



Title: CUSDM Academic Policy

Source: Office of Academic Affairs

Approved by: Faculty Senate (2008)

Revised Date: 11/26/2014; 08/31/2016; 05/07/2018 (Grading policies effective 08/06/2018); 12/31/2019; 08/19/2021; 12/20/2021

Effective Date: 01/01/2020

Applies: All CUSDM Programs

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE ACADEMIC POLICY

The Evaluation and Promotion of Students

I. Introduction

Standardized procedures exist for the regular review of the academic performance of all students enrolled in the DDS degree program in the School of Dental Medicine (SDM). Grades are assigned for didactic, pre-clinical laboratory and clinical courses in the curriculum. At the conclusion of each semester, the Dental Student Performance Subcommittee (SPC) reviews student progress and recommends whether a student should be promoted to the next semester of the academic program. The Dental SPC functions as a representative body of the Faculty and does not, in itself, promote, dismiss, or require the repetition of a year by an individual student. Rather, the SPC assesses all available academic information and makes a recommendation for appropriate action to the Dean.

Additionally, a formalized process exists for the assessment of student progress towards achieving clinical competence. Each student will have multiple global assessments by the Competency Review Board (CRB) of their fitness to safely practice clinical dentistry. The Competency Review Board performs an overall review of student clinical performance indicators to determine the student's fitness to continue their clinical education and for recommendation for graduation.

The assessments for students in the four-year DDS program will occur:

- 1) in the Spring Semester of the DS 2 year (shortly after the student has initiated clinical patient care activities)
- 2) in the Spring Semester of the DS 3 year (prior to the students release to participate in ACTS)
- 3) prior to graduation in the Spring Semester of the DS 4 year.

The assessments for ISP students will occur:

- 1) in the Spring Semester of the ISP 2 year
- 2) prior to graduation in the Fall Semester of the ISP 2 year.

Individual assessments can occur at other times as needed. The CRB carefully examines faculty input to confirm if there is an appropriate progression towards clinical competence for each student. The goal of this process is to identify progression shortfalls as early as possible in order to design necessary intervention strategies. The system also alerts the faculty to students who are doing well and might be eligible for independent projects.

If after CRB review, a School of Dental Medicine student is deemed to be not competent in their performance in the practice environment due to an inability to meet basic standards of dental care and/or the SDM technical standards with or without a reasonable accommodation, the Competency Review Board is required to take action to ensure a safe environment for students, patients, and other personnel. This action may require that the student be immediately removed from patient care activities or that specific interventions and/or restrictions be implemented to assure safe patient care. For any student observed to be not competent due to a temporary or permanent inability to meet basic standards of dental care, it is the duty of faculty or other healthcare personnel to report these observations to the Senior Associate Dean for Clinics & Professional Practice and/or to the Associate Dean for Academic Affairs. The CRB, in collaboration with the SPC, reserves the right to investigate the issues and modify the student's educational



plan within the educational program if deemed necessary. In addition, the CRB (in situations where patient care may be compromised) and/or the SPC (in situations where non-clinical academic performance may be compromised) may determine that the situation warrants external professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals depending upon the need. These professionals may include but are not limited to health care providers, mental health care providers, and drug and alcohol counselors, English as a Second Language instructors, Disability Resource Services, or Peer Assistance Service Program.

It is the student's responsibility to undergo evaluation. If the student does not complete the evaluation they will not be allowed to proceed in the curriculum. The CRB and/or SPC will serve to assist the student to arrange for the appropriate evaluation (or ongoing evaluations) and forward the evaluations to the CRB and/or SPC as appropriate. The CRB and/or SPC will then respond to the evaluation report and responses may range from taking no action, modifying the student's education plan, requiring mandatory changes in student behavior, requiring the student to take a leave of absence from the program in order to address specific concerns, or withdrawing the student from the School of Dental Medicine. In situations where a recommendation has been made by the CRB, the student may request a review of the CRB recommendation by the SPC. If appropriate, SPC in collaboration with CRB will develop a reentry plan for the student including implementation of the leave of absence process if necessary. The plan will address any additional work that may be required in order to remedy the specific set of conditions that have led to the leave of absence or withdrawal from the program.

