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ACCREDITATION

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

COMMISSION ON DENTAL ACCREDITATION COMPLAINT POLICY

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of

TECHNICAL STANDARDS FOR THE DENTAL AND DENTAL HYGIENE PROGRAMS

University of Detroit Mercy School of Dentistry is committed to the principle of diversity. Consistent with that commitment, admission to the School of Dentistry

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

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

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

6. Patient Care

A. Assessment, Diagnosis,

The competencies define the core content of the curriculum. This document states the graduate knowledge and skills attained by completing the dental hygiene program, and establishes a basis for the content of all courses. The competencies set standards for identifying relevant content and provide guidance in making decisions related to pedagogy and course sequencing.
The document sets forth individual measurable competencies that a student must demonstrate to qualify for graduation and entry into the profession. These competencies assess the degree to which a student can provide the defined standard of dental hygiene care to patients.
Competencies for the Dental Hygienist should be viewed as dynamic standards that must be responsive to the professional environment. It is recognized that this educational plan will require regular review for continual improvement.

Competency as an Educational Concept

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

ORGANIZATION

Domains

The organization of this document is structured to list competencies from general to more specific. The model depicts six domains centered on the patient: Professionalism, Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations, Critical Thinking, Health Promotion, Practice Management and Informatics, and Patient Care. The concept of domains is intended to encourage an interdisciplinary structure and process in the dental hygiene curriculum. Encompassing all aspects of dental hygiene care is Professionalism. This domain includes personal and professional responsibility to the welfare of society through service activities and Practice within the ethical and legal standards in the provision of dental hygiene care. It includes participation in professional organizations at the local, state and/or national level, practice within one's scope of competence, and consultation or referral to professional colleagues when indicated. These domains thread throughout the entire dental hygiene care process and are strategically placed as outer circles in the Competency Model. Interpersonal Communication Skills to Function Successfully in a Multicultural Work Environment with Diverse Populations includes applying appropriate interpersonal and communication skills with patients and other health care team members. Students learn to apply psychosocial and behavioral principles in patient-centered health care and communication with individuals from diverse populations.
Critical Thinking includes evaluation of emerging health care trends and determination of their value in dental hygiene practice, using critical thinking and problem solving skills, and integrating best research with clinical expertise and patient values for evidence-based practice. Health Promotion includes providing prevention, intervention, and education strategies, participating with dental and other health professionals in the management and health promotion for all patients, and applying community dental health principles to prevent disease and promote health. Practice Management and Informatics includes using emerging information including clinical and practice management technology, risk management principles, practice management skills, quality assurance, assessment and improvement concepts, and complying with local, state and federal regulations. Patient Care includes obtaining record updates that are organized and accurate in regards to medical and dental histories and physical assessment to formulate dental hygiene diagnosis and care plans, manage medical emergencies, and use current infection control guidelines. Graduates deliver evidence-based treatment and education in accordance with the Standards of Care, evaluate outcomes of comprehensive dental hygiene care, and individual11.04 Tf5(l)4

Within each domain, "Major Competencies" are involved. A Major Competency is defined as the ability to perform or provide a particular complex service or task. The complexity of the service suggests that

4.3 Apply community dental health principles (assess, plan, implement and evaluate programs) to prevent disease and promote health.

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

GRADUATE PROGRAM COMPETENCIES

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

EDUCATIONAL PROGRAM CURRICULA

The full curriculum for dental and dental hygiene programs is available on the Student Resource Center on Blackboard. The full curriculum for all programs is available on the School of Dentistry website.

Coordinates course &

Course Retakes

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

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

Academic Course Schedules

Each term's academic curriculum schedules are posted on Blackboard on the Student Resource Center.

Email: anderstb@udmercy.edu

Office of Diversity and Inclusion

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

Some of the services offered include:

- Recruitment of underrepresented and disadvantaged students
- Pre-dental pipeline programs
- Academic advising
- Programming for students, staff, and faculty

COURSE & SCHOOL POLICIES & PROTOCOLS

of the student's quality point average. A final grade of "F" is treated in the same manner as courses that are not taken pass-fail and counts in the GPA. All pass-fail courses are included in attempted hours.

