

New York University College of Dentistry

Academic Standards and Policies for Department of

Dental Hygiene and Dental Assisting

Effective Fall 2019 and Onward

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OVERVIEW OF NYU COLLEGE OF DENTISTRY, DEPARTEMENT OF DENTAL HYGIENE AND DENTAL ASSISTING

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

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

EDUCATIONAL MISSION AND GOALS

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

ACCREDITATION STATUS

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

PROGRAM DESCRIPTIONS

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

Prerequisite Program

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

Associate in Applied Science (AAS) Degree Program in Dental Hygiene

The program in dental hygiene at NYU College of Dentistry (HEGIS code no. 5203.00) is the only clinically-integrated program based within a dental college of its kind in New York State. The program consists of a flexible 78-credit curriculum of clinical and dental sciences and liberal arts courses leading to the Associate in Applied Science degree. Dental hygiene students are educated and prepared for a challenging career in a growth profession dedicated to the prevention and management of diseases of

the mouth and total body wellness. Most graduates of the Associate in Applied Science Degree Program find careers in dental offices, clinics, and hospitals.

With study options of a 17-month, two or three-year day format and an evening curriculum format, students can easily find an option that suits their schedule. Upon satisfactorily completing the program requirements, students are qualified to take the National Board Dental Hygiene Examination and the clinical board examinations, which are requirements for state licensure.

Baccalaureate Degree Program

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

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

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

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

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

Degree Completion "Track B" Students/Core Course Policy:

Students must complete all NYU College of Dentistry Dental Hygiene Program core courses for degree eligibility. These may include courses not required for the candidate's AAS degree but necessary for the NYU College of Dentistry Dental Hygiene Program.

Important Note

New York University mandates a one year time period between degrees. For example, if an AAS degree is conferred in May 2019, a BS degree must be conferred no earlier than May of 2020.

GENERAL REQUIREMENTS

ACADEMIC CALENDAR

The curriculum in the Dental Hygiene Department is divided into fall, spring and summer academic semesters. The summer may be divided into two sessions. The schedule for any academic period is determined by the faculty and posted in the academic calendar. The academic calendar is posted on the NYU College of Dentistry Global Home page located under the Dental Hygiene Academics tab.

ATTENDANCE POLICY

The attendance policy for the College of Dentistry recognizes the responsibilities of the student, the faculty and the administration of the College. The requirement for participation through attendance is a critical part of education. The attendance policy is appropriately established by the faculty and course director for each course and published in each course syllabus.

1. Students with approved absences from classes and clinic must work with the faculty to complete coursework and make up missed clinic sessions. Where policies exist in disciplines, excessive absences from required courses may result in loss of grade up to and including failing a course.
2. Students must take required examinations. Unless the discipline has a different policy, an absence from an examination will be counted as a grade of F for that examination. This may result in a student not passing the course. In rare instances when the absence results from a serious illness or other circumstances beyond the control of a student, it is at the discretion of the Department Chair or designee, in accordance with the established course policy, to determine the appropriate course of action.
3. Participation through attendance at pre-clinical, clinical and laboratory sessions, outreach assignments and clinical rotations is mandatory. Students who have absences must arrange to attend substitute sessions. In rare instances course directors may waive sessions where students have demonstrated competence and patient care obligations have been met.
4. A student who is absent from a scheduled clinic session for any reason is responsible for assuring that a patient who is scheduled for an appointment is notified at least 24 hours before the appointment and rescheduled.

COURSE TRANSFER POLICY

The transferring of credits process is done after official college transcript(s) or translated course-by-course evaluated documents have been received (Students must be registered for credits in order to post transfers on academic records). The prospective transfer course(s) are reviewed by the course director(s) of the course(s) or academic advisor for comparison of similar content and level. Science courses are transferred at a grade of B or higher. Liberal arts courses are transferred at a grade of "C" or higher. Students who transfer courses must still meet the competency requirements found within the course in order for the transfer to be completed. Courses that are transferred carry no grade point value at New York University.

There is a maximum of fifty (50) credits for transfer for the four year (track A) and three year (accelerated track) and bachelor's degree and thirty-two (32) credits for the associate's degree. In addition, all courses for transfer must be completed prior to matriculation for the associate degree program. Transfers will not be accepted during the bachelor's degree student's final semester before graduation.

