

**Academic Standards and Policies
For MS and Certificate Programs
at NYU College of Dentistry**

(Approved by EMC: August 5, 2015

Effective: September, 1 2015

Revised from policy in effect since 2013)

Guidelines for Academic Progress, Promotion and Graduation

Since its founding, New York University College of Dentistry has been dedicated to providing high quality education for a diverse student 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, a patient-centered approach to care and research, life-long learning, and success.

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 MS and Certificate students in the Clinical Research Program and the MS students in the Biomaterials Program towards promotion, and graduation.

GRADES AND GRADING FORMATS

Letter grades are used for all courses in the Graduate Programs as specified in each course syllabus. Each course director will distribute this information to the students at the beginning of each course. The goal of education at the graduate level is to assure a level of competency and proficiency of the student in relation to the competencies established by each Graduate Program.

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

A, A-, B+, B, B-, C+, C, F (Fail),
I (Incomplete)
W (Withdrawn)

Definition of Grades:

In general, course grades are based on a scale of 0-100. Unless otherwise specified in the course syllabus, letter grades are based on the following values. Cut-off values for the +/- grades within each letter grade will be also specified by the course director.

A = 91-100; B = 81-90; C = 70-80; F = 69 and below

Definitions of each grade category are as follows:

A, A-: Earned by work whose excellent quality indicates a full mastery of the subject and, in the case of the grade of A, is of extraordinary distinction.

B+, B, B-: Earned by work that indicates a good comprehension of the course material, a good command of the skills needed to work with the course material, and the student's full engagement with the course requirements and activities.

C+, C,: Earned by work that indicates an adequate and satisfactory comprehension of the course material and the skills needed to work with the course material and that indicates the student has met the basic requirements for completing assigned work and participating in class activities.

F- Fail

I: Indicates that the student has not demonstrated a level of achievement, and/or has not completed required coursework at the time of evaluation when the course of study has ended, and that the student may not have been in control of the cause of this deficiency. A grade of "I" requires extra work, which **MUST** be completed within 4 weeks after completion of the course. After that date the grade has to be changed to a passing or failing grade.

Modification of grades

Faculty may use a plus "+" to modify grades of A, B and C. In addition, faculty may use a minus to modify grades of A and B. The use of a "+" with a grade increases the grade point value by 0.3 and a minus will decrease the value by 0.3. A grade of A can be modified with a "+" but without an increase in the grade point value. A grade of C may be modified with a + but may not be modified by a minus.

"F" grades must be corrected within one academic year:

Students with "I" or "F" grades on their transcript will be placed on academic probation and must correct the deficiency by taking and passing the course the next semester the course is offered (generally the following year).

Students with more than one "I" or "F" grades on their transcripts in any given academic semester or year, may not be promoted to the next level of training.

Failure to correct any grade deficiencies may result in academic actions that could include dismissal from the program.

Students **MUST** file the necessary paperwork to drop courses that they have started within the accepted deadline, generally 2 weeks after the start date of the course. The Registrar/Bursar publish these dates on Albert – the Student Information System. This information is accessible by logging into the intranet (www.nyu.edu/denta/intranet) and selecting “Albert”. Courses that are not formally dropped by submitting the necessary forms to the Registrar will appear on the transcript as “W” (withdrawn). Such courses **MUST** be repeated with a passing grade in order for the student to be certified for graduation.

Grades and Transcript Policy

If a student fails a course, he/she must repeat the course the next time it is offered (often the following year). The “F” remains on the transcript but is not computed into the student’s GPA. (credits are not counted) The grade for the repeated course is computed in the GPA.

A student **MAY NOT** repeat a course that he/she has passed with a grade of “C” or higher in an effort to improve his/her GPA.

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

Students may request a leave of absence when courses are still in progress.

Faculty will be required to provide an assessment of student progress at the time of the leave.

- Where course work is not completed, and it is not possible to determine the student’s level of achievement, a grade of “W” will be assigned.
- If it is possible to determine the student level of achievement in a course that is not completed, the following grades will be assigned:
 - “WP” will designate that the student was passing at the time of the leave.
 - “WF” will designate that the student’s level of achievement was sub-standard at the time of the leave.

THE STUDENT EVALUATION PROCESS

Students enrolled in the Graduate Programs are evaluated on a continuous basis. Each course director evaluates the student performance using quizzes, homework assignments, midterm and final grades, and other assignments or projects. Formal oral and written evaluations will be conducted by the program director at a minimum of once a semester. Performance indicators may include, but are not limited to: course grades, faculty assessment of the student based on the transcript and other communications, professional

and ethical interactions with other students and faculty, and the quality and progress of research or scholarly activity (practicum experience etc). Evaluations may occur on a more frequent basis as needs dictate, particularly if a student is not progressing as expected.

The Program Director will maintain a record of evaluation for each student. These evaluations will be reviewed with, and will be accessible to the student. The official academic record for graduate students 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 have access to their transcripts online through the Student Information Service ("Albert"), by logging on to www.nyu.edu/dental/intranet and selecting "Albert". Students 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 Associate Dean for Post-Graduate and Graduate Programs and to the Registrar for inclusion in the student/resident's academic file.

