

**University of Nevada Las Vegas  
School of Dental Medicine**

**Course Syllabus**

**DEN 9251 – Doctor of Dental Surgery Year 1 Summer Mega Course**

Credit Hours: 22 hours      Contact Hours: 344 hours.

**1. GENERAL INFORMATION**

Course Directors: Drs. Wenlian Zhou, Wendy Woodall, Rick Thiriot & Stanley Nelson.

Course Directors Email:	Office location	Phone number
<a href="mailto:wenlian.zhou@unlv.edu">wenlian.zhou@unlv.edu</a> ;	SLC-D 240	702-774-2640
<a href="mailto:wendy.woodall@unlv.edu">wendy.woodall@unlv.edu</a> ;	SLC-A 204H	702-774-2722
<a href="mailto:rick.thiriot@unlv.edu">rick.thiriot@unlv.edu</a>	SLC-A 204G	702-774-2655
<a href="mailto:stanley.nelson@unlv.edu">stanley.nelson@unlv.edu</a>	SLC-A 204D	702-774-2659

Department: Clinical Sciences

Designation: Clinical

Type: Required for all DDS students

Day and Time: Varies week by week. See semester course schedule (attached) for detail.

Location(s): Lectures will be in various small study group areas throughout Building A, B or D at SLC as posted by the specific schedule attached.

**2. COURSE DESCRIPTION**

An intensive course with multiple sub-disciplines, designed to bridge the educational information gap between internationally trained dental graduates and the United States dental education requirements. Successful completion of this course is required and will enable DDS students to merge into UNLV School of Dental Medicine DS3 school year fall semester.

**Prerequisites:** Acceptance into the UNVL SDM DDS program.

**3. LEARNING RESOURCES**

Required texts:

- All textbooks available in Vital Sources

Other:

- PowerPoint Presentations/Lectures
- Guideline manuals for ADLEX, CDCA and WREB examinations (<http://www.nvdentalboard.nv.gov/>; [www.cdcaexams.org](http://www.cdcaexams.org); [www.wreb.org](http://www.wreb.org))
- WebCT, SharePoint
- Reading assignments: as assigned

**4. ADDITIONAL PARTICIPATING FACULTY**

Faculty and Presenters (inside or outside of SDM) as invited.

SPECIAL NOTE: During competency assessment, all clinical faculty may be used.

**5. COURSE OBJECTIVES AND GOALS**

**Objectives:** This course is designed to review the current dental procedures, as well as legal and regulatory issues that impact the contemporary practice of dentistry in the United States. Topics will include but not limited to diagnosis/treatment planning, periodontal therapy, restorative therapy, endodontic therapy, prosthodontic therapy, oral and maxillofacial surgery, geriatrics, evidence based dentistry, nutrition, screening, pediatrics, orthodontics, ethical live patient care, behavioral sciences and computerized patient management systems. This is a targeted review of all areas of general dentistry essential to the practice of dentistry in the United States, and meant to assure DDS students function at or beyond the minimal entry level of UNLV SDM DS3 students.

**Goals:** At the conclusion of this course, the DDS dental participant will be able to:

**Biomedical Sciences Sub-disciplines:**

*Clinical Nutrition:*

- 1) Evaluate the nutritional status of a dental patient; judge the role of nutrition in the etiology and progression of oral disease.
- 2) Demonstrate a practical approach to patient nutrition education aimed at preventing/treating oral diseases, and the nutritional considerations in managing medically-compromised patients.

*Evidenced Based Dentistry:*

- 1) Develop problem solving skills for use with the library, Internet, and key reference works.
- 2) Critique of evidence-based literature to evaluate primary scientific literature in behavioral, biomedical, and clinical research with emphasis on critical thinking, persuasion and evaluation of data.

**Clinical Sciences Sub-disciplines:**

*DDS Stream course assessment*

- 1) Follow OSHA guidelines in universal precaution if infection control
- 2) Be competent in taking diagnostic cast, full mouth series x-rays with radiographic interpretation, perform prophylaxis and/or periodontal maintenance, local anesthesia for dental procedures, and class I direct restoration procedures; meet with the UNLV sophomore year dental students ( DS2) clinical skills level.