Graduate Program Grading Scale and Quality Point System

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

Failure "F" Grade

COURSE & SCHOOL POLICIES & PROTOCOLS

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

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

Web-

Illness
Family emergency
Family Medical Leave Act (FMLA)

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

Scheduled Absences: Reporting and Documentation Protocols

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

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

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

Jury Duty, Subpoenas and Military Duty -

Unexcused Absences from Quiz/Test/Examination

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

In the event the Course Director allows the student to retake the quiz/test/examination, the final score awarded must be reduced by 10 percen 2Wuc

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

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

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

P

5. The student and faculty should draft a written plan detailing the process and anticipated timelines for the student to complete makeup assignments for each course before and after the leave. Course directors and/or division directors will submit the written

ACADEMIC PERFORMANCE & EVALUATION

3. Patient Care Conduct
    a. Each student has a responsibility to the patient, the profession, and his/her own personal integrity to strive to become skilled to conscientiously administer to the oral health condition and treatment needs of the patients.
    b. Each student is obligated to become familiar with School of Dentistry and clinical department protocols and guidelines to provide patient care that satisfies all policies, while at the same time providing person-centered care.
    c. Professional conduct in discharging one's responsibilities to each patient includes:
        i. Conscientious arrangement of appointments for assessment, diagnosis,

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

3. Probation
    i. A student will be automatically placed on Probation at the end of a term under the following circumstances:
        1. A student who fails to obtain a GPA of 2.0 for any single term or fails to maintain a cumulative GPA of 2.0
        2. Any student receiving a final grade of "F" in a single term (excluding Course Evaluation), or an "F" in a deferred course as described below in section #4
    ii. A student will be removed from Probation when his/her cumulative GPA is above 2.0 and all courses with failing grades have been passed.
    iii. A student on probation is not considered in good academic standing and will not be:
        1. endorsed for graduation
        2. allowed to hold office in any student or school organization
        3. allowed to serve on any University or professional committee
        4. allowed to participate in any program and/or elective that requires good academic standing
4. Deferred Courses - At the end of a semester, if a course director determines that it is not mathematically possible for a student in a deferred course to pass such course, the APC will consider the student's performance an "F" for purposes of deliberation and making recommendations to the Associate Dean for Academic Administration and/or Dean.

D. Repetition of a Failed ("F") Course
1. The final decision regarding repetition is made by the APC in consultation with the Course Director.
2. Dental students with outstanding "F" grades at the end of Winter Term of Year 2 or Year 3, and dental hygiene students at the end of the Fall Term of Year 1, may have their clinical privileges modified or may not be allowed in clinics or patient care assignments.
3. Students who successfully appeal dismissal based on a course failure will be allowed to repeat the course.
4. Grades for repeated courses will be reported to the Registrar of the Dental School and the Associate Dean for Academic Administration in the same manner as the rest of the class.
5. Repetition of a course may involve retaking the course in its entirety when next offered or taking an individualized course or portion of a course as recommended by the course director. Both the "F" grade and the repeated course grade are reported on the transcript and are included in GPA computation.
6. An "F" grade in Course Evaluation cannot be repeated. The "F" grade remains on the transcript.

E. Leaves of absence: (see Leave of Absence Policy)
1. The Associate Dean for Academic Administration may grant a request from a student in good academic standing for a leave of absence due to unforeseen circumstances or circumstances beyond the student's control, such as illness, personal, family, or financial matters.
2. A leave of absence shall extend no longer than the remainder of that academic year and the following full academic year. The APC will advise the Associate Dean for Academic Administration regarding the appropriate point of re-entry in the curriculum.

F. Option to Withdraw in Lieu of Dismissal

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

1. If a student is offered but rejects an offer of withdrawal, he/she will be dismissed, and his or her record will be duly annotated.

G. Repetition of all or part of the year:

1. A student may be required to repeat all or part of the year for any of the following:
    a. One or more course failures in any one academic year
    b. A GPA below 2.0 for one term or a total of two terms below a 2.0
    c. In programs utilizing "D" grades, two or more "D" or "D+" grades
    d. Deficient clinical performance and/or judgment
2. A student may also be required to repeat all or part of a year due to a leave of absence.
3. Whether to require a student to repeat a year is within the discretion of the APC with approval from the Dean; the conduct listed above may also warrant more severe discipline including dismissal from the program.
4. Students are responsible for applicable tuition and fees associated with repetition of a term or year.
5. Both the original grade and the grade for the repeated courses remain on the student's academic transcript. Only the second attempts are counted in the GPA.
6. Individual course waivers for students repeating the year may only be granted by the APC at its discretion, not by Course Directors, and only for courses in which a grade of "B" or higher was earned. Exceptions will be reviewed on a case by case basis.

H. Dismissal

1. A student may be dismissed for academic reasons including but not limited to any of the following:
    a. Two or more failures in any one term
    b. In programs utilizing "D" grades, one failure and two or more "D" or "D+" grades in any one term
    c. In programs utilizing "D" grades, four or more "D" or "D+" grades in any one term
    d. Failure of a repeated course
    e. Two consecutive terms below 2.0 GPA
    f. A total of three terms below a 2.0 GPA
    g. A term GPA below 2.0 if he/she is repeating the term
    h. Deficient clinical performance or judgment
    i. Failure to demonstrate fitness for the profession

2. When a student is dismissed from the School of Dentistry his/her transcript will indicate the appropriate "DISMISSED" language.