RESIDENCE REQUIREMENT for Bachelor's Degree Only - Degree Completion (Track B)

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

NOTE: CREDITS ARE NOT TRANSFERRED FOR COURSES TAKEN MORE THAN 10 YEARS AGO.

Transfer of Specific Courses:

Dental Hygiene Courses

For students transferring dental hygiene courses, a letter of good standing is required from the director of the dental hygiene program where the courses were taken.

Principles of Dental Hygiene Courses

For those students transferring Principles of Dental Hygiene courses or the equivalent, students must first take and pass (75%) a written exam. Upon successful completion of the written exam, the student must take and pass (75%) the clinical exam. Upon passing both requirements, the student would be enrolled in Clinical practicum level 1 & 2 as recommended by the course director. Please see section on Policy on Remedial Instruction for Clinical Practicum 1 & 2.

Writing Courses

Writing Placement Exam: All admitted students must take a Writing Placement Exam through the School of Continuing and Professional Studies at New York University prior to the first day of mandatory orientation. Pending the results of the mandatory writing placement exam, students may be reviewed for satisfying the writing requirement. The transfer of writing courses are dependent on the results of the Writing Placement Exam and recommendations on awarding external transfer credits. The student may also be required to take an additional writing course (Introduction to Expository Writing - 2 credit course) before registering for Writing Workshop I.

The transfer of college level writing-intensive English composition courses from an accredited college or university must be of a grade "B" or higher. Students must also meet the following criteria:

- Official transcript(s) must be submitted.
- Students may be asked to submit graded coursework and or course descriptions relating to the desired courses to be transferred.

Exam scores are forwarded to the Dental Hygiene Office approximately two weeks after the exam date. Students are required to meet with the Student Retention and Academic Advising Administrator to discuss registration for the individual writing courses and to review their academic plan.

American Language Institute (ALI) testing and established curriculum may be required based on placement exam results.

PROGRAM CHANGE REQUEST *(Effective Academic Year 2021 and forward)*

Students wishing to change degree or track after matriculation must meet with his or her academic advisor to discuss how this change can affect curriculum, financial aid/loan status and *scheduled graduation date. Degree changes may increase or decrease credit requirements for graduation.

Degree program change definition: Matriculated student changing from the Associate in Applied Science program to the Bachelor program or the reverse.

Track change only definition: Matriculated student changing tracks within the same degree program (ex. changing from the AAS two year track to the AAS three year day track).

Students may request a degree change or track change one time during their enrollment in the Dental Hygiene Program. Degree or track change requests will not be approved if the student requests a change in his or her last semester in the program.

Students returning from a Leave of Absence (LOA) or a Medical Leave of Absence (MLOA) requesting a degree/track change may need to submit additional documents and may need approval from the Department Chair, Director of the Dental Hygiene program or Wellness Center.

*International students need to consult with the Office of Global Services as this affects immigration documentation.

LIMITATIONS ON ENROLLMENT

Dental Hygiene students are placed in several alternate curriculum pathways. Regardless of the pathway, students must complete all level-two courses within one year of their scheduled date of graduation. Students who are not successful in meeting this requirement must petition the Committee on Academic Review and Standards to continue in the AAS degree program.

Candidates for the BS degree (full-time, first degree students) must finish dental hygiene level-two Track A courses by the end of year three/four, and must complete all course work within seven years. Candidates for the BS degree (Track B curriculum) must complete their course work within four years.

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

ACADEMIC ADVISEMENT

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

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

ACADEMIC ACCOMMODATIONS

If you are a student with a disability and feel you need accommodations, you must register with the [Moses Center for Students with Disabilities](#). They are located at 726 Broadway, 3rd floor and can be reached at 212-998-4980 or mosescsd@nyu.edu. It is your responsibility to self-identify with the Moses Center and to provide faculty with the appropriate documentation from that office at least one week prior to any request for specific course accommodations. There are no retroactive accommodations.

