

# **Academic Standards and Policies**

## **For the Predoctoral Program in Dentistry at NYU College of Dentistry**

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

*\*Effective for the Classes of 2019, 2020, 2021 and prior Classes*

The goal of the New York University College of Dentistry (the College) is the creation of a partnership with students in order to assist them in achieving academic excellence. A rigorous curriculum has been established which provides both educational and clinical experiences directed towards the development of competent dentists. These *Guidelines for Academic Progress, Promotion, and Graduation* (hereinafter *Guidelines*) define the standards that students must meet and provides the framework for a student's evaluation.

The *Guidelines* have been developed by the Committee on Academic Review and Standards (**CARS**) and the Executive Management Council (EMC) and are monitored by the EMC.

### **Process of Evaluation**

The faculty of the College evaluate student progress throughout the academic year and provide constructive feedback. As a result of these examinations and 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.

### **The Academic Year**

**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**

**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.**

**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 letter grades: A, B, C, C/F, and F. Courses that are graded on a pass- fail basis receive the following grades: “H, P, P/F and F”. C/F is the grade given to students who have passed a letter graded remedial course while P/F is the grade given 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 has not been 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 policy.

### Grade Key

A = 4.0, B=3.0, C=2.0, C/F= 2.0 and F=0

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 has to 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’ remedial period and/or the academic year. After that date the grade must be changed to a passing or failing grade. The passing grade for an “I” grade in a laboratory / simulation course can be no higher than a C. The passing grade for an “I” grade in a didactic course can be any grade.

**Y:** (Incomplete clinical course grade) for the Class of 2020 and prior classes: indicates that 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 multiple 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 classes resume after Labor Day). A student having more than 3 Y grades remaining after that date will have “Y” grades converted to “F” grades and may be subject to either extension of the academic program beyond graduation, repetition of the academic year or dismissal. Students with 3 or fewer “Y” grades must correct deficiencies and receive passing grades prior to the completion of the Fall semester of the senior year. Failure to do so will result in remaining “Y” grades being converted to “F” grades and the student may be subject to academic action including extension of the academic program, repetition of the academic year or dismissal.

The Office of Academic Affairs, in conjunction with the Class Promotions Committees, will reevaluate students on an extended academic program due to the “Y” grade policy prior to graduation and those with outstanding performance in the senior year may have a reduction in the extra time they will be required to serve beyond their original graduation. Students who do not pass Part I of the National Board Dental Examination (NBDE) may extend the deadline for “Y” grades with a time period equivalent to their clinical suspension/reduction (see Policy on National Board Dental Examination).

**Y:** (Incomplete clinical course grade) for the Class of 2021: 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, only. 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. For example, a grade of C+ = 2.3, B+ = 3.3, an A- = 3.7. A grade of A can be modified with a “+” but without an increase in the grade- point value.

### **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) 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” requires additional course work to reach the level of skill and knowledge necessary to demonstrate competency (see “Remediation”).

### **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. Grades for incomplete grades (I grades) in a preclinical course are due at the end of remedial a course 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 an examination and the submission of major assignments. This notice should be provided as part of course syllabi 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 five business days (by posting the examination grades on a bulletin board, the intranet 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 improved instruction and enhanced learning. Therefore,

the Curriculum Committee, utilizing its Curriculum Management Plan will evaluate specific courses by reviewing student and course director input and other outcome measures. Students are expected to complete course evaluations 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 all 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: (a) lose patient care privileges from all clinics, (b) receive a grade of “F” in the respective course at anytime during the academic year, and (c) may be subject to academic dismissal.

A student with an “I” grade in a preclinical/simulation course does not have clinic privileges in the respective area of practice until the “I” grade is changed to a passing grade.

## **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 at the end of the D3 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 as evidenced by their evaluation. A student who is not progressing in a clinical discipline during the D3 year may be asked to extend the academic program beyond graduation, repeat the academic year, or may be dismissed.

## **Remediation**

Students who do not achieve the minimum passing grade (C) must complete additional instruction. Remedial instruction is offered in all courses and takes place during a period of time identified in each academic year. Students with multiple failures may not be eligible for remediation. The Office of Academic Affairs, in consultation with the Chair of the Class Promotions Committee, the Assistant Dean for Student Affairs and Academic Support Services, and the Associate Director of Advising and Academic Support Services will review and determine if remediation is possible on a student by student basis. Students who fail multiple courses but are deemed eligible for remediation will become ineligible to continue in remediation if at any time they fail one of the remedial courses. Students who fail the remedial program will be required to repeat an academic year or be subject to dismissal.

## **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 “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 skill of a student. Before permitting a student to enter remedial instruction, the Office of Academic Affairs will review the student’s overall record and consider the recommendations of the faculty course director, and the Class Promotions Committee, as to whether or not a particular student is remediable. When appropriate, a required remedial program will be prescribed.

The form of remedial instruction 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 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. 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 time for self-directed study. Faculty will be available at scheduled intervals in the remediation period to answer questions and provide guidance as needed.

**Format:** A typical format for a remedial course may be to: (a) review course performance and identify specific weaknesses/deficiencies; (b) prescribe activities to strengthen concepts and build a stronger base of information and basic skills; (c) provide opportunities for problem- solving in the discipline that simulates real-life application of the knowledge in the discipline; (d) initiate independent problem-solving in order that the faculty can validate concepts and knowledge; and (e) determine overall evaluation of achievement in the course.

**Time:** A period of time in each year of the curriculum will be designated as a “remedial period.” The period during which all remedial instruction will be accomplished will be noted in the 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.

