

# Academic Standards and Policies For the Predoctoral Program in Dentistry at NYU College of Dentistry

## *Guidelines for Academic Progress, Promotion and Graduation*

*Effective Academic Year 2004-2005 and onward.*

The educational goal of New York University College of Dentistry is based on creating a partnership with students in order to assist them to achieve academic excellence. The faculty of the College has designed a rigorous curriculum, which provides both educational and clinical experiences directed towards the development of competent dentists. These *Guidelines* define the standards that students must meet and provide the framework for their evaluation.

**Process of Evaluation:** The faculty of the College evaluate student progress throughout the academic year and provide constructive feedback. As a result of these evaluations, students receive grades at the end of each semester. Students are expected to monitor their grades and can access grades at any time on the NYU Student Information System (SIS) through “Albert”. Clinical progress may be accessed through the NYU College of Dentistry Intranet.

The *Guidelines* have been developed and are monitored by the Committee on Academic Review and Standards (CARS). Academic Affairs reviews overall progress and evaluates performance against the standards listed in this document, *Guidelines for Academic Progress, Promotion and Graduation*.

**The academic year:** The curriculum in the College of Dentistry is organized on a semester basis. The academic year consists of two semesters: the Fall, Spring and a Summer session. The Summer session is 8 weeks long. The schedule for any academic year is determined by the faculty and announced in the academic calendar.

**Attendance:** The attendance policy for the College of Dentistry recognizes the responsibilities of the student, the faculty and the administration of the College. Specifically, the policy is:

1. The requirement for participation through attendance is a critical part of education. The attendance policy is appropriately established by the faculty and course director for each course and published in the course syllabus. Students who are absent from classes must work with the faculty to complete course work and make up missed clinic sessions. Where policies exist in disciplines, excessive absence from required courses may result in loss of grade up to and including failing a course.
2. Students must take required examinations. Unless the discipline has a different policy, an absence from an examination will be counted as a grade of F for that examination. This may result in a student not passing the course. In rare instances when the absence results from a serious illness or other circumstance beyond the control of a student, it is at the discretion of the course coordinator, in accordance with the established course policy, to determine the appropriate course of action.

3. Participation through attendance at clinical sessions, outreach assignments, and clinical rotations is mandatory. Students who have absences must arrange to attend substitute sessions to make up for the absences. In rare instances disciplines may waive sessions where students have demonstrated competence and patient care obligations permit.
4. A student who is absent from a scheduled clinic session for any reason is responsible for assuring that a patient scheduled for an appointment is notified in a timely manner before the appointment.

If a student is absent for five (5) or more consecutive school days, the Office of Academic Affairs must be informed and will require documentation that the student is able to return to the academic program.

**Grades:** Grades in the College of Dentistry are letter grades of A, B, C, C/F and F. Courses that are graded on a pass-fail basis, receive grades of “H, P, P/F and F”. C/F is the grade given to students who have passed a letter graded remedial course while P/F is the grade given to a student who passes a pass/fail remedial course. Additionally, faculty may use grades of “I, Y, and W” which are conditional grades that indicate a course is not completed. These are not final grades. W (Withdrawal) is for administrative use only to record the disposition of a course when a student is registered and does not complete the course in accordance with the appropriate College or University policy.

**Grade Key:**

A = 4.0, B=3.0, C=2.0, C/F= 2.0 and F=0

H = Honors, P = Pass, F = Fail

I: (incomplete) designates that while the regular course of study has ended, the student has required assignments that have not been completed. An “I” grade refers to a didactic or laboratory/simulation course. A grade of “I” requires extra work, which has to be completed within 4 weeks after completion of the course. After that date the grade has to be changed to a passing or failing grade.

Y: (incomplete clinical course grade) designates that a student has not completed a sufficient amount of work to make evaluation of the student’s performance possible at the end of a clinical course.

