Academic and Non-Academic Policies
University of Missouri-Kansas City
School of Dentistry

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All statements in this publication are announcements of present policies and are subject to change at any time.

This handbook and other School of Dentistry resources can be found at the following link:
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BUS/SHUTTLE SERVICE
CAMPUS RECREATION
CASHIER’S OFFICE
CATALOG
COUNSELING, HEALTH & TESTING CENTER
DEAN’S OFFICE
DENTAL HYGIENE
DENTAL LIBRARY
DIASTOLE; DIASTOLE@UMKC.EDU; 235-8855
DISABILITIES SERVICES FOR STUDENTS
OFFICE OF DIVERSITY & EQUITY
DRUG & ALCOHOL PREVENTION PROGRAM
FACULTY EVALUATIONS WEBSITE
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MAPS

EVACUATION ROUTES
UMKC Special Notices

Academic Honesty
The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters.

There are also academic honor codes in the schools of pharmacy, dentistry, medicine, nursing and law. (See Chapter 2: School of Dentistry Policies for the Dentistry Standards of Professional Conduct.)

Discrimination and Sexual Harassment
The University of Missouri-Kansas City prohibits discrimination. The University of Missouri-Kansas City does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age, disability, status as a disabled veteran or a veteran of the Vietnam era, or gender identity. If you believe you are a victim of discrimination or sexual harassment, visit UMKC's Division of Diversity, Access and Equity to file a formal complaint.

Division of Diversity, Access & Equity, Administrative Center, 5115 Oak Street;
Phone: (816) 235-1323; Fax: (816) 235-6537;
E-mail: umkcaffirmativeaction@umkc.edu; Website: www.umkc.edu/diversity;
Mailing Address: University of Missouri-Kansas City, Division of Diversity, Access & Equity,
5100 Rockhill Road,
Kansas City, MO 64110-2499.

Intellectual Pluralism
The University of Missouri-Kansas City respects the views and perspectives of all participants in the learning environment. As such, the University welcomes intellectual pluralism and the free exchange of ideas in a non-confrontational environment. If you believe that you have been treated unfairly on the basis of your personal beliefs or affiliations, e-mail the UMKC HelpLine at helpline@umkc.edu or submit the online complaint form online at: http://www.umkc.edu/helpline/grievance_form.cfm.

Statement of Human Rights
The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Division of Diversity, Access & Equity is responsible for all relevant programs. www.umkc.edu/diversity

Student’s Right to Know
In accordance with Public Law 101-542, UMKC reports 71 percent of its first-time freshmen return the second year. The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UMKC; and on public
property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The report is available at the UMKC Police Department, Room 214B, 4825 Troost Building or via the Web site: http://www.umkc.edu/safetyreport.

General Information

History
The UMKC School of Dentistry traces its roots to 1881, when the Kansas City Dental College was founded as a department of the Kansas City Medical College. In 1919 the Kansas City Dental College merged with Western Dental College to form the Kansas City Western Dental College. It became the School of Dentistry of the University of Kansas City in 1941. In 1963 the school became the School of Dentistry at UMKC.

Continuous and distinguished service for more than 100 years has established the School of Dentistry as an important institution throughout the nation.

Over the years, the school's educational standards and opportunities have increased as the school has consistently demonstrated its ability to educate well-qualified dentists and dental hygienists to contribute to the improvement of oral health. As an affirmation of this, the D.D.S., the graduate certificate programs: advanced education in general dentistry, periodontics, oral and maxillofacial surgery, endodontics, and orthodontics and dentofacial orthopedics, and the B.S. in dental hygiene are fully accredited by the Commission on Dental Accreditation of the American Dental Association.

Commission on Dental Accreditation Complaint Policy
Notice of Opportunity to File Complaints with the Commission on Dental Accreditation
http://www.ada.org/sections/educationAndCareers/pdfs/coda_complaints.pdf

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Degrees Offered
The School of Dentistry offers a four-year professional program leading to the doctor of dental surgery (D.D.S.) degree, and the Bachelor of Science degree in dental hygiene (B.S.). The School offers graduate programs leading to a Master of Science degree in oral biology or in dental hygiene education (M.S.), and graduate certificates in recognized dental clinical specialties. In addition, the school participates in UMKC's Interdisciplinary Ph.D. program through the discipline of oral biology.
Grading System
The grading and grade-point system used by all academic programs in the School of Dentistry is defined by the University. It is outlined in the General Graduate Academic Regulations and Information section of the UMKC Catalog (www.umkc.edu/catalog). The School of Dentistry faculty do not use the + and – grading option; grades rendered are A, B, C, etc.

Outreach Programs
In keeping with its goal of developing in its students a sense of professional and societal responsibilities, and an awareness of community needs and problems, the school offers numerous outreach opportunities to students in all of its programs. Individuals associated with more than 30 community-based organizations, agencies or projects are provided oral health care by UMKC students and faculty. Representative of these are the Kansas City Free Health Clinic, Dental Care With A Heart program (dental care for homeless and/or economically needy persons), Northeast Missouri Area Health Education Center Dental Clinic, Theodosia, Mo., project (serving the underserved in rural settings), and Special Olympics Oral Health Screening project (providing oral health assessments to mentally or developmentally disabled persons). International outreach efforts are also organized by faculty and students may have an opportunity to participate in these initiatives.

Students who participate in any kind of international outreach associated with the School of Dentistry must enroll in a 1 credit hour course, International Outreach. Participation in International Outreach is a part of the University of Missouri's Study Abroad program. Participating students must obtain appropriate faculty approval, will need to sign the UM System's Risk & Release form as well as enroll in the System-mandated health program (HTH). Outreach advisors and group leaders will provide more information as outreach efforts are organized.

Research Programs
Research plays a prominent role in the School of Dentistry. The Interdisciplinary Ph.D. program, and the advanced dental and dental hygiene educational programs all have strong research components. The intent of these advanced programs is to expose the student to basic and translational research, and clinical application. Research and the scientific method are formal parts of the educational program of all dental school students, contributing to their education, as well as serving to advance science and dentistry. Grants from external funding currently amount to more than $8 million per year. Many of the researchers who have obtained these grants serve as mentors for dental students participating in the Dental Summer Scholars Program. In this selective program, a limited number of students gain an eight-week research experience in the mentor's area of research interest.

Student Support Services
The School of Dentistry conducts a comprehensive academic support program which includes sessions to refine learning test taking skills and to provide assistance in coursework, as needed. An interceptive system of continuous academic monitoring is in effect. Students who may be experiencing academic difficulty during a term are identified and advised. This results in an individualized plan of action to overcome any deficiencies. In addition, personal counseling assistance is available to all students who state or demonstrate a need.
School of Dentistry Academic Calendar 2011-2012

FALL SEMESTER 2011
First Year DDS & DH Student Orientation.................................................................Thurs-Fri., Aug. 18-19
Course Work Begins................................................................................................Mon., Aug. 22
Labor Day Holiday.................................................................................................Mon., Sept. 5
Application for Fall Graduation Due to OSP ..............................................................Wed., Sept. 14
Scholarship Recognition Program.........................................................................Tues., Sept. 19
Application & Fee for National Board Exam (Parts I & II)........................................Fri., Oct. 14
Last Day to Withdraw Without Assessment............................................................Fri., Oct. 14
Fall Break Begins (8:00 a.m.)................................................................................Mon., Nov. 21
Course Work Resumes...........................................................................................Mon., Nov. 28
Last Day of Classes................................................................................................Fri., Dec. 9
Final Exams Begin..................................................................................................Mon., Dec. 12
Final Exams End......................................................................................................Fri., Dec. 16
Winter Recess Begins.............................................................................................Fri., Dec. 16
National Board Exam Part I Retakes (to be taken between)...................................Dec. 14 - Jan. 11
National Board Exam Part II (to be taken between)..............................................Dec. 14 - Jan. 11

SPRING SEMESTER 2012
Clinic Opens (DDS-3, 4 ONLY) ...........................................................................Tues., Jan. 3
Course Work Begins................................................................................................Mon., Jan. 9
Martin Luther King’s Birthday Holiday.................................................................Mon. Jan. 16
Application for Graduation Due to OSP..............................................................Fri., Jan. 27
National Board Exam (Dental Part II) Retakes to be completed by........................Fri., Jan. 27
Last Day to Withdraw Without Assessment..........................................................Fri., Mar. 2
ADEA Annual Session & Exhibition and AADR Annual Meeting & Exhibition......Sat.-Sat., Mar. 17-24
SOD Spring Break Begins....................................................................................Mon., Mar. 19
SOD Course Work Resumes...............................................................................Mon., Mar. 26
Campus Spring Break Begins........................................................................Mon., Mar. 26
Campus Course Work Resumes........................................................................Mon., Apr. 2
Midwest Dental Conference................................................................................Thurs.-Sun., Apr. 12-15
National Board Exam (Dental Hygiene) to be completed by..................................TBA
Last Day of Classes..............................................................................................Fri., Apr. 27
WREB Exam.......................................................................................................Thurs. – Sun., TBA
Final Exams Begin...............................................................................................Mon., Apr. 30
Final Exams End..................................................................................................Fri., May 4
Commencement Ceremony....................................................................................Sat., May 5

SUMMER SEMESTER 2012
Summer Clinic Session Begins (DDS-3 & 4 Only)....................................................Mon., May 14
Memorial Day Holiday............................................................................................Mon., May 28
Transitioning into the Profession.........................................................................Fri., June 1
Course Work Begins (Dental Hygiene)................................................................Mon., June 4
Application for Summer Graduation Due to OSP................................................Mon., June 11
Orientation/Course Work Begins (Advanced Education Programs)......................Fri., July 2
Independence Day Holiday..................................................................................Wed., July 4
Summer Term Ends (Dental Hygiene)..................................................................Fri., Aug. 3
Summer Term Ends (DDS-3 & 4 Clinic)................................................................Fri., Aug. 10
Summer Term Ends (Advanced Education Programs)............................................Fri., Aug. 10
National Board Exam Part I (to be taken between)...............................................Mon. – Mon., Aug. 8 - 22
Chapter 1: School and Program Goals

School of Dentistry Vision, Mission and Goals

Vision Statement
UMKC School of Dentistry will be a model healthcare education institution that maintains the highest ethical and scientific standards of care, serving patients and the profession in an evolving healthcare environment.

Mission Statement
UMKC School of Dentistry serves as a leader in the advancement of oral healthcare through exceptional educational programs, scientific inquiry, patient care and service to society. Mission areas include: Organizational Improvement; Teaching; Research; Service; Clinical (Patient) Care.

Goals
The School of Dentistry is a center for dental education, research, service, and clinical care. The goals of the school are to:

- Provide educational programs that develop competent, compassionate, engaged life-long learners who will become oral health practitioners, researchers and educators.
- Achieve national/international recognition for excellence in research.
- Advance School of Dentistry activities within the community, valuing a commitment for caring for the profession, the community, & society.
- Enhance the School’s culture and organizational structure to advance our mission.

Student Learning Outcomes & Program Requirements

Bachelor of Science in Dental Hygiene
This clinical entry level program is for the individual who wants to go into the field of dental hygiene. The primary goals of the basic preparation Bachelor of Science degree program in dental hygiene are to prepare dental hygienists to perform competently in clinical practice and to perform competently in clinical practice and/or community oral health program planning, clinical teaching, special patient care, practice management and research.

The following competencies have been adopted by the faculty in the Division of Dental Hygiene as the skills, knowledge and values every graduate must be able to consistently and independently demonstrate to qualify for graduation. The School of Dentistry, Division of Dental Hygiene assessment plan calls for these competencies to be assessed throughout the classroom, laboratory and patient care experiences during the student’s tenure in the program in the form of papers, case study presentations, student portfolios, clinical competency examinations, community assessment and other appropriate assessment measures.

Upon completion of the UMKC Dental Hygiene Program, the graduate must be competent in:

1. Assessing persons of all ages/stages of life in order to design, implement and evaluate dental hygiene care in a diverse society.
   a. Obtain, review, update and record a comprehensive medical, social and dental history.
   b. Recognize conditions and risk factors that necessitate special considerations prior to or during treatment.
Chapter 1: School and Program Goals

c. Obtain, record and interpret vital signs.
d. Perform and document an examination of the soft and hard tissues of the head and neck, oral cavity, dentition and the periodontium.
e. Perform and document oral health indices.
f. Discriminate pertinent and significant findings from those that are non-significant or within a range of normal.
g. Recognize the need for assessment procedures such as study models, radiographs, clinical photographs and/or vitality testing.
h. Implement the following assessment procedures: radiographs, study models, and clinical photographs.
i. Value the need for consistently performing patient assessment at clinically acceptable standards of care.

2. Dental hygiene treatment planning and case presentation for persons of all ages/stages of life in a diverse society.
   a. Develop a dental hygiene diagnosis.
   b. Develop an appropriate, properly-sequenced, comprehensive plan of dental hygiene care based on the assessment data.
   c. Discuss findings, treatment options, time requirements, costs, consequences of delaying treatment and co-responsibilities with the individual/recipient of dental hygiene care and obtain informed consent.

3. Health education strategies for the prevention of disease and the promotion of health.
   a. Evaluate an individual’s behavioral, cognitive and psychomotor preparation for oral health self-care strategies.
   b. Develop and individualized plan for prevention of disease or protection of optimal oral health in cooperation with the person.
   c. Monitor compliance with the agreed-upon plan and make alterations as necessary for the maintenance or protection of our health.

4. Provision of preventive and therapeutic dental hygiene services for persons of all ages/stages of life.
   a. Provide dental hygiene care to promote client health and wellness through the evaluation and application of evidence-based knowledge and practice.
   b. Provide child and adult prophylaxis, professional fluorides, sealants, and overhang removal, and finishing and polishing restorations.
   c. Provide dental hygiene interventions for persons with all types of periodontal disease.
   d. Evaluate the outcomes of dental hygiene interventions using indices, examination techniques and client self-report.

5. Use of supportive procedures to facilitate the provision of dental hygiene care.
   a. Recognize the need for and use appropriate pain control techniques – local anesthesia, nitrous-oxygen analgesia and/or behavioral management strategies.
   b. Recognize the need for and use scaling and polishing devices such as sonic scalers, ultrasonic scalers and air-abrasive polishers.
6. Infection and hazard control procedures to prevent transmission of infectious diseases.
   a. Employ radiation safety principles in procedures for the protection of patients, staff and self.
   b. Select and use appropriate methods of infection control prior to, during and after dental hygiene procedures.
   c. Value the need for consistently performing infection control procedures and for continually revising practices as dictated by changing standards of care.

7. Management procedures.
   a. Prevent or manage medical emergencies that arise during the provision of dental hygiene care.
   b. Provide appropriate life-support measures for medical emergencies that may be encountered in dental practice.
   c. Use time and motion management for efficient delivery of care.
   d. Accurately document medico-legal records.
   e. Manage the child, adult or geriatric patient by recognizing the needs, expectations and values of the individual.
   f. Use effective communication strategies to interact with diverse population groups.
   g. Uphold ethical and legal behavior in all situations.
   h. Protect the individual’s right to privacy.
   i. Utilize critical thinking and problem-solving skills.
   j. Demonstrate professionalism in judgment, actions, and reactions.
   k. Value the need for life-long learning to maintain professional competence.

8. Community oral health strategies.
   a. Assess community oral health needs and available resources and services for health improvement and access.
   b. Provide screening, referral, and educational services that allow the opportunity for clients to access the health care system.
   c. Manage, assist, and provide community oral health services in a variety of settings.
   d. Evaluate outcomes of community-based programs and plan for future activities.

9. Utilization of information technology to assist in evidence-based decision making.
   a. Effectively and efficiently utilize information databases to access the latest research on patient conditions.
   b. Evaluate scientific literature.
   c. Make evidence-based decisions and treatment recommendations.

**Bachelor of Science in Dental Hygiene Degree Requirements:**
Satisfactory completion of the program including:

- Demonstration of competencies expected of a graduating student.
- A cumulative grade point average of 2.5 or higher in the dental hygiene program.
- A demonstrated ability to meet the standards of professional conduct.
Doctor of Dental Surgery

As you progress through the curriculum, you will be expected to work toward mastery of a set of competencies. Competencies have been defined as a complex set of knowledge, skills, and values that a dental program graduate is expected to demonstrate. In a competency-based curriculum, all graduates are expected to consistently and independently demonstrate these behaviors by the time they graduate.

The competencies listed below are the minimum levels of performance that are expected of the dentist graduate of UMKC School of Dentistry. Due to special interests, experiences and opportunities many students will exceed these minimums in various areas. However, every dental student must demonstrate these minimum competencies to graduate.