COURSE SYLLABUS AND NOTIFICATIONS TIMELINE

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

CLINICAL PRIVILEGES

It is a privilege to provide oral health care to the public. Students should be compliant with the standards of care and rules and regulations. Given the trust of the public for the profession, the faculty members play a fundamental role in overseeing the treatment of any patient. As part of the partnership between the faculty and students, faculty members continually monitor student performance in the clinic and gauge the well-being of patients. Faculty members are expected to withdraw the privilege of patient care at any time a student does not demonstrate skill and/or a level of knowledge that is necessary for the well-being of patients. In which case, a prescriptive program, specific to the needs of the students would be implemented and overseen by the Committee on Academic Review and Standards.

The College of Dentistry policy on Blood Borne Pathogens can be accessed on the college website at [blood borne pathogens](#).

REGISTRATION PROCEDURES

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

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

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

FINANCIAL/HEALTH COMPLIANCE BEFORE REGISTRATION

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

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

DROP/ADD

Students are able to drop and/or add courses within the first two weeks of an academic semester (*fall or spring semesters only*). Classes dropped during this time are eligible for tuition refunds. Students can drop and add classes online through their Student Center in Albert. Students can refer to the University's [Refunds and Withdrawals](#) schedule for more information.

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

LATE REGISTRATION

Late registration may impact a student's ability to progress and graduate on time. There will be a period of initial late registration for each academic semester. Initial registration means no prior registration for that academic semester exists and students are enrolling for the first time. Students will be able to register late during the second week of the academic semester only. There will be a \$50 late registration fee incurred. No registration will be allowed after the last day of the second week of the semester.

CLASS WITHDRAWAL

Students wishing to withdraw from a single course after the scheduled drop/add period has ended must complete the Class Withdrawal process located in Albert.

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

TERM WITHDRAWAL

Term withdrawals are for students who need to withdraw from all courses within a semester. Student can complete a term withdrawal through Albert. The last day for a term withdrawal is the last day of the second month of the semester. If a student term withdraws and does not return within the next academic year, they must reapply for admission to the Dental Hygiene Program.

GRADE POLICIES

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

GRADES

The Department of Dental Hygiene and Dental Assisting use the following letter grading system of A, B, C, C/F and F. Courses sponsored by NYU Schools outside of the NYU College of Dentistry include C-, D and D+ grades however if a student receives a C-, D or D+ in any SPS course, they must repeat that course as the Dental Hygiene Program does not recognize C- or lower as a passing grade.

Courses that are graded on a pass-fail basis receive grades of P or F. Additionally, faculty may use a grade of "I" which is a conditional grade that indicates a course is incomplete. The "I" is not a final grade. W (withdrawal) and NG (no grade) are for administrative use only to record the disposition of a course when a student is registered and does not complete the course in accordance with the appropriate College or University policy.

Grade Key:

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

P = Pass, F = Fail I=

Incomplete

The Incomplete (I) grade in a clinical course designates that while the regular course of study has ended, the student has required assignments that have not been completed. A grade of "I" requires extra work, which has to be accomplished within four (4) weeks after completion of the course. Failure to do so will result in the remaining "I" grade converted to "F" grades and the student subject to academic action including extension of the academic program, repetition of the academic year or dismissal. The passing grade for an "I" in a didactic, laboratory/simulation or clinical course can be any grade. However students unable to complete assignments or competencies according to deadlines and within the designated four week extension period will receive grade deductions. Please see corresponding course syllabi for details about deduction amounts. The course director may allow exceptions for final grading given documented proof of the following predetermined criteria which include missed classes due to religious conflict, illness or accident, death or critical illness in the immediate family, emotional disturbance requiring special guidance, and similar difficulties.

Modification of grades: Faculty use a plus "+" to modify grades of B and C. In addition, faculty may use a minus "-" to modify grades of A and B. The use of a plus with a grade increases the grade point value by 0.3 and a minus will decrease the value by 0.3. Thus a grade of C+ = 2.3, B+ = 3.3, an A- = 3.7 and so on. A grade of "C" may be modified with a "+" but may not be modified by a minus. Within this grading schema, an A+ and C- are not used.

GRADE POINT AVERAGE

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

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

MINIMUM PASSING GRADE/REPEAT POLICY

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

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

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

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

INCOMPLETE GRADES

A grade of "I" incomplete shall change to a grade of F after one academic year.

SUBMISSION OF COURSE GRADES

Grades in any course are determined by the faculty. Faculty members are required to submit grades within 72 hours after the scheduled final examination.

