

# Academic Standards and Policies for the Predoctoral Program in Dentistry at NYU College of Dentistry

## ***Guidelines for Academic Progress, Promotion, and Graduation\****

*In effect for the Class of 2022 and subsequent classes*

The educational goal of New York University College of Dentistry (the “College”) 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 dentists. This Academic Standards and Policies document, (*Guidelines*) define the standards that students must meet and provide the framework for student evaluation.

### **Process of Evaluation**

The faculty of the College evaluate student progress throughout the academic year and provide constructive feedback. As a result of these evaluations, students receive grades at the end of each semester. Students are expected to monitor their grades and can access grades at any time on the NYU Student Information System (SIS) through “Albert”. Clinical progress may be accessed through the NYU College of Dentistry Intranet.

The *Guidelines* were developed by the Committee on Academic Review and Standards (CARS) and the Executive Management Council (EMC) in 2001, and have been periodically modified and updated. All updates are approved and monitored by the EMC.

Decisions on student academic progress, monitored status, academic probation or promotion, and graduation are based upon these *Guidelines*. Class Promotions Committees (CPC) meet quarterly to monitor student performance and identify at-risk students. Students who are at risk of failing one or more courses are placed on Monitored Status and are apprised of resources to assist them. Student progress is monitored by the Class Promotions Committee, the Student Success Network Group, and the Offices of Academic Affairs and Student Advising and Support Services. Monitored Status is an internal designation, which is changed to either *good academic standing* or *academic probation* at the end of the academic year.

### **ACADEMIC CALENDAR AND ATTENDANCE**

**The academic year: The academic year runs from July 1 – June 30 each year and is divided into two semesters, which run from July – December and January – June.** The exact start and end dates for the semesters are published each year in the academic calendar, which is posted on the NYU Global Home site. The schedule for any academic year is determined by the faculty, approved by the EMC, and announced in the academic calendar. The schedule varies for each level of training (D1-D4). Students must abide by the specific semester and course start/end dates and the dates of scheduled breaks for their level of training. Therefore, students may not extend a scheduled break by taking additional days off before and/or after any scheduled break. The Office of Academic Affairs will not approve an extension of published breaks for personal circumstances, and will not excuse absence for social events (weddings, family celebrations etc.) at any time during the academic year.

**Attendance: NYU Dentistry expects that students will attend all classes, clinics, labs, and rotations, that they will submit all projects and assignments in a timely manner, and that they will demonstrate the requisite professional demeanor and conduct in all activities.**

These *Guidelines* are subject to revision at any time with the approval of the EMC.

**Specifically, the policy is:**

1. **Participation through attendance is required, is considered a critical part of education, and will be monitored.** The attendance policy for each course is established by the faculty and course director and is published in the course syllabus. Students who are absent from classes must complete all course work (including projects and assignments) and must make up missed clinic, rotation and pre-clinical sessions as directed by the course director. Excessive absence or lateness from courses, as defined in the course syllabus, will impact the final grade earned, up to and including failing a course.
2. **Attendance in didactic courses will be monitored intermittently in accordance with the attendance policy set forth in the course syllabus.** The mechanism and frequency for monitoring attendance is at the discretion of the course director and department chair and may include but is not limited to utilization of audience response tools, attendance sheets, unannounced quizzes, etc. Attendance may be monitored at any time during a scheduled session. Falsification of attendance records by signing in for another student is considered a violation of the NYU Dentistry Honor Code by all parties involved and may result in sanctions including failing the course or dismissal from the College.
3. **Students must take required examinations.** A missed examination will be factored into the final course grade in accordance with the grading policy set forth in the course syllabus. An absence from a required examination may result in the student failing 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 course director and department chair, in accordance with the established course policy, to determine the appropriate course of action. Students will be required to present proof of exigent circumstances beyond their control in order for the course director and chair to make a determination as to the course of action to be taken.
4. **Participation through attendance at preclinical and clinical sessions, community outreach assignments, and clinical rotations is mandatory.** Students must advise the course or rotation director of an absence due to illness or circumstance beyond their control prior to the session to be missed, unless they are physically unable to do so. Students who accrue absences must make arrangements with the course director to attend substitute sessions to make up for the absences on their unassigned time. At the discretion of the course director and department chair, the number of makeup sessions required may exceed the number of sessions missed. In some instances this may result in make-up sessions during break periods, or require the student to complete make-up sessions beyond the expected graduation date. In rare instances course directors or department chairs may waive make up sessions where students have demonstrated competence and patient care obligations are otherwise fulfilled.
5. **A student who is absent from a scheduled clinic session for any reason is responsible for assuring that a patient scheduled for an appointment that session is notified in a timely manner before the appointment.**
6. **NYU Dentistry follows the University Calendar Policy on Religious Holidays.** Students must notify course directors and GPDs at least one week before the beginning of the holiday period. For further information students may refer to the Student Handbook or <https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/university-calendar-policy-on-religious-holidays.html>
7. For information regarding the difference between excused and unexcused absences and for procedure to request an excused absence students may refer to the Student Handbook.
8. D3 and D4 students may refer to the Student Handbook for protocol and procedures to request excused absence for residency interviews, externships, presenting at professional meetings, or participating in NYU Sponsored Outreach programs