1. Apply the fundamental principles of the biomedical and behavioral sciences as they relate to the promotion and provision of oral health care.
2. Apply legal, ethical and regulatory principles to the provision of oral health care, including practice management.
3. Apply interpersonal and communication skills to empathetically and effectively care for diverse patient populations and function in the health care environment.
4. Apply critical thinking and problem solving skills to provide evidence-based patient-centered care.
5. Evaluate various models of oral health management and care delivery.
6. Participate in improving the oral health of individuals, families, and groups in the community through oral health promotion, education and interaction with other health professions.
7. Manage medical emergencies and complications that may occur during dental treatment.
8. Recognize and manage pain and anxiety, trauma, hemorrhage, and infection of the orofacial complex by selection, administration or prescription of pharmacological or non-pharmacologic agents in the treatment of dental patients.
9. Demonstrate competence in providing oral health care within the scope of general dentistry for children, adolescents, adults, and special needs patients. This includes:
   a. Perform a complete dental examination to arrive at a diagnosis of the patient’s oral condition/s.
   b. Develop, present and implement an integrated treatment plan to address a patient’s oral health needs.
   c. Prevent, identify and manage periodontal conditions.
   d. Prevent, identify and manage pulpal and periradicular conditions.
   e. Identify and manage patients with oral surgical needs.
   f. Identify and manage malocclusions.
   g. Manage restorative procedures for single defective teeth, or to restore function in patients with partial or complete edentulism.
   h. Treat patients with soft tissue lesions and oral manifestations of systemic diseases.
10. Demonstrate the ability to self-assess competency and the outcomes of care.

Doctor of Dental Surgery Degree Requirements

Satisfactory completion of the program including:

- Demonstration of competencies expected of a graduating student.
- A passing grade on all sections of Part I and Part II of the National Board Dental Examinations.
A cumulative grade point average of 2.5 or higher for the student's period as a dental student.
A demonstrated ability to meet the standards of professional conduct.

Advanced Education Programs
The School of Dentistry offers advanced education curricula leading to graduate certificates in each of four clinical dental specialty areas (endodontics, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, and periodontics), certificates in general dentistry, and master of science degrees in either oral biology or dental hygiene education. The School participates in the Interdisciplinary Ph.D. program through the Department of Oral Biology. Oral Biology's research focus areas are: Biomaterials/Bioengineering of Biological Tissues & Replacements, Mineralized Tissue Biology and Translational and Clinical Research.

Graduate Certificate in Advanced Education in General Dentistry
http://www.umkc.edu/catalog/Graduate_Certificate_in_Advanced_Education_in_General_Dentistry.html

Graduate Certificate in Endodontics
http://www.umkc.edu/catalog/Graduate_Certificate_in_Endodontics.html

Graduate Certificate in Oral and Maxillofacial Surgery

Graduate Certificate in Orthodontics and Dentofacial Orthopedics

Graduate Certificate in Periodontics
http://www.umkc.edu/catalog/Graduate_Certificate_in_Permiodontics.html

Master of Science Degree in Dental Hygiene Education
http://www.umkc.edu/catalog/Master_of_Science_Dental_Hygiene_Education.html

Master of Science Degree in Oral Biology
http://www.umkc.edu/catalog/Master_of_Science_in_Oral_Biology.html

Interdisciplinary Doctor of Philosophy - Oral Biology
http://www.umkc.edu/catalog/Oral_Biology_Interdisciplinary_Ph_D_.html

Student Awards

Academy of Dental Materials Award

Academy of Dentistry for Persons with Disabilities Award: This award is given to graduating seniors who have distinguished themselves by demonstrating an active interest and concern for the dental needs of the handicapped and special patient.

Academy of General Dentistry Award: To recognize a dental school graduating senior who has shown potential for being an outstanding general dentist; indicated a desire to practice general dentistry; maintained an academic scholastic balance between his/her clinical and didactic basic courses of study; and whose overall scholastic standing is among the upper third of the graduating class.

Academy of Operative Dentistry Award: To recognize a dental school graduating senior who has demonstrated excellence in operative dentistry.

American Academy of Dental Practice Administration Endowment and Memorial Foundation Award: To recognize dental school graduating seniors - typically one from each team - who have
shown the most professional growth in managerial skills and development of outstanding performance in four-handed dentistry.

**American Academy of Esthetic Dentistry Award:** To recognize the graduating dental student who had demonstrated the most clinical proficiency and greatest interest in esthetic dentistry.

**American Academy of Gold Foil Operators Award:** To recognize a dental school graduating senior who has demonstrated outstanding qualities as a scholar and clinician in Operative Dentistry in the areas of intracoronal cast gold restorations - i.e., inlays and onlays and/or direct gold and rubber dam usage.

**American Academy of Oral and Maxillofacial Pathology Award:** To recognize a dental school graduating senior who has demonstrated exemplary aptitude and achievement in oral and maxillofacial pathology.

**American Academy of Oral and Maxillofacial Radiology Award:** To recognize a dental school graduating senior who has demonstrated special interest and accomplishment in Oral and Maxillofacial Radiology.

**American Academy of Oral Medicine Award:** To recognize a dental school graduating senior who is outstanding in the field of Oral Medicine.

**American Academy of Orofacial Pain Award:** To recognize an outstanding dental school graduating senior who has demonstrated the greatest commitment and interest to temporomandibular disorders (TMD) and orofacial pain.

**American Academy of Pediatric Dentistry and the American Society of Dentistry for Children Certificate of Merit Award:** To recognize dental school graduating seniors who are most outstanding in the field of dentistry for children.

**American Academy of Periodontology Award:** To recognize a dental school graduating senior who displays the highest level of academic and clinic achievement related to periodontics.

**American Association of Endodontists Student Achievement in Endodontics Award:** For the undergraduate dental student who has demonstrated above average skill in the area of Endodontics.

**American Association of Oral and Maxillofacial Surgeons Dental Implant Student Award:** To recognize a dental school graduating senior who has demonstrated outstanding achievements and performance related to the placement of dental implants.

**American Association of Oral and Maxillofacial Surgery Award:** To recognize a dental school graduating senior who has demonstrated proficiency in the field of anesthesia in dentistry.

**American Association of Oral Biologists Oral Biology Award:** For the senior dental student who has demonstrated achievement and the potential to make further notable contributions in the area of oral biology.

**American Association of Orthodontists Award:** To recognize a dental school graduating senior who has demonstrated exceptional interest in the development of the Oro-Facial Complex.

**American Association of Public Health Dentistry Award:** To recognize the dental school graduating seniors for their achievements in community dentistry and dental public health.

**American Association of Public Health Dentistry Senior Dental Hygiene Student Award**

**American College of Prosthodontists Undergraduate Achievement Award**

**Arthur E. Iwersen Award of Excellence in Pediatric Dentistry:** To recognize a dental school graduating senior who has excelled in both clinical and didactic performance in Pediatric Dentistry.
Colgate Oral Pharmaceuticals STAR Award: Presented to the graduating dental hygiene student who demonstrates true dedication to the dental hygiene profession, exhibits compassion in patient care, displays enthusiasm for community service and enjoys the role of dental hygienist.

Dentsply International Merit Award in Removable Prosthodontics

Golden Forceps Award: Presented to the senior dental student who has completed the most oral surgery procedures in the Oral Surgery Clinic.

Greater Kansas City Dental Hygienists’ Association Community Service Award: This award is given to a graduating pre- or post-licensure baccalaureate dental hygiene student who demonstrates volunteer efforts in the community and/or exceptional practicum project which furthers community dental health.

Hu-Friedy Golden Scaler Award: This award is given to the graduating dental hygiene student who demonstrates very strong clinical skills when caring for dental hygiene patients, service to campus, and is nominated by faculty to the Vice Chancellor.

International College of Dentists Award: To recognize a dental school graduating senior who has shown the most professional growth and development during his/her years of dental study; the recipient should rank in the upper third of the graduating class.

International Congress of Implantologists Award: To recognize a dental school graduating senior who has displayed the greatest interest in and commitment to oral implantology/implant dentistry.

John C. and Ruberta Weaver Award for Excellence in Periodontics and Prosthodontics: To recognize a dental school graduating senior who has demonstrated outstanding achievement in periodontics AND prosthodontics.

Missouri Dental Hygienists’ Association Outstanding Graduate Award: This award is given to the graduating dental hygiene student who demonstrates leadership in school or community, excellence in clinical skills, superior ethical and moral character and maintains a 3.5 or greater GPA.

Outstanding Clinical Performance Award in Prosthodontics

Pedodontic Department Award

Philip M. Jones Award for Excellence in Prosthodontics

Pierre Fauchard Academy Award: To recognize a dental school graduating senior who has exhibited leadership and who, through his/her accomplishments, has demonstrated dedication to the advancement of dental literature.

Proctor and Gamble Preventive Dentistry Award: This award is made during the winter semester to a junior dental hygiene student who demonstrates exceptional potential as a developing health professional.

Quintessence Award for Clinical Achievement in Periodontics: To recognize outstanding achievement in dental studies by a graduating student.

Quintessence Award for Clinical Achievement in Restorative Dentistry: To recognize outstanding achievement in dental studies by a graduating student.

Quintessence Award for Research Achievement: To recognize outstanding achievement in dental studies by a graduating student.

The Eleanor Bushee AAWD Senior Woman Dental Award: To recognize a woman dental school graduating senior who has achieved academic excellence and has demonstrated outstanding leadership.

The Outstanding Grand Rounds Presentation Award: To recognize an outstanding senior dental student who has demonstrated the greatest research and presentation of patient case reports.
UMKC Dental Hygienists’ Alumni Association and Sherry Burns Outstanding Clinician Award: This award is given to the graduating dental hygiene student who demonstrates exceptional clinical skills when caring for dental hygiene patients, commitment to high quality patient care, and solid theoretical base in addition to superior clinical skills.

Waterpik Prosthodontic “Best of the Best Award”: To recognize a dental school graduating senior who has excelled in the study and clinical application of prosthodontics.

*Some student awards are dependent on external agencies and support varies from year to year, so actual awards may change from year to year.*
Chapter 2: School of Dentistry Policies

Academic Standards Policy

Academic Standards & Procedures for Predoctoral and Prebaccalaureate Students

Professional education in the health sciences manifests characteristics that are unique among advanced educational programs. Academic Standards of the School of Dentistry are established to ensure that the public, whose health will be entrusted to graduates of its programs, will receive care of professionally acceptable quality and that the care will be provided in an ethical and professional manner.

Standards of Scholarship

A. A predoctoral dental or prebaccalaureate dental hygiene student must maintain at least a 2.5 grade point average each semester in dental school. Failure to attain a 2.5 in any semester will result in the student being placed on probation for the next semester. In order for a semester to count toward removing a student from probation, the student must be enrolled full time - at least five hours in summer or 12 hours in fall or winter. All students who are placed on probation must review their academic progress with the Chair of the Academic Standards Committee and may be asked to appear before the Committee. A second consecutive semester of a below 2.5 grade point average will result in dismissal from dental school. A total of three semesters with GPA’s below 2.5 will result in dismissal from dental school. Two semesters separated by a summer session in which the student is enrolled in less than five graded hours will count as consecutive semesters.

B. The failure of any course (receiving a grade of F or No Credit) will necessitate additional work to remove or replace the F or No Credit. The course may be repeated at another school with the approval of the Academic Affairs Dean or during the next offering of the course at this school. If a course is repeated, the student will receive whatever grade he or she earns in the repeated course. Both grades will appear on the student’s transcript and will be included in the student’s grade point average. If the student fails only one course in a given semester and if failure was the result of performance slightly below that acceptable - *i.e.* 60 percent where 65 percent is required for passing - or poor performance on one section of the course with acceptable performance in other sections, the student may petition the course instructor for a remediation program. This program can take whatever form the course instructor deems appropriate. Some examples are:

1. Independent study for a number of weeks followed by an examination.
2. Remedial summer laboratory work followed by a laboratory examination.
3. A series of written exercises followed by an examination.

If a student successfully completes a remediation program his or her grade of F will be changed to a grade of D (no credit to credit). A second failure or No Credit in the remediated course will result in dismissal from the program.

All students who fail a course will be required to meet with the Academic Affairs Dean to prepare an altered curriculum plan to include completing this course. An approved altered curriculum plan may result in an extension of the student’s academic program since the student
has demonstrated difficulty in dealing with the standard curriculum and may need additional course work, review, and/or supplemental instruction in order to successfully complete the curriculum.

C. As of the summer session of 2004, UMKC has implemented a Latin Honors system of recognition of graduating undergraduate and first professional students. This recognizes those students who, in the opinion of the faculty, have met the Standards of Professional Conduct as well as the following Academic Standards of the School of Dentistry: Summa Cum Laude: graduating in the top 5% of the class; Magna Cum Laude: graduating in the top 6-10%; Cum Laude: graduating in the top 11-20%. All graduates so recognized must attain at least a GPA of 3.70 or beyond. This will be noted on the graduate’s transcript and diploma.

D. Academic standards for advanced education students will be established and monitored through the Advanced Education Committee.

**Academic Standards Committee**

**Structure**

A. A faculty and student committee, the Academic Standards Committee, has been established to oversee the implementation of the school’s Academic Standards. This committee shall be responsible for encouraging and rewarding academic excellence and assuring that all students meet or exceed our academic standards.

B. Committee Composition

1. The Academic Standards Committee is appointed annually by the Faculty Council in consultation with the Dean of Academic Affairs of the School of Dentistry. The Committee shall be chaired by the Dean of Academic Affairs of the School of Dentistry and consist of: the Dean for Clinical Programs, the Faculty Chair, one Department Chair, two tenured dental Voting faculty members, one non-tenured dental Voting faculty member, one Voting faculty member from the Division of Dental Hygiene, and representatives of the 2nd, 3rd, and 4th year dental and senior dental hygiene classes. The School’s Coordinator of Academic Support Services shall sit as a non-voting member of the Committee. A minimum of four voting faculty and two student members or their representatives approved by the Committee Chair shall constitute a quorum. The Chair of Academic Standards Committee shall vote only in case of a tie.

2. Committee functions include:
   a. Reviewing the academic progress of all predoctoral and prebaccalaureate students.
   b. Devising and conducting activities to suitably publicize and reward outstanding academic achievement.
   c. Advising students who are making unsatisfactory progress through the curriculum.
   d. Approving modifications in the standard curriculum for currently enrolled students who are having difficulty completing the standard curriculum.
   e. Hearing appeals for re-admission from students who have been dismissed for failure to meet the academic standards of the school.

**Procedures**

A. At the beginning of each semester the committee chair will review a summary report of the academic progress of all students during the preceding semester. While the review will
concentrate on the top and bottom students, it may identify other areas in its review that merit attention, *i.e.* students who have made major changes in class rank, either upward or downward, but are still within the general range of acceptable achievement.

B. The committee shall be responsible for promoting and rewarding academic excellence through whatever procedures it develops. This may take the form of congratulatory letters, posting an honor roll, publishing an academic honors newsletter, conducting an academic awards reception or banquet, or any other mechanism the committee deems appropriate.

C. Students who attain less than a 2.5 grade point average for any semester will be placed on academic probation by the Academic Affairs Dean. Students on probation must confer with the Chair of the Academic Standards Committee or his/her designate. Students who have failed or earned a No Credit in one or more courses for the semester must review their status with the Chair of the Academic Standards Committee. The Academic Standards Committee Chair will meet with each of these students and provide counseling and referral to appropriate agencies or individuals for additional help. The Chair will report such action(s) to the committee and either the chair or the committee may request that a student meet with the committee. The committee chair or designate shall also arrange for whatever diagnostic tests it feels may be necessary to further consider the case at this time. The committee may also appoint an advisor for students in academic difficulty.

D. Students are not eligible to enter the clinic as first-term, third-year students until they have satisfactorily completed all preclinical courses. Courses not completed by the end of the second year will need to be completed by the end of the summer of the third year. Any student failing to complete the work by the end of the summer term must meet with the Academic Standards Committee before proceeding with the fall semester.

E. Students who have been dismissed from the School of Dentistry for failure to meet the school’s Academic Standards may petition the Academic Standards Committee for re-admittance. Such petitions must be submitted in writing to the Academic Affairs Dean by the end of the first week of the succeeding academic term. The Academic Standards Committee shall hear re-admittance appeals as quickly as possible and in no case shall delay its decision beyond the end of the third week of the academic term. Students who petition for re-admittance must appear in person before the committee to support their petition. Failure to do so will result in automatic denial of the petition. An altered curriculum will be developed to meet the educational needs of students who are re-admitted. This will be developed by the Academic Affairs Dean in consultation with appropriate faculty. It may include repeating courses which have been previously taken and passed.

F. Other faculty members and students who are knowledgeable about a case under consideration may be asked to attend and participate in the discussion of that case but may not vote. The Academic Standards Committee will request faculty input (either in person or by letter) when the information is needed to help in deliberations. The Committee will not accept unsolicited letters (i.e., those requested by students on their own behalf) for consideration in appeal hearings.
G. Final decisions in all matters concerning the enforcement of the Academic Standards of the School of Dentistry will be made by the Dean.