STUDENT EVALUATIONS

Evaluation is a fundamental part of dental hygiene education. The faculty of the NYU College of Dentistry believe that feedback from students is a means to improve instruction and to gain information about features of courses and faculty teaching that will enhance learning. In this spirit, each semester the dental hygiene student completes the evaluations for each course and faculty.

REQUIREMENTS FOR ACADEMIC PROGRSSION

In order to progress to the next academic level (for example DHYG1 to DHYG2 courses), students must have passed all dental hygiene courses within their designated curriculum track sequences with a grade of C or higher, remediated any F grades, and completed courses with Incomplete (I) grades . A minimum GPA of 2.0 is required to be in good academic standing. A student will not be promoted to the next academic level unless all courses have been completed for that given level. Progress in the clinical disciplines is evaluated at a minimum of a semester basis. Students should be making progress in each clinical discipline based on their evaluation. All prerequisite courses MUST be completed with a "C" grade or higher before advancing in the curriculum.

ACADEMIC HONORS

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

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

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

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

See the Office of Registrar website for more information:
<https://www.nyu.edu/registrar/graduation/latin-honors.html>

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

Program Honors: At the time of graduation, a dental hygiene student with a cumulative grade point average of 3.5 or higher will receive an AAS degree with honors.

POLICY ON REMEDIAL INSTRUCTION

DEFINITION

The curriculum in the College of Dentistry is based on the achievement of competency. When students have not met the minimum acceptable standards for achievement in a didactic course or have not demonstrated an adequate level of skill in a preclinical or clinical course (as indicated by a grade of F), the course director will determine whether the student qualifies for remediation and submits their name to CARS.

DESCRIPTION OF INSTRUCTIONAL PROGRAM

Remediation may only be granted if a student does not need to remediate more than two (2) courses in one semester as reviewed and determined by CARS and approved by the Department Chair or their designee. Students who fail three (3) or more classes will be reviewed by CARS and face the possibility of repeating an academic year or dismissal. The form of remedial instruction must be accomplished within a designated "**remedial instructional period**" and will end the first week of the following academic semester to include fall, spring and summer. This remedial instruction is considered to be a guided experience to improve the knowledge, competency, and skills of a student as determined by the course director. Before permitting a student to enter remedial instruction, the Department Chair or designee,

would review the student's overall record, consider the recommendation of the faculty course director as to whether or not the student is remediable and when appropriate prescribe the required remedial program.

OUTCOME OF REMEDIAL INSTRUCTION

At the end of remedial instruction, faculty will provide an evaluation of a student's performance as shown in the table below.

Original Grade	Result of Remedial Instruction	Final Grade	Resulting action
F with recommendation for remedial instruction	Pass	C/F	Student moves to next semester of planned curriculum
	Fail	F	Student will be reviewed by CARS and be required to repeat the course or an academic year or be subject to dismissal. Course failures should be retaken at NYU

CLINICAL PRACTICUM POLICY

Clinical Practicum Level 1

A student is considered for Clinical Practicum Level 1 under any of the following conditions:

- a. Students who are away from the dental hygiene clinic for more than one year
- b. Students who have failed Principles of Dental Hygiene I-Lecture
- c. Students who have completed Principles of Dental Hygiene I from another dental hygiene program prior to return to patient care.

The student is required to pass summative competencies and class activities and assignments related to Principles of Dental Hygiene I Clinic. Activities will be scheduled during pre-clinical sessions and attendance to assigned sessions are mandatory. An individual prescriptive plan will be determined for each student between the student, course director and retention specialist and academic advising administrator. Failure to meet all agreed upon requirements of the prescriptive plan will result in failure of Clinical Practicum Level 1.

After the completion of Clinical Practicum Level 1, students may be required to successfully complete Clinical Practicum Level 2, prior to full return to patient care.

Clinical Practicum Level 2

A student is considered for Clinical Practicum Level 2 under any of the following conditions:

- a. Students who are away from dental hygiene clinic for no more than one year
- b. Students have completed patient care experience but failed a didactic course which prevents them from continuing in the next level of Principles of Dental Hygiene III or IV.

