

SCHOLASTIC REGULATIONS

It is hoped that no student will have scholastic difficulties. Those who experience challenges with one or more courses are urged to request a conference with the instructor or instructors involved. The Associate Dean for Education, and the Associate Dean for Student Affairs are also available to advise and assist students.

Attendance

Students are expected to be in attendance full time during the academic year, during the Fall and Spring Semesters and Summer Session 1 for D1 and DH3 students, and Summer Session 2 for D2 and D3 students. When a class schedule states "Consults / Office Hours / Limited Clinic Care", it is a good opportunity for students to meet with professors, or to see a patient for limited clinic care. Professors may schedule make-up classes / quizzes / exams during those times, or students may be required to attend special college activities and lectures e.g., Research Day, Alumni Reunion lectures. Students are strongly advised NOT to plan travel and vacations during days when school is in session. If they do and the schedule changes to a time that conflicts with their arrangements, they will need to change their travel plans. Students who made such plans and do not attend college activities will not be granted excused absences. Excused absences will still be given for healthcare appointments if booked during such times and a conflict arises, but a doctor's note will be needed.

No student may be admitted later than 10 days after the opening of an academic session except by special permission of the Dean.

No credit is granted to any student for matriculation or attendance where such attendance is less than one semester in duration. Moreover, each student must remain in continual attendance during each semester for which credit is sought. If, for any reason, a student leaves the program and they subsequently return to the University, they must satisfy all requirements for graduation as they may exist at the time of the continuation of their studies. Students are expected to attend all lectures, workshops, laboratories, and clinics. Each course director determines the attendance requirement and method of monitoring attendance for their course. Excused absences need to be arranged with the Office of Academic Affairs.

Students should complete the Student Absence Request Form. Examples of excused absences include personal illness, healthcare appointments, death or critical illness of immediate family, traditionally recognized religious holidays, military duty, jury duty, extreme personal emergencies, wedding ceremonies of immediate family, wedding ceremonies if in the wedding party, birth of own child, parental leave.

For unusual circumstances, a temporary leave of absence may be recommended by the Associate Dean for Education, the Associate Dean for Student Affairs, or the Student Evaluations Committee. The Associate Dean for Education shall determine the granting of such status. Such leave does not excuse a student from meeting all course requirements.

In case of illness, a student will usually need a written statement from the Student Health Center or a private physician. Students should report absences to the Office of Academic Affairs. Students with patient appointments are expected to contact their appointment clerk so that patients can be notified if the student is unable to attend the appointment. Neither absence nor an excuse relieves anyone from

meeting all course requirements. Absences may result in a lowered or failing grade in the course.

Clinic Attendance

The clinic attendance policy is designed to promote assurance of clinical curriculum and experiences for students by establishing attendance and absenteeism policy and for maintaining continuity of care for patients.

See COD Handbook for Clinic Attendance Policy.

Availability

As part of the educational experience and professional responsibility, each clinical dental student should be available for emergency treatment of assigned patients during regular hours. Students are encouraged to live in the area.

Grading System

A+	4.0
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.0

The grading system will be presented at the beginning of each course. Many classes have C as the passing grade and no D grade. Daily clinic grades consist of Honors (H), Pass (P), Not Yet (N). Some courses are Pass/Fail.

Grade rounding- The final course grade will be rounded up at the end of each semester if the grade is a 0.5 or above. Rounding down is not permitted,

W - Withdrawal/Authorized withdrawal: See UNMC's withdraw policy.

P - Pass: Acceptable achievement for course enrolled under pass/fail option

I - Incomplete: Temporary assignment only. The grade of I may be used by an instructor at the end of a term to designate incomplete work in a course. It may be used when a student is unable to complete the requirements of the course in which they are registered for credit because of illness, military service, hardship, or serious illness or death in the immediate family, major patient related issues. A grade of Incomplete cannot be used as a method of remediation of marginal or failing performance.

