has been

designated by the institution to coordinate the inspection and review procedures for student educational records.

Students wishing to review their educational records must make **written requests to the Registrar listing the item or items of interest**. A list of what educational records are kept where is available from the Registrar. Only records covered by the Act will be made available within forty-five (45) days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial hold exists, or a transcript of an original or source document which exists elsewhere).

These copies would be made at the student's expense at prevailing rates. Educational records do not include records of instructional, administrative, and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual, records of a law enforcement unit, student health records, employment records or alumni records.

**Students who believe that their educational records contain information which is inaccurate or misleading**, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Registrar of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Registrar who within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing.

**Students may present evidence relevant to the issues raised** and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panels to adjudicate such challenges will consist of the University Registrar, dean of Student Life, the dean (or their designee) from the college/school where the records are kept if such are challenged, and two students appointed by the dean of Student Life through the Student Senate.

**Decisions of the hearing panel will be final**, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decision of the hearing panels if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place within the educational record statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decision of the hearing panel. The statements will be placed in the educational record, maintained as part of the student's record, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the president of the University. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, DC 20202 or 202-260-3887 concerning the alleged failures of University of Detroit Mercy to comply with the Act.

Diane M. Praet  
Associate Vice President and University Registrar

*updated 7/2017*



## UNIVERSITY OF DETROIT MERCY NONDISCRIMINATION POLICY

### PURPOSE

University of Detroit Mercy is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

University of Detroit Mercy values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the University has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

### NOTICE OF NONDISCRIMINATION

University of Detroit Mercy is committed to a policy of equal opportunity and does not discriminate on the basis of sex, race, color, national origin, disability, age, or any other protected characteristic under applicable local, state, or federal law. It further prohibits discrimination in admission, employment, and all other University programs and activities. The University's [Nondiscrimination, Harassment, and Sexual Misconduct Policy](#) and grievance procedures are available online. Inquiries or complaints may be directed to the Office of Equal Opportunity at: 285 Student Union, Detroit, MI 48221, (313) 993-1802, [novellme@udmercy.edu](mailto:novellme@udmercy.edu). Employees may also contact Human Resources.

University of Detroit Mercy seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

University of Detroit Mercy does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age
- Citizenship status
- Color
- Creed

- Disability and genetic information (including family medical history)
- Ethnicity
- Familial or marital status
- National origin (including ancestry)
- Political belief or affiliation
- Pregnancy or related conditions
- Race
- Religion
- Sex
- Veteran or military status (including disabled veteran, recently separated veteran, active duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University of Detroit Mercy community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, and/or social access, benefits, and/or opportunities of any member of the University of Detroit Mercy community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

University of Detroit Mercy will promptly and effectively address any such discrimination of which it has Notice using the resolution processes in the Nondiscrimination Procedures.

## NONDISCRIMINATION TEAM

The University has appointed the following individual to coordinate the University's compliance with federal, state, and local civil rights laws and ordinances:

Megan Novell

Executive Director and Title IX Coordinator

Office of Equal Opportunity  
285 Student Union 4001 W.  
McNichols Rd.  
Detroit, MI 48221 (313)  
993-1802

[novellme@udmercy.edu](mailto:novellme@udmercy.edu)

The Executive Director of the Office of Equal Opportunity and Title IX Coordinator (hereafter,

“the Director”) may be contacted by any student, employee, or member of the University community for information about the University’s Nondiscrimination Policy and Procedures and related matters.

The University has also appointed a Nondiscrimination Team, which includes Human Resources professionals as well as Deputy Title IX Coordinators, to assist in coordinating the University’s compliance with federal, state, and local civil rights laws and ordinances. Appendix B lists the Nondiscrimination Team. Employees may also contact the Associate Vice President for Human Resources, Netina Anding-Moore.

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating the University’s timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

University of Detroit Mercy recognizes that allegations under this Policy may include multiple forms of discrimination and harassment as well as violations of other University policies; may involve various combinations of students, employees, and other members of the University community; and may require the simultaneous attention of multiple University departments. Accordingly, all University departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable University policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

## EXTERNAL CONTACT INFORMATION

Concerns about the University’s application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012

TDD: (877) 521-2172 Email:

[OCR@ed.gov](mailto:OCR@ed.gov)

Web: <http://www.ed.gov/ocr>

Office for Civil Rights (OCR)

U.S. Department of Health and Human Services  
Centralized Case Management Operations 200  
Independence Avenue, S.W. Room 509F HHH Bldg.  
Washington, D.C. 20201

Phone: (800) 368-1019

TDD: (800) 537-7697

Email: [OCRMail@hhs.gov](mailto:OCRMail@hhs.gov)

Web: <https://www.hhs.gov/ocr>

For Complaints involving employee-on-employee conduct: [Equal Employment Opportunity Commission](#) (EEOC)

Detroit Field Office

Patrick V. McNamara Building

477 Michigan Avenue

Room 865

Detroit, MI 48226 Phone:  
(313) 774-0020

Facsimile: (313) 226-4610

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5122

## **SCOPE**

This Policy is only applicable to alleged incidents that occur after August 1, 2024. For alleged incidents occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the Director.

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the University's program or activities, including education and employment.

This Policy prohibits all forms of discrimination on the basis of the protected characteristic(s) listed in the Notice of Nondiscrimination. The Nondiscrimination Procedures may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

## **JURISDICTION**

This Policy applies to the University of Detroit Mercy's education programs and activities (defined as including locations, events, or circumstances in which the University exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University-recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to University of Detroit Mercy's education program or activities.

