

## **THE DENTAL HYGIENE PROGRAM**

The Office of Allied Health Programs 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 extend from lectures and clinical instruction, to outreach participation to underserved communities; preparing a well rounded, professionally experienced student entering the practice of dental hygiene. The program also provides continuing education to dental hygiene professionals and hosts dental hygiene alumni events.

## **EDUCATIONAL GOALS AND MISSION**

The mission of the Dental Hygiene Program at New York University is to partner with students to achieve academic excellence, promote scholarly activity and research, participate in community service, and offer comprehensive client care utilizing critical thinking and evidenced-based decision making skills. The program's goal is to prepare qualified dental hygienists who meet the competencies adopted by the Dental Hygiene Program, maintain a contemporary dental hygiene program that reflects relevant and current dental hygiene practice, and to provide an interdisciplinary integrated curriculum.

## **ACCREDITATION STATUS**

The dental hygiene program is fully accredited by the American Dental Association Commission on Dental Accreditation for Dental Hygiene Education Programs. The next site visit is in Fall 2010.

## **PROGRAM DESCRIPTIONS**

### **Associate in Applied Science (A.A.S.) Degree Program in Dental Hygiene**

The program in dental hygiene at NYUCD (HEGIS code no. 5203.00) is the only clinically integrated, university-based within a dental college program 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. With study options of a 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 clinical board examinations and the Dental Hygiene National Boards which are requirements for state licensure.

Dental hygiene students are educated and prepared for a challenging career in a growth profession dedicated to the prevention and detection 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.

The College of Dentistry policy on Blood Borne Pathogens can be accessed on the college website at [www.nyu.edu/dental](http://www.nyu.edu/dental).

### **Baccalaureate Degree Program**

The Bachelor of Science (B.S.) 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 or broaden their background by completing their college education. Career 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 (B.S.) degree, while also receiving dental hygiene training. 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 day for four years or full time day with summer sessions for three 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. Opportunity to pursue an area of concentration is available to complement the candidate's career goals. Students are admitted in the fall or spring semester.

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 their baccalaureate degree. An integral part of the program is the opportunity to pursue an area of concentration 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 or spring semester. 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. Most classes are offered in the late afternoon or evening for those students who wish to be employed while earning their degree.

## **Academic Standards and Policies For the Dental Hygiene Programs**

### **GUIDELINES FOR ACADEMIC PROGRESS, PROMOTION AND GRADUATION**

The educational goal of New York University College of Dentistry, Dental Hygiene programs is based on creating a partnership with students in order to assist them to achieve 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.

**Process of Evaluation:** The faculty of the College 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 NYU Students Information System (SIS) through “ALBERT”. Clinical progress may be accessed through the NYU College of Dentistry Intranet.

The Guidelines have been developed and are monitored by the Committee on Academic Review and Standards (CARS) for the Dental Hygiene Programs. CARS for the Dental Hygiene programs review overall progress and evaluate performance against the standards listed in this document.

**The academic year:** The curriculum in the College of Dentistry Dental Hygiene programs is divided into fall, spring and summer semesters. The summer may be divided into two sessions for some liberal arts courses. The schedule for any academic year is determined by the faculty and announced in the academic calendar. The academic calendar is posted on the NYUCD Intranet.

**Attendance:** The attendance policy for the College of Dentistry recognizes the responsibilities of the student, the faculty and the administration of the College. Specifically, the policy is:

1. 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 the course syllabus.  
Students who are absent from classes must work with the faculty to complete course work and make up missed clinic sessions. Where policies exist in disciplines, excessive absence 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 circumstance beyond the control of a student, it is at the discretion of the course coordinator, in accordance with the established course policy, to determine the appropriate course of action.
3. Participation through attendance at clinical session, outreach assignments, and clinical rotations is mandatory. Students who have absences must arrange to attend substitute sessions. In rare instances disciplines may waive sessions where students have demonstrated competence and patient care obligations permit.
4. A student who is absent from a scheduled clinic session for any reason is responsible for assuring that a patient scheduled for an appointment is notified in a timely manner before the appointment.

If a student is absent for five (5) consecutive school days, the Assistant Dean for Allied Health Programs must be informed and will require documentation that the student is able to return to the academic program.