**If a student is absent for three (3) or more consecutive school days, the Office of Academic Affairs must be informed and will require documentation that the student is able to return to the academic program.**

## Grades

Grades in the College are: A, B, C, D, and F. In order to pass a course that is graded with a letter grade, the student must obtain a “C” in the course. The “D” grade signifies a marginal failure and indicates that the student is eligible to remediate that course. Students who accrue up to 3 “D” grades in an academic year are eligible for remediation. Courses that are graded on a pass-fail basis, receive grades of “H, P, P/F and F”. The C- grade is reserved for students who have passed a letter graded remedial course, while P/F is the grade awarded to a student who passes a pass/fail remedial course. Additionally, faculty may use grades of “I, Y, and W” which are conditional grades that indicate a course is not completed. These are not final grades. W (Withdrawal) is 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, C-= 2.0 and F=0

The “D” grade is not computed in the GPA as it is converted to either a “C-” or an “F” at the end of the remediation period.

H = Honors, P = Pass, F = Fail, W= withdrew prior to evaluation, W/S= withdrew due to leave of absence with satisfactory progress, W/U = withdrew due to leave of absence with unsatisfactory progress (see explanation under Leave of Absence).

**I:** (incomplete) indicates that while the regular course of study has ended, the student has required assignments that have not been completed. An “I” grade refers to either didactic or laboratory/simulation course. A grade of “I” in a **didactic course** requires extra work, which must be completed within 4 weeks after the published course completion date. A grade of “I” in a **laboratory/simulation course** must be completed by the end of the course’s remedial period and/or the academic year in question. After that date the grade is changed to a passing or failing grade. The passing grade for an “I” grade in a laboratory or simulation course can be no higher than a C grade. The passing grade for an “I” grade in a didactic course can be any grade.

**Y:** (Incomplete clinical course grade) is awarded when a student has not completed a sufficient amount of work to permit the evaluation of the student’s performance at the end of a clinical course. At the completion of the third year a student may carry forward up to 5 “Y” grades without any penalty for a period from the end of the academic year (June 30) until the first Tuesday in September of the D4 year (the day that classes resume after Labor Day). Any “Y” grades remaining after that date, must be rectified by November 1 of the D4 Fall semester, with the highest achievable grade being a “C”. Students with any “Y” grades remaining after November 1 of D4 will have the remaining “Y” grades converted to “F” grades and will be subject to either extension of the academic program beyond graduation, repetition of the academic year, or dismissal as outlined in the D4 grading algorithm. Student who carry forward 6 or more “Y” grades after June 30 will be subject to either extension of the academic program beyond graduation, repetition of the academic year or dismissal pending full review of the academic record by the CPC.

Students who are enrolled in Honors courses **MUST** clear all “Y” grades by the first Tuesday in September (day after Labor Day) in order to continue participating in the Honors course.

Students who are enrolled in Elective courses must clear all “Y” grades by November 1 in order to continue participating in the Elective course.

## MIDTERM GRADES:

The University requires that midterm grades be assigned in courses that run longer than one semester in order to comply with Federal regulations governing financial aid compliance and monitoring of satisfactory academic progress. At the College, these courses are typically preclinical and clinical courses. These midterm grades are visible by the student on “Albert” but are not recorded on the student’s official transcript. These interim grades represent a real time snapshot of the student’s progress and imply neither a passing nor a failing grade at the conclusion of the course. These special midterm grades are:

**S (satisfactory):** An “S” indicates that the student is demonstrating at least the minimal expected progress in the course to date.

**NI (needs improvement):** An “NI” indicates that the student has not demonstrated the minimal expected progress in the course to date.

### **Modification of grades**

Faculty may use a plus “+” to modify grades of “A”, “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 “A” can be modified with a “+” but without an increase in the grade-point value. A grade of “C” may be modified with a + but may not be modified by a minus as part of an original course grade. The “C-“ grade is solely reserved for remediated D grades.

