

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

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

Date Approved by EMC: July, 2015

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

Policy Statement:

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

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

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

GRADES AND GRADING FORMATS

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

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

Letter Grades (Definitions follow)

H (Honors)

P (Pass)

F (Fail)

F/New Grade

I (Incomplete)

Letter Grades used when a resident takes a leave of absence

W (Coursework not completed)

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

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

Definition of Grades:

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

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

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

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

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

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

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

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

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

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

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

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

THE POST-GRADUATE STUDENT/RESIDENT EVALUATION PROCESS

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

Performance indicators may include, but are not limited to:

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

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

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

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

All written notifications of academic status change **MUST** be copied to the Senior Associate Dean for Education to the Registrar for inclusion in the student/resident’s academic file.

Criteria for promotion to the next academic year:

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

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

A post-graduate student/resident on academic probation who fails to meet the milestones set as conditions for continuing in the program may be dismissed from the program.

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

Definition of "in good standing":

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

List of Academic Actions:

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

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

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

Academic Probation: a post-graduate student/resident will be placed on academic probation at the end of a semester for “I” or “F” grades in didactic and/or clinical courses, or if the Program Director has issued an unsatisfactory evaluation. The student/resident can be removed from academic probation when appropriate remediation has been documented. Academic Probation must be remedied within the academic year. Academic probation appears on the official transcript and is reportable to the Senior Associate Dean for Education and the Registrar.

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

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

Dismissal: a post-graduate student/resident may be recommended for dismissal by the Program Director when it is determined that the student/resident’s overall lack of satisfactory academic, clinical and/or professional performance warrants dismissal. Any student/resident who fails the same course twice is subject to dismissal. Similarly, a student/resident may repeat an academic year only once. Failure in a repeat year is grounds for dismissal.

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

Procedures for Remedying Unsatisfactory Performance and Academic Due Process:

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

1. The Program Director will document all interactions with the post-graduate student/resident in writing.

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

criteria and timeline for the correction of the deficiencies.

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

Procedure for Dismissal from the Program for Academic Reasons:

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

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

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

Appeal of a Dismissal:

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

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

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

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

INTERRUPTIONS IN MATRICULATION

Leave of Absence:

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

General Leave of Absence:

A leave of absence may be considered under special circumstances. **All leaves of absence must be submitted on the Leave of Absence Request Form available on NYU Global Home - PG Academic Card**. This document must include the general reason for the request and the proposed duration of the leave. The decision to grant a leave of absence will rest with the Program Director in consultation with the Department Chair and the Senior Associate Dean for Education

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

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

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

Medical Leave of Absence:

All medical leaves of absence should be substantiated with appropriate medical documentation. If a student/resident's leave of absence is based on a health problem the University must receive confirmation through either the NYU Health Center (443-1000) or the NYU Counseling Services (998-4780). This validation should be submitted to the Program Director.

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 Program Director and the Office of Academic Affairs and provide them 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 Program Director and the Office of Academic Affairs with your return date, and provide evidence of medical clearance to return to the program.

Parental Leave (non-birth parent): Parental leave is considered a leave of absence. Students who request such a leave are under the jurisdiction of all stated requirements in this document. The College recognizes the need/desire of parents to bond with their new infant and/or provide necessary emotional support to their partner. It is recommended that parental leave for purposes of bonding not extend beyond a 2 week period. Longer parental leaves will be considered in unusual circumstances and/or for the student's own medical recovery following childbirth. Parental leave of longer than two weeks must be requested in writing. As soon as practical during the period of leave, it is required that the student comply with the following:

1. Contact the Program Director and the Office of Academic Affairs and provide them 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 parental leave are responsible for all requirements as specified by the course director.

3. Contact the Program Director and the Office of Academic Affairs and provide them with your return date (students on parental leave for medical recovery reasons must provide evidence of medical clearance to return to the program)

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/resident is able to return from a leave of absence, **the request for reinstatement must be in writing to the Program Director utilizing the Request for Return from Leave of Absence form (located on the PG Academic Card on NYU Global Home)**, with copies to the Department Chairperson and the Senior Associate Dean for Education.

Before returning to the College, the student/resident is subject to an academic review by the Program Director, the Department Chair and the Senior Associate Dean for Education. The review will determine when, or if the student/resident is eligible to return. The following factors will be considered in determining when or if the student/resident may return:

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

In addition, the Program Director, Department Chair and Office of the Senior Associate Dean for Education will determine if:

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

There is no guarantee of reinstatement.

Criteria for Graduation:

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

- a) All course work is completed with a Passing grade.
- b) Patient care assignments are completed and/or the continuity of patient care is assured through transfer to another student/resident with the approval of the Program Director.
- c) If required by the program, any term paper, thesis, research project or comprehensive examination requirements have been satisfied.
- d) All obligations to the University have been met (Office of the Bursar, Library, Health and Immunization, Credit Manager, or other).
- e) The student is not under sanction for violation of any disciplinary or conduct code, or on a probationary period for violation of any University policy, such as the NYU policies on sexual harassment, or non-discrimination.

Scope of the Policy:

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