A. Student Responsibilities

1. It is the responsibility of the student to know and comply with all University, Anschutz Medical Campus, School of Dental Medicine, department and division course policies, guidelines, and procedures.
2. It is the responsibility of the student to know their academic status.
3. It is the responsibility of the student to immediately inform the Associate Dean for Academic Affairs of personal circumstances (e.g. medical/family leave, serious illness, and financial difficulties) likely to affect the student's academic performance.
4. It is the responsibility of the student to attend all scheduled classes, laboratory sessions, clinical sessions and rotations, quizzes and examinations. Student absence does not eliminate accountability for instruction presented.
5. It is the responsibility of the student to immediately inform the Office for Academic Affairs of a change of name, address and/or telephone number.
6. It is the responsibility of the student to conduct themselves ethically, professionally and compassionately, in all academic and non-academic activities consistent with SDM, AMC and CU codes and guides to student conduct and professionalism including the SDM Academic Honor Code and Student Professional Code of Conduct.
7. It is the responsibility of students to provide humane, compassionate and timely care to their patients.
8. It is the responsibility of students to maintain confidentiality in interactions with patients.
9. It is the responsibility of students to serve their patients and interact professionally with patients, faculty, peers and auxiliary personnel.
10. It is the responsibility of the student to know and meet the Technical Standards of the School with or without a reasonable accommodation.

B. Faculty Responsibilities

1. It is the responsibility of the faculty to create a positive and consistent learning environment in didactic, pre-clinical and clinical courses.
2. It is the responsibility of the faculty to serve as content experts, and to be fully prepared for all assigned didactic, preclinical, and clinical coursework and teaching responsibilities.
3. It is the responsibility of faculty to ensure that patient care is not compromised in order to satisfy clinical expectations of students for academic advancement or graduation.
4. It is the responsibility of faculty to treat students as professionals and to facilitate student didactic and clinical progress and learning.
5. It is the responsibility of faculty to work together cooperatively to ensure that student learning and patient care are optimized, fully utilizing all teaching and clinical sessions.
6. It is the responsibility of faculty to provide appropriate remediation of coursework as recommended by the Student Performance Subcommittee, in a timely manner.



7. It is the responsibility of faculty to work together cooperatively to ensure that student learning and patient care are optimized.
8. It is the responsibility of the course director to assure that students receive written information concerning the course during the first class session. This information shall be presented in a "Course Syllabus" consisting of the following:
 - a. Course description
 - b. Major course goals
 - c. Dental student program competencies
 - d. Technical Standards for Dental Education Programs
 - e. Methods of evaluation
 - f. Grading model & remediation plan
 - g. Attendance policy
 - h. Title IX
 - i. Time assigned for course
 - j. Required texts
 - k. Study materials permitted
 - l. Learning objectives
 - m. Course schedule including dates and times, location, topics, scheduled examinations, and objectives for each session

For clinical courses, the following information will be presented in a "Clinical Course Outline", or detailed in the SDM Dental Clinical Education Manual, which will include:

- a. Educational goals
 - b. SDM clinical competencies and competency examinations
 - c. Student evaluation criteria
 - d. Grades/methods of evaluation/grading rubric
 - e. Attendance requirements
 - f. Time for the course
 - g. Feedback
 - h. Remediation of course failures
 - i. Request for accommodations
 - j. Course schedule
9. It is the responsibility of the faculty (delegated by the Faculty to the administrators of the Office for Academic Affairs; Office for Clinics and Professional Practice) to distribute academic and clinical policies and procedures at appropriate times in the student curriculum.

II. Process for Evaluation and Enhancement of Student Performance

Overview - The essential factor in evaluation of student performance is early identification of didactic, laboratory, clinical, or non-academic performance that is not consistent with the development of competency. The Student Success Team monitors student performances throughout the academic year. Course directors are encouraged to submit the names of students, as soon as possible, with academic, preclinical and/or clinical difficulties to the Office for Academic Affairs and to the Student Success Team.

The goal of the Student Success Team is to facilitate and enhance student success with all aspects of the academic program. This includes didactic, pre-clinical and clinical coursework as required for the completion of the DDS training program. Programs available for students through the Student Success Team include the assignment of a faculty advisor to provide individual guidance, opportunities for tutoring assistance and additional instruction in pre-clinical and clinical skills required to demonstrate competency to begin the practice of general dentistry.