*Clinical Photography*

- 1) Take diagnostic extra –oral and intra-oral photos for patients in records
- 2) Upload patient’s clinical photos records in Mipacs system

*Community Outreach: Pediatric Education and Geriatric Dentistry*

- 1) Devise and implement a pediatric health promotion and disease prevention program.
- 2) Explain important concepts of dental care in the elderly.
- 3) Use health promotion principles to make informed decisions for comprehensive patient care.

*Contemporary Issues in Behavioral Science*

- 1) Demonstrate enhanced skills to patients in tobacco cessation; communication; record-keeping and risk management; motivating healthy patient behaviors.
- 2) Demonstrate practical approaches for managing a pediatric patient.

*Pharmacotherapeutics I-Prescribing Medication*

- 1) Development a deep understanding of a representative formulary and the impact of those agents on the delivery and outcome of dental care.
- 2) Able to initiate appropriate medical consultation or referrals for suspected problems, which may be the high-risk patient who may experience a medical emergency in the dental setting due to pharmacological profile.
- 3) Develop appropriate preventative interventions and problem based treatment plans appropriate to the assessment of the patient's pharmacological profile and their physical and emotional ability to undergo and respond to dental care.

*Local Anesthesia*

- 1) Use proper terminology regarding instrumentation; treat patients without causing unnecessary pain or discomfort.
- 2) Be able to determine the safe minimum and maximum dose and type of anesthetic needed; recognize medical emergencies and respond in a proper manner for the safety and wellbeing of the patient; evaluate the possible interactions of local anesthesia with other medications.

*Nitrous Oxide Sedation/Pain Management*

- 1) Demonstrate understanding the limitations of local anesthesia, and the need for anxiolysis and pain control.
- 2) Determine the safe and required minimum and maximum dose of nitrous oxide including assessment of the patient during the delivery
- 3) Become certified to provide Nitrous Oxide Sedation to SDM clinic patients

*Radiographic Interpretation and Advanced Technology in Dental Radiology*

- 1) Demonstrate knowledge of the principles of radiographic interpretation as applied to normal and disease processes; to extra oral, head and neck imaging techniques such as conventional skull radiography, tomography, medical CT, MRI, and dental cone-beam tomography.
- 2) Develop treatment plans based on the diagnosis from radiologic imaging and other clinical data/information

*Comprehensive Dental Care Concepts and Standards*

- 1) Demonstrate knowledge of comprehensive dental care concepts and standards, and start to use them in clinical practice
- 2) Critically evaluate data from selected patients' medical history, clinical findings, radiological exam and mounted study casts and formulate appropriate treatment plans and alternatives.

*Diagnosis and Treatment Planning*

- 1) Be able to conduct comprehensive oral exam; identify patient dental problems
- 2) Be able to make accurate diagnosis and formulate comprehensive treatment planning with phases and sequences.

*Diagnosis and treatment planning seminar*

- 1) Strengthen the learning outcome from those subdisciplines of comprehensive dental care concepts & standards, diagnosis and treatment planning.
- 2) Demonstrated the ability on addressing pertinent issues relative to treatment planning, pathology, and oral medicine including appropriate references to current literature.

*axiUm Electronic Healthcare Information System, Treatment Planning & Chart Audits*

- 1) Navigate axiUm Electronic Healthcare Information System, perform and records comprehensive oral exam records;
- 2) Use axiUm system to phase and sequence comprehensive treatment planning, and investigate electronic dental records for patients in records.

*DDS Simulated Comprehensive Care-I (DDS SCC- I)*

- 1) Master and practice problem-solving skills; be able to use correct terminology and procedure coding in axiUm electronic healthcare information system.
- 2) Be able to work on multi-surface tooth preparation and restoration on manikin with materials available at UNLV SDM, and treatment planning priorities /considerations.

*DDS Simulated Comprehensive Care-II ((DDS SCC- II)*

**This sub-course is designed as DDS students' Individualized Education Program. Based on each DDS student's previous training level and clinical technical skills, we tailor various simulated procedures and case scenarios, to meet the following goals:**

- 1) Demonstrate proper use of axiUm training software in regards to treatment coding (basic) and treatment notes (including self-evaluation), including correctly completion of the most common forms used in a typical comprehensive examination.
- 2) Demonstrate knowledge of direct restoration principles with materials commonly used at UNLV SDM; indirect tooth restorations; and basic treatment planning priorities/considerations.
- 3) Demonstrate organizational and preparation skills for basic treatment planning, followed by the efficient delivery of services with documentation and examination procedures.
- 4) Apply didactic knowledge to treatment planning considerations, including alternatives and rationales.

