

ACADEMIC REGULATIONS MANUAL
OF THE
SCHOOL OF DENTISTRY

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Section I - Introduction

These regulations apply to all predoctoral dental students.

The School of Dentistry has multiple responsibilities:

1. To maintain the academic standards of the University of Washington;
2. To maintain the academic and clinical standards of dental education promulgated by accrediting and credentialing agencies and to assure that graduates from the School of Dentistry are capable of delivering oral health care which meets the needs of the public;
3. To maintain the excellence of patient care in the clinics and training programs for which the School of Dentistry assumes responsibility.

Section II - General Academic Rules

A. Graduation from the School of Dentistry is contingent upon:

1. satisfactory completion of all required courses and any elective or selective course requirement in the School curriculum;
2. attainment of a cumulative grade-point-average of at least 2.5;
3. attainment of Good Academic Standing;
4. certification for graduation by the Dean or his/her designate.

B. It is the responsibility of the student to know and comply with all School, department and course rules, regulations and requirements, and to initiate timely action to clarify any doubt which he/she may have concerning such rules, regulations and requirements.

C. It is the responsibility of the student to know at all times his or her academic standing with respect to grades and Student Progress Committee decisions and to initiate timely action to clarify any doubt which may exist concerning grades or Student Progress Committee decisions.

D. It is the responsibility of the student to immediately inform the Chairperson of the Student Progress Committee of personal circumstances likely to affect academic performance which the student believes the School should consider or upon which the student wishes consultation. Such consultations are for the purpose of preventing academic failure, rather than excusing failure after the fact.

- E. No discussion of future course work (e.g., remedial opportunities, opportunity to repeat a course failed, opportunity to remove an "I" grade) between a student and an individual faculty member is binding upon the School unless subsequently approved via the Student Progress Committee's formal quarterly review of student academic progress. For example, an agreement by an instructor or department to provide summer remedial instruction or the opportunity to attempt a failed course a second time cannot be binding if a subsequent Student Progress Committee decision is to dismiss or suspend the student, or to deny promotion, or to require repetition of an academic year or a portion thereof.
- F. It is the student's obligation to be present for all scheduled classes, laboratory periods, clinical appointments, quizzes and examinations. Student absence does not remove student accountability for instruction presented.
 - 1. The course director may approve a student's absence from scheduled examinations on evidence of exceptional circumstances beyond the student's control. In the instance of an excused absence the course director may provide the student with a make-up exam scheduled at the discretion of the course director. Course directors are under no requirement to arrange specific make-up examinations for students with unexcused absences.
 - 2. In cases of student absence from major examinations, the course director may call upon the Office of Academic Services to assist in investigation of the circumstances.
- G. If a student receives a failing grade and/or a grade less than 2.0, the course director has the responsibility to recommend to the Student Progress Committee whether a student should complete remedial work, be re-examined or repeat the course. If the Student Progress Committee determines that the student is to be re-examined, the course director will set the date of the re-examination no later than the end of the tenth instructional day of the quarter, including Summer, following the failing grade. The chairperson of the Student Progress Committee will notify the student of the re-examination date.
- H. A major role of the Student Progress Committee is to review and scrutinize the student's overall performance and to make further recommendations back to the course director based on a complete picture of the student's academic progress as determined after a review of the student's entire academic record.

Section III - The Grading System

Student work will be evaluated and awarded a range of grades from 4.0 to 0.7 in 0.1 increments and the grade 0.0. Grades in the range 0.6 to 0.1 may not be assigned so must be assigned as 0.0.

A. Numerical grades having particular significance are:

- 4.0** Highest grade attainable, assigned for extraordinary high performance
- 2.5** Cumulative average necessary for good academic standing in the School of Dentistry and for graduation. Failure to achieve a 2.5 cumulative GPA at the end of each academic year will usually lead to dismissal.
- 2.0** Lowest grade providing unconditional course credit toward graduation.
- 1.9-0.7** Deficient grades requiring the course director to submit a "Student Progress Report" to the Student Progress Committee. The "Student Progress Report" may include recommendation for remedial work, re-examination, or repetition of the course as a condition for awarding course credit towards graduation. In some circumstances, course credit may be granted with no further work required.
- 0.0** Total failure of performance, or other than official withdrawal. Requires submission of "Student Progress Report."

B. Grading Information

1. Grades 4.0 - 2.0

All grades awarded in this range denote satisfactory completion of coursework and provide unconditional course credit toward graduation.