Criteria for promotion to the next academic year:

A student will be promoted to the next academic year when he/she has fulfilled the following criteria:

- a) the student has passed all courses in the current academic year with a minimum grade of C AND has maintained an overall GPA of 3.0,
- b) the student has repeated any course in which an "F" was awarded the previous year , and has successfully passed that course
- c) the student has demonstrated a level of knowledge/proficiency as evaluated by the faculty and the Program Director
- d) the student is 'in good standing' with the University Offices of the Bursar and Health Services;
and
- e) the student is under no academic or disciplinary sanctions.

Definition of "in good standing":

The term "in good standing" indicates that the student has received passing grades in all courses; maintains the necessary minimum GPA, is not subject to academic discipline; and, that the student has no outstanding obligations to the University. 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, ethical misconduct, or non-discrimination.

LIST OF ACADEMIC ACTIONS:

Based on the evaluation of academic progress at the end of a semester or the academic year, students are subjected to one or more of the following academic actions:

Promotion -a student will be advanced to the next academic year.

Academic Warning – a student may be given an academic warning when a Course or Program Director believes that the student is not progressing as required in the course/program, and may be in danger of failing a course, or performing below the minimum required GPA. Academic warning is unofficial in that it is not reported to the Associate Dean for Graduate Program or the Registrar, and does not appear on the student’s official transcript. Documentation of Academic Warning is placed in the student’s evaluation folder. Failure to improve could lead to Academic Probation.

Academic Probation -a student will be placed on academic probation at the end of a semester for “I” or “F” grades in any course, for a GPA less than 3.0, or if the Program Director or the Course Director has issued an unsatisfactory evaluation. The student can be removed from academic probation when appropriate improvement of the deficiency has been properly documented. Academic Probation must be remedied within one academic year. Academic probation is recorded on the student’s transcript.

Extension of Time -a student may be given additional time beyond the time in which the program is usually completed when the student is returning from a leave of absence, or if it is determined by the Program Director that the student needs additional time to fulfill the requirements of the academic program for valid reasons supported with evidence. Part-time students are required to complete program within twice the time it takes full time students to complete the program (i.e., 2-year full-time program should be completed within 4 years after matriculation), unless otherwise specified by the Program Director.

Dismissal -a student will be dismissed from a Graduate program if:

- a) two or more “F” grades are earned in any semester, or
- b) the student earns an “F” in a course that is being repeated for prior unsatisfactory performance or
- c) the Program Director determines that the student’s overall lack of satisfactory academic and/or professional performance warrants dismissal.

Procedures for Remediating Unsatisfactory Performance and Academic Due Process:

If a student's performance is deemed unsatisfactory:

1. The Program Director will document all interactions with the student in writing (both e-mails and hard copies).
2. The Program Director will notify and advise the student 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 student's progress.
4. If the student's performance is deemed satisfactory, the Program Director will notify the resident in writing in a timely manner.
5. If deficiencies continue to exist beyond the time frame established for corrective action, the Program Director will notify the student 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 student performance, a decision is made to dismiss a student from the program; the Program Director will review the student's record with the Department Chairperson and the Associate Dean for Post-Graduate and Graduate Programs. Upon completion of the review, the Program Director will notify the student of the action taken and dismissal will become effective immediately. The notification to the student will include the following:

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

Should the student wish to appeal the dismissal, participation in all didactic and research programmatic activities will be suspended until the appeals process is completed.

Appeal of a Dismissal:

A student must be provided the opportunity to appeal the decision for dismissal. This appeal must be made in writing to the Associate Dean for Post-Graduate and Graduate Programs within five working days of having received written notification of dismissal.

The Associate Dean for Post-Graduate and Graduate Programs, or, in his/her absence, the Vice-Dean for Research and Academic Affairs will review the appeal and will render a final decision within five working days of receiving the appeal. The Associate Dean for Post-Graduate and Graduate Programs will notify the student, the Department Chair, the Program Director, the Vice-Dean for Research and Academic Affairs, and the Dean of the College 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 intranet in the NYU College of Dentistry Code of Ethics and Professional Conduct, as referenced in the Post-Graduate Bulletin.

INTERRUPTIONS IN MATRICULATION

Leave of Absence:

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

General Leave of Absence:

A leave of absence may be considered under special circumstances. All leaves of absence must be requested in written form addressed to the Program Director with copies to the Department Chairperson, and the Associate Dean for Post-Graduate and Graduate Programs. 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 Associate Dean for Post-Graduate and Graduate Programs.

Students are advised that a leave of absence may impact their student loans and they must report their leave of absence to the Office of Financial Services at NYUCD in order to be apprised of the financial ramifications of the action.

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

Medical Leave of Absence:

All medical leaves of absence should be substantiated with appropriate medical documentation. If a student's leave of absence is based on a health problem the University must receive confirmation through either the NYU Health Center (993-1000) or the NYU Counseling Services (998-4780). This validation should be submitted to the Associate Dean for Post-Graduate and Graduate Programs.

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 to the Program Director, with copies to the Department Chairperson and the Associate Dean for Post-Graduate and Graduate Programs. Before returning to the College, the student is subject to an academic review by the Program Director. The Associate Dean for Post-Graduate and Graduate Programs will coordinate the review with the Program Director and Department Chair. The review will determine when, or if the student is eligible to return. The following factors will be considered in determining when or if the student may return:

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

In addition, the Office of Post-Graduate and Graduate Programs 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.