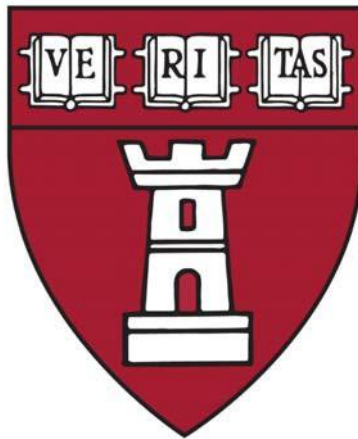


# HARVARD SCHOOL OF DENTAL MEDICINE



## STUDENT HANDBOOK 2015-2016

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*Harvard School of Dental Medicine*



## ***Institutional Mission***

*The mission of the Harvard School of Dental Medicine (HSDM) is to develop and foster a community of global leaders dedicated to improving human health by integrating dentistry and medicine at the forefront of education, research and patient care.*

*Its vision is to transform dentistry by removing the distinction between oral and systemic health.*

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# ACADEMIC INFORMATION

## EDUCATIONAL PROGRAMS

### Doctor of Dental Medicine Program

- Doctor of Dental Medicine Degree (DMD)

### Advanced Graduate Education

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

## DMD DEGREE PROGRAM

### Preclinical Education

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

### Clinical Education

The third year of training at HSDM is an intensive one devoted exclusively to the development and refinement of diagnostic and clinical skills. Didactic training takes place in a series of interdisciplinary blocks where dental and oral health problems are integrated with clinical instruction. The block courses include *Diagnosis, Treatment Planning and Prevention; Treatment of Active Disease; Final Restorative Treatment, Treatment of the Child and Adolescent; Advanced Surgical Treatment, and Advanced Dentistry*. Clinical training, based on comprehensive patient care, is woven longitudinally through each of the sequential course blocks. In addition, students prepare a formal presentation of a case of his or her choice.

The focal point for clinical training is the Treatment Team. Treatment Teams are designed as small group dental practices which also work as problem-solving groups. Each Treatment Team consists of third and fourth year students and is headed by a full time faculty member called a Senior Tutor. In addition to working as a unit in the clinic, the Treatment Team meets outside of the clinic on a weekly basis to discuss the progress of the patients assigned to the Team and approaches to patient care.

The fourth year of training focuses on enhancing clinical skills and competencies both inside and outside of the dental school environment. With a focus on providing patient-centered comprehensive care, students are required to complete a number of cases of differing levels of complexity in the Case Completion Curriculum. Students participate in a number of required externships at Harvard affiliated institutions including a 12 week General Dentistry rotation at a Community Health Center, a 4 week oral surgery rotation at Boston Children's Hospital or MGH, and a 12 week Comprehensive Care rotation at HSDM. In addition, students may participate in elective rotations such as Pediatric Dentistry, Orthodontics, Implant Dentistry, Dental Public Health, General Dentistry, Oral Medicine or medical clerkships. When not participating in a required or elective rotation, students will treat patients in the HSDM Comprehensive Care Clinic. All students are also required to present a case of his or her choice during the fourth year. The result of this comprehensive, interdisciplinary clinical training is that students reach a solid level of competency in all areas of clinical general dentistry including Oral Diagnosis, Oral Radiology, Treatment Planning, Pain Control, Endodontics, Operative Dentistry, Periodontics, Prosthodontics (Complete, Fixed, and Removable), Oral Surgery, Orthodontics, and Pediatric Dentistry.

Elective time in Year 4 can be a valuable component of the educational experience. Elective rotations are not required and must be approved in advance by the student's Senior Tutor and the Director for Predoctoral Education. To schedule an elective rotation, students must complete a Rotation Request Application which provides information on the type of rotation, dates of attendance, site location and director. This form will be reviewed by the Office of Dental Education (ODE) and permission to pursue the rotation will be granted or denied based upon the academic justification of the rotation, the student's general level of progress or readiness, and the compatibility of the rotation with the student's schedule of required rotations for the year. An evaluation of performance will be expected from the person coordinating the elective rotation so

that students can receive credit for each rotation.

## Research Training

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

## STANDARDIZED EXAMINATIONS

### National Board Dental Examinations

DMD degree candidates must pass Parts I and II of the NBDE in order to graduate. Please refer to the ADA web-site for the policies, timelines and fees for Parts I and II of the Boards.

Both Part I and Part II are computer-based exams and require submissions of an on-line application and an appointment at a testing center to take the actual exam.

### NBDE Part I

- For Class of 2018, NBDE must be taken during the break in between Part I and II of the *Introduction to the Dental Patient (IDP)* course.
- Failure to take the examination prior to the start of *Diagnosis, Treatment Planning and Prevention* or to pass the examination may impede a student's transition into the clinical curriculum.
- Students MUST inform Dr. Park *in writing* prior to Part II of *Introduction to the Dental Patient* if there is a reason they will be unable to take this examination during the specified period: Sang\_Park@hsdm.harvard.edu or 617-432-4247.

### Failure of NBDE Part I:

- A minimum of 90 days must separate a candidate's reexamination on the NBDE Part I. NBDE Part I candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination. After the 12-month waiting period has lapsed, a new cycle will apply. Candidates are encouraged to seek formal remediation before reexamination. Under the

JCNDE's 5 Years/5 Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first.

- Students at HSDM who do not pass Part I of the NBDE will not be promoted to the 3<sup>rd</sup> year and will not be permitted to assume patient care responsibilities. This may result in delay in completing the program or graduation.

### NBDE Part II

- MUST BE TAKEN BETWEEN the end of Year 3 and the end of December of Year 4.
- Students will be eligible to take the exam upon passing the 4<sup>th</sup> year Comprehensive Exam (details to follow)
- Failure to take the NBDE Part II by the end of December of Year 4 or to pass the examination may impede a student's progress in the fourth year curriculum and may result in a delay of graduation and a delay in the dental licensure process.
- Students MUST inform Dr. Park in writing before the start of the exam period if there is a reason they will be unable to take this examination during the specified time. Sang\_Park@hsdm.harvard.edu or 617-432-4247.

### Failure of NBDE Part II:

- A minimum of 90 days must separate a candidate's reexamination of the NBDE Part II. NBDE Part II candidates who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination. After the 12-month waiting period has lapsed, a new cycle will apply. Candidates are encouraged to seek formal remediation before reexamination. Under the JCNDE's 5 Years/5 Attempts Eligibility Rule, candidates must pass the examination within a) five years of their first attempt or b) five examination attempts, whichever comes first. This applies to examination attempts occurring on or after January 1, 2012. Examination attempts occurring prior to this date are not considered under this regulation.
- Students at HSDM who do not pass Part II of the NBDE before the last promotions meeting in May will not be permitted to graduate from the DMD program.

## **Comprehensive Exams**

HSDM does not require students to take the Commission on Dental Competency Assessments Exam or any other licensure examination in order to graduate. However, all students must take and pass School-administered Comprehensive Examinations, regardless of whether or not they intend to take the actual CDCA exam. Students may not take other regional board exams (e.g. the Western Regional Board Exam) prior to passing the HSDM Comprehensive Exams. Approval to take other (non-CDCA) regional board exams will be given only after all sections of the Comprehensive Exams have been passed.

### **The Commission on Dental Competency Assessments (CDCA)**

*(formerly the North East Regional Board Exam)*

Although not required for graduation, HSDM does permit the Commission on Dental Competency Assessments (CDCA) to be administered at the School. The Curriculum Integrated Format (CIF) CDCA is offered, with manikin sections of the exam administered in the fall of Year 4, and the patient-based portions of the exam offered in the spring. Students must apply to take the CDCA in the summer prior to Year 4. Comprehensive Exams (see above) are administered approximately 6 weeks prior to the fall and spring CDCA test dates. In the event that a student must retake a portion of the Comprehensive Exam, the deadline for retaking and passing the makeup exam is 14 days prior to the actual CDCA test date. The School will withdraw from the CDCA any student who fails to pass all sections of the Comprehensive Exam by this deadline. Students withdrawn from the CDCA for academic reasons forfeit the examination fees paid to the Commission on Dental Competency Assessments.

# DMD CURRICULAR OPTIONS

## FIVE YEAR PROGRAM

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

### Acceptable Activities for Enrichment Year

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

### Program Time and Duration

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

### HSDM Oversight

Dr. Sang Park, Assistant Dean for Dental Education, is responsible for coordinating the Five Year Curriculum and for overseeing students who are enrolled in this option.

### Application and Review Process

Students must be in good standing to be eligible to apply for the Five Year DMD. All Unsatisfactory or Incomplete work must be made up before the request for a Five Year DMD Curriculum will be considered. A written request to change to the Five Year Curriculum must be submitted to Dr. Park who will present the request to the Committee on Promotions and Examinations (Promotions Board) for review. The Proposal must include information about the intended activity, sponsorship, location, duration, and supervision. Documentation from the student's sponsor or mentor should accompany the Proposal. Applications will be considered at the March and April meetings of the HSDM Promotions Board for programs beginning during the summer. Students will be notified of the Promotions Board's decision within seven days of the review.

## Academic Requirements

An evaluation by the mentor or sponsor is required for all students pursuing the Five Year Curriculum. In addition, the student must provide documentation of their efforts.

**Other Programs:** Students pursuing enrichment experiences in community service, international health, public health, public policy, etc. must submit a written report about their work and may present the work at an appropriate forum.

## HSDM Transcript

Transcripts for Five Year Curriculum students will include a heading of Enrichment Year with a brief description of the activity pursued and, if appropriate, an evaluation (grade) for the work. Grading will be Honors/Pass/Fail.

## Enrollment Status

While pursuing the Enrichment Year, students will be considered registered students at HSDM. However, students pursuing degree programs at another Harvard school will be considered full-time at that school and less than half-time at HSDM.

## Financial Considerations

**Payment of Tuition:** During the enrichment year, Students pursuing the Optional Five Year Curriculum will be charged a Facilities Fee (significantly reduced tuition). Health fees will be charged for each year in which a student maintains a status of "Registered". Clinic Fees will be charged in accordance with the standard DMD curricular year in which the student is enrolled.

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

## RESEARCH REQUIREMENTS AND HONORS

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

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

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

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

## GLOBAL AND COMMUNITY HEALTH TRACK

The Global and Community Health Track provides students with the opportunity for curricular and extracurricular activities in global and community health throughout the four year DMD program. The goal of this track is to provide DMD students with the tools necessary to become leaders in global and community health.

Admittance to the Global and Community Health Track is by application through the Office of Global and Community Health. Students may apply to the track between their first and third years in the DMD program.

This track requires students complete coursework, develop a scholarly project on a subject related to a core issue of global and/or community health under the supervision of a faculty sponsor, and write an original thesis based on the scholarly project that makes a unique contribution to the field. Students must enroll in SDM206: Introduction to Global Oral Health (or equivalent as approved by the Office of Global and Community Health) and may take additional Harvard graduate level courses to enhance their experience as their schedule allows. Students will develop a scholarly project that may be based on their first year summer research project or on an independent area of study. Once the course requirements are met and the scholarly project is completed, students begin developing their thesis, which is an original and in-

depth piece of writing that describes the scholarly project and incorporates principles learned from the required track courses to produce a unique contribution to the field. Input from the faculty sponsor and other faculty members should be actively sought during the development of the scholarly project and thesis. The Office of Global and Community Health will provide students with the deadline for submission of the thesis.

Participants who meet all requirements will be notified by the Office of Global and Community Health and will receive a designation on their official transcript indicating that they have completed the track.

### Honors in a Special Field: Global and Community Health

Exceptional theses may be selected for oral examination and considered for Honors in a Special Field: Global and Community Health. After the student has completed all track requirements and submitted his or her thesis, the Office of Global and Community Health will notify the student if his or her thesis is recommended for honors. Students who accept this recommendation must submit the thesis for oral examination to the Global and Community Health Honors Committee. If approved for oral examination, the thesis will be reviewed by two expert readers in the field.

Oral examinations are held during March and April. Exams may be scheduled with short notice at any time during that period, including vacation weeks. Students should be prepared for their oral exam from the date of the thesis submission. The completion of an oral examination does not guarantee honors will be granted, even if all requirements have been met. The Global and Community Health Honors Committee will evaluate projects and make recommendations for honors to the Committee on Promotions and Examinations, which will grant or deny honors.



## **HEALTH SCIENCES AND TECHNOLOGY (HST) PROGRAM**

The HST curriculum is oriented toward students with a declared interest in a biomedical research career or a strong interest and background in quantitative or molecular science. It is particularly appropriate for students who are planning interdisciplinary research careers in academic medicine or dentistry. The approach is quantitative and rigorous and emphasizes modern biology, biotechnology, engineering, and physical sciences.

### **Application**

Prospective students with strong backgrounds in math, physics, the engineering sciences and/or the biological sciences may be potential candidates for the HST/DMD program. Applicants who have received an offer of admission to HSDM may be considered for admission to the HST program. These individuals should inform the HSDM Admissions Office of their interest in the HST curriculum. HSDM will forward a copy of the applicant's admissions folder to the HST Office for preliminary screening. Candidates who are considered potentially suitable for HST will be invited to return to Harvard to meet with HST faculty and students. Acceptance to the HST track rests with the HST Division.

### **The HST Curriculum**

The curriculum is designed to emphasize basic and quantitative understanding of modern biomedical sciences and pathophysiologic processes and a fundamental approach to important concepts in modern biology and biotechnology. Preclinical courses are conducted at both Harvard Medical School and MIT, separate from those of the other academic Societies, and are organized in semester format to interface easily with the academic schedules of Harvard University and MIT. A variety of pedagogical approaches are employed including lectures, clinical-pathological conferences, small group discussions and other forms of interactive instruction. The curriculum is dynamic and innovative, and student input is vital to its evolution. The small class size of approximately forty students facilitates productive interaction among students and faculty. Following completion of the core basic science phase of the curriculum, DMD/HST students join students in the other Societies for their clinical dentistry training.

It should be noted that scheduling of the HST basic science courses and the HSDM preclinical basic science course blocks, may require more than two years. It is not uncommon for HST students to spend 3

years completing this phase of the curriculum. The extra time also allows the student to devote significant time to research, a curricular requirement for both the DMD and HST programs.

### **Research**

HST students complement their classroom and laboratory exposure to the cutting edge of modern biomedical, physical and engineering sciences with ample opportunities to participate in research in leading laboratories at MIT, and at Harvard and its affiliated hospitals.

As a requirement for graduation, every HST student must present evidence of scholarly work in the form of a thesis based on laboratory research, clinical investigation or, under special circumstances, critical analysis of a significant medical problem. A written thesis proposal must be submitted by October of the second year, and the thesis in final form by the first Monday in February of the year of graduation.

### **Curricular Options**

As noted previously, students who desire to allocate a larger fraction of their time to research than is possible in the nominal four-year program may extend the DMD/HST program to five or more years. Faculty advisors provide guidance in the choice of courses and in the pursuit of independent study.

In pursuit of advanced study, HST MD or DMD students may become candidates for the Master of Science degree from MIT or a Master of Medical Sciences degree from Harvard Medical School or HSDM. The HST Division encourages and facilitates such combined degree programs, but the pursuit of a combined degree is not a Division requirement.

## DMD/MBA PROGRAM

### Program Duration

The joint DMD/MBA program was approved by the Harvard School of Dental Medicine, Harvard Medical School and the Harvard Business School in fall 2005. The program is designed to bring together the considerable resources available at HBS, HMS, HSDM and throughout Harvard University. Students may be able to complete the joint DMD/MBA in five years.

### Admission

Potential students must apply to both HSDM and HBS and must be accepted by both schools prior to beginning the program.

### Academic Curriculum

*NOTE: Due to pending changes in the HMS New Pathway Curriculum, beginning with the 2015-16 Academic Year, any timelines noted below are subject to change.*

The academic curriculum for the joint DMD/MBA program incorporates 1) current HSDM curricular requirements, including HMS New Pathway core basic science requirements; 2) current HBS core requirements; and 3) new academic course offerings that will integrate intellectual frameworks and concepts from the contributing disciplines of medicine, dental medicine and management.

DMD/MBA students will complete one class in health policy (HC 750.0, *Introduction to Health Care Policy*) and one class in health management (HC 706.0, *Introduction to Health Care Management*). Students will also be required to complete a field experience in health-related management that will be arranged in consultation with HBS and HSDM faculty, and mentored by them. *Introduction to Health Care Management* (HC 706.0) will be modified to incorporate the HBS online *Prematriculation Modules for Accounting, Quantitative Analysis, and Finance* to prepare students to undertake the summer management field experience. Students with sufficient work experience in a management context prior to beginning dental school may be exempted from this field experience requirement.

DMD/MBA students will be required to attend the *Health Management Seminar*. This course will be offered under the direction of collaborating faculty members from HBS, HMS and HSDM. Meeting weekly, the class will offer units or modules tied to managerial themes, in a medical context. Some of the sessions will be led by guests who will serve as career role models for MD/DMD/MBA students. Other sessions will be led by HMS, HSDM or HBS faculty,

and will include the debriefing of third-year students regarding managerial issues they face during the course of clinical rotations.

A portion of the joint program will be spent at HBS, completing the required curriculum (RC) portion of the HBS studies. While there will be no formal, additional requirements for the joint DMD/MBA program, students will be invited to attend the *Health Management Seminar* (on a non-credit basis) whenever they are available. In addition, HSDM students will spend one 3-hour session per week in the HSDM clinic; over the course of the academic year, this is roughly the equivalent of one month of ADR rotation and also provides an opportunity for students to maintain the diagnostic and technical skills learned in Year Three.

In the summer preceding September of the fifth academic year, students will enroll in a new hospital- or community health center-based, two-month required elective that will address “linked” clinical and managerial issues. The rotation, titled *Medicine and Management*, will allow students to combine experience in an HSDM-affiliated clinical setting with an HBS management field experience. For example, students would evaluate and manage patients for part of each day, and spend the remaining time collecting and analyzing data or dealing with operational or payment issues characteristic of the patients at that site. These activities would take place under the joint mentorship of a clinician and another professional serving in a senior healthcare management role.

During the fifth and final year of the joint program, students will have further opportunities to integrate their business and dental educations at Harvard, while completing requirements for the joint DMD/MBA program. Students will need to complete eighteen credits of the MBA Elective Curriculum to meet HBS requirements. Fifteen of the eighteen credits must be classroom credits; three may be fieldwork credits. Students will also complete the HSDM clinical rotations normally required in Year Four of the DMD curriculum. It is expected that the primary school of enrollment in Year Five will be HSDM with flexible cross-registration to HBS and other Harvard faculties.

### Performance Evaluation

During the first three years of the program while students are enrolled at HSDM, their progress toward completing the DMD degree requirements will be evaluated in the same manner in which all dental students are typically evaluated. In addition, each DMD/MBA joint degree student will be required to

meet annually with the HSDM faculty liaison for an evaluation interview. The faculty liaison will be responsible for monitoring each student's progress during the first three years of the DMD/MBA program to ensure that the student has successfully completed the joint degree requirements prior to beginning the fourth year of the program at HBS.

During the fourth year of the joint program when students are pursuing the HBS required curriculum, their performance will be evaluated in the same manner as other HBS students. In addition, fourth-year students will be required to meet at least once with the HBS faculty co-director for an evaluation interview. During the fifth and final year of the program, faculty co-directors at both HBS and HSDM will be responsible for working with each student to ensure that the student has an acceptable plan for meeting both the DMD and MBA degree requirements. The HBS Associate Director/Registrar of the MBA program and the HSDM Registrar will also closely monitor student performance.

Once a student has been admitted to and enrolled in the joint DMD/MBA program, the student must complete both degrees successfully in order to achieve graduation from Harvard.

### **Tuition, Fees and Financial Aid**

In years one, two and three of the joint DMD/MBA program, the student will register at HSDM pursuing core HSDM program requirements, and will be charged the prevailing HSDM tuition and fees. The student will apply to the HSDM Financial Aid Office for financial aid in these years and will be subject to the standard HSDM financial aid policies. In Year Four, the student will register at HBS pursuing the MBA required curriculum and will be charged the prevailing HBS tuition and fees. The student will apply to the HBS Financial Aid Office for financial aid in Year Four and will be subject to the standard HBS financial aid policies.

In Year Five when the DMD/MBA student is enrolled in both HSDM and HBS curricula, the student's primary school of enrollment will be HSDM and the cross-registration strategy will be flexibly employed. The student will be billed the prevailing HSDM full-year tuition and fees, and will apply to the HSDM Financial Aid Office for financial aid. An interdepartmental transfer to HBS of 50 percent of "net tuition" will be calculated as follows:

Full HSDM Tuition

- HSDM Scholarship (if any, awarded to the student on the basis of financial need)

= Net Tuition

One-half of this net tuition (the actual amount may vary by student according to the formula described above) will be transferred to HBS by the HSDM Office of Administration and Finance

## **SATISFACTORY ACADEMIC PROGRESS WITHIN THE DMD PROGRAM**

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

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

### **QUALITATIVE MEASURES OF SAP**

Each student at HSDM is required to complete successfully all of HSDM's required courses, examinations, clinical experiences, and scholarly projects in order to graduate with the DMD degree. HSDM does not measure academic progress by means of a cumulative grade point average, but rather with grades of *Satisfactory* or *Unsatisfactory* for courses taken at HMS, *Pass/Fail* for courses taken in the first or second years at HSDM, and *Honors/Pass/Fail* for courses taken in the years three and four at HSDM. Specifically, all required courses in Year I must be completed with a grade of *Pass* or *Satisfactory* in order to progress to Year II. All required courses in Year II must be completed with a grade of *Pass* or *Satisfactory* and the NBDE Part I must be taken and passed to progress to Year III. All required courses in Year III must be completed with grades of *Honors* or *Pass* in order to progress to Year IV. Failure to pass NBDE Part I will delay the start of clinical rotations and may delay graduation. In Year IV, all students must complete all required coursework with a grade of *Honors* or *Pass*, must pass all components of the Final Comprehensive Examination, and must pass Part II of the NBDE in order to graduate with the DMD degree. See Policies on Promotion and Probation for further details on the progression through the DMD curriculum.

### **MAXIMUM TIME FRAME**

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

### **SAP AND LEAVES OF ABSENCE**

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

### **REVIEW AND NOTIFICATION OF LACK OF SAP**

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

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

## **APPEALS**

Eligibility for continued financial aid will only be re-established if the student subsequently meets SAP requirements, or if the student successfully appeals the decision to the Committee on Promotions and Examinations. The appeal must state the reasons for failing to meet SAP requirements including, if applicable, special circumstances that contributed to the student's failure to make SAP (e.g., the death of a relative, an injury or illness of the student, or other special circumstances), and the changes in circumstances that will allow the student to demonstrate SAP at the next evaluation.

A student may be required to submit a degree audit, course plan, and/or letter from the Academic Society Master or Senior Tutor as part of his or her appeal. All relevant materials will be presented to the Committee on Promotions and Examinations. If the Committee determines that the student's appeal should be approved, then the student's aid will be reinstated.

## **FINANCIAL AID PROBATION**

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

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

## **WITHDRAWAL**

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

## **ENFORCEMENT**

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

# ADVANCED GRADUATE EDUCATION PROGRAMS

The Harvard School of Dental Medicine (HSDM) has a long standing commitment to advanced graduate education and to preparing clinical scholars for leadership careers in general and specialty practice, as well as research, teaching and administration. A variety of programs of differing lengths and degrees of formality are offered in order to facilitate this objective and the realization of individual career goals. Specialty and advanced graduate training programs at HSDM and the hospital-based residency programs consist of four components: clinical training and patient care; didactic coursework; teaching experience and research training.

## Clinical Training

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

## Didactic Component

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

## Teaching Responsibilities

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

## Research Training

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

## Other Degree Programs

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

## Non-Degree Certificate Training Programs

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

**DEGREE REQUIREMENTS  
ADVANCED GRADUATE EDUCATION PROGRAMS**

	<b>DMSc Degree with Specialty</b>	<b>DMSc Degree without Specialty (matriculated prior to 2015)</b>	<b>DMSc Degree without Specialty (matriculated 2015 and after)</b>	<b>MMSc Degree with Specialty</b>
<b>Minimum # Credits</b>	32 credits minimum - including the following	24 credits minimum - including the following	24 credits minimum - including the following	20 credits minimum - including the following
<b>HSDM Oral Biology Core Courses (see Catalog)</b>	12 credits (minimum)	12 credits (minimum)	4 credits (minimum)	12 credits (minimum)
<b>Graduate level Basic Science elective courses (taken at another Harvard faculty or MIT)</b>	12 credits (minimum)	12 credits (minimum)	8 credits (minimum) (4 credits rqr. in Genetics & Biochemistry)	4 credits (minimum)
<b>Graduate Head and Neck (OB608)</b>	Yr. 1 Smr. Course - Rqrd. (3 credits)	Yr. 1 Smr. Course - Rqrd. (3 credits)	Not Required for DMSc only	Yr. 1 Smr. Course - Rqrd. (3 credits)
<b>Biostatistics (OHPE751)</b>	1 course (minimum 3 credits)	1 course (minimum 3 credits)	1 course (minimum 3 credits)	1 course (minimum 3 credits)
<b>The Dentist as a Leader (IDP603)</b>	Must be taken in Yr. 1 (1 credit)	Must be taken in Yr. 1 (1 credit)	Not Required for DMSc only	Must be taken in Yr. 1 (1 credit)
<b>Introduction to Research (IDP602)</b>	Must be taken in Yr. 1 (1 credit)	Must be taken in Yr. 1 (1 credit)	Must be taken in Yr. 1 (1 credit)	Must be taken in Yr. 1 (1 credit)
<b>Advanced Graduate Research Seminar Series - IDP 600-900</b>	Must be taken each year of enrollment	Must be taken each year of enrollment	Must be taken each year of enrollment	Must be taken each year of enrollment
<b>Multidisciplinary Case Presentation Seminar Series - IDP500, IDP501, IDP502</b>	Must be taken first three years in program	Not Required for DMSc only	Not Required for DMSc only	Must be taken each year of enrollment
<b>NIH Format Proposal and Exam</b>	Required	Required	Not Required for new DMSc only	Required
<b>Oral Qualifying Exam</b>	by end of second yr in program	by end of second yr in program	by end of first yr in program	N/A
<b>Thesis Proposal</b>	Required	Required	Required	N/A
<b>Thesis Defense</b>	Required	Required	Required	N/A
<b>Research Day</b>	Presentation required	Presentation required	Presentation required	Presentation required
<b>Additional Requirements</b>	Specialty Courses as determined by Program Director	Select additional elective courses with research mentor as required	Select additional elective courses with research mentor (8 credits minimum)	Specialty Courses and Research requirements as determined by Program Director

## **DMSc DEGREE REQUIREMENTS**

### **Oral Qualifying Committee and Examination**

Following completion of the majority of the didactic requirements, approximately at the end of Year 2, DMSc candidates must satisfactorily complete an Oral Qualifying Examination. The examination should be taken by the end of the second year for candidates in the combined DMSc and certificate program and by the end of the first year for candidates in the Research Academy. The examination committee members are selected by the student in consultation with their research mentor, the Office of Advanced Graduate Education, and the Program Director. The Committee consists of at least three examiners, two with expertise in different areas of Oral Biology, and a third with expertise in the student's area of research specialization. Please note, 2 of the 3 Committee members must be Associate Professors or Professors. The research mentor and program director can be present for the exam but are not voting members of the Committee. The oral qualifying exam should be approximately 1-2 hours in length. The subject matter varies depending upon the candidate's coursework and area of interest but should not be limited to the candidate's area of research. The membership of the Oral Qualifying Committee must be approved by the Program Director and the Director of Advanced Graduate Education before a meeting is convened. Students may be asked to obtain CV's for individuals who are not affiliated with Harvard University or are new to Harvard. Committee members must be approved before an exam is scheduled. Once the committee has been chosen and the exam scheduled, the Registrar must be notified in writing of the date, time, location, and names of the Committee members at least one week prior to the exam. Students who fail a part(s) or all of an oral qualifying exam must complete a make-up exam within 6 months of the original exam. Failure to do so will require that a student re-take the exam in its entirety with a new Oral Qualifying Exam Committee.

### **NIH Format Research Proposal**

The research requirement for the combined DMSc and certificate program entails the preparation and defense of a research proposal which follows the guidelines for an R01 application to NIDCR (without forms and budget pages). The proposal will be defended before a committee determined by the Office of Research. Students should contact their program directors and the Office of Research for more detailed information.

## **DMSc Thesis Project and Proposal**

In the first year of their DMSc program, under the guidance of the Office of Research, students will identify a research mentor and project. Once a project has been approved, a Thesis Advisory Committee should be convened to review the proposed project and to make constructive suggestions for improvement in the design, methodology, etc. The Thesis Advisory Committee should meet at least twice a year to advise and counsel students on their projects and to evaluate a student's progress on the research. The membership of the Thesis Advisory Committee must be approved by the Office of Research

Eighteen months prior to graduation and after the completion of the Oral Qualifying Exam, DMSc degree candidates must make a formal presentation of a complete research proposal to the Thesis Advisory Committee. The purpose of the proposal is to ensure that the student has a firm understanding of the problem under investigation and to crystallize the hypotheses/objective of the project. The proposal document consists of:

1. A concise (5-10 page) review of the pertinent literature
2. a statement of the problem/hypothesis and the specific aims of the project
3. any preliminary results generated to date
4. a description of the proposed studies, including methods to be utilized

The entire document should be approximately 20 double spaced pages in length. It will serve as the framework for the thesis, so that effort spent in producing the proposal is not wasted. The proposal must be distributed to Committee members at least 10 days prior to the meeting which is to be held at the School. The meeting opens with a 20-25 minute overview presentation by the student, with slides or computer graphics, and is followed by a general discussion period. The proposal meeting should not be viewed as a major hurdle by the student, but rather as a forum for the constructive exchange of ideas.

Students should work in conjunction with the Office of Research to schedule the Thesis Proposal presentation.