**Grades:** The Dental Hygiene programs use the following letter grading system of A, B, C and F. Courses sponsored by the School of Continuing and Professional Studies may include D and D+ grades. Courses that are graded on a pass-fail basis, receive grades of P or F. Additionally, faculty may use grades of I and Y, which are conditional grades that

indicate a course is not completed, they are not final grades. 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, D=1.0, and F=0

P = Pass, F = Fail

I: (incomplete) designates that while the regular course of study has ended, the student has required assignments that have not been completed. An I grade refers to a didactic or laboratory/simulation course. A grade of I requires extra work, which has to be completed within the four (4) weeks after completion of the course.

Y: (incomplete clinical course) designates that a student has not completed a sufficient amount of the work to make evaluation of the student's performance possible at the end of the clinical course. Students must correct their Y deficiencies within four (4) weeks of the next academic semester. Failure to do so will result in the remaining Y grades converted to F grades and the student subject to academic action including extension of the academic program, repetition of the academic year or dismissal.

**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 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 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.

**Transfer of Writing Courses:** Students may be reviewed for satisfying the writing requirement by transferring two-courses, at the time of admission, with a grade of B or better, of College level English Composition from an accredited College or University if they have previously completed **at least fifteen (15)** college credits with a cumulative GPA of 2.8 or better.

- 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.
- Two- courses must be transferred. One course will not be transferred.

**Transfer Credits:** 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 courses are reviewed for similar content and level. Science courses are transferred at a grade of B or better. Liberal arts courses are transferred at a grade of "C" or better. Students who transfer courses must still meet the competency requirements found within the course in order for the transfer to be completed.

**NOTE: CREDITS ARE NOT TRANSFERRED FOR COURSES TAKEN MORE THAN TEN (10) YEARS.**

**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 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 and GPA:** 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 that 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. Both the original F grade and the new grade are used in calculating grade point averages. The only exception to this is courses taken at another institution. When a student takes the course at another institution, 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 subjected to dismissal from College. Similarly, a GPA of 2.0 is considered the minimum GPA to be in good academic standing.

**Submission of grades in a course:** Grades in any course are determined by the faculty. Faculty are required to submit grades within five working days after the scheduled final examination.

**Notification of examinations:** Faculty must give students adequate notice of the date for examinations and the submission of major assignments. This notice should be provided as part of the course syllabus given at the beginning of each course. Timely notification of students about their performance on examinations is a fundamental part of sound education practices. The CARS strongly recommends that faculty notify students of their performance within 5 business days (i.e., posting the examination grades on Blackboard, the intranet, or e-mail). This provides feedback for students and the opportunity to employ corrective action.

**Course Evaluation:** Evaluation is a fundamental part of dental hygiene education. The faculty of the College believes that feedback from students is a means to improve instruction, to gain information about features of courses that will enhance learning. In this spirit, each semester the Dental Hygiene Curriculum Committee Subcommittee on Evaluation through its Curriculum Management Plan will identify courses that will be evaluated. Students must complete online evaluations of courses when requested. In a course where evaluation is required, students must complete the evaluation process as a condition of receiving their final grade in the course.

**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 plays a fundamental role in overseeing the treatment of any patient. As part of the partnership between the faculty and students, faculty continually monitor student performance in the clinic and gauge the well being of patients. Faculty 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.

**Requirements for Promotion:** In order to progress to the next academic year, students must have passed all dental hygiene courses with a grade of C or better and remediated any Y or Incomplete 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 year 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.

**Remediation:** Dental Hygiene students who do not achieve the minimum passing grade of C must complete additional instruction. If remedial instruction is offered, it takes place during a period of time identified in each academic year, generally immediately following the next semester. Students with multiple failures may not be eligible for remediation. The Assistant Dean for Allied Health Programs will decide if remediation is possible for such students. Students who fail multiple courses but are eligible for remediation will become ineligible to continue in remediation if at anytime they fail one of the remedial courses. Students who fail the remedial program will be required to repeat an academic year or be subject to dismissal. Students whose academic progress does not permit all remedial instruction, may be required to repeat the course(s) or repeat an academic year in order to meet the requirements of the curriculum.