2. Deficient Grades 1.9 - 0.7 / 0.0 Grades

All deficient grades and "0.0" grades awarded are permanently recorded on the student's official University transcript. With specific permission from the awarding department and the Student Progress Committee, a student may re-register in a previously failed or deficiently completed course and attempt it an additional time. Second failures or deficiencies received in courses and/or make-up exams shall be considered in the same fashion as failures/deficiencies according to the criteria in Section IV. In such cases all registrations and all grades will appear on the official transcript, and each grade will be entered into computation of the student's cumulative grade-point-average. When a student re-registers in a previously failed or deficiently completed course, the department may require total repetition of the course or may waive portions of course requirements which the student previously fulfilled. In any case the student must formally register for each attempt. In some circumstances the department may recommend that the Student Progress Committee accept a deficient grade as satisfactory course credit without additional course requirements. No such provision will be made for a 0.0 grade.

3. Credit/No Credit Grades

With the approval of the Curriculum Committee, certain School courses may be graded on a Credit/No Credit basis. All students registered in such courses are assigned "Credit" or "No Credit" grades. Credit/No Credit Grades do not enter into computation of cumulative grade-point-averages. However No Credit ("NC") grades will be considered the equivalent of a failing ("0.0") grade in School Student Progress Committee decisions.

4. H/S/NS Grades

With the approval of the Curriculum Committee, certain School courses and certain courses which are a part of the School of Dentistry curriculum but which are offered through the School of Medicine, may be graded Honors ("H"), Satisfactory ("S"), or Not Satisfactory ("NS"). These grades do not enter into computation of cumulative grade-point-averages. However, Not Satisfactory ("NS") grades will be considered the equivalent of a failing ("0.0") grade in School Student Progress Committee decisions.

5. Incomplete Grades

a. Incomplete ("I") grades may be awarded when all of the following circumstances are in evidence:

- (1) The student does not complete all course requirements by the final day of the course;
- (2) The student's performance has been satisfactory to within two weeks of the end of the quarter;
- (3) The student presents proof satisfactory to the course director that circumstances beyond his/her control prevented completion of course requirements. Such proof must be received by the course director no later than the time grades are due at the Registrar's Office according to the University calendar.

b. If the above conditions are not in evidence, a "0.0" grade will be awarded.

c. At the time grades are due, the course director will file a written statement with the department chairperson and the Student Progress Committee describing reasons for the "I" grade, listing the requirements the student must fulfill to remove the "I", and stating the deadline for fulfillment of course requirements.

d. The student's opportunity to proceed with additional work to remove an "I" grade and the time by which such work must be completed are contingent upon decisions of the course director, the Student Progress Committee, and the Dean during quarterly review of student progress.

- e. "I" grades will be converted to "0.0" grades by the course director if deadlines for removal specified by the course director are not met.
 - f. If an "I" in a preclinical course is not removed by the deadline, the student will be prohibited from proceeding to clinical activity.
6. "N" Grades
- a. "N" grades are limited to hyphenated courses and indicate satisfactory progress at the end of a quarter other than the terminal quarter of a hyphenated series.
 - b. At the end of the last quarter of a hyphenated series, a numerical grade or an "I" must be recorded. This terminal grade shall be the grade for each preceding quarter of the hyphenated sequence and shall replace "N" grades previously recorded on the University transcript.
 - c. A "0.0" grade may be submitted at the end of any quarter in a hyphenated sequence. In fact, "N" grades shall not be submitted when student performance is not satisfactory.
7. Withdrawal Grades

Withdrawal ("W") grades are unusual in the School of Dentistry because of the prerequisites and sequence in the dental curriculum. Therefore, withdrawal from a course requires the approval of the course director and the Dean or his/her delegate. Withdrawal without such approval will result in a "0.0" grade.

Section IV - Student Progress Committee Procedures and Actions

- A. Student academic progress is reviewed at least quarterly by the Student Progress Committee, a standing committee of the School. Membership on the Committee shall be composed as stated in the Faculty Code of Organizational Code and Procedures, Article VII, Section 6c. The Associate Dean for Academic Services shall be the non-voting chair of the Committee.
- B. For every predoctoral dental student, the Student Progress Committee may review the following information at the end of each quarter:
 - 1. The student's current academic status--e.g., Academic Probation--and the specific conditions imposed by such status.
 - 2. Quarter course grades submitted by course directors.
 - 3. Written departmental recommendations concerning students with academic deficiencies.
 - 4. Quarter grade-point-average.

