

**NYU College of Dentistry  
Advanced Education Program Policies**

**Title: Academic Standards and Policies for Advanced Education Programs in Dentistry**

**Date Approved by EMC:** July, 2015  
April, 2016

**Responsible Officers:** All Advanced Education Program Directors, Associate Dean for Graduate and Post-Graduate Programs, Vice-Dean for Academic Affairs and Research

**Policy Statement:**

Since its founding, New York University College of Dentistry has been dedicated to providing high quality education for a diverse student/resident body. The University faculty values the maintenance of high academic standards that reflect the quality of the institution. Additionally, the faculty endeavors to provide instruction in a learning environment that fosters professionalism, respect, intellectual inquiry, life-long learning and a patient-centered approach to care.

It is in this spirit of dedication, excellence, and a commitment to achievement, that these Guidelines will be applied in the decision making process regarding the progress of post-graduate students/residents towards promotion, and graduation.

**General Information/Procedures: Guidelines for Academic Progress, Promotion and Graduation**

**GRADES AND GRADING FORMATS**

A pass-fail grading system is used at NYU College of Dentistry for all Advanced Education Programs. Post-graduate students/residents enrolled in these programs have been selected through a competitive application process based upon their academic pre-doctoral dental records and strict criteria for admission. The goal of education at the postgraduate level is to assure a level of competency and proficiency of the student/resident in his/her chosen field.

**Grades for courses in the Advanced Education Programs will be indicated on transcripts as follows:**

**Letter Grades** (Definitions follow)

H (Honors)

P (Pass)

F (Fail)

F/New Grade

I (Incomplete)

### **Letter Grades used when a resident takes a leave of absence**

W (Coursework not completed)

W/S (performance in course satisfactory at time of leave)

W/U (performance in course unsatisfactory at time of leave)

### **Definition of Grades:**

**H:** Indicates performance well above a level expected of a post-graduate student/resident.

**P:** Indicates the expected level of performance at a postgraduate level.

**F:** Indicates performance that is below the level expected from a post-graduate student/resident. Students/residents who receive a grade of F are placed on academic probation and may be subject to dismissal from the program (see below).

**F/P:** Indicates that post-graduate student/resident performance was initially below the expected level, but subsequently reached an acceptable level.

**I:** Indicates that the post-graduate student/resident has not demonstrated a level of achievement, and/or has not completed required coursework or patient care assignments at the time of evaluation and that the student/resident may not have been in control of the cause of this deficiency.

#### **"I" grades and "F" grades must be corrected within the academic year:**

Post-graduate students/residents will not be promoted to the next level of training with "I" or "F" grades on their transcripts. Failure to correct the deficiency may result in academic actions that could include dismissal from the program.

#### **Grades in courses at the time of the granting of a leave of absence:**

Post-graduate students/residents may request a leave of absence when courses are still in progress (see section below).

Faculty will be required to provide an assessment of the post-graduate student/resident progress at the time of the leave.

- Where course work is not completed, and it is not possible to determine the student/resident's level of achievement, a grade of "W" will be assigned.
- If it is possible to determine the student/resident's level of achievement in a course that is not completed, the following grades will be assigned:

- “WP” will designate that the student/resident was passing at the time of the leave.
- “WF” will designate that the student/resident’s level of achievement was sub-standard at the time of the leave.

## **THE POST-GRADUATE STUDENT/RESIDENT EVALUATION PROCESS**

Post-graduate students/residents enrolled in the Advanced Dental Education Programs are evaluated on a continuous basis. Formal oral and written evaluations will be conducted by the program director at a ***minimum of two times per academic year***. All students/residents will be evaluated utilizing a ***Global PG Assessment of Core Competencies*** in: Professionalism and Ethics, Knowledge and Skills, Patient Care, Interpersonal/Communication Skills, Practice Based Learning and Improvement and Systems Based Practice (adopted from ACGME).

Performance indicators may include, but are not limited to:

- course grades,
- programmatic competency assessments,
- faculty assessment of clinical performance and assurance of patient-centered care,
- professional and ethical interactions with patients, faculty and staff, and,
- the quality and progress of research or scholarly activity.

Evaluations may occur on a more frequent basis as needs dictate, particularly if a post-graduate student/resident is not progressing as expected.

The Program Director will maintain a record of evaluation for each post-graduate student/resident. These evaluations will be reviewed with, and accessible to the student/resident and will be available for review during accreditation site visits.

The official academic record for postgraduate students/residents is the transcript, which is maintained by the University Registrar. Course grades are reported to the Registrar’s office at appropriate intervals during the academic year. Students/residents have access to their transcripts online through the Student Information Service ( “Albert” ), by logging on to [www.nyu.edu/dental/intranet](http://www.nyu.edu/dental/intranet) and selecting “Albert”. Post-graduate students/residents should review their transcripts at the end of each semester to assure accuracy.