I. Graduation

1. The respective APC shall recommend for graduation Dental Students and Dental Hygiene Students who have satisfactorily completed all prescribed courses and clinical requirements.
2. A student will not be recommended for graduation if his/her cumulative GPA is below 2.0 or if they are on probation.

Guidelines for the Implementation of the Recommendations of the APC

A. The APC minutes will be reviewed and approved by the Committee members.
B. After the Associate Dean for Academic Administration reviews the Committee's recommendations the following procedures shall be followed:
    1. The Associate Dean for Academic Administration will send the student a letter describing the student's academic status, and advising the student of his or her status, e.g., probation, requirement to repeat a course, term, or year.
    2. Copies of this letter will be distributed to the Assistant Dean of Student Services & Enrollment Management and placed in the student's file.

Special APC

If the APC is considering recommending to the Dean that a student take a leave of absence, withdraw from the School of Dentistry, repeat a year, or be dismissed, the APC Chair will notify the student by email that a Special APC Meeting will be held. This meeting will be held not earlier than five (5) academic days from the day the letter is emailed unless all parties involved agree upon an earlier date. The letter will inform the student of the date, time, and place of the meeting and of his/her right to bring his/her faculty advisor, an advisor within the School of Dentistry, or another faculty member to the meeting.
A majority of members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each member of the Committee will be entitled to one vote. The chairperson is entitled to vote only in the case of a tie.

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

Following the meeting, the Special APC will deliberate and then forward the formal recommendation to the Dean. If the APC does not vote to recommend a leave of absence, withdrawal from the School of Dentistry, repetition, or dismissal, the Associate Dean for Academic Administration or designee, will

If the student is permitted to continue attending classes, laboratory sessions and/or clinic during tl31fhe appeal process, the School can require that attendance is subject to specified col31fnditions, such as suspension from patient care, receiving professional counselingl31f, anger management courses, or a medical, psychiatric or psychological examination, meeting with designated faculty on a scheduled basis, etc. If the appeal occurs during the final examination period or during the period in the academic calendar in which final grades would be reported, the Associate Dean for Academic Administration may hold final grades until a decision is made. No remedial instrl31fuction will be provided until the outcome of the appeal is known.

Post-AppRevi

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

GeneraPrl35(ov)31fisi

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

Modified byculty Assembly 8/20/97, 9/8/99, 11/26/01, 2/18/15;
Edited: /30/04, 05/08, 08/16, 7/17 , 7/18, 6/19

PROFESSIONALISM & ACADEMIC INTEGRITY

PFESSI[NAL ND CA DEMIC MISC[NDUCT PL ICY

Intrl34(odl31fu)10(c)15(ti)10(onl31f,)5( )6(D)17(e)4(f)9(inl31fi)31ftionl31fs anl31fd Exals

Fraudulent clinical records
Damage to University, student, faculty, employee, or patient property
Computer or technology abuse or tampering

Please note that instances of professional misconduct sometimes arise from ill-conceived attempts at humor. Understand that malicious or inappropriate intent is not a necessary element of professional misconduct. Individuals who engage in any of the above behaviors or other forms or professional or academic misconduct will not be allowed to use humorous intent as a defense. If there is any question as to whether a remark, joke, or other reference intended to be humorous might be insulting, degrading, or offensive, the dental professional should refrain from making the remark or reference.

1. Discrimination, Harassment, or Retaliation

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

2. Verbal or Physical Abuse or Intimidation

Verbally or phytiont9u6( )W* n.0000 G[ )]TJETQq0.00000912 0 612 792 reW* nBT/F2 11.04 TfC8 Can

t9 TmETQq0.000.000mQq0.0 G92 reW* nBT/F2 11.04 .59 Tin0 0 1u[w)3912 0 0 Tm0 grt 1 72.024m2 repli 1 106.94 646thre0912 0 (U)]TJ0

ACADEMIC PERFORMANCE & EVALUATION

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

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

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

five (5) academic days after they witnessed the behavior in question. If a proctor witnesses what they perceive as cheating, quietly advise a second proctor to observe same. If alone, allow the student to finish the exam or quiz but document the behavior in writing and submit to the Associate Dean for Academic Administration within five (5) academic days.

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

Informal Resolution Process

1. Within ten (10) academic days of receiving a complaint, the Associate Dean for Academic Administration or his/her designee may attempt to reach an informal resolution if in her discretion

4. The Chair will make an accurate written record of the hearing. The student shall have the right to make a written record of the hearing. No electronic or professional stenography recordings may be made.
5. A student shall be made aware of all evidence against him/her and shall be afforded an opportunity to refute any witness testimony where there are facts in dispute.