The student is required to pass summative competencies and class activities and assignments related to Principles of Dental Hygiene III Clinic. Activities will be scheduled during Prin III clinic sessions and attendance to assigned sessions are mandatory. An individual prescriptive plan will be determined for each student between the student, course director and the retention specialist and academic advising administrator. Failure to meet all agreed upon requirements of the prescriptive plan will result in failure of Clinical Practicum Level 2.

EVALUATION OF ACADEMIC PERFORMANCE

At the end of each semester, or appropriate interval, the Dental Hygiene Office will evaluate the academic achievement of students in accordance with these standards for promotion and graduation. The Chair for Department of Dental Hygiene and Dental Assisting or designee, in consultation with the chairperson of CARS, will notify students of any actions as a result of the student's academic performance. These actions, in accordance with these Standards, may include the need to alter the student's curriculum, enroll in a different curriculum track, repeat an academic year, or dismiss from the College.

ACADEMIC STATUS AND ACTIONS

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

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

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

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

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

- a) A grade of F in a dental hygiene preclinical or clinical course.
- b) A grade of F in more than one non-clinical course.
- c) A grade point average of less than 2.0 for the academic semester in Dental Hygiene.
- d) A cumulative grade point average less than 1.9.
- e) A student who does not meet the limits of enrollment or makes progress towards their degree. See Limitations on Enrollment section above.

Students who are on academic probation must meet with the Chair for Department of Dental Hygiene and Dental Assisting, or designee, and plan for the correction of failures and deficiencies during the next academic semester. Such students will remain on academic probation during the next semester, but may petition to be removed from probation if failures and deficiencies are corrected.

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

- a) Dental Hygiene student grade point average for the academic year or semester is below 1.5.
- b) The Dental Hygiene student cumulative grade point average is below 1.5 for the academic year.
- c) The student has received two consecutive grades of F in the same course.
- d) The student has been on academic probation for three consecutive semesters.

GOOD STANDING CRITERIA

"In good standing" designates that the student has a minimum cumulative GPA of 2.0; is not subject to academic disciplinary actions; has no outstanding obligations to the University, and has no complaints pending against them for violation of the Code of Conduct of New York University or the College of Dentistry. In addition, the student is not under sanction of the Ethics and Professionalism Council for violation of any such disciplinary or conduct code or on probation for violation of any University policy.

RULES FOR REPEATING AN ACADEMIC SEMESTER/YEAR

Upon recommendations of CARS, a student may be required to repeat an academic semester or year. Students who are required to repeat an academic year must repeat all courses. The decision to repeat an academic year is final. A student who is repeating an academic semester will be on academic probation during the semester being repeated.

During the semester repeated, a failure in any course may result in dismissal from the College. Unless CARS acts to place students in specific courses, the following course requirements will apply:

- *The student will be placed in an individualized program of courses by the Chair for Department of Dental Hygiene and Dental Assisting, or designee; and*
- *A student may not take courses for credit for the next academic semester unless placed in them by CARS.*

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

DISMISSAL FROM THE COLLEGE

Dismissal from the College is an action based on a student's failure to perform at an acceptable academic level. After the Chair for Department of Dental Hygiene and Dental Assisting, or designee, has advised a student of the decision to dismiss, the student may appeal this decision to CARS ONLY. The decision to dismiss can only be appealed on procedural grounds. Once the decision to dismiss is finalized, students must surrender their NYU ID, remove all items from their locker, discontinue NYU email access and return all loaned dental hygiene instrument kits and materials. Additionally, dismissed students will be removed from AxiUm and access to patient's information. Students will be required to sign a document verifying completion of this dismissal process.

PETITION PROCEDURE

Petitions must be in writing within five (5) days of being notified of the dismissal:

- Petitions must be sent to the attention of **CARS, c/o Department Chair or designee**, and can either be mailed to: **NYU College of Dentistry, 345 East 24th Street, Room 615, New York, NY 10010** or emailed to current address listed on the dismissal notification.
- The petition must include a detailed justification for the request.
- Supporting material: CARS will consider any information a student believes will validate their position.
- CARS will consider the student's petition within 7 working days of receiving the request.
- Meeting with CARS: CARS may request a meeting with the student in order to further clarify or explore issues. Students meet with CARS only by invitation.

The decision of the Committee for Academic Review and Standards is final and cannot be appealed except as to process.

