Academic Standards and Policies

Dental Hygiene Programs

New York University College of Dentistry

Effective Fall 2010 and Onward
Table of Contents

Overview of NYUCD Dental Hygiene Programs ........................................................................... 4
   Educational Mission and Goals .............................................................................................. 4
   Accreditation Status ............................................................................................................ 4
   Program Descriptions ......................................................................................................... 4

General Requirements ............................................................................................................. 5
   Academic Calendar ............................................................................................................. 5
   Attendance Policy ............................................................................................................... 5
   Course Transfer Policy ....................................................................................................... 6
   Residence Requirement ........................................................................................................ 6
   Program Change Requests .................................................................................................. 6
   Limits of Enrollment ............................................................................................................ 6
   Academic Advisement ......................................................................................................... 7
   Course Syllabus and Notification Timeline ......................................................................... 7
   Clinical Privileges ............................................................................................................... 7

Registration Procedures ........................................................................................................... 7
   Financial/Health Compliance before Registration ............................................................. 7
   Drop/Add ............................................................................................................................. 8
   Late Registration ................................................................................................................ 8
   Class Withdrawal ............................................................................................................... 8
   Term Withdrawal ............................................................................................................... 8

Grade Policies .......................................................................................................................... 8
   Grades ................................................................................................................................ 8
   Grade Point Average .......................................................................................................... 9
   Minimum Passing Grade/Repeat Policy ............................................................................... 9
   Incomplete Grades ............................................................................................................. 9
   Submission of Course Grades ............................................................................................ 9
   Evaluation Courses .......................................................................................................... 9
   Requirements for Promotion .............................................................................................. 9
   Academic Honors .............................................................................................................. 9

Policy on Remedial Instruction .................................................................................................. 10
   Definition ............................................................................................................................ 10
   Description of Instructional Program.................................................................................. 10
   Outcome of Remedial Instruction ....................................................................................... 11

Evaluation of Academic Performance ....................................................................................... 11
   Academic Status and Actions .............................................................................................. 11
   Good Standing Criteria ...................................................................................................... 12
Rules for Repeating an Academic Semester/Year ................................................................. 12
Academic Dismissal .............................................................................................................. 12
Petition Procedure .............................................................................................................. 12
Leave of Absence .................................................................................................................. 13
Medical Leave of Absence (MLOA) .................................................................................. 13
Involuntary Financial Leave of Absence ........................................................................... 13
Grades and Granted Leave of Absence .............................................................................. 13
Returning from a Leave of Absence ................................................................................... 14
Re-Entry to a DH Program Track ...................................................................................... 14
Definitions ............................................................................................................................ 14
Readmission Procedures .................................................................................................... 14
Readmission Application Criteria ...................................................................................... 15
Requirements for Graduation ............................................................................................ 15
Policy on National Board Dental Hygiene Examinations .................................................... 15
Certification for Licensing ................................................................................................ 16
Degree Conferral ................................................................................................................. 16
OVERVIEW OF NYUCD DENTAL HYGIENE PROGRAMS

The educational goal of New York University College of Dentistry, Dental Hygiene Programs is based on creating a partnership with students in order to assist them in achieving academic excellence. The faculty of the College has designed a rigorous curriculum, which provides both educational and clinical experiences directed towards the development of competent dental hygienists. These Guidelines define the standards that students must meet and provide the framework for their evaluation.

Guidelines have been developed and are monitored by the Committee on Academic Review and Standards (CARS) for the Dental Hygiene Programs. CARS for the Dental Hygiene Programs reviews overall progress and evaluates performance against the standards listed in this document.

EDUCATIONAL MISSION AND GOALS

The mission of the New York University Dental Hygiene Programs is to partner with students to achieve academic excellence; promote scholarly activity, health promotion, disease prevention and research; to participate in community service; and to offer comprehensive patient care, utilizing critical thinking and evidence-based decision making. As one of the goals, the program will prepare competent dental hygienists by providing contemporary curriculum that is relevant, dynamic, professional and integrated. It is the goal of the College to produce life-long learners who will contribute to the field of dental hygiene in various ways.

ACCREDITATION STATUS

The programs in dental hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission’s web address is: http://www.ada.org/en/coda.

PROGRAM DESCRIPTIONS

The Office of Allied Health Programs houses two academic programs of study; the Associate in Applied Science Degree in Dental Hygiene, and the Bachelor of Science Degree in Dental Hygiene. Both programs offer students a concentrated curriculum that extends from lectures and clinical instruction, to outreach participation to underserved communities; preparing a well-rounded, professionally experienced student entering the practice of dental hygiene. The office also provides continuing education to dental hygiene professionals and hosts dental hygiene alumni events.

Prerequisite Program

Admittance to a dental hygiene program requires completion of two prerequisite courses; Introduction to Chemistry and Introduction to Biology. Students who have not completed these courses are able to apply to the prerequisite program and take the courses within their first semester. A grade of B or higher in the prerequisite courses is required for acceptance to a dental hygiene track. If the required grade is not met for both courses within two semesters, students will be discontinued and will have to reapply for admission after one academic year. Prerequisite students may take liberal arts courses through approved NYU colleges if an increased credit load is desired for personal or financial aid reasons. Advisement is required.