For disciplinary action to be issued under this Policy, the Respondent must be a University of Detroit Mercy faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the University community, the Director will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus).

The Director may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University of Detroit Mercy where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student's or employee's work or educational environment, those effects can often be addressed remedially by the Director if brought to their attention.

## **SUPPORTIVE MEASURES**

University of Detroit Mercy will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Director promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has

not been filed, the University will inform the Complainant that they may file a Complaint with University of Detroit Mercy either at that time or in the future. The Director will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. University of Detroit Mercy will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass or Persona Non Grata (PNG) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Director

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

## **ONLINE HARASSMENT AND MISCONDUCT**

University of Detroit Mercy policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or the University's education program and activities, or when they involve the use of University networks, technology, or equipment.

Although University of Detroit Mercy may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to University of Detroit Mercy, it will engage in a variety of means to address and mitigate the effects.

## **PROHIBITED CONDUCT**

Students and employees are entitled to an employment and educational environment that is free of discrimination, harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation as well as conduct prohibited under University Policy.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions accordingly.

Violation of any other University of Detroit Mercy policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

## **DISCRIMINATION**

Discrimination is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

### **1) Disparate Treatment Discrimination:**

- Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that:
  - Excludes an individual from participation in;
  - Denies the individual benefits of; or
  - Otherwise adversely affects a term or condition of an individual's participation in a University program or activity.

**2) Disparate Impact Discrimination:**

- Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
  - Excludes an individual from participation in;
  - Denies the individual benefits of; or
  - Otherwise adversely affects a term or condition of an individual's participation in a University program or activity.

### **DISCRIMINATORY HARASSMENT**

- unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the University's education program or activity

### **SEXUAL HARASSMENT (APPLICABLE UNDER TITLE IX, TITLE VII, AND THE FAIR HOUSING ACT)**

**Sexual Harassment** is a form of sex discrimination and includes quid pro quo sexual harassment, sexual assault, stalking, domestic violence and dating violence as defined below:

**1) Sexual Harassment:**

- unwelcome sex-based conduct, that
- based on the totality of the circumstances,
- is objectively offensive, and
- is so severe and pervasive,
- that it effectively denies a person's ability to participate in or benefit from the University's education program or activity

**2) Quid pro quo:**



- an employee of the University,
- explicitly or implicitly conditioning the provision of such aid, benefit, or service,
- on a person's participation in unwelcome sexual conduct.

### 3) Sexual Assault:

Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also unlawful sexual intercourse.<sup>1</sup>

#### a. Rape:

- Penetration,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
  - because of their age or
  - because of their temporary or permanent mental or physical incapacity

#### b. Sodomy

- Oral or anal penetration
- Of the Complainant by the Respondent
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
  - because of their age or
  - because of their temporary or permanent mental or physical incapacity

#### c. Sexual Assault with an Object

- Respondent's use of an object or instrument
- to unlawfully penetrate, however slightly, the genital or anal opening
- of the body of the Complainant,
- without the consent of the Complainant,
- including instances where the Complainant is incapable of giving consent
  - because of their age or
  - because of their temporary or permanent mental or physical incapacity

#### d. Fondling:

- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent

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<sup>1</sup> This definition of sexual assault does not constitute a chargeable offense under the Policy. It is a description encompassing the six chargeable offenses listed below it.

- or causing the Complainant to touch the Respondent's private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
  - because of their age or
  - because of their temporary or permanent mental incapacity or physical incapacity.

**e. Incest:**

- Nonforcible sexual intercourse between persons who are related to each other
- within the degrees wherein marriage is prohibited by Michigan law.

**f. Statutory Rape:**

- Nonforcible sexual intercourse with a person ○ who is under the statutory age of consent in Michigan.

**4) Dating Violence:**

- Violence committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - length of the relationship
  - type of relationship
    - frequency of the interaction between the Parties involved in the relationship.

**5) Domestic Violence:**

- Felony or misdemeanor crimes committed by a person who:
  - is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Michigan or a person similarly situated to a spouse of the Complainant;
  - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
  - shares a child in common with the Complainant; **or**
  - commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Michigan.

**6) Stalking:**

- engaging in a course of conduct on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person to:
  - fear for the person's safety, or

- the safety of others; or
- suffer substantial emotional distress.

University of Detroit Mercy reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of a policy violation, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under University Policy, but may be addressed through respectful conversation, remedial actions, education, Alternative Resolution, or other mechanisms.

## Sanction Ranges

The range of sanctions for the offenses detailed in this policy is warning through dismissal or termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

## Sexual Misconduct

### 7) Sexual Exploitation:<sup>2</sup>

- an individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.
- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; including the making or posting of non-consensual pornography
- Prostituting another person

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<sup>2</sup> This offense is not classified under Title IX as "Sexual harassment," but it is included here in this Policy as a tool to address a wider range of behaviors.

- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

## OTHER PROHIBITED CONDUCT

### 1) Retaliation:

- Adverse action, including intimidation, threats, coercion, or discrimination,
- against any person,
- by the University, a student, employee, or a person authorized by the University to provide aid, benefit, or service under the University's education program or activity,
- for the purpose of interfering with any right or privilege secured by law or Policy, or
- because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Nondiscrimination Procedures, including an Alternative Resolution process, or in any other appropriate steps taken by University of Detroit Mercy to promptly and effectively end any discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the University to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Nondiscrimination Policy.

**2) Unauthorized Disclosure:**

- Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by University of Detroit Mercy; or
- publicly disclosing a party's personally identifiable information without authorization or consent.