### **Thesis Advisory Committee**

The Thesis Advisory Committee advises and counsels students on their projects. This role begins with a student's presentation of his or her thesis proposal to the committee. The Thesis Advisory Committee is comprised of a minimum of three full-time faculty members, one of whom resides outside of



HSDM. Part-time faculty or outside experts may serve on the committee based upon the nature of the project and the individual's area of expertise. All members of the committee should be well acquainted with the student's area of research. The one non-HSDM member should be appointed in a preclinical science department of the Faculty of Medicine, the Faculty of Public Health or the Massachusetts Institute of Technology (if the research is related to biomaterials or bioengineering). The research sponsor and program director will be non-voting members of the Committee and do not serve as official readers.

The membership of the Thesis Advisory Committee must be approved by the Program Director and the Director of Research before a meeting is convened. Students may be asked to obtain CV's for individuals who are not affiliated with Harvard University or are new to the AGE Research process. Students must obtain approval before any meeting is scheduled.

### **Thesis Defense Committee**

At the point when the student has completed his or her research, the Thesis Defense Committee will be formed. The Defense Committee should be similar in composition to the Thesis Advisory Committee; however the membership of the Defense Committee must be different from that of the Advisory Committee. There may be carry over from the Advisory to the Defense Committee however there must be two new readers. In addition, the student's program director and research mentor cannot serve as official members of the Defense Committee.

The membership of the Thesis Defense Committee must be approved by the Program Director and the Director of Research before a meeting is convened. Students may be asked to obtain CV's for individuals who are not affiliated with Harvard University or are new to the AGE Research process. Students must obtain approval before any meeting is scheduled.

### **Thesis Defense**

When the research sponsor determines that the student has completed his/her research project, the student must generate a research thesis. Guidelines for the thesis will be provided by the Office for Research.

The student should schedule a meeting of the Thesis Defense Committee, as the thesis nears completion. At least 2 weeks prior to the meeting, the thesis must be distributed to members of the Committee. In addition, the Office of Research must be notified, in writing, as to the date, time, and location of the Thesis Defense as well as the membership of the Thesis Defense

Committee. The defense follows a format similar to the proposal meeting and includes a slide or computer presentation by the student and a period for questioning and discussion. At the conclusion of the defense, the candidate is excused from the room while the Committee votes on the acceptability of the thesis.

### **Thesis Submission**

If the thesis is acceptable, specific changes in the written document are often recommended by Committee members. These must be incorporated into a revised version of the thesis, which is then circulated among Committee members for final approval. If the thesis is unacceptable, the student is expected to carry out additional experiments, make recommended changes, submit a revised thesis, and reconvene the Thesis Defense Committee at a later date.

When final corrections or modifications have been made and the approval page signed, the original thesis and three copies should be turned in to the Office of Research to be bound. The original will be filed in Countway Library and the three copies will be distributed to the research sponsor, the sponsoring department, and the Office of Research. The writer of the thesis will be charged for the binding at the current fee rate.

## **MMSc DEGREE RESEARCH REQUIREMENTS**

### **NIH Format Research Proposal**

The research requirement for the MMSc degree entails the preparation and defense of a research proposal which follows the guidelines for an R01 application to NIDCR (without forms and budget pages). The proposal will be defended before a committee determined by the Office of Research. Students should contact their program directors and the Office of Research for more detailed information.

MMSc students should contact their program directors regarding research requirements applicable to their respective programs. Most programs require a research project, thesis, defense and presentation.

# TIMELINE FOR COMPLETION OF ADVANCED GRADUATE DEGREE REQUIREMENTS

Below is a general timeline for students pursuing the MMSc with specialty training, the DMSc with specialty training, the Certificate with degree at a Harvard affiliate, and the DMSc without specialty training. More detailed information about specific exams and committees follows, and specific deadline dates for each academic year are published annually in the HSDM academic calendar.

## Year 1

### All Students

- Identify research mentor and project and begin research
- Complete IDP600.IN *AGE Research Seminar Series*
- \*Attend Student Research Day
- Complete IDP602.IN *Introduction to Research*

### MMSc and DMSc with Certificate

- Complete IDP603.IN *The Dentist as Leader*
- \*Submit NIH-Formatted Proposal and Complete NIH-Formatted Proposal Examination

### DMSc - Research Academy

- Complete Required Core Coursework and Laboratory rotations
- Obtain approval from Program Director and AGE Director for composition of the Oral Qualifying Committee
- Complete PD500.CBS *Oral Qualifying Exam* in June

## Year 2

### All Students

- Complete IDP700.IN *AGE Research Seminar Series*
- Complete AGE Core Course Requirements
- \*Attend Student Research Day

### MMSc and DMSc with Certificate

- \*Submit NIH-Formatted Research Proposal

### DMSc with Certificate

- Obtain approval from Program Director and AGE Director for composition of the Oral Qualifying Committee
- Complete PD500.CBS *Oral Qualifying Exam* in spring

## DMSc Research Academy

- \*Obtain approval from Program Director and Director of Research for Thesis Advisory Committee
- \*Convene Thesis Advisory Committee by designated deadline for approval of research project
- Convene Thesis Advisory Committee late spring

## Year 3

### All Students

- Complete IDP800.IN *AGE Research Seminar Series*
- \*Attend Student Research Day

### MMSc Students

- Present research in IDP800.IN *Advanced Graduate Education Research Seminar Series*
- \*Submit abstract for Student Research Day presentation
- \*Present research at HSDM Student Research Day

### DMSc with Certificate

- Present research in IDP800.IN *Advanced Graduate Education Research Seminar Series*
- \*Obtain approval from Program Director and Director of Research for Thesis Advisory Committee
- \*Convene Thesis Advisory Committee by designated deadline for approval of research project
- Convene Thesis Advisory Committee late spring/early summer

## DMSc Research Academy

- Obtain approval from Program Director and Director of Research of Thesis Defense Committee
- \*Submit abstract for Student Research Day presentation
- \*Convene Thesis Defense Committee and Defend Thesis by graduation deadline
- Present research at HSDM Student Research Day
- \*Submit final thesis by deadline

## **Year 4**

### **DMSc with Certificate Students**

- Convene Thesis Advisory Committee mid to late fall
- \*Obtain approval from Program Director and Director of Research of Thesis Defense Committee
- \*Submit abstract for Student Research Day presentation
- \*Convene Thesis Defense Committee and Defend Thesis by graduation deadline
- Complete IDP900.IN *AGE Research Seminar Series*
- \*Present research at HSDM Student Research Day
- \*Submit final thesis by deadline

*\* Office for Research should be consulted with respect to Research Day, deadlines and due dates*

Harvard School of Dental Medicine  
Timetable for Program Completion

	Expected Program Length	Maximum Time without Review by CAGE or DMD Promotions Board	Maximum Time with Approval by CAGE or DMD Promotions Board
DMD Degree 4 year program	4 years	4 years	6 years
DMD Degree 5 year program	5 years	5 years	6-7 years
MMSc Degree only	2 years	3 years	4 years
DMSc Degree only (including Research Academy)	3 years	4 years	5 years
MMSc + Specialty Certificate	3 years	4 years	5 years
DMSc + Specialty Certificate	4 years	6 years	7 years
Other Degree Program (e.g. MPH/MS) + Specialty Certificate	3 years	4 years	5 years
Other Degree Program (e.g. DrPH/DSc) + Specialty Certificate	4 years	6 years	7 years
Other Degree Program (PhD) + Specialty Certificate	7 years	8 years	9 years

## **SATISFACTORY ACADEMIC PROGRESS WITHIN THE DMSc and MMSc PROGRAMS**

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

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

### **QUALITATIVE MEASURES OF SAP**

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

#### **Qualitative Measures of SAP for DMSc and Certificate Students/DMSc-Only Admitted Prior to 2015-16**

All courses in Years I must be completed with a grade of *Honors* or *Pass*, and the student must identify a research mentor and project in order to progress to Year II. In Year II, DMSc students must complete all required courses with a grade of *Honors* or *Pass*, submit the NIH-Formatted Research Proposal, and must complete the Oral Qualifying Exam in order to progress to Year III. In Year III DMSc students must complete all courses with grades of *Honors* or *Pass*, present research in the *Advanced Graduate Education Research Seminar Series*, and convene an approved Thesis Advisory Committee by the designated deadline

in order to progress to Year IV. In Year IV, all DMSc students must complete all coursework with a grade of *Honors* or *Pass*, convene an approved Thesis Defense Committee and defend thesis by the graduation deadline, present research at HSDM Student Research Day, and submit final thesis by the deadline in order to graduate with the DMSc degree. See Rules Governing Promotion – Advanced Graduate Students for further details on the progression through the DMSc curriculum.

#### **Qualitative Measures of SAP for DMSc Research Academy Students**

All required courses and laboratory rotations in Years I must be completed with a grade of *Honors* or *Pass*, and the student must pass the Oral Qualifying examination and identify a research mentor and project in order to progress to Year II. In Year II, Research Academy students must convene an approved Thesis Advisory Committee by the designated deadline in order to progress to Year III. In Year III, Research Academy students convene an approved Thesis Defense Committee and defend thesis by the graduation deadline, present research at HSDM Student Research Day, and submit final thesis by the deadline in order to graduate with the DMSc degree. See Rules Governing Promotion – Advanced Graduate Students for further details on the progression through the DMSc curriculum.

#### **Qualitative Measures of SAP for MMSc Students**

All courses in Years I must be completed with a grade of *Honors* or *Pass*, and the student must identify a research mentor and project in order to progress to Year II. In Year II, MMSc students must complete all required courses with a grade of *Honors* or *Pass* and submit the NIH-Formatted Research Proposal in order to progress to Year III. In Year III, MMSc students must complete all courses with grades of *Honors* or *Pass* and present research in the *Advanced Graduate Education Research Seminar Series* and at Student Research Day in order to progress to graduate with the MMSc degree. See Rules Governing Promotion – Advanced Graduate Students for further details on the progression through the MMSc curriculum.

### **MAXIMUM TIME FRAME**

**Maximum Time Frame for DMSc Students** The normal timeframe for completing the DMSc coursework and earning a specialty certificate is four academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student

may require additional time. In such situations, an academic plan may be established for the students that departs from the norm and that may require the repetition of all or a part of a year of study. The maximum time permitted for completion of the DMSc degree is six years of enrollment in the DMSc program only, and seven years of enrollment in the DMSc program plus Specialty Certificate. Under no circumstances will a student be permitted more than 10 years, from the time of matriculation, to complete the requirements of the DMSc program.

**Maximum Time Frame for MMSc Students** The normal timeframe for completing the MMSc coursework and earning a specialty certificate is three academic years. Due to academic or personal difficulties or scholarly enrichment activities, a student may require additional time. In such situations, an academic plan may be established for the students that departs from the norm and that may require the repetition of all or a part of a year of study. The maximum time permitted for completion of the MMSc degree is four years of enrollment in the MMSc program only, and five years of enrollment in the MMSc program plus Specialty Certificate. Under no circumstances will a student be permitted more than nine years, from the time of matriculation, to complete the requirements of the MMSc program.

### **SAP AND LEAVES OF ABSENCE WITHIN THE DMSc AND MMSc PROGRAMS**

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

### **REVIEW AND NOTIFICATION OF LACK OF SAP**

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

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

### **APPEALS**

Eligibility for continued financial aid will only be re-established if the student subsequently meets SAP requirements, or if the student successfully appeals the decision to the Committee on Advanced Graduate Education. The appeal must state the reasons for failing to meet SAP requirements including, if applicable, special circumstances that contributed to the student's failure to make SAP (e.g., the death of a relative, an injury or illness of the student, or other special circumstances), and the changes in circumstances that will allow the student to demonstrate SAP at the next evaluation.

A student may be required to submit a degree audit, course plan, and/or letter from the Program Director and/or Research Mentor as part of his or her appeal. All relevant materials will be presented to the CAGE. If the Committee determines that the student's appeal should be approved, then the student's aid will be reinstated.

### **FINANCIAL AID PROBATION**

Once an appeal has been approved, a student is placed on financial aid probation and is eligible for financial aid. The Program Director and Research Mentor, if applicable, in conjunction with the student, will develop an academic plan for the student that, if followed, will ensure that the student is able to meet HSDM's SAP standards within a defined time period, typically an academic year. The student is eligible for financial aid during the time frame stated in the academic plan. At the end of the time period stated in the academic plan, the student must have met the SAP standards. A student who does not comply with each SAP standard by the end of the financial aid

probationary period is suspended from financial aid eligibility. A student shall be reinstated for financial aid eligibility when he or she has satisfactorily completed sufficient coursework to meet the standards of progress within the maximum time frames delineated above.

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

### **WITHDRAWAL**

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

### **ENFORCEMENT**

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

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) - ACCESS TO EDUCATIONAL RECORDS

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

## Education Records

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

## Access

To be useful, students’ records must be accurate and complete. The officials who maintain them are those in charge of the functions reflected in the records and the offices where the records are kept. These ordinarily include the Registrar of HSDM, as well as Program Directors, and Senior Tutors. All students have access to their own education records and may contribute to them if they feel there is need for clarification. Students wishing access to their education records should contact the Registrar. Ordinarily, students are asked to submit a written request that identifies the specific record or records he/she wishes to inspect. Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student requesting access may inspect and review only the portion of the record relating to him or her. Students also are not permitted to view letters and statements of recommendation to which they waived their right of access, or that were placed in their file before January 1, 1975.

Students should direct any questions they have about the accuracy of records to the person in charge of the office where the records are kept. If questions still remain, the matter may be referred to the Registrar. Should it be necessary, a hearing may be held to resolve challenges concerning the accuracy of

records in those cases where informal discussions have not satisfactorily settled the questions raised.

## Directory Information

HSDM regards the following information as “directory information,” that is, information that, under FERPA, can be made available to the general public: student’s full name, digital image, local address, telephone listing, electronic mail address, field of study, degrees, enrollment status, and dates of enrollment. Please note that while Harvard considers digital images as directory information, they are rarely released to parties external to the University without the student’s permission. Please note that Harvard University’s definition of “directory information,” found at [<http://security.harvard.edu/book/32-ferpa-directory-information>] may include elements in addition to those used by HSDM, and that requests for directory information received at the University level thus may result in disclosure of such additional elements.

Students may direct HSDM not to disclose their directory information, usually known as putting in place a “FERPA Block.” To do so, a student must inform the HSDM Registrar, in writing, of that decision. Students should be aware of the possible consequences of putting in place a FERPA Block, such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Harvard Commencement booklet. Students who have previously chosen to put in place a FERPA Block may decide to reverse this decision, also by informing the HSDM Registrar in writing.

## Other Disclosures permitted under FERPA

In addition to permitting the disclosure of directory information, as set forth above, FERPA permits disclosure of educational records without a student’s knowledge or consent under certain circumstances. For example, disclosure is permitted to Harvard officials with a legitimate educational interest in the records, meaning that the person needs the information in order to fulfill his or her professional responsibilities, including instructional, supervisory, advisory, administrative, academic or research, staff support or other duties. “Harvard officials” include: faculty; administrators; clerical employees; professional employees; Harvard University Health Services staff members; Harvard University Police Department officers; agents of the University, such as independent contractors performing functions on behalf of HSDM or the University; members of Harvard’s governing boards; and students serving on an official HSDM or University committee, or assisting another Harvard



official in performing his or her tasks. A student's education record also may be shared with parties outside the University under certain conditions, including, for example, in situations involving a health and safety emergency. In addition, HSDM will forward a student's education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

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

### **Student Rights under FERPA**

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

# **POLICIES OF THE SCHOOL AND HARVARD UNIVERSITY**

## **UNIVERSITY-WIDE STATEMENT ON RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

### **Interpretation**

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

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

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

# HSDM STUDENT RIGHTS AND RESPONSIBILITIES

## Student Rights

- Students have the right to academic freedom to pursue and discuss questions of relevance in a reasonable manner.
- Students have the right to be informed of the policies, rules and regulations of HSDM and to participate in the development and implementation of such policies when appropriate.
- Students have the right to be informed about the criteria for academic evaluation, satisfactory performance, promotion and graduation.
- Students have the right to appeal decisions related to their promotion, performance, professionalism or their compliance with School policies.
- Students have the right to inspect their own educational records within 45 days of the date the request is submitted to the Registrar's Office.
- Students have the right to request an amendment to an educational record that the student believes to be incorrect or inaccurate.
- Students have the right to restrict access to their directory information to parties outside of Harvard University.
- Students have the right to an educational environment free from unlawful discrimination.

## Student Responsibilities

- Students are responsible for being aware of and abiding by all applicable federal, state and local laws and regulations.
- Students are responsible for being aware of and abiding by the policies, rules and regulations that apply to enrollment at HSDM and the educational program(s) in which they are enrolled. Relevant policies may be found in documents such as the *HSDM Student Handbook*, the *Teaching Practice Manual* and the *Financial Aid Bulletin*.
- Students are responsible for abiding by the standards of professional and ethical conduct expected of health care professionals and research scientists and members of the Harvard community.
- Students are responsible for being aware of critical dates and deadlines and for meeting the

deadlines related to their attendance, promotion and graduation.

## Student Standards of Conduct

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

### **Reliability**

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

### **Honesty and Integrity**

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

### **Responsibility in Professional Relationships**

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

### **Responsibility in Relationships with Patients and Families**

- Knows and acts in accordance with own cognitive, physical and emotional limitations;

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

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

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

***Responsibility Related to Substance Abuse***

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

***Responsibility Related to Digital Media***

- Is aware that the University prohibits use of the Harvard network for illegal activities
- Is compliant with the Digital Millennium Copyright Act
- Is compliant with the policy on Electronic Communication and Social Media

# POLICIES RELATED TO REGISTRATION AT HSDM

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

## MANDATORY REQUIREMENTS AT THE TIME OF MATRICULATION

### Criminal Offender Record Information (CORI)

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

### Malpractice Insurance

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

### Respiratory Mask Fit

University Health Services requires that Year 1 DMD students be fitted for a respiratory mask. Students accepted with advanced standing into the 3<sup>rd</sup> year of the DMD program are exempt from this requirement.

### Immunization

As a condition of registration, the Massachusetts College Immunization Law (Chapter 76, Section 15C) requires that all health sciences students who have contact with patients must present evidence of immunity against measles, mumps, rubella, diphtheria, and tetanus since it has been recognized that universal immunization is the best defense against infectious diseases that are hazardous to health and disruptive of the academic experience. A tuberculin skin test is required during the 6 months before matriculation, and annually each year thereafter. National and local

conditions are monitored to determine the need for influenza immunizations.

Protection against hepatitis B is vitally important to dental students, and the School of Dental Medicine requires that all students who are not already immune receive 3 doses of hepatitis B vaccine. The first 2 doses (given 1 month apart) must be completed before registration; the third dose (given 6 months after the first) may be given before or after registration. To best ensure immunity at the time of registration, it is strongly recommended that all three doses be administered prior to registration at HSDM. Students who arrive without proof of immunization will be charged a fee-for-service per inoculation for immunization by Medical Area University Health Service.

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

## MANDATORY REQUIREMENTS TO BE COMPLETED ANNUALLY

### Basic Life Support for Health Care Professionals Certification

All students must provide evidence of current Basic Life Support for Health Care Professionals certification in order to practice in the clinics. DMD students will take a course in their first and third years. Advanced Graduate students may take a course offered in July at the School or make arrangements with an extramural program at a local hospital, Red Cross or the American Heart Association. Evidence of current certification must be on file in the Office of Dental Education and the Office of Clinical Affairs.

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

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

### Licensure

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

Advanced Graduate students who are eligible for full Massachusetts licensure must also obtain a Massachusetts Controlled Substance Certificate and a DEA Certificate. Copies of the limited or full license must be presented to the Office of Clinical Affairs at the time of registration for prematriculants or annually for continuing students. HSDM will not provide limited licenses to Advanced Graduate students who are enrolled in a program that does not have a required clinical component.

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

### **Other Annual Trainings**

Students must complete Security, Emergency, OSHA and Hazardous Waste trainings on an annual basis.

# POLICIES RELATED TO ATTENDANCE AT HSDM

## Calendars

The School of Dental Medicine maintains five academic calendars, each of which is linked to a specific degree program and/or year of study. Students must adhere to the academic calendar linked to their specific year of study and degree program. The full academic calendar for the current academic year can be found online at eCommons under Resources, (Registrar-Related) posted by the HSDM ODE “Organization”.

## Registration

All students must register with the HSDM Registrar's Office each year. In addition, advanced graduate students must file a study form with the Registrar's Office each semester. Students may not register or receive credit for courses that meet simultaneously or have any conflict of time. A student with outstanding term bill issues will not be allowed to register for an academic year or classes.

## Course Attendance

As a professional school, HSDM expects attendance and active participation in all components of the curriculum. For all students, attendance at lectures, tutorials, clinics, laboratories, seminars, rotations and other course/clinic activities is mandatory to obtain a passing grade. Students pursuing the DMD degree at HMS/HSDM are required to comply with the School's attendance policy in all phases of their training. For DMD students, tutorial group learning constitutes the core of the learning experience. Students are required to participate in tutorials and pass their examinations in order to receive a passing grade. Participation in the School's course and clinical activities demonstrates the student's understanding and mastery of professional responsibilities. The granting of the DMD degree attests to the fact that the student has demonstrated a commitment to his/her professional responsibilities through participation in all aspects of the curriculum as defined by the faculty.

Because the preclinical tutorial sessions/preclinical laboratory exercises require the participation of each group member to succeed, attendance is taken by the tutor/faculty and reported to the Course Directors. While attendance is rarely taken in other venues, students are expected to attend all required course activities. Reports of unexcused absences from

required course activities will be referred to the Office of Dental Education.

Students who will be absent from school, clinic or rotation site for more than one day for illness, hospitalization, family emergency, advanced graduate interviews or other reason, must inform their Senior Tutor, Program Director, and/or extramural site director.

HSDM considers the only valid reasons for student absences from didactic, pre-clinical and clinical activity to be documented illness, injury or a serious personal problem (unscheduled “excused absence”) or very limited special circumstances (scheduled “excused absences”), if pre-arranged and approved as outlined in this policy. The Office of Dental Education is the designated approval authority to determine if an absence is excused or unexcused. However, while taking courses at HMS, the student's Society Master is the designated approval authority.

## Summary of Excused Absences

Absences may be excused for the following:

### Unscheduled Excused Absences

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

### Scheduled Excused Absences (minimum 8 week advanced notice required)

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

## Summary of Unexcused Absences

Absences will typically not be excused for the following:

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

### **Protocol for Unscheduled Absences**

As outlined above, unexpected events outside a student's control may justify an absence. When such situations arise, the student is required to report the need to be absent to the following school officials (in this general order depending on the circumstance):

1. The Director for Predoctoral Education
2. The course director(s)
3. The Senior Tutor
4. The tutor

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

### **DMD Fourth Year Absences**

Students will be given details about the fourth year schedule (at the end of the third year) and the process for requesting time-off for externships and residency program interviews. Please contact the Assistant Dean for Dental Education for any details.

### **Protocol for Scheduled Absences**

As outlined above, scheduled absences may be excused in limited circumstances. *Students are required to notify the Office of Dental Education at least 8 weeks in advance.* While absences for special events (e.g., weddings, graduations, family gatherings) are typically unexcused, students who choose to be absent to attend such events must notify the Office of Dental Education at least 8 weeks prior to the event. An arrangement should be made at that time to cover any missed coursework. The student may be required to take the course when it is next offered in order to make up missed coursework. The student should not make any commitments, financial or otherwise, until he or she has notified the Office of Dental Education and has developed a plan for making up missed work.

### **Absences for Scheduled Conferences**

Leadership in dentistry is founded upon a solid knowledge of the science of medicine and dentistry. To that end, building the foundation of medical and dental knowledge is the first priority of dental students. While leadership in extracurricular and extramural activities is encouraged, such opportunities must not occur at the expense of a student's required coursework and attendance responsibilities.

Individual students may request permission to attend a scientific conference or meeting for the purposes of presentation of a paper or poster as first author. Permission for absences is ordinarily limited to the day of the presentation.

Many student organizations host national meetings of interest to HSDM students. When a group of students expresses an interest in attending a national or regional meeting of a professional society or association, a representative of that group must notify the Assistant Dean of Dental Education. The individual students who wish to attend a meeting must follow the policy below:

Ordinarily, only elected officers, students seeking or holding leadership positions in the organization, or presenters may be excused from a course in order to attend a conference. In general, only one student may be excused from a tutorial at a time. The ultimate decision about individual excused absences rests with the Assistant Dean of Dental Education and the course/clerkship director, and is based on the student's academic record to date, attendance record to date, and the course/clerkship director's estimation of the importance of the specific course session(s) that would be missed.

Students may not be excused from taking any examinations to attend a professional conference.

### **Consequences of Noncompliance with Attendance Policy**

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

1. Missing two or more tutorials will result in a lowered grade or a grade of failure for the tutorial section.
2. Missing more than 10% of the course may result in lowering of the overall course grade or failure by the Course Director. (i.e. missing two days for a month long block)
3. Any unapproved absences without the review and consent of the Course Director and Senior Tutor are considered a violation of the policy on Student Responsibilities and Standards of Conduct and can result in failure of the course.
4. An unexcused absence from a clerkship/externship may result in a failure and require that the clerkship/externship be repeated.
5. Summative comments in the evaluations of both preclinical and clinical courses may include descriptions of unexcused absences



or tardiness. Such comments may also be included in the Dean's Letter.

6. The Promotion and Review Board will review attendance noncompliance to determine whether such unprofessional behavior warrants official censure in the student's academic record and Dean's Letter.
7. Any student who does not attend class for a period of 30 days and has not applied for a LOA will be considered absent without leave and will be considered to have withdrawn from HSDM.

## Employment

**All students are prohibited from employment outside of the Harvard School of Dental Medicine between the hours of 8:00 AM and 6:00 PM, Monday through Friday.** *Failure to comply with this policy may result in dismissal from the School of Dental Medicine.* In addition, certain programs may have mandatory courses which meet prior to 8:00 AM or after 6:00 PM, and attendance at these courses is required. DMD students on approved work/study may work during the aforementioned hours if they are in good academic standing and the work hours do not conflict with scheduled classes, laboratory sessions or clinics.

## Religious Holidays

In accordance with Chapter 151c, Section 2B, of the General Laws of Massachusetts, any student in an educational institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination, study or work requirement on that day. The student shall be provided with an opportunity to make up such examination, study or work requirement which he or she may have missed because of such absence on any particular day; provided that such make-up examination, study or work requirement does not create an unreasonable burden upon the School.

**Vacation Policy for DMD Students** Vacation periods are published in the course and clerkship calendars. Students are not allowed to begin vacations earlier than the published start date or extend vacation periods beyond the published time.

## Vacation Policy for Advanced Graduate Education Students

Students in good academic standing, who are enrolled in combined degree and clinical specialty programs, may take up to 20 days of vacation time during an academic year, including time granted in conjunction with the winter holiday break. Vacation time is generally taken in increments of no longer than two-weeks at one time. Students must have the approval of their program directors prior to the scheduling of any vacation time.

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

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

## Leave of Absence

A leave of absence (LOA) is a period of non-enrollment. A student may take a voluntary leave of absence or may be placed on involuntary leave of absence. A student who has been placed on an involuntary leave of absence is subject to the same rules regarding financial aid and financial obligations that apply to a student who has taken a voluntary leave of absence. An involuntary leave of absence is not a disciplinary sanction. Transcripts and other external reports do not distinguish between voluntary and involuntary leaves of absence. However, an incident that gives rise to a leave of absence, whether voluntary or involuntary, may subsequently be the basis for disciplinary action. A student who prefers to take a voluntary leave of absence rather than to be placed on involuntary leave is ordinarily allowed to do so.

Students on a leave of absence are not considered to be working toward the degree and/or certificate. Students who interrupt their dental studies at the Harvard School of Dental Medicine must either take a leave of absence, under the following specified conditions, or withdraw from the program.

Voluntary leaves of absence may be granted under such circumstances as pregnancy, paternity leave, serious illness (verified by the Harvard University Health Services) or other personal reasons. All requests for leaves of absence will be considered individually and decided on their own merit. Alternatively, the faculty reserves the right in accordance with applicable procedures to require a leave of absence. The faculty also has the right to require the withdrawal of a student or to academically reclassify a student at any time if, in the judgment of the faculty, the interest of the student, the School, and the student's patients would be best served.

### **Voluntary Leaves of Absence**

A request for a leave of absence must be submitted, in writing, to the Chair of the Committee on Promotions and Examinations by predoctoral students, or to the Director of Advanced Graduate Education by advanced graduate students. In addition, students should contact the HSDM Registrar to obtain a *Petition for Leave of Absence form*. The request will be reviewed for approval by the Committee on Promotions and Examinations or the Committee on Advanced Graduate Education, respectively. Leaves of absence generally will be granted for one academic year with the possibility for a second year's renewal if the application is resubmitted before the first year of leave ends. A leave granted after the start of the academic year is valid until the end of that academic year. If an extension is needed, the student must submit a second request for a leave of absence to the Chair of the Committee on Promotions and Examinations, for DMD students, or to the Director of Advanced Graduate Education, for advanced graduate students. Students who do not return to full-time status at the end of their leave and who have not reapplied for renewal of the leave are considered to have withdrawn from HSDM and need to reapply to HSDM if they wish to return at some future date. No academic credit toward any degree or certificate is ordinarily granted by the School of Dental Medicine to a student on leave of absence. Students may be required to return in advance of re-admittance for remedial or preparatory instruction.

### **Reasons for Leave of Absence**

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

- **Medical Leave:** A medical leave of absence can be justified at any time if approved by Harvard University Health Services (HUHS). A student requesting a medical leave must submit to the Chair of the Committee on

Promotions and Examinations (for predoctoral students) or to the Director of Advanced Graduate Education (for advanced graduate students) a letter from the Director of the Medical Area Health Service supporting the request. Students must be cleared by UHS to return. If reasons for the leave are psychiatric, the student must be evaluated by the head of Psychiatric Services at UHS in order to resume studies.