At the completion of the third year a student may carry forward multiple Y grades without any penalty for a period from the end of the academic year (Spring semester) until the end of the summer semester. A student having more than 3 Y grades remaining after the Summer period will have Y grades converted to F grades and be subject to either repetition of the academic year or dismissal. Students with 3 or fewer Y grades must correct deficiencies leading to passing grades prior to the completion of the Fall semester of the senior year. Failure to do so will result in remaining Y grades converted to F grades and the student subject to academic action including extension of the academic program, repetition of the academic year or dismissal. Students [class of 2008 and onward] who do not pass Part I of the National Board Dental Examination (NBDE) may extend the deadline for Y grades with a time period equivalent to their clinical suspension (see page 6 for NBDE policy).

**Modification of grades:** Faculty may use a plus “+” to modify grades of A, B and C. In addition, faculty may use a minus “-“ to modify grades of A and B. The use of a plus with a grade increases the grade point value by 0.3 and a minus will decrease the value by 0.3. Thus a grade of C+ = 2.3,

B+ = 3.3, an A- = 3.7 and so on. A grade of A can be modified with a “+” but without an increase in the grade-point value. A grade of C may be modified with a + but may not be modified by a minus.

**Minimum passing grade:** The pre-doctoral curriculum is based on a competency model. In order for a student to progress at each step, there must be an indicator of satisfactory progress toward competency. Therefore, a grade of C (graded course) or P (pass-fail course) is the minimum passing grade in a course. A student who cannot demonstrate performance at the C level, will receive a grade of F. A grade of F requires additional course work to reach the level of skill and knowledge necessary to demonstrate competency (see “Remediation”).

**Submission of grades in a course:** The faculty determines grades in any course. Faculty are required to submit grades within five working days after the last day of class or the scheduled final examination, and/or completion of clinical documentation.

**Notification of examinations:** Faculty must give students adequate notice of the date for examinations and the submission of major assignments. This notice should be provided as part of the course syllabi given at the beginning of each course. Timely notification of students about their performance on examinations is a fundamental part of sound education practices. The CARS strongly recommends that faculty notify students of their performance within 5 business days (by posting the examination grades on a bulletin board, the intranet or by e-mail). This provides feedback for students and the opportunity to employ corrective action.

**Course Evaluation:** Evaluation is a fundamental part of dental education. The faculty of the College believes that feedback from students is a means to improve instruction, to gain information about features of courses that will enhance learning. In this spirit, each semester the Curriculum Committee through its Curriculum Management Plan and attached course schedule will evaluate specific courses. Students are expected to complete evaluations of courses when requested. Students must complete the evaluation process as a condition of receiving their final grade in the course.

**Clinical Privileges:** It is a privilege to provide oral health care to the public. Students should be compliant with the standards of care and rules and regulations. Given the trust of the public for the profession, the faculty plays a fundamental role in overseeing the treatment of any patient. As part of the partnership between the faculty and students, faculty continually monitor student performance in the clinic and gauge the well being of patients. Faculty are expected to withdraw the privilege of patient care at any time a student does not demonstrate skill and/or a level of knowledge that is necessary for the well being of patients.

**Remediation:**

Students who do not achieve the minimum passing grade (C) must complete additional instruction. Remedial instruction is offered in all courses and takes place during a period of time identified in each academic year, generally, in the summer. Students with multiple failures may not be eligible for remediation. Academic Affairs will review and decide if remediation is possible for such students. Students who fail multiple courses but are eligible for remediation will become ineligible to continue in remediation if at anytime they fail one of the remedial courses. Students who fail the remedial program will be required to repeat an academic year or be subject to dismissal.

The NYU College of Dentistry Policy on Remedial Instruction is found as **Appendix 1** of this document.

**Academic Actions:**

The faculty is committed to the achievement of excellence in every aspect of the program. As a consequence, students who do not meet the minimum standard for achievement set by the faculty are subject to academic disciplinary action. This may include the placement of a student on *academic probation* or *dismissal* from the College.

**Academic Probation:** A student is on academic probation under any of the following conditions:

- Has one or more outstanding F grades
- Any student repeating an academic year until the academic year has been successfully completed.

A student on academic probation is not in good academic standing.

**Dismissal:** A student is subject to dismissal from the College under any of the following conditions:

- Receiving a grade of F at the end of a remedial course
- Receiving multiple F grades at any time during the academic year
- Receiving a grade of F in an academic year being repeated.