5. Cumulative grade-point-average.
 6. Total cumulative academic record.
 7. Letters from course instructors describing noteworthy constructive behavior and performance.
 8. Letters from course instructors describing unprofessional student behavior out of compliance with School or departmental rules and requirements, or other circumstances warranting consideration.
 9. Information which students have provided the Office of Academic Services concerning pertinent personal circumstances.
- C. At the end of each quarter, the Student Progress Committee makes one of the academic recommendations listed below for each predoctoral dental student. These recommendations are not necessarily made in a progressive sequence:
1. Good Standing is a recognition that the student is free of academic deficiencies/failures and is proceeding satisfactorily in the curriculum. A student must maintain a 2.5 cumulative GPA to remain in Good Standing.
 2. Formal Warning is a warning to the student that he/she must show improvement if he/she is to avoid Academic Probation.
 3. Academic Probation is a warning to the student that he/she must promptly improve academic performance to avoid a Remedial Year, Suspension, or Dismissal.
 4. Remedial Year is repetition of an academic year or a portion thereof. A student may be required to repeat a course(s) or an entire year at the discretion of the Student Progress Committee. The Student Progress Committee will determine what remediation is necessary after consultation with School departments. Remediation may include retaking courses previously passed if repetition is deemed necessary for the student's projected successful completion of the entire curriculum. The student will be informed that first-received grades on repeated courses will remain on the transcript and it and will be used, along with the new grade, to compute the cumulative GPA.
 5. Suspension for a specified period of time.
 6. Dismissal.

D. The Student Progress Committee shall be guided by the following criteria:

1. All criteria listed in the table below are applicable to all students. A student who meets any single criterion may be subject to the administrative action indicated, but not necessarily in a progressive sequence. For example, a student receiving two 0.0's in an academic year, or earning a quarterly grade-point-average below 2.5 for two consecutive quarters, or maintaining a cumulative grade-point-average below 2.5 may be placed on Academic Probation without being placed first on Formal Warning or could even be placed in a Remedial Year, be Suspended or be Dismissed.

Guidelines for Academic Status

Guidelines for determining academic status are shown in the table below. Combinations of the below listed deficiencies may result in more serious sanctions.

	Good Standing	Formal Warning	Academic Probation	Remedial Year Suspension Dismissal
Number of 0.0 grades in an academic year	0	1	2	3
Number of deficient grades in an academic year	0	1	2	3
Number of consecutive quarters of quarterly GPA below 2.5	0	1	2	3
Number of consecutive quarters of cumulative GPA below 2.5	0	1	2	3

2. The status of Formal Warning or Academic Probation shall be removed when the academic deficiencies which justified the academic status are corrected by the student, and then only if no additional deficiencies have been added to the record.
3. Any student on Formal Warning or Academic Probation for three consecutive quarters is subject to a Remedial Year, Suspension or Dismissal.
4. A student who receives a "0.0" or deficient grade in a course, re-registers and completes the course for a second time, and again receives a "0.0" or deficient grade, may be required to register for a Remedial Year, be Suspended or be Dismissed.
5. The decision shall be a Remedial Year in cases in which the student's academic promise is uncertain and non-academic matters have influenced academic progress. The Student Progress Committee may also require a Remedial Year when the pattern of a student's academic deficiencies results in curriculum scheduling conflicts and/or is needed to

maintain the appropriate sequence of prerequisites required for progress in the curriculum.

6. The decision shall be Suspension followed by a Remedial Year in cases in which the student's academic record and non-academic circumstances indicate that both courses of action may make a constructive contribution to student performance.

The decision shall be Suspension only (for a stated period with specified remedial activities) in cases in which the student shows evidence of academic promise and the Office of Academic Services has verified unusual non-academic influences which might be ameliorated during a period of Suspension.

If the student's performance continues to be unsatisfactory after a Remedial Year or Suspension, then the decision shall be to Dismiss.

7. The decision shall be Dismissal if the student's record in any quarter shows little or no academic success and the Office of Academic Services has verified no unusual convincing non-academic influences which might warrant a less decisive action.
 8. Appropriate academic administrative actions, such as Formal Warning, Academic Probation, Remedial Year, Suspension/Dismissal can be applied in cases in which the student does not meet his/her professional responsibility, such as nonattendance at exams and clinics, repetitive lateness for patient appointments and other lapses in patient management. Professionalism issues should be distinguished from ethically related issues, the latter being the province of the Principles of Ethics and Code of Professional Conduct.
- E. The Student Progress Committee shall submit all recommendations concerning student status to the Dean for review and action.
- F. Should the Dean decide not to support a Student Progress Committee recommendation for a Remedial Year, a Suspension, or a Dismissal, the Dean shall specify the conditions under which the student is to proceed in the dental curriculum if that is the nature of the Dean's decision. The decision of the Dean in all review matters shall be final.

