

Policies for Academic Performance and Promotion

Preamble

This document defines the policies and procedures for academic performance and promotion of students enrolled in the predoctoral DDS program 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 Office of Academic Affairs, Student Services and School Registrar.

Consistent with the University of Michigan, School of Dentistry Bylaws, compliance with these policies is facilitated by the Academic Review Boards I and II: ARB I for years 1 and 2 of the dental curriculum, and ARB II for years 3 and 4. The functions of these committees shall be:

- (1) To review and recommend to governing faculty approval of all progression and graduation policies for the DDS program. This includes recommending criteria for defining scholastic deficiencies and reinstating students whose further progression has been withheld according to the rules of the School of Dentistry.
- (2) To review mid-and end of semester progress and the transcripts of all students in academic difficulty and determine appropriate waivers or remedial, dismissal or readmission actions.

These policies will be applied and enforced by the Academic Review Boards

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 (grade) honor point values:

A	=	4.0 pts.	C+	=	2.3 pts.
A-	=	3.7 pts.	C	=	2.0 pts.
B+	=	3.3 pts.	C-	=	1.7 pts.
B	=	3.0 pts.	D	=	1.0 pts.
B-	=	2.7 pts.	E	=	no pts.

2. **Computation of grade point averages and cumulatives:**

Semester 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 (grade) points by the total number of credit hours taken. Honor (grade) points are derived by multiplying the grade point value by the credit hours assigned to each course. Credit hours and honor (grade) points are not calculated into the grade point average when grades of P, F, X, or Y are earned. Credit hours and honor (grade) points from all previous enrollment(s) are calculated into the cumulative grade point average.

3. **Deficiency and non-completion designations:**

Upon posting of grades in Wolverine Access 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 Clinic program in the D2 Winter semester and prior to graduation.

4. **Unsatisfactory performance designation:**

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

Didactic Courses: A grade of D earned in a didactic course must be remediated within eight weeks of the end of the semester or half semester 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.

Clinical Foundation Courses: A grade of D earned in a clinical foundation course must be remediated by satisfactory completion of remedial work prior to the end of the following semester.

Clinic Courses: A grade of D earned in a clinical course must be remediated by demonstration of satisfactory clinical performance and achievement of a passing grade by the end of the following semester.

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 compute 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 earned (a) when the performance in a course has not met the minimum standard set for the course by 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 earning 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 semester or half semester in which the course was given.

Clinical Foundation Courses: A student earning a grade of E or F in a clinical foundation course must, at the discretion of the course director, satisfactorily complete supplemental work prior to the end of the following semester.

If the failed course is successfully 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 Courses: A student earning a grade of E or F in a clinical course must satisfactorily complete the remediation and achieve a passing grade by the end of the following semester. The remediated grade will be a C- for the following clinical courses: DENT 720, 720A, 720B, 720C, 820, 820A, 820B, and 820C Comprehensive Care Clinic.

At the decision of the Academic Review Board (ARB), a student earning 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.

6. **Incomplete designation:**

A grade of I may be earned 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 earned, it should be qualified by a letter grade, or a P in a P/F course, as an estimate of the final grade. Grades of I earned in didactic, Pathways or clinical foundation courses must be resolved within eight weeks of the end of the semester or half semester in which the course was given. A grade of I earned in a clinical course must be resolved prior to the end of the following semester. An I grade that is not resolved within the specified time will become an E grade (not passed), or F in a P/F course, 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 earned 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 extenuating circumstances 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 semester or half semester in which the course was given. An X grade that is not remediated within the specified time will become an E grade (not passed) or F (P/F course).

8. Categories of academic discipline:

A) A student will automatically be placed on the warned list because of any of the following:

- (a) a semester grade point average between 1.7 and 2.0;
- (b) earning 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 semester 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 semester grade point average of between 1.3 and 1.69;
- (b) a semester grade point average between 1.7 and 2.0 after having been placed on the warned list the previous semester;
- (c) earning two or more E or F grades in any semester;
- (d) earning an E or F grade in a clinical or clinical foundation course;
- (e) earning two or more D grades in clinical courses in any semester.

