

# ACADEMIC POLICIES

## Honors and Awards

### Program Honors

At the time of graduation, a dental hygiene student with a cumulative grade point average of 3.5 or higher will receive an AAS degree with honors.

### Dean's List

A Dean's List is compiled at the end of each academic year (an academic year consists of one fall and one spring semester for all students except fast-track AAS students). Dental hygiene students who earn a minimum of twelve (12) credits in an academic year and achieve a grade point average of 3.6 or higher will be placed on the Dean's List. An academic year for fast-track AAS students consists of either one spring and one summer semester or one fall and one spring semester, depending on the year level.

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

### Latin Honors

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.

- Cum Laude
- Magna Cum Laude
- Summa Cum Laude

### Sigma Phi Alpha Honors

The Dental Hygiene chapter of Sigma Phi Alpha Honor Society, known as Sigma Phi Alpha Psi, recognizes students in the final academic term of a dental hygiene program, who rank highest in scholarship, moral character, service and leadership and exhibit potential qualities for future growth and attainment as recommended by the faculty members to be elected to membership. This membership shall be limited to ten percent (10%) of each graduating class by program (i.e., pre licensure, degree completion/post certificate, or graduate) and shall be selected from a list composed of the upper twenty percent (20%) of the class by program. The election may be held at any time during the final academic term. Exceptions may be made at the discretion of the Component Chapter's eligibility and membership committee.

## Residency Requirements

Bachelor's Degree Only - Degree Completion (Track B) The Dental Hygiene Department's residency requirement is 32 credits. To be eligible for a degree, a transfer student must complete a minimum of 32 credits with an average of 2.0 or higher in courses held in the Dental Hygiene Department during two or more terms.

**Note:** Credits are not transferred for courses taken more than 10 years ago.

## Graduation

Degrees are conferred in May, September and January. If students do 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. Degrees will not be conferred if a student owes the College a balance. All balances must be paid to post a degree conferral.

Graduation from the Dental Hygiene program is measured based on the achievement of all of the following:

- completion of all courses within the curriculum at a C or Pass grade or remediated C/F;
- meeting the requirements that demonstrate competency in all of the measures defined by the faculty;
- and, 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.

## Certification for Licensing

- Students are eligible to take dental hygiene licensing board examinations when the following requirements are met:
- passing grades in all dental hygiene courses;
- a satisfactory evaluation in Principles of Dental Hygiene IV Clinic;
- no outstanding grades of F or I in any course;
- written permission of the Department Chair or designee.

## Transfer and Articulation Agreements

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 prospective transfer course(s) are reviewed by the course director(s) of the course(s) or academic advisor for comparison of similar content and level. Science courses are transferred at a grade of B or higher. Liberal arts courses are transferred at a grade of "C" or higher. Students who transfer courses must still meet the competency requirements found within the course in order for the transfer to be completed. Courses that are transferred carry no grade point value at New York University.

There is a maximum of fifty (50) credits for transfer for the bachelor's degree four year (track A) and accelerated track. A maximum thirty-two (32) credits for the associate's degree. In addition, all courses for transfer must be completed prior to matriculation for the associate degree, four-year and accelerated bachelor programs. Transfers will not be accepted during the bachelor's degree completion (track B) student's final semester before graduation.

Official transcripts from all previously attended institutions must be submitted and students must be registered for credits to post on academic records.

Once a student is matriculated and enrolled in the Dental Hygiene Programs, core science or writing courses will not be transferred. Only under limited circumstances may the Chair of the Department of Dental Hygiene and Dental Assisting grant permission to approve transfer of other course(s).

## Grading

The faculty of the NYU College of Dentistry 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 Student Center component of Albert.

The Department of Dental Hygiene and Dental Assisting use the following letter grading system of A, B, C, C/F and F. Courses sponsored by NYU Schools outside of the NYU College of Dentistry include C-, D and D+ grades however if a student receives a C-, D or D+ in any course outside of the Dental Hygiene Programs, they must repeat that course as the Dental Hygiene Programs does not recognize C- or lower as a passing grade.