Associate in Applied Science (A.A.S.) Degree Program in Dental Hygiene

The program in dental hygiene at NYUCD (HEGIS code no. 5203.00) is the only clinically-integrated program based within a dental college of its kind in New York State. The program consists of a flexible 78-credit curriculum of clinical and dental sciences and liberal arts courses leading to the Associate in Applied Science degree. With study options of a 17-month, two or three-year day format and an evening curriculum format, students can easily find an option that suits their schedule. Upon satisfactorily completing the program requirements, students are qualified to take the National Board Dental Hygiene Examination and the clinical board examinations, which are requirements for state licensure.
Dental hygiene students are educated and prepared for a challenging career in a growth profession dedicated to the prevention and management of diseases of the mouth and total body wellness. Most graduates of the Associate in Applied Science Degree Program find careers in dental offices, clinics, and hospitals.

**Baccalaureate Degree Program**

The Bachelor of Science (B.S.) in Dental Hygiene Program (Track A or Track B, HEGIS code 1213), which comprises 128 credits, provides advanced education for dental hygiene professionals who may wish to prepare for a career in education, research, health care management, and public health. Opportunities for program graduates include positions with colleges and universities (as faculty or administrators), hospitals with dental programs, public health agencies, and corporations (in management, education services, marketing, sales, and research).

**Track A (four-year track):** This program enables students to obtain the baccalaureate (B.S.) degree, while also completing the dental hygiene core curriculum. Education at the baccalaureate level will expand the practice of dental hygiene, creating more flexibility and creativity in employment opportunities. The curriculum is offered full-time during the day for four years.

The first-year curriculum includes courses in general education, basic science, and clinical sciences. The second and third years include dental hygiene theory with a clinical component. The fourth year includes advanced dental hygiene theory with additional general education requirements to complete the credit base for the degree. Students are admitted in the fall, summer or spring semesters.

**Accelerated Track A:** This program is for students with multiple applicable transfer credits which will allow the program to be completed in a faster period of time. All transfer credits will be reviewed with the applicant during the admission process.

**Track B (degree completion):** The Degree Completion Program in Dental Hygiene is designed for individuals who have already completed an approved program in dental hygiene and who wish to pursue courses designed for their baccalaureate degree. The curriculum is designed to meet the educational interests and expand the career opportunities of the dental hygiene professional, including education, research, health policy management, geriatrics, and liberal arts. Students are admitted in the fall, spring and summer semesters. This curriculum provides the student with the option of a full-time or part-time schedule to complete the remaining credits needed for the degree. To meet the needs of the working professional student and provide flexibility, most classes are offered in the late afternoon, evening and online.

Degree Completion “Track B” Students/Core Course Policy:
Students must complete all NYUCD Dental Hygiene Program core courses for degree eligibility. These may include courses not required for the candidate’s AAS degree but necessary for the NYUCD Dental Hygiene Program.

**Important Note**
New York University mandates a one year time period between degrees. For example, if an AAS degree is conferred in May 2015, a BS degree must be conferred no earlier than May of 2016.

**GENERAL REQUIREMENTS**

**Academic Calendar:** The curriculum in the Dental Hygiene Programs is divided into fall, spring and summer academic semesters. The summer may be divided into two sessions for some liberal arts courses. The schedule for any academic year is determined by the faculty and announced in the academic calendar. The academic calendar is posted on the NYUCD Intranet and College of Dentistry website.

**Attendance Policy:** The attendance policy for the College of Dentistry recognizes the responsibilities of the student, the faculty and the administration of the College. The requirement for participation through attendance is a critical part of education. The attendance policy is appropriately established by the faculty and course director for each course and published in each course syllabus.
1. Students who are absent from classes must work with the faculty to complete coursework and make up missed clinic sessions. Where policies exist in disciplines, excessive absences from required courses may result in loss of grade up to and including failing a course.

2. Students must take required examinations. Unless the discipline has a different policy, an absence from an examination will be counted as a grade of F for that examination. This may result in a student not passing the course. In rare instances when the absence results from a serious illness or other circumstance beyond the control of a student, it is at the discretion of the Assistant Dean of Allied Health Programs or designee, in accordance with the established course policy, to determine the appropriate course of action.

3. Participation through attendance at clinical sessions, outreach assignments, and clinical rotations is mandatory. Students who have absences must arrange to attend substitute sessions. In rare instances disciplines may waive sessions where students have demonstrated competence and patient care obligations have been met.

4. A student who is absent from a scheduled clinic session for any reason is responsible for assuring that a patient schedule d for an appointment is notified in a timely manner before the appointment.

**Course Transfer Policy:** The transferring of credits process is done after official college transcript(s) or translated course-by-course evaluated documents have been received (Students must be registered for credits in order to post transfers on academic records). The courses are reviewed for similar content and level. Science courses are transferred at a grade of B or higher. Liberal arts courses are transferred at a grade of “C” or higher. Students who transfer courses must still meet the competency requirements found within the course in order for the transfer to be completed.

**NOTE:** CREDITS ARE NOT TRANSFERRED FOR COURSES TAKEN MORE THAN TEN (10) YEARS.

**Transfer of Specific Courses:**

**Writing Courses**

Students entering the program may be reviewed for satisfying the writing requirement by transferring two courses, at the time of admission, with grade “B” or higher, of college level writing-intensive English composition courses from an accredited college or university if they have previously completed at least fifteen (15) college credits with a cumulative GPA of 2.8 or higher. Students who transfer courses must still meet the competency requirements found within the course in order for the transfer to be completed.