A. Interpretation of Letter Grades and Pass/Fail Grades

1. **Letter Grades**- Letter grades used at the School of Dental Medicine consist of the following:

A/A-/B+/B/B-/C+/C and F Grades



Superior or excellent student performance is noted by the letter A grades. The letter B grades represents student performance above the satisfactory level. The C+ grade indicates passing performance at the minimal satisfactory level. The F grade indicates a failing grade. Successful remediation of an F grade will convert the F grade to a C grade.

The grading policy stated in the course syllabus must be followed. The normalization of grades can only be done to improve student grades and may be done at the discretion of the course director. Course directors must utilize the following standardized grading scale that includes the use of a plus/minus grading system:

A	100.00- 93.00
A-	92.99- 90.00
B+	89.99- 87.00
B	86.99- 83.00
B-	82.99- 80.00
C+	79.99- 75.00
F	Below 75%

C Only given upon successful remediation of an F grade in a letter-graded course

Performance of 75% or better is required to pass all letter-graded and pass/fail graded courses.

2. F (Failing) Grades

Failure to successfully complete course expectations/requirements/objectives at the 75% level by the scheduled completion date, or failure to meet attendance requirements will result in an F grade. Appropriate remedial work must be completed for all F grades prior to graduation and no F grades are allowed on a student's transcript as a requirement for graduation.

The nature of the remedial work needed to correct deficiencies noted by F grades shall be at the discretion of the SPC in consultation with the appropriate course director. Most often, this is accomplished by successful completion of a remediation plan to be completed no later than the end of the following semester (see *Section V.1. Remedial Work for F Grades*). In this situation, successful completion of the remediation plan will convert the previous F grade to a C grade in a letter-graded course and to a Pass with Remediation (PR) grade in a Pass/Fail graded course. Other mechanisms to remediate an F grade may include retaking the course when this is the course director's remediation plan or when an entire year/semester is being repeated as mandated by the SPC. In these situations, the original F grade will remain on the student's transcript and passing the course when repeated will fulfill the requirement to remediate the previous F grade.

3. Situations where Failing Grades are Allowed on Transcripts

Special consideration is given to the accumulation of failing (F) grades on a student's transcript in the event that a course director's remediation plan is for the student to repeat the course the next time it is offered. A second grade for that course will be added to a student's transcript and passing the course is required to successfully complete the remediation plan. F grades may also remain on a student's transcript when the student is repeating a course as part of a SPC decision where the student must repeat an entire semester(s) or year. F grades are only allowed on a student's transcript if the course has been successfully repeated as described above.

4. P/F (Pass/Fail) Grades

The Pass (P) grade is awarded in courses graded Pass/Fail for student effort at or above 75% level. Pass/Fail grading is approved by the Dental Curriculum Subcommittee on a case-by-case basis. Successful remediation of a failing grade in a Pass/Fail graded course will convert the F grade to a Pass with Remediation (PR) grade.

5. IP (In Progress) Grades

The grade of IP may be used at the discretion of an instructor when a student has not completed the necessary course work to satisfy course requirements and there are extenuating circumstances. IP



grades must be rectified as soon as possible and a failure by the student to do so will result in referral to the Dental Student Performance Subcommittee for possible disciplinary action. Upon completion of the course requirements, the IP grade may be replaced by Pass, Fail, A through C+, or F. No IP grades are allowed on a student's transcript as a requirement for graduation.

6. Clinic Credit

Students participate in clinical courses that are graded in the same manner as outlined in the section above. Students are advised of the methods for the evaluation of clinical performance, to include clinical competency assessments/examinations and threshold accomplishments through the Dental Clinical Education Manual and clinical course syllabi.

7. Grade Appeals

A student may appeal a final course grade.

- A. The student must state in writing the reasons for the appeal and forward this information to the course director within five (5) business days of receiving notification of the grade.
- B. If unresolved with the course director, the student may discuss the grade appeal with the division/department chairperson.
- C. If still unresolved, the student may discuss the grade appeal with members of the SPC Executive Leadership Team who will then make a decision.
- D. The student may appeal this decision to the Dean. The Dean shall render a decision within ten (10) business days and as Chief Academic Officer of the School of Dental Medicine, such decision will be final.

8. Grade Changes

Whenever an original course grade is changed (e.g. after rectification of an F or IP grade) the Registrar's Office will be notified to alter the transcript accordingly. In addition, the School of Dental Medicine maintains its own grade records, showing all original and changed records.