All written notifications of academic status change **MUST** be copied to the Associate Dean for Post-Graduate Programs and to the Registrar for inclusion in the student/resident’s academic file.

### **Criteria for promotion to the next academic year:**

Post-graduate students/residents will be promoted to the next academic year when they have fulfilled the following criteria:

- a) passed all courses in the current academic year;
- b) completed patient care assignments to the satisfaction of the faculty and Program Director;
- c) demonstrated the expected level of clinical proficiency as evaluated by the faculty and the Program Director;
- d) are 'in good standing' with the University Offices of the Bursar and Health and Immunization; and,
- e) are under no academic or disciplinary sanctions.

In the event that a post-graduate student/resident is not promoted to the next academic year; the Program Director must notify the student/resident in writing, and specify the conditions that must be met for the student/resident to advance as specified in the section of this document entitled: "List of Academic Actions". The Associate Dean of Post-Graduate Programs must be copied on all non-promotion actions.

#### **Definition of "in good standing":**

The term "in good standing" indicates that the post-graduate student/resident has received passing grades in all didactic and clinical courses; is not subject to academic discipline; and, that the student/resident has no outstanding obligations to the University. Furthermore, the post-graduate student/resident is not under sanction for violation of any disciplinary or conduct code, or on a probationary period for violation of any University policy, such as the NYU policies on sexual harassment, or non-discrimination.

#### **List of Academic Actions:**

Based on the evaluation of academic progress at the end of a semester or the academic year, post-graduate students/residents are subject to one or more of the following academic actions:

**Promotion:** a post-graduate student/resident will be advanced to the next academic year.

**Academic Warning:** a post-graduate student/resident will receive an academic warning when his/her achievement is below expectation. Improvement is necessary in one or more areas of evaluation in order to be at an expected level of achievement. This is an internal "warning" and is not posted on the official transcript.

**Academic Probation:** a post-graduate student/resident will be placed on academic probation at the end of a semester for "I" or "F" grades in didactic and/or clinical courses, or if the Program Director has issued an unsatisfactory evaluation. The

student/resident can be removed from academic probation when appropriate remediation has been documented. Academic Probation must be remedied within the academic year. Academic probation appears on the official transcript and is reportable to the Associate Dean for Post-Graduate and Graduate Programs and the Registrar.

**Extension of Time:** a post-graduate student/resident may be given additional time beyond the time in which the program is usually completed when the student/resident is returning from a leave of absence, or if it is determined by the Program Director that the student/resident needs additional time to fulfill the requirements of the academic program.

**Repetition of the Academic Year:** based on an evaluation of academic and /or clinical achievement, the post-graduate student/resident may be required to repeat the entire academic year if the performance level indicates that significant additional time is necessary to demonstrate competency in the discipline.

**Dismissal:** a post-graduate student/resident may be recommended for dismissal by the Program Director when it is determined that the student/resident's overall lack of satisfactory academic, clinical and/or professional performance warrants dismissal. In addition, any student/resident who fails the same course twice is subject to dismissal.

**Remediation:** If a post-graduate student/resident fails a course he/she may be allowed to remediate it. The Program Director (in conjunction with the Course Director for a Core/Shared Curriculum Course) will determine if the student/resident can remediate, must repeat the entire course, or is dismissed from the program based on overall performance. If the student/resident fails either the remediation or the repeated course, the student/resident may be required to repeat the year or be dismissed from the program. Students/residents cannot remediate or repeat a course more than once. Remediation failure or repeat course failure are grounds for dismissal from the program.

### **Procedures for Remedying Unsatisfactory Performance and Academic Due Process:**

If a student/resident's performance is deemed unsatisfactory:

1. The Program Director will document all interactions with the post-graduate student/resident in writing.
2. The Program Director will notify and advise the post-graduate student/resident of the area(s) of unsatisfactory performance.
3. The Program Director will outline corrective measures, and establish the

criteria and timeline for the correction of the deficiencies.

4. At the end of the stated time, the Program Director will evaluate the post-graduate student/resident's progress.
5. If the post-graduate student/resident's performance is deemed satisfactory, the Program Director will notify the post-graduate student/resident in writing in a timely manner.
6. If deficiencies continue to exist beyond the time frame established for corrective action, the Program Director will notify the post-graduate student/resident and will make a recommendation for further academic action which may include:
  - a) extension of time;
  - b) repetition of the academic year; or
  - c) dismissal.

#### **Procedure for Dismissal from the Program for Academic Reasons:**

When, based upon the evaluation of post-graduate student/resident performance, a decision is made to dismiss a post-graduate student/resident from the training program the Program Director will review the post-graduate student/resident's record with the Department Chairperson and the Associate Dean for Post-Graduate Programs. Upon completion of the review, the Program Director will notify the post-graduate student/resident of the action taken and dismissal will become effective immediately. The notification to the student/resident will include the following:

- a) reason(s) for the dismissal;
- b) effective date of the dismissal;
- c) process for appeal.

