



**Office of Academic Affairs**  
**Course Director Reference Manual**  
**2025-2026**

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## The Academic Affairs Team



**Dr. Macek**

**Assistant Dean of Curriculum  
Innovation and Scholarship  
Director, Instructional Evaluation**



**Dr. Meehan**

**Associate Dean for  
Academic Affairs**



**Dr. Morgan**

**Director, Student Advocacy and  
Cultural Affairs**



**Mrs. Horchar**

**Executive Director and  
Registrar**



**Mrs. Jones**

**Academic Services Specialist**



**Mrs. Seed**

**Coordinator, Academic Services**



**Mr. Healy**

**Program Administrative  
Specialist**

## Office of Academic Affairs Areas of Responsibility

- Curriculum Management
- Student Progression and Advancement
- Academic Policy
- Registrar Responsibilities
  - Student Registration
  - Grade Entry Process
  - Board Eligibility and Approval
  - Degree Verifications
  - Graduation Certification
- Course Schedules
- Room reservations

# Curriculum Management

## Predocctoral Directors Committee:

The Predocctoral Directors Committee is comprised of representatives from each department/division.

The Committee is responsible for:

- Discussing issues and reviewing policies that are relevant to the predoctoral education and as appropriate, provide strategic recommendations to other standing committees.
- Facilitating the interaction of course directors to review curricular content. While the primary responsibility for content review and revisions resides with individual departments, the Committee shall serve as a platform for inter-departmental discussions and broad-based review.
- Assessment of competency statements and competency exams.
- Evaluating the effectiveness of preclinical education in relation to the interface with clinical education.
- Making recommendations concerning substantive curricular content changes to the Curriculum Committee.

Membership:

- The Chair of the Predocctoral Directors Committee shall be the Associated Dean for Academic Affairs. The Chair shall be responsible for communicating business-related activities to the Faculty Council/Faculty Assembly meetings.
- Committee members shall include the following: If there is no departmental faculty who fulfils the roles listed, the departmental representative will be selected by the Department Chairs in conjunction with the Chair of the Predocctoral Directors Committee. To facilitate its work, the Committee, from time to time, will request the assistance of other members of the faculty in an advisory capacity, and may create a special committee to achieve specific tasks or appoint members as consultants, as necessary, to assist the Predocctoral Directors Committee.

<b>Name</b>	<b>Department/ Divisions</b>	<b>Membership</b>
Patricia Meehan	Associate Dean for Academic Affairs	Chair, Ex officio
Louis Depaola	Associate Dean for Clinical Affairs	Co-Chair, Ex officio
Christina Horchar	Executive Director of Academic Affairs	Ex officio

Nisha Ganesh	Vice Chair, Department of Comprehensive Dentistry & Director of Predoctoral Education	Ex officio
Scott Swank	Department of Dental Public Health - Community Service Learning	Voting
Mark Macek	Department of Dental Public Health - Assistant Dean for Curriculum Innovation and Scholarship	Voting
Norbert Myslinski	Department of Neural and Pain Sciences	Voting
Kelley Hovis	Department of Microbial Pathogenesis	Voting
John Basile	Department of Oncology and Diagnostic Sciences- Oral Medicine	Voting
Jeffery Price	Department of Oncology and Diagnostic Sciences- Radiology	Voting
Deborah Rodriguez	Department of Oncology and Diagnostic Sciences - PLUS Clinic	Voting
Frederico Martinho	Department of Advanced Oral Sciences and Therapeutics - Endodontics	Voting
Hanae Saito	Department of Advanced Oral Sciences and Therapeutics - Periodontics	Voting
Oksana Mishler	Department of Advanced Oral Sciences and Therapeutics - Division of Dental Hygiene	Voting
Adila Baig	Department of Advanced Oral Sciences and Therapeutics - Geriatrics and Special Care	Voting
Chris Choi/Loana Tovar Suinaga	Department of Advanced Oral Sciences and Therapeutics - Prosthodontics	Voting
Mary Anne Melo	Department of Comprehensive Dentistry and Operative Dentistry - Operative Dentistry	Voting
Lisa D'Affronte	Department of Comprehensive Dentistry and Operative Dentistry - General Practice Director Leader	Voting
Dwayne Everett	Department of Oral-Maxillofacial Surgery	Voting
Martina Majstorovic	Department of Orthodontics and Pediatric Dentistry - Pediatric Dentistry	Voting
Dina Sanchez/Flavio Copello	Department of Orthodontics and Pediatric Dentistry - Orthodontics	Voting

## Curriculum Committee:

The Curriculum Committee is comprised of representatives from each department/division, and a student representative from years 1, 2, 3 and 4.

The committee is responsible for:

- Developing and initiating innovative proposals for the curriculum

- Assessing the curriculum on an on-going basis, including the impact of changes
- Evaluating curricular components (including instructional procedures, course sequencing and redundancies, examination and grading systems, and content revisions to eliminate outdated content and incorporate emerging content)
- Using input from students, faculty, staff, the dean of the dental school, and external constituencies relative to the curriculum
- Making recommendations concerning substantive curricular changes for action by Faculty Council

The Curriculum Committee meets the 2<sup>nd</sup> Tuesday of each month. Course Directors proposing a change to an existing course or requesting a new course must complete the SOD Course Proposal Form, send the proposal to the Office of Academic Affairs, and present their proposal to the Curriculum Committee.