**3) Failure to Comply/Process Interference**

- Intentional failure to comply with the reasonable directives of the Director in the performance of their official duties, including with the terms of a no contact order
- Intentional failure to comply with emergency removal or interim suspension terms
- Intentional failure to comply with sanctions
- Intentional failure to adhere to the terms of an agreement achieved through informal resolution
- Intentional failure to comply with mandated reporting duties as defined in this Policy
- Intentional interference with the resolution process, including but not limited to:
  - Destruction of or concealing of evidence
  - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
  - Intimidating or bribing a witness or party

Sanctions for the above-listed Offenses range from warning through dismissal or termination.

**CONSENT, FORCE, AND INCAPACITATION**

As used in this Policy, the following definitions and understandings apply:

**1) Consent**

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

**2) Force**

Force is the use of physical violence and/or physical imposition to gain sexual access.

Sexual activity that is forced is, by definition, non-consensual, but nonconsensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent. Coercion is unreasonable pressure for sexual activity.

### 3) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, and how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

## CONSENSUAL RELATIONSHIPS

- A. In General:** There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions of power. In the University context, such positions include but are not limited to teacher and student, supervisor and employee, tenured faculty and pre-tenure faculty, mentor and trainee, teaching assistant and student, coach and athlete, preceptor and student, staff and student, and the individuals who supervise the day-to-day student living environment and student residents. These relationships may, moreover, be less consensual than the individual whose position confers power believes. The relationship is likely to be perceived in different ways by each of the parties to it, especially in retrospect. The asymmetry of the relationship can lead to a potentially exploitative relationship. Where such a relationship exists, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a power differential based on role existed within the relationship.
- B. With Students.** Romantic and/or sexual relationships between faculty and student, even mutually consenting ones, are a basic violation of professional ethics and responsibility when the faculty member has any responsibility for the student’s academic performance or professional development. For the foregoing reasons, all romantic and/or sexual relationships between faculty and students in the instructional context are prohibited. No faculty member shall have a romantic and/or sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work is being supervised, directly or indirectly, by the faculty member. Romantic and/or sexual relationships between faculty and students that occur outside of the instructional or supervisory context may also lead to difficulties. The University reserves the right

to impose any level of sanction ranging from a warning up to and including suspension or expulsion/termination, for any offense under this portion of the Nondiscrimination Policy.

## **STANDARD OF PROOF**

University of Detroit Mercy uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the University will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is responsible for the alleged Policy violation(s).

## **NOTICE OF DISCRIMINATION, HARASSMENT, OR RETALIATION**

A Report provides notice to University of Detroit Mercy of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the Director to provide information, resources, and supportive measures. A Complaint provides notice to the University that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a Report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give Notice directly to, the Director or to any member of the Nondiscrimination Team. Such Notice may be made at any time by using the telephone number, email address, or by mail to the office of the Director or any other Nondiscrimination Team member listed in this Policy. For Complaints of sexual harassment, a Formal Complaint filed and signed by the Complainant or the Title IX Coordinator is needed to initiate an investigation.
- 2) Submit online Notice using [this reporting form](#). Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the Recipient's ability to investigate, respond, and provide remedies.

Reporting carries no obligation to initiate a Complaint, and in most situations, University of Detroit Mercy is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible.

## **MANDATED REPORTING AND CONFIDENTIAL EMPLOYEES**

All University of Detroit Mercy faculty and employees, other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal University action.

The following sections describe the University of Detroit Mercy reporting options for a Complainant or third party (including parents/guardians when appropriate):

### CONFIDENTIAL EMPLOYEES

To enable Complainants to access support and resources without filing a Complaint, the

University has designated specific employees as Confidential Resources. Those designated by the University as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or University official unless a Complainant has requested the information be shared.

There are two categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors, and 2) Those whom University of Detroit Mercy has specifically designated as confidential for purposes of providing support and resources to the Complainant. For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or when required to disclose by law or court order.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

- Wellness Center Staff
- Director of Student Health and Wellness Services, School of Dentistry
- Members of the Society of Jesus and Religious Sisters of Mercy working in their clerical capacity

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of University of Detroit Mercy Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are



obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with University of Detroit Mercy without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

## **DISABILITY-BASED GRIEVANCES AND COMPLAINTS**

Grievances related to provision of disability accommodations are addressed using the procedures listed on the Student Accessibility Services website. However, allegations of discrimination on the basis of an actual or perceived disability will be resolved under the Resolution Process defined in this policy.

## **TIME LIMITS ON REPORTING**

There is no time limitation on providing Reports or Complaints to the Director. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Reports or Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the Director's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

## **FALSE ALLEGATIONS AND EVIDENCE**

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate University policies.

## **CONFIDENTIALITY/PRIVACY**

University of Detroit Mercy makes every effort to preserve the Parties' privacy. The University will not share the identity of any individual who has made a Complaint of harassment, discrimination, or retaliation; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.<sup>3,4</sup>

## **UNAUTHORIZED DISCLOSURE OF INFORMATION**

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the University through the Resolution Process, to the extent that information is the work product of the University of Detroit Mercy (meaning it has been produced, compiled, or written by the University for purposes of its investigation and resolution of a Complaint). It is also a violation of University Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

## **EMERGENCY REMOVAL/INTERIM ACTIONS/LEAVES**

The University may act to remove a student Respondent accused of sexual harassment entirely or partially from its education program or activities on an emergency basis after completion of an individualized safety and risk analysis resulting in a determination that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the

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<sup>3</sup> 20 U.S.C. 1232g

<sup>4</sup> 34 C.F.R. § 99

allegations of sexual harassment. Students accused of other forms of discrimination are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within two (2) days of the notification. Upon receipt of a challenge, the Director or a designee will meet with the student as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

Employees are subject to existing procedures for interim actions and leaves.