*Clinical Occlusion*

- 1) Apply concepts of occlusion to diagnosis, planning treatment, and providing restorative treatment.

*Endodontics*

- 1) Demonstrate diagnostic procedures and rationale for endodontic therapy; Diagnose pulpal and periapical pathology of pulpal origin.
- 2) Demonstrate knowledge of internal and external coronal and radicular morphology of the adult dentition and anatomical variations.
- 3) Demonstrate an understanding of clinical procedures required to prepare for delivery of endodontic therapy, including identifying and utilizing appropriate armamentarium for delivery of endodontic therapy

- 4) Demonstrate skills in completing access preparations, debridement of root canal systems, cleansing and shaping procedures, obturation procedures, and interim and definitive restorative procedures

*Periodontics:*

- 1) Gather and record of periodontal examination data (case based); apply periodontal diagnosis criteria to clinical situations; and formulate treatment plan.
- 2) Assess the results of periodontal initial phase of therapy; structure a periodontal maintenance therapy session.

*Pediatric Dentistry:*

- 1) Diagnose and treatment plan for pediatric patients
- 2) Manage dental trauma in the pediatric population; implement appropriate pulp therapy and procedures for primary and immature permanent teeth
- 3) Recognize when and what type of space maintenance is needed; fabricate a space maintenance appliance in preclinical lab

*Orthodontics:*

- 1) Demonstrate understanding of the etiologies of malocclusion; Angle's classification and its variations; cephalometric analysis; space analysis; the procedure and process of molar uprighting, aligning/leveling.
- 2) Demonstrate understanding of the role of general dentist in patient's orthodontic intervention and treatment; provide appropriate treatment sequence during comprehensive dental care and treatment planning.

*Partial Removable Dental Prosthesis*

- 1) Demonstrate the understanding of the classifications of the partially edentulous dental arch; the indications, the components, the biomechanics of design of a partial RDP; and use a surveyor
- 2) Demonstrate skills in the treatment planning, tooth preparation and indications for the different designs of partial RDPs; the fabrication of a custom tray for a partial RDP; the preparation of the master cast for the laboratory and to write an appropriate laboratory prescription to accompany the case.  
Demonstrate the understanding of the altered cast technique and indications; an interim partial denture indication and wax-up

*Complete Removable Dental Prosthesis*

- 1) Demonstrate the ability of oral exam, diagnosis and treatment planning of complete edentulous cases.
- 2) Be able to obtain and assess impressions for complete dentures; record interocclusal jaw relationship; fabricate a set of complete denture.
- 3) Demonstrate knowledge of overdentures, immediate dentures and their indications and contraindications.
- 4) Demonstrate knowledge of the steps in the process of denture; denture relines and repairs.

*Dental Implants*

- 1) Demonstrate the understanding of utilizing the appropriate nomenclature and terminology in implant dentistry; Identify component parts of a single endosseous implant and implant retained overdenture.
- 2) Effectively begin the process of interpreting Cone Beam Radiologic Imaging by describing the significance of a CT scan, radiographic assessment, and radiographic and surgical templates. Develop rudimentary proficiency on CT scan imaging software.
- 3) Perform treatment plans of patients requiring single endosseous implant therapy or implant supported complete denture therapy
- 4) Demonstrate knowledge of and complete the UNLV Implant Treatment Protocol and Treatment Plan Presentation to Implant Dentistry Faculty Committee

*Oral Surgical Principles and Techniques*

- 1) Demonstrate knowledge of relevant local and general indications, contraindications for exodontia; techniques of basic exodontia; knowledge of relevant complications of exodontia.
- 2) Demonstrate knowledge of relevant medical emergencies.

**6. PURPOSE:**

This course contributed to UNLV School of Dental Medicine competencies: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13.