<b>Name</b>	<b>Department Affiliation</b>	<b>Membership</b>
Patricia Meehan	Associate Dean for Academic Affairs	Chair, Ex officio
Christina Horchar	Executive Director of Academic Affairs and Registrar	Ex officio
Dana Jones	Academic Services Specialist, Office of Academic Affairs	Ex officio
Yifeng Bai	Education Technology Center Representative	Ex officio
Mary Ann Williams/Shanell Stephens	HS/HS Library Representative	Ex officio
Nisha Ganesh	Vice Chair, Department of Comprehensive Dentistry & Director of Predoctoral Education	Ex officio
Mark Macek	Department of Dental Public Health - Assistant Dean for Curriculum Innovation and Scholarship	Ex officio
Simon Akerman	Department of Neural and Pain Sciences (1)	Voting
Kelley Hovis	Department of Microbial Pathogenesis (1)	Voting
Silvia Montaner	Department of Oncology and Diagnostic Services (1 of 2)	Voting
Jeffery Price	Department of Oncology and Diagnostic Services (2 of 2)	Voting
Chris Choi	Department of Advanced Oral Sciences and Therapeutics (1 of 2)	Voting
Harlan Shiau	Department of Advanced Oral Sciences and Therapeutics (2 of 2)	Voting
Martina Majstorovic	Department of Orthodontics and Pediatric Dentistry (1)	Voting
Oksana Mishler	Division of Dental Hygiene (1)	Voting
Dwayne Everett	Department of Oral-Maxillofacial Surgery (1)	Voting
Mohamed Shabayek	Department of Comprehensive Dentistry (1 of 2)	Voting
Lisa D'Affronte	Department of Comprehensive Dentistry (2 of 2)	Voting
Scott Swank	Department of Public Health (1)	Voting

Ashley La	Student, Class of 2026	Non-Voting
Amirali Atarod	Student, Class of 2027	Non-Voting
Bashiri, Sam	Student, Class of 2028	Non-Voting
TBD	Student, Class of 2029	Non-Voting

## Course Audits:

Each year the Office of Academic Affairs distributes a Course Audit Form for course directors to complete by mid-August. The annual course audit is an opportunity for course directors to review their respective course syllabi and current EBD course content, and the need for changes/ updates/ modifications. Please review the “Process of Review of EBD Course Content” document on the OAA [Faculty Resources](#) web page.

Course audits are also important for CODA (Commission on Dental Accreditation) as it shows the SOD has a curriculum management process in place. Course audits also provide an opportunity for OAA to be aware of any recommendations for course modifications.

- Course Directors fill-out and sign the Course Audit Form and are responsible for obtaining the Predoctoral Director/Chair and Department Chair signatures on page 8 of the form.
- Once the Course Audit Form is complete, including signatures, Course Directors submit an electronic (pdf) or hard copy of the form to the OAA for the Associate Dean of Academic Affairs, Dr. Patricia Meehan, signature and review.

## Annual Teaching Evaluations:

The School of Dentistry is required to administer didactic and clinical teaching evaluations to students for all courses (and their instructors) each semester. The evaluations are managed by Dr. Mark Macek’s Office of Instructional Evaluation. Questions regarding the teaching evaluations process may be directed to Dr. Macek ([mmacek@umaryland.edu](mailto:mmacek@umaryland.edu)).

## Student Progression and Advancement

### Progression Committees:

- **Preclinical**
  - Comprised of a voting member from each department/discipline and ex-officio members
- **Clinical**
  - Comprised of a voting member from each department/discipline, all GP Directors, and ex-officio members

- Committees determine advancement of students based on grades and advancement policies
- Pre-clinical and Clinical Progression Committees review the performance of each student at various points throughout the year:
  - October/November
  - January - midterm and final Fall term grades
  - February/March
  - May – final Spring term grades
  - July
  - August
- ***It is the responsibility of the course director to provide the names of any deficient students to be included on the agendas for each meeting. Please also provide the names and necessary information to your progression representative who attends the meeting.***
  - October/November- OAA will send an email requesting names
  - January - midterm and final Fall term grades submitted in SURFS will be reviewed by OAA. Any students with E, I, or F midterm grades will automatically be added to the agenda.
  - February/March - OAA will send an email requesting names
  - May – final Spring term grades submitted in SURFS will be reviewed by OAA. Any students with E, I, or F grades will automatically be added to the agenda.
  - June – clinical progression committee meets for approval of students for clerkships.
  - July - email request/follow up from prior meeting
  - August - email request/follow up from prior meeting
  - If a student is included on an agenda, they receive an email from the Office of Academic Affairs (also copied are the course director(s) and GP directors of the D3s and D4s) notifying them of the area in which they are deficient. See examples below.

Dear Sally Sampler,

The Preclinical Progression Committee convened on October 31, 2023, to review the academic performance and progress of all first- and second-year predoctoral dental students. At that time, the committee reported that you have deficiencies in the following areas: **Dental Anatomy and Occlusion.**

Please do not delay in addressing your academic deficiencies. If these issues are not resolved by the end of the academic term/year, it is possible you may not advance to Year II of the predoctoral dental program. If necessary, you should seek guidance from the course director and/or other applicable faculty. Your academic record will be reviewed again at the committee's meeting in January.