Courses that are graded on a pass-fail basis receive grades of P or F. Additionally, faculty may use a grade of "I" which is a conditional grade that indicates a course is incomplete. The "I" is not a final grade. 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, and F = 0 P = Pass, F = Fail, I = Incomplete

The Incomplete (I) grade in a clinical course designates that while the regular course of study has ended, the student has required assignments that have not been completed. A grade of "I" requires extra work, which has to be accomplished within four (4) weeks after completion of the course. Failure to do so will result in the remaining "I" grade converted to "F" grades and the student subject to academic action including extension of the academic program, repetition of the academic year or dismissal. The passing grade for an "I" in a didactic, laboratory/simulation or clinical course can be any grade. However, students unable to complete assignments or competencies according to deadlines and within the designated four week extension period will receive grade deductions. Please see corresponding course syllabi for details about deduction amounts. The course director may allow exceptions for final grading given documented proof of the following predetermined criteria which include missed classes due to religious conflict, illness or accident, death or critical illness in the immediate family, emotional disturbance requiring special guidance, and similar difficulties.

## Modification of Grades

Faculty use a plus "+" to modify grades of 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 "C" may be modified with a "+" but may not be modified by a minus. Within this grading schema, an A+ and C- are not used.

## Grade Point Average (GPA)

The 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 of 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/Repeat Policy

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 who 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. The second grade received counts in the GPA regardless of whether it is higher or lower than the grade received in the first occurrence. The first occurrence is excluded from earned hours and GPA.

If a student receives approval to take the course at another institution and passes it, 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 subject to dismissal from the College. Similarly, a GPA of 2.0 is considered the minimum GPA to be in good academic standing.

## Incomplete Grades

A grade of "I" incomplete shall change to a grade of F after one academic year.

## Submission of Course Grades

Grades in any course are determined by the faculty. Faculty members are required to submit grades within 72 hours after the scheduled final examination.

## Appeal of Grades Policy

If an NYU Dentistry student believes they have received an inappropriate grade due to an error in calculation or due to capricious grading, they may provide a written appeal to the Course Director or Program Director within 5 business days of receiving the contested grade. The Course Director or Program Director will send a written response to the student via email within 5 business days. If the appeal is denied, the student may choose to proceed to the Department Chair.

If a satisfactory resolution is not reached, the Department Chair can submit a request for review of the appeal by the Associate Dean for Academic Affairs (DDS) or Associate Dean of Postgraduate (PG) Programs (PG/MS) who will, in turn respond within 5 business days.

## Academic Standing and Progress

In order to progress to the next academic level (for example DHYG1 to DHYG2 courses), students must have passed all dental hygiene courses within their designated curriculum track sequences with a grade of C or higher, remediated any F grades, and completed courses with Incomplete (I) 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 level 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. All prerequisite courses MUST be completed with a “C” grade or higher before advancing in the curriculum.

## Withdrawals

### Class Withdrawal

Students wishing to withdraw from a single course after the scheduled drop/add period has ended must complete the Class Withdrawal process located in Albert.

A grade of W will post to the student’s academic record. There will be no refund of tuition or fees for withdrawn classes. Course withdrawal requests will not be accepted past the last day of the second month of the academic semester for all students. In addition, DH students taking courses outside of NYU College of Dentistry during any academic semester are held to the class withdrawal dates laid out by the University Registrar and the specific College.

### Term Withdrawal

Term withdrawals are for students who need to withdraw from all courses within a semester. Students can complete a term withdrawal through Albert. The last day for a term withdrawal is the last day of the second month of the semester. If a student term withdraws and does not return within the next academic year, they must reapply for admission to the Dental Hygiene Program.

## Standards of Conduct

Faculty is 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 considered on official warning under any of the following conditions: A single failing grade F in a 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 grade of F in a dental hygiene preclinical or clinical course.
- A grade of F in more than one non-clinical course.
- A grade point average of less than 2.0 for the academic semester in Dental Hygiene.
- A cumulative grade point average less than 1.9.
- A student who does not meet the limits of enrollment or makes progress towards their degree.