Section V - Transmission of Academic Administrative Action to Students

- A. Recommendations of the Student Progress Committee will be forwarded to the Dean at the conclusion of the Committee's meeting. Information regarding the Committee's recommendations and the Dean's decision will be available to students from the chairperson of the Student Progress Committee at the earliest possible time.
- B. The chairperson of the Student Progress Committee will transmit the Dean's decision to the appropriate students via mail to the student's address listed in University records. In cases of severe administrative action (Remedial Year, Suspension, or Dismissal), the chairperson of

the Student Progress Committee will attempt to reach the involved student by telephone immediately.

- C. Notification to each student shall include:
- the student's academic standing
 - the student's academic deficiencies
 - the Student Progress Committee recommendation to the Dean
 - the Dean's decision
 - a statement of the student's right of review

In addition, in cases of severe administrative action, a copy of the Academic Regulations Manual will be enclosed in its entirety.

Section VI - Student Requests for Review of Grades and Academic Administrative Actions

A. Review of quiz, examination, project or daily clinical performance grades:

1. If student believes he/she has been improperly graded, the student will first discuss the matter with the course director.
2. If not satisfied with the course director's explanation, the student may submit a written request for review to the chairperson of the department, with a copy of the request sent to the course director.
3. The chairperson will consult with the course director to insure that the evaluation of the student's performance has not been arbitrary or capricious. In these matters, after discussion with the chairperson, the course director's decision is final.
4. Once a student submits a written request for review, this document and all subsequent actions on the review will be documented for deposit in a department file with copies provided to the Student Progress Committee.
5. The student waives the right to review if Step #A1 (above) is not accomplished within three working days following the date on which the grade/comment/evaluation of the quiz, examination, project, or daily clinic performance is made available to the student, and if Step #A2 (above) is not accomplished within nine working days following the date on which the grade/comment/evaluation of the quiz, examination, project, daily clinical performance is made available to the student.

In some cases the student and/or School may not meet the time requirements addressed above. Such cases may be reviewed individually at the sole discretion of the Student Progress Committee.

B. Review of final course grades

1. If a student believes he/she has been improperly awarded a final course grade, the student must first discuss the matter with the course director.
2. If not satisfied with the course director's explanation, the student may submit a written request for review to the chairperson of the department, with a copy of the request sent to the course director. The chairperson shall consult with the course director to ensure that evaluation of the student's performance has not been arbitrary or capricious.
3. If the issue is other than judgment of the student's subject-matter competence or departmental requirements and the student is not satisfied with the departmental response, the student may submit a written request for review to the Student Progress Committee, with copies to the course director and chairperson involved. Although Student Progress Committee decisions are considered by the Dean, the Student Progress Committee is the student's final level of review of final course grades.
4. The student waives right of review if Step #B2 (above) is not accomplished before the end of the following academic quarter. **However, it is strongly recommended that students appeal within ten (10) days after the beginning of the next quarter for which they are registered if the appeal involves a challenge to a grade which prevents them from moving forward in the curriculum. Final grade appeals initiated after ten (10) days from the beginning of the next quarter will not change any prior determination that a student repeat a course or academic year.**

In some cases the student and/or School may not meet the time requirements addressed above. Such cases may be reviewed individually at the sole discretion of the Student Progress Committee.

C. Students may request review of a grade recorded by the Registrar:

1. If a student believes there are omissions or possible errors in the quarterly grade summary issued by the Registrar, the student should discuss the matter with the appropriate course director. If the course director finds that a grade has erroneously been omitted or recorded in the Registrar's quarterly grade summary, then the course director shall submit to the Registrar the omitted grade on a change-of-grade form. Except in cases of error, no instructor may change a grade which has been submitted to the Registrar.
2. Students must initiate the foregoing procedure before the end of the following academic quarter.
3. The foregoing procedure pertains only to grades erroneously submitted, erroneously omitted or erroneously recorded. If a student is informed by the course director that the grade recorded is correct, a student desiring further review must proceed under the procedure for review of final course grade. (see Section VI B)