H. The Academic Standards Committee may devise whatever additional rules it deems necessary to carry out these procedures. Such rules must be consistent with the guidelines established in this document.

**Standards of Professional Conduct**  
*(Approved by the Faculty of the School of Dentistry: 9/12/2002, Curator approval 4/2004)*

**Definition:** In this document, “student” shall refer to any person having once been admitted to the School of Dentistry who has not completed a course of study and who intends to or does continue a course of study in or through the School of Dentistry. For the purpose of these rules, student status continues whether or not the University's academic programs are in session.

Students at the University of Missouri at Kansas City School of Dentistry are seeking special knowledge, skills, and privileges. The confirmation of a professional degree, inferring the acquisition of knowledge and privileges, places the graduate of this institution in a unique position of assuming direct responsibility for health issues of those persons and institutions who place their trust in the University and the dental and dental hygiene professions. It is a demonstration of, and commitment to, special knowledge, protection of privileges, and assumption of responsibility and trust that, by definition, delineates a professional. Therefore, those who would aspire to receive the confirmation of a professional degree are expected to provide satisfactory evidence that exceeds knowledge and technical competence. Evidence that the well-being of patients, trust of society and respect of colleagues is a primary goal must be demonstrated. Accordingly, students must subscribe to principles of ethics and a code of professional conduct that gives testimony to their commitment and ability to deserve the privileges and trust with which society and their patients will honor them. This document serves as a guide for students.

The Standards of Professional Conduct are drawn from the Principles of Ethics and Code of Professional Conduct of the American Dental Association, and the American Dental Hygienists’ Association Code of Ethics. The former recognizes that students are under the supervision of graduate dentists and dental hygienists and other faculty during interactions with patients. Students should aspire to meet the high ideals of their professions which may exceed their legal duties, but must meet the minimum standards expressed in the School of Dentistry’s Code of Professional Conduct.

A. Dental and dental hygiene students must achieve and consistently demonstrate acceptable levels of personal hygiene and dress.

B. Dental and dental hygiene students must achieve and consistently demonstrate concern for patients, peers, and others. Dental and dental hygiene health care providers have a duty to ensure:

1. Patients are treated according to their desires and must be included in treatment decisions.
2. Patient confidentiality in the entire range of the provider-patient relationship which includes dental records.
3. That no harm or potential harm is done to the patient either through intent, ignorance, lack of preparation for the patient encounter, lack of skill, personal impairment of any kind.
4. That no patient is “abandoned” which is defined as discontinuance of care without just cause and without giving the patient adequate notice and the opportunity to obtain the services of another provider.

5. That the patient’s welfare (i.e. the provision of competent and timely delivery of dental care within the bounds of clinical circumstances as presented by the patient such as needs, desires and values) is paramount and takes precedence above all else. This also includes the obligation to a) identify and report perioral signs of abuse and neglect and to consult with faculty to report suspected cases to proper authorities as required by law; and, b) report instances of faulty treatment whether intentional or not, to the appropriate faculty member.

6. That all people including patients, staff, faculty and all other individuals are treated fairly, respectfully, and without prejudice.

7. All standards and requirements of patient care established by the School of Dentistry are followed.

C. Dental and dental hygiene students’ behavior must exemplify the highest moral and ethical standards. The following represents conduct that is incompatible with these standards:

1. Any behavior that tends to gain an unfair advantage for any student in an academic matter. This includes, but is not necessarily limited to, the following guidelines:
   a. No student shall, during an examination, have, use or solicit any unauthorized information or material (written or oral), copy from another student’s paper or discuss the examination with any other person.
   b. No student shall during an examination knowingly give any unauthorized aid to another student.
   c. No student shall acquire by any means knowledge of the contents of an examination yet to be given.
   d. No student shall fraudulently claim for credit any classroom, clinical, laboratory, or other procedure or assignment performed by an unauthorized person, including a fellow student.

2. The use of social media and/or networking sites to post inappropriate, unprofessional, and/or derogatory material or postings that are not in compliance with university policy or applicable regulations such as HIPAA. Students in the School of Dentistry must adhere to the following guidelines:
   a. University policy and applicable regulations must be followed at all times.
   b. Posted material and any resulting actions are the student’s responsibility
   c. All material posted should demonstrate professional judgment and respect for professional colleagues, staff, patients, and other contacts.

Anyone who has reasonable cause to believe that a student has acted unethically is obligated to bring the matter to the attention of the Assistant Dean for Student Programs or his/her designee who will follow the process identified in the Preliminary Procedures section of the UMKC School of Dentistry Honor Council Due Process Procedures for Violations of the Standards of Professional Conduct, to determine whether there has been a violation and whether charges should be brought.
The University of Missouri Student Conduct Code

In addition to the conduct detailed in the preceding sections, a dental or dental hygiene student is subject to the University of Missouri Student Conduct Code, as administered by the Office of the Vice Chancellor for Student Affairs, except for provisions dealing with academic dishonesty, Section 200.010 B.1. Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01. Conduct for which the students are sanctioned fall into the following categories:

A. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.

B. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

C. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.

E. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

F. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

G. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

H. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.

I. Failure to comply with directions of University officials acting in the performance of their duties.

J. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

K. Misuse in accordance with University policy of computing resources, including but not limited to:
   1. Actual or attempted theft or other abuse.
   2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   4. Unauthorized use of another individual’s identification and password.
   5. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
   6. Use of computing facilities to interfere with normal operation of the University computing system.
   7. Knowingly causing a computer virus to become installed in a computer system or file.

Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against
students or conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code can be found in the UMKC General Catalog which can be accessed at www.umkc.edu/catalog.

Serious deficiencies in conduct as listed in the School of Dentistry Standards of Professional Conduct, or as outlined in Section 200.010, Standards of Conduct, of the University of Missouri Collected Rules and Regulations, by a dental or dental hygiene student shall be reported to the Assistant Dean for Student Programs or his/her representative, who will initiate the process as listed under “Preliminary Procedures.”

**Honor Council Due Process Procedures for Violations of the Standards of Professional Conduct**

*(Approved by the Faculty of the School of Dentistry: 9/12/2002, Curator approval 4/2004)*

**I. Introduction**

These Due Process Procedures represent those to be followed when a student at the University of Missouri-Kansas City School of Dentistry has been charged with one or more acts of misconduct according to the School's Standards of Professional Conduct or the University of Missouri Student Conduct Code. The standards identify areas of conduct that are judged unacceptable for individuals who are either in or aspire to the profession of dentistry or dental hygiene. The Standards are published in the Student Handbook on Academic and Other Policies. It is distributed to all students when they initially enroll at the School and is available on the School's Intranet.

**II. School of Dentistry Honor Council**

A. Preliminary Procedures

Assistant Dean for Student Programs or his/her representative shall investigate any reported student misconduct and shall give the student an opportunity to present a personal version of the incident or occurrence. The Assistant Dean for Student Programs or his/her representative may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by Assistant Dean for Student Programs or his/her representative. The Assistant Dean for Student Programs or his/her representative, together with the campus Primary Administrative Officer, shall then determine whether there is reasonable cause to believe a violation of the Standards of Professional Conduct or Student Conduct Code has occurred. If it is determined that there is reasonable cause to believe a violation of the Student Conduct Code has occurred, the campus Primary Administrative Officer shall handle the case pursuant to the Section 200.020 of the Collected Rules and Regulations of the University of Missouri. If it is determined that there is reasonable cause to believe a violation of the Standards of Professional Conduct has occurred, the Assistant Dean for Student Programs or his/her representative will proceed with the process described in this document.

B. Composition

The School of Dentistry Honor Council shall be composed of one student representative from each of the four pre-doctoral dental program classes, one student representative from the graduate dental or dental hygiene programs, one student representative from the undergraduate dental hygiene program and five full-time faculty elected at-large. Thus, composition shall consist of
eleven members, each one of which shall have one vote in Council decisions. The chair will be a Council faculty member and will be elected by all Council members. The chair will have no vote in Council decisions except in the event of a tie vote. As the administrator prosecuting the case, the Assistant Dean for Student Program will not be present during the deliberations.

Student members shall be elected from a slate of candidates that have been nominated from each respective class or identified group. Term of membership for student members on the School of Dentistry Honor Council shall be fall semester, winter semester, and summer semester of that academic year. Elections of faculty members shall be initiated and conducted as specified in the School of Dentistry Bylaws. Elected faculty shall serve for two calendar years beginning in the fall of a calendar year. However, at the initial vote two faculty shall serve for only one year.

While the term of office is two years (except as previously stated) a faculty member’s term will be extended when participating in an honor code violation deliberation that has not been resolved during his/her regular term. The extension will terminate at the conclusion of those deliberations. Under these circumstances, the new electees will not participate in the deliberations that have been held over.

If any Honor Council member is accused of being involved in the alleged misconduct, they shall be excused from all deliberations related to the case and a replacement will be appointed by the Assistant Dean for Student Programs in consultation with the Chair of the Honor Council.

In order for the Council to hold a meeting a quorum must be present. A quorum is defined as three faculty and four student members for a total of seven members. Those absent from a meeting must listen to the tape recording in order to participate in subsequent deliberations of the case.

All deliberations of the School of Dentistry Honor Council are to remain confidential.

III. Formal Procedures

A. Notice of Hearing

The Assistant Dean for Student Programs or his/her representative shall initiate Honor Council proceedings by arranging with the chair to call a meeting of the Honor Council and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation and the date, time, and place of the hearing before the Honor Council. The notice shall include a copy of these Due Process Procedures. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have a current local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least seven (7) consecutive days prior to the hearing, unless a shorter time is fixed by the chair for good cause. Any request for continuance shall be made in writing to the chair, who shall have the authority to continue the hearing if the request is timely and made for good cause. The chair shall notify the Assistant Dean for Student Programs or his/her representative and student of the new date for the hearing. If the student fails to appear at the scheduled time, the Honor Council may hear and determine the matter in the student’s absence.

B. Rights of Student upon Hearing

A student scheduled to appear before the School of Dentistry Honor Council pursuant to formal notice of charges and disciplinary hearing shall have the right: 1) to attend classes pending hearing and disposition of the case by the Council; 2) to submit a written response to the charge outlined
in the notice before the scheduled hearing is to commence; 3) to request, in advance of the scheduled hearing, a review of any materials contained in his/her hearing file, which will be kept in the Student Affairs Office; 4) to submit a written request for the identities of witnesses to be called to testify before the Council; 5) to be present at the hearing; 6) to have an advisor or counselor of his/her choice appear with him/her and to consult with such advisor or counselor during the hearing; however, the advisor/counselor will not be allowed to question witnesses and/or members of the Council; 7) to hear or examine evidence presented to the Council against him/her; 8) to question witnesses present who are testifying against him/her at the hearing, and only at the hearing; 9) to present evidence by witness or affidavit of any defense the student desires; 10) to make any statement to the Council in mitigation or explanation of his/her conduct in question; 11) to remain silent to avoid self-incrimination; 12) to be informed in writing of the findings of the Council and any discipline it recommends; and 13) to appeal the decision and/or disposition (see Section IV).

C. Rights of the School of Dentistry Honor Council

The School of Dentistry Honor Council shall have the right: 1) to hear cases arising out of the same act of misconduct together when they involve more than one student; but in that event the Council shall make separate findings and determinations for each student; 2) to permit the incorporation in the record by reference any document, affidavit, or other material produced and desired to be incorporated in the record by the School or the student charged; 3) to question witnesses or other evidence introduced by either the School or the student at any time; 4) to call additional witnesses or require additional investigation; 5) to dismiss any action at any time or permit informal disposition as otherwise provided; 6) to, at any time, permit or require amendment of the Notice of Hearing to include new or additional matters that may come to the attention of the Council before final determination of the case; provided, however, that in such an event the Council shall grant to the student or school such additional time as the Council may determine to be reasonable under the circumstances to answer or explain such additional matters; 7) to dismiss any person from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the Chair or the Council on request.

D. Rights of Witnesses

Students, faculty and/or staff of the school who serve as witnesses at the hearing shall be protected from harassment at or apart from the hearing by the student charged with misconduct. If harassment of one or more witnesses by the student does occur, this will be considered a further violation against the Standards of Professional Conduct.

E. Conduct of Hearing

1. Overview

The Chair shall preside at the hearing; call the hearing to order; call the roll of the School of Dentistry Honor Council members in attendance; ascertain the presence or absence of the student charged with misconduct; read the Notice of Hearing and Charge, and certify the receipt of Notice of Charge by the student; report any continuances requested or granted; establish the presence of any advisor or counselor of the student; call to the attention of the student charged and his/her advisor any special or extraordinary procedures to be employed during the hearing; and permit the student to make suggestions or objections to any procedures for the Council to consider.

2. Specific Procedures
a. Opening Statements
   1) The Assistant Dean for Student Programs or his/her representative shall make opening
      remarks outlining the general nature of the case and any facts the investigation has
      revealed.
   2) The student charged may make a statement to the School of Dentistry Honor Council at
      this time or at the conclusion of the School’s presentation during the hearing.

b. School’s Evidence
   1) Witnesses are to be called by the Assistant Dean for Student Programs or his/her
      representative and identified, or written reports or evidence introduced as appropriate.
   2) The Council may question witnesses at any time.
   3) The student may question witnesses or examine evidence at the conclusion of the School’s
      presentation.

c. Student’s Evidence
   1) The student shall have the opportunity to make a statement to the School of Dentistry
      Honor Council about the charge if he/she has not already elected to do so.
   2) The student may present evidence through witnesses or in the form of written documents
      as desired.
   3) The Council may question the student or witnesses at any time. The Assistant Dean for
      Student Programs or his/her representative may question the student or the student’s
      witnesses.

d. Rebuttal Evidence
   The School of Dentistry Honor Council may permit the Assistant Dean for Student Programs
   or his/her representative to offer a rebuttal of the other’s presentation.

3. Determination of School of Dentistry Honor Council
   The School of Dentistry Honor Council shall promptly establish its findings and recommendation
   in session, out of the presence of the student charged and of the Assistant Dean for Student
   Programs or his/her representative. Recommendation is to be made regarding both the
   conduct of the student and on the discipline, if any, to be imposed.

a. Violation of Standards of Professional Growth & Development as Charged.
   The School of Dentistry Honor Council shall determine if the preponderance of evidence
   presented in the hearing supports the charge of violation of the Standards of PG&D. This
   shall be resolved by majority vote of the Council members. Each charge of misconduct, if
   there is more than one, shall be considered individually and/or collectively at the discretion
   of the Council.

b. Discipline Recommended
   The School of Dentistry Honor Council shall recommend the discipline to be imposed, if any,
   based upon its deliberations. Five forms are available.
   1) No Disciplinary Action — given when the student is not found in violation of the Standards
      of PG&D.
   2) Disciplinary Action — the student remains enrolled but under conditions stated by the
      Council. These conditions include but are not limited to required remediation with a
mentor; additional assignments; practice or course work in an instructional setting (classroom, laboratory, or clinic).

3) Disciplinary Suspension — an involuntary separation of the student from the institution for misconduct for a specified period of time or until special conditions have been met. Suspension differs from dismissal in that, after the stated time period or the satisfaction of specified conditions, the student is eligible to be re-enrolled.

4) Disciplinary Dismissal — an involuntary separation of the student from the institution for misconduct. Dismissal differs from suspension in that it does not imply/state a minimum separation time.

5) Disciplinary Expulsion — disciplinary dismissal of a permanent nature. The process to be used in determining the recommended form of discipline is as follows: each Council member will recommend, by written ballot, the form of discipline he/she feels is appropriate for the nature of the violation(s) of misconduct in question. If this produces a form of discipline supported by the majority of the Council, then that form will serve as the recommendation. If not, then further discussion of discipline to be recommended will take place followed by another vote, by written ballot, of the Council members. This process will be repeated until a recommended form of discipline is favored by the majority of the Council.

4. Official Report of Hearing and Notice to Student

The findings and recommendation of the School of Dentistry Honor Council serve as recommendations to the Dean of the School of Dentistry. This shall be transmitted by the Council chair to the Assistant Dean for Student Programs who will convey them to the Dean in writing within seven (7) consecutive calendar days following the hearing date and which identifies the charge of misconduct, the decision of the Council and the recommended discipline to be imposed. A copy of this recommendation also shall be sent to the student by certified mail in the indicated time frame. An additional copy of this letter shall be sent to the Dean for Academic Affairs of the School in whose office it will be filed. This letter shall serve as the official report of the hearing unless a formal report is prepared in addition.

5. Upon receipt of the findings and recommendation of the School of Dentistry Honor Council, the Dean will, within a reasonable amount of time, make a decision to uphold, revise, or modify the decision and/or recommended disciplinary action of the Council. The Dean’s decision will be sent in writing by certified mail to the student charged and to the chair of the School of Dentistry Honor Council. A copy will be sent to the Academic Dean for the official hearing file.

