UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE
ACADEMIC POLICY
THE EVALUATION AND PROMOTION OF DENTAL STUDENTS

I. Introduction
Standardized procedures exist for the regular review of the academic performance of dental students. Grades are assigned for didactic, pre-clinical laboratory and clinical courses in the dental curriculum. At the conclusion of each semester, the Dental Student Performance Subcommittee (SPC) reviews student progress. Following the completion of each academic year, the SPC determines whether a student should be promoted to the next year of the academic program.

Additionally, a formalized process exists for the assessment of student progress towards achieving clinical competence. It consists of a series of competency examinations and an overall competency progression evaluation, by faculty and the student, at prescribed time intervals during the clinical curriculum. At the completion of the DS 2 summer, DS 3 fall, DS 3 spring, DS 3 summer and DS 4 fall terms, a subcommittee of the Dental Student Performance Subcommittee, the Competency Review Board (CRB), performs an overall review of student performance indicators. The CRB carefully examines faculty input and student self-assessment data to confirm if there is an appropriate progression towards 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 review it is determined that a student does not demonstrate an ability to achieve requisite standards of performance, the SPC may make a recommendation that the student remediate specific courses, repeat one academic year or be dismissed from the School of Dental Medicine. The Dental Student Performance Subcommittee 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 Subcommittee assesses all available academic information and makes a recommendation for appropriate action to the Dean and the Faculty.

II. Interpretation of Letter Grades and Pass/Fail Grades
A. Letter Grades – The letter grades used at the School of Dental Medicine consist of A, B, C, D, and F.

A-B-C Grades
Superior or excellent student performance is noted by the letter grade A. The letter grade of B represents student performance above the satisfactory level but below the superior level. The letter grade of C grade indicates passing performance at the minimal satisfactory level.

D Grades
Performance below the minimal satisfactory level, but above the failure level will be identified
with the letter grade of D in didactic, pre-clinical laboratory and clinical courses. In pre-clinical laboratory or clinical courses, the D grade will be awarded to students who require extensive faculty supervision, assistance or correction of procedures beyond the expected levels in order to meet clinically acceptable standards. The D grade indicates a minimal pass level of a course. Remedial work may be required if requested by the course director and approved by the Dental Student Performance Subcommittee, although D grades will not be changed on the student's transcript.

Accumulation of two or more D grades in any academic term automatically places the student on academic probation. Accumulation of three or more D grades in any school year is grounds for dismissal, repetition of the entire year, or appropriate remedial course work.

**F (Failing) Grades**
Failure to successfully complete course expectations by the scheduled completion date, or failure to meet attendance requirements will result in an F grade. This grade is awarded for either unsatisfactory attainment of course objectives or failure to complete course requirements. Appropriate remedial work must be satisfactorily completed for all F grades prior to 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 faculty members. After an F is earned, the D grade is the only passing grade assigned upon completion of a successful remedial program. Remedial work must be completed, as required, to a D level of performance for promotion to the succeeding school year or for graduation. If an entire course is retaken as part of the repetition of an entire year, a student may earn a grade of A, B, C, D, or F.

Receipt of two or more F grades in any one academic year, or one F and two or more D grades may result in a recommendation for dismissal, repetition of the entire year, or remedial work in failed courses.

Faculty has the option of assigning plus and minus grades. The percentage scales listed below are provided as a guide for the purpose of evaluating performance in examinations or other applicable work by students. Variations from this scale may be made when deemed appropriate by course directors.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.790 - 92%</td>
</tr>
<tr>
<td>B+</td>
<td>3.387 - 89%</td>
</tr>
<tr>
<td>B</td>
<td>3.083 - 86%</td>
</tr>
<tr>
<td>B-</td>
<td>2.780 - 82%</td>
</tr>
<tr>
<td>C+</td>
<td>2.377 - 79%</td>
</tr>
<tr>
<td>C</td>
<td>Minimal satisfactory level 2.073 - 76%</td>
</tr>
<tr>
<td>C-</td>
<td>1.770 - 72%</td>
</tr>
<tr>
<td>D+</td>
<td>1.367 - 69%</td>
</tr>
<tr>
<td>D</td>
<td>Minimal pass level 1.063 - 66%</td>
</tr>
</tbody>
</table>
D- = 0.760 - 62%
F = Failure 0.0 - less than 60%

**P/F (Pass/Fail) Grades**
The Pass (P) grade is awarded in courses graded Pass/Fail for student effort at or above established criteria. Pass/Fail grading is approved by the Dental Curriculum Subcommittee on recommendation of the faculty for those courses in which differentiation using letter grades is inappropriate due to course format or length.