### **Grade conversion table for didactic courses\*:**

A+: 96.50 – 100

A: 92.50 – 96.49

A-: 89.50 - 92.49

B+: 86.50 – 89.49

B: 82.50 – 86.49

B-: 79.50 – 82.49

C+: 75.50 – 79.49

C: 69.50 – 75.49 (69.50 is the minimum passing grade)

C-: highest possible passing grade after didactic course remediation

D: 59.50 – 69.49 is a failure eligible for remediation (maximum 3 courses in any Academic Year)

F: less than or equal to 59.49 – not eligible for remediation

\*This grading table also applies to the didactic portion of pre-clinical courses.

### **Minimum passing grade**

The pre-doctoral curriculum is based on a competency model. In order for a student to progress at each step, there must be an indicator of satisfactory progress toward competency. Therefore, a grade of C (graded course) and C- (after remediation) or P (pass-fail course) is the minimum passing grade in a course. In didactic courses (and the didactic portion of pre-clinical courses if applicable), a student, who cannot demonstrate performance at the “C” level, with a numeric grade in the 59.50 – 69.50 range, will receive a “D” grade and will be eligible for remediation if they accrue no more than 3 “D” grades in the academic year (see rules on “Remediation” below). An “F” grade (59.49 or below) is not remediable. A student with a grade of “F” will be subject to academic action, to either repeat the year or be dismissed.

In P/F courses, students will receive a “D” grade before remediation (unless, the course director decided that the student cannot remediate, in which case the grade is F). At the end of the remediation period the “D” grade will be converted to a “P/F” if remediated successfully, or to an “F” grade if the student failed the remediation.

A summary of the “D” grade and “F” grade rules for each level of training can be found in the section on remediation below.

### **Submission of Grades in a Course**

The faculty determines grades in any course. Faculty are required to submit grades within five working days after the last day of class or the scheduled final examination, and/or completion of clinical documentation. Incomplete grades (I grades) in a preclinical course must be finalized to a letter grade at the end of remedial period that follows immediately after the preclinical course and/or at the end of the academic year in question.

## **Notification of Examinations**

Faculty must give students adequate notice of the date for examinations and the submission of major assignments. This notice should be provided as part of the syllabus given at the beginning of each course. Students should be notified about their performance on examinations in a timely manner. The Office of Academic Affairs strongly recommends that faculty notify students of their performance within 5 business days (by posting the examination grades on a digital bulletin board, or by individual e-mail). This provides feedback for students and the opportunity to employ corrective action.

## **Course Evaluation**

Evaluation is a fundamental part of dental education. The faculty of the College believes that feedback from students is a means to gain information geared towards improving instruction, and enhanced learning. Therefore, the Curriculum Committee, utilizing its Curriculum Management Plan will evaluate specific courses reviewing student and course director input and other outcome measures

Students are expected to complete evaluations of courses when requested. Students must complete the evaluation process as a condition of receiving their final grade in the course.

## **Clinical Privileges**

It is a privilege to provide oral health care to the public. Students must adhere to the standards of care and rules and regulations set forth in the Clinic Manual. 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 monitor student performance in the clinic and supervise patient care. Faculty are expected to withdraw the privilege of patient care at any time if a student fails to demonstrate sufficient preparation, skill, and/or a level of knowledge that is necessary to assure the well-being of patients.

A student who neglects or inappropriately treats his/her patients may lose patient care privileges from all clinics, may receive a grade of "F" in the respective course at any time during the academic year, and may be subject to academic dismissal.

A student with an "I" grade in a preclinical/simulation course is not granted clinical privileges in that discipline until the deficiency is corrected and a passing grade received.

## **Requirements for Promotion**

In order to progress to the next academic year, students must have passed all courses. A student will not progress to the next academic year unless all courses have been completed. (Exception-students with Y grades ending the 3rd academic year, see section on Y grades, above). Progress in the clinical disciplines is evaluated at a minimum of four times a year. Students should be making progress in each clinical discipline based on their evaluation. A student who is not progressing in a clinical discipline during the D3 year may be required to extend the academic program beyond graduation, repeat the academic year, or be dismissed.

## **Remediation**

Students who receive a "D" grade in three or fewer courses at the end of an academic year must complete additional instruction and demonstrate satisfactory mastery of the course content. Remedial instruction is offered in all courses and takes place during a period of time identified in each academic year. A student with four (4) or more "D" and/or any "F" grade(s) in didactic courses is not eligible for remediation. Such students are subject to academic actions including repeat of the academic year or dismissal. Failure of three (3) or more courses will result in dismissal. Students who fail even one remedial program will be required to repeat an academic year or be subject to dismissal (see below).