## **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 standard 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 student must enter a period of remedial instruction. This remedial instruction is considered to be guided experience to improve the knowledge,

competency, and skills of a student. Before permitting a student to enter remedial instruction, the Assistant Dean for Allied Health Programs 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.

The form of remedial instruction must be accomplished within a designated “**remedial instructional period**” which will be at the end of the academic year. To be eligible for remedial instruction, students must have already taken a full course of instruction. It is assumed that remedial instruction will require considerably less curriculum time than repeating an entire course. In addition, remedial instruction must provide regular feedback and evaluation, and validation of achievement in order to provide a course grade for the experience. The Assistant Dean for Allied Health Programs will determine the eligibility of students for remedial instruction.

A chairperson may make a recommendation regarding a student’s ability to remediate a course which will be considered by the Assistant Dean for Allied Health Programs.

- I. **Description of Instruction Program:** Remedial instruction is based upon the conceptual framework and achievement during a regular course of instruction. Students entering remedial instruction must be able to begin at a level where instruction will be directed to enhancing and building upon the student’s knowledge in a given area. Instruction in a remedial program is designed to provide the student with access to information and examples of intellectual problems in a given topic. The role of the faculty is to guide in accessing information and advising students in problem-solving strategies. In addition, the faculty use of in-class time should be directed towards the integration and synthesis of knowledge and for providing application of concepts and evaluation. In-class time is not envisioned as a time for information-giving.
- II. **For preclinical and clinical courses:** For preclinical and clinical courses, the remedial instructional period is an additional period of time in a continuum of clinical instruction. Instruction in a remedial program for pre-clinic and/or clinical areas is designed to provide the student with specific feedback about their present level of performance and a clear description of the skills that students must demonstrate in order to progress. The role of the faculty is to provide a clear assessment of skill and knowledge in a clinical discipline and to advise students and demonstrate how successful persons approach clinical problems and procedures. In addition, the faculty should use clinic time for practicing skills and demonstrating knowledge and evaluation. Clinic time is not envisioned as a time for repetition of previously used unsuccessful approaches and prolonged periods of independent effort without specific feedback.
- III. **Format:** A typical format for a remedial course may be to: (a) review course performance and identify specific weaknesses/deficiencies; (b) prescribe activities to strengthen concepts and build a stronger base of information and basic skills; (c) provide opportunities for problem-solving in the discipline that simulates real-life application of the knowledge in the discipline; (d) initiate independent problem-solving in order that the faculty can validate concepts and knowledge; and (e) determine overall evaluation of achievement in the course.
- IV. **Time:** A period of time in each academic year, generally following the next semester will be designated as a “remedial period.” This period of time may extend 3-5 weeks when all remedial instruction will be accomplished. It is expected that each faculty course director in consultation with a department chairperson, and the Assistant Dean for Allied Health Programs will determine a specific course of remedial instruction.
- V. **Outcome of remedial instruction:** At the end of the 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
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F with recommendation for remedial instruction	Pass	C/F	Student moves to next year of curriculum
	Fail	F	Student will be required to repeat an academic year or be subject to dismissal.

**Summary:** This plan places students, who have the potential to achieve, in a program of remedial instruction. Students who demonstrate an acceptable level of achievement at the end of this period will be moved to the next academic year. Students who do not achieve will be considered for dismissal or will be required to repeat the academic semester or year. A student may appeal to the CARS a decision of dismissal.

**Academic Actions:** Faculty are 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 will be 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 1.5-1.99 for the academic semester in Dental Hygiene.
- d) A cumulative grade point average less than 1.7;
- e) A student in the “Official Warning” category who does not achieve a grade point average of 2.0 in the current semester.
- f) A student who does not meet the limits of enrollment or makes progress towards their degree.

Students who are on the academic probation must meet with the Assistant Dean for Allied Health Programs and plan for the correction of the failures and deficiencies during the next academic year. 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.

**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 1.3.
- 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 two consecutive semesters.

**Definition of “in good academic standing”:** “In good standing” designates that the student 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 against him/her 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 Honor Council for violation of any such disciplinary or conduct code nor on probation for violation of any University policy.

**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. The Assistant Dean for Allied Health Programs, 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 dismissal from the College.