A course or module director issuing a grade of Incomplete will indicate, in writing, with a copy to the student and communication to the Student Evaluation Committee, how the Incomplete is to be removed. For Incompletes received in the fall semester, the course or module director and student must enact a plan that can be completed by the end of the first eight weeks of the spring semester.

For Incompletes received in the spring semester, the "Incomplete" must be removed during the summer session before the student can register for the subsequent academic year.

For Incompletes received in the summer session, the course or module director and student must enact a plan that can be completed by the end of the first eight weeks of the fall semester. Incompletes will not be issued for the CCC D3 course. D3 students must complete their D3 clinical requirements by the end of the summer before the student can advance into their D4 year.

If a student fails to remove the grade of "Incomplete" from their record in the allotted time, they will receive a grade of "F" automatically. If the student takes an approved leave of absence, the Incomplete stays on the transcript until the time at which the student returns from leave and completes the course. The student will work with the appropriate module/course director and the Associate Dean for Education to determine the plan of course completion.

Final Examinations

The COD will follow the examination policy as described below for the first and second semester. Final examinations in summer are generally held during the last regular class or by mutual agreement of all parties concerned.

1. The fall and spring midterm and final exam schedule is set by the Office of Academic Affairs with input from faculty and approved by the Student Evaluation Committee. Any requests to change the approved schedule must be presented to the Student Evaluation Committee for consideration and approval if deemed appropriate.
2. Final Examinations are to be given only at the approved scheduled time as published by the College.
3. Projects, papers, and presentations scheduled for completion during the last week of classes must have been assigned in writing by the end of the eighth week of the first or second semester or the first week of summer semester. This refers to the project and its scope, but not the topic.
4. Failure to follow the above outlined procedures may be basis for a complaint to the Associate Dean for Education.
5. The maximum time for a written final examination may be equal to the hours of credit for the course with no written final examination exceeding three hours duration.

Standards for Academic Performance

If a student does not:

1. achieve a semester/session grade point average (GPA) of 2.0, or
2. maintain a cumulative GPA of 2.0, or
3. receive a passing grade in a course,

the student will be placed on academic probation for a length of time determined by the Student Evaluation Committee or may be dismissed from the College after due hearing by the Student Evaluation Committee. **Probation ordinarily will not last longer than three (3) semesters/sessions.**

A failed subject must be resolved by registration in, and satisfactory completion of, the course at a time approved by the department

chairperson and the course director. If, by the end of academic probation, the student does not:

1. achieve a semester/session GPA of 2.0, and
2. maintain a cumulative GPA of 2.0, and
3. pass the course the next time it is offered or remove the deficiency, the student is not eligible for registration and may be dismissed from the College.

A student who has failed the same subject twice, here or elsewhere, or who fails more than one course in any academic semester or session, or has a cumulative GPA below 2.0 for two (2) consecutive semesters/sessions, or does not resolve probation within the time limits as specified, may be dismissed from the College of Dentistry.

Dental Hygiene students must pass the Preclinical Techniques course DHYG 309 for continuation in the program. Failure of this course results in dismissal from the dental hygiene program.

Any student dismissed for academic reasons may reapply for readmission through the Associated American Dental Schools Application Services (AADSAS) or the online application for the Dental Hygiene program. The Student Evaluation Committee shall act on the petition for readmission and shall recommend the academic readmission level. This recommendation shall be forwarded to the dean for final approval.

Under unusual circumstances, a student may petition for permission to repeat the entire year. This petition must be received at least two weeks before the end of a semester or the summer session. It shall be the responsibility of the Student Evaluation Committee to recommend to the Dean the granting of this privilege.

Incidents of poor patient management, major deficiencies in technical skills, unprofessional or disruptive conduct and unnecessary damage to treated or adjacent teeth and soft tissue may result in suspension from clinic, laboratory, or class as well as failure of the course.

Students who exhibit deficiencies in didactic and clinical areas may be required to complete remedial training before regaining attendance privileges.