## **Policy on Remedial Instruction**

**Definition:** The curriculum in the College is based on the achievement of competency. When students have not met the minimum acceptable standard for achievement in a didactic course or have not demonstrated an adequate level of skill in a pre-clinical or clinical course (as indicated by a grade of “I” or “D”), the student must enter a period of remedial instruction, assuming they have been deemed eligible to remediate based on the eligibility criteria described in this document. Remedial instruction is considered to be a guided self-directed experience to improve the knowledge, competency, and skills of a student. The faculty will suggest, provide or assign: review materials, study questions or reading assignments if/as applicable at the beginning of the remediation period. The faculty will schedule a group question and answer session (or 2 such sessions for courses of 4 credits or more) at the end of the designated remediation study period and before the remediation exam.

The remedial program must be accomplished within a designated “remedial instructional period” which will be at the end of the academic year.

For preclinical/simulation courses, for students with an “I” grade, the remedial period may start immediately after the course has ended. To be eligible for remedial instruction, students must have already taken a full course of instruction. It is assumed that remedial instruction will require considerably less curriculum time than repeating an entire course. In addition, remedial instruction will provide validation of achievement in order to provide a course grade for the experience.

**Description of the Remedial 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. There will be no scheduled formal review sessions or additional lectures, however, at the conclusion of the self-directed study period, each Course Director of a failed course will schedule up to 2 group Question and Answer sessions to address student questions. The role of the faculty is to guide in accessing information and advising students in problem-solving strategies. Students in remediation will be placed on a modified schedule to allow for study time.

**For Pre-Clinical and Clinical Courses:** For pre-clinical and clinical courses, the remedial instructional period is an additional period of time in a continuum of clinical instruction. 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 of performance and a clear description of the skills that a student must demonstrate in order to progress. The role of the faculty is to provide a clear assessment of skill and knowledge in a clinical discipline and to advise students in successful approaches to clinical problems and procedures.

**Time:** A period of time in each year of the curriculum will be designated as a “remedial period.” This period will be noted in the approved academic calendar each year.

**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.

**Summary:** This plan places students, who have the potential to achieve, in a program of remedial instruction. Students who demonstrate an acceptable level of achievement at the end of this period will be moved to the next academic year. Students who do not achieve a passing grade will be considered for dismissal or will be required to repeat the academic year.

A student may appeal academic decisions of the Class Promotions Committee (CPC) to the Committee on Academic Review and Standards (CARS) solely on a procedural basis. Such appeals must be made on the basis of the College having failed to follow the policy and procedures outlined in these Guidelines.



The charts below summarize the “D” and “F” grade thresholds for remediation, repeating an academic year, or dismissal from the College, as well as the possible outcomes and appeals procedure.

**D1-D3 GRADING POLICY AND ACADEMIC ACTIONS**

ACADEMIC ACTION	# OF D GRADES	# OF F GRADES	POSSIBLE OUTCOME	APPEAL
ELIGIBLE FOR REMEDIATION	Maximum 3	0	Failure of remediation in 1 or more courses = repeat the year if eligible* Highest possible pass grade in remediation is C-	N/A
STUDENT REQUIRED TO REPEAT THE YEAR any combination of D and/or F grades as depicted to the right	2 1 0	1 2 1	Failure of 1 or more courses in a repeat year = dismissal Students may only repeat an academic year once.	N/A
STUDENT DISMISSED FROM THE COLLEGE 3 or more D grades + 1 or more F grades <i>OR</i> 4 or more D grades, <i>OR</i> 3 or more F grades, <i>OR</i> 1 or more F grades in a repeat year	4 or more	3 or more	Dismissal from the College	To CARS on process only

**\*ELIGIBILITY CRITERIA:**

Students who are repeating the year (on probation) are NOT eligible to repeat the year a second time.

Students may repeat a given academic year only once. The maximum allowable time to complete the DDS program is 6 years.

**D4 GRADING POLICY AND GRID:**

In order to graduate students MUST:

- Pass all courses and competencies,
- Complete all clinical and discipline requirements,
- Pass the NBDE I and II (or INBDE after 2022),
- Be in good standing, and,
- NOT have any outstanding University obligations.