Thank you for your attention regarding this important matter.

Sincerely,

Christina Horchar

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Dear Sally Sampler,

The Preclinical Progression Committee convened on January 4, 2024, to review the academic performance and progress of all first- and second-year predoctoral dental students. At that time, the committee reported that you have deficiencies in the following areas: **Dental Anatomy and Occlusion; Gross Anatomy.**

**You are required to meet with Dr. Patricia Meehan, Associate Dean, for academic counseling. Mr. Billy Healy will be in touch to schedule an appointment.**

Please do not delay in addressing your academic deficiencies. If these issues are not resolved by the end of the academic term/year, it is possible you may not advance to Year II of the predoctoral dental program. If necessary, you should seek guidance from the course director and/or other applicable faculty. Your academic record will be reviewed again at the committee's meeting in February.

Thank you for your attention regarding this important matter.

Sincerely,

Christina Horchar

## Progression Committees/Advancement Policy Highlights:

- Based on final grades, the committees determine one of the following actions for each student at the **end of the academic term:**
  - Unconditional advancement
    - 2.00 grade point average and passing grades in all courses to advance unconditionally to the next year.
  - Conditional advancement
    - Summer remediation/repeat
  - Probationary advancement (repeat of a course, repeat or remediation of the year);
    - **Course directors should not offer/schedule remediation or re-examination until the committees meet at the end of the academic year (this also pertains to Fall-only courses). Course directors must**

**recommend remediation or re-examination to the committees who will either approve or deny. The committee must review a student's academic performance for the entire year in order to make the appropriate advancement decision.**

- Academic dismissal is brought to the Faculty Assembly, which approves all decisions pertaining to academic dismissal or graduation.

## E vs. F Grade:

- **E - Conditional Course Failure:**

- This grade is used as a progress grade or as a temporary final grade to indicate that a student, who otherwise is progressing satisfactorily in a course, has failed to master certain segments of a course or some clinical procedures.
- If used as a temporary final course grade, it affords the student the opportunity to remediate/re-exam.
  - The determination of an E grade should be explained in the course syllabus
  - If remediation is successful, the final course grade is E/ grade.
- When the E grade is used as a temporary final grade, it counts in the grade point average calculation. If successful remediation occurs, the student will receive the final grade earned in the course, shown on the permanent record along with the original E.
- An unresolved grade of E will result in a permanent grade of F.

- **F – Course Failure:**

- Students who receive this grade exhibited unsatisfactory performance as outlined in the course syllabus and grade policy
- This grade indicates that they have not achieved an acceptable level in skills and knowledge.
  - ***Therefore, the course must be repeated in its entirety if you assign an F grade.***
- The student is not considered ready to advance to more complex work or to perform independently. When the failure has been absolved, the F grade will remain on the student's permanent record, but only the new grade will be used in computing the grade point average.

## Sample remediation statements in a syllabus:

### Example for a didactic only course:

**Re-examination/Remediation:** If the final average is less than 70% and only one unit exam score is less than 70%, the department will report an E grade and recommend to the Progression Committee that the student be offered the opportunity for reexamination of the failed unit exam. To be fair to the other students the highest score that can be achieved on any re-examination will be 79.9%. If reexamination is permitted and is successful, the student receives the final grade in the course to be shown on the permanent record with the original E. An unresolved grade of E will result in a permanent F grade. If the final average is less than 70%, and two or more-unit exams are less than 70%, the department will report an F grade and recommend that the student be required to repeat the course. According to school policy: “In the event a Section or Examination is failed, remediation or reexamination will not be offered until the Progression Committee meets in May at the MICP 511M 2023 - 2024 Academic Term end of the academic year. At that time, based upon the student’s academic status and overall performance, the Committee will determine if remediation or re-examination will be provided.”

### Example for a didactic and laboratory course:

**Re-examination/Remediation:** If the “final average” of either the didactic or clinical portion of this course is less than 70%, an E grade will be given and recommended to the Progression Committee that the student be offered the opportunity of remediation of the failed section during the summer session. If remediation is permitted and is successful, the student receives the final grade in the course to be shown on the permanent record with the original E. An unresolved grade of E will result in a permanent F grade. If the “final average” of both the didactic and clinical portion of this course is less than 70%, an F grade is awarded and will dictate the need to repeat the entire course.

### **Preclinical Progression Committee**

<b>Name</b>	<b>Department Affiliation</b>	<b>Membership</b>
Patricia Meehan	Associate Dean for Academic Affairs	Chair, Ex officio
Christina Horchar	Executive Director of Academic Affairs	Ex officio
Kate Noonan	Assistant Dean of Student Affairs	Ex officio
Monica Schneider	Assistant Dean of Admissions and Recruitment	Ex officio
Andrea Morgan	Director of Student Advocacy and Cultural Affairs	Ex officio
Nisha Ganesh	Director of Predoctoral Education in Comprehensive Dentistry	Ex officio
Richard Traub	Department of Neural Pain Sciences	Voting
Robert Ernst	Department of Microbial Pathogenesis	Voting