**C. 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. Failure of the student to rectify the deficiency by the end of the next semester in which the student is in attendance will result in referral to the Dental Student Performance Subcommittee. Upon completion of the course requirements, the IP grade may be replaced by A, B, C, D or F.

**D. Unalterable Grades**
Special consideration is given to the accumulation of F grades in the event that an instructor fails to comply with the Subcommittee's request for a remedial program. Since only the course instructor may alter a grade for an assigned course, different rules apply for F grades accumulated in this circumstance. The Subcommittee may elect to require the student to repeat the failed course the next time it is offered, or successfully complete a program approved by the Subcommittee as soon as possible. In either event, a second grade for that subject will be added to a student's transcript and identified as evidence of satisfaction of the requirement. In such cases, the definition of Academic Probation and other described conditions with regard to the accumulation of F grades (Section I-D and III-A) will be modified so that the particular student is not jeopardized by the unavoidable presence of an F grade on his/her transcript.

**E. 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.

**F. Grade Reports**
Students may obtain their grades from the UCD website at www.uchsc.edu. Follow the Student Resources link to the Services for Students sign-on page. A complete UCD academic record is also available at this site.

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**III. Attendance and Clinical Credit**

**A. Attendance**
Each course director will state attendance requirements for each course in the respective course outline. Failure of students to meet attendance requirements may result in an F grade. Each
student is expected to utilize every clinic session available, including block assignments. In the event of inclement weather, students are advised to consult the current Inclement Weather Policy, distributed annually by the Office of Clinical Operations and Patient Services.

B. Clinic Credit
Students are advised of the methods for the evaluation of clinical performance to include the assignment of clinic credit and grades required for graduation. Students are advised of clinical expectations including competency examinations when they begin to provide clinical patient care in the University of Colorado Denver School of Dental Medicine Dental Clinical Education Manual.

IV. Academic Probation

A. A Student on Academic Probation:
1. Will be required to maintain attendance as required by course directors for all scheduled classes and clinical sessions. Attendance records will be kept by the instructors of the courses and forwarded to the SPC.
2. Will be required to accept the terms of the academic probation as defined by the SPC and defined in a letter from the Associate Dean for Academic Affairs or the Chair of the Dental Student Performance Subcommittee. The probation letter provided to the student will list the projects that must be completed by the student in order to rectify the deficiency, the dates these specific projects must be completed, and the consequences of not complying with the terms of the probation.
3. Will have his/her progress in rectifying the deficient grades supervised by an assigned advisor, or if applicable, a Comprehensive Care group leader.

B. Academic Probation for D or F Grades
1. A student who received an F grade or two or more D grades in an academic semester is automatically placed on Academic Probation and remains on Academic Probation until the F is removed. In the case of D grades, he/she remains on Academic Probation until the end of the next semester in which the student performs without earning D grades or lower.

2. A student placed on Academic Probation may remain in this status for only one academic semester, except in extenuating circumstances. Failure to satisfactorily complete remedial action for F grades, or failure to complete the next succeeding semester with all grades at C level or higher, will result in recommendation for dismissal, or repetition of the entire year. (F grades resolved to a D will apply to the semester in which the F was earned).

C. Academic Probation for Academic Semester GPA below 2.0
A student will be placed on academic probation whenever his/her grade point average for an academic semester falls below 2.0. Failure to perform at or above the 2.0 level for two consecutive academic semesters will result in recommendation for dismissal or repetition of the entire year.
D. Academic Probation for Cumulative GPA below 2.0
A student will be placed on academic probation whenever his/her accumulated GPA for the dental program falls below a 2.0. He/she may remain in this status for several academic semesters so long as he/she earns no D or F grades, in which case rules of Section III-B or C will apply.

E. Academic Probation for Insufficient Clinical Progress
A student may be placed on academic probation if he/she fails to make sufficient clinical progress as determined by the Dental Student Performance Subcommittee upon the recommendation of the Competency Review Board. Failure to rectify deficiencies in clinical progress identified by the Subcommittee may result in recommendation for dismissal or repetition of the entire year.