**“Y” GRADE POLICY: COMPLETION OF D3 CLINICAL REQUIREMENTS IN D4**

D3 “Y” grades must be converted by the 1st Tuesday in September of D4 to avoid any grade penalty. After that date and up to Nov 1, the highest possible grade conversion of a D3 “Y” is to a “C”. By the 2<sup>nd</sup> Friday in December (before Winter Break) all remaining D3 “Y” grades will be converted to “F”.



**DELAYED GRADUATION OR REQUIREMENT TO REPEAT THE YEAR DUE TO UNRESOLVED D3 CLINICAL DEFICIENCIES:**

Students with up to 2 unresolved D3 “Y” grades that were converted to “F” in December of D4 MUST complete all D3 clinical requirements by the date on the Academic Calendar that classes resume after the Spring Break of D4 (mid-March).

- If there are no additional academic or clinical deficiencies in D4, the earliest anticipated graduation date will be in September.
- Students with additional academic or clinical deficiencies in D4 will be required to repeat the year or be dismissed upon full review of academic and clinical performance by the D4 Class Promotions Committee (CPC).

Students with up to 2 unresolved D3 “Y” grades that were converted to “F” in December of D4 who DO NOT complete all D3 clinical requirements by the date on the Academic Calendar that classes resume after the Spring Break of D4 (mid-March), MUST complete all D3 clinical requirements by June 15 of the D4 year AND will be required to register for the Fall semester (D5) with the earliest anticipated graduation date of January of that year.

- Students with additional academic or clinical deficiencies in January D5 will be required to register for the Spring semester of D5 or will be dismissed upon full review of academic and clinical performance by the D4 Class Promotions Committee (CPC).

Students with 3 or more unresolved D3 “Y” grades that were converted to “F” in December of D4 MUST complete all D3 clinical requirements by June 15 of the D4 year AND will be required to repeat the D4 year in its entirety, or will be dismissed upon full review of the academic performance by the D4 CPC.

**DELAYED GRADUATION DUE TO NBDE II or INBDE FAILURE:**

Students who have passed all courses and competencies and who have completed all clinical and discipline requirements, and whose only deficiency is failure of NBDE II or INBDE have until July 31 of the following year (14 months after the date of their expected graduation) to pass the NBDE II or INBDE to be awarded the DDS degree. These students do not have to register for an additional academic year, and no tuition will be charged. Students who do not pass the NBDE II or the INBDE by that date will not be awarded a DDS degree.

**DISMISSAL OR REQUIREMENT TO REPEAT THE YEAR DUE TO D4 CLINICAL AND ACADEMIC DEFICIENCIES:**

ACADEMIC ACTION	Maximum # OF D GRADES	Maximum # OF F GRADES	POSSIBLE OUTCOME	APPEAL
<b>ELIGIBLE FOR REMEDIATION (DIDACTIC COURSES)</b>	Maximum 3	0	Failure of remediation of 1 or more courses =repeat the year if eligible*  Highest possible pass grade in remediation is C-	N/A
<b>STUDENT REQUIRED TO REPEAT THE YEAR</b> any combination of D and/or F grades as noted in this chart	2 1 0	1 2 Up to 3	Failure of 1 or more courses in a repeat year = dismissal	N/A
<b>STUDENT DISMISSED FROM THE COLLEGE</b>	4 or more	4 or more.	Dismissal from the College	To CARS on process only

### **\*ELIGIBILITY CRITERIA:**

Students who are repeating the year (on probation) are NOT eligible to repeat the year a second time. Students may repeat an given academic year only once. The maximum allowable time to complete the DDS program is 6 years.

## **Academic Actions**

The faculty is committed to the achievement of excellence in every aspect of the pre-doctoral program. As a consequence, students who do not meet the standard for achievement set by the faculty are subject to academic disciplinary action. This may include the placement of a student on *monitored status*, *academic probation* or *dismissal* from the College. The Class Promotions Committees (CPC) have been appointed to ensure early identification of students at risk of academic sanctions and to provide support and guidance for success (see below).

**Monitored Status:** This is an internal designation made by the CPC when a student is identified as being at risk for failing. In partnership with the Office of Student Advising and Student Support Services, the student will develop an action plan for improvement, which will be monitored quarterly by the CPC. Monitored status is changed to *good academic standing* or *probation* depending on the student's performance throughout the academic year.

**Academic Probation:** A student is on academic probation under any of the following conditions:

- Has one or more outstanding F grades
- Any student repeating an academic year until the academic year has been successfully completed.  
A student on academic probation is **not in good academic standing**.