6. Record of Hearing

A taped record of the hearing shall be maintained. The hearing record shall be maintained for five (5) years after University action, including discipline imposed (if any), is completed. The notice, exhibits, hearing record and the findings and determination of the School of Dentistry Honor Council shall become the “Record of the Case” and shall be filed in the offices of the Academic Dean of the School of Dentistry and the Vice Chancellor for Student Affairs. For the purpose of appeal, files will be accessible at reasonable times and places to both the School of Dentistry and the student.

IV. Right of Appeal

A. Procedure
1. When a recommendation from the School of Dentistry Honor Council is made for some form of disciplinary action other than “none” and this is upheld by the Dean, or if a recommendation of “no disciplinary action” is revised to one of greater severity by the Dean, the student may appeal such decision to the Chancellor or his/her representative by filing written notice of appeal with the Chancellor within ten (10) consecutive calendar days after notification of the decision of the Dean. A copy of the Notice of Appeal will also be given by the student to the Dean of the School of Dentistry at the time of filing.

2. The Chancellor or his/her designated representative shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify the Dean of the School of Dentistry and the student in writing of this decision on the appeal. If the Chancellor or representative reviews the decision, the action of the Chancellor shall be final unless it is to remand the matter for further proceedings.

B. Status during Appeal

Where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of the appeal. He/she may permit a student to continue to attend classes under such conditions as may be designated pending completion of appeal procedures, provided such continuance will not seriously disrupt the School of Dentistry or constitute a danger to the health, safety or welfare of the School of Dentistry community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Council.

Grading

The grading and grade point system adopted and used by the School of Dentistry faculty is as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Points/Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding or exceptional work</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Work of distinction</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but unsatisfactory work</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure without credit</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Course taken for credit only</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>NC</td>
<td>Unsatisfactory work in course taken</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>for credit only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew; no academic assessment</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

The exact translation of the quality of the student’s work into the grading system is left to the discretion of the instructor giving the grade. Variables such as the difficulty of the course material and the difficulty of particular examinations must be taken into consideration in making these translations. As a general rule it is expected that faculty will use high, but not unrealistic standards and only reward exceptional work with outstanding grades.

An instructor may give an incomplete grade to a student who because of illness or other valid reasons beyond the student’s control has been unable to complete the work in a course. A student who receives an incomplete, and who subsequently does not elect to withdraw from the course, must complete the required work by a date specified by the instructor. Failure to complete
required work by this date is cause for the incomplete to be changed to an F. This is exclusive of those courses which are considered directed individual studies, internships, special topics, practicums, and research and thesis courses. An incomplete is appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question or attending additional classes. Otherwise students should initiate withdrawal. Students cannot re-enroll in a course for which an incomplete remains on their records.

If you make a mistake, or when a student completes a course for which a grade of “I” or “NC” was given, you need to fill out a Change of Grade form. These cards are available in the Office of Student Programs (they will soon be available online). Your department chair needs to sign it after you have, and the card then goes to the Academic Affairs Dean for signature. The card should contain a brief justification for the grade change in the space provided.

**Procedure for Grade Appeals for Predoctoral and Prebaccalaureate Students**  
(revised 2002)

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than his/her performance in the course;
2. The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course; NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300 and 400 level courses.
3. The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

**STEP 1:** The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the student’s succeeding regular academic term (semester).

**STEP 2:** If the matter cannot be resolved by consultation with the instructor, a student wishing to continue an appeal should utilize the school’s grade appeal procedure. This procedure is described as follows:
   a. The student should address the appeal in writing to the Chair of the Academic Standards Committee within one calendar week following denial by the instructor, giving reasons for the appeal and providing available relevant information.
   b. The Chair of the Academic Standards Committee will call a meeting of the Committee within ten calendar days following receipt of the appeal. The Chair will obtain a written statement from the instructor giving the instructor’s version of the case. The Chair will invite the student, the instructor and anyone else who may be able to provide relevant information to appear at the meeting.
c. The Committee will review all available documentation relating to the case as well as hearing and reviewing information presented by all parties before arriving at a decision.

d. Following the meeting, the Chair will notify the student and the instructor of the Committee’s decision. Copies of all records and documents relating to the case will be forwarded to the Dean.

STEP 3: If the matter is not resolved at the Academic Standards Committee level, an appeal may be made in writing to the Dean. The Dean will interview both the student and the instructor and review the full record of the case and appeal documents as the basis for his decision. He may call a meeting of the Faculty Council to advise him on the matter. The Dean’s decision will be communicated to the student, the instructor and the Chair of the Academic Standards Committee.

STEP 4: If the matter is not resolved within the School, the student may appeal to the Chancellor or his/her designated representative. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean.

STEP 5: The Chancellor or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad hoc academic appeals committee.

The decision of the Chancellor, or his/her designated representative, will be communicated to the student, the instructor, the department, and the Dean of the School. The decision of the Chancellor will serve as the final step in the appeal process.

**Academic Standards and Procedures for Advanced Education and Graduate Students**

**Standards of Scholarship**

1. Graduate students, regardless of classification, must maintain a 3.0 (B) grade point average for all course work taken for graduate credit at UMKC.

*2. Graduate students must maintain a 3.0 (B) grade point average in their graduate level specialty course work.

*3. Grades in specialty area course work must be B or better. Any specialty area course that is graded below B must be repeated.

**Probation**

1. Whenever the overall grade point average for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0 (B) the student’s status for the next term becomes: “On probation — See principal graduate advisor.” The principal graduate adviser will review the student’s progress and provide counsel, and the following conditions apply:

   a. A graduate student on probation who is not restored to good academic standing by the end of two successive semesters will be declared ineligible to re-enroll.

   b. While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the ensuing term.

   c. A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.
*2. Whenever the overall grade point average for courses taken in the student’s graduate specialty area falls below 3.0 the student will be placed on probation and the following conditions apply:

a. A graduate student on probation who is not restored to good academic standing by the end of two successive semesters will be declared ineligible to re-enroll.
b. While on probation, a graduate student must achieve a 3.0 specialty area GPA in order to enroll for the ensuing term.
c. A graduate student on probation will not be restored to good standing until a specialty area GPA of at least 3.0 is achieved.

**Dismissal**

1. A graduate student who is on probation and fails to attain an overall grade point average of at least 3.0 by the end of two successive semesters will be dismissed from the program.
2. A graduate student who is on probation and fails to attain a 3.0 term GPA for the succeeding term will be dismissed.

*3. A graduate student who is on probation and fails to attain a specialty area GPA of at least 3.0 by the end of two successive semesters will be dismissed from the program.

*4. A graduate student who is on probation and fails to attain a 3.0 specialty area GPA for the succeeding term will be dismissed.

*5. A graduate student who receives more than four hours of 2.0 (C) grades or below for courses included in the student’s graduate program of studies will be dismissed.

* This provision applies only to students enrolled in Graduate Certificate programs.

**Appeal**

Any student who is dismissed from the program has the right to appeal that decision. Appeals shall be made in writing to the Associate Dean for Academic Affairs within one week from the time the student received a notice of dismissal. The Associate Dean for Academic Affairs in conjunction with the Chair of the Advanced Education Committee shall select a hearing panel of five members of the Advanced Education Committee to hear the student’s appeal. At least one member of the hearing panel will be a student. The program director of the program in which the appealing student is enrolled shall be ineligible to sit on the panel. The Hearing Panel will be chaired by the Associate Dean for Academic Affairs. A meeting of the Hearing Panel will be scheduled within two weeks of the receipt of the student’s appeal. During the time the appeal process is being conducted the student shall be allowed to continue in the program.

The Hearing Panel shall be provided with written statements from the student and the program director as well as all relevant records and documents. Both the Program Director and his or her designee and the appealing student must attend the hearing to provide additional information and answer questions from the Hearing Panel. Other individuals who have information relevant to the situation may be invited to present their information and answer questions for the committee. The student may have an adviser present to advise the student, but this adviser shall be limited to providing advice to the student.

After reviewing the information and conducting the hearing, the Hearing Panel shall make its recommendation regarding disposition of the case to the Dean. All five appointed members of the hearing panel shall have a vote. In case of a tie, the Associate Dean for Academic Affairs shall cast
the deciding vote. The Dean of the School of Dentistry will make the final decision and communicate that decision to the student and the program director.

**Students in Cooperative Programs**

Students enrolled in programs operated jointly by the School of Dentistry and other institutions, such as Children’s Mercy Hospital and Truman Medical Center, must remain in good standing with both organizations cooperating in the program. A student who is dismissed by either of the cooperating institutions is ineligible to continue in the program.

**Grade Appeal Process for Advanced Education Students**

*(approved January, 2009)*

Students in Specialty Certificate Programs or the Graduate Programs in Dental Hygiene or Oral Biology are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the course director.

**STEP 1:** The student should first discuss the course grade fully with the course director. This must be done within six (6) weeks after the beginning of the student’s succeeding regular academic term (semester).

**STEP 2:** If the matter cannot be resolved by consultation with the course director, a student wishing to continue an appeal should address the appeal in writing to their respective Program Director within one (1) calendar week following denial by the course director, giving reasons for the appeal and providing available relevant information.

**STEP 3:** If the matter cannot be resolved by consultation with the Program Director, a student should submit the written appeal to the Chair of the School of Dentistry Advanced Education Committee. The appeal will be reviewed at the next scheduled committee meeting. The Program Director will provide a written statement from the course director giving the course director’s version of the case. The Committee will review all available documentation relating to the case. The student, the course director and anyone else who may be able to provide relevant information may be asked to appear at a future meeting. Following the meeting(s), the Chair will notify the student and the course director of the Committee’s decision. Copies of all records and documents relating to the case will be forwarded to the Dean of the School of Graduate Studies for MS or IPhD students or to the Dean of the School of Dentistry for students only enrolled in a specialty certificate program.

**STEP 4:** If the matter is not resolved at the Advanced Education Committee level, an appeal may be made in writing to the Dean of the appropriate school.

For graduate program students (Oral Biology MS and IPhD or Dental Hygiene MS), the appeal will be submitted to the Dean of the School of Graduate Studies. For specialty certificate students, the appeal will be submitted to the Dean of the School of Dentistry. The respective Dean will interview both the student and the course director and review the full record of the case and appeal documents as the basis for their decision. The Dean’s decision will be communicated to the student, the course director, the Program Director, and the Chair of the Advanced Education Committee.

**STEP 5:** If the matter is not resolved at the Dean’s level, the student may appeal to the Chancellor or their designated representative. This appeal must be made within ten (10) consecutive
calendar days after notification of the decision of the Dean. The Chancellor or their designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad hoc academic appeals committee.

**Policies and Procedures on Cheating**

(Approved 2/24/88; Amended 11/27/95; 10/13/97; 2002)

Cheating is a serious infraction of the School’s “Standards of Professional Conduct.” It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student unfair advantage over other students in comparative ratings and can lead to improper assessment of the student’s readiness to progress to more advanced study or to provide direct patient care, as well as demoralize the majority of students who do not try to take unfair advantage.

**UMKC School of Dentistry General Professional Standards to Foster Academic Integrity**

(approved 02/24/88)

I. Responsibilities

A. Students

Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating.

B. Instructors and Proctors

All persons involved in teaching or in evaluating student performance and all those who serve as proctors of student examinations have a responsibility to help prevent and control cheating.

II. Measures to Help Prevent Cheating

Any number of measures may be taken to help prevent cheating, not the least of which is reminding students before the examination begins that any action that gives the appearance of cheating will be taken as a presumption of, and treated as, cheating. The following measures are mandatory on all examinations and laboratory projects within the School of Dentistry:

A. Pre-Administration Security

1. From its inception, all copies of an examination in development, written or electronic, must be stored under lock and key when not in use. Exams in development should never be placed on an unsecured hard drive.

2. Copies of examinations must be kept in a locked file cabinet, closet or desk until ready for use.

3. Examinations that are removed from secured areas must be kept in the presence of the responsible faculty member from the time they are removed until the exam is administered. They should never be left unattended in an empty room or office.

B. Classroom/Laboratory Examinations

1. The same examination will not be used on a yearly basis. Examination items will be varied from year to year, with an effort made to test comprehension in addition to memory of factual information.
2. Students will be randomly seated in the examination room. Seat assignments may be posted at the room entrance or printed on the examination booklet. Biomedical Communications can provide random seating charts for all classrooms upon request.

3. Students will be seated so that there are empty seats on both sides of each student and so that, except in the front row, students in succeeding rows are seated directly behind one another.

4. Students will write their seat numbers (in addition to the other identifying information) on their answer sheets.

5. If brought into the examination room, books and other materials must be placed at the rear of the room before beginning the exam.

6. No electronic devices will be allowed on a student’s person during an examination.

7. At least two proctors will be present for the duration of an examination.

8. Proctors should circle the room independently and at least project an air of vigilance, rather than congregate in one place, read or show other signs of inattention.

9. A student who leaves the examination room after the examination has begun will not be allowed to return to the room.

10. All examination materials must be turned in before a student leaves the room. At the instructor’s discretion, questions may be distributed later.

11. When students leave the examination room they should move to other parts of the building rather than congregating outside the door and disturbing those who are still working.

12. When grading constructed response items, such as fill-in-the-blank, essay or sentence completion questions, graders will fill any vacant space where an answer has been omitted using a line, large X, “Omitted” or some other unequivocal mark indicating that the item was left blank by the student.

13. Answer keys may be posted no earlier than 8:00 a.m. on the day following the examination.

C. Laboratory Projects

1. A step-wise check-off system will be used for all projects in all courses. At the first check, each student’s work will be given an identifying mark to ensure that projects are not switched at a later time.

2. Instructors will make use of laboratory practicals whenever possible. If a student needs to leave the room during the course of a practical, he/she is to leave their project with their assigned table instructor.

III. The Proctor’s Role

If an examination proctor observes cheating, or behavior that gives the appearance of cheating, the proctor should:

A. Alert another proctor to witness the cheating behavior to provide corroboration.

B. Allow the involved student(s) to complete the examination.

C. Inform the student(s) that the cheating behavior was observed at the time that each involved student turns in his/her examination paper.

D. Report the incident to the course instructor as soon as possible after the completion of the examination.
IV. The Instructor’s Role

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:

A. Refer the incident in writing to the Chair of the Honor Council within 72 hours.
B. Have the option of awarding a grade of zero on the examination to the involved student(s).

V. The Student’s Role

Upon observation of cheating on an examination or laboratory project, a student must report the incident immediately to the instructor or proctor to provide corroboration, and later in writing to both the course instructor and the Chair of the Honor Council.

National Board Examination Policy
(revised 02/10/03; 05/03/06)

It is important to everyone associated with the School of Dentistry that National Board scores be as high as possible. The reputation of a dental school among its peers, both within the institution and within dental education, is judged in large part by the performance of students on National Board examinations. In a time of increasing pressure on dental education and on higher education in general, financial support and high quality students will be concentrated in excellent institutions. Schools not viewed as excellent will wither and may die. Thus, each of us who has committed himself or herself to UMKC should be committed to achieving excellence in all areas of the school’s life. Students have a very large stake in the reputation of the school. As alumni they will be tied to the School and its reputation for the rest of their professional careers. As the reputation of the school grows, their prestige is enhanced. Thus, each student should attempt to achieve the maximum score possible on all national, regional, and state examinations in order to help enhance the reputation of the school and in so doing help to assure his or her own professional reputation.

1. All students who are eligible, have passed the courses covering National Board areas, will be required to take Part I during the August break after the second year. The School of Dentistry will run a mandatory board review course for students during the summer term after the second year and prior to students taking National Dental Board Examination (NBDE) Part I. NBDE exams are taken at Thompson Prometrics; students need to schedule exams early to assure a seat at the exam site.

2. Students who fail NDBE Part I will retake the exam by the beginning of the Spring Semester of the third year. Students who fail NBDE Part I for the second time will be suspended from clinic at the end of the Spring semester to allow sufficient time for exam preparation. Students must take the exam the third time by August 1 of that year. Students who fail the NBDE Part I for the third time will be dismissed from the School of Dentistry. In the event of unusual circumstances, such as major illness, family problems, etc., students may submit a petition to the Academic Affairs Dean to modify the timing of the administration of the board exam. The decision of the Academic Affairs Dean shall be final.
3. Students will not be eligible to take National Board Dental Examination Part II (NBDE II) until December of their fourth year. A mandatory Part II review program will be conducted for fourth year students prior to the NBDE II. Dental students will take the NBDE II between December 15 and January 10 in their fourth professional year. A student may petition for an alteration in the December date through the dental school Office of Academic Affairs. In no case may a student delay taking the examination beyond February 1 of the anticipated graduation year. Students who fail the NBDE II three times will be dismissed from the School of Dentistry.