- **Maternity/Paternity Leave:** Request for maternity/paternity leave is reviewed by the Committee on Promotions and Examinations (predoctoral students) or the Committee on Advanced Graduate Education (advanced graduate students). Leave time varies according to individual circumstances and the constraints of the curriculum. A student seeking maternity or paternity leave should make a request to the appropriate committee at least three months prior to the due date.
- **Personal Leave:** A leave of absence can be justified for personal reasons. A student requesting a personal leave must submit to the Chair of the Committee on Promotions and Examinations or the Director of Advanced Graduate Education a letter outlining a plan for their leave. This request will be brought before the Committee on Promotions and Examinations or the Committee on Advanced Graduate Education for approval or denial.

### **Involuntary Leaves of Absence**

The faculty reserves the right in accordance with applicable procedures to require a leave of absence at any time.

### **Reasons for Leave of Absence**

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

- **Medical Condition**
  - (a) The student poses a direct threat to the health or safety of the student or others, or has seriously disrupted others in the student's residential community or academic environment; and
  - (b) either the student's threatening, self-destructive, or disruptive behavior is determined to be the result of a medical condition or the student has refused to cooperate with efforts by the Harvard University Health Services (HUHS) to determine the cause of the behavior.The decision to place a student on an involuntary leave of absence for health related reasons is arrived at by an individualized

assessment of all of the pertinent factors, such as the nature of the student's conduct, consultation with HUHS (which may consider information from the student's current or former health care providers, if made available by the student), and the absence of feasible alternatives (for example, where the extent of accommodation needed would fundamentally change the academic program or unduly burden the resources or staffing capabilities of the School, or where the care or monitoring required would exceed the standard of care that a university health service can be expected to provide.)

- **Alleged Criminal Behavior**  
The student has been arrested on allegations of serious criminal behavior or has been charged with such behavior by law enforcement authorities.
- **Risk to the Community**  
The student has been charged with a violation of a disciplinary rule of the School, and his or her presence on campus poses a significant risk to the safety of others or to the educational environment of the community.
- **Indebtedness**  
The student's term bill is unpaid and the student has not made arrangements acceptable to the School to address the issue.
- **Failure to Provide Documentation**  
Failure to provide required medical documentation of required immunizations
- **Unfulfilled Academic Requirements** The student has not met an academic requirement and has not taken steps acceptable to the School to meet the requirement.
- **Failure to Register**  
The student has not registered as required at the beginning of each term.

The decision to place a student on involuntary leave is ordinarily made by the Committee on Promotions and Examinations, for DMD students, or by the Committee on Advanced Graduate Education, for advanced graduate students. In emergent situations, the decision may be made by the Vice Dean in consultation with other officers of the University, as appropriate. In the case of an involuntary leave for medical reasons, the Director of Student Affairs will consult with an appropriate official from Harvard University Health Services.

A student is notified in writing that s/he has been placed on involuntary leave. The student may petition the Chair of the relevant committee (Promotions and

Examinations or Advanced Graduate Education) for reconsideration and may appeal the final decision to the Dean of the School of Dental Medicine.

A student who has been placed on involuntary leave of absence may petition the relevant committee to return to the School. S/he must demonstrate to that committee that the circumstances that led to the leave have been satisfactorily addressed. If a student has been required to withdraw while on leave of absence, the conditions for return after a required withdrawal must be satisfied. Any disciplinary matter must also be resolved.

If the leave was for medical reasons, the Chair of the relevant committee will communicate with the student about the process for readmission, and this process will usually require consultation with the Harvard University Health Services as to a professional opinion about the student's readiness to return. Other evidence of the student's readiness to return may include a substantial period of employment and a letter of recommendation from the employer or employment supervisor.

The decision whether to terminate an involuntary leave of absence and allow a student to return is made by the Committee on Promotions and Examinations for DMD students and by the Committee on Advanced Graduate Education for advanced graduate students.

### **Health Insurance during Leave of Absence**

While on a recognized leave of absence, students may be eligible to purchase Harvard University Student Health Plan (HUSHP) health insurance coverage for a transitional period of time. Detailed information about HUSHP policies can be found at the HUHS website at <http://huhs.harvard.edu/>.

### **Student Responsibilities While on Leave of Absence**

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

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

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

### Return from Leave of Absence

Two months prior to the end of the leave of absence, the student must notify, in writing, the Chair of the Committee on Promotions and Examinations or the Director of Advanced Graduate Education of his/her intention to return or to withdraw. Any conditions set forth for a return from leave, including a letter from the student's physician or an evaluation by the University's psychiatrist, are specified in the letter of approval from the Committee on Promotions and Examinations or Committee on Advanced Graduate Education and must be met before the student may resume studies. A student's return will also be determined by the availability of space in his/her respective program.

Students enrolled in joint degree programs recognized by HSDM (such as an advanced education program in conjunction with a degree at HSPH) are usually not required to take a leave of absence from HSDM during the non-dental portion of such programs. Students enrolled in such programs will maintain dual registration at HSDM and the other institution at which the joint degree program is approved. In some instances, however, it may be appropriate for a student to take a leave of absence from HSDM to pursue another Harvard University program on a full time basis.

## Withdrawal

Students who desire to leave HSDM, and who are not eligible for a leave of absence, must withdraw. A

student who decides to withdraw must notify, in writing, the Chair of the Committee on Promotions and Examinations (for DMD students) or the Director of Advanced Graduate Education (for advanced graduate students) of their withdrawal. The letter must indicate the reason for withdrawal and the effective date of withdrawal. An exit interview with the Financial Aid Officer will be required, and the student's Harvard University ID card must be turned over to the Registrar by the effective date of withdrawal. The amount of tuition to be charged will be based on the date of withdrawal and the tuition and fee adjustment schedule (see *Payment of Student Term Bills: Refund Policy*). If the student has received financial assistance in the form of loans or scholarships, withdrawal may result in a refund of all or part of the aid to the lender or granting agency.

### Required Withdrawal

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

Alternatively, the faculty reserves the right in accordance with applicable procedures to require a leave of absence (suspend), or require the withdrawal of a student, or to academically reclassify a student at any time if, in the judgment of the faculty, the interest of the student, the School, and the student's patients would be best served.

### Readmission after Withdrawal

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

# POLICIES RELATED TO ACADEMIC, PROFESSIONAL, AND SCIENTIFIC CONDUCT

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

## **Falsification of Admissions Application**

Occasionally candidates for admission will make inaccurate statements or submit false material in connection with their application. In most cases, these misrepresentations are discovered during the admissions process and the application is rejected. If a misrepresentation is discovered after a candidate is admitted, the offer of admission normally will be withdrawn. If a misrepresentation is discovered after a student has registered, the offer of admission normally will be revoked and the student will be required to leave the School. If the discovery occurs after a degree has been awarded, the degree normally will be rescinded. The determination that an application is inaccurate or contains misrepresentations rests solely with the Office of Dental Education and will be resolved outside the student disciplinary process.

## **Preparation of Papers and Other Work**

All homework assignments, projects, lab reports, papers and examinations submitted for a course are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from other sources. The term "sources" includes not only published or electronic primary and secondary material, but also information and opinions gained

directly from other people. It is each student's responsibility to understand the expectations of academic integrity, proper forms of citation and submission of own work. In addition, collaboration in the completion of assignments is prohibited unless explicitly permitted by the instructor, in which case it must be acknowledged.

## **Examination Rules**

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

## **Scientific Integrity**

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

## **Patient Care**

It is essential that students can be depended upon to meet assigned obligations and keep scheduled appointments in professional clinical programs. Standards of professional conduct in the delivery of patient care require students to be considerate, conscientious and respectful toward their patient's physical interests and emotional concerns. Students are expected to be appropriately groomed and use appropriate language and tact in all professional situations. They should listen and maintain effective communication with their patients. Students are obligated to maintain confidentiality as required by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#). In addition, students must respect appropriate boundaries in the doctor/patient relationship. Please see the *Harvard Dental Center Clinical Policies and Procedures Manual* and the *supplemental Infection Control Manual* posted under "Resources" on eCommons.

## Computer and Network Use

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

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

- **Privacy of information**  
Users may not obtain copies of or modify files, passwords, or data that belong to someone else; nor represent oneself as someone else by using another person's account or password; nor forward material considered personal or confidential to another without prior consent.
- **Use of facilities**  
Users may not attempt to damage or degrade the performance of computers or networks; nor use computers and networks for commercial purposes without authorization; nor develop programs that harass other users; nor attempt to infiltrate a computer; nor circumvent accounting systems; nor use the computer accounts of others; nor duplicate, use or distribute software without authorization.
- **Electronic communications**  
Users shall not access, upload, download, or distribute obscene material; nor transmit obscene or threatening or abusive language; nor misrepresent the identity of the sender. Harvard neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or be broadcast indiscriminately to large

numbers of recipients. This prohibition includes unauthorized mass electronic mailings. For example, e-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such e-mail.

- **Social Media**

Caution is recommended as well in using social media sites such as Facebook or Twitter. The profession of dental medicine is founded on the highest standards of conduct. In admitting a student to HSDM, we believe you have already demonstrated that your behavior in person – both on campus and off – and in your electronic presence reflects the maturity and civility that are the necessary underpinnings of the profession. After you are admitted, enrollment remains contingent on a continuation of this high standard of conduct. Items that represent unprofessional behavior that are posted by you on social networking sites reflect poorly on you and on the dental profession. Such items may become public and could subject you to unintended exposure and consequences. Please see Harvard University's social media guidelines: [http://hwpi.harvard.edu/files/provost/files/social\\_media\\_guidelines\\_vers\\_2\\_0\\_eff\\_081814.pdf](http://hwpi.harvard.edu/files/provost/files/social_media_guidelines_vers_2_0_eff_081814.pdf)

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

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

- **Lectures**  
These devices may be used in lectures by individual students for the purpose of taking notes and viewing power-point presentations. They may not be used to surf websites, check email or for instant messaging. Two or more students may not view a single laptop.
- **Laboratories/Tutorials**  
Laptops may be used to access education-based websites, or resources that are particular to the discussion taking place. Their use is at the discretion of the Instructor/Tutor and will not be allowed if s/he determines they are (or would be) causing interference.
- **Clinics**  
Storing patient data on any portable device is strictly prohibited. Personal cell phones and personal email accounts may not be utilized for any patient communications.
- **Case Presentations**  
Mobile device use during case presentations is limited to reviewing supplemental material provided by the presenter and as directed by the moderator. The presenter can make use of any device necessary for their presentation.

For the most important considerations for appropriate use of computers and networks refer to the *Harvard College Handbook for Students, General Regulations and Standards of Conduct, Uses of Computers and Networks*.

### Drug and Alcohol Abuse

As a recipient of federal funds, Harvard University is required to comply with the Drug-Free Schools and Communities Act of 1989. This Act requires us to certify to the Secretary of Education that we have adopted and implemented a program designed to prevent the use of illicit drugs and the abuse of alcohol by students, faculty, and staff. To comply with the law, the following information is included in the *Supplement* section of this handbook:

- A statement that our standards of conduct prohibit unlawful activity in connection with alcohol or illegal substances,

- A statement that sanctions consistent with the law will be taken against any student, faculty member, or staff member who violates these standards of conduct,
- A description of the health risks associated with the use of illicit drugs and alcohol, and
- A description of the drug and alcohol counseling, treatment and rehabilitation programs which are available to students and employees.

### Hazing

Harvard University is obliged to bring to the attention of each student, the provisions of a Massachusetts law prohibiting the practice of hazing in connection with the initiation of students into student groups. The law applies to both officially recognized and unrecognized groups and practices conducted on and off campus. A copy of the law is contained in the *Supplement* section for your information.

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization. The relevant statutes are provided below. The law applies to all student groups, whether or not officially recognized, and to practices conducted both on- and off-campus.

*Each student organization must file with the Office of Dental Education “an attested acknowledgment that such organization understands and agrees to comply with these provisions” that has been signed by the head of the student organization.*

The term “hazing,” under Massachusetts law, means: “any conduct or method of initiation... which willfully or recklessly endangers the physical or mental health of any student or other person.” The definition specifically includes “whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” [Massachusetts General Laws, c. 269 § 17]  
Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. The failure to report hazing also is illegal, under Massachusetts law. Hazing is a crime punishable by fine and/or imprisonment. The Dental School will consider all reports of hazing, taking disciplinary action in

appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. If you have any questions about the hazing law or have concerns about an incident you have witnessed, please contact the Office of Dental Education at Harvard School of Dental Medicine.

### **Discrimination**

It is the strong and consistent policy of Harvard Medical School, Harvard School of Dental Medicine and Harvard School of Public Health to treat all community members with respect, provide an environment conducive to learning and working and ensure equal access to rights, privileges and opportunities without regard to race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, disability, or any other legally protected category.

Discrimination on the basis of these characteristics is inconsistent with the above principles and violates obligations on non-discrimination imposed by law and Harvard policy.

**Sexual and Gender-Based Harassment** HSDM has adopted the University-wide Sexual and Gender-Based Harassment Policy (“University Policy”) and the University’s Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy (“University Procedures”). To the extent any existing HSDM policies or procedures interfere with compliance with the University Policy and University Procedures, application of such HSDM policies and procedures shall be suspended. The University Policy states as follows:

### **Policy Statement**

Harvard University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual’s ability to participate in or benefit from University programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the University’s

programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other University or School policies.

It is the policy of the University to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual’s ability to participate in or benefit from the University’s programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School or unit.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the University’s educational mission.

### **Definitions**

#### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (*quid pro quo*); or (2) such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person’s ability to participate in or benefit from the University’s education or work programs or activities (*hostile environment*).



Quid pro quo sexual harassment can occur whether a person resists and suffers the threatened harm, or the person submits and avoids the threatened harm. Both situations could constitute discrimination on the basis of sex.

A hostile environment can be created by persistent or pervasive conduct or by a single severe episode. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment. Sexual violence, including rape, sexual assault, and domestic and dating violence, is a form of sexual harassment. In addition, the following conduct may violate this Policy:

- Observing, photographing, videotaping, or making other visual or auditory records of sexual activity or nudity, where there is a reasonable expectation of privacy, without the knowledge and consent of all parties
- Sharing visual or auditory records of sexual activity or nudity without the knowledge and consent of all recorded parties and recipient(s)
- Sexual advances, whether or not they involve physical touching
- Commenting about or inappropriately touching an individual's body
- Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment
- Lewd or sexually suggestive comments, jokes, innuendoes, or gestures
- Stalking

Other verbal, nonverbal, graphic, or physical conduct may create a hostile environment if the conduct is sufficiently persistent, pervasive, or severe so as to deny a person equal access to the University's programs or activities. Whether the conduct creates a hostile environment may depend on a variety of factors, including: the degree to which the conduct affected one or more person's education or employment; the type, frequency, and duration of the conduct; the relationship between the parties; the number of people involved; and the context in which the conduct occurred.

### **Unwelcome Conduct**

Conduct is unwelcome if a person (1) did not request or invite it and (2) regarded the unrequested or uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates

in conduct on one occasion does not necessarily mean that the same conduct is welcome on a subsequent occasion.

Whether conduct is unwelcome is determined based on the totality of the circumstances, including various objective and subjective factors. The following types of information may be helpful in making that determination: statements by any witnesses to the alleged incident; information about the relative credibility of the parties and witnesses; the detail and consistency of each person's account; the absence of corroborating information where it should logically exist; information that the Respondent has been found to have harassed others; information that the Complainant has been found to have made false allegations against others; information about the Complainant's reaction or behavior after the alleged incident; and information about any actions the parties took immediately following the incident, including reporting the matter to others.

In addition, when a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the Respondent knew or reasonably should have known of the person's impairment or incapacity. The person may be impaired or incapacitated as a result of drugs or alcohol or for some other reason, such as sleep or unconsciousness. A Respondent's impairment at the time of the incident as a result of drugs or alcohol does not, however, diminish the Respondent's responsibility for sexual or gender-based harassment under this Policy.

### **Gender-Based Harassment**

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy.

### **Jurisdiction**

This Policy applies to sexual or gender-based harassment that is committed by students, faculty, staff, Harvard appointees, or third parties, whenever the misconduct occurs:

1. On Harvard property; or
2. Off Harvard property, if:
  - a. the conduct was in connection with a University or University-recognized program or activity; or
  - b. the conduct may have the effect of creating a hostile environment for a member of the University community.

### **Monitoring and Confidentiality**

A variety of resources are available at the University and in the area to assist those who have experienced gender-based or sexual harassment, including sexual violence.

Individuals considering making a disclosure to University resources should make sure they have informed expectations concerning privacy and confidentiality. The University is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision.

It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing sexual or gender-based harassment. For example, University officers, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting, must promptly notify the School or unit Title IX Coordinator about possible sexual or gender-based harassment, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that the University can track incidents and identify patterns; and that, where appropriate, the University can take steps to protect the Harvard community. This reporting by University officers will not necessarily result in a complaint; rather, the School or unit Title IX Coordinator, in consultation with the Title IX Officer, will assess the information and determine what action, if any, will be taken. Information will be disclosed in this manner only to those at the University who, in the judgment of the Title IX Officer or School or unit Title IX Coordinator, have a need to know.

Should individuals desire to discuss an incident or other information only with persons who are subject to a legal confidentiality obligation or prohibition against reporting, they should ask University officers for information about such resources, which are available

both at the University and elsewhere. University officers are available to discuss these other resources and to assist individuals in making an informed decision.

### **Violations of other Rules**

The University encourages the reporting of all concerns regarding sexual or gender-based harassment. Sometimes individuals are hesitant to report instances of sexual or gender-based harassment because they fear they may be charged with other policy violations, such as underage alcohol consumption. Because the University has a paramount interest in protecting the well-being of its community and remedying sexual or gender-based harassment, other policy violations will be considered, if necessary, separately from allegations under this Policy.

### **Resources**

#### **University Resources:**

[Office of Sexual Assault Prevention & Response](#)

617-495-9100

[HUHS Behavioral Health Services](#)

617-495-2042

[Bureau of Study Counsel](#)

617-495-2581

[Harvard University Health Services](#)

617-495-5711

[Harvard Chaplains](#)

617-495-2581

[Harvard University Police Department](#)

617-432-1212 (Longwood Campus)

617-495-1212 (Cambridge Campus)

#### **Local Title IX Coordinators:**

Carrie Sylven

*Title IX Coordinator for complaints against Students*

617-432-4245

Kevin Dolan

*Title IX Coordinator for complaints against Staff*

617-432-2625

Carol Bates

*Title IX Coordinator for complaints against Faculty*

617-667-5728

#### **University Title IX Officer:**

Mia Karvonides

[mia\\_karvonides@harvard.edu](mailto:mia_karvonides@harvard.edu)

#### **Outside Agencies:**

[U.S. Department of Education, Office for Civil Rights \(OCR\)](#)

<http://www2.ed.gov/about/offices/list/ocr>

[U.S. Equal Employment Opportunity Commission](#)

[\(EEOC\)](#)

<http://www.eeoc.gov/>

[Massachusetts Commission Against Discrimination](#)

[\(MCAD\)](#)

<http://www.mass.gov/mcad/>

# POLICIES RELATED TO ACADEMIC PERFORMANCE

## Grading Systems

### DMD Program

For DMD students, courses taken during the first or second year are graded Pass/Fail at the Dental School and Satisfactory/Unsatisfactory at Harvard Medical School. During the clinical portion of the curriculum in Years 3 and 4 courses are graded Honors/Pass/Fail. Students who cross register for courses at other faculties are subject to the grading rules of the school into which they cross-register.

Marginal performance by a student will be noted by the Course Director on the grade sheet and will be noted in the Promotions Committee's review of student progress but will not appear on the student's transcript.

An Incomplete signifies failure to complete course requirements because of personal illness, death in the family or similar compelling serious reasons and must be resolved within a specified time or a grade of Unsatisfactory (or Fail) will be recorded. An Incomplete may only be given by a Course Director before the end of a course and must be accompanied by a written explanation to the Registrar.

Narrative assessments are prepared by the faculty on the performance of each student in the smaller tutorial groups. These assessments are collected and reviewed by Course Directors then forwarded to the Office of Dental Education at HSDM and the student's Society Master at HMS.

During Years 3 and 4 of the dental curriculum, students are assessed on formative/summative procedures that are captured in the student logbook and in axiUm.

These evaluations assure timely feedback to students and ensure the best possible clinical care for patients. Periodic competency exams are used to assess students' ability to work in an independent, time-efficient manner and contribute toward determination of final grades in a particular discipline. In addition, they are used to determine whether a student is making satisfactory clinical progress. More information on grading and promotion can be found in the section on Promotion.

In as much as students' formative/summative assessment is captured in the axiUm system, any falsification or misuse of axiUm swipe cards may result in disciplinary action and/or dismissal from the school.

### Advanced Graduate Programs

HSDM courses for Advanced Graduate Education students are graded on an Honors (H)/Pass (P)/Fail (F) basis. Students who cross register for courses at other faculties are subject to the grading rules of the school into which they cross-register.

## Policies Regarding Grading and Examinations

The Course Director determines the nature, frequency, content and scoring of student examinations. All formally designated examinations are required of all students registered in the course.

Students who fail a final examination (primary failure) are required to take a re-examination. For each examination which a student has failed, the Course Director will provide a single make-up opportunity for all students. The make-up examination will not be the same examination that was previously given but will be equivalent to it.

Until the student is re-examined, a grade of Failure or Unsatisfactory will be recorded. If the student passes the make-up examination, the grade will be permanently recorded as a Pass or Satisfactory. If there is a failure of a re-examination, a final grade of Failure or Unsatisfactory is reported for the course and must be made up before the student may graduate. The DMD student is referred to the Committee on Promotions and Examinations which may require the student to take the same or equivalent course as approved by the Course Director.

If a student without permission does not take an examination, a grade of Failure or Unsatisfactory is recorded for the examination and the student must take a make-up examination. If a student without permission does not take a re-examination, a grade of Failure or Unsatisfactory is recorded for the course and the DMD student is referred to the Committee on Promotions and Examinations. The Committee may require the student to take the same or equivalent course as approved by the Course Director or may waive this rule and grant deferral for extenuating circumstances.

Final examinations and re-examinations can be deferred only with permission of the Course Director. This is ordinarily done for illness or other exceptional situations and must be arranged before the examination. The grounds for deferment of an examination during a course shall be:

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

In either case, the student will be subject to re-examination at a time decided upon by the Course Director. If a student is granted a deferment of an examination, a temporary grade of Incomplete is recorded and the student is instructed to complete the course or take the make-up examination by a specified time.

All make-up examinations and/or work in Years 1 and 2 must be completed prior to the beginning of the next academic year.

### **Monitored Academic Status**

Students may be placed on monitored academic status by the Committee on Promotions and Examinations or the Committee on Advanced Graduate Education as a result of faculty concerns about a student's clinical, didactic, and/or research progress. Students will be subject to more frequent monitoring of academic progress. Students will remain on monitored academic status until notification by the Committee on Promotions and Examinations or the Committee on Advanced Graduate Education that it has been lifted.

### **Probation**

The rules governing probation are described in the section on Promotion.

### **Promotion**

The rules governing promotion are described in the section on Promotion.

## **POLICIES ON PROMOTION AND PROBATION**

## **DMD STUDENTS - COMMITTEE ON PROMOTIONS AND EXAMINATIONS**

The Committee on Promotions and Examinations (Promotions Board) is a standing committee of the HSDM faculty charged with monitoring DMD student performance across the four or more years of dental school. Its members are appointed by the Dean and include faculty representatives from the preclinical and clinical courses, as well as Senior Tutors and the Assistant Dean for Dental Education. The Promotions Board meets at regular intervals throughout each year, with additional meetings scheduled as needed. The progress of each class is reviewed at least twice per academic year in order to ensure that each student fulfills the requirements for graduation and meets the rules governing promotion. Actions of the Promotions Board include promotion without qualification; promotion with reexamination or other modification of the schedule; the placing of a student on academic probation or monitored academic status; the requirement to repeat a course, semester or year with specific conditions; the granting of leaves of absence or withdrawal; recommendation for leave of absence or withdrawal from the School; requirement to take a leave of absence or withdraw from the School; and admittance with advanced standing. Alternatively, the Promotions Board may recommend a constructive program for each student, considering special problems and/or needs. Conformance with the rules governing courses, examinations, National Board Dental Examinations, and promotions are generally monitored by the Promotions Board, the Registrar, the Director of Admissions, the Director of Student Affairs and the Director for Predoctoral Education. Except where otherwise stated, waiver of these rules requires approval of the Dean's Advisory Committee.

### **Rules Governing Promotion – DMD Students**

1. All courses in the curriculum of Harvard School of Dental Medicine are required and organized sequentially. Students are required to complete all coursework in the prescribed sequence, within a period not to exceed six years of enrollment in the DMD program. All required preclinical and clinical courses or their equivalents must be completed successfully prior to graduation.
2. Students who fail a single preclinical course final examination (primary failure) are afforded the opportunity to take a re-

examination. If there is a failure of a re-examination, the student must retake and successfully complete the course or an equivalent course, as determined by the Course Director or Promotions Board. For more information, refer to the section on *Academic Performance: Grading and Examinations*.

3. All unsatisfactory grades in Years 1 and 2 must be made up before the beginning of the next academic year.
4. Students must pass all coursework and competency examinations in preclinical courses before proceeding to clinical coursework. The Promotions Board may grant deferral of this rule in cases where it believes that extenuating circumstances exist.
5. Students must satisfactorily complete the required clinical coursework in Year 3 before beginning the externships and elective rotations of Year 4.
6. Students must complete all program and discipline-specific patient-care requirements before graduation.
7. Students must pass the National Board Dental Examinations, Parts I and II, before graduation. The performance of students who fail Part I or Part II will be reviewed by the Promotions Board. The Board may dictate a plan of study for continuing clinical work and/or retaking the exam and may limit clinical rotations and patient contact.
8. Students must pass all components of the Final Comprehensive Examination before graduation. The performance of students who fail this exam will be reviewed by the Promotions Board. The Board may dictate a plan of study for continuing clinical work and/or retaking the exam.
9. Students must successfully complete and present an approved research project prior to graduation. For specific information, please see the DMD Student Research Guidebook provided by the Office of Research, available at [http://hsdm.harvard.edu/index.php/research/research\\_guidebooks](http://hsdm.harvard.edu/index.php/research/research_guidebooks). The performance of students who do not meet the research requirement will be reviewed by the Committee on Promotions and

Examinations. The Committee may dictate a plan of study for completing the research project.

## Rules Governing Probation – DMD Students

1. Students may be placed on probation, and may be required to repeat a semester or year, if they do not complete conditions specified by the Promotions Board or as a result of disciplinary action. The performance of students on probation will be monitored closely.
2. Students automatically will be placed on probation, and may be required to repeat an academic year, if they have a cumulative primary failure (i.e. failure on first final examination) in two or more courses for the year, independent of whether they have subsequently passed re-examination in these subjects. For such students, a special remedial program may be created in conjunction with the Promotions Board.
3. Students automatically will be required to repeat an academic year or be required to withdraw if they have a cumulative initial failure of three or four major courses for the year or if they have failed two major courses in an academic year and have not taken and passed the required make-up examinations. The Promotions Board may waive this rule and grant deferral for extenuating circumstances.
4. Students may be required to repeat a year or a portion of the clinical curriculum if they are not making satisfactory clinical progress and it is deemed necessary by the Promotions Board.
5. Students may be placed on academic probation if they do not complete conditions recommended by the Promotions Board.
6. Students on probation will not be allowed to serve on appointed committees at the School, will be required to limit their extracurricular activities, and will not ordinarily be granted a leave of absence for other than medical reasons or maternity/paternity leave.
7. Students will be eligible to be taken off academic probation when they have completed all conditions specified by the Promotions Board. Any probationary period normally will be a minimum of one year, to allow sufficient

time for close monitoring of student performance.

8. The faculty reserves the right in accordance with applicable procedures to require a leave of absence or the withdrawal of a student or to academically reclassify a student at any time if, in the judgment of the faculty, the interest of the student, the School, and the student's patients would be best served. In cases where the student is required to repeat a year or portion of a year, the ability to do so will be based on availability of space.
9. Since eligibility requirements for federal student financial aid include certification that the student is making satisfactory academic progress, the Promotions Board will notify the Financial Aid Officer at the School of Dental Medicine in the event that it has determined that a student is not progressing on a timetable that would be expected to lead to a timely completion of his or her program.

4. Fail to meet the School of Dental Medicine's standards of professional conduct and responsibility.

The policies and decisions governing promotion are subject to reconsideration by the Promotions Board. The Promotions Board reserves the right at any time to change the requirements for promotion or graduation. Students have the right to appeal to the Promotions Board and then to an *ad hoc* Appeals Board for reconsideration of any decisions related to their academic status or dismissal. For more information, refer to the section on *Due Process: Academic and Clinical Performance*.

### **Rules Governing Required Withdrawal – DMD Students**

Students will be asked to withdraw from the School if they:

1. Have a cumulative initial failure of three or four major courses for the year; or if they have failed two major courses in an academic year and have not taken and passed the required make-up examinations; or if they are repeating an academic year and fail initial final exams;
2. Are on academic probation and do not complete conditions specified by the Committee on Promotions and Examinations;
3. Are not making satisfactory academic progress, as specified by the Committee on Promotions and Examinations

## **ADVANCED GRADUATE STUDENTS - COMMITTEE ON ADVANCED GRADUATE EDUCATION**

The Committee on Advanced Graduate Education is a standing committee of the School of Dental Medicine charged with monitoring advanced graduate educational programs as well as student progress and performance throughout the course of their programs. Its members are appointed by the Dean and the Committee is chaired by the Director of Advanced Graduate Education. Members include the Advanced Education Program Directors. The Committee meets regularly throughout the year. The progress of students in each program is reviewed at least twice per academic year in order to ensure that individuals meet their programmatic requirements for promotion and graduation. Actions of the Committee include promotion without qualification; promotion with re-examination or other modification of the schedule; the placing of a student on academic probation or monitored academic status; the requirement to repeat a course, semester or year with specific conditions; the granting of leaves of absence or withdrawal; and the recommendation of withdrawal or dismissal from the School.

