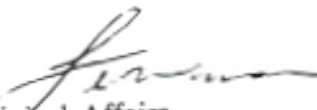


# HOWARD UNIVERSITY

COLLEGE OF DENTISTRY  
OFFICE OF THE ASSOCIATE DEAN  
FOR CLINICAL AFFAIRS

## MEMORANDUM

TO: Faculty, Staff, Dental and Dental Hygiene Students

FROM: Leo E. Rouse, D.D.S.   
Associate Dean for Clinical Affairs

DATE: Revised and Reissued - September 18, 1997

SUBJECT: Clinic Fee For Special Procedures

Fees at the College of Dentistry have been established to help defray some of the cost of operating the clinics. At the same time these fees have been set at a level that will make them highly competitive with the private sector thereby making service at the College attractive to a certain portion of the potential patient population.

In the past, in an effort to *assist* students in *achieving their requirements* in certain high cost or difficult to obtain procedures, an unwritten policy was observed waiving the clinic fees and allowing the patient to pay only the direct cost of fabricating these restorations. This policy applied to only immediate family of the student, spouses, all dental students and dental hygiene students. It was never intended as a "perk" or method of providing free services to these beneficiaries.

As will happen with unwritten policy, various interpretations evolved leading to confusion as to how the policy should be applied. This memorandum will serve to clarify that confusion.

The policy (without any exceptions) is applicable to:

1. Immediate family of the student (child, mother, father, sister, brother).
2. Spouse of the student (husband, wife).



3. Postgraduate Dental Students.
4. Dental Students.
5. Dental Hygiene Students.

The policy is applicable for the following procedures, only:

1. Full Gold Crown
2. Porcelain fused To Metal Crown
3. Pontic (Gold)
4. Porcelain fused to Metal Pontic
5. Post and Core
6. Gold Coping
7. Porcelain Jacket Crown
8. Partial Veneer Crown
9. Porcelain Veneer or Facing
10. Porcelain fused to Metal Bridge - per unit
11. Porcelain Fused to Metal Bridge - more than six(6) units

Inasmuch as this policy has been established to assist students in the undergraduate program in meeting their requirements for graduation, it has no application in any of the postgraduate programs. **All services other than those mentioned above will be provided at the fee as shown on the current fee schedule.**

Guidelines stated in this memorandum were approved for use at the College of Dentistry effective April 1, 1996. This memorandum is reissued at this time to insure compliance with this policy. The approval authority for this policy is the Associate Dean for Clinical Affairs. All questions related to these guidelines should be directed to the office of the Associate Dean for Clinical Affairs.

Your usual cooperation will be appreciated.

LER:pab

cc: Dean Sanders  
Associate Deans  
Department Chairs  
Program Directors  
Dr. Merritt  
Mrs. Betty Brown  
Cashiers

D-CD: Issued: April 1, 1996