### **FEDERAL TIMELY WARNING OBLIGATIONS**

University of Detroit Mercy must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the University community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

### **AMNESTY**

The University community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to University officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the University community that Complainants choose to give Notice of misconduct to University of Detroit Mercy officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, University of Detroit Mercy maintains a Policy of offering Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the University and does not apply to more serious allegations.

## PRESERVATION OF EVIDENCE

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. University of Detroit Mercy will inform the Complainant, if relevant, of the importance of preserving evidence by taking actions such as the following:

### Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag or a secure evidence container
- Seeking medical treatment can be essential, even if it is not for the purposes of collecting forensic evidence.

### Stalking/Dating Violence/Domestic Violence/Sexual Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages.
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

## FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property

- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking
- 4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with the Department of Public Safety for publication in the

Annual Security Report and daily campus crime log.

## INDEPENDENCE AND CONFLICTS OF INTEREST

The Director acts with independence and authority, free from bias and conflicts of interest. The Director oversees all resolutions under this Policy and these procedures. Individuals involved in the resolution process are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the Director, contact the University of Detroit Mercy President or Provost and Vice President for Academic Affairs. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other member of the resolution process should be raised with the Director.

## REVISION OF THIS POLICY

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. University of Detroit Mercy reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

This Policy is effective August 1, 2024.

## RESOLUTION PROCESS AND PROCEDURES FOR ALLEGED VIOLATIONS OF NONDISCRIMINATION POLICY

### OVERVIEW

University of Detroit Mercy will act on any Notice, Complaint, or Knowledge of a potential violation of the Nondiscrimination Policy (“the Policy”) that is received by the Director or any other member of the Nondiscrimination Team by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, employees, or third parties.

### NOTICE/COMPLAINT

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the Director or a designee will initiate a prompt initial evaluation to determine the University’s next steps. The Director or designee will contact the Complainant to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

### COLLATERAL MISCONDUCT

Collateral misconduct is defined to include potential violations of other University of Detroit Mercy policies not incorporated into the Nondiscrimination Policy that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the Director may consult with University officials who typically oversee such conduct to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of Director. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student and employee handbooks.

## INITIAL EVALUATION

The Director conducts an initial evaluation typically within ten (10) days of receiving Notice, Complaint, or Knowledge of alleged misconduct. The initial evaluation typically includes an assessment of whether the reported conduct may reasonably constitute a violation of the policy, an assessment of jurisdiction, and offering and coordinating supportive measures for the Complainant and the Respondent, as applicable.

## DISMISSAL

University of Detroit Mercy may dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 1) The University is unable to identify the Respondent after taking reasonable steps to do so 2) The University no longer enrolls or employs the Respondent
- 3) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the Director declines to initiate a Complaint
- 4) The University determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven

Upon any dismissal, University of Detroit Mercy will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the University will also notify the Respondent of the dismissal.

For Formal Complaints of sexual harassment, the University must dismiss a Complaint if it is determined that the conduct alleged would not constitute sexual harassment as defined in the Policy even if proved; if the conduct alleged did not occur against a person in the United States; and/or at the time of filing a

Formal Complaint, the Complainant is not participating in or attempting to participate in the education program or activity of the University.

Dismissal of a complaint under the 2020 Title IX regulations is solely a procedural requirement and does not limit the University's authority to address a complaint of harassment or discrimination of a member of a protected class as defined by this Policy.

## **COUNTER-COMPLAINTS**

University of Detroit Mercy is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although the University permits the filing of Counter-Complaints, the Director will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-Complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the Director's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

## **ADVISORS IN THE RESOLUTION PROCESS**

The Parties may each have an Advisor present with them for all meetings and interviews within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available. Employees who are part of a collective bargaining agreement with University of Detroit Mercy may have a union representative as an Advisor<sup>5</sup>. The Director will offer to assign a trained Advisor to any party if the party chooses.

Advisors are expected to maintain the confidentiality of the records the University shares with them. Advisors may not disclose any University work product or evidence the University obtained solely through the Resolution Process for any purpose not explicitly authorized by University of Detroit Mercy.

## **RESOLUTION OPTION OVERVIEW**

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<sup>5</sup> The Advisor role of a UDMPU representative is primarily limited to ensuring that a UDMPU member's rights as detailed in the UDM & UDMPU Collective Bargaining Agreement are maintained.



This Resolution Process, consisting of Alternative Resolution or Administrative Resolution, is the University's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, and retaliation. Parties may also choose only to receive reasonable supportive measures that are designed to restore or preserve the Complainant's access to the University's education program and activity. The process considers the Parties' preferences but is ultimately determined at the Director's discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with University of Detroit Mercy Policy.

### **ALTERNATIVE RESOLUTION**

To initiate Alternative Resolution, a Complainant or Respondent may make such a request to the Director at any time prior to a final determination, or the Director may offer the option to the Parties. University of Detroit Mercy will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Alternative Resolution before proceeding. Any party participating in Alternative Resolution can withdraw from the Alternative Process at any time and may initiate or resume the Administrative Resolution Process. Alternative Resolution is not available in response to allegations of sexual harassment where the Complainant is a student and the Respondent is an employee.