### **Rules Governing Promotion – Advanced Graduate Students**

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

1. Students who fail a course final examination in a Harvard School of Dental Medicine course are afforded the opportunity to take a re-examination. If there is a failure of the re-examination, the student must retake and successfully complete the course, or an equivalent course, as determined by the Course Director or the Committee on Advanced Graduate Education. Courses taken at other schools of the University or at MIT are governed by that school's rules.

2. Students must complete their program specific patient-care requirements prior to graduation.
3. Students in the Master of Medical Science and the combined Doctor of Medical Science and certificate programs must successfully complete and defend a research proposal in the format of an NIH RO1 grant application. Program directors will provide additional information on research requirements. Currently enrolled MMSc degree candidates should contact their program directors for information on research requirements.
4. In addition to the above, Students in the Doctor of Medical Sciences Program must successfully complete an oral qualifying examination, a thesis proposal, a research presentation, and a thesis defense, according to the published deadlines, prior to graduation. Thesis proposal and defense deadlines are published in the academic calendar.

### **Rules Governing Probation – Advanced Graduate Education Students**

1. Students may be placed on probation, and may be required to repeat a semester/year if they do not complete conditions specified by the Committee on Advanced Graduate Education or as a result of disciplinary action.
2. Students automatically will be placed on probation if they have a cumulative primary failure in two or more courses for the year, independent of whether they have subsequently passed re-examination in these subjects.
3. Students automatically will be required to repeat an academic year or be required to withdraw if they have a cumulative initial failure of three or more courses for the year or if they have failed two courses and have not taken and passed the make-up examinations.
4. Students may be required to repeat a portion of the clinical curriculum or a year if it is deemed necessary by their Program Director and Faculty and/or the Committee on Advanced Graduate Education.
5. Students may be placed on academic probation if they do not complete conditions mandated



by the Committee on Advanced Graduate Education prior to their probationary status.

6. Students on probation will not be allowed to serve on appointed committees at the School, will be required to limit their extracurricular activities, and will only be granted a leave of absence for medical reasons or maternity/paternity leave.
7. Students will be eligible to be taken off academic probation when they have completed all conditions specified by the Committee on Advanced Graduate Education.
8. The Faculty reserves the right, in accordance with applicable procedures, to require the withdrawal or academic reclassification of a student at any time if, in the judgment of the faculty, the interests of the student, the School, and the student's patients would be best served. In cases where the student is required to repeat a year or portion of a year, the ability to do so will be based on the availability of space.
9. Since eligibility requirements for federal student financial aid include certification that the student is making satisfactory academic progress, the Committee on Advanced Graduate Education will notify the Office of Financial Aid at the School of Dental Medicine in the event that it has determined that a student is not progressing on a timetable that would be expected to lead to a timely completion of his or her program.
10. The policies and decisions governing promotion are subject to reconsideration by the Committee on Advanced Graduate Education. The Committee on Advanced Graduate Education reserves the right at any time to set the requirements for promotion or graduation. Students have the right to appeal to the Committee on Advanced Graduate Education and then to an *ad hoc* Appeals Board for reconsideration of any decisions related to their academic status or dismissal. For more information, refer to the section on *Due Process: Academic and Clinical Performance*.

### **Rules Governing Required Withdrawal – Advanced Graduate Education Students**

Students will be asked to withdraw from the School if they:

1. Are repeating an academic year and they fail initial final exams.
2. Are on academic probation and do not satisfactorily complete conditions specified by the Committee on Advanced Graduate Education.
3. Are not making satisfactory academic progress, as specified by the Committee on Advanced Graduate Education. DMSc students who fail their Oral Qualifying Exam and do not pass on the second attempt may be required to withdraw.
4. Are found to be employed outside of their academic program during the School's workweek (Monday-Friday 8:00 a.m.-6:00 p.m.)
5. Fail to meet the School's standards of professional conduct and responsibility.

### **Rules Governing Change in Degree – Advanced Graduate Education Students**

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

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

### **Other Degree Programs**

On occasion, students initially accepted into a DMSc or MMSc degree program with clinical training may decide that a different Harvard degree (e.g. MPH from Harvard School of Public Health) would better suit their educational goals. Students seeking to make this programmatic change must first apply and be accepted

by the other Harvard school. Once this has happened, the student must petition the Committee on Advanced Graduate Education to pursue the other degree program in lieu of the HSDM degree.

# POLICIES REGARDING TUITION PAYMENT AND FINANCIAL RESPONSIBILITIES

## Payment of Tuition and Fees

Tuition and fees at Harvard School of Dental Medicine are billed prior to the beginning of each semester. The Harvard University Student Billing Office contacts DMD students via email in mid-July and provides instruction in the procedure to access their term bills electronically. These bills must be paid prior to registration in August. Advanced graduate students will be notified via e-mail in mid-May and will be instructed how to access their bills electronically. These bills must be paid by July 1, the registration date for advanced graduate students. Second semester charges for all students are billed in late December with payment due in January. It is the responsibility of the student to make all necessary arrangements for payment of the term bill.

## Financial Aid

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

In some instances, students may arrange for third parties to provide funding for their studies. These sponsored students are fully responsible for seeing that their tuition and fees are paid, regardless of the source or timing of funding.

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

Additional information on financial aid policies, procedures and resources can be found in the HSDM Financial Aid Handbook which is available on the HSDM web site:

[http://hsdm.harvard.edu/academics/dmd/financial\\_aid](http://hsdm.harvard.edu/academics/dmd/financial_aid)

## Special Circumstances

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

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

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

## Facilities Fee

A Facilities Fee will be assessed when a student is in good academic standing and has met the tuition obligations of his or her program and is continuing to work toward completion of the program beyond the usual period of time allotted for that program. The Facilities Fee will be charged each semester. The fee will not be prorated for individuals who complete the program requirements prior to the end of the semester for which the fee has been charged. The Facilities Fee amount is published annually with the financial aid budgets.

## Outstanding Balances

HSDM requires that a student's bill from the prior academic year be paid in full prior to registration. Any outstanding balance at the time of registration must be paid before the registration process can be initiated. Individuals with outstanding balances are not considered to be officially registered and will be suspended from all clinic and classroom activities at HSDM and its affiliated institutions. In addition, student ID cards and services will be withheld.

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

- the DMD, DMSc, MMSc diploma and/or certificate will not be voted upon by the Corporation
- eligibility for awards and degree honors will be voided
- participation in commencement activities will be prohibited
- Office of Dental Education services including transcript requests and verification of enrollment will be denied

## Refund Policy

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

### **DMD Students / First Term:**

- Leaves on or before October 1 25%
- Leaves after October 1 but on or before October 29 50%
- Leaves after October 29 but on or before November 29 75%
- Leaves after November 29 100%

### **AGE Students / First Term:**

- Leaves on or before August 13 25%
- Leaves after August 13 but on or before September 17 50%
- Leaves after September 18 but on or before October 15 75%
- Leaves after October 15 100%

### **DMD and AGE Students / Second Term:**

- Leaves on or before February 18 25%
- Leaves after February 18 but on or before March 18 50%
- Leaves on after March 18 but on or before April 15 75%
- Leaves after April 16 100%

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

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

# PROCEDURES FOR CONSIDERATION OF PERFORMANCE AND CONDUCT

## Procedures for Consideration of Academic and Clinical Performance

Members of the faculty of the School of Dental Medicine have the right and the responsibility to assure that each student, while enrolled in the Harvard School of Dental Medicine, demonstrates the academic and clinical performance appropriate to the practice of dental medicine. The Committee on Promotions and Examinations (Promotions Board) and the Committee on Advanced Graduate Education (CAGE) review at regular intervals all grades, evaluations, and reports of academic and clinical performance. Students should expect that inappropriate or irresponsible conduct by a student in connection with his or her academic or clinical activities will be considered by either of these Committees. Such conduct may include, but is not limited to, breaches of trust or confidence in personal actions including cheating, plagiarism, or unauthorized use of materials in academic exercises or examinations; misrepresentations, distortions or serious omissions in data or reports in research or clinical care; abuse, misrepresentation, or other seriously improper conduct in relation to patients or colleagues in clinical training settings; or repeated failures without adequate excuse to meet assigned obligations in professional clinical or research training programs. In all such cases, however, to the extent that the concerning conduct implicates the University Policy on Sexual and Gender-Based Harassment, it shall be addressed under the University Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy as set forth below.

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

the Chairperson of the Committee on Advanced Graduate Education and a copy of the notification is sent to the Director of Student Affairs or the student's program director, respectively.

A student may apply to the Promotions Board or Committee on Advanced Graduate Education for reconsideration of its decision with respect to remedial action or sanction. A written request, containing the reasons the student is asking for reconsideration, must be received by the Chairperson of the Promotions Board or Committee on Advanced Graduate Education within two weeks of the date of the initial action. The Committee may affirm, revise or revoke its decision. Written notification of the action on reconsideration will be sent to the student and to the Director of Student Affairs or to the student's program director.

A student may appeal the final action of the Promotions Board or Committee on Advanced Graduate Education and request further hearing by an *ad hoc* Appeals Board, consisting of three senior faculty members appointed by the Dean of the School. The student's appeal must be in writing and must contain a full statement of the reasons for which an appeal is requested. The request for appeal must be received by the Dean of the School within two weeks of the final action of the Promotions Board or Committee on Advanced Graduate Education. The *ad hoc* Appeals Board will act upon the appeal as promptly as possible and will hear the student in person and review the documentary record. The student may bring a friend drawn from students, faculty or administrative staff to this hearing. The *ad hoc* Appeals Board may also adduce and consider any other information or call such witnesses as it deems necessary to conduct a fair, unbiased review of the situation. The *ad hoc* Appeals Board will submit a written report of its findings and decision to the Dean of the School, the Chairperson of the Promotions Board and the Director of Student Affairs (for DMD students) or to the Dean of the School and the Director of Advanced Graduate Education (for advanced graduate students) and will convey a written decision to the student.

The student may request review of the decision of the *ad hoc* Appeals Board by the Dean of the School within one week of the date of the decision of the *ad hoc* Appeals Board. The Dean of the School will review the matter, and may consult with such other persons as are deemed appropriate. He will send written notification of his decision to the student. Copies of the written notification will be sent

to the Chairperson of the Promotions Board and to the Director of Educational Services (for DMD students) or to the Director of Advanced Graduate Education (for advanced graduate students). The Dean's decision will be final and binding.

## **Procedures for Consideration of Allegations of Professional and Ethical Misconduct**

Members of the faculty of the School of Dental Medicine have the right and the responsibility to assure that each student, while enrolled at the School of Dental Medicine and before a degree is conferred, demonstrates the character and ethical stature appropriate to the practice of dental medicine. Conduct inappropriate to the dental profession may include, but is not limited to, dishonesty, willful destruction of property, substance abuse, violence or threat of violence, serious breach of trust or confidence, or other misconduct, misrepresentation, or failures in personal actions, or in meeting obligations, as to raise serious doubts about the integrity and faithfulness of the student in meeting the overall obligations of a dental career. Inappropriate conduct also includes, without limitation, discrimination or harassment on the basis of race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, disability, or any other legally protected category. Illegal, unethical or other behavior inappropriate to the dental profession that is engaged in by a student outside of the Dental School community also may be considered and addressed under these procedures.

### **Initial review and fact finding**

#### ***For cases involving allegations of sexual or gender-based harassment:***

When the information suggesting the possibility of conduct inappropriate to the medical profession involves allegations of sexual or gender-based harassment, then, the University Policy on Sexual and Gender-Based Harassment (the "University Policy") applies, as do the University's Procedures for Handling Complaints Involving Students Pursuant to the Sexual and Gender-Based Harassment Policy ("University Procedures"), which can be found below. In such cases, under the University Procedures, the Harvard University Office for Sexual and Gender-Based Dispute Resolution ("ODR") is responsible for determining whether a violation of the University Policy by a student took place. HSDM remains responsible for student discipline.

When a formal complaint against an HSDM student is filed that alleges a violation of the University Policy, the ODR will conduct an investigation and issue a report, as detailed in the University Procedures. When HSDM learns that a formal complaint has been filed with ODR, a representative of the School will meet with the respondent to explain, among other things, the disciplinary process that may take place following the issuance of the ODR's final report, the range of disciplinary sanctions, and the appeals process following the imposition of any discipline. The HSDM representative will also be available to meet with the complainant.

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

#### ***For all other cases:***

Information or allegations about conduct inappropriate to the dental profession should be brought to the attention of the Director of Student Affairs or the Director of Advanced Graduate Education. In cases of alleged misconduct by a DMD student, a Screening Committee will be formed which will be comprised of the Director for Predoctoral Education, the Director of Student Affairs, and a Senior Tutor who is not the tutor for the student's society. For advanced graduate students, the Screening Committee will be comprised of the Director of Advanced Graduate Education, a Director of an AGE Program other than the program in which the student is enrolled, and the Director of Student Affairs. The Screening Committee will review the complaint of inappropriate behavior and decide whether to dismiss it as lacking in credibility, resolve it informally or forward it for further action. Where the health, safety, or welfare of students, patients, or other

members of the Dental School community are deemed to be at risk, the Screening Committee may suspend the student from the Dental School or take any other protective action pending the outcome of these procedures.

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

### **Administrative Review and determination of corrective actions or sanctions**

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

#### ***For cases involving allegations of sexual or gender-based harassment:***

All members of the Review Committee will receive appropriate training in the handling and resolution of allegations of sexual or gender-based harassment. In such cases, the Review Committee will be provided with the ODR's final report in accordance with the University Procedures. The Review Committee will interview the student. The complainant will have the option of meeting with the Review Committee, but is

not required to do so. However, the Review Committee must accept as final and non-reviewable the ODR report's findings of fact and its conclusions as to whether a violation of the University Policy has occurred. Any disciplinary proceedings against the student based on conduct addressed by the report will proceed with the understanding that the final report carries the same validity as a determination reached by the Review Committee itself. The role of the Review Committee is solely to determine corrective actions or sanctions. The Review Committee will complete its review as promptly as possible and prepare a written report with its recommendations for corrective actions or sanctions that will be submitted to the Director for Predoctoral Education or the Director of Advanced Graduate Education, and the Director of Student Affairs. The Review Committee may take a number of disciplinary actions, including place on probation, with or without requirements or restrictions; require a leave of absence (suspend); and require to withdraw with or without a recommendation to dismiss or expel. The report of the Review Committee will be provided to the student and to his/her faculty advisor and, as appropriate, to the Complainant.

A student may appeal the decision of the Review Committee and request further hearing by an *ad hoc* Appeals Board, consisting of three full time faculty members, at the level of Assistant Professor or above, appointed by the Dean of the School. The student's appeal must be in writing and must contain a full statement of the reasons for which an appeal is requested. As made clear by the University Procedures, the only opportunity to appeal the findings related to the University Policy is provided by the ODR. Any appeals within HSDM may pertain only to disciplinary decisions. The request for appeal must be received by the Dean of the School within two weeks of the final action of the Review Committee.

All members of the *ad hoc* Appeals Board shall receive appropriate training in the handling and resolution of allegations of sexual and gender-based harassment. The *ad hoc* Appeals Board will act upon the appeal as promptly as possible and will hear the student in person and review the documentary record. The complainant will have the option of meeting with the *ad hoc* Appeals Board, but is not required to do so. The only role of the *ad hoc* Appeals Board is to review the corrective actions or sanctions imposed by the Review Committee; the *ad hoc* Appeals Board will accept as true and non-reviewable the findings of fact and conclusions within the ODR final report. The *ad hoc* Appeals Board will submit a written report of its decision to the Dean of the School and the Director of

Student Affairs or Director of Advanced Graduate Education, and will convey a written decision to the student.

Both the student and the complainant may bring a personal advisor to any interviews with the Review Committee or the *ad hoc* Appeals Board. A personal advisor should be an officer of the University who is affiliated with HSDM or HMS or a student at HSDM or HMS, but may not be related to anyone involved in the complaint or have any other involvement in the process. Personal advisors may view a redacted version of any documents provided to the parties and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

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

***For all other cases:***

The Review Committee will receive the report of the fact-finder, and any written comments submitted by the student. The Review Committee will interview the student who may bring their faculty advisor as an observer. The Committee may also call such witnesses or undertake any other action it deems necessary to resolve any disputed facts and arrive at its conclusions and recommendations in the matter. The role of the Review Committee is to resolve disputed facts and to determine corrective actions or sanctions, not to make new or different findings of fact. Accordingly, the Review Committee will accept the factual conclusions made by the fact finder. The Review Committee will complete its review as promptly as possible and prepare a written report, including its conclusions and recommendations for corrective actions or sanctions that will be submitted to the Director for Predoctoral Education or the Director of Advanced Graduate Education, and the Director of Student Affairs. The Review Committee may take a number of disciplinary actions, including admonish; place on probation, with

or without requirements or restrictions); require a leave of absence (suspend); and require to withdraw with or without a recommendation to dismiss or expel. The report of the Review Committee will be provided to the student and to his/her faculty advisor.

A student may appeal the decision of the Review Committee and request further hearing by an *ad hoc* Appeals Board, consisting of three full time faculty members, at the level of Assistant Professor or above, appointed by the Dean of the School. The student's appeal must be in writing and must contain a full statement of the reasons for which an appeal is requested. The request for appeal must be received by the Dean of the School within two weeks of the final action of the Review Committee.

The *ad hoc* Appeals Board will act upon the appeal as promptly as possible and will hear the student in person and review the documentary record. The student may bring a personal advisor to this hearing as an observer. A personal advisor should be an officer of the University who is affiliated with HSDM or HMS or a student at HSDM or HMS, but may not be related to anyone involved in the complaint or have any other involvement in the process. The *ad hoc* Appeals Board may also call such witnesses or undertake any other action it deems necessary to arrive at its conclusions and recommendations in the matter. The *ad hoc* Appeals Board will submit a written report of its decision to the Dean of the School and the Director of Student Affairs or Director of Advanced Graduate Education, and will convey a written decision to the student.

Finally, the student may request review of the decision of the *ad hoc* Appeals Board by the Dean of the School within one week of the date of the decision of the *ad hoc* Appeals Board. The Dean of the School will review the matter, and may consult with such other persons as are deemed appropriate. He will send written notification of his decision to the student. Copies of the written notification will be sent to the Director for Predoctoral Education or the Director of Advanced Graduate Education and the Director of Student Affairs. The Dean's decision will be final and binding.

**HARVARD UNIVERSITY  
Procedures for Handling Complaints Involving  
Students Pursuant to the Sexual and Gender-  
Based Harassment Policy**

The Office for Sexual and Gender-Based Dispute Resolution (“ODR”) has been charged with



implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy (“Policy”). The ODR operates under the Office of the Assistant to the President for Institutional Diversity and Equity with oversight by the University’s Title IX Officer, working in partnership with the School or unit Title IX Coordinators, and other School or unit leadership.

Harvard students, faculty, staff, other Harvard appointees, or third parties who believe they are directly affected by the conduct of a Harvard student (collectively “Initiating Parties”) may: request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the relevant School or unit Title IX Coordinator, the Title IX Officer, or other staff in ODR, but may, if they choose, contact another School or University officer, who will refer the matter as appropriate.

As set forth below, interim measures designed to support and protect the Initiating Party or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with School or unit policy, interim measures might include, among others: restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

## **I. Requests for Information or Advice**

Initiating Parties seeking information or advice can expect to learn about resources available at the University and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. In addition, the School or unit Title IX Coordinator or the Title IX Officer or other staff in ODR may discuss with Initiating Parties whether any interim measures are appropriate at this stage.

## **II. Requests for Informal Resolution**

Initiating Parties may make a request, either orally or in writing, for informal resolution to the School or unit Title IX Coordinator or the Title IX Officer. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The

School or unit Title IX Coordinator or the Title IX Officer will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate.

Upon determining that informal resolution is appropriate, and in instances when the Initiating Party makes the request to the ODR, the Title IX Officer will assign the informal resolution to an Investigator. The School or unit Title IX Coordinator or the Investigator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The School or unit Title IX Coordinator or the Title IX Officer also may put in place any appropriate interim measures to protect the educational and work environment. The School or unit Title IX Coordinator or the Investigator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree to an outcome that is also acceptable to the School or unit Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

## **III. Procedures for Formal Complaints**

### **A. Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the ODR, regardless of the identity of the Respondent. (If the Respondent is not a student, see Referral of Complaints Against Staff, Faculty, Other Harvard Appointees, or Third Parties below). ODR will inform the School or unit Title IX Coordinator(s) for the Complainant and the Respondent that a

complaint has been received, and, if indicated, the School or unit Title IX Coordinator will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant or a third party filing on behalf of a potential Complainant (Reporter). It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant or Reporter's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant or Reporter believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

ODR will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the School or unit Title IX Coordinator or the Title IX Officer already have agreed to an informal resolution based on the same circumstances. Whether or not a complaint is filed with ODR, any person may file a complaint of discrimination with Massachusetts Commission Against Discrimination, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education Office of Civil Rights, or any other state or federal agency having jurisdiction.

## **B. Referral of Complaints Against Staff, Faculty, Other Harvard Appointees, or Third Parties**

These Procedures cover complaints against students. When allegations are asserted against a staff member, faculty member, other Harvard appointee, or third party, ODR promptly will provide the appropriate Title IX Coordinator with a copy of the complaint. The School or unit Title IX Coordinator, in consultation with other Harvard officers, will determine whether some or all of the allegations will be handled at the School or unit level, or whether ODR will conduct all or part of any investigation, and will inform the Complainant or Reporter.

## **C. Timeframe for Filing a Complaint**

The University does not limit the timeframe for filing a complaint. The University encourages complaints to be filed as soon as reasonably possible following an

alleged Policy violation because the University's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the University's ability to complete its processes may be limited with respect to Respondents who have graduated from or are no longer employed by the University.

## **D. Initial Review**

Once a complaint is received by the ODR, the Title IX Officer will assign the case to an Investigator for an initial review. The School with which the Respondent is affiliated may designate an additional individual to work jointly with the Investigator (collectively, the "Investigative Team"). Investigators and School designees will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Investigative Team will contact the Complainant or Reporter in an attempt to gather a more complete understanding of the allegations, as well as any related conduct that may implicate the Policy. When a complaint is brought by a Reporter, the Investigative Team will endeavor to meet with the person identified as the potential Complainant both to gather information and to discuss his or her interest in participating in an investigation.

Based on the information gathered, the Investigative Team will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Investigative Team will convey this determination to: the Complainant (and the Reporter, if there is one); the Title IX Officer; and the School Title IX Coordinator. The Investigative Team will work with the School Title IX Coordinator to implement any appropriate interim measures to be put in place by the School pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

## **E. Investigation**

Following the decision to begin an investigation, the Investigative Team will notify the Respondent in

writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where a Reporter filed the complaint, and the Complainant is unwilling to participate but the School has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the School Title IX Coordinator (or a designee) will be considered the Complainant.

The Investigative Team will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the School or University or others. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Investigative Team will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.

## **F. Personal Advisors**

Both the Complainant and the Respondent may bring a personal advisor to any interviews with the Investigative Team. A personal advisor should be an officer of the University who is affiliated with the

School or unit in which the advisee is enrolled or employed, but may not be related to anyone involved in the complaint or have any other involvement in the process. In the case of students enrolled in interdisciplinary programs, their official academic advisor also may serve as their personal advisor.

Personal advisors may view a redacted version of the complaint or other documents provided to the parties, offer feedback on their advisee's written statements, and provide general advice. During interviews, personal advisors may not speak for their advisees, although they may ask to suspend the interviews briefly if they feel their advisees would benefit from a short break.

## **G. Confidentiality**

The ODR, personal advisors, and others at the University involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant or Reporter, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences.

The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

## **H. Coordination with Law Enforcement Authorities**

In all cases, the Investigative Team will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the School Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Investigative Team will, in light of status updates from law-enforcement authorities and the Title IX Officer, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

## **I. Conclusion of the Investigation and Issuance of Final Report**

At the conclusion of the investigation, the Investigative Team will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Investigative Team will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Investigative Team will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the School to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Officer and the School will work jointly to put in place such measures as they determine are appropriate. Consistent with School policies, measures imposed at this stage might include, among others: restrictions on contact; course-schedule or work- schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, the School Title IX Coordinator, and the appropriate officer in the School or unit, ordinarily within six weeks of receipt of the complaint. The administration of discipline in cases involving students is subject to the authority of the faculty; thus, as appropriate, having received the report, the School separately will consider the imposition of discipline through its own processes and notify the parties as appropriate. For cases involving faculty, staff, other Harvard appointees, or third parties that have been investigated by the ODR pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials at the School or unit through their relevant policies.

## **J. Special Circumstances**

### **i. Request for Anonymity**

If a potential Complainant asks to remain anonymous, then the Investigative Team, the School Title IX Coordinator, or the Title IX Officer, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the University's commitment to provide a non-discriminatory environment and the potential Respondent's right to have specific notice of the allegations. The Investigative Team, the School Title IX Coordinator, or the Title IX Officer may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, or the Investigative Team, the School Title IX Coordinator, or the Title IX Officer may determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Investigative Team, the School Title IX Coordinator, or the Title IX Officer may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

### **ii. Administrative Closure**

If, after conducting the initial review of a formal complaint, the Investigative Team finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Officer will administratively close the case and notify the Complainant (and the Reporter, if there is one), as well as the School Title IX Coordinator.

Where the Complainant is unwilling to participate in further investigation, the Title IX Officer will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the University should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant or Reporter may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Officer will consider requests for reconsideration and

inform the Complainant or Reporter of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Officer concludes that the alleged conduct, while not a violation of the Policy, might implicate other School or University conduct policies, the Title IX Officer may refer the complaint to the appropriate School or University official.

### **iii. Request to Withdraw the Complaint**

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the University must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Officer may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

### **iv. Request for Informal Resolution After a Complaint has Been Filed**

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Officer in consultation with the relevant School or unit.

If such a request is approved, the timeframes will be stayed, and the Investigator or a designee will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Investigative Team will resume the investigation of the complaint in accordance with the formal complaint procedures.

#### **IV. Appeal**

Both the Respondent and the Complainant may appeal the decision of the Investigative Team to the Title IX Officer or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

Disagreement with the Investigative Team's findings or determination is not, by itself, a ground for appeal.

Appeals of the Investigative Team's decision must be received by the Title IX Officer or designee within one week of the date of the final report. Likewise, appeals of decisions to administratively close a case or to deny a request to withdraw the complaint must be received by the Assistant to the President for Institutional Diversity and Equity or designee within one week of the date of the decision under appeal. Ordinarily, appeals will be decided within two weeks and the parties and the School Title IX Coordinator promptly will be informed of the outcome in writing.

#### **V. Resources**

##### **University Resources:**

[Office of Sexual Assault Prevention & Response](#)

617-495-9100

[HUHS Behavioral Health Services](#)

617-495-2042

[Bureau of Study Counsel](#)

617-495-2581

[Harvard University Health Services](#)

617-495-5711

[Harvard Chaplains](#)

617-495-2581

[Harvard University Police Department](#)

617-432-1212 (Longwood Campus)

617-495-1212 (Cambridge Campus)

##### **Local Title IX Coordinators:**

Carrie Sylven, Director of Student Affairs

*HSDM Title IX Coordinator for Students*

617-432-4245 or Carrie\_Sylven@hsdm.harvard.edu

Kevin Dolan, Director of Human Resources

*HSDM Title IX Coordinator for Staff*

617-432-2625 or Kevin\_Dolan@hsdm.harvard.edu

##### **University Title IX Officer:**

Mia Karvonides

mia\_karvonides@harvard.edu

##### **Outside Agencies:**

[U.S. Department of Education, Office for Civil Rights \(OCR\)](#)

<http://www2.ed.gov/about/offices/list/ocr>

[U.S. Equal Employment Opportunity Commission \(EEOC\)](#)

<http://www.eeoc.gov/>

[Massachusetts Commission Against Discrimination \(MCAD\)](#)

<http://www.mass.gov/mcad/>

# STUDENT HEALTH AND SAFETY

## RESOURCES

### Harvard University Health Services

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

Services at Smith Campus Center (Cambridge) include:

- 24-hour urgent care
- Primary care
- Mental health
- Medical/surgical subspecialties

Primary care and some mental health services are also available at each of the three satellite clinics located on the Law School, Business School, and Longwood Medical School campuses.

### *Urgent Care and Emergency Services*

Any student experiencing symptoms of a medical emergency (e.g., chest pain, severe shortness of breath) should call 9-1-1 immediately. After-hours and weekend care for non-routine, urgent medical concerns or symptoms is available through the Urgent Care Clinic at the Smith Campus Center.

#### *Urgent Care Clinic*

The Urgent Care Clinic (UCC) is open nights, weekends, and holidays. Whenever possible, students are encouraged to call their primary care team or mental health provider for advice during regular office hours. <http://huhs.harvard.edu/services/urgent-care>

### *Primary Care Services*

HUHS is committed to providing each student with complete, coordinated health care through a working relationship with a primary care team comprised of a primary care physician (PCP), nurse practitioner, registered nurses, and health assistants.

Students are assigned a primary care physician (PCP) and primary care team that will provide any care needed throughout the year. A complete listing of primary care clinicians is available at [huhs.harvard.edu](http://huhs.harvard.edu). Students may change their PCP at any time for any reason by logging in to the Patient Portal (<http://huhs.harvard.edu/patient-portal>). Students with chronic medical conditions are advised to establish a relationship with the primary care team early in the academic year. It will be helpful to provide copies of medical records of health care received at other facilities.

### *Other Services*

Other services available at Smith Campus Center include:

- Pharmacy
- Dental services
- Vision care and eye services
- Optical shop

For more information about Longwood Medical Area Health Services branch, please visit their website at

Note: Not all of these services are covered by insurance.

The full range of dental care services is also available to students at the School of Dental Medicine in the Faculty Group Practice or Student Teaching Practice at 188 Longwood Avenue. Students wishing to make an appointment at the Dental School should contact the appointment desk at 617-432-1434.