4. Students who fail to take National Board examination in accord with the time lines established by the School of Dentistry will be placed on academic probation.

5. **Students will be required to pass NBDE I and II to graduate.**

Success in the NBDE requires effort on the part of all involved. Students should thoroughly prepare for the examinations. Faculty responsible for teaching courses should prepare and present thorough, demanding, rigorous courses. Courses should be reviewed and revised annually to make certain they are completely up-to-date. Faculty should be familiar with released national board questions and use national board type questions in their examinations. (This need not be the exact national board questions, but rather other questions developed in a similar style.) **Examinations should be altered and new exams prepared for each administration.** The objective should be to make it necessary to completely understand the material to pass the course, rather than allowing students to rely upon old examinations and copies of previous year’s class notes. Faculty members not responsible for teaching in the classroom should be familiar with the national board examinations and use questions and content from the appropriate board examinations in their clinical teaching. Each Department Chair is responsible for assuring that these policies are followed in each course in his/her department. The administration is responsible for assuring that released national board examinations are available to everyone and that these policies are followed.

In order to assure that all students have access to released National Board examinations, a copy of all examinations will be made available to all students through the library.

### Attendance Policy

*(Adopted by the Faculty on 4/25/79; Revised 7/89)*

#### Classroom and Laboratory Courses

A. The School of Dentistry will maintain a policy of mandatory attendance for all scheduled classroom and laboratory courses.

B. There are no unexcused absences. Each absence must be excused by the course instructor.

C. The professor(s) responsible for a course is (are) also responsible for the determination of students who are not in attendance by whichever reasonable method (e.g. assigned seating, student selected seating, *etc.*) is desired. Tardy students who arrive after roll is taken, by whichever method, will be considered absent.

D. Any student missing more than 10 percent of any course (more than 2 hours per credit hour) must meet with the course instructor to review his or her progress in the course. The penalty for any student exceeding the maximum number of allowed absences for any classroom/laboratory course in which he/she is enrolled will be a failing grade (F) for the course, regardless of the quality of work being performed by the student in that course.

E. Removal of a failing grade (F) in a classroom/laboratory course that was received as a penalty for insufficient attendance must be accomplished by successful completion of additional course-
related activities (a substantive paper, remediation if indicated, etc.) as determined by the course professor(s). The nature of these additional course-related activities is to be made known by the course professor(s) to the Academic Standards Committee along with the change of grade when the student completes them.

**Clinic Courses and Sessions**

A. Attendance will be an important factor in determining grades for the clinic session.

B. Excessive absence will be cause for review by a board consisting of the Clinical Programs Dean and the Clinical Director. Serious infractions could result in failing grades for the session and the need to attend a remedial session at the end of the student’s fourth year. Excessive or repeated tardiness or early departure will be treated as absence.

C. Students who have canceled or broken appointments will be expected to engage in alternative clinical activity (assignment, laboratory, assisting another student or providing care to another patient) during the clinical period.

D. Students enrolled in remedial study must have an absence approved by both the chair of each department in which they are taking remedial study and by the Academic Affairs Dean.

E. Granting of an excused absence will not relieve a student of the need to meet all educational requirements.

**Tuition/Fee Policy on Coursework Taken Outside of the School of Dentistry**

(2010)

The Dental “flat-rate” tuition and fees only applies to the required courses within the DDS program. Dental Students who elect to enroll in courses other than those required as part of the DDS curriculum will pay tuition and fees for those courses.

A dental student’s primary academic responsibility is successfully meeting the curricular expectations of the DDS program. Any course work taken outside the curriculum requires that a student is in good standing and must be pre-approved by the Associate Dean for Academic Affairs.

Elective enrollment in coursework outside the School of Dentistry is not suggested during fall and spring semesters in years 1 & 2. Additionally enrollment in courses other than dental courses during preparation for National Board Part I (Summer D3) and National Boards Part II (Fall D4) should be limited.

Dental Students considering coursework outside the dental curriculum should also consider the financial aid implications of the additional course work. Students should work closely with the Student Financial Aid office. The student would only be eligible for DDS financial aid, although Grad Plus loans may be available to select students.

**Leave of Absence Policy**

(approved: 11/11/92; revised 6/21/96; 06/06/06; 07/2010)

Occasionally, exceptional circumstances may arise that necessitates a temporary interruption in a dental or dental hygiene student’s course of education. For general guidance on a leave of absence, please refer to the university catalog at [www.umkc.edu](http://www.umkc.edu). To be eligible for a leave of absence, a student must:

1. Be a degree seeking student;
2. Be registered and enrolled in classes for the current term;
3. Be eligible to enroll and be in academic good standing, on probation, or on continuing probation with your academic unit;
4. Have submitted all outstanding high school or transfer transcripts if conditional admission was granted for the student to enroll for the previous semester; and
5. Provide a personal statement and official documentation for why a leave of absence is being requested.

Students requiring a leave of absence should submit a request for a leave of absence form (link to Leave of Absence Form) to the Academic Affairs Dean as it becomes apparent that a leave may be necessary. The student should meet with the Academic Affairs Dean to discuss the leave and potential return date. If approved, leaves will be formally granted by the Academic Affairs Dean in writing.

Leaves are granted for a period of up to one year and only to students in good standing. Students on a leave of absence are required to inform the Office of Student Programs in writing of their intent to return, by the date specified in the letter approving the leave. If the student does not notify the Assistant Dean for Student Programs of his/her intent by the date specified, it will be assumed that the student no longer wishes to continue at the School of Dentistry and the student will be removed from the roll of active students and will be required to submit an application for readmission to the Dental or Dental Hygiene Student Admissions Committee for their consideration.

**Student Records**

**Changes in Student Information**
Any student whose address changes while currently enrolled, or who wishes to change their name or student number, must complete a Student Information Change Form. Forms are located at http://www.umkc.edu/registrar/forms/information_change.pdf. The form should be printed, completed, and submitted to the Student Records Officer of the School of Dentistry, located in the Office of Student Programs. Additional information on FERPA is located at: http://www.umkc.edu/registrar/records/ferpa-staff.asp.

**Policy on Disclosure of Student Information (FERPA)**
According to the Family Educational Rights and Privacy Act (FERPA), otherwise known as the Buckley Amendment, it is illegal to release information contained in a student’s academic record/file to an individual without that student’s written consent. With the only exception being “Directory Information” such as name, address, telephone, etc. However, it is policy of the School of Dentistry to only release directory information if there is sufficient reason or with consent of the student. In general, it is the school’s position to protect the privacy of our students as much as possible. Note that this right to privacy extends to the student’s spouse and parents as well as other students. Faculty members should be extremely careful about discussing a student’s achievement or academic status with anyone who is not a staff or faculty member of the school with a legitimate right to the information in order to carry out their university duties.

One ramification of this law that faculty must routinely deal with is reporting examination scores to students. Faculty should never give students their grades by telephone or regular mail without confirmation of identity by means of a password or an identifier code known only to the student and faculty member. Biomedical Communications (BMC) has developed a process for distributing the results of examinations that are scored on their system via e-mail. After examinations have been
scored and the instructor has given permission to release the scores, results will be electronically transferred to password-protected student e-mail accounts. If a faculty member feels sufficient need to post scores, posting must be by unique identifier (random sequence of numbers or letters) known only to the faculty and each student. Prudence would dictate that these identifiers be changed periodically, such as monthly, to prevent others from learning the identifier of students on the list.

Infection Control Policies

Immunization Policies
(revised 2011)
Appropriate and up-to-date immunizations are a requirement in the dental school’s infection control program. Exemptions from the following immunizations are permitted for health and religious reasons. Any employee or student who elects not to have the vaccinations must sign a University of Missouri exemption form. For medical exemptions, the form must be completed by a physician.
However, if at a later time the vaccination series is desired, notify the Administrative Assistant in Room 168 (x2136) to make application for the series. It is the responsibility of the students to provide their own vaccinations.

1. **Measles/Mumps/Rubella**
   The School of Dentistry supports the American College Health Association recommendation that all students should have two doses of measles/mumps/rubella vaccine. In the event of a measles outbreak, employees and students who have no documentation of immunization on file may be asked to leave University facilities, including the School of Dentistry.

2. **Hepatitis B**
   Vaccination against hepatitis B is a requirement for all employees and students who will have patient contact, and who handle any infectious lab dishes.

3. **Tuberculosis**
   The School of Dentistry requires all employees and students who are or will be directly involved in patient care to be tested for tuberculosis. It is expected that any individual who has tested positive for tuberculosis has received or will receive treatment for this condition.

Bloodborne Pathogen Policy
(revised 2011)
It is the responsibility of all health-care workers (HCW) to include faculty, staff and students who perform exposure prone procedures to know their bloodborne pathogen status, specifically human immunodeficiency virus (HIV) and Hepatitis B antigen and hepatitis C antigen.

It is the responsibility of the faculty, staff or student who test positive for a bloodborne pathogen (e.g. HIV, HbV or HCV) to report test results to the Chair of Infection Control Committee, University of Missouri-Kansas City School of Dentistry. The chair in turn will report this information to the Dean and refer the HCW to an expert review panel for determination of the circumstances, if any, under which they may continue to perform exposure prone procedures.

The bloodborne pathogen positive HCW will refrain from performing exposure prone procedures until such time as the expert review panel has reached a decision.

The expert review panel will consist of:

a. HCW’s personal physician(s)

b. An infectious disease specialist with expertise in the epidemiology of bloodborne pathogen transmission
c. The chair of the Infection Control Committee

d. State or local public health official(s)

e. Associate Dean for Clinical Programs, University of Missouri-Kansas City School of Dentistry.

Specifically the bloodborne pathogen status of a HCW is confidential information. Precautions will be made to protect the confidentiality of all HCW’s bloodborne pathogen status.

If, in the opinion of the expert review panel, the faculty, staff or student cannot satisfactorily complete the requirements for graduation, or job-related duties, career counseling and job training should be encouraged to promote the continued use of the HCW’s talents, knowledge and skills.

As changes occur routinely in the science for the diagnosis, treatment and prognosis of bloodborne pathogens, the determination of exposure prone procedures will be determined using the new emerging science. The recommendation defining exposure prone procedures will be determined by the expert review panel for each occurrence for a HCW.

**Personal Protective Equipment** *(revised 2011)*

The transmission of infection between the health care giver and the patient is of great concern in the health care field, in the health care teaching environment, and to the general public. In order to help minimize the possibility of infection, the Office of Safety and Health Administration (OSHA) has established certain guidelines to which all health care facilities, including dental schools, must adhere. Included in those guidelines is the use of Personal Protective Equipment (PPE).

To provide for the safety of students and patients, and to ensure compliance with OSHA guidelines, all UMKC School of Dentistry students are required to wear the following Personal Protective Equipment:

1. Prescribed disposable gloves. Gloves will not be washed for reuse with another patient and gloves must be removed when leaving the patient operatory.
2. Prescribed (surgical) face masks.
3. Prescribed outer gown to be worn over appropriate street clothing. The gown is not to be worn away from the direct patient treatment areas and is used only in the prescribed treatment areas.
4. Prescribed eye wear such as glasses with solid side shields, goggles or chin length face shields.

The term “prescribed” refers to PPE that the School of Dentistry provides. Students must use the PPE that is provided. Students must provide their own appropriate eye wear with side shields. Eye wear may be obtained through the Health Sciences Book Store.

Detailed information on the use of PPE and other infection control measures can be found in the Infection Control section of the Clinic Manual located at: [http://dentistry.umkc.edu/intranet/index.shtml](http://dentistry.umkc.edu/intranet/index.shtml). Please contact the Associate Dean for Clinical Affairs at (816) 235-2152 or (816) 235-2136 for further information.

**Student Dress Code** *(Approved 1/29/03; Effective 5/03; Amended 7/17/07)*

The goal of the dress code is to provide guidelines for students so that they can maintain a professional appearance, increase the confidence of patients in the care they will receive, and improve infection control. Faculty are responsible for enforcement of these guidelines. Please be aware that specific **Personal Protective Equipment and Infection Control Guidelines supersede dress code guidelines under certain situations.** Please consult the PPE section of the Handbook on Academic and Other Student Policies and the Infection Control Section of the Clinic Manual for specific information.
When participating in lectures, preclinical or production laboratory, and clinic, students must comply with the following guidelines concerning dress and personal appearance:

1. CLINICAL AND LABORATORY DRESS MUST CONFORM TO APPLICABLE SAFETY AND INFECTION CONTROL REGULATIONS. See the Clinic Manual for guidelines regarding appropriate Personal Protective Equipment (PPE).

2. Clinic PPE must be worn in patient care clinics. It is not to be worn in other areas of the building (elevators, stairs, lobby, restrooms, etc.) and must not be worn in the laboratory. Clothing worn in the building must be clean and neat.

3. Solid-colored surgical “scrubs” may be worn, top and bottom. The colors must match. Scrubs must be clean and unwrinkled. No denim scrubs will be permitted. An appropriate color tee shirt should be worn under the scrub top. Scrubs cannot be substituted for approved PPE.

4. In lieu of scrubs (as defined above), “business casual” clothing or better may be worn. “Business casual” includes trousers/slacks for men and women or for women, the option to wear skirts or dresses. “Polo-style” knit shirts or dressier wear are acceptable for tops. All clothing must be professional in appearance and materials. Jeans, tights, bare midriffs, and shorts are not acceptable. Tee-shirts (worn alone as a top) or tank tops are not acceptable. All clothing must be clean and unwrinkled.

5. Clean socks or hose and shoes are required. Shoes must be professional in appearance. Athletic-style footwear may be worn with scrubs. Sandals and other open-toed footwear are not acceptable.

6. Personal hygiene, including body and clothing, should always be above reproach.

7. Hair, beards, and mustaches must be clean and neat. Hair should be secured in such a way that it will be out of the operating field.

8. No visible or oral piercing may be worn.

9. Moderation should be used in regard to make-up. Length of nails should not interfere with instrumentation.

10. Chewing gum is not permitted in patient care areas.

11. Except for recognized religious purposes, head covering is unacceptable.

In clinic and production lab, students not wearing appropriate attire will not be allowed to participate in clinic or lab activities, and may have negative time units assessed against them. Repeat offenders may be suspended from the clinic and/or brought before the Honor Council.

In lectures and preclinical laboratories, students not wearing appropriate attire will be reminded of the proper dress. Repeat offenders may be brought before the Honor Council.

**Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act (HIPAA) is federal law enacted to protect a patient’s privacy and security. Knowledge and information about HIPAA is part of your obligation as a faculty member and annual training and guidance meetings concerning HIPAA is provided and is required for all employees. You will be notified of the place and time for these annual training sessions by the HIPPA compliance officer of the University Of Missouri Kansas City School Of Dentistry. For any questions related to training or policies, please contact the School of Dentistry HIPAA Privacy Officer at 816-235-2152.
Basic Life Support Certification
All students, staff, and faculty who are involved in the provision of patient care must be continuously certified in basic life support (BLS). This certification must be at the Health Care Provider Level. Training for this certification is regularly offered at the School of Dentistry as a part of the curriculum. If you are currently certified, you must provide written evidence of this during the orientation program to the Office of the Assistant Dean for Clinical Programs (ext. 2136). You will then be notified as your certification is about to expire for attendance at a renewal course. Failure to maintain current certification can result in suspension from clinic.

Emergency Evacuation Plan
Introduction
Should it be necessary to evacuate UMKC School of Dentistry, a safe and orderly evacuation will be assured by following a three-step process:

STEP 1 - Warning or Alarm (Notification)
If a fire should occur, the building fire alarm will be sounded to notify all building occupants to initiate an evacuation. If an emergency evacuation is necessary for other reasons, the Administration and UMKC Police will use their discretion to determine the best method of notification to initiate a safe and orderly evacuation. This may include use of the UMKC Alert! System. Be sure and register your preferred means of contact by going to http://www.umkc.edu/umkcalert. To report any emergency situation, notify UMKC Police at 235-1515.

STEP 2 - Evacuation
Once an emergency evacuation notice is given, all personnel should evacuate the building in the following manner:
1. Maintain silence. Everyone will be able to hear emergency orders. A calm atmosphere saves lives.
2. Shut down any gas-fired, electrical, or mechanical equipment if possible.
3. Walk to the designated exit. Exits are identified by EXIT signs.
4. Throughout your exit route, beginning with your room or office door, shut every door after you pass through it, especially the stairwell doors.
5. If you are unable to evacuate because of smoke or fire, go to a room with windows to the outside of the building. Shut and seal the door behind you with materials to prevent smoke entering the room. Break out a window and hang a sheet, towel, or some object the window and await rescue.
6. Never use an elevator during an emergency evacuation. Power might be lost for a number of reasons which would trap people in the elevator cars. Persons under I.V. sedation should be removed in wheelchairs available in the areas where such medications are used.
7. The stairwells adjacent to the passenger elevators will be designated for use by emergency personnel. All persons evacuating the school should remain to the right when using these stairs.

