

College of Dental Medicine
POLICY ON SATISFACTORY ACADEMIC PROGRESS
FOR FEDERAL STUDENT AID (FSA) RECIPIENTS

July 30 2013

1. SATISFACTORY ACADEMIC PROGRESS

CFR SOURCE:

Compilation of Federal Regulations (CFR):

34 CFR 668.34 – Student Assistance General Provisions

34 CFR 668.16(e) – Administrative Capability

34 CFR 668.32(f) – Student Eligibility - General

1.1 “AT LEAST AS STRICT...”

The College of Dental Medicine holds all students to the same academic standards, regardless of whether they receive federal student aid.

The postgraduate programs in Orthodontics, Periodontics and Prosthodontics are designed to be completed in 3 academic years. The postgraduate program in Endodontics is completed in 2 academic years and AEGD is completed in 1 academic year.

All courses in the curriculum are mandatory. All courses are offered only once each year and all must be completed satisfactorily. The grading system is H, P, F (Honors, Pass, Fail).

All students must earn at a minimum a P for each course in order to be advanced to the next year. The grades are based on evaluation methods and expectations that are clearly described for each course in CourseWorks. If a student has not completed all course work by the time final grades must be submitted, the student may receive a Credit Pending (CP), with the understanding that this designation be changed to a grade at the earliest opportunity. It is the course director's obligation to set a deadline for the completion of outstanding work and to inform the student that if the deadline is not met, the grade will be changed to F and the matter referred to the relevant Academic Progress Committee for further disposition.

The academic progress of every student is monitored through the system of the Postgraduate Education Committee. A student must pass every course in the

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curriculum in each year in order to advance to the next year or at the conclusion of their years of study to receive the Certificate or Master's degree.

1.2 CONSISTENT APPLICATION

The College of Dental Medicine expects the same level of academic progress from all students in each respective program.

1.3 REGULAR EVALUATIONS

Students are evaluated at least once per term at the end of each Fall semester and each Spring semester, when grades for the courses become available.

The Program Directors evaluate students at least once each semester to determine whether all students are progressing satisfactorily. Students are required to have a P (passing) grade for all courses that have been completed. If any students have received an F for any course or courses, they are made aware that they will need to be remediated in order for them to be advanced to the following year.

All course directors submit grades to the Program Director. Student academic progress is reviewed at a minimum twice each year, particularly at the conclusion of courses, to determine if academic difficulties are being experienced.

The Program Director communicates in writing to students who are experiencing academic problems. Students are categorized as either "progressing satisfactorily," or on "monitored status" if one or more courses are presenting specific difficulties for a student.

Additionally, at the conclusion of each year, all course performance is reviewed by the Program Director and:

- A student with a satisfactory academic record in all areas will be recommended to advance.
- A student who has academic difficulty in a certain course may be required to perform remediation at the discretion of the Course Director in consultation with the Program Director.
- A student with serious academic deficiencies in several areas may be mandated to repeat a portion of the year, or the entire year, or to be dismissed from the College in consideration of the total performance.

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1.4 GRADE POINT AVERAGE (GPA)

No grade point average is determined, since all courses are mandatory and must be passed satisfactorily with a minimum of a P (pass). Outstanding performance (H grades) is noted and students in the top 10-20% of their cohort based on the number of H's earned in the courses are sent a letter of commendation.

1.5 MAXIMUM TIME FRAME AND PACE OF COMPLETION

The prescribed curriculum for each program is designed to be completed in given time, however no longer than 200% of the program requirements with a pace of completion of 50%. In rare cases a student may be asked to repeat a year for academic reasons. Only one repeat for academic reasons is permitted.

Start date is July 1 to June 30 at length of program.

The Program Director monitors the progress of each student to ensure that the pace of completion falls within the maximum time frame allowed.

1.6 EFFECT/TREATMENT OF “ATYPICAL” COURSES/SITUATIONS

All students must earn passing grades in all courses of the curriculum in order to be advanced to each subsequent year and be allowed to graduate.

Final grades for all completed courses are reviewed by the Program Director at the close of each academic year. If a student has failed one or more entire course, the Director consults with the course director(s) regarding remediation options.

1.6.1 EFFECT OF INCOMPLETES

If a student has not completed all course work by the time final grades must be submitted, the student may receive a Credit Pending (CP) or Incomplete (INC), with the understanding that this designation be changed to a grade at the earliest opportunity. It is the course director's obligation to set a deadline for the completion of outstanding work and to inform the student that if the deadline is not met, the grade will be changed to F and the matter referred to the relevant Program Director for further disposition. Incompletes are included as part of earned and attempted credits.

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1.6.2 EFFECT OF WITHDRAWALS

Since students must successfully complete all courses in the program, they cannot withdraw from any course. Students may for extraordinary personal or health reasons request a withdrawal from the current term and a leave of absence of up to one year from the program. Upon readmission they must either complete unfinished courses or retake them in their entirety before being allowed to advance to the next year in the program. Withdrawn coursework is included as part of earned and attempted credits.