9. Grade Reports

Students may obtain their grades from the Student Portal:

<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>

Follow the Student Resources link to the Registration and Records student sign-on page. A complete University of Colorado academic record is also available at this site.

To request a hard copy, fax a written request to 303-724-8060 (Registrar's Office at CU Anschutz Medical Campus). Include your name and student ID.

10. Academic Difficulty

Course directors may send grade reports for students having academic difficulties to the Office for Academic Affairs. This information will be considered in the evaluation of student performance and academic status and will help to identify students to be referred to the Student Success Team for academic assistance.

11. Tutoring

In-Course Tutoring

The course director, whenever possible, will assist in determining the nature of a student's problem and where feasible, provide supplemental instruction while the course is in progress. In some cases, outside tutoring may be needed.

Tutoring Policy

A student who is not performing adequately, or who is failing a course, should meet with the course director to arrange for review of course information, laboratory requirements or clinical expectations. The decision to recommend tutoring can be made by the course director, Associate Dean for Academic Affairs, and/or the Student Success Team.



III. Attendance

1. Attendance

Students are expected to be present for all aspects of the curriculum including attendance at all didactic, laboratory and clinical courses/sessions. Attendance implies arriving promptly at the start of the course session and remaining until its conclusion. Unavoidable situations, such as illness, accident, or personal circumstance including religious holidays, approved accommodations from the Office of Disability Resources, and Title IX accommodations might influence a student's attendance and delay timely exit from an academic program. Students must make every effort to be in attendance as scheduled. Failure of students to meet attendance requirements may result in an F grade.

2. Approved Types of Leave

Sick Leave - Sick leave shall be granted on a case-by-case basis. Students must notify their course directors before missing a class due to sickness.

If a student is absent from school due to health-related issues for three (3) or more consecutive days, documentation from the healthcare provider and/or healthcare facility that indicates the leave is necessary, an estimate of the duration of the leave, and a clearance-to-return statement must be presented to the Office for Academic Affairs.

Leave due to an extended illness (over 2 weeks) will be handled on a case-by-case basis. An extended leave due to health-related issues will require coordination of reentry into the program and depending on the length of leave, may require repetition of significant portions of the program, and/or an evaluation of clinical competency.

If health-related issues prevent a student from completing a term, the student may be advised to request a Medical Leave of Absence. (see Section IV.1. Medical Leave of Absence)

Bereavement leave - Bereavement leave of three (3) days shall be given per death of an immediate family member (i.e., parents, grandparents, siblings, children or spouse). The student is required to notify the Office for Academic Affairs. Additional leave may be granted on a case-by-case basis.

Military or Jury Duty - Professional Leave of Absence may be granted under special circumstances and will be handled on an individual case-by-case basis by the Office for Academic Affairs.

Professional Leave - Approved professional leave is defined as time allotted for externships, observance of religious holidays, interviewing for residency programs, and continuing education at approved professional meetings in conjunction with the educational objectives of the program (such as the RMDC and Dental Specialty meetings). Approval is based on merit (with the exception of religious observance) relative to the student's professional development. Each student is allowed 8 working days per year of approved professional leave. Additional professional leave may be granted on a case-by-case basis. Approved professional leave must be scheduled in advance, should be considered in the context of not conflicting with patient care responsibilities, scheduled rotation assignments, scheduled examinations and cannot accrue from one year to the next. Professional leave approval requires the completion of a "Student Leave Request Form." The leave request must be submitted to the Office of Academic Affairs at minimum two weeks before the leave is requested. The Office of Academic Affairs will inform the student if the requested leave is approved.

Other Leave- Other leave may be granted on a case-by-case basis. Students must contact the course directors/faculty before missing a class, clinic or rotation, to determine if the student will have the opportunity to make-up the class, assignments, activities or rotation. A "Student Leave Request Form" must be submitted to the Office of Academic Affairs in advance of an absence, if possible. The leave request must include a written statement elaborating the reasons for the absence and provide supporting documentation or other information in order to evaluate for approval or denial. Students may have extenuating circumstances for which the Leave Request may be approved by the Office of Academic Affairs prior to the student contacting the course directors/faculty.

Vacation leave – Students will have the following vacation days

- Labor Day
- Thanksgiving Day and Friday after
- Christmas Eve



- Christmas Day
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Other days as identified by the Academic Calendar

Note: On-call responsibilities will be assigned to specific students to cover the patient care needs of the School of Dental Medicine's patients of records and urgent care patients on days when the SDM Student Clinics are closed.