**Residence Requirement (Bachelor's Degree Only)**

The Dental Hygiene Programs’ residency requirement is 32 credits. To be eligible for a degree, a transfer student must complete a minimum of 32 credits with an average of 2.0 or higher in courses held in the Dental Hygiene Programs during two or more terms.

**Program Change Request:** Track and program changes are limited and require review and approval from the Assistant Dean of Allied Health or designee. Requests can be made through the Student Retention and Academic Advising Administrator.

**Limitations on Enrollment:** Dental Hygiene students are placed in several alternate curriculum pathways. Regardless of the pathway, students must complete all level-two courses within one year of their scheduled date of graduation. Students who are not successful in meeting this requirement must petition CARS to continue their matriculation in the AAS degree program.
Candidates for the BS degree (full-time, first degree students) must finish dental hygiene level-two Track A courses by the end of year four, and complete all course work within seven years.

Candidates for the BS degree (Track B curriculum) must complete their course work within four years.

Continuous matriculation is required. A student is not permitted to be matriculated for more than one degree at a time.

**Academic Advisement**

The Student Retention and Academic Advising Administrator is the assigned advisor for all students in the Dental Hygiene Programs. The Student Retention and Academic Advising Administrator will assist students with curriculum planning throughout the program. Should the student need additional counseling, the University provides these services at the University Wellness and Counseling Center.

Walk-in office hours for Student Retention and Academic Advising Administrator are posted. Individual appointments are available for scheduling.

**Course Syllabus and Notification Timeline:** Faculty will provide a course syllabus at the beginning of each course with detailed information on class policies and requirements. Please note that in the syllabus, faculty must give students adequate notice of the date for examinations and the submission of major assignments. Timely notification of students about their performance on examinations is a fundamental part of sound education practices. Upon completion of examinations, CARS strongly recommends that faculty notify students of their performance within 5 business days. This provides feedback for students and the opportunity to employ corrective action.

**Clinical Privileges:** It is a privilege to provide oral health care to the public. Students should be compliant with the standards of care and rules and regulations. Given the trust of the public for the profession, the faculty plays a fundamental role in overseeing the treatment of any patient. As part of the partnership between the faculty and students, faculty continually monitors student performance in the clinic and gauges the well-being of patients. Faculty is expected to withdraw the privilege of patient care at any time a student does not demonstrate skill and/or a level of knowledge that is necessary for the well-being of patients.

The College of Dentistry policy on Blood Borne Pathogens can be accessed on the college website at [http://www.nyu.edu/dental/bulletin/pathogens.html](http://www.nyu.edu/dental/bulletin/pathogens.html)

**REGISTRATION PROCEDURES**

Students must be properly registered in order to attend classes and clinics. Students register according to college guidelines and schedules using ALBERT. Students can direct any questions to the Student Retention and Academic Advising Administrator. Students are advised to check the NYUCD – DH Academic Calendar for specific dates pertaining to registration within the academic year. Any required courses taken outside of NYUCD are subject to the registration guidelines set forth by the specific college.

After the student has been accepted and paid their deposit, the registration process can begin. The student’s assigned student group indicates the fee schedule for instruments and other fees. Students must meet with the Student Retention and Academic Advising Administrator to ensure proper course selection and program progress. All prerequisite course requirements must be met and the student must remain in good academic standing to progress.

The student must ensure that registration has been confirmed for the exact section of the course as the grade will only be posted to the course in which the student registers. A student who does not attend the proper section of the course may receive a failure for the course.

**Financial/Health Compliance before Registration:** Financial and health compliance must be met in order to progress through registration from semester to semester and to avoid de-enrollment. Arrears or medical blocks will prevent the student from registering for the ensuing semester.

It is the responsibility of the student to remain compliant with the health standards set forth by the University and the College. These standards are set forth to protect our students and must be satisfied in order to be in Good Standing with the College. Prospective students must be compliant before starting their admitted term. Continuing students must complete any required documentation at the start of every subsequent semester to
remain in compliance. If any item expires during the course of a semester, the student must correct the deficiency within 24 hours or be subject to class suspension and/or class withdrawal.

**Drop/Add:** Students are able to drop and/or add courses within the first two weeks of an academic semester *(fall or spring semesters only)*. Classes dropped during this time are eligible for tuition refunds. Students can drop and add classes online through their Student Center in Albert.

For the summer semester, students (excluding fast-track students) will have only the first week of the term to drop/add courses online through the Albert system for a tuition refund. Fast-track summer students will follow the drop/add requirements for the regular academic semester, thereby allowing a two-week drop/add period.

**Late Registration:** There will be a period of initial late registration for each academic semester. Initial registration means no prior registration for that academic semester exists and students are enrolling for the first time. Students will be able to register late during the second week of the academic semester only. There will be a $50 late registration fee incurred. No registration will be allowed after the last day of the second week of the semester.

**Class Withdrawal:** Students wishing to withdraw from a single course after the scheduled drop/add period has ended must complete and sign a drop/add form and submit it to the Dental Hygiene Office for an authorized signature. Drop/Add forms can be found on the Registrar's website at [https://www.nyu.edu/registrar/registration/](https://www.nyu.edu/registrar/registration/).

A grade of W will post to the student's academic record. There will be no refund of tuition or fees for withdrawn classes. Course withdrawal requests will not be accepted past the last day of the second month of the academic semester for all students in fall and spring and for fast-track students in summer. Summer deadlines for all other students will be noted on the NYUCD-DH Academic Calendar. In addition, DH students taking courses outside of NYUCD during any academic semester are held to the class withdrawal dates laid out by the University Registrar and the specific College.