**Rules for Repeating an Academic Semester or Year:** The CARS may require a student to repeat an academic semester or year as a means for the student to demonstrate overall competence in the curriculum, to gain additional skills, or to improve their knowledge base in dental hygiene before moving on the next level of the curriculum. Students who are required to repeat an academic year must repeat all courses. 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 college. Unless the 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 Assistant Dean for Allied Health Programs; and

A student may not take courses for credit for the next academic semester unless placed in them by the CARS. At the end of the repeated semester, and after a critical review of the student's academic record, the CARS may extend the period of academic discipline.

**Dismissal from the College:** Dismissal from the College is an action based on the academic performance of a student, which is far below expectations. Given the serious nature of this action, the CARS will consider all circumstances relevant to the student's performance. After the Assistant Dean for Allied Health Programs has advised a student of the decision to dismiss, the student is provided the opportunity to submit any relevant information for CARS to consider. This information must be in writing and be received within five (5) days of being notified of the dismissal. CARS, upon consideration of the student's petition, may reconsider the decision.

**Appeals:** The decision of the Assistant Dean for Allied Health Programs is subject to appeal to the Executive Vice Dean for Academic Programs. Only issues related to process and matters related to NYU policy may be subject to reconsideration. The request for reconsideration must be made in writing to the Executive Associate Dean for Academic Programs within five days of the notification of the appeals decision by CARS. The petition to the Executive Associate Dean for Academic Programs will be reviewed by an appeals committee comprised of the Executive Associate Dean for Academic Programs, the Assistant Dean for Allied Health programs, and a divisional director appointed by the Executive Associate Dean. If the appeals committee finds cause, they will return the decision to the CARS for further consideration and action.

#### **PETITION PROCEDURE**

The Dental Hygiene Office evaluates the academic performance of all students and makes decisions regarding promotion and graduation. After notification of the student by the Dental Hygiene Office that the student has been dismissed from the program, the student may appeal this decision to CARS.

The following procedures must be followed for submitting information to the CARS. The written petition should be sent to: **CARS, c/o Assistant Dean of Allied Health Programs, NYUCD, 345 East 24<sup>th</sup> St, 3W, New York, NY 10010.** To be considered, the petition must be submitted within five (5) days after the student is notified of the dismissal.

**Petitions must be in writing.** As a minimum, a petition should include the following information for the CARS:

- **The action that is requested.** The student must carefully describe the action s/he would like the CARS to consider. For example, if a student is dismissed from the College, s/he may request to be reinstated and permitted to repeat an academic year.
- **The justification for the request:** The CARS will consider extenuating circumstances which may have compromised a student's performance. A student requesting reconsideration should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances. **Supporting material:** The CARS will consider any information a student believes will validate his/her position.
- **The CARS will consider the student's request for reconsideration** within 21 working days of receiving he request.
- **Meeting with the CARS:** Because the actions of the CARS are based directly on the academic performance of a student, decisions of the CARS are based on grades. The CARS will reconsider an action based on the

student's written request. In the unusual situation where clarification is needed, the CARS may request a meeting with the student in order to further clarify or explore issues. Students meet with the CARS only by its invitation.

## INTERRUPTIONS IN MATRICULATION

### LEAVE OF ABSENCE:

**Description:** A student 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 students 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 Dental Hygiene program. 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. Students are additionally required to complete the appropriate form online at the Office of the Registrar's website. The decision to grant a leave of absence will rest with the Assistant Dean for Allied Health Programs and the CARS.

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.

**Medical Leave of Absence:** If a student's leave of absence is based on a health problem it is required that the Assistant Dean for Allied Health Programs receives information about the need for the leave from either the NYU Health Center (212.993.1000) or the NYU Counseling Services (212.998.4780). Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. This validation should be submitted to the Assistant Dean for Allied Health Programs. At the time of the request, the student should be in good academic standing. If the student is not in good academic standing at the time of requesting a leave of absence, there is no guarantee of readmission when a student is considered able to return to the College.