Disciplinary Actions

The University has the right, at its discretion, to impose any penalty or combination of penalties in any order, depending on the severity of the conduct or violation that has occurred. It is recognized that "progressive discipline" is not required, and that immediate dismissal is an appropriate discipline for certain conduct, regardless of whether there has been previous discipline. Penalties that may be imposed include, but are not limited to

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

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

1. Interim Suspension

In additional to the discipline

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

Any objections to the composition of the Appeals Review

Continuation in School During Appeals

Students who decide to appeal a decision which requires repetition of a year, part of a year, or dismissal,

CORKTOWN CAMPUS RESOURCES & POLICIES

CAMPUS STUDY SPACES

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

CAMPUS POSTING GUIDELINES

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

Campus Postings

When outside the School of Dentistry buildings, clinics or service areas, compliance with posted policies for tobacco-free environments

Organizers and attendees at public events such as conferences, meetings, public lectures, social events, and cultural events, using University of Detroit Mercy School of Dentistry facilities will be required to abide by the University Tobacco Policy. Organizers of such events are responsible for communicating this

Revised 7.19.13

SCHOOL OF DENTISTRY TRAVEL POLICIES

Non-University-Sponsored Travel Policies

International and domestic travel organized by University of Detroit Mercy School of Dentistry student organizations or groups, including all mission trips and their partnering organizations, must be approved by the University. Student organizers should contact the Office of Student Services & Enrollment Management to be referred to the appropriate party for approval and requirements. Pre-doctoral and hygiene students may provide oral health care only at the le /P <</MCID 35G[or)-912 0 61912 0 024.04 Tf1 0 0 1 46e 1 216

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

Non-University-Sponsored Travel Student Organization Checklist

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

University-Sponsored Travel Policies

Students who are invited to travel to represent the University of Detroit Mercy School of Dentistry at a conference or similar event are required to sign a University-Sponsored Travel Release and Waiver of Liability. These trips may be supervised or unsupervised. Participating student0000091 0 6ef* EMC q72.W* nBT/F2 1 11.04

CORKTOWN CAMPUS RESOURCES & POLICIES

repeated incident, the length of time that has passed since the offense or event, past employment and history of academic or disciplinary misconduct, evidence of successful

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

Approved 7/10/2021

SELECTED UNIVERSITY POLICIES

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

Student Fitness Center and Titan Athletics

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

UNIVERSITY POLICY ON PLAGIARISM AND ACADEMIC INTEGRITY

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

.

Among the most serious academic offensives is plagiarism, submitting the work or style of another author or source without acknowledgement or formal documentation. Plagiarism occurs when specific phrases

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

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

What happens next?

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

If additional information is required, you may be notified.

Within thirty (30) business days of the submission of your complaint, Detroit Mercy will provide you with a response.

If more than thirty (30) days is needed to research and respond to your complaint, you will be notified.

Upon e54uceipt

CONFIDENTIALITY OF STUDENT RECORDS
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act: University of Detroit Mercy maintains the confidentiality of

UNIVERSITY OF DETROIT MERCY INTERIM POLICY PROHIBITING SEX AND GENDER-BASED DISCRIMINATION AND GRIEVANCE RESOLUTION PROCESS

ATIXA 2020 ONE POLICY, TWO PROCEDURES MODEL

USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED
THROUGH A LIMITED LICENSE
TO UNIVERSITY OF DETROIT MERCY.
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INTERIM POLICY PROHIBITING SEX AND GENDER-BASED DISCRIMINATION

1. POLICY DEFINITIONS

Advisor:

the following: sexual harassment that is either severe or pervasive; sexual exploitation; sex-based hazing, and retaliation as well as other forms of sexual violence or sexual misconduct that are not governed by 34 CFR Part 106.30. This separate process is conducted by the Dean of Students or designee or Associate Dean of Students or designee at the McNichols campus; Riverfront; or Corktown campus.

Hearing officer and decision-maker: individual with decision-making and sanctioning authority within the University's Grievance Resolution process.

Informal Grievance Resolution Process: the method of informal resolution through mediation conducted by the University at the request of the Parties which may not be utilized to resolve any sex or gender-based discrimination complaints involving an employee of the University.

Investigator: person or persons on the University Title IX Team, or hired by the University, to gather facts about an alleged violation of this Policy; assess relevance of evidence and credibility of witnesses in synthesizing the evidence; and compile this information into an investigation report and file of directly related evidence.