LEAVE OF ABSENCE

Students may encounter difficulties during their matriculation and find it necessary to leave school for a period of time. The faculty of the College of Dentistry is aware of such circumstances and would like to assist students through a difficult period. Any absence longer than 5 days is considered an official leave. A leave of absence may be considered under special health or religious circumstances. All leaves of absence must be requested in written form addressed to the Department of Dental Hygiene and Dental Assisting (*for address see Petition Procedure*). This written request should include the general reason for the request, the proposed duration of the leave, and appropriate documentation. Upon return, the student must meet with course directors to make up missed assignments and clinic.

After approval, the student must complete the term withdrawal process through Albert, prior to the planned term of withdrawing.

The decision to return from any type of leave of absence for more than one semester and less than one year will rest with the Chair for Department of Dental Hygiene and Dental Assisting, or designee, and CARS. Upon approval of return, students will be reviewed by CARS and given an individualized program of courses. Refer to policy on clinical practicum. This prescriptive must be agreed to and complied with by the student for the duration of the program.

In order to maintain continuity in the curriculum, an absence from the program should not extend more than one year. Approval for extensions beyond one year will be based on

- a) the length of time the student has been in the program;
- b) the academic performance of the student; and
- c) changes in the curriculum that may have occurred or will occur during the leave of absence.

If a student is on leave for one year, but less than two years, the student must apply for reinstatement to the program and be reviewed by CARS.

MEDICAL LEAVE OF ABSENCE (MLOA)

If a student's leave of absence is based on a health issue, it is required that they be assessed by NYU Counseling and Wellness Services (212-443-9999). All medical leaves of absence should be substantiated with appropriate medical documentation. Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. At the time of the request, the student must be in good standing. If the student is not in good standing at the time of requesting a leave of absence, there is no guarantee of reinstatement when a student is considered able to return to the College.

INVOLUNTARY FINANCIAL LEAVE OF ABSENCE

Students with outstanding financial obligation to the College/University will not have their degree conferred, may be de-enrolled, which is in essence an involuntary leave of absence, subject to the same rules as a leave of absence. Before students can be considered for the possibility of return to the College, all outstanding financial obligations must be satisfied prior to re-enrollment.

GRADES AND GRANTED LEAVE OF ABSENCE

Students may request a leave of absence when courses have not been completed. Students cannot obtain partial credit for courses that are interrupted. Once a leave of absence has been granted students must complete the online form at the Office of the Registrar's website and list the courses in which they are registered. The Office of the Registrar withdraws the student from these classes.

RETURNING FROM A LEAVE OF ABSENCE

A request for reinstatement must be in writing. This letter should be submitted to the Department Chair or designee. Before returning to the College, the student is subject to an academic review by CARS. CARS will review and determine when or if the student is eligible to return.

The academic review will consider the following factors most reasonably in determining when the student may return:

- 1) The student's academic record;
- 2) changes that may have occurred in the curriculum during the time when the student was on leave; and
- 3) the current status of courses in the overall continuum of instruction along with the student's educational progress.

In addition, the Chair for Department of Dental Hygiene and Dental Assisting, or designee, will determine:

- 1) evidence that the circumstances that initiated a leave of absence have been resolved;
- 2) outstanding obligations to the University have been met; and,
- 3) any other relevant circumstances have been met.

There is no guarantee of reinstatement. If reinstated, students must follow their official CARS prescriptive as outlined upon their return.

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

RE-ENTRY TO A DENTAL HYGIENE PROGRAM TRACK

DEFINITIONS

Re-entry to a NYU College of Dentistry Allied Dental Hygiene track can happen in many ways depending on the circumstances of departure.

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

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

Readmission: Readmission is only for students who were academically dismissed from a NYU College of Dentistry Department of Dental Hygiene and Dental Assisting. Students applying for readmission within two years must follow the readmission procedures below.

READMISSION PROCEDURES AND DEADLINES

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

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

Dismissed students who want to take courses outside of NYU during their dismissal time, must review the NYU College of Dentistry - Department of Dental Hygiene and Dental Assisting transfer policy, as outlined on the Dental Hygiene Academics Global Home site, prior to registering. Any courses taken outside of NYU during the time away will be reviewed in accordance with the policy upon return. Any questions on transfer policy should be addressed with the Student Retention and Academic Advising Administrator or Admissions Officer.

