

*Columbia University
College of Dental Medicine
2011-2012 Academic Year*

*Postdoctoral Academic
Policies & Procedures*



TABLE OF CONTENTS

CODE OF CONDUCT	1
Article I: Ethical Conduct	1
Article II: Violations of the Code of Conduct	1
Article III: Procedure	2
Article IV: Distribution and Pledge	4
OFFICIAL NAME, ADDRESS, AND TELEPHONE NUMBER	
GUIDELINES FOR ACADEMIC EVALUATION, PROGRESS, AND REMEDIATION.	
Academic Progress	
Evaluation and Grading System	
Absolute and Curved Grades	
Class Rank and GPA	
Academic Status	
Appeals	
Academic Remediation Policies	
Summary of Sequence of Due Process Implementation	
Professional Behavior and Ethics	
PROFESSIONAL CONDUCT	
Policy on Suitability for Dentistry	
Protocol for Addressing Unprofessional Conduct	
THE ROLE OF THE STUDENT ADVOCATE 11	
POLICY GUIDELINES ON WITHDRAWAL AND STUDENT LEAVE OF ABSENCE	
Regular Attendance	
Notification of Absence	
Withdrawal	
Reasons for Leave of Absence and Withdrawal With Re-enrollment Privilege	
POLICY STATEMENT ON INFECTIOUS DISEASES	
Hepatitis B	
Tuberculosis	
PROFESSIONAL DRESS CODE FOR STUDENTS, FACULTY, AND STAFF 14	
CLINICAL CARE DRESS CODE 15	
UNIVERSITY POLICY ON ALCOHOL 16	

**CODE OF CONDUCT OF COLUMBIA UNIVERSITY
COLLEGE OF DENTAL MEDICINE
POSTDOCTORAL AND RESIDENTS PROGRAMS**

PREAMBLE

The purpose of this Code of Conduct is to emphasize to all members of the dental college Community the importance of maintaining the highest standards of ethical conduct. The philosophy of the College of Dental Medicine is that the development and maintenance of the highest ethical standards is an integral part of the CDM education of every student and is necessary for entrance into the dental profession.

ARTICLE I - ETHICAL CONDUCT

The foundation of the Code of Conduct of the College of Dental Medicine is the belief that the ethical conduct of the dental college community at large is the responsibility of all of its individual members: students, faculty, and administration.

I. **ARTICLE II - VIOLATIONS OF THE CODE OF CONDUCT**

Members of the CDM community are expected to abide by the highest ethical standards and must demonstrate by their conduct that they are suited to the study and practice of dentistry. Specific violations of the CDM Code of Conduct shall include, but not be limited to:

- a) Obtaining, receiving, or using or attempting to obtain, receive, or use assistance during an examination or other formal exercise from any source which is not authorized by the faculty. This shall include, but not be limited to, the copying of answers from another student, communicating with another student in order to obtain such information, and using unauthorized notes or devices.

- B) Any student(s) who gives or attempts to give unauthorized assistance during an examination or other formal exercise, including but not limited to, allowing another student to copy from an examination.

- C) Plagiarism within the text of any written paper or presentation.

- D) Obtaining, receiving or using or attempting to obtain, receive or use any unauthorized knowledge of examination questions or other exercise.

- E) The presentation for grading of any work or projects which are not exclusively the work of the student(s) being graded.

- F) The willful or reckless misrepresentation or reporting of inaccurate data in any academic, clinical or research situation.

- G) The misappropriation by any student(s) of supplies/materials which are intended for the use of the class as a whole.
- H) Dealing with a patient(s) and/or a member(s) of the CDM community in a manner which is inappropriate, unprofessional, unethical, or otherwise not in accordance with the ADA Principles of Ethics and Code of Professional Conduct.
- I) The theft, willful damage, vandalism, or abuse of any possession(s) of a member of the CDM community or the property of the College, including clinical information system and CD computer/bandwidth resources.
- J) Any falsification or attempt to falsify grade forms, clinic forms, or patient records.
- K) Any interference or attempt to interfere with the performance of another student on an examination, formal exercise or in clinical practice.
 - 1. The unreported knowledge of any violations as listed above.
 - 2. The responsibilities of the faculty and administration regarding ethical conduct and violations are as follows:
 - a) All faculty and the administration must attempt to foster a professional atmosphere, to dissuade unethical conduct, and to deal with it appropriately if it does arise.
 - b) All students should receive fair and equal treatment.