Mandatory Reporter: an employee of the University who is obligated by this Policy to share knowledge, notice, and/or reports of sex or gender-based discrimination to the Title IX Coordinator or any Deputy Title IX Coordinator.

Notice: Occurs when an employee, student, or third-party informs any member of the Title IX Team of the alleged occurrence of sex or gender-based discrimination and/or retaliation for a protected activity.

Parties: Complainant(s) and the Respondent(s) are referred to as the Parties.

Relevant Evidence: evidence that tends to prove or disprove an issue.

Remedies: post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence of sex or gender-based discrimination, and restore access to the University's educational program.

Respondent: an individual who has been reported to have engaged in conduct that could constitute sex or gender-based discrimination and/or retaliation for engaging in a protected activity.

Resolution: the result or outcome of this University Grievance Process.

Sanction: a consequence imposed by the University on a Respondent who is found to have violated this policy, or imposed on a Complainant found to have violated this policy based on a counterclaim made in good-faith response to Complainant's allegation.

Sexual Discrimination: refers to alleged sexual harassment, sexual assault, stalking, and dating violence and domestic violence.

Sexual Harassment: umbrella term used by the Department of Education to include sexual harassment that is severe and pervasive and objectively offensive as well as the following terms: sexual assault; stalking; domestic violence; and dating violence.

Gender-based harassment: refers to harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.

Title IX Coordinator: The University Title IX Coordinator and/or any University Deputy Title IX Coordinator designated by the University to ensure compliance with Title IX and the University's Title IX program.

Title IX Team: The University Title IX Coordinator and/or any University Deputy Title IX Coordinator. All Title IX Team Coordinators have received external and internal training on the Department of Education New Title IX Regulations (May 2020) and on performing Advising under

conduct: sexual harassment that is both severe and pervasive; sexual assault; stalking; domestic violence; or dating violence.

3.b.) When an alleged violation of this anti-discrimination policy is reported that involves sexual harassment that is either severe or pervasive or other reported types of misconduct including but not limited to the following: sexual exploitation; sex-based hazing or retaliation, the allegations are analyzed and resolved using the University Sexual Harassment Prevention Policy for employee-employee grievances; or the applicable Student Code of Conduct or Community Standards Conduct for undergraduate and graduate students; or law and dental students, respectively.

When the Respondent is a member of the University community, a grievance process may be available regardless of the status of the Complainant who may or may not be a member of the University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

4. Title IX Coordinator

The Title IX Coordinator and Equity and Compliance Specialist serves as the Title IX Coordinator for the University and has the primary responsibility for coordinating the University's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex and gender-based discrimination as well as retaliation for sex or gender-based discrimination.

5. Independence and Avoidance of Bias or Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

U.S. Department of Health & Human Services Office for Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
Toll Free Call Center: 1-800-368-1019
TTD Number: 1-800-537-7697

U.S. Department of Justice Civil Rights Division
950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001
Phone (202) 514-3847
Toll-free Phone 1-855-856-1247
Telephone Device for the Deaf (TTY) (202) 514-0716

EXTERNAL INQUIRIES - REGIONAL
U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue
Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970
Facsimile: (216) 522-2573
Email: OCR.Cleveland@ed.gov

U.S. Equal Employment Opportunity Commission
Patrick V. McNamara Building
477 Michigan Avenue

Student violation of emergency removal under this policy will constitute grounds for discipline up to and including non-academic dismissal for a student. There is no appeal process of an emergency removal decision.

10. Promptness

All allegations are acted upon promptly by the University once it has received notice or a formal complaint. Complaints may take 90-120 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer and the University will avoid all undue delays within its control.

If the general time frame for resolution is delayed, the University Title IX Coordinator, or Deputy Title IX Coordinator, will provide written notice to the Parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

11. Privacy and Confidentiality

Prohibited conduct, or concern that prohibited conduct may have occurred, should be reported to the Title IX Coordinator or a Deputy Title IX Coordinator. Either the University Title IX Coordinator or a Deputy Title IX Coordinator will then assist a Complainant in understanding reporting options and will advise a Complainant of appropriate supportive measures.

Every effort is made by the University to preserve the privacy of mandatory reports and complaints. The University will not share the identity of any individual who has completed a written complaint alleging sex or gender-based discrimination without first obtaining the written consent of a Complainant to allow the Title IX Coordinator or Title IX Deputy Coordinator to share information with Public Safety, the Dean of Students, or other administrators with authority and capability to assist the Complainant in obtaining supportive measures. Additionally, information concerning Complainant, any named Respondent, or any witness, may not be communicated except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about incidents that fall within this policy pursuant to the Family Educational Rights and Privacy Act (FERPA).