Alternative Resolution may involve agreement to pursue individual or community remedies, including educational programming or training; direct conversation or interaction with the Respondent(s); indirect action by the Director or other appropriate University officials; and other forms of resolution that can be tailored to the needs of the Parties.

The Director has the authority to determine whether Alternative Resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution. The Director maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. The results of Complaints resolved by Alternative Resolution are not appealable.

### **ADMINISTRATIVE RESOLUTION (SEE BELOW)**

## NOTICE OF INVESTIGATION AND ALLEGATIONS

Prior to an investigation, the Director will provide the Parties with a detailed written Notice of Investigation and Allegations (NOIA). Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- A statement that the University of Detroit Mercy presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- A statement that retaliation is prohibited
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- Detail on how a party may request disability accommodations during the Resolution Process

Notification will be emailed to the Parties' University-issued email or designated accounts. For complaints of sexual harassment, notification will be delivered to parties simultaneously upon receipt of a Formal Complaint. Once sent, the notification will be presumptively delivered.

## RESOLUTION TIMELINE

University of Detroit Mercy will make a good faith effort to complete the Resolution Process within ninety to one hundred twenty (90-120) days, including any appeals, which can be extended as necessary for appropriate cause by the Director. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the University reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. The University will promptly resume its Resolution Process as soon as feasible. The University will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process. Interim and/or supportive measures will remain in place for the duration of the Resolution Process, including any extensions or delays.

## **ENSURING IMPARTIALITY**

Any individual materially involved in the administration of the Resolution Process, including the Director, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Director will vet the assigned Investigator(s), Decision-maker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Director will determine whether the concern is reasonable and supportable. If so, another individual will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Director, concerns should be raised with the Provost and Vice President for Academic Affairs.

## **INTERVIEW RECORDING**

Investigator(s) in the Resolution Process may record all interviews. The Parties may review a recording or transcript of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

## **EVIDENTIARY CONSIDERATIONS**

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible. Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy. The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by federal or state law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;

- A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless University of Detroit Mercy obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

### **RESPONDENT ADMITS RESPONSIBILITY**

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

### **INVESTIGATION**

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

The University may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

### **ADMINISTRATIVE RESOLUTION PROCESS**

The Administrative Resolution Process is used for Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Alternative Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process relies on an investigation and all relevant evidence to make a finding and determine sanctions, if applicable. The University makes a good faith effort to complete the

Administrative Resolution Process within a reasonably prompt timeframe, typically thirty to sixty (30-60) days from the conclusion of the investigation. The Parties will be updated regularly and notified of any significant delays or deviations from the stated timeline.

## **NOTICE OF OUTCOME**

Within thirty (30) days of the conclusion of the Resolution Process, the Director provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, any applicable sanctions that the University is permitted to share pursuant to state or federal law, and a rationale supporting the findings.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The Director will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification will be emailed to the Parties' University-issued email account. Once sent, the outcome notification is presumptively delivered.

## **ADMINISTRATIVE RESOLUTION PROCESS FOR ALLEGATIONS OF SEXUAL HARASSMENT**

When the Administrative Resolution Process is used to resolve Formal Complaints of sexual harassment, the following procedures apply.

## **INVESTIGATION**

An Investigator will notify all parties in writing of the date, time, and location of their interview(s). The Investigator will interview all parties and witnesses and allow each party the opportunity to suggest witnesses and questions they wish the Investigator to ask of another party and/or witnesses. Following the interviews, the Investigator will write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence.

Prior to the conclusion of the investigation, the Investigator will provide the parties and their respective Advisors (if so desired by the parties) a copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the

reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten (10) days.

The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator will incorporate any relevant feedback and share the final report with all parties and their Advisors at least ten (10) days prior to a hearing. The parties and Advisors are also provided with a file of any directly related evidence that was not included in the report.

## REFERRAL FOR HEARING

Provided that the complaint is not resolved through Alternative Resolution, once the final investigation report is shared with the parties, the Director will refer the matter for a hearing.

The hearing cannot be held less than ten (10) days from the conclusion of the investigation—when the final investigation report is transmitted to the parties and the Decision-maker(s)—unless all parties and the Decision-maker(s) agree to an expedited timeline.

The University will designate a Decision-maker who will not have had any previous involvement with the complaint. The Director may not serve as a Decision-maker in the matter but may serve as an administrative facilitator of the hearing. The hearing will convene at a time and venue determined by the Director.

## HEARING NOTICE

No less than ten (10) days prior to the hearing,<sup>6</sup> the Director will send notice of the hearing to the parties. Once emailed, notice will be presumptively delivered.

The notice will contain:

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<sup>6</sup> Unless an expedited hearing is agreed to by all parties.

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Description of any technology that will be used to facilitate the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker based on demonstrated bias or conflict of interest. This must be raised with the Director at least two (2) days prior to the hearing.
- Information on how the hearing will be recorded and how the parties can access the recording after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Director may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Director if they wish to conduct cross-examination and do not have an Advisor, and the University will appoint one. Each party must have an Advisor present if they intend to cross-examine others. There are no exceptions.
- An invitation to contact the Director to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.

## PRE-HEARING MEETINGS

The Decision-maker may convene a pre-hearing meeting with the parties and their Advisors and invite them to submit the questions or topics they wish to ask or discuss at the hearing, so that the Decision-maker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

## HEARING PROCEDURES

Participants at the hearing will include the Decision-maker, any additional panelists, the Investigator who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized accommodations, interpretation, and/or assistive services. The Decision-maker will answer all questions of procedure.