**Term Withdrawal:** Term withdrawals are for students who need to withdraw from all courses within a semester. Forms can be found on the student page in Albert. The last day for a term withdrawal is the last day of the second month of the semester.

**GRADE POLICIES**

The faculty of the NYUCD evaluates student progress throughout the academic year and provides them with constructive feedback. As a result of evaluations, students receive grades at the end of each semester. Students can access grades at any time on the Student Center component of “ALBERT”.

**Grades:** The Dental Hygiene Programs use the following letter grading system of A, B, C, C/F and F. Courses sponsored by the School of Professional Studies (SPS) may include C-, D and D+ grades however if a student receives a C-, D or D+ in any SPS course, they must repeat that course as the Dental Hygiene Program does not recognize C- or lower as a passing grade. Courses that are graded on a pass-fail basis receive grades of P or F. Additionally, faculty may use grades of I and Y, which are conditional grades that indicate a course is not completed; they are not final grades. W (withdrawal) and NG (no grade) are for administrative use only to record the disposition of a course when a student is registered and does not complete the course in accordance with the appropriate College or University policy.

**Grade Key:**

A = 4.0, B=3.0, C=2.0, and F=0
P = Pass, F = Fail
I: (incomplete) designates that while the regular course of study has ended, the student has required assignments that have not been completed. A grade of I refers to a didactic or laboratory/simulation course. A grade of I requires extra work, which has to be completed within the four (4) weeks after completion of the course.
Y: (incomplete clinical course) designates that a student has not completed a sufficient amount of the work to make evaluation of the student’s performance possible at the end of the clinical course. Students must correct their Y and I deficiencies within four (4) weeks of the next academic semester. Failure to do so will result in the remaining Y and I grades converted to F grades and the student subject to academic action including extension of the academic program, repetition of the academic year or dismissal.

Handbook DHYG Section 8/10/15
Modification of grades: Faculty may use a plus “+” to modify grades of B and C. In addition, faculty may use a minus “-” to modify grades of A and B. The use of a plus with a grade increases the grade point value by 0.3 and a minus will decrease the value by 0.3. Thus a grade of C+ = 2.3, B+ = 3.3, an A- = 3.7 and so on. A grade of C may be modified with a + but may not be modified by a minus.

Grade Point Average: The grade point average (GPA) is determined on a scale of 4.0. The quality points awarded for any course are determined by multiplying the final grade in the course by the credit hours for the course. For example, a student who receives a grade of B+ in a course with a credit hour value of 3.0 earns 9.9 quality points. A student who receives a grade of B+ in a course with a credit hour value of 0.5 earns 1.65 quality points.

The overall GPA is determined by dividing the total number quality points earned in the curriculum by the total credit hours attempted in the curriculum. For example, a student who earns a total of 100 quality points by the end of two academic years with a total of 40 credit hours attempted earns an overall GPA of 2.5.

Minimum Passing Grade/Repeat Policy: The dental hygiene curriculum is based on a competency model. In order for a student to progress at each step, there must be a validation of competency. Therefore, a grade of C (graded course) or P (pass-fail course) is the minimum passing grade in a course. A student who cannot demonstrate performance at the C level will receive a grade of F. A grade of F denotes performance in a course that is markedly deficient to demonstrate competency. No credit is received for a course in which a final grade of F is recorded; however, the quality point value of the F grade is used to calculate the grade point average. The course must be repeated.

When a course is successfully completed, an additional entry is made on the transcript reflecting that the course has been repeated, and noting the new grade. The second grade received counts in the GPA regardless of whether it is higher or lower than the grade received in the first occurrence. The first occurrence is excluded from earned hours and GPA.

If a student receives approval to take the course at another institution and passes it, a notation is made on the transcript to denote that the required course is completed.

Since each course in the curriculum is essential to the student’s overall progress, a student who receives a second grade of F in a course may be subject to dismissal from College. Similarly, a GPA of 2.0 is considered the minimum GPA to be in good academic standing.

Incomplete Grades:
A grade of incomplete shall change to a grade of F after one academic year.

Submission of Course Grades: Grades in any course are determined by the faculty. Faculty is required to submit grades within 72 hours after the scheduled final examination.

Evaluation Courses: Evaluation is a fundamental part of dental hygiene education. The faculty of the NYUCD believes that feedback from students is a means to improve instruction and to gain information about features of courses that will enhance learning. In this spirit, each semester the dental hygiene student registers for an evaluation course and completes the evaluations for each course and faculty for which they have registered in order to pass the evaluation course.

Requirements for Promotion: In order to progress to the next academic year, students must have passed all dental hygiene courses with a grade of C or higher and remediated any Y or Incomplete grades. A minimum GPA of 2.0 is required to be in good academic standing. A student will not be promoted to the next academic year unless all courses have been completed for that given level. Progress in the clinical disciplines is evaluated at a minimum of a semester basis. Students should be making progress in each clinical discipline based on their evaluation. All prerequisite courses MUST be completed with a “C” grade or higher before advancing in the curriculum.