A period of two academic semesters must elapse before an academically dismissed student is eligible to return to NYU College of Dentistry Department of Dental Hygiene and Dental Assisting. An academic semester is defined as one full academic term either in spring, summer I & II, or fall. Students must apply for readmission through CARS.

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

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

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

READMISSION APPLICATION CRITERIA

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

1. Completed readmission application.
2. A written statement describing how the time away has been spent, addressing problems that

led to dismissal, and persuasively arguing why those problems will not reoccur. Statements must be professional and free of error.

3. Two updated letters of recommendation from an academic or professional source.
4. Any new final, official transcripts from courses took during time away from NYU. Students should note transfer policy and college criteria, including credit hours, before taking any outside courses.

*Core Dental Hygiene classes will not be transferred upon readmission. General science classes and liberal arts courses are reviewed in accordance with transfer policy (see **Course Transfer Policy** for details).

5. A scheduled meeting with the Department Chair or designee.

REQUIREMENTS FOR GRADUATION

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

- a) completion of all courses within the curriculum at a C or Pass grade or remediated C/F;
- b) meeting the requirements that demonstrate competency in all of the measures defined by the faculty; and,
- c) meeting all obligations to NYU;

Students should check their academic status for graduation by checking their record on ALBERT to confirm that all grades, remediation grades and transfer credits are posted.

CERTIFICATION FOR LICENSING

Students are eligible to take dental hygiene licensing board examinations when the following requirements are met:

- a) passing grades in all dental hygiene courses;
- b) a satisfactory evaluation in Principles of Dental Hygiene IV Clinic;
- c) no outstanding grades of F or I in any course;
- d) written permission of the Department Chair or designee.

DEGREE CONFERRAL

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

Approved by the Committee on Academic Review and Standards for Dental Hygiene 07/23/10. Modified Academic Honors on 05/22/09. Modified policy on New grades (W/U and W/S), Academic Probation, Repeating a Semester, Petition Procedure, and Leave of Absence on 06/08/10 Financial Obligation modified on 06/08/10 and 07/20/10. Modified Remedial Policy, Good Standing and Maternity Leave 07/20/10.

Approved by the Committee on Academic Review and Standards Policy on NBDHE for Entering Program 2013 and onward 5/29/2012. For Entering Program 2014 onward 2/10/14 Modified policy on Grades, Remediation, Leave of Absence, Degree Conferrals 08/02/12. Modified policy on National Board Dental Hygiene Examinations NBDHE and Academic Advisement 06/06/13. Modified policy on Remedial Instruction on 08/22/13. Requirements for promotion modified and approved by CARS 2/10/14 Modified policy on Program Descriptions, Program Change, Minimum Passing Grade and Repeat Policy, Incomplete Grades, Academic Actions, Petition Procedures, Leave of Absence, Dean's List, Registration Procedures and Policy on National Board Dental Hygiene Examinations on 7/14/15 and approved by CARS on 8/6/15. Approved by DH Executive Faculty Committee on 8/10/15.

6/19/2019 changes to Academic Standards and Policies Department of Dental Hygiene and Dental Assisting. Dental Hygiene Programs modified to Department of Dental Hygiene and Dental Assisting. General Requirements, Academic Calendar modified; Registration Procedures modified; Grade Policies modified to include A+ and C- in grading schema I deficiencies to be corrected within four weeks, Requirement for Promotion modified; Policy on Remedial Instruction modified wording and description of Clinical Practicum Levels I and II; Evaluation of Academic Performance modified gender wording; Leave of Absence modified to include religious circumstances; Re-entry to Dental Hygiene Program Track modified; Requirements for Graduation: modified to reflect changes NBDHE five attempts/five year

rule. Approved by CARS on 7/1/2019. Approved by DH Executive Faculty Committee on 8/6/19. Course Transfer Policy for Radiology modified 1/9/20. Course Transfer Policy modified and approved by DH Executive Faculty Committee on 4/16/20. Requirements for Graduation modified 8/6/20. Approved by DH Executive Faculty Committee on 8/6/20 Program Change Policy – Approved by DH Executive Faculty Committee on 12/21/2020. Clinical Practicum Policy - Approved by DH Executive Faculty Committee on July 16, 2021.