Students who are on academic probation must meet with the Chair for Department of Dental Hygiene and Dental Assisting, or designee, and plan for the correction of failures and deficiencies during the next academic semester. 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. Academic Dismissal: A student is subject to dismissal from the College of Dentistry when any of the following conditions occur:

- Failure of three or more courses in the same academic semester.
- Dental Hygiene student grade point average for the academic semester is below 1.5.
- The Dental Hygiene student cumulative grade point average is below 1.5 for the academic year.
- The student has received two consecutive grades of F in the same course.
- The student has been on academic probation for three consecutive semesters.

## Disciplinary Measures

Dismissal from the College is an action based on a student’s failure to perform at an acceptable academic level. After the Dental Hygiene Academic Review Committee has advised a student of the decision to dismiss, the student may appeal this decision to the Senior Vice Dean for Research Development and Academic Affairs. The decision to dismiss can only be appealed on procedural grounds. Once the decision to dismiss is finalized, students must surrender their NYU ID, remove all items from their locker, discontinue NYU email access and return all loaned dental hygiene instrument kits and materials. Additionally, dismissed students will be removed from axiUm and access to patient’s information. Students will be required to sign a document verifying completion of this dismissal process.

## Redress of Grievances

The written petition should be sent to: Senior Vice Dean for Research Development and Academic Affairs, NYU Dentistry, 345 East 24th St, New York, NY 10010. To be considered, the petition must be submitted electronically, by trackable mail or delivered by hand, within five (5) business days after the student is notified of the dismissal. At a minimum, a petition must include a detailed justification of the reason for the request. The Senior Vice Dean will consider appeals based on deviation from published policies in these guidelines. The rules described in course syllabi cannot be challenged as part of an appeal after dismissal. A student may challenge policies described in individual course syllabi no later than 5 (five) business days after the respective course is over and final grades have been submitted. The Senior Vice Dean will consider the student’s request for reconsideration of a dismissal decision within 21 working days of receiving the request.

The decisions of the Senior Vice Dean are based on the academic performance of a student, the Dental Hygiene Academic Review Committee’s findings, and the facts set forth in the student’s petition. In the unusual situation where clarification is needed, the Senior Vice Dean may request additional information from the student.

Students MAY NOT ask faculty members to petition the Senior Vice Dean on their behalf. Students who have been dismissed and who choose to appeal the dismissal decision are considered suspended from all clinical and course activity until a final decision has been rendered.

Appeals: The decision of the Senior Vice Dean is final and cannot be appealed.

## Internships

Internships offer our BS students a distinctive chance to delve into their interests and specialties before completing their degree. These hands-on internships are selected by students with the guidance of a faculty advisor. Being housed in the College of Dentistry provides our students with the advantage of choosing from a diverse array of dentistry areas.

The specialty rotations, showcasing the interconnectedness of dental hygiene and other dentistry fields, are diverse. This unique experience enables our students to grasp cutting-edge technology and collaborate closely with professionals from various disciplines.

## **Placement Exams**

### **Writing Placement Exam**

All admitted students must take a Writing Placement Exam through the School of Continuing and Professional Studies at New York University prior to the first day of mandatory orientation. Pending the results of the mandatory writing placement exam, students may be reviewed for satisfying the writing requirement. The transfer of writing courses is dependent on the results of the Writing Placement Exam and recommendations on awarding external transfer credits. The student may also be required to take an additional writing course (Introduction to Expository Writing - 2 credit course) before registering for Writing Workshop I.

The transfer of college level writing-intensive English composition courses from an accredited college or university must be of a grade "B" or higher. Students must also meet the following criteria: Official final 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.

Exam scores are forwarded to the Department of Dental Hygiene and Dental Assisting approximately two weeks after the exam date. Students are required to meet with the Student Retention and Academic Advising Administrator to discuss registration for the individual writing courses and to review their academic plan.

American Language Institute (ALI) testing and established curriculum may be required based on placement exam results.