**Repeat of the Academic Year:** The conditions for repeating an academic year are outlined in the Academic Actions charts above for each class (D1-D4). Failure of any course during remediation necessitates a repeat of the academic year. Students may not repeat any academic year more than once. Repeat of the Academic Year decisions are not appealable.

**Dismissal:** The conditions for being dismissed from the College are outlined in the Academic Actions charts above for each class (D1-D4). Failure of any course during a repeat year results in dismissal. Dismissal decisions are appealable to the CARS only on the basis of the process.

### **Definition of "In Good Academic Standing"**

Being "In Good Academic Standing" indicates that the student has received passing grades in all academic courses (does not include "Y" grades), 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 Ethics and Professionalism of New York University College of Dentistry. In addition, the student is not under sanction of the Peer Review Boards for violation of any disciplinary or conduct code nor on probation for violation of any University policy.

**Evaluation of Academic Performance: The Role of the Class Promotions Committees (CPC):** The Dean will appoint four Class Promotions Committees (D1-D4), which will be composed of course directors and faculty actively engaged in teaching at that level of training, a representative from the FT or PT Faculty Council, and a representative of the Office of Academic Affairs, and the Office of Student Advising and Student Support Services. The committees will meet quarterly to review the performance of students in that class and will determine if the students are making satisfactory academic progress. Students not making satisfactory progress are placed on "monitored status" or probation and an action plan is developed. Additionally, the CPC will make judgments concerning academic promotion or academic sanction and can take into consideration extenuating circumstance that is contemporaneously reported to the CPC. No student can be promoted to the next year without approval of the CPC, and having passed all courses (with the exception of clinical "Y" grades in These Guidelines are subject to revision at any time with the approval of the EMC.

D3). The Office of Academic Affairs will notify students of any CPC decisions including the need for intervention/actions as a result of the student's academic performance. Students may not contact faculty members of any Class Promotions Committee in an effort to influence CPC decisions. Such action is considered a violation of the Honor Code and students who attempt to do so will be subject to sanction as described therein.

Students on extended academic program due to the "Y" grade policy decisions will be evaluated at the end of D4 and those with outstanding performance in the senior year may have a reduction in the extra time they were asked to serve beyond their original graduation.

## **Rules for Repeating an Academic Year**

A student may be required to repeat an academic 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 dentistry before moving on 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 and cannot be appealed.

## **Dismissal from the College**

Dismissal from the College is based on a student's failure to perform at an acceptable academic level. The decision to dismiss can only be appealed on procedural grounds. The student may submit any relevant information for CARS review in their consideration of the appeal. Any extenuating circumstance cited by a student in the appeal, must have been presented to the CPC contemporaneously in order to be considered by CARS.

## **Petition Procedure**

The Class Promotion Committees (CPC) evaluates the academic performance of all students and makes decisions regarding promotion and graduation. The Office of Academic Affairs notifies students of the CPC dismissal decision. After such notification, the student may appeal this decision to CARS ONLY on procedural grounds (i.e. that the College has not followed its published policies).

The following procedures must be followed for submitting information to the CARS. The written petition should be sent to: **CARS, c/o Associate Dean for Academic Affairs, NYUCD, 345 East 24th St, New York, NY 10010**. To be considered, the petition must be submitted within five (5) business days after the student is notified of the dismissal.

At a minimum, a petition must include a detailed justification of the reason for the request.

The CARS will consider appeals based on deviation from published policies in these *Guidelines*. The rules described in course syllabi cannot be challenged as part of an appeal after dismissal. A student may challenge policies described in individual course syllabi no later than 5 business days after the respective course is over and final grades have been submitted.

The CARS will consider the student's request for reconsideration of a dismissal decision within 21 working days of receiving the request.

The actions of the CARS are based on the academic performance of a student, the CPC's findings, and the facts set forth in the student's petition. In the unusual situation where clarification is needed, the CARS may request a meeting with the student. Students meet with the CARS only by its invitation.

**Appeals:** The decision of the CARS is final and cannot be appealed except as to process.

These Guidelines are subject to revision at any time with the approval of the EMC.



# Policy on National Board Dental Examination

Students must pass Parts I and II of the National Board Dental Examinations as a requirement for graduation.