STEP 3 – Assemble Outside
All groups exiting to the north should assemble in the area south of Children’s Mercy Hospital. Those exiting to the south should assemble in the park across 25th Street. All personnel should assemble in their designated area and remain quiet and orderly.
Security Procedures

Introduction
Due to the ever increasing need to protect students, staff, and faculty and to prevent loss of property from these people and from the University, the following policies were implemented. These procedures were developed in concert with University security.

1st & 2nd Floor Access
The entrance doors on the first and second floors will be open from 6:00 A.M. until 6:00 P.M. Monday through Friday.

Evening & Weekend Access — Card System
For entrance to the School of Dentistry before 6:00 A.M. and after 6:00 P.M. and on weekends, a card access system has been installed. In order to use the system, you will need a UMKC Identification Card that has been validated by the UMKC Police Department. The card access system is located at the east entrance of the second floor as well as the main entrance on the first floor. The system is computer controlled and will record who enters, the date, and time of entry. The system is only activated during times when the building is normally locked; you don’t need to use it when the building is open. Entry can be gained up to 11:00 P.M. through the week and up to 10:00 P.M. on weekends. No one is to remain in the building after these hours unless written approval has been granted by the Business Office.

Library Hours
Students must be out of the building within 30 minutes after the library closes unless working in the laboratories. Library hours are as follows: 7:30 a.m.–9:00 p.m. Monday–Thursday; 7:30 a.m.–6:00 p.m. Friday; 12:00 p.m.–5:00 p.m. Saturday & Sunday

Lab Hours
The laboratories will be open for student use until 11:00 p.m. weekdays, 10:00 a.m. to 6:00 p.m. on Saturdays and Sundays.

Visitors
All other visitors, (i.e., persons who are not students, their immediate families, staff, faculty or CE participants) desiring entry to the building after 6:00 P.M. weekdays and on weekends must have authorization from the Business Office.

Subject to Search
When exiting the building, all briefcases, packages, or parcels may be subject to inspection by the Police Officer or Security Guard.

Gold
Students should be extremely cautious when handling and storing gold. Students are responsible for the value of gold in their possession.
Signature Required
Certain items require students’ signature to be issued from the dispensaries. Students are responsible for the value of these items until returned.

Name Badges
All students, faculty and staff are to wear the School of Dentistry name badges at all times in the building for identification.
Chapter 3: University Policies

Academic Freedom

Academic freedom is the right and the responsibility of university faculty to pursue their scholarship wherever it may lead and to present their findings and works to their students, to their scholarly peers and to the public without fear of suppression or reprisal, as long as these results are scrupulously supported by the rigorous and rational professional interpretation of the evidence and represent the well-informed and ethical exercise of their scholarship. It consists also of students' freedom to question and interpret, in a similarly reasoned and academically well-grounded manner, the ideas, information and points of view presented to them in their classes. It further includes the faculty's responsibility to structure and encourage research and teaching in ways it collectively judges most likely to advance its academic endeavors, as well as the university administration's obligation to establish and maintain these structures. It is thus at once the right, the responsibility, and, indeed, the indispensable foundation of the work of all members of the academy—faculty, students and administrators alike.

The university has as its charge the pursuit, preservation and expansion of the body of human knowledge. It is solely on the expertise of the faculty that the university's ability to advance knowledge depends. The university's researchers and instructors are the custodians and contemporary interpreters of centuries of rational inquiry, of a vast accumulation of knowledge and of the record of an enormous diversity of intellectual, spiritual, and aesthetic traditions and approaches. The faculty's authoritative expertise is the product of the rigorous educational backgrounds demanded of its members. The material presented by the faculty in the form of lectures and assignments, publications, and works of art is the result of sustained inquiry and professional practice within fields of study developed through generations of experience and scholarship. The faculty does not lightly and without good scholarly or pedagogic grounds entertain the introduction of material extraneous to these specialties or to the scope of any particular class or program of study, and in this sense, and only on well-established academic grounds, academic freedom is limited.

Furthermore, the faculty's work is subject at every step to the closest professional scrutiny. The responsible discharge of the faculty's obligations to scholarship and to the students' education is secured by elaborate and regularly exercised academic and administrative procedures governing the initial probationary appointments of highly qualified experts and, thereafter, the granting of tenure, promotions and increases in compensation. It is also ensured by rigorous peer review of scholarship and by the faculty's obligatory participation in the governance of the university. These structures of regulation have emerged over the course of history out of the university's collective expertise, experience and academic commitment, and can only thereby be properly and fully exercised and safeguarded. They assure the very highest possible levels of worthy, original, scrupulous, thoroughgoing, and rationally defensible instruction and scholarship.

Academic freedom is not simply freedom of speech, which is a right enjoyed by all the people of this country, but is rather the freedom of expression within a carefully structured and strictly regulated academic context revolving around the expertise and intellectual independence of the faculty, upon which, in turn, the entire functioning, governance, and meaning of the university depends. The faculty's expertise and independence, both of which secure the integrity of the professional standards
that guide its work, depend on the institution of tenure, for without tenure, the faculty is not free to pursue and communicate knowledge as the inherent logic of the various disciplines dictates.

The university is a place of both traditions and path-breaking departures. Debate can never be excluded from the academy; it is essential to the advance of knowledge. Academic freedom for students, just as for the faculty, entails the ethical and intellectual commitment to the serious scholarly exchange and examination of ideas. Long-held assumptions must always remain subject to re-evaluation, re-interpretation and challenge; the same is true of new ideas, theories, techniques and bodies of data. This is the scholarly path to knowledge. However, this constant reconsideration of the facts and structures of knowledge must take place in a well-ordered environment of inquiry rather than of conflict; it must be based on the spirit of reasoned skepticism and scholarly investigation and confirmation. For students, academic freedom is the right to engage in reasoned discussion and critique in the classroom; with that right comes the responsibility, just as for the faculty, to apply their emerging understanding of facts, methods and controversies in their various fields of study, rather than to rest intellectually on unquestioning adherence to received disciplinary norms, tenets of political conviction or religious faith, or personal or cultural predilection.

The students' enrollment at the university presupposes a willingness to learn. Students' matriculation in the university and participation in classes implies a deliberate decision not only to subscribe to the university's academic ideals but to abide by the curricula established by the faculty; it acknowledges the value and authority of the instruction and of the faculty's professional evaluation of students' work. Students are themselves responsible for adhering to and maintaining academic standards.

It is the very purpose and intent of every educational institution that students will be exposed to ideas to which they are unaccustomed, presented in unfamiliar terms: this is the nature of learning. Students and faculty alike must expect to encounter individuals of widely differing creeds, perspectives and orientations, and all must accommodate this encompassing and intellectually enriching diversity.

Acceptable Use Policy
This policy applies to all users including faculty, staff, students and guest users of University of Missouri computer networks, equipment or connecting resources.

A. UNIVERSITY INSPECTION OF PERSONAL ELECTRONIC INFORMATION
Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources
2. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws
3. It is necessary to comply with or verify compliance with Federal or State law

B. ACCEPTABLE USE GUIDELINES
1. Responsibilities of Users of University Computer Resources:
   a. Respect the intellectual property rights of authors, contributors and publishers in all media.
   b. Protect user ID, password and system from unauthorized use.
   c. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
d. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
e. Adhere to data access policies of the University or those established by law.
f. Use University computer resources in a manner that is compliant with University policies and state and federal law.

2. Prohibited Uses of University Computer Resources:
   a. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks. (Employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
   b. Uses that interfere with the proper functioning of the University’s information technology resources.
   c. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
   d. Attempting to gain or gaining unauthorized access to the computer system or files of another.
   e. Use of University computer resources to infringe the intellectual property rights of others.
   f. Use of University computer resources for personal profit, except as permitted under the University’s conflict of interest policy.

C. ENFORCEMENT OF ACCEPTABLE USE POLICY

Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and Regulations of the University of Missouri.

Students who violate these guidelines will be subject to sanctions as outlined in section 200.010 of the Student Conduct Code. All such cases will be forwarded to the Primary Administrative Officer in the Student Life Office for appropriate action.

Faculty or staff who violate these guidelines will be subject to disciplinary measures as outlined within the University Policy Manuals.

Violations of some of the above guidelines may constitute a criminal offense. Individuals using UMKC computing resources are urged to review the University Policy Manual, Computer Crimes Bill passed by the Missouri State Legislature and the MOREnet Acceptable Use Policy, all of which are stored on-line for easy access.

Alcohol & Substance Abuse Prevention Program

UMKC is committed to providing an environment that is safe, healthy and conducive to the academic achievement of all. Abuse of drugs and alcohol is considered a disruption to this environment, posing significant health and emotional problems, potentially jeopardizing campus safety and security, inhibiting the personal and professional development of students and employees and adversely affecting the educational opportunities for all.

Students and employees of the University are considered adults and citizens of the campus and surrounding community. As such, students, faculty and staff are expected to conduct themselves in a respectful and responsible manner. As responsible adults and campus citizens, students and
employees at UMKC are subject to the policies set forth by the University and the legal statutes set forth by local, state and federal agencies.

Alcohol and other substance use services are offered to assist students, faculty and staff with concerns regarding alcohol and other substances. Specially trained staff is available to provide evaluations, support, educational and early intervention, and recovery related services. The staff can so assist students, faculty and staff in locating resources in the surrounding community for particular needs.

The Counseling Center is prepared to address various concerns around the use and abuse of alcohol and other substances. Concerns may include concerns about personal use, or the use of a relative, close friend, or roommate.

**Class Cancellation Policy**
See UMKC Alert!

**Consensual Amorous Relationship Policy**
The University of Missouri promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff and students must not be compromised. In that regard, consensual amorous relationships between members of the University community are prohibited when one participant has direct evaluative or supervisory authority over the other because such relationships create an inherent conflict of interest. Examples of such relationships that are prohibited include, but are not limited to, employee (faculty, staff or student)/student and supervisor (faculty, staff or student)/subordinate, when those relationships involve direct evaluative or supervisory authority. In such cases, the individual in the evaluative or supervisory position has an obligation to disclose the consensual amorous relationship to his or her administrative superior and to cooperate with the administrative superior in removing himself or herself from any such evaluative or supervisory activity in order to eliminate the existing or potential conflict of interest.

Should a violation of this policy be claimed by a person involved in the consensual amorous relationship, the matter shall be investigated by the appropriate University official or, if that person elects to file a grievance, under the appropriate University grievance procedure. Should any employee or student not involved in the consensual amorous relationship claim to have been adversely affected personally by a violation of this policy, the situation will be investigated by the appropriate University official or, if that person elects to file a grievance, under the appropriate University grievance procedure. A violation of this policy, regardless of the manner in which it is brought to the attention of the University, may lead to disciplinary action as appropriate, up to and including termination of employment in the most serious circumstances, following appropriate processes for such discipline.

For purposes of this policy, consensual amorous relationships exist when two individuals mutually and consensually understand a relationship to be romantic and/or sexual in nature except when those two individuals are married to each other. Direct evaluative or supervisory authority exists when one participant is personally involved in evaluating, assessing, grading, or otherwise determining the other participant’s academic or employment performance, progress or potential.

**Drug and Alcohol Abuse Policy**
The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on all university-owned or controlled property and at university-sponsored or supervised activities. The university has an obligation to provide a healthy and safe environment for all students, employees and visitors to its campuses.
The university offers the following resources to employees and students: education and information about the dangers of drugs and alcohol abuse in the workplace; programs that address unlawful controlled substance and alcohol use, including personnel actions that may result from such violations; self-referrals, as well as supervisory referrals, to drug and alcohol counseling and rehabilitation programs available through the Employee Assistance Program and/or community agencies.

**Email Policy**

The University of Missouri-Kansas City (UMKC) provides e-mail for use to its students and encourages the appropriate use of e-mail by students to further their educational goals. As a condition of access, all use of UMKC resources must accord with all laws, University policy, University contracts, and any policies specific to a resource utilized.

Each student, upon being admitted, is issued an UMKC e-mail account with an address on the umkc.edu domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMKC account for University communications and are responsible for communications sent to this account. Students may use their UMKC e-mail account at their discretion for personal use as long as the usage is in compliance with the University's Acceptable Use Policy (110.005).

Forwarding e-mail to a personal account is at the student's discretion. Students must keep in mind that UMKC e-mail may be more secure than another e-mail system and for security purposes, the University will only identify a student's UMKC e-mail account when communicating information to a student.

If a student withdraws completely from all coursework, their e-mail account will be disabled if the student is not registered for a future term. Student e-mail accounts are routinely disabled 30 days after the first day of classes (summer excluded) if the student is not registered for the current or any future term. Prior to a student e-mail account being disabled, an e-mail will be sent to the account informing the student that the account is to be disabled. Students who desire to have their account access extended due to extenuating circumstances (study abroad, medical leave, etc.) may request an extension by replying to the e-mail. Exceptions to e-mail account discontinuation is granted on a case-by-case basis.

**Emergency Mass Notification – UMKC Alert!**

The University of Missouri System uses an automated, rapid notification system to supplement the communication tools currently used to notify students, faculty and staff about campus emergencies and closings, as well as class cancellations due to inclement weather. The University of Missouri System partners with Everbridge (formerly 3N Communications), a national provider for mass message notification services.

This comprehensive service - referred to as UMKC Alert! - is solely used to notify students, faculty and staff of:

- situations threatening the safety and security of our campuses
- campus closings due to emergency situations threatening the safety and security of our campuses, including inclement weather
- class cancellations due to inclement weather
UMKC Alert! will not be used for:
- road closings
- construction notices
- similar, less-critical announcements
- general UMKC announcements

UMKC Alert! delivers messages through the following vehicles:
- Text message
- Cell phone / voicemail
- E-mail - UMKC and alternate
- Wire-line voice - UMKC and home
- Pager - numeric and alphanumeric

Updating your information
To update your contact information, follow the links in the left column. Existing UMKC phone numbers and umkc.edu e-mail accounts have already been entered in the system. To take advantage of additional communication options - such as cell phones and text messaging - you must update your information.

Faculty and staff can proceed directly to the registration site via myHR. Use your UMKC User ID and Password to access the registration page.

Students update their information via Pathway. Additional instructions are provided in the left column on this page.

The contact information submitted for use with the campus-wide emergency mass notification system is stored in the Pathway and HR PeopleSoft systems which are protected by multiple layers of physical and technical security. Access to that data is limited to authorized University staff. Your contact information is then transmitted via secure socket layer (SSL) technology to the vendor, Everbridge. Everbridge also has multiple layers in its security protocol.

Subscribers to text messaging may incur a charge depending on the contractual terms of their service provider. In order to receive text message notification, each subscriber preferring text messaging must agree to incur any and all cellular phone charges and fees associated with these notifications. By completing the fields, each subscriber agrees to this.

Equal Opportunity Procedures
Guidelines on Discrimination on the Basis of Religion or National Origin

Members of various religious and ethnic groups, primarily but not exclusively of Eastern, Middle and southern European ancestry, such as Muslim, Jewish, Catholic, Italian, Greek and Slavic groups, continue to be excluded from executive, middle management and other job levels because of discrimination based on their religion or national origin. Under the Equal Opportunity Clause contained in section 202 of Executive Order 11246 as amended, the University of Missouri-Kansas City does not discriminate against employees or applicants for employment because of religion or national origin, and employees are treated during employment without regard to their religion or national origin. To ensure this, the University of Missouri-Kansas City has taken the following steps:
1. The University's Office of Equal Opportunity/Affirmative Action and external communications media have made known that equal employment opportunity without regard to religion or national origin is the policy of the University. All employees of the University must be committed to equal employment for all persons without regard to religion or national origin.

2. In all of its recruitment sources, the University of Missouri-Kansas City expresses that it is committed to equal employment opportunity without regard to religion or national origin.

3. Through local and national publications, as well as through its Web site job listings at http://www.umkc.edu/html/acjobs and http://www.umkc.edu/adminfinance/hr/jobs/index.asp, the University informs the public, including community, religious and ethnic groups, of employment opportunities available at the University of Missouri-Kansas City.

4. The University of Missouri-Kansas City accommodates the religious observance and practices of all employees when reasonably possible.

5. The University has taken the above steps to eliminate discrimination based on religion or national origin. Employees who believe they have been discriminated against on the basis of religion or national origin may use the University's internal grievance procedures.

**Guidelines on Sex Discrimination**

The University of Missouri-Kansas City complies with Title IX of the Educational Amendment of 1972 which ensures that all employees and students are not victims of sex discrimination. To ensure compliance with this policy of nondiscrimination on the basis of sex, the University has taken the following steps:

1. The University recruits employees of both sexes for all jobs except where sex is a bona fide occupational qualification.