Jeffery Price	Department of Oncology/Diagnostic Sciences - Radiology	Voting
Abraham Schneider	Department of Oncology/Diagnostic Sciences - Basic Sciences (1 of 2)	Voting
John Basile	Department of Oncology/Diagnostic Sciences - Basic Sciences (2 of 2)	Voting
Frederico Martinho	Department of Advanced Oral Sciences and Therapeutics - Endodontics	Voting
Se-Lim Oh	Department of Advanced Oral Sciences and Therapeutics - Periodontics	Voting
Chris Choi/ Loana Tovar Suinaga	Department of Advanced Oral Sciences and Therapeutics - Prosthodontics	Voting
Michael Weir	Department of Advanced Oral Sciences and Therapeutics - Biomaterials	Voting
Dina Sanchez/Flavio Copello	Department of Orthodontics and Pediatric Dentistry- Orthodontics	Voting
Kuei-Ling Hsu	Department of Orthodontics and Pediatric Dentistry- Pediatric Dentistry	Voting
Dwayne Everett	Department of Oral-Maxillofacial Surgery	Voting
Christina Platia	Department of Comprehensive Dentistry - General Dentistry	Voting
Andrea Morgan	Department of Comprehensive Dentistry and Operative Dentistry- Operative Dentistry	Voting
Mark Macek	Department of Dental Public Health	Voting

**Clinical Progression  
Committee**

<b>Name</b>	<b>Department Affiliation</b>	<b>Membership</b>
Patricia Meehan	Associate Dean for Academic Affairs, Committee Chair	Chair, Ex officio
Christina Horchar	Executive Director of Academic Affairs	Ex officio
Kate Noonan	Assistant Dean for Student Affairs	Ex officio
Monica Schneider	Assistant Dean of Admissions and Recruitment	Ex officio
Andrea Morgan	Director of Student Advocacy and Cultural Affairs	Ex officio
Nisha Ganesh	Director of Predoctoral Education in Comprehensive Dentistry	Ex officio
Scott Swank	Department of Dental Public Health- Community Service	Voting

Larry Cohen	Department of Dental Public Health- Practice Management	Voting
Marcela Romero Reyes	Department of Neural and Pain Sciences	Voting
Robert Ernst	Department of Microbial Pathogenesis	Voting
John Basile	Department of Oncology/Diagnostic Sciences - Oral Medicine	Voting
Adila Baig	Department of Oral & Maxillofacial Surgery - Special Care and Geriatrics	Voting
Jeffery Price	Department of Oncology/Diagnostic Sciences - Radiology	Voting
Abraham Schneider	Department of Oncology/Diagnostic Sciences - Oral Pathology	Voting
Frederico Martinho	Department of Advanced Oral Sciences and Therapeutics - Endodontics	Voting
Hanae Saito/ Mary Beth Reidy	Department of Advanced Oral Sciences and Therapeutics - Periodontics	Voting
Chris Choi/Loana Tovar Suinaga	Department of Advanced Oral Sciences and Therapeutics - Prosthodontics	Voting
Mary Anne Melo	Department of Comprehensive Dentistry and Operative Dentistry- Operative Dentistry	Voting
Lisa D'Affronte	Department of Comprehensive Dentistry and Operative Dentistry- General Practice Director	Voting *
Dwayne Everett	Department of Oral-Maxillofacial Surgery	Voting
Dina Sanchez/Flavio Copello	Department of Orthodontics and Pediatric Dentistry- Orthodontics	Voting
Martina Majstorovic	Department of Orthodontics and Pediatric Dentistry- Pediatric Dentistry	Voting
Stephanie Dennison	GP 6 Director (General Dentistry)	Non-voting
Eve Desai	GP 1 Director (General Dentistry)	Non-voting
Lisa D'Affronte*	GP 5 Director (General Dentistry)/GP Director	See above
Sarah Rollor	GP 2 Director (General Dentistry)	Non-voting
William Jacobson	GP 6 Assistance Director (General Dentistry)	Non-voting
Pryam Jani	GP 4 Assistant Director (General Dentistry)	Non-voting
Mona Gorman	GP 7 Director (General Dentistry)	Non-voting
Kamila Kantovitz	GP 8 Assistant Director (General Dentistry)	Non-voting
Kwanrak Sanit	GP 4 Director (General Dentistry)	Non-voting
Ramsay Koury	GP 3 Director (General Dentistry)	Non-voting
Daniel Cheng	GP 2 Assistant Director (General Dentistry)	Non-voting
Christina Platia	GP 8 Director (General Dentistry)	Non-voting
Darianna Masih	GP 5 Assistant Director (General Dentistry)	Non-voting

Kamila Kantovitz	GP 8 Assistant Director (General Dentistry)	Non-voting
Daniel Cheng	GP2 Assistant Director (General Dentistry)	Non-voting
TBD	GP3 Assistant Director (General Dentistry)	Non-voting

## Grade Entry Process

### Midterm Grades:

- **Apply to yearlong courses only (and are only entered in the Fall).**
- Midterm grades are considered “Progress” grades – these represent a point in time
- Can be a A, B, C, F or P (Pass), or E (conditional failure)
- Only students can see midterm grades on SURFS – they do not appear on transcripts
- They are NOT factored into the GPA
- Cannot be changed
- Midterm grades are replaced by the final grade assigned in the Spring as the grade for the Fall term

### Final Grades:

- A, B, C, F or P (Pass), or E (conditional failure; remediation opportunity)
- Use of the E grade should be clearly defined in your syllabus with a remediation statement (example next slide)
- *An Incomplete “I” grade should only be used for extenuating circumstances beyond the student’s control – e.g. leave of absence, illness.*

### Grade Submission and Faculty Web:

- Faculty Web/SURFS is the online grade entry system used by UMB.
- Blackboard and SURFS don’t “talk” – these are two different systems!
- The grades entered in Faculty/Web SURFS are the official grades that appear on student transcripts
- Only faculty who are listed as the primary course director are given access to this system. Access to a course in faculty web is not provided to the co-course directors - this is simply to establish a main point of contact for the Office of Academic Affairs regarding

the grade entry process, and to avoid any confusion of two faculty members accessing the same grade sheet.