Once the Investigator presents the report and responds to questions, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-maker. The hearing will facilitate questioning of parties and witnesses by the Decision-maker and then by the parties through their Advisors.

All questions are subject to a relevance determination by the Decision-maker. The Decision-maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker has final say on all questions and determinations of relevance.

## **REFUSAL TO SUBMIT TO QUESTIONING; INFERENCES**

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The Decision-maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions.

## **HEARING RECORDINGS**

Hearings are recorded by the University for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted.

The Decision-maker, the parties, their Advisors, and appropriate administrators of the University will be permitted to review the recording or review a transcript of the recording, upon request to the Director. No person will be given or be allowed to make a copy of the recording without permission of the Director.

## **DELIBERATION, DECISION-MAKING, AND STANDARD OF PROOF**

The Decision-maker will determine whether the Respondent is responsible for the policy violation(s) in question, then prepare a written statement detailing all findings and final determinations, the rationale(s) explaining the decision(s), the evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) or recommendation(s) and rationales explaining the sanction(s) and will deliver the statement to the Director.

## **NOTICE OF OUTCOME**



The Notice of Outcome will be shared with the parties simultaneously within ten (10) days of the delivery of the Decision-maker's deliberation to the Director. Notification will be emailed to the parties' University-issued email or otherwise approved account. Once sent, notice will be presumptively delivered.

The Notice of Outcome will specify the finding for each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanction(s) issued which the University is permitted to share according to state or federal law; and whether remedies will be provided to the Complainant to ensure access to the University's educational or employment program or activity.

The Notice of Outcome will also include information on when the results are considered final by the University, will note any changes to the outcome and/or sanction(s) that occur prior to finalization, and the relevant procedures and bases for appeal.

## **SANCTIONS**

Factors considered when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

## **WITHDRAWAL OR RESIGNATION BEFORE COMPLAINT RESOLUTION**

## STUDENTS

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the University, the Resolution Process may continue, or the Director may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, University of Detroit Mercy will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, University of Detroit Mercy will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the University in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the Director has discretion to dismiss the Complaint. The Registrar and Office of Admissions will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to the University unless and until all sanctions, if any, have been satisfied.

## EMPLOYEES

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent withdraws from the University with unresolved allegations pending, the

Resolution Process may continue, or Director may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the University may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the University in any capacity and a note will be placed in the employee's file that they resigned with

allegations pending and are not eligible for academic admission or rehire with the University. The records retained by the Director will reflect that status.

## **APPEAL OF THE DETERMINATION**

The Director will designate a trained Appeal Decision-maker to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process.

### **APPEAL GROUNDS**

Appeals are limited to the following grounds:

- 1) A procedural irregularity that affected the outcome
- 2) New evidence that could affect the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
- 3) The Director, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome

### **REQUEST FOR APPEAL**

Any party may submit a written request for appeal ("Request for Appeal") to the Director within five (5) days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Decision-maker for consideration to determine if the request meets the grounds for appeal. This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

### **APPEAL DETERMINATION PROCESS**

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The

Appeals Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made using the preponderance of the evidence standard.

### **APPEAL OUTCOME**

An appeal may be granted or denied. A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. Written notification will be emailed to the Parties' University-issued email or otherwise approved account. Once sent, the Appeal Outcome will be presumptively delivered. Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted.

### **SANCTION STATUS DURING THE APPEAL**

Any sanctions imposed as a result of the determination are stayed during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

### **LONG-TERM REMEDIES/OTHER ACTIONS**

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the Director may implement additional long-term remedies or actions with respect to the Parties and/or the University community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments

- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Director, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the Director will address any remedies the University owes the Respondent to ensure no effective denial of educational access.

University of Detroit Mercy will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the University's ability to provide these services.

## **FAILURE TO COMPLY WITH SANCTIONS, RESPONSIVE ACTIONS, AND/OR ALTERNATIVE RESOLUTION TERMS**

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Alternative Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Decision-maker or the Alternative Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

## **RECORDKEEPING**

For a period of at least seven (7) years following the conclusion of the Resolution Process, University of Detroit Mercy will maintain records of:

- 1) Each discrimination, harassment, and retaliation resolution process, including determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
- 2) Any disciplinary sanctions imposed on the Respondent
- 3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the University's education program or activity

- 4) Any appeal and the result therefrom
- 5) Any Alternative Resolution and the result therefrom
- 6) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

University of Detroit Mercy will also maintain any and all records in accordance with state and federal laws.

## **ACCOMMODATIONS AND SUPPORT DURING THE RESOLUTION PROCESS**

### **Disability Accommodations**

University of Detroit Mercy is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University's Resolution Process.

Anyone needing such accommodations or support should contact the Director, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

## **REVISION OF THESE PROCEDURES**

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The Director will regularly review and update these procedures. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

These procedures are effective August 1, 2024.

## APPENDIX A: DEFINITIONS

The following definitions apply to the Nondiscrimination Policy and Procedures:

- **Advisor.** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.
- **Director.** The person with primary responsibility for overseeing and enforcing the Nondiscrimination Policy and Procedures. As used in these policies and procedures, the “Director” also includes their designee(s).
- **Alternative Resolution.** A resolution agreed to by the Parties and approved by the Director that occurs prior to a Final Determination in the Resolution Process.
- **Appeal Decision-maker.** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the grounds for appeal are met, and directs responsive action(s), accordingly.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination or harassment or under the Policy and who was participating or attempting to participate in the University’s education program or activity at the time of the alleged discrimination, harassment or retaliation.
- **Complaint.** An oral or written request to University of Detroit Mercy that can objectively be understood as a request for the University to investigate and make a determination about the alleged Policy violation(s).
- **Confidential Employee.**
  - An employee whose communications are privileged or confidential under federal or state law. The employee’s confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
  - An employee whom the University has designated as confidential under this Policy for the purpose of providing services to persons related to discrimination, harassment, or retaliation. If the employee also has a duty not associated with providing those services, the employee’s confidential status only applies with respect to information received about discrimination, harassment, or retaliation in connection with providing those services; or
- **Day.** A business day when the Recipient is in normal operation. All references in the Policy to days refer to business days unless specifically noted as calendar days.
- **Decision-maker.** The person or panel who hears evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions.