12. Jurisdiction of the University

This policy applies to the education program and activities of the University as well as conduct that takes place on the campus; or on property owned or controlled by the University; at University-sponsored events; or in buildings owned or controlled by the University's registered student organizations. The Respondent must be a member of the University community in order for this Policy to apply.

Regardless of whether the Respondent is a member of the University's community, Complainant may obtain supportive measures from the University determined and arranged by the Title IX Coordinator or a Deputy Title IX Coordinator. The University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator or a Deputy Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator or a Deputy Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination while enrolled in or working for the University in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

13. Time Limits on Reporting

There is no time limitation for disclosure or report of a potential violation of this Policy to the University Title IX Coordinator or any deputy Title IX Coordinator. If the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed since the alleged conduct, the ability of the University to investigate, respond, and provide remedies may be limited or impossible. Any such limitation will not impede the ability of the University to offer supportive measures and/or remedies to a Complainant.

When disclosure or notice is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice or disclosure.

14. Online Harassment and Misconduct Relating to Sex and Gender-

Sexual Harassment is an umbrella category that includes the offenses of sexual harassment, sexual assault, stalking, domestic violence and dating violence each of which are defined below:
The umbrella category of sexual harassment, sexual assault, stalking, domestic violence and dating violence and is defined as:
Conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

1. Quid Pro Quo: this type of sexual harassment may only be engaged in by
    a. an employee of the recipient, and,
    b. conditions the provision of an aid, benefit, or service of the recipient,
    c.

b. on the basis of sex,
c. committed by a current or former spouse or intimate partner of the Complainant,
d. by a person with whom the Complainant shares a child in common, or

intoxicated or impaired by drugs or alcohol is never an excuse for sexual violence or stalking and does not diminish the responsibility to obtain consent.

e. Other Sex and Gender-based Discrimination Policy Misconduct Governed by Other University of Detroit Mercy Policies; Codes of Conduct; or Codes of Community Standards.

In addition to the forms of sexual harassment described under **b, Sexual Harassment,** above which are covered by Title IX, the University also prohibits the following offenses as forms of sex and gender-based discrimination that may be within or outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class. They include but are not limited to the following:

1. Sexual exploitation is defined as taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

1a. Sexual voyeurism is defined by conduct including observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts without the consent of the person being observed;

1b. Invasion of sexual privacy;

1c. Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent, including the making or posting of revenge pornography;

1d. Prostituting another person;

1e. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection;

1f. Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to

1o. Intimidation defined as implied threats or acts that cause an unreasonable fear of harm in another.

2. Hazing defined as including sex-based acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-af54.7 Tmlied threats or acts that cause ,y ty.5 Tm0 g0 G[ )]TJETQ E

On-campus confidential resources consist of licensed psychotherapists and nurse practitioners working at the Wellness Center or Dental School.

Off-campus

Off-campus confidential resources include licensed health care and medical professionals.

All of the above-listed health care professionals are required to maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

18. When a Complainant Does Not Wish to Proceed with the Grievance Resolution Process

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator or a Deputy Title IX Coordinator who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with federal and state laws.

The Title IX Coordinator or a Deputy Title IX Coordinator will determine whether the University will proceed if the Complainant does not wish to do so. In such instance, the Title IX Coordinator may not sign a Formal Complaint to initiate the Grievance Resolution Process until receipt of the conclusion of a violence and threat risk assessment completed by the Student Concern and Care Team.

In such instances when the Title IX Coordinator prepares and signs a Formal Complaint, the Title IX Coordinator does not become the Complainant as the Title IX Coordinator is not the individual who is alleged to have experienced the conduct that could constitute a violation of this Policy. The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the University's ability to pursue a Formal Grievance Process fairly and effectively.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the University to pursue formal action to protect the community. A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

19. Federal Timely Warning Obligation

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

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

20. False Allegations and Evidence

Deliberately false and/or malicious accusations of allegations made under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination. Parties or witnesses knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation are subject to discipline under University policy.

21. Amnesty for Good Faith Reporting by Complainants and Witnesses

The University will not pursue disciplinary action against student Complainants or witnesses for disclosure of personal consumption of alcohol or other drugs whether underage or illegal if the disclosure is made in connection with a disclosure of a potential violation of this Policy. The University strongly encourages the reporting of prohibited conduct under this Policy. It is in the best interest of this community that Complainants report to university officials and that participants in the grievance process are forthright in sharing information.

- If they do not wish to do so, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines whether to initiate a complaint in such cases where a violence and threat risk assessment indicates a compelling threat to health and/or safety of the Complainant or University community.

If a formal complaint is received, the Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to make sure that the complaint is completed and then assesses its sufficiency as required by CFR 106.30.