- Faculty only have access to view class lists and enter grades for the courses to which they are assigned.
- Step-by-step instructions to access and use Faculty Web can be found in Faculty Resources on the Academic Affairs webpage  
<https://www.dental.umaryland.edu/academicaffairs/academic-information/>
- Christina Horchar will email all course directors when the grading links are opened to enter your grades.
- Once you have entered your grades, please email Christina and Ellen Seed ([chorchar@umaryland.edu](mailto:chorchar@umaryland.edu) and [eseed@umaryland.edu](mailto:eseed@umaryland.edu)). We will review your grades to make sure they look correct to be rolled to history (meaning students will see them on transcript).
- Once grades are rolled, you cannot change grades through Faculty Web. If you need to change a student's grade, please email Christina and Ellen with the course information, student's name, initial grade entered and new grade. We will submit a grade change application for you.
- Fall grades are always due (at the latest) on the first day we return from winter break in January. Spring grades are due the Monday after the last day of the term.

## Academic Schedule

### Academic Schedule in Outlook:

- The Academic Schedule is the official course schedule for the School of Dentistry. The Office of Academic Affairs (OAA) creates and posts the Academic Schedule using Microsoft Outlook and is responsible for managing the schedule throughout the academic year.
- The Academic Schedule is comprised of separate MS Outlook Calendars for each class. The schedule/calendars are given a title that identifies the class and academic year. For example:
  - Class of 2026\_2025-2026
  - Class of 2027\_2025-2026
  - Class of 2028\_2025-2026
  - Class of 2029\_2025-2026

Course Directors and students view the Academic Schedule via MS Outlook Calendar. The Outlook Calendar Schedule displays:

- The date/time/location of lectures, labs, exams, competencies, and group sessions. All of SOD's lectures are delivered in person. SOD is not approved by CODA for online lectures.
- Group and GP assignments for academic activities

Sample Academic Schedules for D1s, D2s, D3s and D4s are displayed below.

Today < > October 20 - 24, 2025 <span style="float: right;">Work Week ▾</span>					
Monday	Tuesday	Wednesday	Thursday	Friday	
20	21	22	23	24	
7 AM					
8 AM	OHCS 511 EXAM G314	PROF 518 LECTURE G205	EBDM 511 LECTURE G205		
9 AM	FOUN 511 LAB GROUPS 1-16, LAB B&C	ODSC 518P LECTURE G205	FOUN 511 LAB GROUPS 1-16, LAB B&C		
10 AM	MICP 511M LECTURE G205		MICP 511M LECTURE G205		
11 AM					
12 PM					
1 PM	CPR TRAINING, GROUPS 7,8 - G305	FOUN 511E MODULE 4 GROUPS 9-16, LAB B	ODSC 511V LECTURE G205	ODSC 518P LECTURE G205	FOUN 511 EXAM G314
2 PM	ODSC 518P LECTURE G205			ODSC 518P LECTURE G205	
3 PM	ODSC 518P LECTURE G205		FOUN 511 LECTURE G205	NPSC 518C CLINICAL RESEARCH CONFERENCES,	
4 PM				NPSC 518C CLINICAL RESEARCH CONFERENCES,	
5 PM					

Today < > **October 20 - 24, 2025** Work Week ▾

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
7 AM					
8 AM	NPSC 521A LECTURE G310	TXPL 528 LECTURE G205	NPSC 521P LECTURE G310	REST 528 LECTURE G314	MICP 521I LECTURE G310
9 AM		ENDO 521 LAB, GROUPS 1-16 - LAB B&C		D2 BLOCK: REST 528A GROUPS 5,6; OMED 521 GROUP 3; PERI 528 PRACTICAL GROUPS 7,8; RADI 528 DXTR GROUP 13; RADI 528 LAB GROUPS 4,9,11,16; TRCS GROUPS 10,12,14,15 G309/G310/G313	
10 AM	NPSC 521P LECTURE G310		BHAV 528 LECTURE G310		GROW 521 EXAM G314
11 AM					
12 PM					
1 PM	GROW 521 LECTURE G310	OPAT 528 LECTURE G310	REST 529A LAB BRIEFING G310	ENDO 521 LAB, GROUPS 1-16 - LAB B&C	BMAT 521 LECTURE G310
2 PM	REST 529A LAB BRIEFING G310		REST 529A LAB, GROUPS 9-16 - LAB B		DANS 521 LECTURE G310
3 PM	REST 529A LAB, GROUPS 1-8 - LAB B	MICP 521I EXAM G314			OPAT 528 LECTURE G310
4 PM					
5 PM					