### **Substance Abuse Counseling**

The University has significant programs in place to assist those who face problems with alcohol or substance abuse. Students are urged to make use of these resources when needed and to encourage their use to individuals in the community who are seeking advice or assistance. The following are strictly confidential resources for any Harvard affiliate - student, faculty or staff:

- HUHS Mental Health Physicians in LMA (617-432-1370)
- HUHS Mental Health Services in Cambridge (617-495-2042)
- For evening, weekend, holiday and urgent care, there is always a doctor at the HUHS Urgent Care clinic at the Smith Campus Center, down the ramp near Mt. Auburn Street (617-495-5711). Complimentary taxi service to the HUHS Urgent Care clinic at the Smith Campus Center on the Cambridge Campus is available to students with urgent health-related

concerns when the HUHS Longwood clinic is closed. HUHS taxi vouchers may be obtained at the Vanderbilt Hall Security desk. The Smith Campus Center Urgent Care clinic then provides taxi vouchers for the return trip back to Vanderbilt Hall.

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

## LABORATORY AND CLINICAL SAFETY

### **Standard Precautions**

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

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

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

### **Exposures:**

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

chapped, abraded, or affected by active dermatitis). In the event of an exposure, the following should be performed:

### **Immediate Response:**

Dental and medical students who may have been exposed to pathogens via body fluid exposure should:

1. **Attend to the injury**  
For example, if there is a wound from a sharp object, wash it with soap and water and apply direct pressure if it is bleeding. If clothing is contaminated from a chemical, biological, or radiation spill, remove it and wash the exposed area. Materials Safety Data Sheets (MSDS) are available when laboratory reagents and chemicals are used and may be a useful resource for immediate care. Be sure to inform your supervisor of the injury.
2. **Seek immediate medical attention at your clinical site**  
Your PCE or clinical supervisor has given you specific instructions for your site. If in doubt, you can also find the hospital-specific contact numbers for our 20 clinical sites below. Note, when seeking immediate care in a hospital emergency department, medical and dental students should register using their Harvard University Student Health Program (HUSHP) Student Health Insurance Plan or other insurance. Do not register in the hospital emergency department as a hospital employee or you may be subject to a bill for the services.
3. **Plan any follow-up care with your primary care physician or their designee at HUHS within 48 hours**  
During weekdays, 9:00am - 5:00pm, call the Medical Area Clinic at (617) 432-1370. After hours, weekends, and holidays, call HUHS Urgent Care at (617) 495-5711.

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

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

### **After First Aid:**

If the student is at a distant affiliated site, contact the occupational health service in the institution where the



incident occurred. For guidance in the evaluation process of a possible blood-borne pathogen exposure, it is always possible to contact the HUHS on-call physician by calling 617-384-7845 or 617-384-STIK.

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

## INSURANCE/BENEFITS

### Health Insurance

#### *Massachusetts Insurance Requirements*

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

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

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

#### ***Waiving the Student Health Insurance Plan***

Students enrolled in a comparable health insurance plan may be eligible to waive the Student Health Insurance Plan. Waivers must be completed by the appropriate deadline or the charges will remain on your term bill. **The deadline to waive is July 31, 2015, for the fall term (or full academic year), and by January 31, 2016 for the spring term.**

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

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

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

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

### **Disability Insurance**

All current students participate in the School's long-term disability insurance program, which is administered through the American Dental Association. DMD students receive this insurance as part of their membership in the American Student Dental Association (ASDA) and AGE students receive the insurance through their membership in the American Dental Association. This coverage will provide benefits should a student develop a disability while enrolled at HSDM as well as providing a guarantee that, upon graduation, students will be able to obtain individual coverage, without having to prove medical insurability, providing protection for future income.

Two types of disability insurance will be involved: group insurance for the duration of dental school, followed by non-cancelable individual insurance, which goes into effect when the student leaves the group (at graduation). All forms of disability are covered by these policies.

### **Work-Related HIV Benefit Plan**

Harvard dental students may be eligible for a lump-sum payment of \$200,000 if, while "acting within the duties of a student," a student:

1. Has a work-related incident that could result in exposure to HIV;
2. Documents the incident in accordance with the institution's policies and procedures;
3. Tests positive for HIV within six months of the documented, work-related exposure;
4. Files a claim for payment together with all required documentation while still a student at HSDM or within six months after student status at HSDM has been terminated.

More information about this plan may be obtained from the Office of Dental Education.

## **PERSONAL SAFETY**

### **Campus Security**

The Harvard University Police Department is committed to assisting all members of the Harvard community in providing for their own safety and security. In compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"), the Harvard University Police Department publishes an annual security booklet entitled *Playing It Safe*. The booklet includes information about the HUPD, how to report a crime, HUPD's crime prevention programs, substance abuse, sensitive crimes, and other important information about security and HUPD services on campus. It also contains three years of statistics on reported campus or campus-related crimes. A hard copy of *Playing it Safe* may be obtained by contacting the Harvard University Police Department at 1033 Massachusetts Avenue, 6th floor, Cambridge, MA 02138, (617) 495-1215. *Playing It Safe* is also available on-line at:

[http://www.hupd.harvard.edu/files/hupd/files/2014-2015\\_pis\\_final\\_5.pdf](http://www.hupd.harvard.edu/files/hupd/files/2014-2015_pis_final_5.pdf)

### **Missing Persons Policy**

As required under federal law, HSDM immediately will refer to the Harvard University Police Department

any missing persons report involving a student who lives in on-campus housing. If any member of the Harvard community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify HUPD at 617-495-1212. If HUPD determines that the student has been missing for more than 24 hours, then, within the 24 hours following this determination, the School or HUPD will: (1) notify an appropriate external law enforcement agency; (2) contact anyone the student has identified as a missing person contact under the procedures described below; and (3) notify others at the University, as appropriate, about the student's disappearance. In addition to identifying a general emergency contact person, students residing in on-campus housing have the option to identify confidentially a separate person to be contacted by Harvard in the event that the student is determined to be missing for more than 24 hours. Students are not required to designate a separate individual for this purpose and if they choose not to do so then Harvard will assume that they have chosen to treat their general emergency contact as their missing person contact. Students who wish to identify a confidential missing person contact should notify the Registrar. A student's confidential missing person contact information will be accessible only by authorized campus officials and by law enforcement in the course of an investigation. In addition, if it has been determined that a student who is under 18 years of age and not emancipated has been missing for more than 24 hours, then the HSDM or HUPD will contact that student's custodial parent or guardian. Students are reminded that they must provide the Registrar with emergency contact information and/or confidential missing person contact information if they have not already done so.

### **Taxi/Walking Escort Service**

The taxi escort service will take students within one mile of the Longwood Medical Campus from 6 p.m. to 2 a.m. seven days a week. A taxi escort may be arranged through the guard stationed inside Vanderbilt Hall. The taxi leaves Vanderbilt Hall every hour on the hour. Students, faculty and staff need only to show the guard a Harvard photo I.D. badge. The service is free of charge. If it is late and students need to get safely to Vanderbilt Hall, a walking escort may also be called (617-432-1379).

### **Security Phone Numbers**

Harvard University Police Department  
*Red Phone beneath a blue light*.....Pick up receiver  
Harvard University Policy Dept.....617-432-1212  
Taxi/Walking Escort Service.....617-432-1379

# STUDENT LIFE

## ACADEMIC

### Academic Societies

All DMD students at HSDM and HMS belong to one of five academic societies which serve as a focus for student life. Each society is composed of a Master, one or more Associate Masters, Senior Fellows, faculty, administrative staff, and approximately 40 students from each class (medical and dental). HSDM Senior Tutors serve as Senior Fellows within their respective societies. The society affiliation develops and strengthens as students pursue their education and training to become a health professional. In addition, each society provides a mechanism for vertical integration of students - students get to know and socialize with students in higher or lower classes, as well as faculty and staff, and learn from positive interactions with them.

### Advising and Counseling Services

The Office of Dental Education, including the Director of Student Affairs, is responsible for all aspects of DMD student life including personal, academic and career counseling. In addition, DMD students are offered the support of additional advisors. Each student is assigned to one of the academic societies which has a Senior Tutor (a dental faculty member who serves as a clinical advisor). Big Brothers/Big Sisters are assigned to entering students and serve as student-to-student advisors. Patient-Doctor tutors, as well as research mentors, maintain an ongoing dialogue and personal relationship with their students throughout the course of their training. In addition, students should feel free to establish other relationships with faculty who provide mentorship during the course of training.

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

For all students who wish to receive counseling on any of a number of emotional issues, psychiatrists from University Health Services in the Medical Area are available for consultation and serve as a valuable resource. More information about the services

available as part of the student health plan can be found at: <http://huhs.harvard.edu/services/counseling-and-mental-health>

Two resident fellows live in Vanderbilt Hall and are available for counseling, advising and help with student activities. They are available by appointment and also for emergencies 24 hours a day. More information is available in the *Residential Life* section of this handbook.

### The Office of Advising Resources

The Office of Advising Resources assists Harvard medical and dental students with difficulties they may be experiencing in their academic and/or clinical performance. Students may be referred by Society Masters, Associate Masters, HSDM Assistant Dean for Dental Education, Director of Student Affairs, Senior Tutors or self-refer to the Director of Advising Resources, who will meet with students for an initial screening interview to help determine what factors (situational, emotional, learning, etc.) may be contributing to their difficulties. When emotional issues are involved, the Director of Advising Resources will provide short-term performance counseling, when appropriate, to help students function optimally in their current courses and/or help refer students to the appropriate resources both inside and outside HMS, as necessary.

When learning issues are involved, students will be referred to one or both on-site education specialist(s), as needed, for further screening and assessment. If necessary, referral for outside neuropsychological testing can also be arranged for a formal, comprehensive assessment. If this testing determines that a student has a documented learning disability, the student may be eligible for accommodations within their learning setting, to be determined and arranged, when appropriate, by the Disability Coordinator at HSDM.

Regina Mitchell, M.D., Director of Advising Resources, along with Loring Brinckerhoff, Ph.D., an education specialist who works with her, offer an array of services:

1. study strategies for either the medical or dental school curriculum;
2. performance concerns due to emotional, situational, learning, interpersonal, and/or medical issues or
3. planning for schedule adjustments and/or leaves of absence, as well as assistance with

re-entry to the curriculum in collaboration with the HSDM Assistant Dean for Education, Director of Student Affairs, HSDM Senior Tutor, and Society Master.

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

The Director of Advising Resources also works with preclerkship course directors, clinical clerkship directors, and/or students to find and fund tutors, as needed, for students having academic difficulties. These tutors are drawn from peer tutors, i.e., the second-year Student Teaching Corps or senior medical students, or from residents, fellows, and/or faculty recruited by preclerkship course directors or clerkship directors.

The Office of Advising Resources is located on the second floor of TMEC, above the Peabody Society.

Dr. Regina Mitchell can be contacted at 617-432-2653 or by e-mail: [regina\\_mitchell@hms.harvard.edu](mailto:regina_mitchell@hms.harvard.edu).

Loring Brinckerhoff, Ph.D. can be contacted at 617-432-2654 or by email: [Loring\\_brinckerhoff@hms.harvard.edu](mailto:Loring_brinckerhoff@hms.harvard.edu).

## Career/Specialty Choice Advising

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

## Cross Registration

Students may enroll, at no additional cost\*, in courses offered at other Harvard schools, the Massachusetts Institute of Technology, or Tufts' Fletcher School of Government. Cross registration deadlines vary from school to school. It is a student's responsibility to meet the earliest cross registration deadline. While enrolled at another Harvard School, students are subject to the rules and regulations of that school. Students can search for courses and find instruction on how to cross-register online at <http://coursecatalog.harvard.edu>. It is important to be aware that credit hours may not

translate directly between schools. Harvard Registrars use a translation table to determine credit hours earned at other faculties. Students are advised to consult the Registrar's Office before assuming the credit value of courses taken at other Harvard schools or at MIT.

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

## Services for Students with Disabilities

The Harvard School of Dental Medicine is dedicated to providing students with appropriate support and services to ensure that they have an accessible and welcoming learning environment. Disability Services, located in the Office Dental Education, complies with the Americans with Disabilities Act of 1990 (as amended in 2008) and Section 504 of the Rehabilitation Act of 1973 in providing services to students with disabilities. Carrie Sylven, Director of Student Affairs ([carrie\\_sylven@hsdm.harvard.edu](mailto:carrie_sylven@hsdm.harvard.edu)), serves as the disabilities services coordinator for the School of Dental Medicine.

Disability Services determines reasonable accommodations on an individual, case-by-case basis. Students are required to submit current clinical documentation by an appropriate medical care professional and that must include the student's name, a diagnosis, and detail the functional limitations caused by the diagnosis. This documentation should also outline the treating medical professional's recommended accommodations. Additional documentation may be requested by Disability Services. Please note that obtaining documentation from a medical professional can take time and, therefore, students should plan accordingly. Last-minute submission of documentation may result in delays in accommodations.

Please note that the School of Dental Medicine works to maintain privacy; however, information on functional limitations and accommodations may be shared internally on a need-to-know basis. Medical documentation, notes, and any additional diagnostic material is maintained in confidence by Disability Services. This material is released to a third party consistent with state and federal law.

The Harvard School of Dental Medicine's process of providing accommodations is not necessarily reflective of the process for receiving testing accommodations on the National Board Exams or any Regional Board

Exams. Students are responsible for seeking their own desired accommodations for these exams.

Please contact [carrie\\_sylvan@hsdm.harvard.edu](mailto:carrie_sylvan@hsdm.harvard.edu) in the Office of Dental Education to request accommodations and begin the process of attaining them.

## Links

University Disability Services:

<http://accessibility.harvard.edu/home>

Disability Shuttle:

<http://www.law.harvard.edu/current/student-services/transportation.html#FullyAccessibleDaytimeVanService6174950400TTY6174966642>

Graduate Student Learning Support (GSLs):

<http://www.law.harvard.edu/current/student-services/academic-support-services.html>

Harvard University Health Services

(HUHS): <http://huhs.harvard.edu/Home.aspx>

## Enrichment Programs

The Office of Enrichment Programs, located in Gordon Hall, Suite 307, is a centralized service for all medical and first and second year dental students. The programs coordinated through this office include student research, international programs, community outreach and public service-oriented programs. First and second year dental students wishing to take advantage of these opportunities may obtain information from the Office of Enrichment Programs or by reading *Expanding Horizons*, an Enrichment Office newsletter designed to keep students current about new and ongoing projects in the Medical Area and affiliated hospitals (617-432-0951).

**Harvard International Office** Harvard University's International Office (HIO) provides international students with advice and assistance on visa and immigration matters, orientation programs, a Friends of International Students Program, tax seminars and spouse programs, including English as a Second Language courses. For more information, contact the HIO at 617- 495-2789 or visit [www.hio.harvard.edu](http://www.hio.harvard.edu).

As of September 1, 2004, the Department of Homeland Security began collecting a congressionally mandated fee to cover the costs of SEVIS, the Student and Exchange Visitor Information System. The fee for F1 visas is \$200 and the fee for J1 visas is \$180. SEVIS is

an automated system for collecting, maintaining and managing data about foreign students and exchange visitors during their entry to, stay in, and exit from the United States. Exchange Visitor refers to individuals on the J-1 visa (from Harvard International Office). Harvard University has decided to reimburse this fee for those students who do matriculate into the University.

## Office of Diversity Inclusion

The Office of Diversity Inclusion promotes increased recruitment, retention, and advancement of underrepresented minority students and faculty at the Harvard School of Dental Medicine. The Office, led by Peggy Timothé, DDS, MPH, seeks to emulate the Harvard tradition of excellence in education, science, and public health by supporting a well-trained faculty, while creating oral health leaders reflecting the larger community that we serve.

### Goals of the Office of Diversity Inclusion

- Foster an environment that is comfortable and welcoming to all members of the community
- Provide support for a diverse population
- Develop a recruitment strategy to increase enrollment of students from underrepresented minorities
- Develop and implement a plan to recruit faculty from underrepresented minorities
- Enhance and develop curricula that address issues of diversity, cross-cultural care, and sensitivity

### Partners

The HSDM Office of Diversity Inclusion partners with several offices at Harvard Medical School, including the [Office for Diversity Inclusion and Community Partnership](#), Office of Advising Resources and [Office of Recruitment and Multicultural Affairs](#).

### Summer Enrichment Program

The Pre-Matriculation Summer Program (PMSP), attended by students offered admission in Harvard's medical or dental school is held for eight weeks each summer. Established in 1970, PMSP exposes entering underrepresented students to research and its relevance to clinical medicine and dentistry. Through laboratory investigation, seminars and coursework, students gain a better understanding of career options in academic health professions. The program's goal is to address the tremendous paucity of underrepresented students engaged in biomedical research here in the New England medical community and nationally.

## **Student Organizations**

The Office of Diversity Inclusion serves as a resource to HSDM student organizations, including the local chapters of the Student National Dental Association, the Student Hispanic Dental Association, LGBT and Allies @ HSDM, Oral Health Pursuit of Equity Network (OPEN) and others.

For more information on the Office of Diversity Inclusion, contact Dr. Peggy Timothé at [peggy\\_timothe@hsdm.harvard.edu](mailto:peggy_timothe@hsdm.harvard.edu) or 617-432-2375, or Ms. Jennifer Vasquez at [Jennifer\\_vasquez@hsdm.harvard.edu](mailto:Jennifer_vasquez@hsdm.harvard.edu) or 617-432-1401.

## **Ombuds Office**

The Ombuds Office provides an impartial, safe place where any student can receive support and assistance if s/he believes s/he has been a victim of discrimination, harassment, or unfair treatment based on race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, disability, or any other legally protected category. The Ombudsperson will work with students who are having a problem s/he doesn't want others to know about because of fear of retaliation or negative evaluation, who are facing an ethical dilemma, or who feel they have been treated unfairly, erroneously or inequitably. The Ombuds Office is independent of any existing administrative or academic structures and enables students to voice concerns. The Ombudsperson will work with students to develop options, which will be tailored to fit the particular circumstance. Options can range from just talking to requesting a formal grievance proceeding. For more information about the services of the Ombuds Office, students may call the confidential line (617-432-4040). <https://hms.harvard.edu/departments/ombuds-office>

# STUDENT LIFE

## GENERAL

### Athletics

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

There are numerous sports facilities located throughout the Cambridge Campus of Harvard University. To use the Murr Center, students must contact the Murr Center at 617-495-2211, located at 65 N. Harvard Street in Boston. Use of the facility is free for dental students. Locker and towel privileges may be purchased there as well. A brochure with detailed descriptions of facilities and activities may be obtained from the Department of Athletics at 617-495-4848. Visit: [www.athletics.harvard.edu](http://www.athletics.harvard.edu) for more information.

Students or affiliates who wish to take rowing or sailing lessons on the Charles River, are required to take a 100-yard swim test at the Malkin Athletic Center Pool on Holyoke Street in Cambridge.

### Child Care

There are six Harvard-affiliated childcare centers in Cambridge and several centers in the Longwood Medical area. As all Centers are quickly filled, parents are urged to make arrangements as early as possible. Further information about family child care providers, child care centers in other communities, after school care and summer programs can be obtained by calling the Harvard Medical Center Office for Work and Family at 617-432-1615 or the Harvard University Office for Work and Family at 617-495-4100 (located in Cambridge). You can also request a free copy of the *Harvard University and Affiliates Family Resource Handbook* and a schedule of the lunchtime parent education programs sponsored by these two offices.

### Lockers & Mailboxes

Lockers and mailboxes are assigned to DMD students by the Office of Dental Education. Advanced Graduate Education students are assigned lockers and mailboxes by their departments. It is the student's responsibility

to check his/her HSDM mailbox frequently and to keep lockers locked at all times.

Patient records are not to be kept in student lockers since this is a violation of HIPAA and because these records are the property of the School of Dental Medicine. HSDM reserves the right to search lockers for patient records. Two employees must be present during such a search.

### Religious Life

Diverse houses of worship can be found near the Medical Area: Catholic, Protestant, Jewish, Russian Orthodox and Greek Orthodox. In addition, there are religious student organizations sponsored by HMS and HSDM including the Christian Medical and Dental Society and the Maimonides Medical Society. These provide fellowship, retreats, special programs, and various social activities for interested students. More information can be found at <http://chaplains.harvard.edu/>

### Sign and Banner Posting

Bulletin boards are provided in the TMEC, Vanderbilt Hall, and HSDM for posting signs and banners. Anything posted on painted surfaces, doors or glass will be removed. All displays, banners, or easels must be approved by the building manager in these buildings.

### Transportation and Parking

Free shuttle bus service between the Longwood Medical Area, MIT and Harvard Yard is available to all students, faculty and staff with valid Harvard ID cards. Buses run Monday through Friday every half hour during the day (more often at rush hour), hourly at night and hourly all day Saturday (617-495-0400). Schedules can be obtained from the MASCO Transportation Office (617-632-2800). Visit [www.masco.org](http://www.masco.org) for more information.

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

Parking is scarce in the Longwood Medical Area. There are no parking facilities for students to permanently park their cars. Students who live off-campus should contact their local town hall and/or landlord regarding parking regulations.

## **Discounted MBTA Passes**

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

## **Transportation Policy**

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

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

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

## **Voter Registration**

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

Assistance Commissions website at <http://www.eac.gov>.

## **Weather Emergency Hotline**

During times of inclement weather, students, staff and faculty may call 617-496-NEWS to find out if the University will close. If a storm develops during the day, students should check their email to find out if the university will close early. Please note that each school within the University makes its own decision regarding closure during inclement weather. Information about the School of Dental Medicine will be aired on WBZ TV Channel 4, WCVB TV Channel 5, WHDH Channel 7, WRKO Radio 680AM and WBZ Radio 1030AM.



# MEDICAL AREA FACILITIES AND RESOURCES

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

## Longwood Medical Area and Affiliates

### Harvard School of Dental Medicine (HSDM)

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

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

### Harvard Dental Center

The Harvard Dental Center at the Dental School was built in 1993 and houses the Harvard Dental Faculty Group Practice (FGP) and the Student Teaching Practice (TP). The FGP contains private dental operatories, an operating room suite, and state-of-the-art equipment. The providers of care in this practice are the members of the faculty of HSDM. These dentists provide treatment for the full range of oral and dental health care needs. Dental students have the opportunity to work in the evening as dental assistants in the Faculty Group Practice and to observe faculty members in clinical practice as a part of their educational experience. Third and fourth year dental students, as well as advanced graduate students,

provide patient care under the supervision of experienced faculty members in the Teaching Practice clinic of the Dental Center.

### Tosteson Medical Education Center (TMEC)

Most of the DMD student's first two years of basic science classes are held in the laboratories, lecture halls, and conference rooms of the TMEC, located on Longwood Avenue directly across from Vanderbilt Hall. Designed with the New Pathway study method in mind, the TMEC surrounds a three-story glass covered atrium. This building contains a multi-purpose room and small café for students and faculty, student study clusters, an amphitheater, and a suite of rooms containing video recording equipment to be used for patient interviews and examinations. The Center is also the home of each of the five academic societies, as well as the HMS Office of Educational Resources, and the HMS Office of Educational Development.

### Quadrangle

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

### HMS New Research Building

The NRB is located at 77 Avenue Louis Pasteur. Opened in September 2004, the NRB brings together scientists from many disciplines into one facility to further advance medical research at Harvard Medical School. A modern conference center and a cafeteria are also located in the NRB.

### Countway Library

The Francis A. Countway Library of Medicine, located at 10 Shattuck Street, combines the resources and services of the Harvard Medical Library and the Boston Medical Library. Among libraries serving health professional schools, it is one of the largest in the country, with recorded holdings of nearly 500,000 volumes and more than 5,000 current periodicals.

The Library contains contemporary literature of biomedicine, both national and international. Additionally, it possesses most of the important writings of medical interest published in the United States and Europe during the previous four centuries, including more than 800 incunabula (books published before 1501). Items of considerable value or great rarity are housed in the Rare Books Department, which provides modern facilities for the use of such materials.

Newly renovated, the Countway utilizes a number of modern technological tools in its services and collecting: sophisticated computerized bibliographic search services; computer-assisted instruction; extensive photocopying facilities; and audiovisual hardware and software which are provided in partnership with the Medical School's Department of Educational Programs. For more information, visit [www.countway.harvard.edu](http://www.countway.harvard.edu).

## The Forsyth Institute

The Forsyth Institute, located just a few blocks from the Medical Area, is an independent nonprofit institution founded in 1910 with the mission of improving the oral health of children. The Institute is closely affiliated with the School of Dental Medicine. As one of the leading dental research centers in the U.S., the Institute conducts programs of research, education and patient care related to oral health needs of the population. Many of the staff of The Forsyth Institute serve as faculty at the School of Dental Medicine and provide mentorship for many DMD and advanced graduate student research projects. For more information, visit [www.forsyth.org](http://www.forsyth.org).

## Affiliated Hospitals

DMD and advanced graduate students at HSDM perform their clinical training and research at many hospitals and centers affiliated with Harvard.

## COMPUTER RESOURCES

A number of computer-based services are available to HMS/HSDM students. These include both Windows-based PCs and Macs located in several areas at HMS and HSDM. Most machines are connected to the HMSNet (Harvard Medical School Network) and provide access to the services listed below. In addition, most Medical School and Dental School buildings are equipped for wireless internet access.

Networked computers can be found in the following locations:

- **HSDM**  
A computing center is located in Room 108 of the HSDM Research and Education Building (REB). The facility houses up to date MAC and PC computers, as well as flatbed scanners. All multi-media users are required to attend a brief orientation prior to using the equipment, and are required to sign up in advance. In addition to the REB facility, four computers are available for student use on the second floor of the HSDM Main Building, outside the Office of Dental Education suite. This area is also equipped for wireless internet access.
- **TMEC**  
Computers are located in each of the Skills Areas, in each of the Society Areas, and in the Self-Teach Room (TMEC 225).
- **Countway Medical Library**  
Over 100 PCs are located throughout the library. Students also have access to many hospital-based educational and clinical computing systems during their clinical rotations at Harvard-affiliated teaching hospitals.

## Email

Full-time, registered students will be assigned an official university email account. In order to ensure confidentiality of patient information and to protect the privacy of all members of the HSDM community, forwarding your Harvard email to a personal email account is prohibited. Accordingly all School of Dental Medicine and University emails will be sent to your "hsdm.harvard.edu" account. Email can be accessed through eCommons and MyCourses.

## eCommons

eCommons is a "virtual desktop," providing faculty, residents, fellows, students and staff access to electronic resources they use as members of our community. From this site, you can locate and access Harvard medical electronic resources as well as recommend additional resources, including your own, to the eCommons community through the "submit a link" page located within this site's feedback section.

The online help guide provides introductory explanations and step by step instructions to both basic and advanced eCommons functions. It is encouraged that one use this on-line manual when encountering difficulty using the eCommons, or to learn more about the various functions of eCommons. Visit the

eCommons web site  
at: <http://ecommons.med.harvard.edu>.

## MyCourses

MyCourses is a one-stop internet web portal allowing Harvard Medical School and Harvard School of Dental Medicine faculty, students and staff to access educational and administrative web resources that complement, support and streamline the educational experience. Created by the HMS eComputing team, MyCourses positions HMS/HSDM as the first medical/dental school to implement a leading-edge eLearning tool to support its full medical/dental education curriculum.

Information regarding the use of MyCourses is provided during the summer to permit incoming DMD students to access materials related to courses they will be taking early in the first year. AGE students will receive an introduction to MyCourses at Orientation. In addition, training sessions are available throughout the year. To sign up, visit <http://mycourses.med.harvard.edu>. For more information contact the Office of Educational Computing at 617-432-0266.

## Literature Searching

The Countway Digital Library enables students to access and search a variety of databases, journals and textbooks. In addition students will have access to HOLLIS which is an electronic card catalogue for materials held in the Harvard Libraries. The web address for the Countway Library is <http://www.countway.harvard.edu>.

## Emergency Notification System

MessageMe is Harvard University's emergency notification system. MessageMe is used in conjunction with other University tools to alert the Harvard Community about critical events that are either in progress or to provide a warning if an event is about to occur. MessageMe helps participants stay informed in the event of an emergency by sending alerts to personal electronic devices (cell phone, PDA, smartphone, etc) through text messaging, voice, and/or email. Harvard community members are strongly encouraged to sign-up for this service to facilitate rapid and effective communication throughout the community. Users who elect this option and provide contact information may be assured that all information provided is private and will not be shared. A valid Harvard University ID and PIN, or an eCommons ID, is required for access to this service. This is an opt-in service that requires annual

renewal. For additional information, please visit <http://messageme.harvard.edu>.

## Policy on Electronic Communication and Social Media

### Electronic Communication

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

### Social Media

Caution is recommended as well in using social media sites such as Facebook or Twitter. The profession of dental medicine is founded on the highest standards of conduct. In admitting a student to HSDM, we believe you have already demonstrated that your behavior in person – both on campus and off – and in your electronic presence reflects the maturity and civility that are the necessary underpinnings of the profession. After you are admitted, enrollment remains contingent on a continuation of this high standard of conduct. Items that represent unprofessional behavior that are posted by you on social networking sites reflect poorly on you and on the dental profession. Such items may become public and could subject you to unintended exposure and consequences. Please see Harvard University's social media guidelines:

[http://hwpi.harvard.edu/files/provost/files/social\\_media\\_guidelines\\_vers\\_2\\_0\\_eff\\_081814.pdf](http://hwpi.harvard.edu/files/provost/files/social_media_guidelines_vers_2_0_eff_081814.pdf)

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

### DMCA Policy: Annual Copyright Disclosure

- Do not use peer-to-peer file-sharing programs to share copyrighted works without permission.

- If you share copyrighted material without permission, you may subject yourself to significant costs and possible criminal penalties.
- If you are associated with repeat infringements, Harvard University may terminate your network access and refer you for disciplinary action.

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to ten years and a fine of \$250,000 for an individual. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq). <http://ifap.ed.gov/>.

