

Academic Standards and Policies For Advanced Education Programs in Dentistry

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

Guidelines for Academic Progress, Promotion and Graduation

Since its founding, New York University has been dedicated to providing a high quality education for a diverse resident body. The University faculty places a high value on maintaining academic standards that reflect the quality of the institution. Additionally, the faculty endeavors to provide instruction in a learning environment that fosters inquiry and success. It is in the spirit of a dedication to quality, fostering a commitment in all members of the community to achievement that these Guidelines will be applied to make decisions about the progress of residents, promotion, and graduation.

GRADES AND GRADING FORMATS

Education at the postgraduate level indicates achievement and capability of the resident. Given that residents are selected through a competitive application system, grading reflects accomplishment and is not intended to duplicate the grading at the predoctoral curriculum. Thus, a pass-fail grading system is used at NYU College of Dentistry for all *Advanced Education Programs*. Grades for courses in the Advanced Education Programs will be shown 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)
WP (Resident passing at time of leave)
WF (Resident not passing at time of leave)

Definition of Grades:

- H:** Denotes performance well above a level expected of a *resident*.
- P:** Indicates the expected level of performance at a postgraduate level.

F: Denotes performance that is below the level expected from a *resident*. Residents who receive a grade of F are placed on academic probation and may be subject to dismissal from the program.

F/P: Shows that the resident initially was below the expected level, but subsequently has reached a level that is acceptable to continue.

I: This grade denotes that the resident has not demonstrated a level of achievement, and/or completed required coursework or patient care assignments at the time of the evaluation and that the cause of this deficiency is not the fault of the resident.

Grades in courses at the time of the granting of a leave of absence: Residents may request a leave of absence when courses have not been completed. Faculty will be requested to provide an assessment of resident progress at the time of the leave. Where course work is not completed, a grade of "W" will be assigned. If it is possible to determine the resident's level of achievement, a grade of "WP" will be used to designate that the resident was passing at the time of the leave. If the resident's achievement was not passing, the faculty will assign a grade of "WF".

RESIDENT EVALUATION

Resident Evaluation Process:

1. Residents enrolled in the Advanced Education Dental Programs are continually evaluated. Formal oral and written evaluations will be conducted at a minimum of two times per academic year and coordinated by the program director. Measures of performance may include, but not be limited to: grades, clinical performance, professional interactions with patients, quality of research and feedback from faculty/program directors relative to resident performance. Evaluations may be more frequent, particularly if it is determined that a resident is not making adequate progress, or may not be eligible for advancement, or is subject to dismissal from the program.
2. The Program Director will maintain a record of evaluations for each resident. These evaluations will be accessible to the resident and be available for review during site visits. The official academic record for postgraduate residents is maintained by the University Registrar. Grades will be reported to the Registrar's office at appropriate intervals during the academic year.
3. All written notifications of academic status change will be copied to the Registrar for inclusion in the resident's academic file.

Promotion to the next academic year:

1. For programs that encompass more than 1 academic year, residents will be promoted to the next academic year when they have fulfilled the following: a) passed all courses in the current academic year; b) completed patient care assignments; c) demonstrated a 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.
2. If a resident is not promoted to the next academic year; the Program Director must notify the resident and specify the conditions that must be met for the resident to advance as specified in the section titled: "Academic Actions".

Graduation:

1. Residents are eligible to receive their certificate or degree when the following requirements are met:
 - a) All course work is completed with a grade of "P" or better.
 - b) Patient care assignments are completed and the welfare of the patient is assured through transfer to another resident.
 - c) If required in the program, any term paper, thesis, 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).

Academic Actions:

Based on the evaluation of academic progress at the end of a trimester or the academic year, residents are subject to one or more of the following academic actions:

1. **Promotion** - a resident is advanced to the next academic year
2. **Academic Warning** - a resident will receive an academic warning when achievement is below expectation. Improvement is necessary in one or more areas of evaluation in order to be at an expected level of achievement.
3. **Academic Probation** - a resident will be placed on academic probation at the end of a semester if there are grades of "F" in course work and/or professional clinical performance, or if the Program Director has given an unsatisfactory evaluation. *The student is no longer on academic probation when appropriate remediation has occurred.*
4. **Extension of Time** - a resident may be given additional time beyond which the program is usually completed when the resident is returning from a leave of absence or if it is determined that the resident needs additional time to fulfill the requirements of the academic program.
5. **Repetition of the Academic Year** - based on an evaluation of academic achievement, the resident may be required to repeat the entire academic year if the achievement level demonstrates that significant additional time is necessary to demonstrate competency in the discipline.
6. **Dismissal** - a resident may be recommended for dismissal by the Program Director when it is determined that the resident's overall lack of satisfactory academic, clinical and/or professional performance warrants dismissal. In addition, any resident failing the same course twice is subject to dismissal.
7. **Remediation** - If a *resident* fails a course *he/she* may be allowed to remediate it. The Program Director determines if the resident remediates the course, or repeats the entire course, or is dismissed from the program based on overall performance. If the resident fails the remediation the Program Director decides if the resident retakes the entire course or is dismissed. Residents can not remediate a course more than once. Any resident who fails a course is subject to dismissal.

Procedures for Remedying Unsatisfactory Performance and Academic Due Process:

A. If a resident achieves documented unsatisfactory performance:

1. The Program Director will document all interactions with residents in writing.

2. The Program Director will notify and advise the resident of the area(s) of unsatisfactory performance.
3. The Program Director will outline corrective measures, establish the criteria and time for the correction of the deficiencies.
4. At the end of the stated time, the Program Director will evaluate resident's achievement.
5. If the resident's performance is satisfactory, the Program Director will notify the resident in writing as soon as it has occurred.
6. If deficiencies continue to exist beyond the time frame established for effecting corrective measures, the Program Director will notify the resident and make recommendations for further academic action which may include: a) extension of time; b) repetition of the academic year; or c) dismissal.

Dismissal from the program:

When, based on the evaluation of resident achievement, a decision is made to dismiss a resident from the program, the Program Director will review the resident's record with the Department *Chairperson* and the Associate Dean for Graduate Programs. After the review, the Program Director will notify the resident. A dismissal will become effective immediately. The notification to the resident will include the following: a) reason(s) for dismissal; b) effective date of the dismissal; c) process for appeal.

Appeal of a dismissal:

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

The Associate Dean for Graduate Programs will present the appeal to the Advanced Education Program Committee for a final decision. The Committee consists of the Associate Dean for Graduate Programs and the Program Directors with the exception of the Director of the appealing resident's program. Following the review, the Committee will confer and make a decision within five working days of their review. The Associate Dean for Graduate Programs will notify the resident, the Department Chair, the Program Director, the Associate Dean of Enrollment Services, and the Dean of the results. After appeal, the decision is final and not subject to further appeal.

INTERRUPTIONS IN MATRICULATION

Leave of Absence:

Description: A resident may encounter difficulties during his or her matriculation and find it necessary to leave school for a period of time. The faculty of the College of Dentistry is aware of such circumstances and would like to assist residents through a difficult period. A leave of absence may be considered under special circumstances. All leaves of absence must be requested in written form addressed to the Program Director with copies to the Department Chairperson, and the Associate Dean for Graduate Programs. This written application should include the general reason for the request and the proposed duration of the leave. All medical leaves of absence should be substantiated with appropriate medical

documentation. The decision to grant a leave of absence will rest with the Program Director in consultation with the Associate Dean for Graduate Programs.

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 resident has been in the program; (b) the academic performance of the resident; and (c) changes in the curriculum that may have occurred or will occur during the leave of absence.

Medical Leave of Absence: If a resident's leave of absence is based on a health problem it is required that the University receives confirmation through either the NYU Health Center (993-1000) or the NYU Counseling Services (998-4780). This validation should be submitted to the Director of Academic Advising.

Returning from a leave of absence: When a resident is able to return from a leave of absence, the request for reinstatement must be in writing. Before returning to the College, the resident is subject to an academic review by the Program Director. The Associate Dean for Graduate Programs will coordinate the review with the Program Director and Department Chair. The review will determine when or if the resident is eligible to return. The academic review will consider the following factors in determining when the resident may return: 1) the resident's academic record; 2) changes that may have occurred in the curriculum during the time when the resident was on leave; 3) the current status of courses in the overall continuum of instruction and where the resident's educational progress is most reasonably accommodated. In addition, the Office of Graduate Programs 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 circumstance has been met. There is no guarantee of reinstatement:

Definition of "in good academic standing": "In good standing" designates that the resident has received passing grades in all academic courses; is not subject to academic discipline; the resident has no outstanding obligations to the University, and there are no complaints pending for violation of the Code of Conduct of New York University or the College of Dentistry. In addition, the resident is not under sanction of the Honor Council for violation of any such 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.