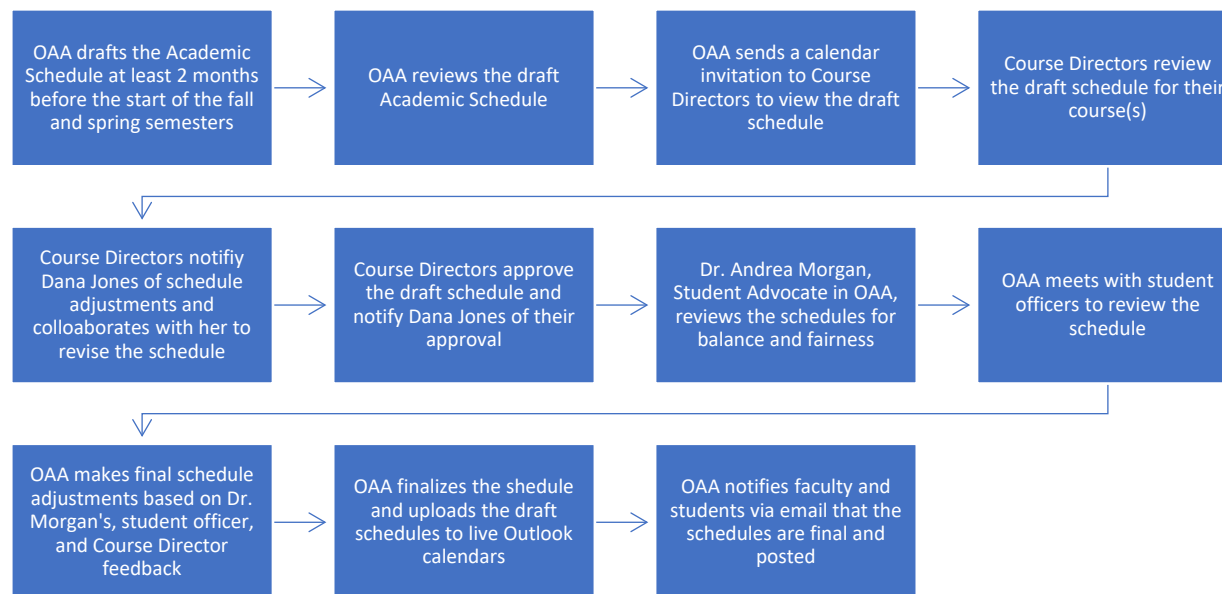
Today < > **October 20 - 24, 2025** Work Week ▾

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
7 AM			Clinic 1		
8 AM	GPs 5-8: ENDO 538 Diagnostic Exercise (See Course Directors BB Instructions)	DSCP 538 LECTURE G310		IMPL 538 LECTURE G310	DSUR 538 LECTURE G205
9 AM	Clinic 2, GPs 1-4	SPTC 531 LECTURE G310		TRANSLATIONAL RESEARCH CONFERENCE GPs 1&2 (G309/G310/G313)	Clinic 2
10 AM		TXPL 538 LECTURE G310	Clinic 2	PERI 538 LAB, GP 8; See Course Director instructions for lab	
11 AM					
12 PM					
1 PM		ENDO 538 EXAM G314	Clinic 3	REST 538A LECTURE G310	Clinic 3
2 PM	Clinic 3				
3 PM		PEDS 538 LECTURE G205		REST 538B LECTURE G310	
4 PM		Clinic 4		Clinic 4	
5 PM					
6 PM					

	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
7 AM			Clinic 1		
8 AM					
9 AM	Clinic 2	REST 548A MOCK BOARD COMPETENC Y, See Axiom for Assignment	Unavailable for Students Taking REST 548A Mock Board Competency	Clinic 2	Clinic 2
10 AM				Clinic 2	Clinic 2
11 AM					
12 PM					
1 PM			Clinic 3	Clinic 3	Clinic 3
2 PM	Clinic 3		Clinic 3 - Unavailable for Students Taking REST 548A Mock Board Competency		
3 PM					
4 PM		Clinic 4		Clinic 4	
5 PM					
6 PM					

## Course Scheduling Process:

- Developing the Academic Schedule is a collaborative process that has Course Directors and OAA working together to draft, review, and approve the schedule for finalizing and posting. Throughout the schedule development process, course directors work directly with Dana Jones in Academic Affairs on the schedule for their assigned course(s).
- The flow diagram below displays the process for developing the academic schedule.



- Course Directors are given two weeks to complete their schedule review and notify Dana Jones of their approval or request for schedule adjustments. The entire Academic Schedule development process, from creating to finalizing, takes 6-8 weeks.
- D2 Block Course Directors also review and approve a separate D2 Block Schedule. The D2 Block Schedule is an MS Word document.
- When reviewing the schedule for your course(s) ensure recorded credits for your course and the credits calculated from the draft course schedule are the same or within .25 of recorded credits. If needed, adjust the draft course schedule. To calculate course credits, refer to the Credit Hours Policy on the OAA Web page (About UMSOD > Academic Affairs > Academic Information > Policies > General School of Dentistry Policies).
- All lectures are scheduled for in-person delivery. SOD is not approved by CODA for online delivery. Online lectures may occur under special circumstances such as an illness, emergency, announcement from the campus, or inclement weather.