ARTICLE III – PROCEDURE

At the College of Dental Medicine, alleged violations of ethical conduct are dealt with in accordance with the procedures described below:

- A) Per our "Code of Conduct," if a member of the CDM community witnesses a violation, it is recommended that he/she approach the violator first, if possible. If a satisfactory resolution is not obtained, the witness should approach the appropriate faculty member(s) or Course Director, who should then approach the alleged violator(s). If Satisfactory resolution of the issue does not occur, the matter will be

dealt with by the appropriate Division or Administrative Unit.

- B)** Alleged infractions of ethical standards shall be handled by the concerned Faculty member, Course Director, Department or Division Director, or Administrator as soon as possible after a complaint is received.
- C)** If the Department, Division, or Administrative Unit determines that a breach of ethical standards may have taken place, the matter will be referred to a member of the Ad Hoc Fact-Finding Panel, as below.
- D)** An Ad Hoc Fact-Finding Panel, consisting of selective Postdoctoral Committee Members, Assistant Dean for Postdoctoral Programs, Associate Dean for Academic Affairs and the relevant Program Director shall investigate the charge and recommend to the Postdoctoral Committee whether a full hearing is indicated. If a hearing is indicated, it must include a postdoctoral student to be selected by the Assistant Dean for Postdoctoral Education from among the postdoctoral students of another program other than that of the accused. The hearing will be chaired by the Assistant Dean for Postdoctoral Programs. If a member of the Fact-Finding Panel or of the Postdoctoral Committee is involved directly in the issue at hand, he or she must recuse him or herself from the process. The findings and recommendations of the Committee will be transmitted to the administration for disposition. The Committee may recommend that the Academic Dean take administrative action, which may include warning, probation, monitored status, supervision, dismissal, and/or other action(s) deemed appropriate.
- E)** A student may make in writing within 7 days a "due process" appeal of the decision reached, which appeal will be heard by the Dean or the Dean's designees.
- F)** Proof/evidence is necessary; therefore, the alleged violator(s) shall be "innocent until proven guilty."
- G)** All matters will be kept confidential to the involved parties and members of the Committee regardless of the outcome.

ARTICLE IV - DISTRIBUTION AND PLEDGE

- 1.** This Code of Conduct will be distributed to all members of the postdoctoral student body including residents, general faculty, and administration.
- 2.** As members of the CDM community, all students, faculty and administrators shall be bound by the principles contained herein.

OFFICIAL NAME, ADDRESS, AND TELEPHONE NUMBER

It is the responsibility of every postdoctoral student to keep the Divisional Office and the Registrar/Bursar's Office informed of the permanent address and telephone number to which official University source, e.g., Bursar and Registrar mail or telephone calls should be directed.

Official Registrar notifications will be copied to the address provided as the student's "permanent address" via the class rosters updated annually. Failure to notify the college and the Registrar of a change in address is not an excuse for mail receipt problems.

Every postdoctoral student must be sure the Registrar has the correct spelling of his/her name; that spelling will be used on his/her certificate or diploma!

Any student, who marries or enters into a domestic partnership agreement, must inform the Office of the Registrar, the Office of Student Financial Planning, and the Housing Office.

GUIDELINES FOR ACADEMIC EVALUATION, PROGRESS, AND REMEDIATION

I. ACADEMIC PROGRESS

- A) A student must pass every course in the curriculum in each year in order to advance to the next year or at the conclusion of study to receive the Certificate or degree.

Student academic progress is monitored at regular intervals by divisions or sections, and finally by the administration of the school. If it is determined during a course that a student's performance is unsatisfactory, and that the student is in danger of failing a course, the course director will so advise the Program Director and the student.

In order to help students improve their learning experiences, tutorial support may be offered at the discretion of a program and/or the administration, while courses are in progress.

- B) The Program Director communicates in writing to students who are experiencing academic problems. Students are categorized as "progressing satisfactorily," or on "monitored status" if one or more courses are presenting specific difficulties for a student. At the conclusion of each year, all course performance is reviewed by the

Program Director.

- A student with a satisfactory academic record in all areas will be *recommended to advance*.
- A student who has academic difficulty in a certain course may be required to *perform remediation* at the discretion of the Course Director in consultation with the Program Director.
- A student with serious academic deficiencies may be mandated to *repeat the entire year* or *to be dismissed from the program* in consideration of the total performance.