- **Education Program or Activity.** Locations, events, or circumstances where the University exercises substantial control over the context in which the discrimination, harassment, and/or retaliation occurs and also includes any building owned or controlled by a student organization that the University officially recognizes.
- **Employee.** A person employed by University of Detroit Mercy either full- or part-time, including student employees when acting within the scope of their employment.
- **Final Determination.** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.
- **Finding.** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Formal Complaint.** A signed written request for the University to investigate and make a determination about the alleged Policy violation(s) involving sexual harassment as defined in the Policy.
- **Investigation Report.** The Investigator’s summary of all relevant evidence gathered during the investigation.
- **Investigator.** The person(s) authorized by University of Detroit Mercy to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report.
- **Knowledge.** When University of Detroit Mercy receives Notice of conduct that reasonably may constitute harassment, discrimination, or retaliation in its Education Program or Activity.
- **Mandated Reporter.** A University of Detroit Mercy employee who is obligated by Policy to share Knowledge, Notice, and/or reports of sex discrimination, sex-based harassment, and/or retaliation with the Director.
- **Nondiscrimination Team.** The Executive Director of Equal Opportunity, any deputy coordinators, and any member of the Resolution Process.
- **Notice.** When an employee, student, or third party informs the Director of the alleged occurrence of discriminatory, harassing, and/or retaliatory conduct.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Pregnancy or Related Conditions.** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.
- **Protected Characteristic.** Any characteristic for which a person is afforded protection against discrimination and harassment by law or University Policy.
- **Relevant Evidence.** Evidence that may aid a Decision-maker in determining whether the alleged discrimination, harassment, or retaliation occurred, or in determining the credibility of the Parties or witnesses.



- **Remedies.** Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the University's Education Program and Activity.
- **Resolution Process.** The investigation and resolution of allegations of prohibited conduct under this Policy, including Alternative Resolution and Administrative Resolution.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute discrimination based on a protected characteristic, harassment, or retaliation for engaging in a protected activity under this Policy.
- **Sanction.** A consequence imposed on a Respondent who is found to have violated this Policy.
- **Sex.** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.
- **Student.** Any person who has gained admission.
  - **Title IX Coordinator.** The official designated by University of Detroit Mercy to ensure ultimate oversight of compliance with Title IX and the University's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Coordinator for specific tasks.

#### APPENDIX B: NONDISCRIMINATION TEAM

The following individuals comprise University of Detroit Mercy's Nondiscrimination Team:

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Revised August 7, 2025.

## **PREFERRED FIRST NAME POLICY**

### **I. Purpose and Scope**

University of Detroit Mercy is committed to creating an inclusive environment for all.

We recognize that faculty, staff, and students may use first names other than their legal first names to identify themselves. Except when an individual's legal first name is required by law, policy, or business needs, current employees and current students may choose to be identified in some university systems by the preferred first name that they have designated in accordance with this policy.

### **II. Definitions**

*Preferred first name* – An alternative to the individual’s legal first name.

*Legal name* – A person’s legal first, middle (if applicable), and last name as it appears on official governmental documents such as licenses, passports, social security cards, birth certificates and tax forms.

### III. Policy

Many members of the Detroit Mercy community use a first name that differs from their legal first name. Allowable preferred first name formats might include (but are not limited to):

- A shortened derivative of a name (e.g. “Sue” for “Susan”)
- A middle name instead of a first name
- Initials (e.g., “AJ” with no punctuation)
- A first name that is chosen to represent the individual’s identity, (“Peter” instead of “Xingyu”)
- A first name that better represents the individual’s gender identity
- A first name to which the individual is in the process of legally changing

Detroit Mercy will not accept a preferred first name that is vulgar, offensive, obscene, creates confusion with another individual, attempts to avoid legal obligation, or otherwise constitutes a misuse or abuse of this policy.

Preferred first names will be used where reasonably possible in the course of University business and education. Some examples of where preferred first names may be used include but are not limited to:

- Class and Grade Rosters in Banner
- If a preferred first name exists in Banner it will be uploaded to Blackboard using the preferred first name
- My Profile – Personal Information page preferred first name displays if on file
- Office 365 – Request to ITS Helpdesk to change preferred first name displayed
- University ID Card – Preferred first name change requires a card replacement fee

Examples of where the preferred first name will not be used and where the legal name will appear include but are not limited to:

- Financial Aid Documents
- Employment Forms
- Paychecks and Payroll Records
- Tax Forms (W2/1095C/1098T/1099)
- Billing and Financial Statements
- University Transcripts
- Diplomas
- Immigration Documents
- Enrollment Verifications
- Legally Binding Contracts
- Medical Documents/Health Records

#### IV. Procedure to Submit a Preferred First Name

Employees and students can enter a preferred first name in your My Profile - Personal Information tab at my.udmercy.edu. Preferred first name changes are subject to review. Please see section III above for a list of acceptable preferred name formats. There are also options in the Self-Service profile to update Personal Pronoun and Gender Identification.