Once the Academic Schedule is posted:

- Ensure the course schedule in Blackboard aligns to the Outlook Academic Calendar.
- Changes to the Academic Schedule only occur in the event of unavoidable circumstances (illness, emergencies, weather closings/late openings).

- Contact Dana Jones before making or communicating to students any changes to the schedule.

## Make-up Exams:

- During the semester it may be necessary to schedule a makeup exam. Makeup exams are scheduled if an exam occurs on day/time when SOD has a delayed opening or closure due to weather, or for students with an excused absence granted by Student Affairs. As Course Director, it is your discretion to give a Questionmark or paper-based makeup exam.
- When a makeup exam is needed, Course Directors contact Dana Jones in Academic Affairs to schedule the exam. Ms. Jones will review the Academic Schedule to find a time on the schedule when students are available to take the makeup exam. She will also reserve a room for the makeup exam, and if the makeup is a Questionmark exam, notify Yifeng Bai and Daniel Jang in OIT (Questionmark and assessments support) on the date and time for makeup exam.
- After the date, time, and location for the makeup exam is confirmed, Course Directors then inform students about the scheduled exam.
- Additional information about makeup exams
  - Makeups for competency exams are the only makeup exams that appear on the Academic Schedule. All other makeup exams are announced to students by email.
  - If a student does not have an excused absence, it is at the Course Director's discretion to still allow a student to make up an exam. However, the exam must be paper based. **NOTE: Scheduling and proctoring make up exams is additional time and effort for the course director. If you wish to deter students from requesting this, make up exams should be essay and/or short answer.**

## Accommodated Students:

- Students who qualify and receive accommodations, must reapply **each** semester if they would like to continue to receive services through Education Support and Disability Services (ESDS). Once students have been approved for services the Office of Students Affairs will notify course directors via email of the list of approved students and their specific accommodations. OIT is also notified.
- Please be aware students receiving accommodations will not be afforded the use of those accommodations on the following types of SOD assessments:
  - Skill-based Laboratory Practical Exams
  - Gross Anatomy Practical Exams
  - *Clinical Competency Examinations, including:*
    - *Clinical Patient-Based or Simulation-Based Competency Exams*
    - *Case Based Written Clinical Competency Exams (Questionmark)*

- *Objective Structured Clinical Examinations (OSCE), including station-based and computer-based written OSCE assessments*
  - *Oral Presentation Clinical Competency Exams*
- Any questions or concerns regarding student accommodations should be sent to the Office of Student Affairs at [saffairs@umaryland.edu](mailto:saffairs@umaryland.edu)

### **Process for Students Testing at the ESDS Testing Center:**

- Students receiving the double time testing accommodation, must take their exams at the ESDS Testing Center located in the lower level of the Campus Center. However, students with other testing accommodations can elect to test there as well.
- Students schedule their exams using the online ESDS Testing Center reservation system. Once a student schedules their exam, you will receive an email prompting you to review the student's request to confirm that the exam information is correct.
- While the majority of exams are taken on laptops via Questionmark, some students have an alternative paper format testing accommodation which is designated on their Testing Center request under "format." For these students, you will provide the exam file for the Testing Center to print out for the student(s). You may also deliver the paper version of the exam directly to the Testing Center. Once the Testing Center request is reviewed and approved, you may upload this exam file directly onto the Testing Center request. You may also send the exam file to [esdstesting@umaryland.edu](mailto:esdstesting@umaryland.edu) via secure Outlook email.
- Following the exam, a proctor will either deliver the completed paper exam(s) to a specified location or it will be scanned and sent via secure Outlook email. Please specify the preferred exam delivery method and location within the "instructor comments" section for any paper-based exams.
- For students using computer format, confirm that the exam information is correct and approve the request after making any necessary corrections. Computer-based exams will automatically be available for students when they log into Questionmark.

### **Attendance Policy/Excused Absences:**

- The student attendance policy can be found [here](#).
- The Office of Student Affairs grants excused absences and send notices of excusals to course directors.
- Students might request to miss a scheduled academic activity for a reason that does not fall under an excused absence (i.e. a wedding or special travel plans). It is up to the course director if they wish to grant this exception, but they are not obligated to do so.
- Often course directors ask about increasing or tracking attendance in class: Many course directors use physical sign in sheets. Another option is to use an in-class response tool such as Quickli (Doug Brotherton can advise on options). Some course directors factor attendance into the grade by using a low percentage, like 5%. Some also utilize low-stakes quizzes to draw attendance (perhaps with the ability to drop one).

## UMSOD Delays and Closures Due to Inclement Weather:

In the event of a UMB-wide delay or closure, a UMB Alert will be sent to the university community. In some cases, this message may be sent as early as 5 a.m. to ensure that those with long commutes or early shifts are aware of the change in campus operations. Please ensure that your information is up-to-date in [UMB Alerts](#). Information about a change in on-campus operations will also be available on the [UMB Alerts webpage](#), UMB social media accounts, and the UMB Emergency Information Hotline (410-706-8622). To avoid confusion and misinformation, weather-related delays and closures are no longer sent to local media outlets.