Academic Honors

Dean’s List: A Dean’s List is compiled at the end of each academic year*. Dental hygiene students who earn a minimum of twelve (12) credits in an academic year and achieve a grade point average of 3.6 or higher will
be placed on the Dean’s List. “An academic year consists of one fall and one spring semester for all students except fast-track AAS students. An academic year for fast-track AAS students consists of either one spring and one summer semester or one fall and one spring semester, depending on the year level.

Students do not qualify for the Dean’s list for a given year if: (a) they have received a D, I or F grade in a course that year; (b) they have been sanctioned by the College of Dentistry or College Ethics and Professionalism Council; or (c) they are not “in good standing” for any reason at the end of the academic year.

Latin Honors: Latin honors are given to Baccalaureate degree recipients who have achieved a high cumulative grade point average (GPA) and completed their school's minimum number of points in residence.

GPA cutoffs for each category are determined by the combined GPA distribution from the preceding academic year, all graduation moments included. The cutoff for summa cum laude is the GPA included within the top 5 percent of the previous year's graduating class. The cutoff for magna cum laude is the GPA included within the next 10 percent of the previous year's class. The cutoff for cum laude is the GPA included within the next 15 percent of the previous year's class.

See the Office of Registrar website for more information: [https://www.nyu.edu/registrar/graduation/latin-honors.html](https://www.nyu.edu/registrar/graduation/latin-honors.html)

Sigma Phi Alpha Honors: The Dental Hygiene chapter of Sigma Phi Alpha Honor Society, known as Sigma Phi Alpha Psi, recognizes students in the final academic term of a dental hygiene program, who rank highest in scholarship, service and leadership and exhibit potential qualities for future growth and attainment as recommended by the faculty members to be elected to membership. This membership shall be limited to ten percent (10%) of each graduating class by program (i.e., pre-licensure, degree completion/post certificate, or graduate) and shall be selected from a list composed of the upper twenty percent (20%) of the class by program. The election may be held at any time during the final academic term. Exceptions may be made at the discretion of the Component Chapter's eligibility and membership committee.

Program Honors: At the time of graduation, a dental hygiene student with a cumulative grade point average of 3.3 or higher will receive an AAS or BS degree with honors.

POLICY ON REMEDIAL INSTRUCTION

Definition: The curriculum in the College of Dentistry is based on the achievement of competency. When students have not met the minimum acceptable standards for achievement in a didactic course or have not demonstrated an adequate level of skill in a preclinical or clinical course (as indicated by a grade of F), the student must enter a period of remedial instruction. This remedial instruction is considered to be a guided experience to improve the knowledge, competency, and skills of a student. Before permitting a student to enter remedial instruction, the Assistant Dean for Allied Health Programs, or designee, would review the student’s overall record, consider the recommendation of the faculty course director as to whether or not the student is remediable and when appropriate prescribe the required remedial program. All students are subject to academic review. Remediation may only be granted if a student does not need to remediate more than two (2) courses in one semester. Students who fail three (3) or more classes will be reviewed by CARS and face the possibility of repeating an academic year or dismissal.

The form of remedial instruction must be accomplished within a designated “remedial instructional period” which will be the first week of the following academic semester to include fall, spring and summer. It is assumed that remedial instruction will require considerably less curriculum time than repeating an entire course. In addition, remedial instruction must provide regular feedback and evaluation, and validation of achievement in order to provide a course grade for the experience. The Assistant Dean for Allied Health Programs, or designee, will determine the eligibility of students for remedial instruction.

A faculty member may make a recommendation regarding a student’s ability to remediate a course which will be considered by the Assistant Dean for Allied Health Programs or designee.

Description of Instruction Program: Remedial instruction is based upon the conceptual framework and achievement during a regular course of instruction. Students entering remedial instruction must be able to begin at a level where instruction will be directed to enhancing and building upon the student’s knowledge in
a given area. Instruction in a remedial program is designed to provide the student with access to information and examples of intellectual problems in a given topic. The role of the faculty is to guide in accessing information and advising students in problem-solving strategies. In addition, the faculty use of in-class time should be directed towards the integration and synthesis of knowledge and for providing application of concepts and evaluation. In-class time is not envisioned as a time for information-giving.

I. For preclinical and clinical courses: For preclinical and clinical courses, the remedial instructional period will be the first three weeks of the next academic semester. Instruction in a remedial program for pre-clinic and/or clinical areas is designed to provide the student with specific feedback about their present level. The role of the faculty is to provide a clear assessment of skill and knowledge in a clinical discipline and to advise students and demonstrate how successful persons approach clinical problems and procedures.

Outcome of Remedial Instruction: At the end of the remedial instruction, faculty will provide an evaluation of a student’s performance as shown in the table below.

<table>
<thead>
<tr>
<th>Original Grade</th>
<th>Result of Remedial Instruction</th>
<th>Final Grade</th>
<th>Resulting action</th>
</tr>
</thead>
<tbody>
<tr>
<td>F with recommendation for remedial instruction</td>
<td>Pass</td>
<td>C/F</td>
<td>Student moves to next year of curriculum</td>
</tr>
<tr>
<td></td>
<td>Fail</td>
<td>F</td>
<td>Student will be reviewed by CARS and be required to repeat the course or an academic year or be subject to dismissal.</td>
</tr>
</tbody>
</table>

Students who fail to complete all university requirements 6 months beyond their original expected graduation date must register for and pass a recommended clinic course each semester to maintain clinical skills until all requirements are fulfilled. Tuition and fees will apply.