2. Advertisements in journals, newspapers and other media for employment do not express a sexual preference unless sex is a bona fide occupational qualification for the position.

3. Personnel policies for the University explicitly state that there will be no discrimination on account of sex.

4. Promotion and job advancement opportunities except where governed by the rules and regulations of tenure are afforded to all employees regardless of sex. The University makes no distinction based upon sex in employment opportunities, wages, hours or other conditions of employment.

5. Policies and practices of the University assure that appropriate physical facilities are available for both sexes.

6. Women employees are not penalized in their conditions of employment because of time away from work on account of child bearing. Following childbirth and upon signifying intent to return within a reasonable time, such female employees are reinstated to their original jobs or positions of like status and pay without loss of service credit.

7. The wage schedule and job classifications of the University are not related to or based on the sex of the employee.

8. The University has issued policies and guidelines to ensure an educational and work environment that is free from sexual harassment.
Chapter 3: University Policies

9. The University has taken the above steps to alleviate sex discrimination within the institution. Those employees who believe they have been discriminated against on the basis of sex may use the appropriate internal grievance procedure.

Guidelines on Sexual Harassment

This University of Missouri policy aims for an increased awareness regarding sexual harassment by making available information, education and guidance on the subject for the University community.

A. Policy Statement. It is the policy of the University of Missouri, in accord with providing a positive, discrimination-free environment, that sexual harassment in the work place or educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.

B. Definition. Sexual harassment is defined for this policy as either

1. Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body, or

2. Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body, when:
   a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions; or
   b. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed; or
   c. The purpose or effect of such conduct, to a reasonable person, is to create an intimidating, hostile, or offensive environment.

C. Non-Retaliation. This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought accusation of sexual harassment in bad faith.

D. Redress Procedures. Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

1. Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus Equal Opportunity/Affirmative Action Officer.

2. Initiate a complaint or grievance within the period of time prescribed by an applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures"; staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff" and students to Section 390.010, "Discrimination Grievance Procedure for Students". Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.

E. Discipline. Upon receiving a charge of sexual harassment against a member of faculty, staff, or student body, the University will investigate and, if substantiated, will initiate the appropriate disciplinary procedures. There is a five year limitation period from the date of occurrence for filing a charge that may lead to discipline. An individual who makes an accusation of sexual harassment will be informed.
Minimum Standards of Progress for Veterans
Veterans Affairs regulations require that all veterans drawing VA educational benefits at UMKC must comply with the Veterans Affairs Minimum Standards of Progress. These standards dictate that the veteran must be making satisfactory progress toward a degree while enrolled. The University's academic and probation policies have been approved by the Veterans Affairs as those Minimum Standards of Progress.

Undergraduate Student
Undergraduate degree-seeking students' academic status is assessed at the end of every term, whether the student is full-time or part-time for that term. A summer session is considered the same as a semester for the purpose of the following regulations:

1. In general, students will be placed on academic probation whenever their official UM grade-point average falls below 2.0 (C average). Some academic units may have a higher grade-point average requirement. New freshman admitted to UMKC on the basis of high school records, who have grade-point averages between 1.50 and 1.99 at the end of the first semester of either full- or part-time study will be placed on academic warning. Students on academic warning must achieve an overall C average by the end of their second semester or be placed on regular probation. They then would be subject to the regular probation requirements.

2. Students on academic probation will be restored to good standing when their UM grade-point average reaches 2.0 or the GPA level established by their academic units.

3. Students on academic probation must maintain the grade-point average required by their academic units during each subsequent semester or summer session while on probation. Otherwise, they are ineligible to re-enroll without the approval of the academic units.

4. Students on academic probation must remove themselves from probation within three successive semesters (including the semester in which they originally were placed on probation). Otherwise, they are ineligible to re-enroll without the approval of the academic units.

5. Students are responsible for knowing their academic status by referring to the term grade reports and their permanent academic records in the UMKC Records Office.

Graduate and Professional Students
Because there may be some variation in the academic and probation policies in the various graduate and professional schools within the University, reference should be made to the appropriate sections in the catalog.

Student Records
Adequate records are kept by the school to show the progress of each eligible veteran. The records are sufficient to show continued pursuit at the rate for which enrolled and the progress being made.

These records include the final grade in each subject completed and a record of the date of withdrawal from any class the veteran does not complete. The last date of attendance must be reported to the Veterans Affairs.

No veteran will be considered to have made satisfactory progress when the veteran fails all subjects undertaken except with a show of mitigating circumstances, when enrolled in two or more unit subjects. This is immediately reported to Veterans Affairs. The determination for the continuance of benefits is made by the regional office of the Veterans Affairs.
Discrimination Grievance Procedure for Students

A. General
1. It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.
2. To insure compliance with this policy, all University of Missouri prospective or enrolled students shall have available to them this student discrimination grievance procedure for resolving complaints or grievances regarding alleged discrimination.
3. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to Academic Dishonesty, Grade Appeals, Traffic Appeals, Disciplinary Appeals, or other specific campus procedures which are authorized by the Board of Curators and deal with faculty/staff responsibilities.
4. These proceedings may be terminated at any time by the mutual agreement of the parties involved. Note: A grievance concerning specific incidents filed under this discrimination grievance procedure shall not be processed on behalf of any student who elects to utilize another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

B. Definitions
1. A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints shall be processed through the informal procedure herein set forth.
2. A Grievance is the written allegation of discrimination which is related to:
   a. Recruitment and admission to the institution.
   b. Admission to and treatment while enrolled in an education program.
   c. Employment as a student employee on campus.
   d. Other matters of significance relating to campus living or student life, including, but not limited to: assignment of roommates in resident halls; actions of fraternities and sororities; membership in or admission to club/organizations; student health services; and financial aid awards.
3. A student is any person who has applied for admission or readmission, or who is currently enrolled, or who was a student of the University of Missouri at the time of the alleged discrimination.
4. Persons with disabilities—For the purpose of this student discrimination grievance procedure, a "person with a disability" has been substituted for "handicapped individual" (Section 504, Rehabilitation Act of 1973) and shall be defined as ". . . any person who:
   a. Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
   b. Has a record of such impairment; or
   c. Is regarded as having such an impairment." For purpose of this definition, "major life activity" means any mental or physical function or activity which, if impaired, creates a substantial
barrier to employment or education. Any reference in this document to written materials or to written or oral presentations within the student discrimination grievance procedure may be adjusted to accommodate persons with disabilities for whom the stated materials or required presentations would not be appropriate. Cost of such accommodation will be borne by the University, with no charge to the individual.

5. Appropriate Administrative Officer -- The primary administrative officer on the staff of the Chancellor (in the area of Student Affairs/Services, Administrative Services, Development, and Academic Affairs) having administrative responsibility for the unit in which the discrimination is alleged to have occurred.

6. Grievance Consultant -- At any step the Director of Equal Opportunity or of Affirmative Action may be asked to serve as a consultant by any of the parties involved in this grievance procedure.

C. Complaints

1. Policies and Procedures -- A student with a complaint will be provided with copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or his/her designee and the Officer for Equal Opportunity/Affirmative Action shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an adviser participate in any stage of the grievance procedures, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

2. Joint Complaint -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a complaint and pursue their complaints jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of them all.

3. Students may informally discuss a complaint with the relevant supervising administrator. Every reasonable effort should be made to resolve the matter informally at this administrative level. If a satisfactory resolution is not reached, the student may pursue the matter through each level of administrative jurisdiction up to and including the Appropriate Administrative Officer, or file a grievance within the time specified in D.1.b.

4. Complaints Involving Recruitment
   a. Undergraduate applicants must first present complaints about recruitment to the Director of Admissions. If a satisfactory resolution is not reached, the applicant may appeal the matter to the immediate supervising officer of the Director of Admissions.
   b. Applicants for graduate study may request a meeting with the academic department head and the Dean of the College, or their designees, who are actually involved in the recruitment effort to discuss the matter informally. If a satisfactory resolution is not reached, the applicant may appeal to the Dean of the Graduate School and finally to the Appropriate Administrative Officer.

5. Complaints Involving Admissions (Undergraduate or Professional)
   a. Undergraduate and professional student applicants shall present complaints to the Director of Admissions or to the Dean of the School or College, depending upon where the application was originally filed.
b. This University official shall compare the person's academic qualifications against the official University admissions criteria and review the denial. If the denial is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate admissions committee.

6. Complaints Involving Admissions (Graduate) -- Applicants to the Graduate School may ask for a meeting with the academic department head of the program to which the applicant was seeking admission. This official shall explain the reasons for the denial of recommendation for admission. If a satisfactory resolution is not reached, the applicant may then appeal to the Dean of the Graduate School or to the appropriate admissions committee. If the denial is upheld, the applicant may appeal the decision to the appropriate administrative officer.

7. Complaints Involving Admissions to or Treatment in an Educational Program or in the Granting of Assistantships -- An undergraduate or graduate student enrolled at the institution who has a discrimination complaint involving admission to or treatment in an educational program or in the granting of assistantships may request a conference with the appropriate department head and with the Dean of the School or College (or the Dean's designee) to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 F.

8. Complaints Involving Non-academic Matters Related to Campus Living and Student Life -- A currently enrolled student who has a University-related complaint concerning discrimination in non-academic matters including but not limited to assignment of roommates, actions of fraternities and sororities, membership in or admission to clubs/organizations, student health services and financial aid awards, may request a conference with the appropriate administrative supervisor, department head or director to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

9. Complaints Involving Student Employment on Campus -- A student enrolled at the University who alleges that discrimination occurred either in applying for work or while working as a student employee at a University job may request a conference with the supervisor, department head or director of the employing unit to discuss the matter informally. If a satisfactory resolution is not reached, the student may present a grievance pursuant to Section 390.010 D.

10. Complaints Involving Financial Aid (Undergraduate, Graduate, Professional):
   a. Undergraduate, graduate and professional student aid applicants shall present complaints to the Director of Student Financial Aid where the application was originally filed or the award originally made.
   b. This University official shall compare the person's financial and academic qualifications against the official University financial aid criteria and review the award amount or denial of the aid. If the original judgment is sustained, the applicant may appeal this decision to the official's immediate supervisor or to the appropriate financial aid committee.

**D. Initiating a Grievance**

1. Policies and Procedures -- A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, and the Chief Student Personnel Administrator or designee, and the Officer for Equal Opportunity/Affirmative Action, shall be available to assist the student in understanding the opportunities afforded through such policies and procedures. The student may choose to have an adviser participate in any
stage of the grievance procedure, subject to the restrictions of the hearing procedures set forth in Section 390.010 F.

a. Joint Grievance -- If more than one student is aggrieved by the same action, these students may, by mutual written agreement among themselves, file with the Chief Student Personnel Administrator a grievance and pursue their grievances jointly under this grievance procedure. If the number of students in such a case is so large as to make it impractical for them to be heard individually in a joint proceeding, they may, by mutual agreement, elect one or more of their number to act on behalf of all of them.

b. Regardless of their nature, all discrimination grievances are to be filed with the Chief Student Personnel Administrator. A grievance must have been filed by a student within one-hundred-eighty (180) calendar days of the date of the alleged discriminatory act.

2. Filing a Grievance
    a. All grievances must be presented in writing and contain the following information:
       1. A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence;
       2. A brief summary of the prior attempts to resolve the matter, which includes the names of persons with whom the matter was discussed, and the results of those previous discussions;
       3. A specific statement of the remedial action or relief sought.
    b. Within seven (7) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Chief Student Personnel Administrator, the statements are vague or do not meet the above requirement. The student may make the necessary corrections and resubmit the grievance within seven (7) days.

3. Any grievance not filed within the time limits specified in Section 390.010 D.1.b shall be deemed waived by the grievant. The Chief Student Personnel Administrator may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student.

4. For informational purposes, copies of the grievance shall be forwarded to the Appropriate Administrative Officer and the Director of Equal Opportunity/Affirmative Action.

5. Within fifteen (15) working days of receipt of a grievance that satisfies the requirement of Section 390.010 D.1.b, the Appropriate Administrative Officer, with the consent of the parties involved, may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the Appropriate Administrative Officer's designee. The Appropriate Administrative Officer shall not involve himself/herself in this meeting. If the informal means of resolving the grievance fails, a grievance committee will be impaneled as called for in Section 390.010 E.1.

E. Formation of a Grievance Committee
    1. It is the Appropriate Administrative Officer's responsibility to initiate the selection of the grievance committee within fifteen (15) working days after the request for the formation of a grievance committee, or after the completion of the informal hearing provided for in Section 390.010 F.5 without satisfaction to the grievant.
    2. A grievance hearing panel shall be established by October 1 of each year from which a grievance committee should be constituted. The panel shall consist of ten (10) faculty, ten (10)
staff and ten (10) students. Selection of the panel will be made by the Chief Student Personnel Administrator from recommendations by the appropriate faculty, staff and student associations. Selection of membership will consider sex, race, disability, academic rank, student classification and employee classification. Membership on the hearing panel shall be for two years. A member’s term shall expire on September 30 of the second year unless he/she is serving at that time on a hearing committee still in the process of reviewing an unresolved grievance. In such case, the member’s term shall expire as soon as the committee has submitted a written report of its findings and recommendations to the Appropriate Administrative Officer.

3. A hearing committee shall be composed of five (5) members. The grievant shall select two (2) members from the grievance hearing panel provided by the Chief Student Personnel Administrator. The responding faculty/staff/organization shall select two (2) members from the grievance hearing panel. Both parties should have their selections made within 15 working days of the receipt of the request. The four committee members shall then select an additional member from the grievance hearing panel to serve as chair. Neither members of the immediate departmental unit nor student members of pertinent student organizations involved in the grievance shall be eligible to serve on the committee.

4. Any person selected to a grievance committee will be expected to serve on such committee and to be present at all sessions. If a member is absent from a single session, that person will be required to review all tapes or transcribed proceedings of that session prior to the next meeting of the committee. Should a member be absent from two sessions or should a member request to be excused from service for reasons of illness, necessary absence from the campus or other hardship, then the member shall be replaced in the same manner used in the original selection (see Section 390.010 E.3). If a member is unable or ineligible to serve for whatever reason, the replacement shall review all tapes or written transcripts and all submitted evidence prior to service on the committee. Five members of the hearing committee, duly selected as in Sections 390.010 E.3 and E.4 must attend the opening and closing session of the hearing.

F. Hearing Procedures for Formal Grievances

1. It shall be the responsibility of the Appropriate Administrative Officer to coordinate the procedures contained herein, to make provisions for hearing rooms, to coordinate secretarial and recording services and to otherwise serve the grievance committee as needed.

2. At the first organizational meeting of the grievance committee, the committee shall elect a chairperson from among the members to preside over subsequent meetings. Then the chairperson shall schedule a hearing at the earliest convenient time when all affected parties can be present.

3. A quorum consists of a minimum of four members of the committee except as provided by Section 390.010 E.4.

4. The grievance committee shall invite the grievant and the responding person to all hearings. Attendance at the hearings shall be limited to persons who have an official connection with the case as determined by the chairperson. The grievant and the responding person may choose to be accompanied by an adviser. Others whose participation in the hearing is considered essential in order to assist the committee in establishing the facts of the case shall appear before the committee only long enough to give testimony and to answer questions of committee members.
5. It is within the duties and responsibilities of all members of a grievance committee to commit themselves to observe procedures consistent with fairness to all parties concerned. For example, it is a matter of principle that members of the grievance committee will not discuss a case with anyone outside of the hearing process and that their finding will not be influenced by anything other than the evidence presented to them in meetings in which all affected parties are present.

6. The grievance committee shall set forth the rules of procedure for the hearing within the guidelines set forth herein. The chairperson may, for good cause and with the concurrence of a majority of the entire committee, authorize deviation from the suggested format, in which case the principal parties shall be notified.
   a. The grievant shall be heard first in all phases of a grievance hearing and shall be primarily responsible for the presentation of his/her position.
   b. The adviser of the grievant or respondent may advise that person and may briefly explain his or her position but shall not be permitted to testify or to cross-examine.
   c. A reasonable time limit should be established for opening and closing statements and shall be announced prior to the hearing.
   d. Length of hearing sessions may be established in advance; every effort should be made to conduct the hearing as expeditiously as possible, with equal fairness to both parties.
   e. The interested parties shall provide the chairperson with the names of the adviser and potential witnesses at least forty-eight (48) hours prior to the hearing. It is the responsibility of the interested party, working with the chairperson, to ensure the presence of these individuals in a timely manner.
   f. After initial witnesses for both parties have been heard, such witnesses may be recalled for additional questioning if requested by either party or the grievance committee. The committee may call new witnesses whose testimony it deems relevant or helpful.
   g. In order to promote the truthful, unfettered exchange of information and ideas, all testimony pertaining to the grievance hearing shall be held in confidence.
   h. Only evidence relevant to the grievance may be introduced. Questions regarding the admissibility of evidence shall be decided by the chairperson.