A few helpful points regarding the academic schedule:

- **Lectures** – lectures scheduled at the time campus opens or any time after will remain as scheduled.
- **Labs** – labs with a 9am start time will begin at the time campus opens, and if needed, extend 30 minutes into the lunch hour.
- **D2 Blocks** – blocks with a 9/9:30 start time will begin at the time campus opens, and if needed, extend 30 minutes into the lunch hour.
- **Exams** – exams scheduled to start any time before campus opens will be rescheduled.

If a UMB-wide delay or closure occurs, Course Directors and Dana Jones in the Office of Academic Affairs will work together to reschedule any academic activity (lecture, lab, D2 block, exam) impacted by the delay or closure. Notices regarding patient care will be sent by Clinical Affairs.

## UMSOD Competency Statements and Competency Examinations

As stated in its mission, the School of Dentistry seeks to graduate exceptional oral health care professionals. Competency, the ability to demonstrate skill, knowledge, and attitude derived from specialized training and experience, is at the core of exceptional professionals. It relates to the treatment of the child, adolescent, adult, geriatric, and medically compromised patients. At this Dental School, pre-doctoral dental students must demonstrate competency prior to graduation and entry into dental practice.

- [UMSOD Competency Statements and Competency Examinations](#)
- To access the Competency Exam Manual, please use the desktop icon (Clinical and Academic Support Documentation) or go to Blackboard.

## Posting Your Syllabus in Blackboard

- To begin this process, the Educational Testing Center (ETC) will automatically roll over your course. *Help* documents for students and faculty referencing items frequently used in conducting your course (e.g. making your course available, creating and delivering assessments, creating a sign-up list) are available on Blackboard. Click on the “*ETC Help-Instructors*” tab to find what you need. Additional information and other features required of this process are listed below.
- In order to publish your course and update your syllabus, please follow the steps below:
  - You **MUST** review the “rolled over” course to make sure **ALL** documents **WERE COPIED** into the new course.
  - Review the instructors enrolled in your course and if any changes let ETC know.
  - In reviewing your course, you will note the “*NAVIGATION*” buttons will automatically be added to your course. **PLEASE DO NOT REMOVE ANY OF THESE BUTTONS.** Note, even though they show up (square with a slash) in your view (Edit Mode is **ON**), several will not show up in (Edit Mode is **OFF**, the student’s view).
  - The SYLLABUS is considered a “living document” and **MUST** be updated annually as changes take place within the course. This document represents a “contract” between you and your students and is required for all courses by **CODA (Commission on Dental Accreditation)**.
  - The **updated** SYLLABUS TEMPLATE is located under “*ETC Help – Instructor*” tab. You **MUST** save this document to your computer and copy and paste relevant information from your prior year’s syllabus to the current syllabus. When completed, delete the old version in your course and upload the updated SYLLABUS.
  - It is imperative that students have access to this information well in advance of the course/semester so the school is in compliance with CODA regulations. **The instructions to make a course available is located, under ETC Help – Instructors.**
  - The SYLLABUS needs specific information concerning assessments and weights for each item used to determine a students’ grade. **This information is used to upload the grades to “Student Dashboard” application.** Students and faculty can view students’ progress on the Dashboard at any time to determine a student’s academic standing.
  - Course button for Faculty Information is eliminated and **all faculty participating in the course must be listed in the syllabus along with their detailed contact and office hours information.**

## Contacts for Mediasite, Blackboard, and Questionmark

### Mediasite:

Mediasite is a lecture capture system that records video and audio from the presenter along with any programs/applications being processed through the computer (e.g. PowerPoint, Excel, MSWord). All lectures listed on the SOD academic schedule are recorded and posted to Mediasite. This enables students to revisit the lecture at any time. Mr. Doug Brotherton ([DBrotherton@umaryland.edu](mailto:DBrotherton@umaryland.edu)) is the contact for any questions about Mediasite or scheduling additional lecture recordings.

### Blackboard and Questionmark:

Blackboard is SOD's course management system that allows faculty to post and communicate course information and have students access it. Course content posted to Blackboard includes the syllabus, course schedule, course announcements, and course documents.

Questionmark is the electronic system for the delivery of assessments (exams, quizzes, and surveys) to the dental and dental hygiene program. There are over twenty different question types available for use in the assessment of student performance including the provision for images and motion sequences. The assessments can be run in a secure mode, with a restricted timer, and anonymous surveys. Following assessments, faculty receive a full set of reports.

Mr. Yifeng Bai ([ybai@umaryland.edu](mailto:ybai@umaryland.edu)) and Mr. Daniel Jang ([djang@umaryland.edu](mailto:djang@umaryland.edu)) are the contacts for any questions about Blackboard and Questionmark.

## Room Reservations

To request a room reservation (not associated with your course, i.e. a meeting, make-up exam, or review session) please use the room request [form](#). This link can also be found on the Academic Affairs webpage under services. If a room is needed associated with your course, please email Dana Jones [dbjones@umaryland.edu](mailto:dbjones@umaryland.edu)

## Faculty Resources Page

The following Forms and Information can be found on the OAA [Faculty Resources](#) web page:

- Academic Counseling Form
- CODA Biosketch
- Competency Cover Sheet
- Course Directors' Manual 2025-2026
- Course Syllabus Template 2025-2026
- Curriculum Map

- Faculty Mentor Meeting Report
- Process of Review of EBD Course Content
- SURFS - Faculty Web Instructions - Fall Grading
- SURFS - Faculty Web Instructions - Spring Grading