This course addresses the following CODA standard competencies: 2.5, 2.6, 2.9, 2.10, 2.11, 2.14, 2.15, 2.16, 2.17, 2.18, 2.19, 2.20, 2.21, 2.22, 2.23 and 2.24

**7. EVALUATION**

DDS 9251: sub- course content	Contact Hours	Points	Subcourse Directors/ Instructors	Evaluation Method
Clinical Nutrition	4	10	Polanski	Test/Exam
EBD dentistry	4	10	Ditmyer	Test/Exam/Assignment
Stream Course assessments	4	10	Zhou	Competency Assesement
Clinical Photography	4	10	Chung	Clnical Assignment
Community Outreach: Pediatric Education and Geriatric Dentistry	8	20	Demopolous/ Dounis	Assignments
Contemporary Issues in Behavioral Science	4	10	Demopolous	Test/Exam/Assignment
Pharmacotherapeutics I-Prescribing Medication	14	50	Haskin	Test/Exam/Assignment
Local Anesthesia	8	20	Webberson	Test/Exam/Assignment
Nitrous Oxide Sedation/Pain Management	8	20	Scheon	Competency Assesement
Radiographic Interpretation and Advanced Technology	12	50	Danforth	Competency Assesement
axiUm training: General, POE, tx planning	6	20	Phipps	Exam
Comprehensive Dental Care Concept and standards	12	30	Zhou	Test/Exam/Assignment
Diagnosis and treatment planning	8	30	Everett	Exam/Assignment
Diagnosis and treatment planning seminar	8	20	Thiriot & Zhou	Exam/Assignment
axiUm: chart audits	2	5	Reinke	Assignments
DDS Simulated Comprehensive Care-I-didactic	14	60	Farfel/Hatley	Assignments
DDS Simulated Comprehensive Care-I- practical	36	80	Farfel/Hatley	Test/Exam/Assignment
DDS Simulated Comprehensive Care-II- simulation	80	150	Nelson, Woodall , Thiriot, Zhou, Hurlbut, Rothbart ...	Practical exams
Clinical Occlusion	4	10	Nelson	Teeth wax up, Pre-clinic Practical Exams: CI 3; CI2-A; CI2-C;Single crown, Bridge, and Portfolio. Points distribution varies.
Endodontic	8	20	Barborka	Clinical Assignment/test
Clinical Periodontics	12	40	Raz/Lockhart	Test/Exam
Peridontal instrumentation and technique	8	20	Lacey/Lisa Kelcey	Test
Pediatric Dentistry	8	20	O Sanders	Test/Exam
Orthodontics	8	20	Al-talib/ Zhou	Test
Partial Removable Dental Prosthesis	16	80	Braun & Reybeck	Test/Exam
Complete Removable Dental Prosthesis	16	80	Farfel	Test/Exam
Introduction to Dental Implants	16	80	Hatley/Braun	Test/Exam
Introduction of SDM Screening Protocol	2	5	Shan	Test/Exam
Oral Surgical Principles and Techniques, and assessmen	10	20	Orr / Hamilton	Test/Exam
<b>Mega Total</b>	<b>344</b>	<b>1000</b>		

**a. Grading Scale and Grade Determination:**

Total points 1000

Letter Grade	Points
<b>A</b>	<b>900-1000</b>
<b>B</b>	<b>800-899</b>
<b>C</b>	<b>700-799</b>
<b>F</b>	<b>&lt;700</b>

- Each student **MUST** pass every sub-discipline or sub-course with a **70%** of its assigned points in order to pass this course.
- Only one-time in-course remediation allowed for each sub-discipline or sub-course and this must be completed in the Summer Session.

- A maximum of six (6) sub-disciplines or sub-courses remediation will be allowed throughout the duration of this course.
- Failure to pass any sub-disciplines or during the first challenge will automatically set your percentage to a grade of 70% of its assigned points upon remediation success (the pass level for remediation is 80% or higher).
- Failure on the remediation of three (3) of the sub-disciplines will lead to automatic failure of this course.
- Each student MUST attain a minimum course grade of a “C” to pass this course and any grade less than “C” (less than 700 points) will be a failure of this course.
- Failure of this course will lead to: repeat the semester in the following school year, or drop off from the program at the discretion of the decision from the student progress committee.