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 semester 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 semesters. Credit hours and honor (grade) 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 semester grade point average below 1.3;
- (b) failure to obtain a semester grade point average of 2.0 after having been placed on probation the previous semester;
- (c) failure to obtain a semester grade point average of 1.7 or above after having been placed on the warned list the previous semester;
- (d) failure to obtain a semester grade point average of 2.0 or above in any three consecutive semesters;
- (e) being on either the warned list or on probation for four consecutive semesters;
- (f) earning two E or F grades in the same didactic, clinical foundation or clinical subject or course content;
- (g) if in the determination 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, or inability to meet the technical standards for the DDS program.

9. Program completion limits:

The expectation is that a student will complete the predoctoral DDS program in four years. 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.

10. Requirements for graduation:

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

- A. successfully complete of all clinical foundation, didactic and clinical courses; attain a minimum cumulative G.P.A. of 2.0 over a minimum of eleven full semesters and one summer half-term;
- B. have no D, E, F, I or X grades remaining on his/her record that have not been remediated with passing grades;
- C. successfully pass the D4 Objective Structured Clinical Examination (OSCE). If the OSCE is failed, the student must have successfully remediated any failed station(s);
- D. complete all work in progress on all assigned patients;
- E. be certified as “competent” by the director of the Comprehensive Care Clinic course DENT 820 and individual discipline coordinators in Cariology, Endodontics, Oral Medicine/Oral Pathology, Oral Surgery, Pediatric Dentistry, Periodontics, and Prosthodontics; complete the Senior Checkout procedures as defined by the Office of Patient Services, the School Registrar and the Office of Academic Affairs.

11. Only students who have met all graduation requirements by graduation day will receive a diploma on that day. 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 awarded and the degree conferred once all requirements have been completed

12. 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 Assistant Dean for Student Services. Students have the right to appeal decisions of the Academic Review Board by following the appeal procedures.

School of Dentistry Student Appeal Procedures

- A. Any dental student with a complaint about an academic or discriminatory matter may seek to resolve the problem through the following appeals procedure:
 1. The dental student should discuss the problem or complaint with the involved faculty member.
 2. If the problem cannot be settled satisfactorily through the above discussion, the dental student should present his/her complaint to the Associate Dean for Academic Affairs (ADAA).
 3. If the problem cannot be solved satisfactorily by the ADAA, the dental student shall submit a written statement setting forth his/her position to the Dean of the School of Dentistry. The matter shall be referred to the Executive Committee of the School for a hearing of the grievance.
 - a. The dental student will be given notice of the date, place, time, and general format of the hearing reasonably prior to the hearing.
 - b. The dental student will have an opportunity to present his/her point of view and may be accompanied by a personal advisor of his/her choice who may be an attorney. An audio recording of the hearing shall be kept.
 - c. Within a reasonable period of time, the Executive Committee will make a decision which shall be in writing and shall state the reasons for the decision.

- B. Decisions of the Academic Review Boards may be appealed according to the following procedure:
 1. The dental student informs the ADAA, either verbally or in writing of his/her desire to appeal.
 2. The student meets with the appropriate Academic Review Board to discuss the problem. Statements or items to be considered may be presented to the Board orally or in writing. In order to ensure accuracy, an audio recording of the hearing shall be kept.
 3. Within a reasonable period of time following the hearing, the written decision of the Board and the reasons for the decision shall be provided to the student.
 4. If the student is dissatisfied with the decision of the Board, the matter may be appealed to the Executive Committee by submitting a written statement describing his/her position to the Dean of the School of Dentistry (who chairs the Committee). The appeal procedure then follows the protocol delineated in section A 3a, b, and c (above).

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

In conclusion, enrollment in the School of Dentistry carries with it obligations in regard to conduct, not only inside but also outside the School environment; 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 University of Michigan School of Dentistry Honor System Policy). 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, despite otherwise satisfactory academic performance, they shall be liable to disciplinary action up to and including dismissal or revocation of a degree.