The Title IX Coordinator, or a Deputy Title IX Coordinator, reaches out to the Complainant to offer supportive measures.

The Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to ensure they are aware of the right to have an Advisor.

The Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

- If a supportive and remedial response is preferred, the Title IX Coordinator, or a Deputy Title IX Coordinator, works with the Complainant to identify their wishes, then assesses the request and facilitates implementation of requested measures.
- If the Complainant prefers informal resolution as an option for resolving an allegation of potential sex or gender-based discrimination, the Title IX Coordinator, or a Deputy Title IX Coordinator, assesses whether the complaint may be resolved informally and contacts the Respondent to discuss Process B, Informal Resolution, and determine if the Respondent is interested in engaging in informal resolution facilitated by the University.
- If a Formal Grievance Process is preferred by the Complainant, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines if the alleged misconduct falls within the scope of Title IX:

  If it does, the Title IX Coordinator, or a Deputy Title IX Coordinator, will initiate the formal investigation and grievance process, directing the investigation to address:

  - an incident, and/or
  - a pattern of alleged misconduct, and/or
  - a culture/climate issue, based on the nature of the complaint.

  If it does not, the Title IX Coordinator, or a Deputy Title IX Coordinator, determines that Title IX does not apply (and will "dismiss" that aspect of the complaint, if any), assesses which policies may apply and will refer the Complainant for resolution under other applicable University processes available to undergraduate and graduate students; law students; dental students; and emplo[li.l(y)-4(l)4(ET9JETQq0.00000912 2 11.04 Tf1 0 0 1 216.05 302.57103019A3<015A01,.F2 11

made in good faith but on occasion are made for purposes of retaliation instead. Counterclaims made with retaliatory intent will not be permitted.

hearing will be ended and rescheduled until such time as the Advisor agrees to meet required standards of professionalism.

f. Sharing Information with the Advisor

The University expects that the parties may wish to have the University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor, or other individuals if they wish, as doing so may help the parties to readily participate in the resolution process.

The University will provide a consent form that authorizes the University to share information directly with a Party's Advisor. The parties must complete and submit this form to the Title IX Coordinator

g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. Shared records may not be shared with third parties, disclosed publicly, or used for purposes not consistent with this resolution process.

h. Expectations of an Advisor

The University expects an Advisor to attend meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend if doing so does not cause an unreasonable delay.

i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the grievance process. The parties are expected to provide timely notice to the Title IX Coordinator, or Deputy Title IX Coordinator, if they change Advisors at any time. If a Party changes Advisors, consent to share information with the previous Advisor is terminated, and a release and confidentiality agreement for the new Advisor must be signed by the new Advisor. Parties are expected to inform the Title IX Coordinator of the identity of a new Advisor at least two calendar days before their scheduled hearing date.

9. Resolution Processes: Informal Grievance Resolution through Mediation; Formal Grievance Resolution

An expectation of privacy is core to resolution processes under this Policy. Resolution proceedings are private and not open to members of the University community or individuals outside the University who are not serving as an Advisor or providing testimony as a witness. Parties have discretion to share their own knowledge and evidence with others if they so choose with the exception of information the Parties agree not to disclose related to Informal Resolution (Process B).

a. Procedure for Informal Resolution through Mediation

A Complainant must first submit a Formal Complaint to the Office of Title IX to express interest in resolving an allegation of sex or gender-based discrimination using mediation facilitated by the Title IX Coordinator or designee. A Respondent may also contact the Title IX Coordinator, or respond to the Title IX Coordinator's contact, to express interest in Informal Resolution and may do so by emailing the Title IX Coordinator.

Informal Resolution may include preference and request for Supportive Measures only to remedy the situation.

1. Prior to commencing Informal Resolution through Mediation, the University will provide the Parties with written notice of the reported misconduct alleged by either Complainant or Respondent.
2. Informal Resolution through Mediation may not be commenced without voluntary, signed written confirmation provided by the Parties to the Title IX Coordinator, or Deputy Title IX Coordinator, indicating that they wish to resolve the matter through Informal Resolution.