3. Attendance Requirements for Clinic

100% attendance to all assigned clinical sessions is required. If no patient is scheduled or a patient fails an appointment, students must check with patient care coordinators and be available to see emergency patients, walk-in patients, assist, or staff emergency clinic or oral surgery clinic.

4. Attendance Requirements for Scheduled Examinations

A student is required to take all examinations as scheduled. Students must notify the course director of their absence prior to the examination time. Absences from scheduled examinations must be substantiated by a valid, dated, and written statement elaborating the reason(s) for the absence. The statement must be presented to the Office for Academic Affairs on the first day the student returns following an absence. Additional documentation or other information in order to evaluate the reason for the absence may be requested. If the absence is approved, the student must be prepared to take a missed examination immediately upon returning to school at a time and date set by the course director that does not conflict with other didactic or clinical obligations. Any absence from a scheduled examination that is not approved by the Office for Academic Affairs will result in an F grade (zero points) being recorded for the examination.

5. Inclement Weather

In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed by the Office for Clinical Affairs and Professional Practice. The Chancellor will declare if the AMC campus will close which would result in all classes and clinics at the School of Dental Medicine to be canceled, or a delayed start that would result in the closing of the morning clinics and a delay in the start of didactic classes as declared by the Chancellor. Students will be notified of a School closure by a posting notice on the School's website. See Inclement Weather Policy for delayed starts and course cancellation policies.

IV. Leave of Absence

A Leave of Absence is an interruption of the normal course of study requested by the student. A Leave of Absence cannot extend more than two semesters. If a Leave of Absence is granted during a term, the student will not receive grades for any courses from which they are withdrawn.

A request for an extension of the Leave of Absence to greater than two semesters will be reviewed case-by-case. Re-entry following a Medical or Personal Leave of Absence must be approved by the Dean.

1. Medical Leave of Absence

- A student with a mental health and/or physical health condition may apply for a voluntary Medical Leave of Absence from the University of Colorado Anschutz Medical Campus.
- The Office of Case Management will work with the Office of Student Affairs, the Office of Academic Affairs, and other campus entities, as indicated, per the CU Anschutz Medical Campus Policy on Medical Leave/Fit to Return.
- The campus Office of Case Management will notify the Office of Academic Affairs and the Office of Student Affairs when the Medical Leave of Absence is approved.
- To return from a Medical Leave of Absence, students must submit appropriate documentation to the CU Anschutz Office of Case Management, as evidence that the student is medically



and/or mentally fit to resume their studies. The campus Office of Case Management will notify the Office of Academic Affairs and the Office of Student Affairs that the student is eligible to return, based on the student's previous academic performance and documentation of medical and/or mental fitness.

2. Personal Leave of Absence

Circumstances may arise where a faculty member or student feels that a Personal Leave of Absence for the student would aid in the resolution of issues and/or difficulties the student is encountering. A Personal Leave of Absence may be considered under special circumstances.

- A. A written request for a Personal Leave of Absence must be submitted to the Assistant Dean of Academic Achievement and Equity.
- B. The written notification must state the start date of the requested leave, the intended return date to the program, and the justification for the leave, including any necessary documentation.
- C. The SPC will review the request and make a recommendation to the Dean. A Personal Leave of Absence must be approved by the Dean.

3. Academic and Clinical Responsibility During the Application Process

With the initiation of the application process for a Medical or Personal Leave of Absence, the student will not be held responsible for attendance of academic, assessment or clinical activities during the time in which the institution is making a decision about granting the requested leave. If the request for a Leave of Absence is not approved, the course directors will provide make-up assessments and/or activities to the student without penalty.

4. Grades in the Student Record

If the Personal or Medical Leave of Absence is approved. The Office of Academic Affairs will confirm the student's status with the CU Anschutz Office of the Registrar. The student may be dropped from the classes for which they are enrolled and their program plan will be updated to "Leave of Absence" with the designation of "Medical" or "Personal." A W grade (Withdraw) and/or passing grade, as appropriate, will be assigned.

5. Return from Leave of Absence

All requests for a return from a Leave of Absence must be in writing and received by the Assistant Dean of Academic Achievement and Equity at least three months before the expiration of the leave. The written request must confirm the anticipated date of return and should document that the circumstances that initiated the Leave of Absence have been resolved.