#### V. Nondiscrimination Policy

University of Detroit Mercy adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in private institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission based on:

- Sex,
- Sexual orientation,
- Gender identity,
- Gender expression,
- Pregnancy,
- Family Responsibilities,
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human/civil rights agencies.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University community whose acts deny, deprive, or limit the educational or employment access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the University's nondiscrimination statement.

When brought to the attention of the University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the Resolution Process. The University Title IX Coordinator may be contacted at titleix@udmercy.edu or 313.993.1802.

#### VI. Privacy Considerations

##### *Students*

Consistent with the Family Educational Rights and Privacy Act (FERPA), Detroit Mercy allows for the release of Directory Information which includes but is not limited to name (legal/primary and preferred), mailing and email addresses, phone numbers, dates of attendance, class, date and place of birth, major, previous institutions attended, enrollment status, degrees conferred including dates, honors and awards received, photograph, past and present participation in officially recognized university activities and sports, and physical factors (e.g. height and weight of athletic team members). Students who wish to have their directory information withheld/blocked from release can make this request in writing to the Office of the University Registrar.

## VII. Legal Name Change

A guide to procedures for changing your name in Michigan can be found at the following:

[https://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_4645\\_4939-13834--,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_4939-13834--,00.html)

Office of Human Resources and Payroll

Office of the University Registrar

08/26/2021

## A CAMPUS FREE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL

As an academic community, the University calls its members to explore knowledge, build learning relationships, and take responsibility for individual and social life. Alcohol and other drugs can endanger this lifestyle. Abuse of alcohol and use of illicit drugs causes damage to health, threatens safety of self and others, interferes with academic and societal performance, and often leads to legal and financial problems. Even in a situation of legal and normal use, alcohol can increase the likelihood of injury, property damage, and deterioration of a healthy lifestyle.

To protect the privileges of all members of the university community, the university prohibits the unlawful possession, use, manufacture or distribution of illicit drugs or alcohol on the university premises or as part of any university related activities. The university wants each student to be aware of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol. Students may find copies of these laws in the library.

All students enrolled at Detroit Mercy are expected to follow local, state, and federal laws concerning alcohol and other drugs. All students are also subject to additional, University-specific regulations on alcohol and other drugs, as stated in the Student Code of Conduct.

## SOCIAL MEDIA POLICY

The full Social Media Policy is available at <https://www.udmercy.edu/faculty-staff/marcom/policies/social-media-policy.php>.

### 1. Policy

- 1.1 Official University Social Media Sites must adhere to state, federal laws and regulations, and University policies. Only public information may be posted on official University social media sites.
- 1.2 Official University social media sites must not contain sensitive personal or confidential information as defined by the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and National Collegiate Athletic Association (NCAA) Regulations, as applicable. Any sensitive personal information or other confidential information posted on an official University social media site must be removed upon discovery by the site administrator as soon as practically possible.

- 1.3 The University is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the University will not tolerate any activity or posting on an official University social media site that exceeds First Amendment protection such as any unlawful, defamatory, or obscene (as defined by Michigan and federal laws) activity or posting. The University reserves the right to remove any such posting without notice. The University also reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.
- 1.4 All official University social media sites must respect intellectual property rights, federal Copyright law and University policies.
- 1.5 Employee Use: When using social media as a part of official duties, and/or when presenting oneself in social media settings as a university representative, employees must comply with applicable University policies governing employee behavior and acceptable use of electronic and information resources.
- 1.6 Primary administrative rights for official University social media sites will be assigned only to University employees. Official University social media sites will have a minimum of one administrator to ensure that the site is consistently managed. This individual must be a full-time employee of the University.
- 1.7 All content on official University social media sites must make every effort to ensure that information is ADA compliant. Please review standards published at <https://www.w3.org/WAI/standards-guidelines/#intro> and consult with the Office of Marketing & Communications for questions you may have.
- 1.8 It is the responsibility of the official University social media site administrator to ensure social media content is fully accessible. Individuals who require help may contact the Office of Marketing & Communications to receive training and instruction on how to improve the accessibility of their social media site by emailing [marcom@udmercy.edu](mailto:marcom@udmercy.edu) or call 313-993-1254.
- 1.9 All University social media sites must comply with all applicable University branding standards, which can be found on the University website.

#### **Guidelines for Detroit Mercy Students who maintain personal media sites**

Respect copyright law and the rights of others. "Copyright, a form of intellectual property law, protects original works of authorship including literary, dramatic, musical, and artistic works, such as poetry, novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas, systems, or methods of operation, although it may protect the way these things are expressed." ([read more](#)).

It is an express violation to infringe on someone else's rights of publicity, privacy, copyright, trademark, or other intellectual-property right. This means that you may not reproduce, screen-shot, modify or redistribute content (text and images) that does not belong to you, and in no circumstance should you remove, alter or conceal any watermark or other copyright identifier incorporated in the content of others.

Adhere to the Detroit Mercy Student Handbook (especially with regard to academic honesty and student code of conduct) as well as any other college or school student policies, standards of conduct and applicable law.

Obey all social media platform terms of use. These rules are constantly changing; it is your duty to stay up to date. Policies for some of the more popular platforms are listed below.

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [YouTube](#)
- [WordPress](#)
- [Snapchat](#)
- [Pinterest](#)
- [Instagram](#)

#### *Disclaimer*

This Social Media Policy does not apply to social media advertisements (ads on social media sites promoting your entity, or ads promoting your entity's social media sites).