- D. Students may request a review of Student Progress Committee recommendations by following procedures listed below:
1. A student may request review of any Student Progress Committee recommendation by presenting to the Dean a written petition for review which presents the student's case in detail. The student may meet with the Dean, by appointment, prior to the time the Dean makes a final decision on the disposition of the particular case. A student making a formal request for review shall do so in writing no later than five working days after the date of the Student Progress Committee letter of transmittal.
 2. Following the students' request for review, the Student Progress Committee will initiate its own comprehensive review of the Academic Administrative Action when the recommendation is either Remedial Year, Suspension, or Dismissal. The following procedure will be used:
 - (a) The Student Progress Committee will schedule a special review meeting, usually within one week, devoted to a thorough analysis of the case and the student's entire academic record. The student will be invited to appear at the meeting and submit any information to the Committee which would be helpful in deciding upon a recommendation.
 - (b) For the deliberations of the special review meeting, a student representative shall be appointed as a voting member of the Student Progress Committee. The student representative shall be appointed by the president of the peer class of the student under review. The student representative will only serve on the Student Progress Committee during the special review meeting for an individual student and not during regularly scheduled Student Progress Committee meetings.
 - (c) The Dean shall be notified that a review meeting is being scheduled by the Student Progress Committee.
 - (d) Based on information gathered during the special review meeting, the Student Progress Committee will make a recommendation to the Dean, and that recommendation will also be communicated to the student as soon as possible.
 3. Pending the outcome of the review process, implementation (i.e. disenrollment, tuition refund, remedial year activities, etc.) shall be stayed. Should the decision be affirmed by the review, or the Dean concurs (see Section IX A), implementation of the original decision shall be retroactive to the beginning of the quarter following the decision. Course work undertaken or completed beyond that date shall not be entered in the student's official record.

Section VII - Withdrawal and Leave of Absence

Students in a good standing may request the Dean's approval for discontinuing their enrollment in the School of Dentistry through either a Withdrawal or a Leave of Absence.

- A. Withdrawal means that the student is voluntarily severing his/her connection with the School, prior to completion of requirements for the D.D.S. degree or other such degrees and certificates as may be sought.
1. The student's request for Withdrawal shall be made in writing to the Dean.
 2. Consistent with overall university policy, the Dean may approve the student's request for Withdrawal, but such approval carries no stated or implied commitments concerning future readmission to the School.
 3. In the matter of tuition refunds, grades, and other aspects of student Withdrawal, the policies of the University of Washington Faculty Code, Vol. IV, Part I, Chapter 13 shall apply.
- B. Leave of Absence means that the student is temporarily halting his or her dental education at the University of Washington.
1. The student's request for a Leave of Absence shall be made in writing to the Dean and for a period not to exceed one academic year (four quarters) from the last full quarter in residence. The request shall set forth the period of absence desired, the reasons for the absence and any other pertinent information.
 2. Acceptable grounds for requesting a Leave of Absence include illness, financial hardship or other personal/social problems, and government required services (e.g., grand jury duty, military service, etc.). However, mere existence of these grounds does not insure that the request will be granted. Anticipated academic difficulty is not grounds upon which to seek a Leave of Absence.
 3. In making the decision on the request, the Dean will consider the following factors: the student's reasons as stated in the request, the student's academic record, and the feasibility of reserving an open position in the School's enrollment.
 4. If the Dean approves the request for Leave, the student is assured the opportunity to return to the School at a designated time as stipulated in the Dean's letter of approval. Included in this letter may be conditions stating make-up or remedial work required of the student.
 5. If the student does not return to the School of Dentistry at or before the designated time for expiration of the granted Leave of Absence, he/she shall be deemed to have withdrawn from the School of Dentistry and shall be so notified.

Section VIII - Course Exemptions

Departments have the discretion to exempt students from required courses if (a) the student passes a qualifying or challenge examination, or (b) the student has successfully completed the identical course at the University of Washington.

Challenge Examinations

Qualifying or "challenge" examinations shall be developed to test the student's knowledge of the entire spectrum of the course content and to aim for a difficulty level equivalent to a grade of 3.0 or higher.

Course objectives, course outlines and sample questions should be available so that the scope and level of the course to be challenged is apparent to the student.

After a course is successfully challenged, the course director shall inform the Office of Student Services of the successful challenge examination and a notation indicating course exemption will be forwarded by the Office of Student Services to the Registrar for entry on the student's transcript. When the student is informed of a successful challenge examination, he/she is still required to register for the course. For details the student should contact the Office of Student Services.

Section IX - The Dean's Authority

- A. The Dean of the School of Dentistry has the responsibility to review all academic recommendations. Any such recommendations made by the Student Progress Committee, an Appeal Committee or any other body are advisory to the Dean and, therefore, the Dean has the authority to waive or modify any such recommendation or develop an alternative course of action.
- B. The Dean may delegate his/her authority as outlined in the document to the "acting dean" who is appointed during the Dean's absence.