The SPC will review the request, which, for a Medical Leave of Absence, may include the notification from the campus Office of Case Management, to determine the student's readiness to return to the curriculum. The SPC may require an individualized schedule of courses and activities to facilitate the student's re-entry into the program. Students may be required to repeat a portion of the curriculum, or potentially the entire academic year.

The space availability in the appropriate class; the length of time on leave; assessment of the student's potential to successfully complete the curriculum; the satisfactory completion of all required individualized schedule of courses and activities; changes that may have occurred in the curriculum during the time when the student was on leave; and the resolution of issues that initiated the original request will be considered before approval of the student's return to the program is recommended. There is no guarantee of re-entry into the program.

Re-entry following a Medical or Personal Leave of Absence must be approved by the Dean.

V. Academic Probation

1. A Student on Academic Probation:

- A. Will be required to maintain attendance as required by course directors for all scheduled classes and clinical sessions.
- B. Will be required to accept the terms of the academic probation as dictated by the SPC and as specifically defined in a letter from the Associate Dean for Academic Affairs. The probation letter



provided to the student will list the conditions of probation, the projects and dates the projects must be completed (if applicable), and the consequences of not complying with the terms of the probation.

- C. Will have their progress in rectifying the deficient grades supervised by the course director, or if applicable, a designated faculty member.
- D. Will place all their effort on their academic performance and so, will not be allowed to serve or represent their Class, the School, or the University in any official capacity or be allowed to participate in any extra activity (such as elective courses) beyond their core course curriculum.

2. Academic Probation for F Grades

- A. A student who received an F grade(s) in an academic semester is automatically placed on Academic Probation by the SPC the following semester. The minimal time for a probationary period is one academic semester.
- B. A student placed on Academic Probation remains in this status until approval to remove the status is granted by the SPC. Failure to satisfactorily complete remedial action for an F grade(s) by the SPC approved deadline or failure to complete the next succeeding semester with all grades at C+ level or higher and an academic semester and cumulative GPA of 2.3 or above (see *Section IV.3*), will result in a SPC recommendation for continued academic probation, dismissal, or repetition of the entire year.

3. Academic Probation for Academic Semester GPA below 2.3

A student is placed on academic probation whenever their grade point average for an academic semester falls below 2.3. Failure to perform at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

4. Academic Probation for Cumulative GPA below 2.3

A student is placed on academic probation whenever their cumulative GPA for the dental program falls below 2.3. Failure to maintain a cumulative GPA at or above the 2.3 level for two consecutive academic semesters will result in a SPC recommendation for continued academic probation, dismissal or repetition of the entire year.

5. Academic Probation for Insufficient Clinical Progress

A student may be placed on academic probation if they fails to make sufficient clinical progress as determined by the SPC upon the recommendation of the Competency Review Board. Failure to rectify deficiencies in clinical progress may result in recommendation for not participating in ACTS, restriction of clinic privileges, remedial work, dismissal or repetition of the entire year.

6. Dental Student Performance Subcommittee (SPC) Progress Review of Students on Academic Probation

The performance of a student placed on academic probation at the beginning of a new semester due to poor performance the preceding semester, will be reviewed by the SPC at the end of the semester they were placed on probation. The student will be removed from academic probation if the student has no F or IP grades in any courses (other than in some courses where IP grades are at times given), and has successfully remediated all courses that led to the probationary status, and has a semester and cumulative GPA of 2.3 or higher.

NOTE: A senior student on Academic Probation is not eligible for graduation.

NOTE: A senior student who does not have a cumulative or final semester GPA of 2.3 at the time of graduation, is not eligible for graduation.

7. Student Dismissal or Repetition of the Year



If the student fails to meet the probationary expectations, the student will remain on probation and may be subject to repetition of the year or dismissal.

A student who is placed on academic probation for two consecutive semesters or four times in their academic career may be recommended for dismissal or repetition of the entire year.

A student may be permitted to repeat a maximum of two academic years. A student who fails the successful completion of the second repeated year will be recommended for dismissal.

If the SPC is considering a student repeat a year, or be dismissed from the School of Dental Medicine, the SPC Chair will hold a Special SPC Meeting and notify the student by email. (see *Section V.3. Special SPC Meeting*)

VI. Committee Review of Student Performance

1. Remedial Work for F Grades

Students who have received an F grade will be reviewed by the SPC.