1.6.3 EFFECT OF COURSE REPETITIONS

Courses may be repeated only during a full or partial repeat year. Since students are not advanced unless they have successfully passed all courses in a given year, individual courses cannot be repeated separately. Repeated coursework is included in earned and attempted credits.

1.6.4 EFFECT OF DUAL DEGREES

N/A

1.6.5 EFFECT OF ADVANCED STANDING

N/A

1.6.6 EFFECT OF TRANSFERS OF CREDIT FROM OTHER SCHOOLS OR INSTITUTIONS

Very rarely, a transfer student may be admitted from another U.S. dental school. A careful analysis of course content of the other school is done and only if that content matches the courses of our program. No transfer of credit is involved. If there is a good match between programs the transfer student joins the program. He/she is allowed only one additional year.

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1.6.7 EFFECT OF CHANGES OF MAJOR OR PROGRAM OF STUDY

N/A

1.7 STATUS DEFINITIONS

Financial Aid Warning: If at the end of one term, a student is found to not be making satisfactory academic progress, they will be placed on a Financial Aid Warning status, indicating they must re-establish good academic standing by the end of the subsequent term to remain eligible for aid.

Financial Aid Probation: Financial Aid Probation is a status assigned to a student who fails to make satisfactory academic progress a second term and successfully appeals the suspension of Title IV aid. Students whose appeals are successful are eligible to receive federal financial aid as long as they adhere to the requirements of an academic plan to improve academic progress.

From an academic perspective, if a student has failed more than one course, the Program Director considers the student's total academic performance, decides whether remediation will be permitted, whether extramural courses will be acceptable, or whether the year will be considered to have been "failed." At the discretion of the Program Director, in any year of the curriculum students may be requested to repeat the year or a portion thereof, or may be dismissed for general poor scholarship.

Remediation is expected to be completed before the beginning of the next academic year. If the student has successfully completed all required remediation, he/she is advanced to the next year without probation.

1.8 PROVISION FOR A FINANCIAL AID WARNING STATUS

Because the College of Dental Medicine evaluates academic progress each term, federal guidelines allow the College to use the Financial Aid Warning status to alert students not meeting satisfactory academic progress for one semester that they may lose their eligibility for federal financial aid unless they meet satisfactory academic progress at the end of the subsequent term.

1.9 APPEALS

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A student has the right to appeal the initial decisions of the Associate Dean of Postgraduate Education and is entitled to make a request for a hearing to appeal for modification of said decision.

The appeal affords the student the opportunity to meet with the Postgraduate Education Committee and to introduce mitigating issues or other information not previously known to the committee, which information could cause modification of the initial recommendation.

The request, in writing to the Associate Dean of the Postgraduate Education, must follow receipt of the written notification from the Committee by no more than one week.* The committee will inform the Associate Dean will help the student select or be assigned a faculty advocate, unless the student refuses in writing to have a faculty advocate. A meeting of the committee will be arranged at which time the student and the student's advocate will present the appeal. Subsequent to the hearing, should a student believe that "due process" as herein described was compromised, a further request may be made for an administrative (due process) review by the Dean of the College or an ad hoc three (3) person panel appointed by the Dean. This request must be made in writing directly to the Dean. This appeal is directed only to due process; it is not to be used for additional fact finding or to review information from the original appeal. A request for administrative review by the Dean must follow notification of the Academic Progress Committee appeal decision by no more than one week (7 days) of receiving the first appeals decision. The due process reason for appeal must be stated in the letter. The Dean, as Chief Disciplinary Officer of the College, has final discretion over all recommendations of the Academic Progress or Ethics Committees.

1.9.1 ACADEMIC PLANS

A SAP Academic Plan outlines the specific plan/corrective action to improve academic progress. Students will be required to follow the SAP Academic Plan in order to receive federal, state and institutional financial assistance.

Students must be enrolled only in the course work listed on their SAP Academic Plan, meet minimum completion rates, and be making progress each semester toward all SAP requirements, as outlined by the School, by the Academic Plan projected end date and/or graduation date to retain Title IV eligibility. Failure to meet the terms of the Academic Plan will jeopardize eligibility for federal, state and institutional financial assistance.

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1.10 RESTORING ELIGIBILITY

Students who do not meet SAP in two consecutive terms may regain eligibility for aid by following the appeals process above, and by meeting the terms of their academic plan. A successful appeal will result in a status of Financial Aid Probation. It is assumed that a continuing student remains eligible as long as they adhere to the academic plan and make SAP provided the maximum time frame for program completion is not exceeded.

1.11 NOTIFICATIONS

The Office of Student Affairs will review all students' academic records after each term. It is the responsibility of the Office of Student Affairs to notify students of Financial Aid Warnings, loss of aid eligibility, and placement of on Financial Aid Probation after a successful appeal.