Should the post-graduate student/resident wish to appeal the dismissal, participation in all clinical and didactic programmatic activities will be suspended until the appeals process is completed.

#### **Appeal of a Dismissal:**

A post-graduate student/resident must be provided the opportunity to appeal the decision for dismissal. This appeal must be made in writing to the Dean of the College within five working days of having received written notification of dismissal. Appeals may **only** be made on the basis of a procedural error in the dismissal process. Appeals for re-evaluation of the evidence used in the dismissal determination will not be considered.

The Dean of the College, or his/her designee will review the appeal and will render a final decision within five working days of receiving the appeal. The Dean of the College, or his/her designee will notify the student/resident, the Department Chair, the Program Director, and the Associate Dean for Post-Graduate Programs of the results of the appeal review. After the appeal review process has been completed, the decision is final and not subject to further appeal.

### **Procedure for Dismissal from the Program for Non-Academic Reasons:**

The procedure for dismissal from the Program for Non-Academic Reasons, and the associated appeals process can be accessed on the PG Academics Card of the College of Dentistry NYU Global Home site. NYU College of Dentistry follows the ADA Code of Ethics and Professional Conduct. Violations of the Code of Ethics and Professional Conduct are adjudicated by the Graduate Council on Ethics and Professionalism. Violations of University policies on sexual harassment or non-discrimination are investigated and handled by a central office for all Colleges within the University.

## **INTERRUPTIONS IN MATRICULATION**

### **Leave of Absence:**

In recognition that a post-graduate student/resident may encounter difficulties during his/her matriculation and find it necessary to leave post-graduate training for a period of time, the faculty of the College of Dentistry will make efforts to assist students/residents through such difficult periods.

### **General Leave of Absence:**

A leave of absence may be considered under special circumstances. **All leaves of absence must be requested in written form addressed to the Program Director with copies to the Department Chairperson, and the Associate Dean for Post-Graduate Programs.** This document must include the general reason for the request and the proposed duration of the leave. The decision to grant a leave of absence will rest with the Program Director in consultation with the Associate Dean for Post-Graduate Programs.

In order to maintain continuity in the curriculum, and assure continued post-graduate student/resident competence, an absence from the program should not extend more than one year. Approval for extensions beyond one year will be based on:

- a) the length of time the student/resident has been in the program;
- b) the academic performance of the student/resident; and

c) changes in the curriculum that may have occurred or will occur during the leave of absence.

**Medical Leave of Absence:**

All medical leaves of absence should be substantiated with appropriate medical documentation. If a student/resident's leave of absence is based on a health problem the University must receive confirmation through either the NYU Health Center (993-1000) or the NYU Counseling Services (998-4780). This validation should be submitted to the Program Director..

**Returning from a leave of absence:**

When a student/resident is able to return from a leave of absence, **the request for reinstatement must be in writing to the Program Director**, with copies to the Department Chairperson and the Associate Dean for Post-Graduate Programs. Before returning to the College, the student/resident is subject to an academic review by the Program Director. The Associate Dean for Post-Graduate Programs will coordinate the review with the Program Director and Department Chair. The review will determine when, or if the student/resident is eligible to return. The following factors will be considered in determining when or if the student/resident may return:

- a) the student/resident's academic record;
- b) the changes that may have occurred in the curriculum during the period that the student/resident was on leave;
- c) the current status of courses in the overall continuum of instruction and where the student/resident's educational progress will be most reasonably accommodated.

In addition, the Office for Post-Graduate Programs will determine if:

- a) the circumstances that initiated a leave of absence have been resolved;
- b) any outstanding obligations to the University have been met; and,
- c) any other relevant circumstance has been remediated.

There is no guarantee of reinstatement.

**Criteria for Graduation:**

At the completion of their training, post-graduate students/residents will be deemed eligible to receive their certificate or degree when all of the following requirements have been met:

- a) All course work is completed with a grade of "P" or better.
- b) Patient care assignments are completed and/or the continuity of patient care is assured through transfer to another student/resident with the approval of the Program Director.



- c) If required by the program, any term paper, thesis, research project or comprehensive examination requirements have been satisfied.
- d) All obligations to the University have been met (Office of the Bursar, Library, Health and Immunization, Credit Manager, or other).
- e) The student is not under sanction for violation of any disciplinary or conduct code, or on a probationary period for violation of any University policy, such as the NYU policies on sexual harassment, or non-discrimination.

**Scope of the Policy:**

These guidelines apply to all accredited advanced education programs of NYU College of Dentistry