- A. The student should be informed by the SPC within two weeks after grades are received at the end of the semester in the Registrar's Office that they are on Academic Probation.
- B. The Associate Dean for Academic Affairs requests a written plan to remediate the failed grade from the course director. This plan should be received within one week after the grades are received in the Registrar's Office.
 1. The remediation plan may consist of remedial sessions and appropriate examination, and/or specific assignments that satisfy course requirements.
 2. The course director may recommend satisfactory performance on repeat of the course as remediation.
- C. The SPC must approve the plan that includes deadline for completion. The failed grade must be remediated no later than the end of the following semester.
- D. The student will be instructed in their academic probation letter from the SPC to contact the course director for the plan required to remediate any failed courses.
- E. Successful completion of the remediation plan will convert the failing grade to a C grade in a letter-graded course and to a Pass with Remediation (PR) grade in a pass/fail graded course. The course director may recommend satisfactory performance on repeat of the course as remediation and in this situation, the original F grade will remain on the student's transcript. Passing the course when repeated will fulfill the requirement to remediate the previous F grade.

2. Completion of IP Grades

Students who have received an IP grade must contact the course director to ensure that the necessary coursework is completed so the IP grade can be converted to a letter or Pass/Fail grade. If the IP grade is converted to an F grade in a letter-graded course or to a Failing grade in a Pass/Fail course, the student is reviewed by the SPC and informed they are placed on academic probation as described in *Section IV. 2. Academic Probation for F Grades* and are responsible for remediation of the F grade as described in *Section V.1. Remedial Work for F Grades*.

3. Special SPC Meeting

- A. If the SPC is considering recommending that a student repeat a year or be dismissed from the School of Dental Medicine, the SPC Chair will notify the student by email that a Special SPC Meeting will be held.
- B. The Special SPC meeting will be held at least ten (10) business days from the day the letter is sent via email, unless all parties involved agree upon an earlier date. The letter will inform the student of the date, time and place of the meeting and of their right to bring an advisor or faculty member to the meeting.



- C. A majority of SPC members or their designees will constitute a quorum. When a quorum is present, a simple majority of those present will approve decisions. Each voting member of the Committee will be entitled to one vote by secret ballot. The chairperson will vote only in the event of a tie.
- D. The purpose of the Special SPC Meeting is to allow the student to present significant information relative to the recommendation under consideration. The meeting is not to appeal any decisions, since none have been made; nor is it intended to be the forum for an appeal of a grade (see *Section II.A.7. Grade Appeals*). The student should prepare an opening statement providing significant information the student determines is important relative to the recommendation under consideration. The accompanying advisor or faculty member may speak in support of the student. However, the student will be responsible for responding to and answering questions from the SPC. At the end of the presentation and questions, the student, and an advisor or faculty member will leave the meeting.
- E. The SPC will deliberate in closed session immediately after the completion of the presentation and questions. The SPC decision for dismissal, repetition of the year, or appropriate recommendations for progress will be forwarded to the student and to the Dean within two (2) business days after the Special SPC Meeting absent other circumstances.

4. Appeal of Dental Student Performance Subcommittee Actions

Students may appeal actions arising from the Dental Student Performance Subcommittee (SPC). Such actions involve a change in the academic status of a student (i.e. "academic probation, suspension, repetition of all or part of an academic year, and dismissal"). The appeal process involves an initial written appeal by the student to the Dean.

- A. A student (hereafter called the "appellant") may submit a written appeal to the Dean within five (5) business days of receipt of written notification of a change in academic status. This appeal must detail the reasons why the action of the SPC is deemed inappropriate, including factual information or circumstances that the appellant believes were not adequately considered.
- B. Within five (5) business days following receipt of the written appeal, the Dean will appoint an Appeals Review Committee composed of three faculty members who do not serve on the SPC. The Dean will name the Chairperson of the Appeals Review Committee.
- C. The Appeals Review Committee will meet to determine what additional information, if any, they want to review, which could require meeting with a faculty or with the student. The Appeals Review Committee will issue a decision within ten (10) business days.
- D. The Appeals Review Committee shall deliberate the SPC's decision in light of its review of all of the information and decide to
 - 1. Uphold the SPC's decision;
 - 2. Reverse the SPC's decision; or
 - 3. Modify the decision.
- E. Dean's Decision
The Dean will review the Appeals Review Committee's decision. The Dean can either concur or not concur with the decision(s) of the Appeals Review Committee. If the Dean concurs, then the decision of the Appeals Review Committee is implemented. The decision of the Dean is final. This decision will be transmitted by the Dean to the appellant and to the SPC within four (4) business days after the decision has been reached.