F. Conditional Status of Students on Academic Probation
Students on Academic Probation may be granted conditional status at the end of an academic year until removed from academic probation or until other action is taken. Such students shall:
1. Be permitted to register and take classes appropriate to the subsequent year.
2. Complete remedial programs specified by the first subsequent academic term.
3. Perform at or above grade C level in all courses for which he/she is registered.
Failure of students to perform as required in this section may result in a recommendation for repetition of the entire previous year, or dismissal.

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

V. Committee Review of Student Performance

A. Commendation for Superior Academic Achievement
The Student Performance Subcommittee reviews the performance of each student on an individual basis at the end of each semester. Those students receiving a 3.5 grade point average or better for the semester in question will receive appropriate commendation. At the end of each Academic Year those students with a 3.5 GPA or better for the immediately preceding year will be placed on the Dean's List.

B. Remedial Work for D or F Grades and Completion of IP Grades
Students who have received IP or F grades will be reviewed by the SPC. The student will be informed by the Subcommittee within two weeks after grades are due in the Registrar's Office that he/she has received two or more D grades, or one or more F grades, and that the student is on Academic Probation. The Committee will ask the course instructor, in writing, to arrange for remedial sessions and an appropriate examination. In lieu of a makeup examination, the instructor may specify assignments that will satisfy the course requirement. The instructor, with written justification for the recommendation, may recommend satisfactory performance on repeat of the course as remediation. The instructor must notify the Subcommittee, in writing, of
the necessary remedial requirements and deadlines within two weeks after grades are due in the Registrar's Office. The SPC Chair will compile the requirements.

C. Guidelines for Due Process When a Student is Recommended for Dismissal
A student who is recommended for dismissal by the SPC will be notified in writing. The student will be offered an opportunity to meet with the SPC for a review of the events that led to the SPC recommendation, and to present any information he/she wishes to provide. If the student wishes to meet with the SPC, the SPC shall meet with the student before forwarding its recommendation to the Dean and the faculty.

The School of Dental Medicine will ensure the following due process:
1. Notice of reasons the SPC recommended dismissal;
2. An opportunity to seek advice of counsel (at his/her own expense) prior to meeting with the SPC;
3. An opportunity to respond to the SPC in person and to present any information in support of his/her position; and
4. An opportunity to call witnesses and to question any witnesses called by the Committee.

Although both the student and the School (SPC) may seek advice of counsel prior to the meeting, the SPC meeting is not a legal proceeding but rather an academic proceeding. Neither the dental student nor the School of Dental Medicine (SPC) will be represented by counsel at the SPC meeting.

The decision of the Dean must be rendered within 10 school days after receipt of the recommendation of the Committee.

VI. Annual Student Promotions
The annual promotion review will take place at the termination of the summer academic semester. The review will be carried out by the SPC. The review will include an evaluation of course performance, clinical performance, attendance, professional attitude, etc. On the basis of this evaluation, the SPC may recommend to the Dean and the Faculty the promotion of the student to the next year.

Promotion status will be indicated to each student by a letter. The letter will indicate a status falling into one of four categories:
1. Promotion
2. Promotion with conditions (in which case the letter states which activities are required of the student in order that he/she be promoted in good standing)
3. Failure to be promoted (in which case the student may be required to repeat the preceding academic year)
4. Recommendation for dismissal

A student who is required to repeat an academic year is permitted to repeat that year only once. If the student fails to pass the repeated year, he/she will be recommended for dismissal. A
student may be permitted to repeat a maximum of two academic years. A student who fails a third academic year will be recommended for dismissal.

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

Dental students must be certified by the Competency Review Board that will make a recommendation to the Dental Student Performance Subcommittee that a student is prepared to commence the full-time service requirements of the Advanced Clinical Training and Service Program. The responsibility for the faculty vote has been delegated to the Student Performance Committee.

VIII. Nomination for the Doctor of Dental Surgery Degree

The Dental Student Performance Committee will recommend to the Dean and the Faculty of the School of Dental Medicine those members of the (DS 4) dental student senior class who have fulfilled requirements for the DDS degree. The Dean will, in turn, recommend the nominees to the Chancellor for graduation.

Graduation honors are computed excluding the final term of enrollment. Graduating Seniors may be awarded honors at the time of graduation if their cumulative GPA's are above 3.50. Seniors with cumulative GPA's of 3.5-3.69 will graduate Cum Laude and 3.7-3.89 Magna Cum Laude and 3.9 and above Summa Cum Laude.