The faculty reserves the right to dismiss a student from the College of Dentistry whenever the student does not, in the judgment of the college, show sufficient promise to justify allowing him/her/their to continue studies regardless of grades. Students at all times are expected to conduct themselves in a professional manner. Misconduct, both in or out of the College, will not be tolerated and may serve as grounds for dismissal.

The faculty of the College of Dentistry has determined that violation of the Academic Integrity and Professional Guidelines such as cheating, academic misconduct, fabrication, and plagiarism shall automatically result in failure of the course.

The faculty of the College has also determined the following program requirements and time limits

1. There will be time limit of six (6) years in attendance to earn the D.D.S. degree. When a student is on Leave of Absence (LOA), they are not in attendance. Their leave time does not count towards the time limit. Ordinarily a student will be allowed only three (3) years to complete the first two (2) years of the dental program and only three (3) years to complete the last two years of the dental program. Under unusual

circumstances, a student may petition for permission to repeat the entire year. This petition must be received at least two weeks before the end of the semester or the summer session. The Student Evaluation Committee will make the determination of granting or denying this privilege. The content, format and grading procedure applied to the student for the repeated courses will be the same as administered to the class as a whole.

2. There will be a time limit of three (3) years in attendance to earn the B.S. in Dental Hygiene degree.
3. Challenging the Integrated National Board Dental Examination is required for D.D.S. graduation.
4. Students must be in Good Academic Standing to graduate.

Requirements for Graduation

1. Passed all required classes.
2. Discharged all indebtedness to the University of Nebraska.
3. Challenged the Integrated National Board Dental Examination (INBDE).

Course Withdrawal

A request for, or notice of, withdrawal from a course must be:

1. made in writing to the Office of Academic and Student Affairs
2. accompanied by supporting reasons
3. specific as to the desired date of effect
4. specific as to re-registration for the course
5. approved in writing by the Office of Academic and Student Affairs.

Students who drop a course during the first seven calendar days of the term will not receive a grade and the course will not appear on their transcript. Students who drop a course after the first seven calendar days of the term will receive a grade of W on their transcript. Any withdrawal after 70% completion of the course will result in a student receiving the letter grade earned for the work completed. Any withdrawals after 70% completion of the course, or adjustments to an effective date of withdrawal are only granted in the case of unforeseen extenuating circumstances.

Upon approval, the Office of Academic Affairs shall inform the registrar that withdrawal has been approved.

College Withdrawal

A request for notice of withdrawal from the College of Dentistry must:

1. be made in writing to the Office of Academic Affairs
2. be specific as to the desired date of effect
3. be accompanied by proof that all obligations to the University have been satisfied
4. be approved in writing by the Dean

The Office of Academic and Student Affairs shall inform the registrar that withdrawal has been approved.

Any matriculated student who withdraws from the College of Dentistry may petition for readmission. It shall be the responsibility of the Student Evaluation Committee to recommend to the Dean the granting of readmission and the academic level of readmission.

Access to Student Records

In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act, the University of Nebraska Medical Center maintains the confidentiality of student records and allows students to inspect and review information in their educational records at the College of Dentistry. The UNMC policy statement concerning student records may be found in the current Student Handbook or in the Office of Student Services at UNMC (<https://www.unmc.edu/student-services/>).

The Federal Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA) defines student rights relative to student information. FERPA requires that we notify you of your rights under this act.

FERPA grants you the right to:

1. Inspect and review your educational record.
2. Seek to amend incorrect educational records.
3. Provide written consent before the university discloses personally identifiable information from your record except to the extent that FERPA authorizes disclosure without consent.
4. Limit the disclosure of directory information.

Please see <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/>) to read and learn more.

Dress

The College of Dentistry will issue four sets of assigned colored scrubs to each student. Students will have the opportunity to purchase additional scrubs at their own expense. Students are required to wear scrubs in designated class color when at the COD during regular business hours.

The College of Dentistry has a formal Clinical Attire Policy which is published in the Policies and Procedures Manual. All students, faculty and staff of the College must abide by this policy.