Harvard complies fully with the Digital Millennium Copyright Act ("DMCA"). Users of the Harvard network found to have engaged in repeated infringement of copyright are subject to termination of their network access and may be reported to the appropriate Dean or Human Resources officer for disciplinary action. For more information on Harvard's policy, process and peer-to-peer file-sharing see <http://dmca.harvard.edu>

# RESIDENTIAL LIFE

## On-Campus Housing

Vanderbilt Hall ("Vandy") was built in 1927 and is the nation's oldest and most distinguished medical school residence. Over the years Vanderbilt Hall has undergone a number of renovations to preserve, enhance and modernize the building as well as to expand its living capacity. Vanderbilt Hall houses students enrolled at HMS, HSDM, the Division of Medical Sciences, and the School of Public Health (HSPH) as well as visiting students and scholars from all over the nation and the world. Outlined below are the services available to residents from the Vanderbilt Hall Business Office, as well as some information to help you get acquainted with other service departments on campus and at the university. The Vanderbilt Business Office (617-432-1629) is open from 8 a.m. to 6 p.m., Monday through Friday. Information is also available on its website:

<http://www.hms.harvard.edu/operations/vh/>

### Student Affairs in Vanderbilt Hall

The Resident Counselor for Student Affairs, who lives in Vanderbilt Hall, is available during posted hours and by appointment. The counselor is also available in cases of emergency and to discuss urgent problems. In addition to counseling and advising, the resident counselor is responsible for overseeing Student Life and activities in Vanderbilt Hall and supporting the personal and professional development of students living in the Residence Hall. The Resident Counselor for Student Affairs is located on the first floor at entry J and may be reached by calling 617-432-1980.

In addition to the Resident Counselor for Student Affairs, a student Resident Advisor is available in the living area surrounding each kitchen. The role of the Resident Advisor is to promote a sense of community which supports the personal and professional development of students who reside within the assigned living unit. The Resident Counselor for Student Affairs provides broad guidance for the Resident Advisors.

**Function Rooms in Vanderbilt Hall** There are a variety of function rooms located throughout the building available by reservation for student use. When the function rooms are not reserved, they are available as student lounges and study areas. For all Student Council Organization events, the Common Room, Club Room and the Oliver Wendell Holmes Library must be reserved by completing a form at the Student Affairs Office in

Gordon Hall, suite 306. For any private social gatherings, rooms may be reserved through Room Scheduling at 617-432-2020. For large parties, special events or if liquor is being served, it may be necessary to secure a police detail and a special entertainment license from the City of Boston as well as purchase special liability insurance. For special event information, permit requirements or police detail please call 617-432-4684.

- **Joseph B. Martin Student Lounge**

Formerly known as the Vanderbilt Hall Common Room, this new space is intended to bring the medical and dental students closer to the other graduate communities in the Longwood area. It showcases a state-of-the-art media system with surround sound speakers for dances and big sporting events. The lounge also features a bar and kitchenette as well as luxurious but comfortable furniture.

- **The Deanery Lounge**

The first floor of the Deanery (Entry I) is a lounge for student groups to gather for meetings, small potluck dinners, and luncheons. There are tables and chairs that provide a relaxed atmosphere as an alternative to dormitory rooms. There is also a small kitchen.

- **The Club Dining Room**

The Club Dining Room (Club Room) is on the first floor at Entry C. Like the Deanery, it is also a lounge with an attached kitchen available for student use.

- **The Oliver Wendell Holmes Library** The Oliver Wendell Holmes Library, located off the front foyer across from the Business Office, is available to students for relaxing, and having study groups when it is not scheduled for meetings. The Library contains a collection of books and magazines (donated over the years by the Aesculapian Club) which may be borrowed on the honor system. Students, alumni, and management often donate books and magazines. There is also a photocopier available in the Oliver Wendell Holmes Library for students to use with Crimson Cash.

- **The Perry Culver Lounge**

The Culver Lounge is located on the second floor of the Deanery at Entry I in room 273. It provides comfortable seating for group entertainment. This area can be reserved by groups for special functions through the Business Office at 617-432-

1629. It contains a TV with DIRECTV satellite TV service, a VCR and comfortable chairs. It is also a light and spacious room for group study.

- **Meditation and Prayer Room**

This room is open all students, staff, and faculty. It is located in room 166 near the Deanery Lounge (Entry I). It is administered by a student committee in conjunction with the Resident Counselor for Student Affairs and is used for prayer and meditation, as well as religious, spiritual and philosophical study and activities. It is not intended for academic study. This room may be reserved by calling the Resident Counselor for Student Affairs at 617-432-1980.

- **Muslim Prayer Room**

The Muslim Prayer Room is located in the basement at Entry A. It is open to all students and is used for Muslim prayer, mainly Dhuhr and Maghrib prayers. It is also used to breakfast during Ramadan as well as for other religious and educational activities. Access to the Muslim Prayer Room may be arranged by contacting the Resident Counselor for Student Affairs.

- **Student Kitchens in Vanderbilt**

There are 14 student kitchens at various locations in the building. Each kitchen is equipped with a microwave, oven, stove, refrigerator, and an instant hot water tap. The responsibility for maintaining clean and sanitary conditions, or for relaying concerns about the operation of any or all kitchens, rests with the residents utilizing the kitchen. Resident Advisors oversee the operation of each kitchen area (including the recycling program), under the broad guidance of a Resident Counselor for Student Affairs.

Procedures for smooth operation and sanitation should be established by the membership of each kitchen unit. Continued operation of the kitchens will be contingent on the considerate actions of all residents using the kitchens. A thorough cleaning of all student kitchens will take place annually during the month of August. Students will be required to remove all items from the student kitchens at this time. This includes emptying all cabinets, refrigerators, and freezers. Notification of the exact cleaning date will be posted three weeks in advance. Students who plan to be away during the month of August should find an alternate location to store their kitchen items during this period.

The Student kitchens are cleaned once per day by the custodial staff during the school week (Monday through Friday). This takes place between the hours of 10:00 a.m. and 2:00 p.m. Students must remove all personal items from the tabletops, stoves, sinks, and counter tops during this time. Reducing these obstructions will allow the custodians to clean more thoroughly. On weekends and University holidays the custodians will empty the trash and monitor the kitchens.

- **Other Student Lounges**

There are lounges on floors 2 through 5 across from the elevator and in room 302B. These are open and available for quiet study 24 hours a day. Room 402 is available as an alternate TV room to the Culver Lounge.

- **Music Rooms**

There are two music rooms at the lower level of entry A, which can be used 24 hours a day for instrumental or vocal practice by students and Vanderbilt Hall residents. If you have your own musical instrument, it is preferable to practice in one of these rooms rather than in your bedroom, particularly after 10:00 p.m. The keys are available at the front security desk. Pianos are available in each of these music rooms.

## **Athletic Facility and Athletic Guest Privileges**

The Athletic Facility within the Residence Hall includes a regulation outdoor tennis court, an indoor basketball court, three regulation singles squash courts, two weight rooms, a cardiovascular room and a group fitness/aerobics room. Showers and day lockers are available to students who reside off-campus. There is no fee for the use of the Athletic Facility by students with valid Harvard Student ID cards. No one under 18 years of age is permitted into the Athletic Facility. Students may bring guests to the facility by purchasing guest pass credit at the Vanderbilt Business Office during posted office hours. Your Student ID card acts as a debit card to pay for your guests. The guest fee is \$5 per guest per visit. Please note that Crimson Cash may not be used to pay for athletic guest passes. When you bring your guest to the facility, the security officer will slide your card through the card reader and deduct \$5 from your prepaid guest pass account. The student must escort the guest at all times while in the building.

## **Non-Resident Medical and Dental Student Access**

Non-resident Medical and Dental students are always welcome at Vanderbilt Hall. If a non-resident Medical

or Dental student visits as a guest of a Vanderbilt resident, it is the responsibility of the hosting student to provide the non-resident student access to the living space. Non-resident students may host guests in the Athletic Facility, and to do so, must purchase Athletic Facility guest pass credit on their student debit ID card in advance (see Athletic Facility section). Non-resident Medical and Dental students may also check out keys at the security desk to use the various student activity rooms, but may not sign in guests to enter the building (except the Athletic Facility) without written permission from the Business Office.

## Off-Campus Housing

Off-campus apartment and roommate listings may be viewed on-line at [www.hms.harvard.edu/operations/vh](http://www.hms.harvard.edu/operations/vh). Listings also are posted on bulletin boards in the Vanderbilt Hall lobby.

Harvard University maintains a numbers of rental properties both in Cambridge and in Boston, and these units may be available to graduate and professional students. For additional information about Harvard affiliated housing, call the Harvard Real Estate Services at 617-496-0700 or visit their web site at <http://www.hres.harvard.edu/>.

Students may also use the newspaper or the internet to find a real estate broker and/or an apartment. It is strongly advised that you visit any apartment you are considering renting.

## Crimson Cash

Crimson Cash is a declining balance debit account accessed through your Harvard ID card. No sign-up is required. Students automatically have an account once they receive their Harvard ID card. Students enrolled at the Medical School and first and second year DMD students receive a 20% subsidy from the Medical School for food purchased at one of the on-campus food service locations when they use Crimson Cash.

These include the Atrium Cafe in the Tosteson Medical Education Center Atrium, the Courtyard Cafe in the Warren Alpert Building, Elements Café in the New Research Building, and Sebastian's in the Kresge Cafeteria at the School of Public Health. Food service hours are posted at each location. Students may add value to their Crimson Cash account by:

- Harvard Student Term Bill. Students may visit the Vanderbilt Business Office and add increments of \$100 worth of credit to their

Crimson Cash account at any time during posted Vanderbilt Business Office hours.

- Credit Card. Students may call 617-496-6600 or visit [www.cash.harvard.edu](http://www.cash.harvard.edu).

When Medical and first and second year DMD students buy food, they must inform the cashier that they have a "student subsidized account." The cashier will then slide the student's card through the card reader at the register, deduct the purchase (including the 20% discount if eligible), and provide the student with a display of their remaining balance.

Crimson Cash accounts are not transferable and refunds are only permitted upon graduation or withdrawal.

If you lose your student ID card, report it immediately to the ID Office (617-432-0389) and your money will be secure and immediately available when you receive a replacement card. You must also report lost ID cards to the HSDM Registrar's Office at 617-432-1447.

## STUDENT ORGANIZATIONS

A multitude of combined HMS/HSDM student organizations exist in the medical area. Descriptions and contact information can be found in the Student-to-Student Orientation Booklet or by visiting the HMS & HSDM Student Council website: <http://studentcouncil.hms.harvard.edu/student-organizations/>.

In addition, HSDM has several dental student organizations. For information regarding active HSDM student organizations or information about how to start a new student organization, contact the Director of Student Affairs located in the Office of Dental Education.

## HMS/HSDM Student Council

The HMS/HSDM Student Council serves as the student government for medical and dental students, creating a forum for the discussion and expression of student opinions and concerns. It provides funding for many student groups including social and athletic organizations; the student newspaper; women's and minority organizations; and religious, national and special interest groups. Four representatives are elected from HMS, one from each class at HSDM, one from HST, and one each from various student organizations.

## American Student Dental Association (ASDA) – HSDM Chapter

The HSDM ASDA Chapter is the central student organization at HSDM. It is composed of representation from each class. The objectives of the ASDA are to promote unity between the classes; to coordinate student efforts which will enhance the educational and social experiences of each student; to maintain open communication and cooperation among members of the administration, faculty, and student body; and to provide a channel to enhance alumni relations. Through its many activities, ASDA provides opportunities for students to pursue leadership roles in numerous areas.

### Class Officers

In addition to ASDA leadership positions, the respective DMD classes are asked to elect representation for a variety of roles.

- **Class President/Vice President**

These students serve as the primary liaisons between the HSDM administration and the class. Their duties entail working together to plan programming for their respective class, including fundraising for the class budget, social events, and group purchases for supplies.

- **HSDM Curriculum Committee Representative**

This student represents the class on the committee which oversees planning and implementation of all aspects of the DMD academic program. The Committee generally meets in alternate months and the representative conveys any concerns of the class to administration. One representative is elected per class.

- **HSDM Information Technology Representative**

This student represents the class to communicate class needs and issues involving computer related facilities, equipment and policies. One representative is elected per class.

## DENTAL ORGANIZATIONS

### American Dental Education Association (ADEA)

ADEA is an organization of students (both dental and auxiliary) and educators whose purpose is “to promote the advancement of dental education, research, and service in all institutions that offer appropriately accredited programs for dental personnel.” ADEA activities at HSDM focus on discussions of issues affecting dental students all over the country such as admissions policies, student input into curricular changes and faculty evaluation, financial aid counseling, and advanced dental education. Meetings are held four or five times a year. Student members receive monthly electronic issues of the *Journal of Dental Education* and *Bulletin of Dental Education* as well as any mailings by the special interest groups to which each member may elect to belong.

### American Student Dental Association (ASDA) – National Organization

ASDA is the largest dental student organization in the country, with over 18,000 dental student members. The mission of ASDA is to protect and advance the rights, interests, and welfare of dental students. Through ASDA, dental students can learn about and help shape current issues facing dentistry. Recent issues discussed include the rising level of student debt and changes to dental licensure. Involvement in National ASDA also allows you to meet other dental students nationwide. Students have the opportunity to become actively involved on the National level, such as through externships in Washington or Chicago, attending national meetings, and running for national leadership positions. Membership benefits include free life and disability insurance, ASDA’s print publications (*Mouth* and *ASDA News*), residency guide handbooks, Board Exam reprints, reciprocal membership to the ADA and Massachusetts Dental Society, and many other benefits.

### Student National Dental Association (SNDA)

The SNDA was founded and incorporated as a non-profit organization in 1972 by a group of black dental students in Pennsylvania. The Harvard Chapter of SNDA was chartered in 1977. The founders of the SNDA sought to develop an organization that would speak to such things as recruitment and retention of minorities in dentistry, the dental health needs of minority communities, and future issues confronting organized dentistry. SNDA’s activities include various programs in the community to raise interest in the dental profession as well as teach preventive dentistry. The organization also sponsors seminars and lectures addressing important issues in dentistry; and



distributes information about graduate programs, scholarships, loans and employment opportunities.

## **Alpha Omega International Dental Fraternity (AO)**

Alpha Omega International Dental Fraternity is a nonsectarian organization with a membership comprised of both sexes and people of all creeds and faiths. The objectives of the fraternity are to promote the profession of dentistry; to establish, foster and develop high standards of scholarship, leadership and character; and to inculcate a spirit of fellowship amongst all its members. The members of AO strive to create and bind together a body of professional people, who, by scholarly attainments, faithful service and the maintenance of ethical ideals and principles, have achieved distinction, unity in action and accomplishment of ideals

## **Hispanic Dental Association**

The Harvard-Forsyth Hispanic Dental Association is a new group dedicated to growing in number, and in activities so as to embrace the mission of the National Hispanic Dental Association. The Harvard-Forsyth HDA's goals are: community service to underprivileged and underrepresented communities in greater Boston, promoting research regarding underprivileged dental care and dental health, and having group activities between the other HDA chapters of the Tufts and Boston University dental schools.

# DISCLOSURES

The information and policies contained in the *Student Handbook* are applicable to the academic year 2015-16. While every effort has been made to ensure that this information is accurate at the time of publication, information and policies are subject to change during the academic year. Students are responsible for adhering to any changes that are made during the academic year. Students will be given written notification of any changes, and all changes will be posted online on the Office of Dental Education website.

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

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

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

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

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# **APPENDIX I**

## **ADMINISTRATIVE RESOURCES**

# APPENDIX I

## ADMINISTRATIVE RESOURCES

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

### Office of Dental Education

HSDM 206 A, B, C, D

Dr. Sang Park, Assistant Dean for Dental Education

617-432-0452

### Predoctoral Education

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

Dr. Sang Park, Director for Predoctoral Education

617-432-0452

Molly Deschenes, DMD Curriculum Coordinator

617-432-0452

Chester Kozikowski, Instructional Technologist

617-432-0468

### Registrar

*Transcripts, Enrollment Verification, Student Records, Academic Calendar*

Lynn Dunham, Registrar

617-432-8243

Angela Burke, Coordinator for Educational Services

617-432-0311

### Admissions

*Predoctoral and Advanced Graduate Admissions, Prematriculation, Orientation*

Anne Berg, Director of Admissions

617-432-1444

D. Lydia Alvita, Assistant for Admissions and Student Affairs

617-432-1443

### Student Affairs

*Student Advising, Student Organizations and Activities, Disability Services, Title IX Information*

Carrie Sylven, Director of Student Affairs

617-432-4245

D. Lydia Alvita, Assistant for Admissions and Student Affairs

617-432-1443

### Financial Aid

Gardner Key, Director of Financial Aid

617-432-1527

### Advanced Graduate Education

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

Dr. Sang Lee, Director of Adv. Graduate Education

617-432-3064

TBD, Coordinator for Advanced Graduate Education

617-432-1443

## **Office Reception and Support**

*Room Scheduling, Lockers, MBTA Passes for Students*

Martha Vedrine, Assistant for Office of Dental Education

617-432-1447

## **Senior Tutors**

**HSDM 208 A-D**

*Clinical Education Oversight, Student Advising*

Dr. Samuel Coffin, Cannon Society

617-432-2552

TBD, Castle Society

617-432-2373

Dr. Peggy Timothé, Holmes Society

617-432-2375

Dr. Aram Kim, Peabody Society

617-432-2374

Adrien Doherty, Predoctoral Clinical Curriculum Coordinator

617-432-2372

## **OTHER HELPFUL TELEPHONE NUMBERS**

Advising Resources, Office of (HMS/HSDM)

617-432-2653

Athletics Office (HU)

617-495-4848

Athletics Office (Vanderbilt Hall)

617-432-1942

Disability Services, HSDM

617-432-4245

Diversity Inclusion, Office of (HSDM)

617-432-1401

Harvard Dental Center Appointment Desk (HSDM)

617-432-1434

Information

    Harvard University

617-495-1000

    Longwood Medical Area

617-432-1000

International Student Services (HU)

617-495-2789

MASCO (HMA)

617-632-2800

Mental Health Services

    Cambridge Mental Health Services

617-495-2042

    Medical Area Mental Health Services

617-432-1370

    Mental Health Emergency Services

617-495-5711

Ombuds Office (HMA)

617-432-4040

Parking Office (HMA)

617-432-1111

Police

    Harvard University

617-495-1212

    Medical Area

617-432-1212

Predoctoral Education (HSDM)

617-432-0452

Recruitment and Multicultural Affairs, Office of (HMS)

617-432-1572

Registrar's Office (HSDM)

617-432-0311

Registrar's Office (HMS)

617-432-1515

Registrar's Office (HSPH)

617-432-1032

Research, HSDM Office for

617-432-1121

Security Office (HMA)

617-432-1379

Senior Tutors Office (HSDM)

617-432-2372

Shuttle Bus Service (HMA)

617-495-0400

Student Affairs, Office of (HMS)

617-432-1570

Substance Abuse Counseling (HMA)

617-432-1370

Taxi Escort Service (HMA)

617-432-1379

Title IX Coordinator (HSDM)

617-432-4245

University Disabilities Services (HU)	617-495-1859
University Health Services (UHS)	
Cambridge UHS	617-495-2042
Medical Area UHS	617-432-1370
UHS Emergency Services	617-495-5711
Vanderbilt Hall (HMA)	617-432-1630
Walking Escort Service (HMA)	617-432-1379

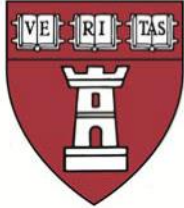
HSDM = Harvard School of Dental Medicine  
HMS = Harvard Medical School

HMA = Harvard Medical Area  
HU = Harvard University



## **APPENDIX II**

### **HSDM ADVANCED GRADUATE EDUCATION COURSE CATALOG**



**HARVARD**  
School of Dental Medicine

**Advanced Graduate Education**

**COURSE CATALOG**

**2015-16**

**(SUBJECT TO CHANGE)**

### Summer 2015 HSDM Course Offering

Core Courses	Credit	Day	Time	HSDM Room
<b>OB608.CBS</b> Graduate Head & Neck Anatomy (Dr. McDermott) (7/6/2015 – 7/17/2015)	3	M-F	9:00am - 12:00pm	L-008 / TMEC 404

### Fall 2015 HSDM Course Offerings

Biostatistics Course	Credit	Day	Time	HSDM Room
<b>OHPE751.BIO</b> Biostatistics (Dr. Yansane)	3	Tues	1:00pm – 3:00pm	REB 106
Core Courses				
<b>OB602.CBS</b> Oral Immunology (Dr. Kawai)	3	Mon	8:00am - 10:00am	REB 106
<b>OB601.CBS</b> Oral Microbiology (Dr. Paster)	3	Mon	10:00am-12:00pm	REB 106
Leadership Course				
<b>IDP603.IN</b> The Dentist as Leader (Dr. Kalenderian) (First session: 7/24/2015)	1	Selected Fridays	8:00am-12:00pm	REB 109
Multidisciplinary Course				
<b>IDP500.IN, IDP501.IN, IDP502.IN</b> Interdepartmental Multidisciplinary Case Presentation Seminars	N/A	Tues	7:45am-8:45am	REB Auditorium
Research Courses				
<b>IDP600.IN – IDP900.IN</b> AGE Research Seminar Series (Dr. Zalli)	N/A	Thur	5:00pm-6:00pm	REB Auditorium
<b>IDP602.IN</b> Introduction to Research (Drs. Olsen and Lonescu)	1	Mon	3:00pm-5:00pm	REB Auditorium

### Summer/Fall 2015

HSDM AGE Fall Courses Begin (Except Graduate Head and Neck Anatomy and The Dentist as Leader which begin in July)	August 24, 2015
Study Forms Due	Noon on August 12, 2015
Add/Drop/Cross-Registration Deadline (All schools except HLS and HBS)	September 11, 2015
AGE Fall Courses and Final Examinations End	December 17, 2015
Grades Due for Fall 2015 Semester	January 6, 2016

Holidays (No Classes):

Independence Day (Observed)	July 3, 2015
Labor Day	September 7, 2015
Columbus Day	October 12, 2015
Veterans Day	November 11, 2015
Thanksgiving Recess	November 25 to 27, 2015
Winter Recess	December 19, 2015 – January 1, 2016

**Spring 2016 HSDM Course Offerings**

<b>Core Courses</b>	<b>Credit</b>	<b>Day</b>	<b>Time</b>	<b>HSDM Room</b>
<b>OB611.CBS</b> Craniofacial Development and Genetics (Drs. Olsen and Besschetnova)	3	Mon	8:00am - 10:00am	REB 106
<b>OB610.CBS</b> Adv Oral Med, Path and Radiology (Dr. Li)	3	Mon	10:00am- 12:00pm	REB 106
<b>OB607.CBS</b> Clinical Pharmacology (Dr. Shaefer)	3	Tue	1:00pm - 3:00pm	REB 106
<b>OB614.CBS</b> Mineralized Tissue Biology and Diseases (Dr. Gori)	3	Tue	3:00pm - 5:00pm	REB 106
<b>Elective Courses at HSDM</b>				
<b>OB606.XX</b> Fundamentals of Oral Implantology (Dr. Gallucci)	3	Tue	1:00pm - 3:00pm	REB 202
<b>DH601</b> Global Oral Health: Interdisciplinary Approaches (Dr. Seymour)	3	Fri	9:00am - 12:00pm	REB302

**Spring 2016**

Study Forms Due	Noon on January 13, 2016
HSDM AGE Spring Courses Begin	January 25, 2016
Add/Drop/Cross-Registration Deadline (Dates may differ at other schools)	February 12, 2016
Research Day	April 5, 2016
AGE Spring Courses and Final Examinations End	May 10, 2016
Grades Due for Spring 2016 Semester	May 17, 2016
Commencement	May 26, 2016

Holidays (No Classes):

New Year's Day	January 1, 2016
Birthday of Martin Luther King, Jr.	January 18, 2016
Presidents' Day	February 15, 2016

# HSDM ADVANCED GRADUATE EDUCATION COURSE OFFERINGS AY 2015-16

## AGE CORE COURSES

*Summer 2015*

### **OB608.CBS**

#### **Graduate Head and Neck Anatomy**

*Course Director:* Cindy McDermott

*Meeting Time:* Monday to Friday, July 6 to July 17, 9:00am to 12:00pm

*Location:* TMEC L-008 (lecture) & TMEC 404 (lab)

*Prerequisites:* None

*Open to Cross Registrants:* No

*Credits:* 3 Core Credits

*Format:* Lectures and Gross Dissection Lab

*Evaluation:* Laboratory (50%) and final practical exam (50%)

*Course Description:* This course is designed as an intensive review of head and neck anatomy for postgraduates. Emphasis is placed on the detailed anatomy of bones, muscles, arteries, nerves and fascial spaces associated with the oral cavity and teeth. The course objectives are: (1) provide each student with the opportunity to dissect the head and neck to reinforce their anatomical knowledge, (2) provide anatomy lectures that provide a basis for laboratory and integrate clinical aspects of dentistry, (3) facilitate student discussion on aspects of gross anatomy and dental specialities.

*Fall 2015*

### **OB601.CBS**

#### **Oral Microbiology**

*Course Director:* Bruce Paster

*Meeting Time:* Monday, 10:00am to 12:00pm

*Location:* REB 106

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Lecture

*Evaluation:* Weekly quizzes and class participation. Students are expected to actively participate in class. A significant time is allotted at the end of each lecture when every student is asked, "What did you learn today?"

*Course Description:* The objective of this course is to present fundamental information and concepts regarding the relationship between microbiology (bacteriology) and dental diseases. The relationship between basic and clinical research is explored to include significance in clinical dental practice - as it is and how it might develop. The first part of the course covers traditional and newly developed molecular microbiological methods. The taxonomy of oral species is presented including methods used to derive stable species classifications. Acquisition of the oral microbiota and inter-bacterial relationships as they relate to plaque biofilm ecology are described. The second part of the course covers microbiology of dental caries and periodontal infections including other oral infections of dental origin including peri-implant and endodontic microbiology. Therapy, virulence and anti-microbial strategies for therapy and prevention are presented, and an introduction to species virulence and pathogenicity. Class participation is an important component of the course.

Fall 2015

**OB602.CBS**

**Oral Immunology**

*Course Director:* Toshihisa Kawai

*Meeting Time:* Monday, 8:00am to 10:00am

*Location:* REB 106

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Lecture

*Evaluation:* Periodic quizzes and final exam

*Course Description:* This course provides students with the fundamentals of basic immunology in relation to the oral microenvironment, including a comprehensive survey of 1) the physiology of the oral mucosal immune system, 2) primary colonizers of the oral cavity, both commensal and pathogenic, 3) innate and adaptive immune responses toward microorganisms, and 4) perspectives in translational immunology.

The course particularly focuses on 1) cell types of the adaptive immune system and 2) innate immune response in both systemic and mucosal environments, as characterized by humoral, chemical and cellular barriers, as well as inflammation. Disorders affecting oral mucosa are extensively discussed, including those that involve dental caries, periodontal and pulpal infection, human immunodeficiency virus, and such autoimmune diseases as Sjögren's syndrome. The vaccine formulation and its delivery strategy as well as the emerging technology of monoclonal antibody-based therapies will be also addressed in relation to oral infectious diseases. Outside reading of two hours each week is required.

Spring 2016

**OB607.CBS**

**Clinical Pharmacology**

*Course Director:* Jeffry Shaefer

*Meeting Time:* Tuesday, 1:00pm to 3:00pm

*Location:* REB 106

*Prerequisites:* Review of the principles of pharmacology at the pre-doctoral level

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Didactic lectures, nitrous and emergency medicine practical exercises

*Evaluation:* Assessment will be based on a final exam and class presentation.

*Course Description:* Building upon the basic principles of pharmacology learned in dental school, the student will understand the nature, administration, effects and potential complications of many drug classes. The emphasis will be on appropriate and accurate use of therapeutic agents commonly used in the practice of dentistry. This course will examine topics to include basic principles of pharmacokinetics and pharmacodynamics; pain control - intraoperative and postoperative; techniques for conscious sedation to include pediatric sedation; antibiotics; opioids; anxiolytic agents; NSAIDs; pharmacologic precautions with ASA III-IV patients; and drug interactions that occur with medications used in the practice of dentistry.

Spring 2016

**OB610.CBS**

## **Advanced Oral Medicine, Pathology and Radiology**

*Course Director:* Chia-Cheng Li

*Meeting Time:* Monday, 10:00am to 12:00pm

*Location:* REB 106

*Prerequisites:* Basic pre-doctoral foundation in oral pathology and oral med

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Lectures and outside readings

*Evaluation:* Weekly quizzes, cumulative mid-term and final examinations (multiple choice, matching, and short-answer questions)

*Course Description:* The goal of this course is to provide students with formal instruction in advanced oral pathology, oral medicine, and radiology. Students will be expected to be familiar with the etiology, clinical and radiographic manifestations, associated laboratory findings, and management of common oral pathology entities. These conditions will include inflammatory disorders, infections, neoplasms, immune dysregulations, and other acquired and developmental disorders. Students will also gain an understanding of and appreciation for advanced diagnostic techniques in cytology and pathology, including special staining, immunohistochemistry, and direct and indirect immunofluorescence studies. Students will learn to demonstrate an ability to formulate a reasonable differential diagnosis based on available histories and clinical, radiographic, and laboratory findings as well as an ability to plan an appropriate course of treatment. Class participation is an important component of the course.

Spring 2016

**OB611.CBS**

## **Craniofacial Development and Genetics**

*Course Directors:* Bjorn Olsen and Tatianna Besschetnova

*Meeting Time:* Monday, 8:00am to 10:00am

*Location:* REB 106

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Lecture followed by discussion

*Evaluation:* Mid-term and final examinations

*Course Description:* Required course for all first year MMSc and DMSc students. This course provides AGE students with an opportunity to apply some of the general principles of developmental biology and genetics to specific problems of craniofacial, oral and dental medicine. The course features Case Discussions and supporting Lectures in an interactive format. Reading assignments, group presentations and a Take-home Exam are also important components of the course. At the end of the Craniofacial Development and Genetics Course, the students are expected to: better understand how genetic diseases can affect the intracellular processes, intercellular interactions and biological signaling pathways essential for tooth and bone development; know about strategies for determining whether a craniofacial/dental birth defect is the result of a genetic, environmental, or chance event; understand strategies for diagnosing and identifying a genetic cause of craniofacial abnormalities and associated dental defects; demonstrate ability to discuss mechanisms by which mutations in genes can give rise to clinical phenotypes; know about treatment strategies for patients with genetic diseases affecting craniofacial bones and teeth; demonstrate learning progress based on a good record of participation in case discussions and presentation assignments and perform well on a take-home exam.