II EVALUATION AND GRADING SYSTEM

The College of Dental Medicine grading policy is Honor, Pass and Fail. Course directors submit the grade for each student at the conclusion of each course. These grades are submitted to the Program Director and to the appropriate Postdoctoral Committee chairperson. If a student has not completed all course work by the time final grades must be submitted, the student may receive a CP or INC, with the understanding that this designation be changed into a grade at the earliest opportunity. It is the course director's obligation to set a deadline for the completion of outstanding work and to inform the student that if the deadline is not met, the grade will be changed into F and the matter referred to the Program Director for further disposition.

To be awarded the M.S. degree or the certificate of training, a candidate must fulfill the following requirements to the satisfaction of the Postdoctoral Committee. The candidate must: (1) complete the prescribed courses, clinical requirements and rotations, and any required thesis; students wishing to be exempted from any of the prescribed courses may request a placement examination in the discipline involved, and the time made available by such exemptions will be planned and supervised by the Program Director for productive utilization; (2) pass prescribed written, oral, or practical examinations at the end of the period of residence; (3) attend special rotations or courses, when assigned, at hospitals or institutions affiliated with Columbia University but separate from the Medical Center; and (4) satisfy the Postdoctoral Committee that he or she has completed all the specified requirements, both clinical and academic, for the degree or the certificate of training. Any postdoctoral student receiving marginal grades in more than one subject in anyone academic year may be advanced or promoted only upon special action and recommendation of the Postdoctoral Committee.

III ABSOLUTE AND CURVED GRADES

Course directors have considerable freedom in setting their own grading policy

and to determine whether a student meets the requirements in the course. The grading policy in the course must be made known to the students at the beginning of the course and be applied fairly and without subsequent changes.

IV CLASS RANK AND GPA

Per a Columbia University Senate ruling from the late 1960's, class rank and GPA are not maintained. All "Dean's Letters" include a statement explaining that ruling.

V ACADEMIC STATUS

The College of Dental Medicine reserves the right to dismiss or require repeat of a year by any student whose overall performance is deemed insufficient by the Postdoctoral Committee. Thus, a student with poor performance in several courses, yet with no actual course failures, may be recommended to one of the above categories including dismissal. Students experiencing academic difficulty should, at their earliest opportunity, speak first with the Course Director regarding their performance and, secondly, with the Program Director regarding tutorial support, personal counseling opportunities, or other related matters.

Final grades for all courses are reviewed at the close of each academic year. If a student has failed an entire course, the Program Director consults with the course director regarding remediation options. Remediation may be by:

- 1) re-examination (undertaken only after completion of the academic year and the recommendation of the course director and the Program Director);
- 2) successful completion of a remedial program determined by the course director and the committee; or
- 3) successful completion of an acceptable extramural equivalent course at an institution approved by the Course Director and the Program Director.

If a student has failed more than one course, the Program Director considers the student's total academic performance for the year, decides whether re-examination is reasonable and will be permitted, whether extramural courses will be acceptable, or whether the year will be considered to have been failed. At the discretion of the Program Director in consultation with the Postdoctoral Committee, in any year of the curriculum students may be requested to repeat the year or a portion thereof, or may be dismissed for overall or general poor scholarship.

A student has the right to appeal decisions of the Program Director and is entitled to make a request for a hearing to appeal for modification of said decision. The request, in writing to the Postdoctoral Committee Chairperson, must follow the notification of the Postdoctoral Committee decision by no more than one week (7 days). The Dean for Postdoctoral Education will help the student select a faculty

advocate. A meeting of the committee will be arranged at which time the student and the student's advocate will appear to present the appeal. Students recommended by the committee to have matriculation terminated have an appeal scheduled automatically, unless they specifically in writing waive this right. Should a student believe that a lack of "due process" compromised the decision of the committee on the appeal, a further request may be made for an administrative or due process review by the CDM Dean. This request must be made in writing directly to the Dean and is directed only to due process; it is not intended for additional fact finding. The Dean has final discretion over all recommendations of the Postdoctoral Committee. A request for administrative review by the CDM Dean must follow notification of the Committee appeal decision by no more than one week (7 days) after receiving the first appeals decision.

