

Policies for Scholarship and Promotion

Preamble

The document that follows defines for faculty and students the policies, and procedures for scholarship and promotion of students enrolled in the School of Dentistry. These policies and procedures are intended to: (1) be consistent with the educational mission and academic standards for the University of Michigan, School of Dentistry (2) encourage appropriate, reasonable and timely student achievement; (3) support and assure due process; and (4) facilitate student monitoring, recording, and other operations of the Registrar's Office.

Enrollment in the School of Dentistry carries with it obligations in regard to conduct, not only inside but also outside the classroom; therefore, students are expected to be a credit both to themselves and the School. They are subject to the laws governing the community, as well as to the rules of the University, and are expected to observe the standards of conduct approved by the University and the School of Dentistry (the Code of Academic Integrity and Professional Conduct of The University of Michigan School of Dentistry Honor System). Whenever students fail to observe these principles, or conduct themselves in such a manner as to make it apparent that they are not suited for the practice of dentistry, they shall be liable to disciplinary action up to and including dismissal or revocation of a degree.

1. Grade designations:

Students may be reported as having passed a course with a grade of A (excellent), B (good), C (satisfactory) and P (passed). The addition of + or - may qualify A, B, or C grades. Deficiency grades are D (unsatisfactory), E (not passed) and F (fail). Other designations are I (incomplete), X (absent from final examination), and Y (grade deferred). For the purpose of evaluation, these grades are given the following honor point values:

A = 4.0 pts.
A- = 3.7 pts.
B+ = 3.3 pts.
B = 3.0 pts.
B- = 2.7 pts.

C+ = 2.3 pts.
C = 2.0 pts.
C- = 1.7 pts.
D = 1.0 pts.
E = no pts.

2. Computation of grade point averages and cumulatives:

Term grade point averages and cumulative grade point averages are computed and become a part of each student's academic record. These averages are derived by dividing the total number of honor points by the total number of credit hours taken. Honor points are derived by multiplying the grade point value by the credit hours assigned to each course. Credit hours and honor points are not calculated into the grade point average when grades of P, F, X, or Y are given. Credit hours and honor points from all previous enrollment(s) are calculated into the cumulative grade point average.

3. Deficiency and non-completion designations:

Upon notification of grades of D, E, F, I, or X, the student must assume the initiative in arranging with the course director for re-examination or completion of any required additional work or repeating the course. Deficiency grades and designations of I, X, or Y must be removed prior to progressing from the clinical foundation program into the Comprehensive Care program and prior to graduation.

4. Unsatisfactory performance designation:

The grade of D designates unsatisfactory performance. Receipt of a D grade in a didactic, clinic or clinical foundation course requires a make-up examination or completion of supplementary work.

Didactic Courses: A grade of D received in a didactic course must be remediated within eight weeks of the end of the term or half term in which the course was given. A student is allowed to take only two re-examinations to remove a grade of D, and in the event that the unsatisfactory grade is not removed in the second re-examination, the grade becomes an E (not passed). If the first re-examination results in an E grade, a second re-examination may not be taken.

Clinic and Clinical Foundation Courses: A grade of D received in a clinical or clinical foundation course must be remediated by satisfactory completion of supplemental work prior to the end of the succeeding term.

If the unsatisfactory grade is removed, a grade of C-D will be recorded on the academic record and the grade points for a C- (1.7 points) will be used to compile the grade point average. A grade of D that is not remediated within the specified time will become an E grade (not passed), and will result in loss of the grade points provisionally assigned for a D.

5. Failing designations:

A failing grade of E or F is given (a) when the work in a course is not passed to the satisfaction of the course director; or (b) when a student fails to remove an unsatisfactory grade of D either by not passing the re-examination or by not following the timeline for removing a D.