*Spring 2016*

**OB614.CBS**

## **Mineralized Tissue Biology and Diseases**

*Course Director:* Francesca Gori

*Meeting Time:* Tuesday, 3:00pm to 5:00pm

*Location:* REB 106

*Prerequisites:* Biochemistry, Cell Biology, Molecular Biology, Advanced Protein Chemistry and Molecular Enzymology

*Open to Cross Registrants:* Yes

*Credits:* 3 Core Credits

*Format:* Lectures, plus handouts of relevant articles/reviews on each lecture topic

*Evaluation:* One examination 75% of the overall grade; 25% classroom participation.

*Course Description:* Required course for first year MMSc and DMSc students. The focus of this course is on the biology and pathology of mineralized tissues, including bone, cartilage and the tooth components. In the first part, the extracellular matrix, its inorganic, organic, and cellular components and the mechanisms by which the extracellular matrix is formed and remodeled will be analyzed. These basic principles will then be applied to tissues such as teeth, bone, and cartilage and will explain common features as well as tissue-specific aspects, integrating the biology and the pathology of the most significant diseases. The course will cover diseases affecting these tissues such as gain- or loss of bone mass (osteoporosis and osteopetrosis) and osteo-arthritis and Rheumatoid arthritis, as well as a detailed description of the calcium and phosphate metabolism and its disorders. The course will then move on to local treatment-related topics including distraction osteogenesis and bone regeneration. After completion of the course, the participant will have an in-depth understanding of the skeletal and tooth system, the extracellular matrix, its components, diseases, and treatment options.

## **BIostatISTICS COURSE**

*Fall 2015*

**OHPE751.BIO**

## **Biostatistics**

*Course Director:* Alfa Yansane

*Meeting Time:* Tuesday, 1:00pm to 3:00pm

*Location:* REB 106

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 credits (fulfills MMSc and DMSc Biostatistics Requirement)

*Format:* Didactic lectures and computer laboratory sessions

*Evaluation:* Assessment will be based upon 2 examinations as well as homework assignments.

*Course Description:* This course will provide an introduction to the principles of biostatistics. This course is designed primarily for clinical researchers or clinicians with an interest in research. Topics to be covered include summarizing and displaying data, the normal distribution, Central Limit Theorem, probability, estimation and hypothesis testing. Students will also develop skills in data entry and the analysis and interpretation of data.



## LEADERSHIP COURSE

*Fall 2015*

**IDP603.IN**

### **The Dentist as Leader**

*Course Director:* Elsbeth Kalenderian

*Meeting Time:* selected Fridays from 8:00am to 12:00pm (first class meets July 24, 2015; see course guide for subsequent meeting dates).

*Location:* REB 109

*Prerequisites:* HSDM AGE Student

*Open to Cross Registrants:* No

*Credits:* 1 credit per year

*Format:* Lecture and discussion

*Evaluation:* class participation and projects

*Course Description:* This leadership course will span all three advanced graduate years for HSDM students. The first year is required for all first year MMSc and DMSc students as well as selected Certificate students; the last two years are designed for a smaller group of students (up to six) who demonstrate strong leadership skills. The course directors have included an advisory panel of leadership experts to help in assessing the progress of the students over the three-year curriculum. In this course students will gain an understanding of the challenges and opportunities of leadership; and gain insights into their own individual leadership strengths as well as areas of development.

## RESEARCH COURSES

*Fall 2015*

**IDP602.IN**

### **Introduction to Research**

*Course Directors:* Bjorn Olsen and Andrea Lonescu

*Meeting Time:* Monday, 3:00pm to 5:00pm

*Location:* REB Auditorium

*Prerequisites:* Year 1 MMSc and DMSc students; open to PhD students

*Open to Cross Registrants:* Yes

*Credits:* 1 credit

*Format:* Seminar

*Evaluation:* Class participation and attendance

*Course Description:* This course is taken in partial fulfillment of the research requirement for the MMSc and DMSc degrees. The goal of this course is to guide MMSc, DMSc and PhD students through an introduction to research from a broad scientific perspective. Each of the course sessions will be taught by faculty members based on a chapter in "Research Methodology in Medicine and Biological Sciences" which will be distributed to each student. Grades for this course will be Pass/Fail and will be based on class attendance and participation. Attendance will be taken. Evaluation will be based upon attendance and participation.

*Fall 2015 and Spring 2016 (runs entire academic year)*

**IDP600.IN, IDP700.IN, IDP800.IN and IDP900.IN**

### **Advanced Graduate Education Research Seminar Series**

*Course Director:* Dentina Zalli

*Meeting Time:* Thursday, 5:00pm to 6:00pm

*Location:* REB Auditorium

*Prerequisites:* HSDM AGE Student

*Open to Cross Registrants:* No

*Credits:* In non-presentation years students will receive credit (CR) for the course; 1 credit will be given in the year(s) the student presents.

*Format:* Oral presentations and discussion

*Evaluation:* Oral presentation (50%) and classroom participation (50%)

*Course Description:* Required every year for MMSc and DMSc students, as well as selected Certificate students. The goal of the research seminars is for both DMSc, MMSc and selected Certificate candidates to share their current research work with faculty, students and staff from all departments of HSDM. The seminars provide fellows with the chance for academic and research exchange among the different departments. This course is mandatory for all Advanced Graduate Education students and attendance is therefore mandatory (clinical programs in Pediatric Dentistry, General Practice Residency, Advanced Education in General Dentistry and Oral and Maxillofacial Surgery are exempted). Fellows are required to prepare an abstract summarizing their research that will be distributed one week prior to their scheduled presentation at HSDM. Each oral presentation is scheduled for 20 minutes with 5-10 minutes of questioning. Presenters are encouraged to use feedback from faculty for their research. Mentors are required to attend on the day of their student's presentation.

## **MULTIDISCIPLINARY COURSE**

*Fall 2015 and Spring 2016 (runs entire academic year)*

**IDP500.IN, IDP501.IN, IDP502.IN**

### **Interdepartmental Multidisciplinary Case Presentation Seminars**

*Course Director:* Cooperative

*Meeting Time:* Tuesday, 7:45am to 8:45am

*Location:* REB Auditorium

*Prerequisites:* HSDM AGE Student

*Open to Cross Registrants:* No

*Credits:* 1 credit

*Format:* Case presentation, discussion

*Evaluation:* Class participation and attendance

*Course Description:* These seminars involve faculty and students from endodontics, periodontics, orthodontics and prosthodontics. Cases are selected by a senior graduate student and presented by the student. For each case, there are several students from other disciplines serving as consultants. Open, animated discussion and commentary follow these presentations. In addition, third year AGE students in Endodontics, Orthodontics, Periodontics and Prosthodontics will present a single lecture on a topic concerning "mortality and morbidity".

## ADDITIONAL HSDM ELECTIVE COURSES

*Spring 2016*

**OB606**

### **Fundamentals of Oral Implantology**

*Course Director:* German Gallucci

*Meeting Time:* Tuesday, 1:00pm to 3:00pm

*Location:* REB 202

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 credits (does not fulfill Core requirement)

*Format:* Lecture

*Evaluation:* Class participation, final examination

*Course Description:* This course is designed to expose advanced graduate education students to the multiple basic and clinical concepts relevant to dental implant osseointegration and to bone regeneration. Basic concepts include a review of bone healing, tissue response to biomaterials, review of biomechanics, and systemic conditions that might affect implantsuccess. Multiple clinical applications of dental implants will be reviewed, as well as the different specialty approaches to bone regeneration.

This course does not fulfill the AGE Core or Basic Science credit requirement.

*Spring 2016*

**DH601**

### **Global Oral Health: Interdisciplinary Approaches**

*Course Director:* Brittany Seymour

*Meeting Time:* Friday, January 29 to March 11, 9:00am to 12:00pm (Seven Sessions)

*Location:* REB302

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 3 Elective Credits

*Format:* Lecture

*Evaluation:* Attendance (25%), Class Preparedness and Participation (35%), and Final Exam (40%)

*Course Description:* This is a discussion-based critical thinking course that examines the extensive relationship between oral health and global health, and concept development is heavily determined by class participation. By incorporating the global burden of oral diseases, their risk factors, and solutions into discussions of foundational global health themes, students will begin to define the principles of global oral health as they apply to all oral health practitioners. These include the ways in which global trends such as population growth, rising rates of non-communicable diseases, rapid urbanization, migration, and aging are impacting the current roles and responsibilities of dentists, specialists, and allied health care providers. This course addresses oral health as integral to primary care through a common risk factor approach for prevention and oral health promotion. Complete health and health equity are not possible without including oral health in global policies and practices, and this course demonstrates how interdisciplinary approaches are necessary through the example of oral health.

This course does not fulfill the AGE Core or Basic Science credit requirement

## HSDM NANOCOURSES

Spring 2016

**OB619.CBS**

### **Central Regulation of Bone and Energy**

*Course Director:* Anna Idelevich

*Meeting Date/Time:* Tuesday, February 23 to March 29, 5:00pm to 7:00pm (SIX SESSIONS)

*Location:* TBD

*Prerequisites:* None

*Open to Cross Registrants:* Yes

*Credits:* 1 credit

*Format:* Lecture, Discussion

*Evaluation:* Students will be evaluated through an oral presentation (50%), and class participation (50%)

*Max enrollment:* 15

*Course Description:* This nanocourse provides an overview of the central molecular pathways within the brain-bone-fat axis, which coordinate both skeletal and metabolic processes. Until recently, bone remodeling and energy metabolism were considered to be self-governing, independent processes. Two past decades had positioned skeleton as an endocrine organ, with functions extending beyond mineral storage and mechanical support, toward the regulation of total body energy homeostasis. During the course, we will introduce the neuronal circuits showing to be involved in the control of appetite, energy expenditure, and insulin sensitivity on one hand, while bone formation on another hand. Our discussions will include topics on: POMC/CART, NPY/AgRP, cannabinoid system, serotonin; adipokine leptin, insulin, and bone-derived osteocalcin. Students will be acquainted with a range of classically established concepts as well as more recent findings, representing a current intellectual challenge in the search of novel therapeutics against obesity and osteoporosis. Given the tight link between oral health and metabolic syndrome, dental care practitioners will benefit from deeper understanding of the biological systems implicated in the maintenance of bone and energy homeostasis. The course is designed in a conventional (lecture-based) format and will include 6 sessions. 5 sessions will be in a lecture format, 1 session – student presentations.

This course can be counted toward the AGE Basic Science credit requirement

## **APPENDIX II – SUMMARY OF AGE COURSES AY2015-16**

### **HSDM Advanced Graduate Core Courses**

OB601.CBS - Oral Microbiology

OB602.CBS - Oral Immunology

OB607.CBS - Clinical Pharmacology

OB608.CBS – Graduate Head & Neck Anatomy

OB610.CBS – Advanced Oral Medicine, Pathology and Radiology

OB611.CBS – Craniofacial Development and Genetics

OB614.CBS – Mineralized Tissue Biology and Diseases

Unless otherwise noted, each course is 3 credits

### **Other Required Courses**

IDP600.IN – Advanced Graduate Education Research Seminar Series – Yr. 1  
IDP700.IN – Advanced Graduate Education Research Seminar Series – Yr. 2  
IDP800.IN – Advanced Graduate Education Research Seminar Series – Yr. 3  
IDP900.IN – Advanced Graduate Education Research Seminar Series – Yr. 4  
IDP602.IN – Intro to Research  
IDP603.IN – The Dentist as Leader  
Basic Science Electives (see below)

### **Acceptable Biostatistics Courses**

The following course is offered at the Harvard School of Dental Medicine:  
OHPE751.BIO Biostatistics (3 credits)

The following courses are offered at the Harvard School of Public Health:

BIO200ab - Principles of Biostatistics  
BIO201ab - Introduction to Statistical Methods  
BIO204ab - Biostatistics for Medical Investigators

Number of credits varies, check HSPH course descriptions

## **Suggested Basic Science Elective Courses**

Listed below are examples of courses that have been taken in the past to fulfill the basic science requirement. These are not the only permissible basic science courses. Students interested in a course which is not listed should consult with the Registrar's Office to determine eligibility for Basic Science credit.

Selection of courses should be done in conjunction with the Program Director and should relate to the student's academic and research interests. *It is expected that students will take graduate level courses to fulfill the Basic Science Elective requirement and will not repeat course work taken as an undergraduate or in dental school.*

Students can search the Harvard University catalog at: <https://coursecatalog.harvard.edu>  
This link will allow you to access course descriptions or search for courses at other Harvard schools. Information on credit conversion to HSDM is listed next to courses or below each school's list of courses, but should always be verified with the HSDM Office of the Registrar.

## **Harvard Graduate School of Arts and Sciences**

BCMP308qc	Cell Fate Decisions in Development and Disease
BCMP309qc	Principles of Drug Action in Man
CB201	Molecular Bio of the Cell
CB211	Biology of the Cancer Cell
GENETIC228	Genetics in Medicine: From Bench to Bedside
HBTM301qc	Case Studies in Human Bio and Translational Medicine
IMUNOL206	Genetics of Development
IMUNOL301qc	Autoimmunity
IMUNOL373	Biology of Histocompatibility
MICROBIO 201	Molecular Bio of Bacterial Cell
MICROBIO 302qc	Introduction to Infectious Disease Research: Infectious Diseases Consortium Boot Camp
OEB139	Evolution of Vertebrates
OEB290	Microbial Sciences: Chemistry, Ecology and Evolution
OEB399	Topics in Organismic & Evolutionary Biology (2 credits)
OEB227	Molecular Environmental Microbiology
SCRB125	Nuclear Reprogramming and Developmental Plasticity
SCRB178	Molecular Immunology Seminar

Credit Conversion from Arts and Sciences to HSDM is determined by the HSDM Registrar. GSAS "Half-courses" are usually 4 HSDM credits; Quarter courses are usually 2 HSDM credits.

## **Harvard Medical School**

HMS BMI702	Intro to Biomedical Informatics II
HMS BMI714	Intro to Bioinformatics
HMS BMI720	Intro to Clinical Informatics
HMS BMI726	Big Data Innovations in Population Health
HMS BMI741	Health Informational Tech. Innovations
HMS BP715	Molecular Approaches to Drug Action, Discovery & Design
HMS CB201	Molecular Biology of the Cell
HMS CB704	Biology of the Cancer Cell
HMS CB720	Developmental Biology and Genetics
HMS CB721	Concepts in Development, Self-Renewal & Repair
HMS GN703	Advanced Topics in Gene Expression
HMS GN705	Mammalian Genetics
HMS GN711	Genetics in Medicine
HMS HT040	Mechanisms of Microbial Pathogenesis
HMS HT030	Human Pathology
HMS HT080	Hematology
HMS HT140	Molecular Medicine
HMS HT192	Med Decision Analy & Diagnostic Test Interpretation
HMSHT521	Biomaterials & Tissue Eng in Medical Devices & Artificial Organs
HMS IM729	The Primary Immunodeficiencies
HMS MB715	Molecular Neurobiology
HMS ME732	Fund Meth Clinic Trial
HMS MG726	Molecular Microbiology and Pathogenesis
HMS RA702	Cell and Tissue Radiation Biology

HMS credits are equal to HSDM credits.

### **Massachusetts Institute of Technology**

Students can search the MIT course catalog at <http://student.mit.edu/catalog/index.cgi>

MIT 3.206	Intro to Materials Engineering Practice (1 HSDM Credit)
MIT 7.62	Microbial Physiology (4 HSDM Credits)
MIT 7.63	Immunology (4 HSDM Credits)
MIT 7.95	Cancer Biology (3 HSDM Credits)
MIT 10.548J	Tumor Pathophysiology & Transport Phenomenon (2 HSDM Credits)
MIT HST140	Molecular Medicine (2 HSDM Credits)
MIT HST516	Circadian Bio: Cellular Oscillation to Sleep Regulation (4 HSDM Credits)
MIT HST521	Biomaterials & Tissue Eng in Med Devices & Art Organ (4 HSDM Credits)
MIT HST522	Biomaterials: Tissue Interactions (3 HSDM Credits)
MIT HST524	Design of Med Devices & Implants (3 HSDM Credits)
MIT HST525	Tumor Pathophysiology & Transport Phenomena (2 HSDM Credits)
MIT HST535	Principles & Practice of Tissue Engineering (2 HSDM Credits)
MIT HST572	Future Med Tech (2 HSDM Credits)
MIT HST590	Biomedical Engineering Seminar Series (1 HSDM Credit)
MIT HST594	Translational Med Seminar (1 HSDM Credit)
MIT HST920	Principles and Practices of Drug Development (3 HSDM Credits)
MIT HST957	Biomedical Informatics Research Seminar (1 HSDM Credit)
MIT HST975	Clinical Trials In Biomed Enterprise [can't be taken with HSPH BIO214] (2 Credits)
MIT HST977	Critical Assessment Biomed Information

If not noted above, credit conversion from MIT to HSDM is determined by the HSDM Registrar.

### **Harvard School of Public Health**

HSPH BIO210	Analysis of Rates & Proportion
HSPH BIO214	Principles of Clinical Trials [can't be taken with MIT HST975]
HSPH BIO226	Applied Longitudinal Analysis
HSPH BIO276	Design and Monitoring of Adaptive Clinical Trials
HSPH BIO292	Genomes & Gene Health Research
HSPH BIO503	Programming & Stat Modeling in R
HSPH DBS205	Biological Science Seminar
HSPH EH292	Properties and Behaviors of Airborne Particles
HSPH EH527	Molecular Signals to Understand Exposure Biology
HSPH EPI233	Research Synthesis and Meta-Analysis
HSPH EPI249	Molecular Biology for Epidemiologists
HSPH EPI250	Molecular Epidemiology of Cancer
HSPH EPI500	Fundamentals of Epidemiology
HSPH EPI507	Genetic Epidemiology
HSPH GCD210	Introduction to Cancer Biology
HSPH GHP515	International Humanitarian Response I
HSPH GHP518	International Humanitarian Response II
HSPH IID209	Immunology: Infectious Disease
HSPH IMI216	Cell & Molecular Biology of Parasites

HSPH IMI227	Genetics Infectious
HSPH NUT201	Principles of Nutrition (ORTHO ONLY)
HSPH NUT202	Science of Human Nutrition (ORTHO ONLY)
HSPH RDS285	Decision Analysis Methods in Public Health and Medicine
HSPH SBS263	Multilevel Statistical Methods

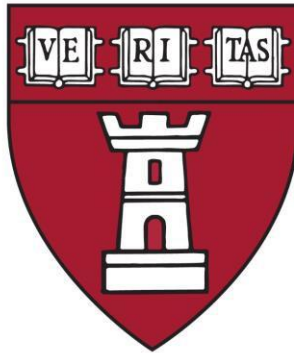
5 HSPH credits = 4 HSDM credits, 2.5 HSPH credits = 2 HSDM credits, 1.25 HSPH credits = 1 HSDM credit; All other HSPH credit values are equal to HSDM credit value



## **APPENDIX III**

### **COMPETENCIES FOR THE GENERAL DENTIST**

**COMPETENCIES**  
**FOR**  
**THE GENERAL DENTIST**  
**2015**



**HARVARD SCHOOL OF DENTAL MEDICINE**

## INTRODUCTION

This competency document establishes the standards for graduates of the Harvard School of Dental Medicine as they enter the dental profession. These competencies were developed for the new four year D.M.D. program which began in 1994 and have been continuously reviewed and revised since that time. The most current version was reviewed and revised in 2011 by the HSDM Course Directors, Senior Tutors and Attending Clinical Faculty. The review required a self-assessment using a 1-5 Relative Value Unit (RVU) scale that correlated competencies to courses (i.e. where the competencies were being taught and evaluated).

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

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

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

## **HSDM DOMAINS AND MAJOR COMPETENCY AREAS**

### Domain I: Patient Assessment

1. Examination of the Patient
2. Diagnosis
3. Treatment Plan
4. Prevention of Active Disease

### Domain II: Stomatology

5. Normal Human Form and Function
6. Human Pathophysiology
7. The Oral Cavity as a Unique Human System

### Domain III: Treatment of Active Disease

8. Caries Management and Restorative Therapy
9. Periodontal Therapy
10. Endodontic Therapy
11. Uncomplicated Surgical Therapy
12. Mucosal and Soft Tissue Therapy

### Domain IV: Restoration of Form, Function and Esthetics

13. Restorative and Prosthetic Therapy
14. Occlusal Therapy
15. Orthodontic Therapy
16. Advanced Surgical Therapy

### Domain V: Delivery of Care

17. Emergency and Comprehensive Care
18. Behavioral Sciences: The Patient/Doctor Relationship
19. Control of Pain and Anxiety
20. Treatment of Special Populations
21. Practice Administration
22. The Community as a Patient

### Domain VI: Clinical Scholarship

23. Information Management
24. Critical Thinking
25. Principles of Research

**DOMAIN I: PATIENT ASSESSMENT:** The general dentist must be competent to evaluate the patient, diagnose existing conditions, and develop a treatment plan in order to confirm or establish and then maintain the oral health of their patients. Assessment must precede any treatment and enables the general dentist to provide appropriate primary oral health care.

**1. Examination of the Patient:** The general dentist must be able to perform an examination that collects clinical, biological, psychological, and social information needed to evaluate the medical and oral condition for patients of all ages.

**2. Diagnosis:** The general dentist must be able to determine by examination the nature, extent, and circumstances of a diseased condition and to develop a provisional or definitive diagnosis by interpreting and correlating findings from the history, clinical and radiographic examination and other diagnostic tests.

**3. Treatment Planning:** The general dentist must be able to develop, present, and discuss individual treatment plans for patients of all ages that address every aspect of the patient's condition, interest, and capabilities.

**4. Prevention of Active Disease:** The general dentist must be able to provide care for each patient that emphasizes prevention of oral disease and supports the maintenance of existing systemic and dental health.

**DOMAIN II: STOMATOLOGY:** In order to understand the normal human body, the pathophysiology of disease and the relationship of the oral cavity to the rest of the human systems, the general practitioner must first be competent in the basic biomedical sciences.

**5. Normal Human Form and Function:** The general dentist must be able to provide care to the patient with an understanding of normal human form and function.

**6. Human Pathophysiology:** The general dentist must be able to provide care with an understanding of human pathophysiology.

**7. The Oral Cavity as a Unique Human System:** The oral cavity is one of the many systems of the human body. Therefore, professional care of it must be understood to be a part of the overall care of the patient, and that it may manifest conditions in other human systems. The general dentist must be able to integrate the findings to the overall care of the patient.

**DOMAIN III: TREATMENT OF ACTIVE DISEASE:** When active oral disease exists, control of etiology and elimination of the disease process are the goals of subsequent care. In order to maintain or establish a healthy oral environment, the general dentist must be competent to provide preventive, therapeutic and follow-up primary oral health care using sound clinical judgment.

**8. Caries Management/Restorative Therapy:** The general dentist must be able to treat and manage caries. The general dentist must be able to provide restorations that are correct in anatomical form, comfortable and functionally effective, and which satisfy the esthetic requirements of the patient or guardian. The general dentist must be able to identify problems which should be referred to a specialist.

**9. Periodontal Therapy:** The general dentist must be able to treat and manage periodontal disease in the primary, mixed and permanent dentition. The general dentist must be able to identify problems which should be referred to a specialist.

**10. Endodontic Therapy:** The general dentist must be able to treat and manage pulp and periradicular disease of endodontic origin. The general dentist must be able to identify problems which should be referred to a specialist.

**11. Simple Surgical Therapy:** The general dentist must be able to treat and manage conditions utilizing excisional or reparative surgical procedures on hard and soft tissues in patients of all ages. The general dentist must be able to identify problems which should be referred to a specialist.

**12. Mucosal and Soft Tissue Therapy:** The general dentist must be able to treat and manage common mucosal and soft tissue pathological conditions in patients of all ages. The general dentist must be able to identify problems which should be referred to a specialist.

**DOMAIN IV: RESTORATION OF FORM, FUNCTION AND ESTHETICS:** Dental disease or traumatic incidents may compromise any or all of these qualities to varying degrees. In order to rehabilitate a compromised dentition, the general dentist must be competent to provide dental treatment which restores form, function, and esthetics of defective and or missing teeth of patients of all ages.

**13. Restorative and Prosthetic Therapy:** The general dentist must be able to provide prostheses that are correct in anatomical form, comfortable and functionally effective, and which satisfy the esthetic requirements of the patient or guardian. The general dentist must be able to identify problems which should be referred to a specialist.

**14. Occlusal Therapy:** The general dentist must be able to treat and manage functional disorders involving the occlusion. The general dentist must be able to identify problems which should be referred to a specialist.

**15. Orthodontic Therapy:** The general dentist must be able to recognize malocclusion in the primary, mixed and permanent dentition and be able to recognize interferences in normal growth and developmental and to take appropriate actions. The general dentist must be able to identify problems which should be referred to a specialist.

**16. Advanced Surgical Therapy:** The general dentist must be able to manage conditions which may require more advanced surgical therapy. The general dentist must be able to identify problems which should be referred to a specialist.

**DOMAIN V: DELIVERY OF CARE:** The practice of general dentistry requires an understanding of the manner in which care is delivered in a compassionate, efficient, and effective manner. The general dentist must be able to provide emergency and comprehensive care for all populations in the community utilizing current technologies in pain control and anxiety management.

**17. Emergency Care:** The general dentist must be able to effectively prevent and manage the majority of emergency situations encountered in the general practice of dentistry.

**18. Behavioral Sciences: The Patient/Doctor Relationship:** The general dentist must be able to provide care for each patient with an understanding of the behavioral sciences and the patient/doctor relationship. This includes articulating ethical principles relevant to dentistry and practice with personal and professional integrity; providing humane and compassionate care to all patients; maintaining honesty and confidentiality in relationships with patients; serving patients and interacting with colleagues and allied dental personnel without discrimination and acknowledging cultural differences in the population and value these differences in one's practice and community.

**19. Control of Pain and Anxiety:** The general dentist must be able to employ techniques to manage orofacial discomfort and psychological distress.

**20. The Treatment of Special and Diverse Populations:** The general dentist must be able to provide appropriate treatment for patients with a diverse ethnic and social background. This includes the treatment of mildly mentally, physically, and/or emotionally handicapped patients.

**21. Practice Administration:** Establishing a Practice: The general dentist must have the decision making skills to develop and manage a general practice. Office Systems: The general dentist must be able to incorporate methods which facilitate control and management of specific office operations. Personnel Management: The general dentist must be able to perform as an effective employer.

**22. The Community as a Patient:** The general dentist must be able to assume a leadership role in improving the oral health of patient of all ages in the community at large.

**DOMAIN VI: CLINICAL SCHOLARSHIP:** The competent general practitioner provides treatment based on contemporary knowledge and therapeutics, and is capable of discerning and managing new data which evolves from basic and applied research.

**23. Information Management:** The general dentist must be able to acquire and technically process information in a timely, organized, and effective manner, using currently available technology.

**24. Critical Thinking:** The general dentist must be able to acquire and intellectually process information in a critical, scientific, and effective manner.

**25. Principles of Research:** The general practitioner must understand that new knowledge evolves in part from research which is performed by others and published in various media.



# **APPENDIX IV**

## **2015-16 CRITICAL DATES FOR DMD AND AGE PROGRAMS**

**CRITICAL DATES  
ADVANCED GRADUATE EDUCATION (AGE)  
2015-16**

<b>June</b>	30	Orientation and Registration for AGE Students
<b>July</b>	3	Independence Day observed (Holiday)
	6	Graduate Head and Neck Anatomy course begins
	17	Final Exam for Graduate Head and Neck Anatomy
	24	The Dentist as Leader course begins
<b>August</b>	11	Fall Study Forms Due
	24	Fall AGE Core Courses Begin
<b>September</b>	7	Labor Day (Holiday)
<b>October</b>	12	Columbus Day (Holiday)
<b>November</b>	11	Veterans Day (Holiday)
	25-27	Thanksgiving Recess
<b>December</b>	17	Fall AGE Courses and Final Exams End
	25	Christmas Day
<b>January</b>	1	New Year's Day
	18	Martin Luther King's Birthday (Holiday)
		Spring Study Forms Due
		Spring AGE Core Courses Begin
<b>February</b>	15	President's Day
<b>April</b>	5	Student Research Day (DMD and AGE Programs)
<b>May</b>	10	Spring AGE Courses and Final Exams End
	30	Memorial Day
	24	Graduate Awards and Recognition Ceremony
	26	Commencement
<b>June</b>	30	Academic Year Ends – Advanced Graduate Education Programs AGE Registration for Academic Year 2016-17
<b>July</b>	4	Independence Day (Holiday)

*A detailed Academic Calendar will be available on MyCourses under  
Organizations\HSDM\_ODE\Resources*

## CRITICAL DATES - DMD PROGRAM 2015-16

<b>June</b>	29	Year 3 DMD Classes Begin (Class of 2017)
<b>July</b>	3	Independence Day observed (Holiday)
<b>August</b>	3 3 17	Year 1 DMD: Orientation and Classes Begin (Class of 2019) Year 4 DMD Classes/Rotations Begin (Class of 2016) Year 2 DMD Classes Begin (Class of 2018)
<b>September</b>	7	Labor Day (Holiday)
<b>October</b>	12	Columbus Day (Holiday)
<b>November</b>	11 25-27	Veterans Day (Holiday) Thanksgiving Recess
<b>December</b>	19 25 31	Winter Recess Begin (DMD Years 1 to 4) Christmas Day Deadline for Taking NBDE II (Year 4)
<b>January</b>	1 4 14 18	New Year's Day Classes Resume (DMD Years 1 to 4) Soma Weiss Research Assembly (DMD and AGE) Martin Luther King's Birthday (Holiday)
<b>February</b>	15	President's Day
<b>March</b>	12-20	Spring Break for DMD Years 3 and 4
<b>April</b>	5 16-5/8	Student Research Day (DMD and AGE Programs) Reading Period/Spring Break for DMD Year 2
<b>May</b>	23 30 24 26	Diagnosis, Treatment Planning & Prev. Begins (Year 2) Memorial Day Graduate Award and Recognition Ceremony Commencement
<b>June</b>	24	Year 2 DMD Classes End (Class of 2018)
<b>July</b>	4 15 29	Independence Day (Holiday) Year 3 DMD Classes/Clinic End (Class of 2017) Year 1 DMD Classes End (Class of 2019)

*A detailed Academic Calendar will be available on MyCourses under  
Organizations\HSDM\_ODE\Resources*

# **APPENDIX V**

## **RESEARCH RESOURCES**

The HSDM Office for Research publishes *Research Guidebooks* for the following academic programs:

DMD

DMSc

MMSc

Copies of these documents are available from the

Office for Research  
REB 404

# **APPENDIX VI**

## **DIGITAL MILLENNIUM COPYRIGHT ACT**

# Annual Copyright Disclosure

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

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to ten years and a fine of \$250,000 for an individual. For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

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A paper copy of this notice is available upon request by contacting [dmca@harvard.edu](mailto:dmca@harvard.edu).