VI *Appeals*

- A) The purpose of the Postdoctoral Committee appeal is to ensure that the opportunity clearly existed to consider all relevant or mitigating circumstances.
- B) Appeals are recommended for all students subject to dismissal, full or partial repeat of a year, or academic remedial recommendations. The appeal decision may uphold, modify, or reverse any previous decision. The Committee must consider every case in which a student requests an appeal.
- C). The student has the right to be heard and present relevant mitigating circumstances.
The student is entitled to a faculty advocate selected by the student, or when no preference is expressed by the student, one who is designated by the Dean for Postdoctoral Affairs.
- D) The student is entitled to be promptly informed in writing of decisions of the Committee. Appeals are to be held promptly after the Committee submits initial recommendations. A student has the right to appeal on a "due process" basis to the Dean of the CDM.
- E). Administrative "Due Process" Appeal
 - 1) The Dean may serve alone or may select three members of the administrative staff or others, as the Dean deems appropriate, as a Committee on Due Process and Appeal. The charge to the ad hoc committee is to review the adequacy of evidence presented and to determine the adequacy of due process, taking care to ensure that any evidence regarding mitigating circumstances **has been considered**. The request for the appeal must include the basis for the appeal.
 - 2) The review will be carried out using all available documents, records of the Committee, and if necessary, testimony by the Committee chairperson or other individuals as deemed appropriate by the chairperson of the Due Process Appeal Committee.

- 3). Upon completion of its investigation, the Committee on Due Process Appeal will render its decision promptly in writing to the Dean.

VII. ACADEMIC REMEDIATION POLICIES

Individual course component/requirement failure (i.e., one examination, paper, or exercise) remediation is at the discretion of the course director. Students who fail a single entire course may, "at the discretion of the Program Director and depending upon the entire academic record of the student," be given the opportunity to remediate that failure. The format for remediation is determined by the Course Director in consultation with the Postdoctoral Program Director. Resultant actions may include full or partial repeat of the year or dismissal recommendation by the Program Director.

Any course failure is open to one remediation attempt only. For instance, a student who is permitted to study independently and prepare for a re-examination and who then fails that re-examination is subject to dismissal from the institution.

Remediation of a course failure may take several forms depending on the course. The Course Director in consultation with the Program Director will determine the best protocol for remediation. For instance, a single re-examination may occur after a reasonable period of guided or independent study, or an equivalent course at another institution may be taken subject to approval of equivalency by the Program Director and the Course Director. In other instances additional projects or written activities may be part of the remediation.

VIII. SUMMARY OF SEQUENCE OF DUE PROCESS

- A) Program Director recommends student's status to the Assistant Dean for Postdoctoral Programs and Faculty. Student is notified in writing.
- B.) The student may appeal the recommendation of the Program Director with the support of a faculty advocate to the Postdoctoral Committee.
- C) The Committee hears the appeal and makes a final recommendation to the CDM Dean.
- D). The student has the right to request a Due Process Appeal to the Dean or the Dean's appointees.
- E). All decisions must be communicated to the student as soon as possible in writing. All appeals must be requested in writing within one week (7 days) of notification of decisions and must include an indication of the basis for the appeal.

IX IMPLEMENTATION

Academic discipline is carried out by the Dean of the College of Dental Medicine.

These guidelines will be used by the Dean in discharging this responsibility.

X *PROFESSIONAL CONDUCT*

The foundation for professional conduct expectations in the Postdoctoral Program of the College of Dental Medicine derives from these tenets:

I *POLICY ON SUITABILITY FOR DENTISTRY*

In order to be permitted to enter and continue postdoctoral studies at Columbia University

College of Dental Medicine, students must demonstrate good judgment, a sense of responsibility, sensitivity and compassion for individual needs, the ability to synthesize and apply knowledge, and the capability of becoming safe and effective practitioners. The College reserves the right to refuse the degree, or certificate to any person who in the judgment of the Faculty is not suitable for the practice of a specialty or dentistry.

The Faculty of the College believes that so far as possible we have the responsibility to try to protect patients, students, and employees and to protect the educational mission and research programs of the institution from any harm that may come to them because of any action or condition of a student, resident or employee. Potential hazards could arise from an individual being impaired and therefore lacking the ability to perform educational, or other professional duties. Such impairments may be derived from neurological disease or degeneration, emotional or psychological disorders, and/or substance abuse. Inappropriate behavior includes behavior regarded by patients as alarming, threatening, bizarre, hostile, or otherwise inconsistent with the responsibilities and duties of the individual and, finally, behavior that is disruptive to working groups, to patient care, or to the educational process.

