

# 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 Assistant Dean for Student Affairs are also available to advise and assist students.

## Attendance

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 subsequently returns to the University, the student must satisfy all requirements for graduation as exists at the time of the continuation of his/her/their studies.

Attendance at all regularly scheduled classes is expected and attendance at scheduled clinical sessions is required. Attendance in class and clinic will be monitored. Each course director determines the method of monitoring attendance for his/her/their course. Failure to attend class or clinic could result in failure of a course.

Planned absences should be worked out in consultation with course directors, appropriate clinical staff and patients as necessary.

For situations involving unplanned absence from class or clinic, appropriate arrangements are made directly by the student with any patients scheduled and the College is to be called at 402-472-1301 to report the absence. The clinic receptionist will notify the registrar's office and the clinical clerks of the absence. Students are responsible for all course requirements regardless of the reason for the absence, so it is important that instructors are informed and that students maintain a clear understanding of what must be done to meet course requirements.

For unusual circumstances, a temporary leave of absence may be recommended by the Student Evaluation Committee or the Associate Dean for Education, who 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 University Health Center or a private physician. Neither absence nor an excuse relieves anyone from meeting all course requirements. Excessive absences may result in a lowered or failing grade in the course.

## Availability

As part of the educational experience and professional responsibility, each dental student must be available for emergency treatment of assigned patients during other than 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

Some courses are graded differently. 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). Many 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 withdraw policy. No withdrawals are permitted after the three-quarter point of the term.

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 he/she is 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. 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 semester following the one in which the Incomplete was received. When a grade of "Incomplete" is received in the second (spring) semester, the "Incomplete" must be removed during the summer session, before the student can register for the subsequent academic year.

If a student fails to remove the grade of "Incomplete" from his/her record in the allotted time, he/she/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 to determine the plan of course completion.

## 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.

Any student dismissed for academic reasons may reapply for readmission through the Associated American Dental Schools Application Services (AADSAS). 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 a time limit of six (6) years in attendance to earn the D.D.S. degree. A student will be allowed only three years to complete the first two years of the dental program and only three years to complete the last two years of the dental program.
2. There will be a time limit of three (3) years in attendance to earn the B.S. in Dental Hygiene degree.

3. Successful completion of all prior coursework and Part I of the National Dental Board examination will be required for promotion to and registration for any courses in the D-3 year. (For students matriculating 2018 or earlier) (Students matriculating in 2019 and beyond will need to challenge the INDBE exam prior to graduation.)
4. Successful completion of Part II of the National Dental Board Examination will be required for D.D.S. graduation. (For students matriculating 2018 or earlier)
5. There will be required review courses offered for students preparing for the board examinations.
6. Students must be in Good Academic Standing to graduate.

## 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. Students may not drop a course after 70% of the course has been completed; a grade other than W must be assigned

Upon approval, the Office of Academic and Student 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 and Student 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 and Grooming Code

Dress and grooming requirements apply to all student and faculty personnel connected with the College of Dentistry. Violations that result in unsanitary grooming or poor taste that is emotionally objectionable to patients will not be allowed.

### 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.