EVALUATION OF ACADEMIC PERFORMANCE

At the end of each semester, or appropriate interval, the Dental Hygiene Office will evaluate the academic achievement of students in accordance with these standards. The Assistant Dean for Allied Health Programs, in consultation with the chairperson of CARS, will notify students of any actions as a result of the student’s academic performance. These actions, in accordance with these Standards, may include the need to alter the student’s curriculum, enroll in a different curriculum track, repeat an academic year, or dismissal from the College.

Academic Status and Actions: Faculty is committed to the achievement of excellence in every aspect of the program. As a consequence, students who do not meet the minimum standard for achievement set by the faculty are subject to academic disciplinary action. This may include the placement of a student on official warning, academic probation, or dismissal from the College of Dentistry.

Official Warning: A student is considered on official warning under any of the following conditions:

a) A single failing grade F in a dental hygiene non-clinical course.

By the end of the following semester (or prior to the beginning of the next registration period), the student must have removed deficient grades in all courses and achieved a minimum grade point average of 2.0 in current courses to be removed from the “Official Warning” category.

Academic Probation: A student will be considered on academic probation under any of the following conditions:

a) A grade of F in a dental hygiene preclinical or clinical course.

b) A grade of F in more than one non-clinical course.

c) A grade point average of less than 2.0 for the academic semester in Dental Hygiene.

d) A cumulative grade point average less than 1.9.

e) A student who does not meet the limits of enrollment or makes progress towards their degree. See Limits of Enrollment section above.

Handbook DHYG Section 8/10/15 11
Students who are on academic probation must meet with the Assistant Dean for Allied Health Programs, or designee, and plan for the correction of failures and deficiencies during the next academic semester. Such students will remain on academic probation during the next semester, but may petition to be removed from probation if failures and deficiencies are corrected.

**Academic Dismissal:** A student is subject to dismissal from the College of Dentistry when any of the following conditions occur:

a) Dental Hygiene student grade point average for the academic year or semester is below 1.5.

b) The Dental Hygiene student cumulative grade point average is below 1.5 for the academic year.

c) The student has received two consecutive grades of F in the same course.

d) The student has been on academic probation for three consecutive semesters.

**Good Standing Criteria:** “In good standing” designates that the student has a minimum cumulative GPA of 2.0; is not subject to academic discipline; has no outstanding obligations to the University, and has no complaints pending against him/her for violation of the Code of Conduct of New York University or the College of Dentistry. In addition, the student is not under sanction of the Ethics and Professionalism Council for violation of any such disciplinary or conduct code or on probation for violation of any University policy.

**Rules for Repeating an Academic Semester or Year:** CARS may require a student to repeat an academic semester or year as a means for the student to demonstrate overall competence in the curriculum, to gain additional skills, or to improve their knowledge base in dental hygiene before moving to the next level of the curriculum. Students who are required to repeat an academic year must repeat all courses. The decision to repeat an academic year is final. A student who is repeating an academic semester will be on academic probation during the semester being repeated. During the semester repeated, a failure in any course may result in dismissal from College. Unless CARS acts to place students in specific courses, the following course requirements will apply:

- The student will be placed in an individualized program of courses by the Assistant Dean for Allied Health Programs, or designee; and
- A student may not take courses for credit for the next academic semester unless placed in them by CARS.

At the end of the repeated semester, and after a critical review of the student’s academic record, CARS may extend the period of academic discipline.

**Academic Dismissal:** Dismissal from the College is an action based on the academic performance of a student, which is far below expectations. Given the serious nature of this action, CARS will consider all circumstances relevant to the student’s performance. After the Assistant Dean for Allied Health Programs, or designee, has advised a student of the decision to dismiss, the student is provided the opportunity to submit any relevant information for CARS to consider. This information must be in writing and be received within five (5) days of being notified of the dismissal. CARS, upon consideration of the student’s petition, may reconsider the decision.

**Petition Procedure:** The Dental Hygiene Office evaluates the academic performance of all students and makes decisions regarding promotion and graduation. After notification to the student by the Dental Hygiene Office that the student has been dismissed from the program, the student may appeal this decision to CARS.

The procedures below must be followed for submitting information to CARS:

- Petitions must be in writing:
  - Petitions must be sent to the attention of CARS, c/o Assistant Dean of Allied Health Programs and can either be mailed to: NYUCD, 345 East 24th St, 6th Floor, New York, NY 10010 or emailed to current address listed on the dismissal notification.
  - Petitions must include the following:
    - The action that is requested. The student must carefully describe the action s/he would like CARS to consider. For example, if a student is dismissed from the College, s/he may only request to be readmitted to repeat an academic year.
The justification for the request: CARS will consider extenuating circumstances which may have compromised a student’s performance. A student requesting reconsideration should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances.

Supporting material: CARS will consider any information a student believes will validate his/her position.

- CARS will consider the student’s request for reconsideration within 7 working days of receiving the request.
- Meeting with CARS: Because the actions of CARS are based directly on the academic performance of a student, decisions of CARS are based on grades. CARS will reconsider an action based on the student’s written request. In the unusual situation where clarification is needed, CARS may request a meeting with the student in order to further clarify or explore issues. Students meet with CARS only by invitation.

The decision of the Committee for Academic Review and Standards is final. Only issues relating to the College not following its published policies and procedures are subject to further appeal. This appeal must be made in writing to the Dean, or designee, within ten (10) business days of the notification of the appeals decision by the Dental Hygiene Committee on Academic Review and Standards.

