

Advanced Education Programs

The College of Dentistry offers advanced education programs that lead to proficiency in major areas of clinical study and satisfy the educational requirements for specialization and/or specialty board certification. Advanced education certificate programs are offered in the clinical specialties of endodontics, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, prosthodontics, and general dentistry. Program length is one to six years, depending on the area of specialization. Applicants should have demonstrated excellent achievements at an accredited dental school.

The Advanced Education Programs at New York University College of Dentistry build on the knowledge base of a predoctoral education and go on to broaden the understanding of the biomedical sciences and their application to clinical dentistry.

The social issues related to the general health and well-being of the public are also presented as part of the advanced education curriculum. The educational programs also establish high standards of ethics and professional conduct while fostering appreciation for our multi-

cultural society. Our students are exposed to pedagogical theory and have the opportunity to teach while they are learning.

A characteristic of all of the programs is an interdisciplinary approach to patient care. Our large and diverse patient pool provides a unique resource for students. The latest technology is used in patient care at NYUCD clinics.

Our exceptional programs exist in an environment that is characterized by a supportive and nurturing faculty. The NYUCD faculty includes world-class clinicians and researchers who are committed to the welfare of our students.

The resident will be paid a stipend by the New York University College of Dentistry at the annual rate of \$30,000 payable on a monthly basis (oral and maxillofacial surgery, \$44,454), commencing as of the starting date of the resident's program. In addition, the resident will receive a full tuition scholarship during the period that the stipend is in effect. The resident will be accorded health benefits in accordance with the full-time student University Comprehensive Health Benefits Package.

Academic Standards and Policies: 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.

The following guidelines will be applied to make decisions about the progress of residents, promotion, and graduation and apply to all accredited Advanced Education Programs in the NYU College of Dentistry.

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:

H (Honors): Denotes performance well above a level expected of a resident.

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

F (Fail): 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/New Grade: Shows that the resident initially was below the expected level but subsequently has reached a level that is acceptable to continue

I (Incomplete): Denotes that the resident has not demonstrated a level of achievement, and/or completed required course work or patient care assignments at the time of the evaluation, and that the cause of this deficiency is not the fault of the resident.

Letter grades used when a resident takes a leave of absence: **W** = course work not completed. **WP** = resident passing at time of leave. **WF** = resident not passing at time of leave.

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.

PROCESS OF EVALUATION

Residents enrolled in the Advanced Education Programs are continually evaluated. Formal oral and written evaluations will be conducted at a minimum of two times per academic year (three times for residents in the Advanced Education in General Dentistry Program) 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.

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 Office of the Registrar at appropriate intervals during the academic year.

All written notifications of academic status change will be copied to the Office of the Registrar for inclusion in the resident's academic file.

ACADEMIC CALENDAR

All seven Advanced Education Programs have different starting dates. The Oral and Maxillofacial Surgery and General Dentistry Programs start July 1 each year. Pediatric Dentistry starts on the first weekday after July 4. Orthodontics and Dentofacial Orthopedics starts on the first Monday in August. Periodontics, Endodontics, and Prosthodontics start the day after Labor Day. Basic science courses extend from September through June.

PROMOTION TO THE NEXT ACADEMIC YEAR

For programs that encompass more than one 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 Office of the Bursar and the University Health Center; and (e) are under no academic or disciplinary sanctions.

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 "Academic Actions," below.

GRADUATION

Residents are eligible to receive their certificate or degree when they have met the following requirements:

1. All course work is completed with a grade of P or better.
2. Patient care assignments are completed and the welfare of the patient is ensured through transfer to another resident.
3. If required in the program, any term paper, thesis, or comprehensive examination requirements have been satisfied.
4. All obligations to the University have been met (Office of the Bursar, library, University Health Center, credit manager, or other).

ACADEMIC ACTIONS

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

Promotion: A resident is advanced to the next academic year.

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.

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.*

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.

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.

Dismissal from the College: 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.

Remediation: If a resident fails a course, he or 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 cannot remediate a course more than once. Any resident who fails a course is subject to dismissal.

PROCEDURES FOLLOWED FOR 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 and establish the criteria and time for the correction of the deficiencies.
4. At the end of the stated time, the program director will evaluate the 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

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, the division head, 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; and (c) process for appeal.

APPEALS

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 10 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 its review. The associate dean for graduate programs will notify the resident, the department chair, the program director, the division head, the associate dean for admissions and student services, and the dean of the results. After appeal, the decision is final and not subject to further appeal.

DEFINITION OF "IN GOOD ACADEMIC STANDING"

"In good academic standing" designates that the resident has received passing grades in all academic courses; is not subject to academic discipline; has no outstanding obligations to the University; and has no complaints pending for violation of the Code of Ethics and Professional Conduct of New York University or the College of Dentistry. In addition, the resident is not under sanction of the Council on Ethics and Professionalism 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 nondiscrimination.

INTERRUPTIONS IN MATRICULATION

LEAVE OF ABSENCE

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 (212-443-1000) or the NYU Counseling Services (212-998-4780). 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. In determining when the resident may return, the academic review will take into account the following factors: (a) the resident's academic record; (b) changes that may have occurred in the curriculum during the time the resident was on leave; and (c) 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 the following: (a) evidence that the circumstances that initiated a leave of absence have been resolved; (b) outstanding obligations to the University have been met; and (c) any other relevant circumstance has been met. There is no guarantee of reinstatement.

Academic Advising

The faculty in the Advanced Education Programs have a tradition of resident advisement and mentoring. Program directors and department chairs also play an active role in

mentoring residents. When necessary, the associate dean for graduate programs is available to supplement departmental resources.

Summary of the Resident Agreement

The resident agreement describes the duties and obligations of all residents. It also reviews compensation and benefits, as well as related matters including duty hours,

vacation, leaves, grievance, and disciplinary procedures. All residents are required to sign the agreement each year prior to starting their program.