3. Informal Resolution through Mediation will not be scheduled for a minimum of three business days after the Title IX Coordinator, or Deputy Title IX Coordinator, receives and reviews signed Consent to Informal Resolution through Mediation.
4. Informal Resolution through Mediation may not be used for resolution of a student complainant allegation made against an employee respondent.
5. In some instances, a Respondent may wish to accept responsibility for alleged violation(s) of this Policy and may propose sanctions and/or remedies. In these instances, the Title IX Coordinator, or Deputy Title IX Coordinator, will review the Respondent's proposed sanctions and/or remedies to determine the suitability of Informal Resolution through Mediation and will send Respondent's proposed sanctions and/or remedies to Complainant to review to consider before scheduling Mediation.
6. Mediation will typically consist of 1-3 meetings facilitated by the Title IX Coordinator or designee and held with the Parties to discuss the alleged violations and to explore potential sanctions and/or remedies.
7. If Mediation results in agreement by the Parties as to responsibility and/or proposed sanctions and/or remedies, the Title IX Coordinator, or Deputy Title IX Coordinator, will prepare Informal Resolution Mutual Agreement (IRMA) for review and signature by Parties.
8. The Informal Resolution Mutual Agreement may be reviewed and signed by the Parties during a Mediation meeting or within five business days after the final Mediation meeting.
9. If either or both Parties do not sign the Informal Resolution Mutual Agreement and return it by email to the Title IX Coordinator within five business days after the final Mediation meeting, the Formal Grievance Process will either commence or resume at the stage of process where it was paused
10. Sanctions stemming from a signed Informal Resolution Mutual Agreement (IRMA) are promptly implemented by the Title IX Coordinator, or Deputy Title IX Coordinator, to stop the alleged discrimination, prevents its recurrence, and remedy the effects of the discriminatory conduct on the complainant and University community.
11. Informal Resolution through Mediation is not subject to appeal by either Party.

b. Formal Grievance Process: Notice of Investigation and Allegations (NOIA)

The Title IX Coordinator or designee will provide written notice of the investigation and allegations (the "NOIA") to the Respondent to commence the Formal Grievance Process. This facilitates the Respondent's ability to identify and choose an Advisor; prepare for intake meeting with the Title IX Coordinator and prepare for subsequent investigation interview(s). The Title IX Coordinator will email Notice of Investigation and Allegations to the Respondent and will copy the Complainant on the NOIAA email. The NOIA sent to Respondent will include:

A meaningful summary of all allegations;
The identity of the involved parties (if known);
The precise misconduct being alleged;
The date and location of the alleged incident(s) (if known);
The specific policies implicated;
A description of the applicable procedures;
A statement of the potential sanctions/responsive actions that could result;
A statement that the University

A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period;
A statement about the University policy on retaliation;
Information about the privacy of the process;
Information on the need for each party to select an Advisor of their choosing and suggestions for ways to identify an Advisor;
A statement informing the parties that the University's Policy prohibits knowingly making false statements and knowingly submitting false information during the resolution process;
Detail on how either Party may request disability accommodations during the interview process;
The name(s) of the assigned Investigator(s);
An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, or potential police involvement or concurrent police investigations. The University will make a good faith effort to complete investigations as promptly as circumstances permit and the Title IX Coordinator, or other member of the Title IX Team, if the Title IX Coordinator serves as the Investigator, will communicate regularly with the Parties to update them on the progress and timing of the investigation.

14. Unavoidable delays in the Investigation Process

The University may undertake a short delay in its investigation from several days to a few weeks if circumstances requ

The Investigator(s) may share the investigation report with the Title IX Coordinator and/or with University legal counsel for their review and feedback if the investigation is completed by the Title IX Coordinator;
The Investigator will incorporate any relevant feedback, and the final report is then shared with the Parties through secure electronic transmission or hard copy at least ten (10) business days prior to the scheduled hearing. The parties are also provided with a file or appendix of any direthMC /Artifact <</Attached [/Bottom]/Type/Pagination/Subtype/Footer>>BDC q0.00000912TJottomP-4(,)-4( )8(f)

of the Notice of Hearing by the Title IX Coordinator. The Hearing Officer will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest may preclude an impartial hearing of the allegation(s) for either or both Parties.
The Title IX Coordinator will provide the Hearing Officer a list of the names of all Parties, Witnesses, and Advisors at least five business days in advance of the hearing so that the Hearing Officer will have the option to decline to serve as Hearing Officer if they believe that it may not be possible to make an objective determination of responsibility.
Allegations involving student-employees for conduct alleged to have occurred in the context of their employment will be directed to the appropriate Hearing Officer depending on the context and nature of the alleged misconduct.

b. Content of Notice of Hearing

No less than ten (10) business days prior to the hearing, t

SELECTED UNIVERSITY POLICIES

Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University policy, procedure, or directive will result in more severe sanctions/responsive actions.
Required Counseling: A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

34. Recordkeeping

The University will maintain for a period of at least seven (7) years records of:

a.a Each investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regC /P <</MCID 3>>BactThe University wiwaudiavisÓ

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

IV. Procedure to Submit a Preferred First Name

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

V. Nondiscrimination Policy

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

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

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

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

VI. Privacy Considerations

SELECTED UNIVERSITY POLICIES

novels, movies, songs, computer software, and architecture. Copyright does not protect facts, ideas,