Didactic Courses: A student receiving a grade of E or F in a didactic course must (a) repeat the course at the first opportunity; or (b) at the discretion of the course director, satisfactorily complete supplemental work (equivalent to retaking the course) within eight weeks of the end of the term or half term in which the course was given. If the course is passed,

both the failing grade (E) and the revised (passing) grade that is earned by the student will appear on the academic record and the grade points for both will be used to compute the grade point average.

Clinic and Clinical Foundation Courses: A student receiving a grade of E or F in a clinical or clinical foundation course must, at the discretion of the course director, satisfactorily complete supplemental work prior to the end of the succeeding term. If the course is passed, both the failing grade (E) and the revised (passing) grade that is earned by the student will appear on the academic record and the grade points for both will be used to compute the grade point average.

At the decision of the Academic Review Board (ARB), a student receiving an E or F grade in a course may be required to withdraw from the ongoing predoctoral program and repeat the course in a subsequent semester when it is normally scheduled before continuing the program. Students must attend all lectures, complete all assignments and take all examinations in any course they repeat, **unless otherwise indicated by the course director.**

6. Incomplete designation:

A grade of I may be given when a student is receiving a passing grade (C- or above), but failed to complete the required assignments in a course. When a grade of I is given, it should be qualified by a letter grade as an estimate of the final grade. Grades of I received in didactic or clinical foundation courses must be resolved within eight weeks of the end of the term or half term in which the course was given. A grade of I received in a clinical course must be resolved prior to the end of the succeeding term. An I grade that is not resolved within the specified time will become an E grade (not passed), and will result in loss of the grade points provisionally assigned for the qualified incomplete grade. The Academic Review

Board may extend the time allowed to remove a grade of I for clinical courses with written approval from the student's VIC director and discipline coordinator.

7. The X designation:

The grade of X in a course is given when a student is doing passing work but is unable to take the final examination due to personal illness or to illness in the immediate family, or for any other acceptable reason as determined by the course director. Grades of X received in didactic or clinical foundation courses must be remediated within eight weeks of the end of the term or half term in which the course was given. An X grade that is not remediated within the specified time will become an E grade (not passed).

8. Categories of academic discipline:

A) A student will automatically be placed on the warned list because of any of the following: (a) a term grade point average between 1.7 and 2.0; (b) receipt of a D grade in a clinical or clinical foundation course. A student will not be removed from the warned list until there are no D, E, or F grades on his/her record and the grade point averages for both term and overall are a minimum of 2.0.

B) A student will automatically be placed on probation because of any of the following: (a) a term grade point average of between 1.3 and 1.69; (b) a term grade point average between 1.7 and 2.0 after having been placed on the warned list the previous term; (c) receipt of two or more E or F grades in any term; (d) receipt of an E or F grade in a clinical or clinical foundation course; (e) receipt of two or more D grades in clinical courses in any term. A student will not be removed from probation until there are no D, E, or F grades on his/her record and the grade point averages for both term and overall are a minimum of 2.0.

C) Any students readmitted after having been dismissed due to academic difficulties will be placed on probation for a minimum of

two consecutive terms. Credit hours and honor points from all previous enrollment(s) are calculated into the cumulative grade point average.

D) A student will be dismissed from the School of Dentistry for any one of the following: (a) a term grade point average below 1.3; (b) failure to obtain a term grade point average of 2.0 (C) after having been placed on probation the previous term; (c) failure to obtain a term grade point average of 1.7 or above after having been placed on the warned list the previous term; (d) failure to obtain a term grade point average of 2.0 (C) or above in any three consecutive terms; (e) being on either the warned list or on probation for four consecutive terms; (f) receipt of two E or F grades in the same didactic, clinical foundation or clinical subject or course content; (g) if in the opinion of the Executive Committee a student for any reason is considered to be unfit for the practice of dentistry including unprofessional conduct and violations of the honor code.