**LEAVE OF ABSENCE**

A student may encounter difficulties during his or her matriculation and find it necessary to leave school for a period of time. The faculty of the College of Dentistry is aware of such circumstances and would like to assist students through a difficult period. Any absence longer than 5 days is considered an official leave. A leave of absence may be considered under special circumstances. All leaves of absence must be requested in written form addressed to the Dental Hygiene Program (for address see Petition Procedure). This written request should include the general reason for the request and the proposed duration of the leave. Additionally, students must complete the appropriate form online at the Office of the Registrar’s website.

The decision to return from a leave of absence will rest with the Assistant Dean for Allied Health Programs, or designee, and CARS if the student has been absent more than one semester. Upon approval of return, students will be reviewed by CARS and given an individualized prescriptive program. This prescriptive must be agreed to and complied with by the student for the duration of the program.

In order to maintain continuity in the curriculum, 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 has been in the program; (b) the academic performance of the student; and (c) changes in the curriculum that may have occurred or will occur during the leave of absence.

**Medical Leave of Absence (MLOA):** If a student’s leave of absence is based on a health issue, it is required that they be assessed by NYU Counseling and Wellness Services (212.443.9999). All medical leaves of absence should be substantiated with appropriate medical documentation. Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. At the time of the request, the student must be in good academic standing. If the student is not in good academic standing at the time of requesting a leave of absence, there is no guarantee of reinstatement when a student is considered able to return to the College.

If a student is on leave for one year or more, he/she must apply for reinstatement to the program to be reviewed by CARS.

**Involuntary Financial Leave of Absence:** A student with outstanding financial obligation to the College/University will not have his/her degree conferred, may be de-enrolled, which is in essence an involuntary leave of absence, subject to the same rules as a leave of absence. Before a student can be considered for the possibility of return to the College, all outstanding financial obligations must be satisfied prior to re-enrollment.

**Grades and Granted Leave of Absence:** Students may request a leave of absence when courses have not been completed. Students cannot obtain partial credit for courses that are interrupted. Once a leave of absence has been granted the student must complete the online form at the Office of the Registrar’s website.
and list the courses in which he/she is registered. The Office of the Registrar withdraws the student from these classes.

**Returning from a Leave of Absence:** A request for reinstatement must be in writing. This letter should be submitted before March 1 for readmission in the fall semester, November 1 for readmission in the spring semester, and April 1 for readmission in the summer semester.

Before returning to the College, the student is subject to an academic review by CARS. CARS will review and determine when or if the student is eligible to return. The academic review will consider the following factors in determining when the student may return: 1) the student’s academic record; 2) changes that may have occurred in the curriculum during the time when the student was on leave; 3) the current status of courses in the overall continuum of instruction and where the student’s educational progress is most reasonably accommodated. In addition, the Assistant Dean for Allied Health Programs, or designee, will determine: 1) evidence that the circumstances that initiated a leave of absence have been resolved; 2) outstanding obligations to the University have been met; and, 3) any other relevant circumstance has been met. There is no guarantee of reinstatement. If reinstated, students must follow their official CARS prescriptive as outlined upon their return.

A student returning from a Medical Leave of Absence (MLOA) must be assessed through Counseling and Wellness Services.

**RE-ENTRY TO A PROGRAM TRACK**

**Definitions:** Re-entry to a NYUCD – Dental Hygiene program track can happen in many ways depending on the circumstances of departure.

**Reinstatement:** Reinstatement can occur at any point during a student’s continued matriculation. Any student who has taken a leave of absence (voluntary or involuntary) will be evaluated for reinstatement upon their return and given an individualized prescriptive by CARS.

**Reapplying:** Students must reapply to the Dental Hygiene Program when they have been discontinued or inactive from the system for a period of two years or more. Reapplying means a student starts the admission’s process completely over with a new application and all of the required documentation as outlined on the DH website.

**Readmission:** Readmission is only for students who were academically dismissed from a NYUCD – DH program. Students applying for readmission within two years must follow the readmission procedures below.

**Readmission Procedures and Deadlines**

In some situations, an academically dismissed student may apply for readmission at a later date as addressed below. Students will be notified in their CARS letter whether they are able to apply for readmission.

Any student who has been previously academically dismissed from NYUCD’s Dental Hygiene Programs will be ineligible for a second opportunity for readmission to NYU College of Dentistry, Dental Hygiene.

Dismissed students who want to take courses outside of NYU during their dismissal time, must review the NYUCD - DH transfer policy, as outlined on the main Dental Hygiene website, prior to registering. Please note grade requirements and specific class notes. Any courses taken outside of NYU during the time away will be reviewed in accordance with NYUCD - DH policy upon return. Any questions on transfer policy should be addressed with the Student Retention and Academic Advising Administrator.

A period of two academic semesters must elapse before an academically dismissed student is eligible to return to NYUCD - DH. An academic semester is defined as one full academic term either in spring, summer or fall. Students must apply for readmission through the Student Retention and Advising Administrator and meet the following deadlines:

**Return:**
- **Summer Term:
  - DH Readmission Application Period:** January 1 – January 30
Readmission applications will be accepted and reviewed during the above periods only.

Failure to submit the entire application and any subsequent documentation defined in the CARS original dismissal letter may result in a denial or delay of the petition.

If the application for readmission is approved, students returning from academic dismissal will be placed on Academic Probation for the first term back.