Please click [here](#) for a print copy.

## **APPENDIX VII**

### **CONFLICT OF INTEREST**



## APPENDIX VII

### CONFLICT OF INTEREST

Students must abide by the conflict of interest policies as stated in the *HMS/HSDM Student Handbook*, Section 4.14. These policies apply to all activities, including research toward a degree or research or projects that are part of a 5-year plan. In particular the project cannot be affected adversely by any contractual or other financial obligation of the principal investigator or mentor. Students should check with the Office of Dental Education and the HSDM Office for Research when planning such activities to make sure they are in compliance with School policy.

#### **Policy on Disclosure of Potential Conflicts of Interest Related to the Pharmaceutical Industry and Undergraduate Medical Education**

As stated in the Harvard Medical School Faculty Policy on Conflicts of Interest and Commitment, collaborations with industry have resulted in “bringing new resources to the support of science and facilitating the translation of knowledge from the laboratory to the bedside.” As the HMS Policy also states, however, these relationships can create conflicts, and the “[p]ublic trust in the enterprise of academic medicine and the legitimacy of its powerful role in society require a constant amenability to public scrutiny.” Conflicts of interest in medical education are becoming of increasing concern to our students, our faculty members, and to the public.

Therefore, faculty and students must disclose any financial interests they may have in a pharmaceutical, biotechnology, medical instrument company, or other business which owns or has a contractual relationship to the subject matter being reported or discussed in a presentation, lecture, tutorial, paper, or other teaching exercise or assignment. For example, faculty who have received research support or who have consulted for a pharmaceutical company and whose lecture to students includes a discussion of drugs developed by that company should disclose the association in advance either in the lecture syllabus and/or in an introductory slide; the manner of disclosure will be at the discretion of the course director.

Faculty members and students who have any questions about what to disclose can contact Gretchen Brodnicki, Dean for Faculty and Research Integrity ([gretchen\\_brodnicki@hms.harvard.edu](mailto:gretchen_brodnicki@hms.harvard.edu) or 617-432-2496).

#### **Policy on Access of Pharmaceutical Representatives to HMS Campus**

Pharmaceutical company sales and marketing representatives are not permitted to visit or interact with medical and dental students on the HMS campus, and pharmaceutical company sponsorship of any student events is prohibited. Medical and dental students may not accept any gifts from pharmaceutical companies, and pharmaceutical companies may not provide meals or refreshments for any student function.

# SUPPLEMENTS

- **Summary of Massachusetts Laws Relating to Alcohol**
- **Summary of Massachusetts Laws Relating to Controlled Substances**
- ***When Drinking is a Problem***
- **Massachusetts Anti-Hazing Statute and Reporting Regulations**
- **Harvard University Policy on Working with Minors**
- **HSDM Policy on Children in the Workplace**

## **PART I: SUMMARY OF LAWS RELATING TO ALCOHOL**

### **MASSACHUSETTS LAWS**

#### **General Restrictions; Sale of Alcoholic Beverages**

Massachusetts law defines “alcoholic beverages” as “any liquid intended for human consumption as a beverage and containing one half of one per cent or more of alcohol by volume at sixty degrees Fahrenheit.” One may not manufacture with intent to sell, sell or expose or keep for sale, store, transport, import, or export alcohol or alcoholic beverages without the appropriate license from the local licensing authority or Alcoholic Beverages Control Commission. There are several very limited exceptions to these general requirements. For example, a person over 21 may transport, for his or her personal use, up to 20 gallons of malt beverages, three gallons of any other alcoholic beverage, or one gallon of alcohol, without a permit. Knowingly transporting alcoholic beverages without the required license can result in a fine not to exceed \$2,500 and/or imprisonment not to exceed six months. Persons engaging in the sale of alcohol are also subject to state tax.

Those who hold licenses to sell alcoholic beverages at retail may do so only at the specific physical location that has been licensed, and only during the hours permitted by statute or by the license itself. Retail licensees are further subject to certain regulations of the Alcoholic Beverages Control Commission, commonly known as “Happy Hour” regulations. These prohibit, among other things: free drinks; the delivery of more than two drinks to one person at one time; the sale, offer to sell, or delivery of drinks at a price less than the price regularly charged for such drinks during the same calendar week; the sale, offer to sell, or delivery of an unlimited number of drinks during any set period of time for a fixed price; the sale, offer to sell, or delivery of drinks to any person or group on any one day at prices less than those charged to the general public on that day; the sale, offer to sell, or delivery of malt beverages or mixed drinks by the pitcher except to two or more persons; the increase in the volume of alcohol contained in a drink without increasing proportionately the price regularly charged for such drink; or, the holding or encouraging of any game or contest which involves drinking or the award of drinks as prizes. One is prohibited from selling or delivering alcohol to an already intoxicated person on licensed premises.

A licensee who violates these requirements may, in addition to potential fines and imprisonment that may be imposed, have its license suspended or revoked, and, if the licensee’s operation of its premises is judged to be a nuisance, may also be enjoined from continuing such operation. A licensee may not hire anyone under the age of 18 to handle or sell alcoholic beverages.

#### **Sale, Delivery, or Furnishing to Persons under 21; Misrepresentation of Age**

It is against the law in Massachusetts for someone under the age of 21 to possess alcohol or to transport or carry it (unless accompanied by a parent or legal guardian or who carry alcohol as part of a job). Persons violating this law are subject to fines and to arrest without a warrant. Violators will have their driver’s licenses suspended for 90 days. All persons, whether or not licensees, are prohibited under Massachusetts law from selling or delivering any alcoholic beverages or alcohol to any person under 21, and from delivering or procuring to be delivered, on

Last revised: June 15, 2011

licensed premises, alcoholic beverages or alcohol to or for the use of a person whom one knows or has reason to believe to be under 21 years of age. The penalty for violating these laws is a fine of not more than \$2,000, imprisonment for not more than one year, or both.

It is also against the law in Massachusetts for persons under 21 years of age to purchase or attempt to purchase alcoholic beverages, or to make arrangements to purchase or procure such beverages. The law prohibits willfully misrepresenting one's age or altering, defacing, or otherwise falsifying identification offered as proof of age, with the intent of purchasing alcoholic beverages. Knowingly making a false statement as to one's own age or to the age of another to procure sale or delivery of alcohol beverages to the underage person, or inducing a person under 21 years of age to make a false statement about his or her age in order to procure a sale or delivery of alcohol to such underage person, also violates the law. These violations are punishable by a fine of \$300. The court will report any convictions to the registrar of motor vehicles, which will suspend the license or right to operate a motor vehicle for 180 days.

Any person who transfers, alters, or defaces a liquor identification card or driver's license, or who makes, uses, carries, sells, or distributes a false identification card or license, or uses the identification card or motor vehicle license of another, or furnishes false information in obtaining such card or license, is guilty of a misdemeanor, punishable by a fine of not more than \$200 or imprisonment for not more than three months.

#### Driving While Under the Influence of Alcohol; Conducting Other Activities While Under the Influence of Alcohol

Anyone, including drivers and passengers, possessing an open container of an alcoholic beverage in the passenger area of any motor vehicle is subject to a fine of not less than \$100 nor more than \$500.

A conviction for driving while under the influence of alcohol may result in fines, imprisonment, mandatory alcohol education or rehabilitation, and revocation of one's license to operate. These penalties grow increasingly severe with each successive conviction. A first conviction may result in a fine of up to \$5,000 and/or imprisonment of up to two and one-half years. Under certain circumstances, a first offender may be placed on probation and assigned to an alcohol rehabilitation program in lieu of such penalties. If a first offender is placed on probation and participates in an alcohol education program, his or her license to operate shall be suspended for no less than 45 days and no more than 90 days, unless such person was under the age of 21 when the offense was committed, in which case his or her license is suspended for 210 days. If a person does not qualify for probation, his or her license is revoked for one year. A second offense carries a fine of not less than \$600 nor more than \$10,000, imprisonment up to two and one-half years with a mandatory 30 days minimum service, and license revocation for two years. A third offense carries a fine of not less than \$1,000 nor more than \$15,000 and imprisonment up to five years with a mandatory 150 days minimum service. A third offense also results in an eight year license revocation. Additional offenses are punishable by even more stringent sanctions. Penalties are increased if, while driving under the influence of alcohol, one operates a motor vehicle negligently or recklessly, resulting in serious bodily injury or death to another person.

Massachusetts law also provides for the suspension and revocation of license if one's

license is suspended in another state or country for driving while under the influence.

Massachusetts law also prohibits conducting a number of other activities under the influence of alcohol, including hunting, and operation of aircraft, motorboats, snow vehicles, or recreational vehicles. These activities are punishable by fines and/or imprisonment. Possession of alcohol on the grounds of a public school is also punishable by fines and/or imprisonment.

#### Miscellaneous Laws

Massachusetts laws also prohibit improper labeling of patient food or medicines containing alcohol, hawking or peddling of alcohol, the sale for consumption of methyl (wood) alcohol, or the providing of alcohol to prisoners, inmates of public institutions, or those committed for treatment of alcohol dependency.

#### LOCAL ORDINANCES

The city ordinances of both Boston and Cambridge prohibit public consumption of alcohol and impose fines for violations of these ordinances. The regulations of Metropolitan District Commission, which has jurisdiction over land along the Charles River, also prohibit public consumption of alcohol. Massachusetts law further provides that one violating ordinances regarding public consumption of alcohol is subject to arrest without a warrant.

#### FEDERAL LAWS

There are federal laws and regulations which govern alcohol-related advertising, taxes, antitrust and unfair competition, importing and exporting, packaging and labeling, and shipping and mailing. Violations of these laws and regulations may result in fines, imprisonment, and loss of licenses or other rights.



## **PART 2: SUMMARY OF LAWS RELATING TO CONTROLLED SUBSTANCES**

### Classification of Drugs

Both Massachusetts and federal statutes classify drugs according to their relative potential for abuse. Criminal penalties for offenses vary according to the classification of drugs (termed “controlled substances”). The Massachusetts statute groups controlled substances into Classes A through E for purposes of specifying criminal penalties; the federal statute groups them into Schedules I through V.

Listed below are Massachusetts and federal classifications of the more widely known controlled substances (this is not meant to be an exhaustive list). Generally, narcotic (addictive) and other drugs subject to a high potential for abuse are listed in class A or B and Schedule I or II. It will be noted that the Massachusetts Controlled Substances Act places marijuana and hallucinogenic substances in lower classifications than does the federal statute for purposes of criminal sanctions.

Heroin	Class A; Schedule I
Morphine	Class A; Schedule II
Lysergic acid diethylamide (LSD)	Class B; Schedule I
Opium poppy, cocaine, codeine, Methadone	Class B; Schedule II
Amphetamine and methamphetamine* (speed)	Class B; Schedule II
Phencyclidine (PCP, “angel dust”)	Class B; Schedule II
Hallucinogenic substances, including dimethoxyamphetamine, peyote, psilocybin (Mexican mushroom), tetrahydrocannabinols (THC, the active ingredient in marijuana)	Class C; Schedule I
Diazepam (valium), chlordiazepoxide (librium)	Class C; Schedule IV
Marijuana	Class D; Schedule I
Barbital, phenobarbital	Class D; Schedule IV
Compounds containing small percentages of codeine, morphine or opium	Class E; Schedule V

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\* Any injectable liquid containing any quantity of methamphetamine is a Schedule II substance.

## Criminal Penalties for Manufacture, Distribution or Possession

Every person who proposes to “manufacture [or] distribute” any controlled substance is required to register with the United States Attorney General and the Massachusetts Commissioner of Public Health. “Manufacture” includes production, preparation, propagation, compounding, conversion or processing of a controlled substance. “Production,” in turn, includes manufacture, planting, cultivation, growing, or harvesting. “Distribute” means “deliver,” i.e., the actual or attempted transfer of a controlled substance. Researchers in controlled substances are also subject to registration requirements. Possession of controlled substances is illegal unless pursuant to a valid prescription or authorized by appropriate registration.

Penalties for manufacture or distribution are greater than those for simple possession. Under the federal statute, however, distribution of a “small amount” of marijuana for “no remuneration” is subject to the lesser penalties provided for simple possession. Both the Massachusetts and federal statutes provide that illegal possession with intent to manufacture or distribute is subject to the same penalties as illegal manufacture or distribution. Generally speaking, illegal possession of relatively large quantities of any controlled substance will be considered possession with intent to distribute.

Under both federal and Massachusetts law, second and subsequent convictions for illegal manufacture, distribution or possession may result in penalties much greater than those for the first conviction.

## Marijuana and Tetrahydrocannabinol (THC) Possession

Under Massachusetts law, possession of one ounce or less of marijuana is a civil offense and carries no criminal sanctions. Offenders over the age of 18 are subject to a \$100 fine and forfeiture of marijuana. Offenders under the age of 18 are subject to a \$100 fine, forfeiture of marijuana, and are required to complete a statutorily defined drug awareness program. For marijuana and THC, possession includes traditional possession *and* having metabolized marijuana or THC in any tissue or fluid of the human body (e.g., urine, blood, saliva, sweat etc.). Under federal law, possession of marijuana remains a criminal offense.

Although possession of one ounce or less of marijuana is decriminalized, distribution of one ounce or less of marijuana is still subject to criminal penalties. Generally, intent to distribute requires illegal possession of more than one ounce of marijuana, but packaging or other paraphernalia found in conjunction with an ounce or less of marijuana may leave individuals subject to criminal penalties.

## Additional Criminal Penalties Under Massachusetts Law

In Massachusetts, offenses subject to severe punishments include: second or subsequent convictions for manufacture or distribution of Class A, Class B or Class C drugs; illegal manufacture, distribution, or possession of, with intent to manufacture or distribute, phencyclidine (PCP), cocaine, or methamphetamine; “trafficking” in marijuana, cocaine, heroin, morphine or opium (defined as manufacture, distribution, cultivation, possession with intent to manufacture or distribute, or importation into the state of more than 50 pounds of marijuana or 14 grams of cocaine or heroin); distribution or possession with intent to distribute Class A, Class B, or Class C drugs to persons under 18 years of age; and second or subsequent offenses of driving under the influence of alcohol or drugs.

The Massachusetts Controlled Substances Act also provides penalties for being present at a place where it is known heroin is illegally being kept and for being “in the company of” a person whom it is known



illegally possesses heroin. The phrase “in the company of” has been construed by the Supreme Judicial Court to mean “something that smacks of fellowship.” It also must be proven that the defendant knew heroin was present or that his/her companion possessed the drug. For both crimes, the Commonwealth may establish a “prima facie” case, i.e., demonstrate that it is very probable the defendant knew heroin was there, in which event the defendant must establish that he/she did not know of the presence of the drug. As a consequence of this statute, anyone in the presence of heroin at a private party or in a dormitory suite runs the risk of a drug conviction.

Theft of controlled substances is also subject to additional penalties under the Massachusetts statute.

The sale of or possession with intent to sell “drug paraphernalia” is illegal. The definition of “drug paraphernalia” includes all equipment, products, devices and materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packing, repacking, storing, containing, concealing, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of Massachusetts law.

Finally, operation of a motor vehicle under the influence of any drug or intoxicating substance, including liquor, can lead to imprisonment and revocation of one’s license.

#### Additional Criminal Penalties Under Federal Law

Under federal law, offenses subject to severe punishments include: manufacture, distribution, or possession with intent to manufacture or distribute large amounts of certain Schedule I or II drugs, including heroin, cocaine, crack, PCP and LSD (with mandatory life imprisonment for a third conviction); participation in a continuing criminal enterprise; and second or subsequent convictions for importing or exporting large quantities of certain Schedule I and II drugs.

Under the federal Comprehensive Drug Abuse Prevention and Control Act, more commonly known as the Controlled Substances Act, the distribution of *any* controlled substance by a person at least 18 years old to a minor (a person under 21 years of age) is punishable by twice the penalty (for a first offense) or three times the penalty (for a second offense) otherwise provided, and includes a mandatory minimum one year prison term (except for a first offense involving less than 5 grams of marijuana) and mandatory life imprisonment without release for a third conviction. These increased penalties also apply to distribution of any controlled substance in or within 1000 feet of a school, college, playground, or public housing facility, and within 100 feet of a youth center, public swimming pool, or video arcade. This means that drug offenses occurring on or near the campus or involving students may be subject to much greater penalties than would otherwise apply.

Illegal importation or exportation of controlled substances and the use of a communication facility (including mail and telephones) in committing any felony under the Controlled Substances Act are also subject to additional penalties.

The Controlled Substances Act provides special penalties for the crime of being engaged in a “continuing criminal enterprise” to violate the Act. A person is engaged in a “continuing criminal enterprise” if (1) he/she commits a felony under the Act, (2) that felony is undertaken in concert with 5 or more other persons with respect to whom the violator occupies a position of “management,” and (3) the violator obtains substantial income or resources from it. The penalties for committing this crime are very severe.

Federal law provides for greatly heightened prison sentences for manufacture and distribution of Schedule I or II drugs if death or serious bodily injury results from the use of the substance. In addition, as a result of the Anti-Drug Abuse Act of 1988, a person who intentionally kills someone or intentionally causes a killing in the course of manufacturing, distributing, importing or exporting large amounts of certain Schedule I or II drugs or in the course of a continuing criminal enterprise may be sentenced to death. Any person who intentionally kills or causes the intentional killing of a law enforcement official while committing or attempting to avoid apprehension, prosecution, or service of a prison sentence for a federal drug felony also may be sentenced to death.

As well as increasing many of the existing penalties for possession, manufacture, and distribution of controlled substances, the Anti-Drug Abuse Act of 1988 introduced new measures to punish drug offenders. At the discretion of the court, an individual who is convicted of any federal or state offense involving the possession of a controlled substance as defined for purposes of the Controlled Substances Act can be declared ineligible for any or all federal benefits for up to one year from the time of conviction. In the case of a second drug possession conviction, the court may declare the individual ineligible for any or all federal benefits for up to five years. An individual convicted of any federal or state offense consisting of the distribution of controlled substances (“trafficking”) can be declared ineligible for federal benefits for up to five years for a first conviction; up to ten years for a second conviction; and permanently for a third or subsequent conviction. Federal benefits include grants, contracts, loans, professional licenses or commercial licenses provided by an agency of the United States.

# When Drinking is a Problem

*by Maura Valle, UHS Health Educator specializing in Alcohol and Substance Abuse*

In recent months a great deal of media attention has focused on the topic of alcoholism. Many prominent personalities and celebrities have openly acknowledged their problems with alcohol, leading to a larger public discussion of drinking norms and behaviors in America today. News stories raising many questions about alcohol use and abuse, all reflecting varying degrees of accuracy and/or confusion about the subject, have proliferated.

## Basic Facts

Alcoholism is one of the most serious public health problems in the U.S. today. Unfortunately it is one which continues to be misunderstood and misdiagnosed, frequently shrouded in stigma, myth or stereotype.

Some basic facts about alcoholism:

- It is a chronic, progressive and potentially fatal disease. It is not an indication of weak character, lack of willpower, or absence of morals.
- Approximately seven percent of Americans are alcoholic (roughly one in ten drinkers), coming from every socio-economic stratum in our culture.
- It is estimated that one in six American families is affected by the disease - having an alcoholic parent, child or sibling. Children of alcoholics have a four to six times greater risk for developing alcoholism themselves.
- The average alcoholic, according to the National Institute on Alcohol Abuse and Alcoholism, is a man or woman in the mid-thirties with a job, home and family. Less than five percent of alcoholics are found on Skid Row while ninety-five percent are functioning members of society.
- Alcoholism is fully treatable, and there are a number of excellent treatment options available today. Without treatment, the disease is potentially fatal and causes severe consequences for the alcoholic, as well as family members and caring concerned others.

## Recognizing a Problem

How do you know if you or someone you care about is alcoholic? It's important not to get sidetracked by the fear, stigma and inevitable denial surrounding the term "alcoholic." A person may be in the early, middle or even late stages of alcoholism at any age, and perhaps you would rather describe her or him as a "problem drinker." The semantics are not as important as identifying a problem and getting some help.

A good way to begin assessing potential alcoholism is to ask if alcohol use is causing problems in any of the following life areas:

- relationships: family and social life
- work (or school): including impact on income or financial status
- legal problems: e.g. arrest for drunk driving
- health: there are a wide range of potential serious health problems resulting from alcohol abuse, including injuries, gastrointestinal problems, and the long term development of cirrhosis of the liver.

Usually problems will begin in the relationship or work life first, but can emerge in any one or all of the above areas very rapidly and with devastating effect. In some cases problems may develop quite slowly over a period of years.

Another questionnaire developed to aid in assessing alcohol problems is a profoundly simple one, known as the CAGE questionnaire:

- Have you ever felt the need to cut down on your drinking?
- Have you ever felt annoyed by criticisms of your drinking?
- Have you ever had guilty feelings about drinking?
- Have you ever taken a morning eye-opener?

A yes response to any two of the above questions can be indicative of a serious drinking problem.

Another particularly dangerous warning sign is blackouts. These are loss of memory, while still conscious and functioning, but drunk. The drinker will not know he or she is in a blackout until afterward, when the person will be unable to remember an entire ..... A blackout can last for hours or days.

### **What to do?**

If you are concerned about your own responses to the above questions or are worried about someone else, it's very important not to deny or rationalize your concerns. You will most likely want to do this. Alcoholism is known as a disease of denial, where frequently (but not always) the alcoholic is the last one to admit it. Do not dismiss or downplay your concerns.

Among family members or friends, this is called enabling — 'a potentially deadly course of action. Enabling really serves to help the person continue dangerous drinking patterns, with all of you ignoring the warning signs. Confronting the drinker in a caring manner about your concerns is the best way not to be an enabler. This is seldom easy to do and you may want to get professional advice first. So, when drinking becomes an issue for you or for a family member, it's important to seek out sources of help and support as soon as possible.

### **Getting Help**

If you are wondering about your own drinking patterns, and concerned that you might have a problem or you're just not sure -there are a wide range of resources in the Harvard community to help you assess your situation and decide what you want to do about it.

If you have further questions or want more information you can call Maura Valle.-UHS Health Educator, at 498 9629 for a confidential discussion or appointment. The Faculty and Staff Assistance Program at 498 HELP is also available to provide resources and referral on a strictly confidential basis.

There are Alcoholics Anonymous meetings in at least three Cambridge locations (including some on campus) every day of the week. You can call the Health Education Office for a listing of these. Also, the Greater Boston and surrounding Eastern Massachusetts area has over one hundred different meetings daily.

You do not have to be an alcoholic to attend an "open" AA meeting. Many of the meetings are just this - meaning open to the public. Attending a few AA meetings will give you a wealth of information about alcoholism. It's a good idea to go to more than one meeting for a broader perspective. This will also help you to assess your own status.

You can call the AA Central Services in Boston at 617-420-9444 from 9am to 9pm daily. They will tell you about AA meetings near your home or work, and which ones are open to all or are "closed, for alcoholics only". AA has a tremendous success rate at helping alcoholics'. Well over one million members are in recovery today in the U.S.

Another important option for evaluation and referral is your doctor. The medical staff at UHS or your own primary care provider or HMO will make confidential assessment and recommendations for treatment. You will be referred to the appropriate treatment program if necessary.

You may want to see a mental health professional. Depending on your insurance, you can directly make an appointment at the UHS Mental Health Services, or arrange for a referral through your physician or HMO.

Alcoholism is known as a family disease, deeply affecting everyone involved. Family members and others close to an alcoholic need a tremendous amount of support. All of the above resources are available to people concerned about a problem drinker. Maura Valle, Health Educator, 498-9824, can offer suggestions to help you begin to build a support network.

Al-anon meetings are for people whose lives have been affected by close contact with a problem drinker. There are meetings on the Harvard campus as well as all over the greater Boston area daily. Call 843-B300 for specific details.

Alcoholism is a devastating and painful disease. Left untreated it grows progressively worse over time. Admitting that you are alcoholic or that a family member has the disease may be one of the hardest things you ever do. But with treatment and in recovery alcoholics and their families can go on to lead exceptionally rich, satisfying and perfectly normal lives.



## MASSACHUSETTS ANTI-HAZING STATUTE

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization. The relevant statutes are provided below. The law applies to all student groups, whether or not officially recognized, and to practices conducted both on- and off-campus. *Each student organization must file with the Office of Dental Education “an attested acknowledgment that such organization understands and agrees to comply with these provisions” that has been signed by the head of the student organization.*

The term “hazing,” under Massachusetts law, means: “any conduct or method of initiation... which willfully or recklessly endangers the physical or mental health of any student or other person.” The definition specifically includes “whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.” [Massachusetts General Laws, c. 269 § 17] Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. The failure to report hazing also is illegal, under Massachusetts law.

Hazing is a crime punishable by fine and/or imprisonment. The Dental School will consider all reports of hazing, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. If you have any questions about the hazing law or have concerns about an incident you have witnessed, please contact the Office of Dental Education at Harvard School of Dental Medicine.

### Massachusetts Hazing Statute

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

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

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

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

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

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Massachusetts General Laws, c. 269 § 17, 18 and 19.



# Policy for the Safety & Protection of Minors

## Policy Statement

Harvard University is committed to providing a safe environment for everyone on its campuses and in its programs. This includes the thousands of minors who participate in programs and activities both on and off campus. Members of the Harvard community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for minors.

Any student or student group who plans to set up programming at HSDM involving interaction with minors must contact Carrie Sylven, Director of Student Affairs to learn more about the necessary procedures.

Additional information regarding the reason for policy, entities/individuals covered by this policy, key definitions and procedures, please visit this website:

<http://youthprotection.harvard.edu/policy>

For guidelines for interacting with minors, please visit this website:

[http://youthprotection.harvard.edu/files/minors/files/guidelines\\_for\\_interacting\\_with\\_minors\\_final\\_020915.pdf](http://youthprotection.harvard.edu/files/minors/files/guidelines_for_interacting_with_minors_final_020915.pdf)

To report abuse and inappropriate activity involving minors, please visit this website:

[http://youthprotection.harvard.edu/files/minors/files/reporting\\_abuse\\_and\\_inappropriate\\_activity\\_involving\\_minors\\_final\\_020915.pdf](http://youthprotection.harvard.edu/files/minors/files/reporting_abuse_and_inappropriate_activity_involving_minors_final_020915.pdf)



# Harvard School of Dental Medicine Policy on Children in the Workplace

## Revision History:

Effective Date	Section	Details of Change
11/1/14	All	Initial Release
6/16/15	All	Reviewed and Updated

This policy applies to those circumstances involving children that come into the workplace outside of a formal arrangement, such as work, an internship or an educational program. With formal arrangements, please refer to the [University policy on minors at Harvard](#). For informal arrangements that arise, please follow the policy below.

### 1. Introduction

Children should not be on the premises at the Harvard School of Dental Medicine (HSDM) during working hours, after hours or on weekends with the exception of special circumstances, noted below. This policy is established to avoid disruptions in workplace, promote a safe and secure working environment, and help maintain a professional environment at HSDM.

### 2. Scope

This policy applies to the entire HSDM Workforce -- all HSDM faculty, staff and students. Non-compliance with this policy may be addressed through administrative/academic policies applicable to an individual.

### 3. Policy

For the safety and welfare of all concerned, children under the age of 18 are not to accompany HSDM workforce member to the workplace with the exception of special circumstances, as noted below. Children are expressly prohibited from entering areas that contain hazardous materials or equipment (i.e. the clinic or laboratories).

#### 3.1 Emergencies

Understandably, emergencies do arise, where a child may be too ill to attend school or day care, or your child's school may be closed due to inclement weather or a scheduled holiday. In such circumstances, the workforce member is asked to make other day care arrangements for their child, or use appropriate paid time off, if applicable and available, or request a temporary flexible / remote work arrangement through a supervisor.

#### 3.2 HSDM Sponsored Events

Children's visits are allowed, and strongly encouraged, during HSDM sponsored events where supervised childcare is provided (e.g., "Take Your Child to Work Day"). Notices of such events will expressly indicate children are welcomed. Such programs may also fall under the University policy on minors at Harvard.

#### 3.3 Visits

Children of workforce members may be allowed in the workplace for brief visits, generally no longer than one hour, provided: (1) the workforce member has the prior approval of the department head (the department head has the authority to approve or deny a request for a visit); (2) the child remains under parental supervision, within sight and sound of the parent, at all times; (3) the child's presence does not disrupt the work or school environment; and (4) the child is not ill.

#### **4. Additional Resources**

Workforce members are encouraged to seek out additional resources offered to the Harvard Community and can also find resources on HARVie at:

[http://harvie.harvard.edu/Work\\_Life\\_Balance/Caring\\_for\\_Children](http://harvie.harvard.edu/Work_Life_Balance/Caring_for_Children)

or please call the Harvard Longwood Campus Office of Work and Family at 617-432-1048.

#### **5. Who to Contact**

If you have any questions about this policy or about bringing your child to the workplace, faculty and staff should contact their supervisor or the Office of Human Resources, while students should contact the Office of Dental Education.