9. Successful completion of National Board Dental Examination Parts I and II:

Passing the National Board Dental Examination (NBDE) Parts I and II is a requirement for graduation and granting of the D.D.S. degree. NBDE Part I is taken following the D2 year. NBDE Part II is taken in the D4 year. Dental School approval for retaking of the NBDE Parts I and II is not automatic; permission must be obtained from the Academic Review Board I and II to retake NBDE Parts I and II, respectively, and will be based on a review of the student's overall academic record and professional behavior. If the Academic Review Board denies permission to retake the exam, it will recommend the student for dismissal to the Executive Committee.

Any student who fails the NBDE Parts I or II once must petition the appropriate Academic Review Board in writing for permission to

repeat the examination. The petition must include a specific study plan.

Any student who fails the NBDE Parts I or II two or more times must make a personal presentation to the Academic Review Board to request permission to retake the examination.

With approval from the Academic Review Board II, students who have not passed NBDE Part II but have successfully completed all other graduation requirements will be allowed to participate in commencement ceremonies but will not receive a diploma until both NBDE Parts I and II are passed.

10. Program completion limits:

A student may be granted up to six years to complete the Predoctoral program. A student may take up to three years to complete the first two years of the program, and three years to complete the second two years of the program. Failure to meet these criteria will result in dismissal.

11. Requirements for graduation:

In order to graduate and be granted a D.D.S. degree, by the end of the D4 year each student must:

- A. successfully complete of all clinical foundation, didactic and clinical courses, including external rotations.
- B. attain a minimum cumulative G.P.A. of 2.0 over a minimum of eight semesters and three summer sessions.
- C. have no D, E, F, I or X grades left on his or her record that have not been remediated with passing grades.
- D. successfully pass the D4 Objective Structured Clinical Examination (OSCE). If the OSCE is failed, the student must have

successfully remediated any failed station(s) to the satisfaction of the faculty member(s) responsible for the failed station(s).

E. pass National Board Dental Examination Parts I and II.

F. complete all work in progress on all assigned patients and ensure that all assigned active patients are current in their maintenance.

G. be certified as “competent” by the student’s Vertically Integrated Clinic director and individual discipline coordinators in Cariology, Endodontics, Oral Surgery, Oral Medicine/Oral Pathology, Pediatric Dentistry, Prosthodontics, and Periodontics.

H. complete the Senior Release Form with appropriate signatures and return it to the Registrar’s Office.

12. Certification for Graduation:

If items A thru H in section 11 above are met, then the Associate Dean for Academic Affairs will certify that the student has met all requirements for graduation. Each year, at the April faculty meeting, the Associate Dean of Academic Affairs will present to the voting faculty a list of D4 students who have been certified for graduation. The faculty members present will vote to approve the list of graduating seniors. In addition, the Associate Dean for Academic affairs will present a list of students who may reasonably meet the graduation requirements by the end of May. The faculty may also vote to provisionally approve those students pending their successful completion of all requirements by the end of May. The list of approved and provisionally approved candidates for graduation will be forwarded to the Dean.

Only students who have met all graduation requirements by graduation day will receive a diploma. Students who are provisionally approved but have not completed all requirements by graduation day will be allowed to walk on stage during commencement exercises, but will not receive a diploma; their

diploma will be conferred once all requirements have been completed.

13. Academic review and appeal:

The Academic Review Boards will review academic achievement and administer academic discipline when appropriate. ARB I and II may make exceptions to the deadlines for removal of grades of “I” and “X” in cases where extenuating circumstances can be documented. When placed on the warned list or probation or dismissed from the School, the student will be notified in writing. Any student on academic discipline who does not understand the reasons for the action or the conditions imposed as a result of such action should contact the administrator in charge of student progress. Students have the right to appeal decisions of the Academic Review Board by following the appeal procedures.

These policies will be applied and enforced by the Academic Review Boards. All appeals of Academic Review Boards I and II must be made to the Executive Committee. The Executive Committee of the School of Dentistry may make exceptions to these policies when extenuating circumstances can be documented, after consulting with representatives of the appropriate committee (ARB I or ARB II) and course director(s). All decisions of the Executive Committee are final.