*Grades/evaluations are not discussed via e-mail or over the telephone. If you have questions about any grade or evaluation, please make an appointment with the course directors to discuss it. Emails or other communications deemed “disrespectful” or “unprofessional” by Course Directors may result in a reduction in letter-grade and possible referral to SDM Honor Council.*

**b. Evaluation/Test/Examinations/Assignments:**

Evaluation/Test/Examinations: It is the sub-discipline instructors’ decision regarding the format of written test/exam on each sub-discipline. Test information can be taken from previous lecture material **and suggested readings**. The questions may be short answer, fill in the blank, multiple choice or true/false.

Assignments: There are diagnosis/treatment planning, treatment, and practical/competency assignments which may contain scenarios as well as written and/or oral questioning techniques. Treatment needs are to be placed in the prescribed clinical format. Any portfolio capture assignment may be included in any practical and/or clinical experience or assessments.

All assignments are to be entirely individual efforts unless otherwise specified. Please do not discuss the assignments with other students, staff or faculty when performing a practical, test, exam, single assignment/experience and/or competency assessment unless otherwise specified. If any assignment is turned in late more than 15 minutes, it will be counted as an absence (see below). Any test or practical/competency assessment is required to be ended in the specified time or is considered a failure.

**NOTE:** In general, the written exam/test for any sub-discipline will be conducted through examsoft in the following week of the completion of that course. Please refer to the DDS course schedule and instruction for the time of written exam/test, and/or assignments due dates.

**c. Remediation:** It is the course instructor’s discretion on any sub-discipline/sub-course’s remediation format and method, or repeat the sub-discipline/sub-course.

NOTE: Attendance is mandatory for this course with laptop and patch cord.

Attendance may be recorded by written, oral, and/or electronic manner ring or at the end of class decided by faculty. Per UNLV School of Dental Medicine student manual, exam/test may not be remediated if student is late or absent without prior approval.



**PLEASE REMEMBER:** Performance in this course substantiates continued progress into the DS3 clinical course. This course affords you the opportunity to fine tune your skills in general dentistry and is required for successful promotion to the DS3 level at UNLV SDM.

**d. Posting/Notification of Grades:**

Notification will be made on WebCampus within 10 (ten) working days of the examination, when possible. The exception to this rule is for some practical and/or competency assessment scoring, which cannot be posted within this time frame. However, since ExamSoft is electronic, and the competency scoring is within the electronic health record system of axiUm, the DDS student is privy to their own progress with the posted calculation very rapidly.

**e. The UNLV SDM Student Handbook:**

UNLV School of Dental Medicine Student Code of Professional Responsibilities and Appendices outline the professional behavior expected of students attending UNLV SDM. Failure to act in a professional manner, as determined by faculty, may affect a course grade. Unprofessional conduct may result in failure of course.

To receive a grade, the student must complete the course evaluation. If the course evaluation is not completed, the student will receive a grade of I (Incomplete) until it is completed.

**8. COURSE SCHEDULE (INSTRUCTIONAL SESSIONS)**

A detailed course schedule is posted on webcampus under course DDS9251.

**NOTE: TOPICS MAY BE PRESENTED ON DIFFERENT DAYS DUE TO GUEST FACULTY AVAILABILITY.**

**9. SPECIFIC CLASS POLICIES AND PROCEDURES**

**Attendance Policy:**

Attendance is mandatory for course with laptop and patch cord.

Attendance may be recorded by written, oral, and/or electronic manner ring or at the end of class decided by faculty. Quizzes may be given, and may not be remediated if student is late or missing without prior approval, per UNLV SDM student manual. Information disseminated will guide you toward good case selection, practice techniques, and patient management ideas.

For each lectures session missed without prior approval, your final grade point average will be dropped by 2 points.

You are expected to notify the Associate Dean for Student Affairs, Course Directors, and IDP office by phone or e-mail prior to an absence. In the event of unexpected emergencies, notify the Associate Dean for Student Affairs as soon as possible afterwards.

Absences will be approved only for reasons of illness or emergencies of the student or immediate family, religious observances, and participation in approved activities, such as those involving national organizations and professional activities. Family reunions, days off for recreation, travel social events, additional vacation, etc. are not reasons for approved absences.