## Policy on the National Board Dental Examination Part I (NBDEP1)

All Students must **take** Part I of the National Boards by August 31 following their D2 academic year. Failure to take the examination by the indicated date will subject the student to suspension from all activities in the General Dentistry Clinic until the student takes and passes the examination. Upon returning from such suspension, the student will be eligible for graduation no earlier than a period of time past the original expected graduation date for his/her class that equals the time lost from the curriculum due to the suspension. **If the examination is not passed prior to June 30 between the D3 and D4 years, the student will be subject to dismissal from the College.**

All students are expected to Pass Part I of the National Boards examination on their first attempt (prior to August 31 following their D2 year)

**I.** Students who do not achieve a **passing** score on Part I of the examination on their first attempt must have a passing score by December 31 of their D3 year. During the interim period between notification of failure on the first attempt and the retaking of the examination for the second time, the student will have an abbreviated General Dentistry Clinical schedule approximating 50% of the normally scheduled time. This will allow additional time to study for the retake.

**II.** Students who pass part I of the National Dental Boards on their second attempt as outlined in “a” above, will be eligible for graduation at the conclusion of the third week in June of their D4 year, assuming all requirements for graduation are met.

**III.** Students who fail to achieve a passing score on Part I of the National Dental Board by December 31 of their D3 year will be suspended from all activities in the General Dentistry Clinic. This suspension will last until the student passes the examination, but will extend no later than June 30 of the summer following the D3 year.

**IV.** If the student passes the examination prior to June 30 of the summer following the D3 year, the student will be eligible for graduation no earlier than a period of time past the original expected graduation date for his/her class equal to the time elapsed between when the student was first expected to pass the examination (August after the D2 year) and the time that the examination was passed.

A student will have until June 30 of the summer session following the D3 year to successfully pass the NBDEP1. Any student who does not pass the NBDEP1 by the indicated time will be subject to dismissal from the college.

## National Board Dental Examination Part II (NBDEP2)

### Students who do not pass National Board Part II (NBDEP2) after completion of the fourth year.

**a.** NBDEP2 is a requirement for graduation and the issuing of a diploma. Students who complete all University requirements but fail NBDEP2 will not graduate nor receive a diploma. Such students will have a maximum of 14 months (July 31) following their original expected graduation date to pass NBDEP2 or be subject to dismissal and lose their opportunity to receive a diploma.

**b.** Students who do not have a passing score for NBDEP2 by their original expected graduation date (after completing all other graduation requirements) will **not be** required to remain matriculated as full-time students.

## Requirements for Graduation

Graduation from the College of Dentistry is based on achievement of the following: a) passing all courses b) a passing overall score on the National Board Dentistry Examinations Part I. and Part II.

- a. meeting the requirements that demonstrate competency in all of the measures defined by the faculty; and
- b. meeting all obligations to NYU

## Policy on Extended, Returning or Repeating Seniors

Students who have passed National Board Parts I and II as well as all didactic requirements but are still deficient in clinic requirements at the time of graduation will be categorized as follows:

- A. **Extended Seniors:** Students who will complete all requirements by mid-August of the same academic year and will graduate in September.
- B. **Returning Seniors:** Students who will complete all requirements by December 31 following their senior year and will graduate in January of the following year. These students will be assessed full registration fees and ½ of the senior year tuition.
- C. **Repeating Seniors:** Students who will complete all clinical requirements within one year of the original graduation date. A student, except those on approved leave of absence who does not complete all clinic requirements within 14 months (July 31) following their original expected graduation date will be dismissed from the University. Repeating students will be assessed full registration and tuition fees.

## INTERRUPTIONS IN MATRICULATION

### DDS Program Duration

The DDS program must be completed in a maximum of 6 years total (1.5 times the expected completion period). This is inclusive of leaves of absence and repeating an academic year. The 6 years need not be consecutive. This is based on the reason for the interruption in matriculation and adequate clinical resources for the student to return in a given year. A student may not repeat the same academic year more than once. A student who fails any course in a repeat year will be dismissed.

### Leave of Absence

**Description:** 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 is aware of such circumstances and will assist students through such difficult periods. A leave of absence may be considered under special circumstances. All leaves of absence must be requested in writing and addressed to the Associate Dean for Academic Affairs. This written application should include the general reason for the request and the proposed duration of the leave. All medical leaves of absence should be substantiated with appropriate medical documentation. The decision to grant a leave of absence will rest with the Associate Dean for Academic Affairs. At the time of requesting the leave, students are evaluated for their academic record. In the absence of final grades for courses underway, interim evaluations through the CPC will reflect if the student leaves in **good** academic standing or **not in good** academic standing. If a student withdrew (W) from a course due to a leave of absence, the grade will be either W/S (withdrew with satisfactory progress) or, W/U (withdrew with unsatisfactory progress). A W/U in any course indicates a student is **not in good academic** standing.