Financial aid applicants must contact NYU’s College of Dentistry Financial Aid office to discuss deadlines for the desired academic term and any financial aid policy pertaining to students on academic probation.

**Readmission Application Criteria**

Students who have been academically dismissed from the college must demonstrate that they have the capacity to succeed if readmitted. The application for readmission should address any problems that led to the initial dismissal and clearly state how the student plans to be successful if readmitted. The readmission application, which will be evaluated by CARS, will be submitted to the Student Retention and Academic Advising Administrator and must include the following:

1. Completed readmission application.
2. A written statement describing how the time away has been spent, addressing problems that led to dismissal, and persuasively arguing why those problems will not reoccur. Statements must be professional and free of error.
3. Two updated letters of recommendation from an academic or professional source.
4. Any new final, official transcripts from courses took during time away from NYU. Students should note transfer policy and college criteria, including credit hours, before taking any outside courses. *Core Dental Hygiene classes will not be transferred upon readmission. General science classes and liberal arts courses are reviewed in accordance with transfer criteria.*
5. A scheduled meeting with the Assistant Dean of Allied Health Programs.

**REQUIREMENTS FOR GRADUATION**

Graduation from the Dental Hygiene program is measured based on the achievement of all of the following:

a) completion of all courses within the curriculum at a C or Pass grade or remediated C/F;

b) meeting the requirements that demonstrate competency in all of the measures defined by the faculty; and,

c) meeting all obligations to NYU;

d) passing the National Board Dental Hygiene Examination. Students should check their academic status for graduation by checking their record on ALBERT to confirm that all grades, remediation grades and transfer credits are posted.

**Policy on National Board Dental Hygiene Examinations (NBDHE) Entering Program 2013**

Students must pass the National Board Dental Hygiene Examination.

a. NBDHE is a requirement for graduation and the issuance of a diploma. Students who complete all University requirements but fail NBDHE will neither graduate nor receive a diploma. Such students will have a maximum of two years following their original expected graduation date and five attempts to pass NBDHE or be subject to dismissal from NYUCD-Dental Hygiene Programs. A minimum of ninety days must separate each reexamination attempt on the NBDHE. Students who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination.

b. All 2-year and 3-year track day students must take the National Board Dental Hygiene Examination by **March 31 (and all AAS 3-year-track evening and BS alternate track students by July 31)** of the academic year prior to their original expected graduation and pass the exam to graduate. If the exam is not taken by the appointed date, students have an extension of the program beyond their date of degree conferral. Tuition and fees will apply.
c. All students who do not have a passing score for NBDHE by their original expected graduation date will remain matriculated, retake board review and pay tuition accordingly until the NBDHE is taken and passed.
d. All students who do not have a passing score for NBDHE after the fifth attempt and/or are unable to graduate two years following their original expected graduation date will be subject to dismissal from the College and lose their opportunity to receive a diploma.
e. If students do not have a passing score for NBDHE after the second, third, and fourth attempts, they will remain matriculated, retake board review and/or relevant didactic courses as determined by the Assistant Dean for Allied Health Programs or designee.

Policy on National Board Dental Hygiene Examinations (NBDHE) *Entering Program 2014

a-c. Same as above
d. All students who do not have a passing score for NBDHE after the fifth attempt and/or are unable to graduate two years following their original expected graduation date will be dismissed from the College and lose their opportunity to receive a diploma.
e. If students do not have a passing score for NBDHE after the second, third, and fourth attempts, they will remain matriculated, retake board review and/or relevant didactic courses as determined by the Assistant Dean for Allied Health Programs or designee. Additionally, students must register for and pass a recommended clinic course each semester to maintain clinical skills until the NBDHE is taken and passed. Tuition and fees will apply.

Policy on National Board Dental Hygiene Examinations (NBDHE) Entering Program 2015 and onward

Students must pass the National Board Dental Hygiene Examination.
a. NBDHE is a requirement for graduation and the issuance of a diploma. Students who complete all University requirements but fail NBDHE will neither graduate nor receive a diploma. Such students will have a maximum of two years following their original expected graduation date and five attempts to pass NBDHE or be subject to dismissal from NYUCD-DH Programs. A minimum of ninety days must separate each reexamination attempt on the NBDHE. Students who have not passed an examination after three attempts will be required to wait 12 months after their third attempt before they can apply for reexamination.
b. The Dental Hygiene Office must receive notice of a passing grade for NBDHE before the semester expected date of degree conferral set forth by the Registrar. If the exam is not passed by the semester graduation deadline, the student will automatically roll to the next semester’s conferral date.
c. All students who do not have a passing score for NBDHE after the fifth attempt and/or are unable to graduate two years following their original expected graduation date will be subject to dismissal from the College and lose their opportunity to receive a diploma.

Certification for Licensing (Dental Hygiene): Students are eligible to take dental hygiene licensing board examinations when the following requirements are met: a) passing grades in all dental hygiene courses; b) a satisfactory evaluation in Principles of Dental Hygiene IV Clinic; c) no outstanding grades of F, I, or Y in any course; d) written permission of the Assistant Dean of Allied Health Programs or designee.

Degree Conferral: Degree conferrals are posted in May, September and January. If a student does not complete their degree requirements by their expected date of degree conferral, the date is deferred to the next degree conferral date. This may affect the student’s eligibility to take their Board examinations. Degrees will not be conferred if a student owes the College a balance. All balances must be paid to post a degree conferral.