The Faculty is aware that the public identification of an individual as a potential hazard to others or to the institution may seriously jeopardize the career of that individual and the individual's relationships to other people. The Faculty believes that serious effort must be taken to protect the rights of such an individual and to ensure that any findings, recommendations, or actions are firmly grounded in clear evidence.

Private acts, conditions, or behaviors of members of the college outside of the immediate institutional context, although not the responsibility of the college, are of legitimate concern to the CDM insofar as they may imply potential hazard if this individual continues in his/her role.

These tenets support professional conduct standards which students, residents faculty, and all staff in the College of Dental Medicine are expected to observe.

The CDM "Code of Conduct" further delineates these standards. For example, patient student/doctor confidence, trust, and confidentiality are clear expectations. Behavior unacceptable in the college and dental profession would therefore include:

- breaches of trust and confidentiality
- actions such as cheating or unauthorized use of materials in academic, preclinical, or clinical exercises or examinations
- misrepresentations, distortions, or serious omissions in data, research, reports, or other written material
- abuse, misrepresentation, or other seriously improper conduct in relation to patients or colleagues in clinical training settings
- repeated failures to meet assigned obligations in professional, clinical or research training programs
- other misconduct, misrepresentation, or failures in personal actions or in meeting obligations which, in turn, raise serious, unresolved doubts about the integrity of the student in meeting the overall obligations of a professional dental career.

II. PROTOCOL FOR ADDRESSING UNPROFESSIONAL CONDUCT

It is the obligation of a profession to "police" itself or risk abdication of that privilege to external agencies. The College of Dental Medicine Code of Conduct parallels the ADA Code of Conduct and governs these matters.

Instances wherein a student is suspected of behavior inappropriate to the dental profession first should be brought to the attention of that student by the observer. If this is not deemed possible or appropriate, then it should be brought to the clinical faculty present at the time, or proctor, course director, program director, or division director.

A fact-finding investigation shall ensue, and where evidence of misconduct is Determined. Subsequent to that process and any subsequent appeals, the Dean of the College has the duty of determining indicated actions to redress a violation of the Code of Conduct or expected professional behavior.

All postdoctoral students are expected to be completely familiar with the College of Dental Medicine "Code of Conduct" and the ADA "Code of Conduct" and are referred to the document "Dean's Discipline" for further information on due process.

THE ROLE OF THE STUDENT ADVOCATE

When a student has experienced significant academic difficulty or is accused of inappropriate ethical conduct, a very clear due process protocol, including an appeals opportunity is observed. (Please consult the College of Dental Medicine Academic Policies and Procedures Manual for details of protocols.) This document explains the role of a faculty advocate for a student who is the subject of such hearings.

The advocate must be a faculty member in good standing of the College of Dental Medicine. All faculty should be open to serving as an advocate; student advocacy is inherent in the institutional mission. All faculty should be ready to fulfill this need, if for no other reason than to avoid an undue burden on a select few who are amenable to this role. The primary purpose of the advocate is to serve as an advisor, planner, and support person for the student in preparation for, during, and immediately after the hearing process. The advocate can help the student better frame the constructs of an appeal, for instance, requesting a committee recommendation for dismissal from the institution be amended to a repeat of the year. The advocate assists the student in creating a logical basis and systematic presentation for the alternative sought. It should be remembered that this process is not one of confrontation. Attorneys are not permitted in this setting. Rather this is an attempt through reasonable due process to determine the best academic remedial course for the student or appropriate redress of unethical behavior. The appeals process allows for the introduction of mitigating circumstances or contingencies that could change the original opinion of the committee, or to redress an unintended oversight. In the case of ethical hearings, the appeal may be directed toward the level of recommended sanctions or to new pertinent information not available during the original, initial decision process.

During the actual hearing, presentation of information may be by the student, by the advocate, or by a combination of both per the student's wishes and the advocate's advice. It should always be borne in mind that the committee is attempting, within the boundaries of reality and logic, to determine what is best for the involved student, the profession, and the institution.