7. At any point in the proceedings prior to the time at which the committee reaches its final decision, the grievant may withdraw any portion or all of the grievance with the consent of a majority of the committee members and of the respondent. In all cases of withdrawal at the consent of the committee and of the respondent, the grievant shall not have the privilege of reopening the same grievance at any time in the future. In the event that the student refuses to participate further in the committee hearing, the committee may choose to continue the case or to move to closure with an appropriate closing statement as per Section 390.010 F.9.

8. A confidential tape recording of the grievance hearing shall be made and will be accessible to the parties involved, the committee, the Appropriate Administrative Officer, the Chancellor, the President, members of the Board of Curators and authorized representatives on a need-to-know basis. Either party to the grievance may request that the committee provide a written transcript of testimony. The cost of preparation of such a transcript is to be paid by the party making such request unless Section 390.010 B.4 is applicable. After the report of the grievance committee has been prepared, the tapes and relevant materials will be sealed and filed in the Appropriate Administrative Office. Unless extraordinary circumstances apply, these materials will be destroyed at the end of five years.
9. At the conclusion of the grievance hearing, the members of the grievance committee shall meet in closed session to deliberate upon their findings. A majority vote of the entire committee shall be required on all decisions. The grievance committee shall make a written report on findings and recommendations to the Appropriate Administrative Officer of the University, with copies to the grievant(s) and the responding person(s). The written report will contain:
   a. A statement of the purpose of the hearing,
   b. Issues considered,
   c. A summary of the testimony and other evidence presented,
   d. Findings of fact as developed at the hearing, and
   e. Recommendations for final disposition of the case.

10. The Appropriate Administrative Officer will make his/her decision. This decision and the actions that have been taken shall be presented to both parties in writing. If the administrative officer does not accept the recommendations of the grievance committee, a written statement of the reasons for so ruling must be given to both parties and to the chairperson of the committee.

11. If requested by the grievant or the responding party, normally within seven (7) calendar days of the notification of the decision, the decision of the Appropriate Administrative Officer may be subject to a review of the records by the Chancellor. Any review and decision by the Chancellor shall be made normally within thirty (30) calendar days. The decision of the Chancellor can be appealed to the President, who shall have thirty (30) calendar days in which to make a decision, which shall be final.

12. Grievances shall receive prompt attention. The hearing and the report of the grievance committee shall normally be completed within sixty (60) calendar days of the formation of the grievance committee, and a final decision shall be made by the Appropriate Administrative Officer normally within ten (10) calendar days thereafter. In any case in which these time schedules should prove to be inadequate, the committee shall present, in writing, an amended time schedule to all parties involved.

Instructional Communication Policy
In order to promote effective communication between students and academic personnel involved in instruction, the Chancellors of each campus shall oversee the implementation and continued observation of the following:

1. All department chairs working with their academic deans must certify that the English proficiency of regular faculty is sufficient to communicate understandably with students prior to a regular faculty member being assigned to teach an undergraduate course, except for foreign language, elective or special arrangement courses such as individualized instruction or independent study courses. The department chair may certify English proficiency based on individual interviews, the assessment of other members of the department, or feedback from students.

2. All non-regular faculty, including but not limited to instructors, lecturers, adjunct and visiting faculty, must provide evidence of English proficiency prior to teaching an undergraduate course, except for foreign language, elective or special arrangement courses such as individualized instruction or independent study courses. A non-regular faculty member must either have successfully completed two courses requiring verbal and written proficiency in English from an accredited college or university or have successfully completed English
language screening and training utilizing similar standards and requirements as those of Missouri law, or a comparable law of another state, for graduate teaching assistants and graduate instructors.

3. All department chairs working with their academic deans will develop appropriate programs or activities to improve faculty communication, including English proficiency, in response to unsatisfactory ratings in student evaluations and student complaints.

4. Students will be notified each semester on their enrolled courses statement whom to contact to report communication problems with a faculty instructor. It is recommended that this information also be provided on other means of written communication, such as course syllabi.

5. Chancellors at the request of the President shall forward their current campus policies, procedures, and programs regarding faculty communication, including English proficiency, developed to implement this regulation.

Policy on Positive Work and Learning Environment

The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual — student, employee or applicant for employment or admission — is a goal to which every member of the University community should aspire and to which officials of the University should direct attention and resources.

With respect to students, it is the University’s special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships to help develop healthy attitudes toward different kinds of people and to foster a climate in which students are treated as individuals rather than as members of a particular category of people. Visit the Web site at www.umkc.edu/helpline for more information on intellectual diversity, grievance procedures and sexual harassment.

With respect to employees, the strength we have as a university is directly related to maintaining a positive work environment throughout the institution. The University should provide a positive recruiting and work environment focused on the duties and skills of work to be performed. It is the expectation of the University that all employees and potential employees will be treated on the basis of their contribution without regard to personal characteristics not related to competence, demonstrated ability, performance or the advancement of the legitimate interest of the University. The General Officers are expected to provide training programs for supervisors to assist in achieving this objective.

With respect to violations of the policy, faculty, staff and students may use their respective grievance procedures approved by the Board of Curators. The approved grievance procedures are as follows: Grievance procedure in Section 370.010 for faculty, grievance procedure in Section 380.010 for staff, and grievance procedure in Section 390.010 for students, and each such procedure shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or military organizations associated with the Armed Forces of the United States of America.
Sexual Harassment Policy
See Equal Opportunity Procedures.

Severe Weather Policy
See Emergency Mass Notification (UMKC Alert!).

Smoking Policy
This policy replaces all previous smoking policies on the University of Missouri-Kansas City campuses, effective October 1, 2006. The University reaffirms its commitment to provide a safe and healthy physical environment for its students, faculty, staff, patients, and general public who occupy university buildings or visit the University’s campuses. This policy is also intended to assure reasonable accommodations for individuals with disabilities in accordance with appropriate federal and state laws.

When an individual with a disability brings a concern to the attention of the Affirmative Action Office, reasonable and appropriate accommodations will be considered in the context of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and all applicable laws. These considerations may supersede the general smoking policy.

General Policy
1. Smoking (the use of cigarettes, cigars, pipes or other devices to generate smoke from tobacco or other products) is prohibited in all university vehicles and buildings (except private housing).
2. Smoking will be permitted only in designated areas outside university facilities.
3. More restrictive prohibition against smoking on university premises applies to the Hospital Hill campus where the entire campus is a smoke-free area. No smoking is permitted anywhere on the property, including areas surrounding buildings, parking lots and driveways immediately adjacent to buildings. However, employees and students are permitted to smoke in restricted locations designated by the deans and/or building coordinators for the Schools of Dentistry, Medicine, Pharmacy, and Nursing.
4. The University’s policies regarding smoking on institutional property will be appropriately posted and information distributed to all employees and students on a recurring basis.
5. Compliance with UMKC Smoking Policy is the responsibility of each employee and student. Each unit supervisor is responsible for enforcement of the policy within his/her facility or unit. Reasonable efforts to enforce this policy must be made by each unit supervisor.
6. Information on smoking cessation and/or smoking cessation programming is available to all university students and employees through UMKC Student Health and the Counseling Center (816-235-6133).

The Director of Environmental Health and Safety is delegated the overall responsibility and authority for implementation and administration of this policy and is accountable for policy compliance and quality assurance.

Workplace Violence and the University Community
Workplace or occupational violence has become an increasingly serious problem throughout all segments of our society. Because of their sheer size and the number of persons within the university community, colleges and universities are not immune to the problem of workplace violence. Nothing is more important to UMKC than the safety and security of its employees, students and visitors. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests or other individuals by anyone on university property will not be tolerated. Violations of this policy and criminal
law will lead to disciplinary action which may include dismissal, arrest and prosecution. All university personnel are responsible for notifying their supervisor or manager of any threats they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a university-controlled site, or is connected to university employment.
Chapter 4: Student Services Information

Academic Policies
Dr. Pam Overman,
Associate Dean for Academic Affairs; 235-2010
Kathryn Benson,
Administrative Associate for Academic Affairs; 235-2010
Amy Thieman,
Student Services Coordinator; 235-2172

Academic/Student Support Services
Amy Thieman, Student Services Coordinator; 235-2172

Affirmative Action Office
Director Affirmative Action; 235-1323

Biomedical Communications (BMC)
Bill Marse,
Director of BMC; 235-2096

Blackboard
Blackboard Support; 235-2000

Bookstore
James Borders,
Health Sciences Bookstore Manager; 235-2191

Bus/Shuttle Service

Campus Recreation (Intramurals):
Manager of Campus Recreation; 235-2712

Cashier's Office
Director of Cashiers & Collections; 235-1365

Catalog

Counseling, Health & Testing Center
Counseling Center; 235-1635
Health & Wellness Service (or studenthealth@umkc.edu); 235-6133
Truman Medical Center Gold Four Clinic (Emergencies); 556-3412

Dean's Office
Dr. Marsha Pyle, Dean; 235-2010
Laura Gage, Executive Assistant to the Dean; 235-2177
Kathryn Benson, Administrative Associate; 235-2010

Dental Hygiene
Prof. Kim Bray, Director; 235-2050
Tamara Carson, Administrative Assistant; 235-2050

Dental Library
235-2030; Library Hours; Library Services & Policies

Diastole: diastole@umkc.edu; 235-8855

Disabilities Services for Students
Scott Laurent, Director; 235-5696

Office of Diversity & Equity
Dr. Karen Dace, Deputy Chancellor; 235-6704

Drug & Alcohol Prevention Program

Faculty Evaluations Website

Financial Assistance
Scott Sponholtz, Manager – Hospital Hill; 235-6782

Helpline
Student Affairs Representative; 235-2222

Identification Cards - Campus

Immunization Policies
Dr. Linda Wells, Assistant Dean for Clinical Programs; 235-2152
Valorie Moore-Porter, Administrative Assistant; 235-2136

International Student Affairs Office
Director of International Student Affairs; 235-1113

Lost and Found
Mary Trayford, DAU Office; 235-2143

Multicultural Student Affairs
Tiffany Williams, Director; 235-1109

Parking
Business Office (Dental School); 235-2020
Campus Police; 235-1515

Pathway
Pathway support; 235-2000

Police Department
Police (Campus); 235-1515

Security
Dental School; David Lucas; 235-1919
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<td>Director Student Life; 235-1081</td>
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<td>Student Programs</td>
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<td>Dr. John Killip, Assistant Dean for Student Programs; 235-2080</td>
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<td>Richie Brigham, Manager - Dental Admissions; 235-2082</td>
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<td>John Cottrell, Director, Minority &amp; Special Programs; 235-2085</td>
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<td>Sarah Major, Admissions Coordinator; 235-6322</td>
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<td>Danita Johnson, Coordinator – Records &amp; Registration; 235-2081</td>
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<td>Vonda Strother, Administrative Assistant; 235-2080</td>
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<td>Swinney Recreation Center</td>
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<td><a href="mailto:umkc-stuaff@umkc.edu">umkc-stuaff@umkc.edu</a>, Vice Chancellor for Student Affairs; 235-1141</td>
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Maps

Evacuation Routes

Basement Floor

Exit 1
Dock Door — Primary exit for all areas

Route 2
Secondary Stairwell to first floor and exit via first floor Exit #1 (south front doors).
First Floor — Evacuation Routes

SOUTH FRONT EXIT — #1
(Main Entrance)

– Room 168, 168A, 168B
– Rooms 187–90, 193, 197, 1105–07
– X-RAY — SOUTH SECTION
– Orthodontic Department — Rooms 180A–J
– Patient Accounts — Room 198
– Cashiers — Room 194
– Pedodontic Department — Room 191a–191c
– Module 2
– Modules 4 And 5
– Modules 6, 7, And 8

WEST EXIT — #2
(North Hall)

– Modules 9–12 and 12A
– Special Patient Care — Room 110A–J
– X-ray — North Section — Rooms 137–148
– Rooms 132 and 130
– Room 123, 123A, 123B
– Rooms 105A and 105
– Graduate Periodontics/Research Office, 115–115B

EAST EXIT — #3
(North Hall)

– Dispensary — Rooms 178 and 178A
– East Student Lab — Room 179
– Modules 13 and 14
– Modules 16 and 16A
– Modules 17 and 18
– Central Sterilization — Rooms 108A–F
– Rooms 160, 161, 194A and 194B
– Locker Room — Room 109

Alternate Routes

Closest route as listed above that is not blocked.

CAUTION: TEST ALL DOORS FOR HEAT BUILDUP BEFORE OPENING.
Second Floor — Evacuation Routes

EXIT #1
FROM CLASSROOM 202:
- All Persons in Classroom 202 — Anatomy Lab and Offices
- Rooms 249, 250, 251, 252, and 253
- Dissecting Lab — Room 259
- BMC and TV Areas — Rooms 260A, 260M, 288, and 289A

EXIT #2
NORTHWEST EXIT
- Rooms 260 – 269
- Canteen — Rooms 236 and 237
- Upper Floors

EXITS #3 AND #4
FROM CLASSROOM 209
- All Persons in Classroom 209

EXIT #5
NORTHEAST EXIT
- Rooms 272 and 273
- Student Locker Room — Room 242
- Upper Floors
- Photography — Rooms 274 and 2-2

EXIT #6
FROM CLASSROOM 217
- All persons in Classroom 217A, 217B, 217C, and 217D
- Somers Clinic (Faculty Practice)
- Lab #280 through 286
- Rooms 283 through 285
Third Floor Evacuation Routes

ROUTE #1 — (358)  
To Second Floor and Exit  
by Northwest Door  
– Offices — 3141, 3142, 3143, 3144, 3147, 3148, 3146  
– Labs — 3149, 3150B, 3151, 3151A, 3151B, 3151C, 3151D, 3151E, 3152, 3152A, 3153  
To Second Floor and Exit  
by Northwest Door  
– Conference Room 3146  
– Labs — 3149, 3150B, 3151, 3151A, 3151B, 3151C, 3151D, 3151E, 3152, 3152A, 3153

ROUTE #2 - (388)  
To Second Floor and Exit  
by Northwest Door  
– Offices — 374, 377, 382, 387, 392, 391, 366, 393, 394, 395  
– Dental Lab — Rooms 390 and 397  
– Lecture Rooms — 364 and 365  
– Oral Surgery — West End

ROUTE #3 — (3112)  
To Second Floor and Exit  
by Northeast Door  
– Offices — 3155, 3156, 3157, 3158, 3159, 3161, 3162, 3163, 3164, 3125  
– Library — 3130, Reception 3154  
– Labs — 3127, 3128, 3129, 3129A, 3129B, 3160, 3160A, 3160B, 3160C, 3160D

ROUTE #4 — (3124)  
To Second Floor and Exit  
by Northeast Door  
– Visual Aids — Resource Area of Library (East End) — Room 3111  
– Student Locker Room 3133  
– Electron Microscope Area Room 3127  
– Graduate Orthodontics Lab — Room 3132  
– Student Lounge — Room 3125  
– Dental Hygiene Lounge — Room 3117
Fourth Floor Evacuation Route

ROUTE #1
- Dean’s Office — Room 441
- Business Office — Room 449
- Purchasing — Room 416
- Word Processing Center — Room 416
- Student Affairs — Room 420

ROUTE #2
- Dental Hygiene — Room 415
- Mail/Xerox Center Room
- Alumni — Room 402
- Continuing Education — Room 403
- Faculty Lounge — Room 434
Fifth Floor Evacuation Route

ROUTE #1 – Primary means of evacuation

ROUTE #2 - Alternate route, Rooms P06, P09
Hospital Hill Campus Map

1. UMKC School of Medicine  
   2411 Holmes St.

2. UMKC School of Dentistry  
   650 E. 25TH St.

3. UMKC Health Sciences Building  
   2464 Charlotte St.

4. UMKC Hospital Hill Annex  
   901 E. 24TH Terr.

5. Truman Medical Center  
   2301 Holmes St.

6. Children’s Mercy Hospital  
   2401 Gilham Rd.

7. Hospital Hill Medical Pavilion  
   2301 Charlotte St.

8. Western Missouri Mental Health  
   1000 E. 24TH St.

9. Children’s Mercy Hospital Modular Buildings

10. Eye Foundation of Kansas City  
    2300 Holmes St.

11. Hospital Hill Center  
    2310 Holmes St.

12. Diagnostic and Treatment Center  
    660 E. 24th St.

13. Old Health Sciences  
    2220 Holmes St.

14. Gambro Dialysis Center  
    2250 Holmes St.

15. TMC Behavioral Health Network  
    2211 Charlotte St.

16. Ronald McDonald House  
    2502 Cherry St.

17. Safety Street  
    2401 Campbell St.

18. Kansas City Health Department  
    2400 Troost Ave.

19. Diastole Compound  
    2501 Holmes St