**Maternity Leave:** Maternity leave is considered a leave of absence. Students who request such a leave are under the jurisdiction of all stated requirements in this document. During this period it is required that the student complies with the following:

- 1) Contact the Assistant Dean for Allied Health Programs and provide her with the anticipated first day of the leave and the approximate return date to the University.
- 2) Contact all faculty and departments, especially those where an exam or clinic experience is scheduled. Inform the faculty of your leave and make arrangements for any required make-ups. Students on maternity leave are responsible for all requirements as specified by the course director.
- 3) Contact the Dental Hygiene program with your return date. The student must then complete the online form at the Office of the Registrar's website and list the courses he/she is registered. The Office of the Registrar withdraws the student from these classes.

**Grades in Courses at the Time of the Granting of a Leave of Absence:** Students may request a leave of absence when courses have not been completed. Students cannot obtain partial credit for courses that are interrupted. Once a leave of absence has been granted the student must complete the online form at the Office of the Registrar's website and list the courses he/she is registered. The Office of the Registrar withdraws the student from these classes.

**Returning from a Leave of Absence:** Request for reinstatement from a leave of absence must be in writing. This letter should be submitted preferably before March 1 of the academic year for readmission in September of the same year.

Before returning to the College, the student is subject to an academic review by the CARS. The CARS will review and determine when or if the student is eligible to return. The academic review will consider the following factors 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; 3) the current status of courses in the overall continuum of instruction and where the student's educational progress is most reasonably accommodated. In

addition, the Assistant Dean for Allied Health 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.

**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 Dental Hygiene CARS to continue their matriculation 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 four, and complete all course work within seven years.

Candidates for the BS degree (Track B curriculum) must complete their course work within four years.

**Certification for Licensing (Dental Hygiene):** 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, I, or Y in any course; d) within the stated graduation deadline of the examination agency, e) written permission of the Director of the Dental Hygiene Program.

**Academic Honors: A Dean's List is compiled at the end of each academic year.** Dental hygiene students who elect a minimum of eighteen (18) points in an academic year and achieve a grade point average of 3.3 or higher will be placed on the Dean's List.

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

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.

Effective with the September 2008 graduating class, the 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. For example, the necessary GPA level for summa cum laude for students graduating in September 2008 will be based on the GPA cutoff for the top 5 percent of the combined graduates from September 2007, January 2008, and May 2008. See the Office of the Registrar web site for more information.

**Program Honors:** At the time of graduation, a dental hygiene student with a cumulative grade point average of 3.3 or higher will receive an AAS degree with honors.

**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.

**Degree Conferrals:** Degree conferrals are posted in May, September and January. If a student does 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.

## REGISTRATION PROCEDURES

Students register according to the university guidelines and schedules using the online system ALBERT. They may also reference the Dental Hygiene Program's registration help link: <http://www.nyu.edu/dental/academicprograms/dh/registration.html>.

After the student has been accepted and paid their deposit, the registration process can begin. The student's assigned program code indicates the fee schedule for instruments and other fees. It is recommended that students meet with their assigned faculty advisor 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.

Financial and medical compliance must be met in order to progress through registration from semester to semester. Arrears or medical blocks will prevent the student from registering for the ensuing semester. Students can check for academic holds on their account using ALBERT.

Students may add or drop courses according to the university guidelines. Please refer to the University Registrar web page (<http://www.nyu.edu/registrar/>) for information on the last day to add/drop a course on ALBERT, late registration and other important information regarding the registration process. Students wishing to withdraw from a course after the scheduled drop/add period has ended must complete and sign a drop/add form and submit it to the Dental Hygiene office for the Assistant Dean for Allied Health Programs' signature. Drop/add forms are available in the Dental Hygiene office. A grade of W will post to the student's academic record.

Information on refund schedules can be found at the Bursar's web page (<http://www.nyu.edu/bursar/>).

Students must be properly registered in order to attend classes and clinics. 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.

#### **Academic Advisement**

Students are assigned an academic advisor once they have paid their non-refundable deposit, confirming their seat in the program. This academic advisor assists in guiding the student through the registration process. Confirmation of all required transcripts, transfer credit evaluation and program progress occurs through meetings with the advisor. Should the student need additional counseling the university provides these services at the University Counseling Center.

The faculty advisor system continues to assign an advisor throughout the curriculum. The walk-in office hours are posted, telephone and email contacts, and individual appointments as necessary are available.