In order to maintain continuity in the curriculum, in most instances an absence from the program cannot extend more than one academic year. In exceptional circumstances, approval or extension for one additional year of the leave of absence will be considered provided the student requests it in writing four months prior to the start of the next academic year. Approval of an extension will be based on (a) the exceptional extenuating circumstance; (b) the length of time the student has been in the program; (c) the academic performance of the student; and (d) changes in the curriculum that may have occurred or will occur during the leave of absence.

Failure to request an extension in writing will result in permanent de-enrollment of the student.

**Medical or Personal Leave of Absence:** If a student's leave of absence is based on a health problem it is required that the Office of Academic Affairs receives information about the need for the leave from either the NYU Health Center or the NYU Counseling Services (212-443-9999). Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. This validation should be submitted to the Associate Dean of Academic Affairs. At the time of the request, the student should be in good academic standing.

**Maternity Leave:** Maternity leave is considered a leave of absence. Students who request such a leave are under the jurisdiction of all stated requirements in this document. During this period it is required that the student comply with the following

- 1) Contact the Director of Academic Advising and provide him/her with the anticipated first day of the leave and the approximate return date to the University.
- 2) Contact all faculty and departments, especially those where an exam or clinic experience is scheduled. Inform the faculty of your leave and make arrangements for any required make-ups. Students on maternity leave are responsible for all requirements as specified by the course director.
- 3) Contact the Director of Academic Advising with your return date.

**Mandatory Leave of Absence:** The College of Dentistry reserves the right to require a student to take a leave of absence when there is a concern for the welfare of the student, or for the public, should the student be allowed to continue in the program. Request to return from a mandatory leave of absence must be substantiated by appropriate medical documentation that the student may return to their duties.

**Outstanding Financial Obligations:** A student with outstanding financial obligation to the College/University may be de-enrolled, which is in essence an involuntary administrative leave of absence, subject to the general rules of 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.

**Grades in Courses at the Time of the Granting of a 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.

**Returning from a Leave of Absence:** When a student is able to return from a leave of absence, the request for reinstatement must be in writing and submitted, preferably before March 1 of the academic year for readmission. When returning from a medical leave of absence, including maternity leave, students must provide evidence that they are fit to return to a full-time program. Before returning to the College, the student is subject to an academic review by the Office of Academic Affairs to determine when or if the student is eligible to return. The academic review will consider the following factors in determining when or if 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 and 4) available space. In addition, the Office of Academic Affairs will determine: 1) evidence that the circumstances that initiated a leave of absence have been resolved; and, 2) evidence that other relevant circumstances, if any, have been addressed. **There is no guarantee of reinstatement.**

These Guidelines are subject to revision at any time with the approval of the EMC.

Failure to request in writing a return to the next academic year will result in permanent ineligibility for reinstatement of the student. A student who returns to the program from a leave of absence is considered a full-time student.

*Approved by the Committee on Academic Review and Standards (12/18/2001 and modified versions on 7/24/2002, 5/28/2003, 10/8/2003, 4/7/2004 and 8/5/2004).  
Approved by the Executive Management Council (3/13/2002 and modified version on 8/8/2002).*

*Modified policy on Part I and II of the NBDE approved by EMC on 5/4/2005.*

*Modified policy on Part I of NBDE for class of 2008 and onward approved by the EMC on 1/4/2006, 2/8/2006, and 4/12/2007. New and modified Part II of NBDE for class of 2008 and onward approved by the EMC on 12/14/2006.*

*Modified D3 clinical promotion policy approved by the EMC on 9/3/2008. Editorial updates - April 24, July 1 and 14 and August 25, 2009.*

*New grades (W/U and W/S) and modified Leave of Absence policy approved by the Committee on Academic Review and Standards (CARS) on 01/27/2010 and EMC on 03/10/2010. Modified Clinic Privileges policy approved by CARS on 02/22/2011 and by EMC on March 2, 2011.*

*Modified F grade policy for students on probation, approved by CARS on July 15, 2014 and EMC on August 6, 2014, effective for any decision to be made going forward from August 6, 2014.*

*Editorial updates and modified policy on mandatory enrollment for students who did not pass Part II NBDE, approved by the Committee on Academic Review and Standards on June 17, 2015, and EMC on July 1, 2015.*

*Editorial updates on number of sessions and lowest clinical grade approved by CARS, July 27, 2015. Update of Y grade policy approved by CARS, February 12, 2016, and by EMC on March 2, 2016.*

*Update of I grade policy approved by EMC on September 6, 2017. Updated grade and remedial policy approved by EMC on August 1, 2018*

*Updated attendance, grade and remedial policies approved by EMC on May 1, 2019*