In the event of a student medical problem or that of the student's immediate family, the student should contact the Office of Student Affairs, which will inform the appropriate faculty of the absence. The faculty course director will approve or disapprove the absence. At the discretion of the course director, absence due to illness extending beyond 3 (three) days may require a physician's letter.

Please refer to the **UNLV SDM Student Manual** for additional policies and protocols.

#### **Other Class Specific Policies:**

- Phones and other electronic devices should be silenced; laptops are required
- Proper professional attire at all times (Scrubs of the appropriate color for your class)
- Proper professional grooming is expected at all times
- Refer to UNLV SDM Student Manual regarding **remediation**
- If food and/or drink is consumed during lecture, it must be kept discrete, not extensively odorous, and not disruptive to the lecture, and the area must be policed for cleanliness afterward. Clinical rules apply for all simulation and clinical areas.
- No head wear may be worn during lecture, unless for religious reasons.
- Lectures may not be video or audio taped without the specific permission of the course director or particular instructor.
- There are NO authorized published versions or distributions of previous quizzes and/or examinations for this course. Publishing, e-mailing or utilizing pirated copies of previous examinations for this course, even though they may be in circulation, is a violation of the honor code and discovery of their use may result in failure of the course and reporting of the incident to the Honor Council for action.

During the class review of a quiz or examination, the recording of the questions and/or answers, in any manner (audio, video, written, collaborative discussion with other students) with intent to reconstruct the exam for future unauthorized distribution, other than for personal or group study and review, is prohibited.

## **10. UNIVERSITY-WIDE POLICIES & PROCEDURES:**

- 1) **Disability Resource Center (DRC)**—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your

request, please do not approach the instructor in front of others to discuss your accommodation needs.

- 2) **Copyright**--The University requires all members of the University Community to familiarize them **with** and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.
- 3) **Religious Holidays Policy**—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor **within** the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or **within** the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.
- 4) **Falsification of Documents or Other Information:**
  - a. The UNLV Student Conduct Code and the UNLV School of Dental Medicine prohibits the forgery and falsification of any documents or records. This includes, but is not limited to, the forging, altering, misusing, providing or causing any false information to be entered on ANY University or School of Dental Medicine PRINTED OR ELECTRONIC documents, records (including patient records), or identification cards. The falsification of data, improper assignment of authorship of school work or other scholarly activity, claiming another person's work as one's own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds will not be tolerated. Commission of any act of forgery or falsification as described will result in disciplinary action and sanctions as stated in the School of Dental Medicine Honor Code.
- 5) **Academic Misconduct:**
  - a. Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.
  - b. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.
- 6) **E-Mail:**

- a. By policy, faculty and staff should e-mail students' SDMail accounts only. SDMail is UNLV SDM's official e-mail system for students. It is one of the primary ways students receive official SDM communication such as information about deadlines, major campus events, and announcements. All UNLV SDM students receive an SDMail account after they have been admitted to the UNLV SDM. Students' e-mail prefixes are listed on class rosters. The suffix is always @sdm.unlv.edu. **Emailing within WebCampus is acceptable but not recommended.**

**7) Consensual Relationships:**

- a. UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. For further information, go to <http://hr.unlv.edu/Policy/consensual.html> .

**8) UNLV Writing Center:**

- a. One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.

**9) Tutoring and Coaching:**

- a. The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of the SSC (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TEB second floor.

**10) Incomplete Grades:**

- a. The grade of I—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student's control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving "I" grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of F will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the I grade.

**11) Academic Misconduct:**

- a. Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.
- b. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

**12) Library Resources:**

- a. Students may consult with a librarian on research needs. For this class, the subject librarian is [https://www.library.unlv.edu/contact/librarians\\_by\\_subject](https://www.library.unlv.edu/contact/librarians_by_subject). UNLV Libraries provides resources to
- b. Support students' access to information. Discovery, access, and use of information are vital skills for
- c. Academic work and for successful post-college life. Access library resources and ask questions at
- d. <https://www.library.unlv.edu/>.

**13) Transparency in Learning and Teaching:**

- a. The University encourages application of the transparency method of constructing assignments for student success. Please see these two links for further information: <https://www.unlv.edu/provost/teachingandlearning>;  
<https://www.unlv.edu/provost/transparency>

Updated Policy 2017