<b>ult of Remedial Instruction</b>	<b>Final Grade</b>	<b>Resulting action</b>
Pass	C/F, P/F	Student moves to next year of curriculum
Fail	F	Student will be required to repeat an academic year or be subject to dismissal.

**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 a decision of dismissal to the CARS.

## **Academic Actions**

The faculty is committed to the achievement of excellence in every aspect of dental education. 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.

**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** (see definition, below).

## **Dismissal**

A student is subject to dismissal from the College under any of the following conditions:

- Receiving a grade of "F" at the end of any remedial course
- Receiving multiple "F" grades at any time during the regular academic year
- Receiving two "F" grades at any time during an academic year being repeated
- Receiving a grade of "F" in any clinical course as a result of losing patient care privileges

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

Being "In Good Academic Standing" indicates that a 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, a student must not be 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**

At the end of each semester, or at appropriate intervals during each semester, the Office of Academic Affairs will evaluate the academic achievement of students in accordance with these Standards. The Office of Academic Affairs, in consultation with the chairperson of CPC, the Assistant Dean for Student Affairs and Academic Support Services and the Associate Director of Advising and Academic Support Services, will notify a student of any actions as a result of the student's academic performance. These actions, in accordance with these Standards, may include the extension of the academic program beyond graduation, repetition of an academic year, or dismissal from the College. However, the Office of Academic Affairs will reevaluate students on an extended academic program due to the "Y" grade policy prior to graduation 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.

## **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 will be placed on *monitored status* or *probation* by the Office of Academic Affairs, and an action plan will be developed. In making their recommendations, the CPC can take into consideration extenuating circumstance that is contemporaneously reported to the CPC. Each CPC makes recommendations

on academic actions to the Office of Academic Affairs. Students can be promoted to the next year only upon having passed all courses (with the exception of clinical "Y" grades in D3) and with such recommendation of

the CPC to the Office of Academic Affairs. The Office of Academic Affairs will notify students of any 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.

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

The Office of Academic Affairs may require a student 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. Only issues relating to the College not following its published policies and procedures are subject to appeal. This appeal must be made in writing to the Dean (or its designee) within ten (10) business days of the notification of the decision.

### **Dismissal from the College**

Dismissal from the College is an action based on a student's academic performance, which is far below expectations. After the Office of Academic Affairs has advised a student of the decision to dismiss, the student is provided the opportunity to submit any relevant information for CARS to appeal the decision. This information must be in writing and be received within five (5) business days of being notified of the dismissal. CARS, upon consideration of the student's petition, may sustain or reverse the decision.

### **Petition Procedure**

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

The following procedures must be followed for submitting information to the CARS. The written petition must 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 mailed (Certified Mail, Return Receipt Requested) no more than five (5) business days after the student is notified of the dismissal.

Petitions must be in writing. At a minimum, a petition should include the following information for the CARS:

- The student must describe fully and with specificity the action she/he would like the CARS to consider. However, if a student is dismissed from the College, she/he may **ONLY** request to be readmitted to repeat an academic year.
- The justification for the request: The CARS will consider extenuating circumstances, which may have compromised a student's performance. A student requesting reconsideration must clearly and comprehensively set forth the extenuating circumstances. Wherever possible, a student must provide support to validate the circumstances. 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 Supporting material: The CARS will consider any information a student believes will validate his/her position.
- The CARS will consider a student's request for a reconsideration within 21 business days of receiving the request.
- **Meeting with the CARS**: The actions of the CARS are based directly on the academic performance of a student and the student's petition. The CARS will reconsider an action based on the student's written request. In the unusual situation where clarification is needed, the CARS may request a meeting with the student in order to further clarify or explore issues. Students meet with the CARS only at its invitation.



## Appeals

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 in writing and received by the Dean (or its designee) within ten (10) business days of the notification of the appeals decision by the Committee on Academic Review and Standards.

## Policy on National Board Dental Examination

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

### National Board Dental Examination Part I (NBDEP1)

- A. 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.
- B. 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)
  1. 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 re-taking the examination.
  2. 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.
  3. 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.
  4. 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.
  5. 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 CD.

### 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 issuance of a diploma. Students who complete all University requirements but fail NBDEP2 will neither 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. c) meeting the requirements that demonstrate competency in all of the measures defined by the faculty; and, d) 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

## 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 CD is aware that such circumstances occasionally occur and prepared to assist students through a difficult period. A leave of absence may be considered under special circumstances. All leaves of absence must be requested in written form 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, the student's academic record is evaluated. In the absence of final grades for courses in progress, interim evaluations will be relied upon to reflect if a 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 receive 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 such as a student's private physician. 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 CD.
- (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.

**Outstanding Financial Obligations:** A student with outstanding financial obligation to the CD/University may be de-enrolled which is, in essence, an involuntary leave of absence, subject to the same general rules as a leave of absence. Before a student can be considered for the possibility of return to the CD, all outstanding financial obligations must be satisfied.

**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.

**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 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 CD, 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: (a) the student's academic record; (b) changes that may have occurred in the curriculum during the time when the student was on leave; (c) the current status of courses in the overall continuum of instruction and where the student's educational progress is most reasonably accommodated and (d) available space. In addition, the Office of Academic Affairs will determine, in its sole discretion: (a) evidence that the circumstances that initiated a leave of absence have been resolved; and (b) evidence that other relevant circumstances, if any, have been addressed. **There is no guarantee of**

## **reinstatement.**

Failure to request a return to the next academic year in writing 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.*

*Editorial Updates and introduction of Class Promotions Committees to enhance collaboration between Academic Affairs, Student Advising and Support Services, and the Student Success Network, approved by EMC August 1, 2018*

*Update of attendance and grade policy (midterm grades) approved by EMC May 1, 2019*