In preparation for the hearing, the student may wish to consult directly involved professors, but it is best for the advocate to not engage in influencing other faculty, particularly those on the hearing committees. The advocate's purpose is to be of support, help the student organize his/her appeal in a reasonable and logical fashion, and present that appeal during the hearing. Questions regarding the role of student advocate should be addressed to the Dean for Postdoctoral Affairs.

A final "cautioning" note: the advocate should feel free to confer with the Committee Chair regarding the "facts" of the case. The student's perception alone may not be completely objective or adequately detailed to ensure the best appeal preparation.

POLICY GUIDELINES ON WITHDRAWAL AND STUDENT LEAVES OF ABSENCE

This document sets forth policy guidelines for student "Leave of Absence" and "Withdrawal" from the College of Dental Medicine. These policies and administrative actions are designed to protect the interests of students and the college. Unusual problems, not anticipated by this document, undoubtedly will arise; they must be judged and handled according to the individual circumstances.

A) **Regular Attendance**

The College of Dental Medicine expects that all candidates for degrees and certificates will normally be in attendance during consecutive periods (semester, years, or months, depending on the year of the curriculum) until the completion of the requirements for the degree or program. Individual course directors may require attendance as part of the protocol for "passing" the course.

B) **Notification of Absence**

Students are obligated to notify in writing the appropriate faculty and the Program Director promptly of any illness or family emergency that necessitates any absence from college. For a period up to two weeks, a student may be absent without requesting a formal leave of absence, provided that appropriate faculty and the Program Director have been made aware of the reasons necessitating absence. If continued absence will occur, the student's status in respect to matriculation in the college must be clarified with the Registrar.

C) **Leave of Absence (1 month)**

A Leave of Absence may be granted for periods up to one month. A Leave of Absence may be granted by the Postdoctoral Dean in consultation with the Program Director. A student seeking a Leave of Absence must submit a written request. The Dean may deny a request for a leave of absence, if granting of the leave would be inconsistent with the policy guidelines set forth herein.

D) **Withdrawal**

A student may withdraw voluntarily from the College at any time. He/she must notify the Program Director and the Dean for Postdoctoral Affairs in writing and complete a formal "Withdrawal" form and indicate the reason(s) for the withdrawal. Readmission may be granted only by the Program Director in consultation with the Postdoctoral Committee. The Program Director in consultation with the Committee for Postdoctoral Affairs will determine the student's entry point in the curriculum. Readmission after formal withdrawal is available only at the beginning of the academic year and only for the year in which the student was enrolled.

Any absence of more than one month's duration requires a formal "Withdrawal" and completion of a withdrawal form. This process is without prejudice and allows re-enrollment at the start of the next academic year for the relevant class. Completion of this form does not prejudice against re-enrollment in the same curricular year in the subsequent fall term. Note: After six (6) months of absence, many financial aid loans require repayment, hence the need for formal withdrawal.

E) **Reasons for Leave of Absence and Withdrawal with Re-enrollment Privilege**

Unless the above occurs, the college has no official record of the time for which a student is absent and cannot interact on the student's behalf with course directors regarding academic requirements, make-up opportunities, etc.

Policy Statement on Infectious Diseases

Accidental exposure to infectious disease agents, in spite of all appropriate precautions, is a risk faced by the population at large and by all health care professionals in particular. Health care professionals must learn precautions regarding known communicable disease entities, potential "occupational exposure," and indications for using available immunizations.

I Hepatitis B

It is the policy of the College of Dental Medicine that all newly enrolled students must present to the Student Health Service, 60 Haven Avenue, Tower I, an original or verified copy document of a laboratory titer test result demonstrating immunity to the Hepatitis B virus. If a student has a negative titer, i.e., has not been immunized nor has had Hepatitis B or such documentation is *not* available, students must do one *of* the following:

- A) With a physician *of* your selection begin the immunization process with a Hepatitis B vaccine (e.g., Recombivax or other). Immunization requires 3 injections over several months, or
- B) Begin the process *of* immunization with the Student Health Service for the separate fee established by that service, or
- C) Please *note* that a "letter" from your physician is *not* acceptable as evidence *of* sufficient antibody levels; an actual copy *of* the laboratory report giving exact antibody levels *to* the hepatitis B Virus IS necessary.