VII. National Board Dental Examinations (NBDE)

Students are responsible for preparing for the NBDE and must pass both Part I and Part II in order to receive their DDS degree. Successful completion of Part I is a mandatory requirement before entrance into the Advanced Clinical Training and Service Program is allowed.



Due to the discontinuation of NBDE Part I in December 2020 and Part II on July 31, 2022, beginning with the DS graduating class of 2023, students must challenge the Integrated National Board Dental Examination (INBDE) in order to receive their DDS degree.

VIII. Eligibility to Participate in the Advanced Clinical Training and Service Program (ACTS)

Dental students must be certified by the Competency Review Board in the Spring semester of the DS3 year to be eligible for the Advanced Clinical Training and Service Program. Students on academic probation but certified by the Competency Review Board may be eligible to participate in Advanced Clinical Training and Service Program if approved by the SPC.

IX. Nomination for the Doctor of Dental Surgery Degree Graduation Requirements

Graduation from the University of Colorado School of Dental Medicine is contingent upon:

- Completion of all required courses with a minimum cumulative GPA of 2.30
- Fulfillment of all legal and financial obligations to the University
- Successful completion of the National Board Dental Examinations Part I and Part II
Beginning with the DS graduating class of 2023, challenge the Integrated National Board Dental Examination (INBDE)
- Removal of probationary status if on academic probation. In the situation where a student is placed on academic probation at the end of the last semester of their program, the student is given the opportunity to rectify academic deficiency/deficiencies needed to remove the probationary status. This may be accomplished by performing additional coursework as dictated by course director(s) and as approved by the SPC to allow the granting of a higher grade in select courses as needed to remove the student from academic probation. This may result in a lengthening of their academic program and a delay in their graduation from the SDM
- Recommendation for the degree by vote of the Faculty (Competency Review Board) of the University of Colorado School of Dental Medicine

X. Qualifications for the Master of Science in Basic Oral Sciences Degree

Degree Requirements: The minimum academic requirements for eligibility of this degree include successful completion with a passing grade for all courses during the first two years of the School of Dental Medicine curriculum (with the exception of clinical courses) and the writing of a scholarly paper that incorporates basic science and dental knowledge obtained over this minimum two year period.

- A. A minimum cumulative 2.0 GPA is required to be eligible for this degree.
- B. The Program Committee for the Master of Science in Basic Oral Sciences is responsible to ensure that all requirements are met and makes the recommendation to the Dean of the School of Dental Medicine to confer this degree.
- C. The student must also submit a letter voluntarily withdrawing from the School of Dental Medicine DDS program. Credit hours applied to this M.S. degree program cannot be applied to the D.D.S. degree.
- D. Students working towards this degree must be enrolled during the term in which they are awarded the degree.

The Program Committee for the Master of Science in Basic Oral Sciences will be composed of three Faculty members (80% effort or more) selected by the student.

- A. The student will submit the names of the Faculty members to the Associate Dean for Academic Affairs for their approval. Members are selected by the student as based on their ability to critically evaluate the scholarly paper.
- B. The Program Committee members will meet with the student seeking the MS in Basic Oral Sciences degree to approve the topic of the scholarly paper, define expectations related to length and scope of the paper including number and quality of references cited, and the due date.



- C. The Program Committee members will individually evaluate the scholarly paper and then will meet to approve the paper or ask for revisions. All Program Committee members must unanimously approve the scholarly paper before the MS in Basic Oral Sciences degree is awarded.
- D. The Associate Dean for Academic Affairs will contact the Registrar's office once all requirements have been completed so the degree may be awarded.

This degree is available to students currently enrolled in the DDS program and to former students no longer enrolled that never completed the DDS program. The time eligibility for this degree for former students is five years or less since leaving the program. Since students must be enrolled during the term the degree is awarded, former students are required to enroll for a 1.0 credit "Master Degree Extended Studies" course, which includes extended studies and degree-seeking tuition fees.