II) Tuberculosis

Tuberculosis incidence has increased in recent years. It is recommended that health care students in high risk areas such as dentistry be tested for infection twice yearly (e.g., January and June). The Student Health Service offers this test as part of the covered services. If a student has reason *to* expect infection, e.g., known exposure with compromised barrier protection or the development *of* symptoms, more frequent testing is available by appointment at Student Health.

Any student coming *from* an area *of* endemic tuberculosis should have a PPD performed. If a positive reaction 10cm occurs and they received BCG vaccine more than six years before, six months *of* isoniazid therapy should be initiated.

Any student who is HIV positive should *not* provide care *to* tuberculosis patients and should have a 5 T U PPD performed. If a 2mm or greater reaction occurs, isoniazid therapy should be initiated for one year.

- III) By law, New York State requires all students *to* provide proof *of* immunity *to* Mumps, Measles, and Rubella (MMR). Immunity *to* MMR must be either

documented or immunization attained. Our Student Health Service will provide *you* with all necessary details.

- IV) In all such matters confidentiality and individual counseling through our Student Health Service are critical factors. For further information, please contact the Student Health Service at 795-4181.

Thank *you* for *your* attention *to* these essential health issues.

PROFESSIONAL DRESS CODE FOR STUDENTS, FACULTY, AND STAFF

Students, Faculty, and Staff are expected *to* present a professional appearance at all times.

1. Students, Faculty, and Staff are expected to be clean, well groomed and dressed in a manner appropriate to their responsibilities.
2. In positions where continuous contact with the public is required, the following types of clothing are NOT appropriate for the work place.

Jeans
Overalls
Sweat shirts or sweat pants
Shorts
Leggings
Halters
Tank Tops
Tee Shirts
Work-out clothes
Sandals or open-toe shoes.
(Sneakers are acceptable if clean & presentable)

3. Suggested acceptable attire:

Shirt, tie, and slacks for men
Slacks or Skirt with blouse for women
Scrubs, except operating room blue, are acceptable
but must be clean, pressed, and changed daily.

4. Students, Faculty, and Staff must maintain a professional appearance even though patients may not be scheduled in their area on a given day.
4. Students, Faculty, and Staff must maintain an optimum level of personal hygiene.

CLINICAL CARE DRESS CODE

All DHCW (Dental Health Care Worker) must adhere to the required clinical dress code.

1. All faculty/students/staff must wear disposable gowns when in the Clinic.

2. Blue operating room scrubs are not allowed outside the hospital operating room.
3. Disposable gowns should be changed daily or when they become visibly soiled. they can be disposed of in normal waste.
4. Masks and protective eyewear must be worn at all times when splatter, splash or aerosol producing procedures (or observations of procedures) are being done.
5. Gloves must be worn at all times when examining patients and providing care.
6. Head coverings are required in the event there is intrusion *of* hair into the operating field. Bonnets will be provided when needed.
7. Monitoring *of* activity will be done and failure to comply with the dress code as stated will result in:
 - A. First Offense: Warning Letter
 - B. Second Offense: Documented Remediation
 - C. Third Offense: Letter *of* Warning
 - D. Fourth Offense: Dean's Discipline

UNIVERSITY POLICY ON ALCOHOL

In order to comply with federal, state, and city laws, and to promote the health and well-being *of* its community, Columbia has enacted the following policy on alcohol use. All students, faculty, and staff are expected to comply with this policy.

Alcohol Statement of Policy

Columbia University is committed to creating and maintaining an environment that is free *of* alcohol abuse and that complies with New York State law and other applicable regulations governing alcoholic beverages while on the University's premises or while participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part *of* their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption *of* alcohol, and avoiding excessive or "binge" drinking, or any other abuse *of* alcohol which negatively affects one's academic work, social, athletic, or personal activities and health.
2. Persons planning events on campus should be mindful *of* the complexities introduced into planning an event with alcohol. Event management issues - the presentation *of*

entertainment, provision *of* refreshments, management *of* the participants or audience, security and other factors require serious attention for any event - and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws, and manage their events accordingly. Event organizers are expected to keep the safety and well-being *of* participants at the forefront *of* their planning and management *of* events. Staff members who advise students are expected to assist them in making responsible decisions about their events and to facilitate the enforcement *of* the University's alcohol policy.

3. Organizations may not plan events which promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal consumption of alcohol. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

Please refer to the complete document available in Student Affairs, University Policy on Alcohol, Drugs, and Smoking, which addresses the official University policy on all three issues.