**Definition of “in good academic standing”:** "In good standing" designates that the student has received passing grades in all academic courses, is not subject to academic discipline, has no outstanding obligations to the University, and has no complaints pending against him/her for violation of the Code of Conduct of New York University or the College of Dentistry. In addition, the student is not under sanction of the Honor Council for violation of any disciplinary or conduct code nor on probation for violation of any University policy.

**Evaluation of Academic Performance:** At the end of each semester, or appropriate interval, the Office of Academic Affairs will evaluate the academic achievement of students in accordance with these standards. The Office of Academic Affairs, in consultation with the chairperson of CARS, will notify students of any actions as a result of the student’s academic performance. These actions, in accordance with these Standards, may include the need to repeat an academic year, or dismissal from the College.

**Rules for Repeating an Academic Year:**

The CARS may require a student to repeat an academic year as a means for the student to demonstrate overall competence in the curriculum, to gain additional skills, or to improve their knowledge base in dentistry before moving on to the next level of the curriculum. Students who are required to repeat an academic year must repeat all courses. The decision by Academic Affairs or CARS to repeat an academic year can be appealed to the Executive Associate Dean for Academic Programs on procedural grounds only. This appeal must be submitted in writing and be received within five (5) business days of being notified of the decision to repeat.

**Dismissal from the College:** Dismissal from the College is an action based on a student’s academic performance, which is far below expectations. After the Office of Academic Affairs has advised a student of the decision to dismiss, the student is provided the opportunity to submit any relevant information for CARS to appeal the decision. This information must be in writing and be received within five (5) business days of being notified of the dismissal. CARS, upon consideration of the student’s petition, may sustain or reverse the decision.

**Appeals:** The decision of the Committee for Academic Review and Standards is subject to further appeal to the Executive Associate Dean for Academic Programs. Only issues related to process or matters related to NYU policy may be subject to reconsideration. The request for reconsideration must be made in writing to the Executive Associate Dean for Academic Programs within five business days of the notification of the appeals decision by CARS. The petition to the Executive Associate Dean for Academic Programs will be reviewed by an appeals committee comprised of the Executive Associate Dean for Academic Programs, the chairperson of the College of Dentistry Faculty Council, and a divisional director appointed by the Executive Associate Dean. If the appeals committee finds cause, they will return the decision to the CARS for further consideration and action. This decision is final.

### **Requirements for Promotion**

In order to progress to the next academic year, students must have passed all courses. A student will not progress to the next academic year unless all courses have been completed. (Exception-students with Y grades ending the 3<sup>rd</sup> academic year, see section on Y grades). Progress in the clinical disciplines is evaluated at a minimum of a semester basis. Students should be making progress in each clinical discipline based on their evaluation.

### **Policy on National Board Dental Examination**

Students must pass parts I and II of the National Board Dental Examinations as a requirement for graduation.

### **Policy on the National Board Dental Examination Part I (NBDEP1)**

#### **Class of 2005**

Students who do not pass the National Board Dental Examination Part I by the end of the summer session following the D4 academic year, will be subject to dismissal from the College.

#### **Class of 2006**

Students who do not pass the National Board Dental Examination Part I by the end of the summer session following the D4 academic year, will be subject to dismissal from the College.

It is conceivable that a student may need more than one attempt at passing NBDEP1. In an effort to provide a senior student significant time to prepare for the examination, the College will allow the student to apply for “study time.” A student, who is required to take one (1) of the four parts of NBDEP1, may apply for one (1) week of study time. A student who needs to take two (2) or more parts of NBDEP1 may apply for two (2) weeks of study time. During study time, the student cannot attend general clinic but will be required to attend all lectures, conferences, and rotations. The student will also be required, at the end of the D4 academic year, to make up each week taken as study time, beginning with the first Monday after graduation day. Students cannot make up study time during the academic year. After scheduling a date to take NBDEP1, a student must receive permission to take study time. The student must fill out a “study time” sheet provided by the Office of Academic Advising (OAA). In addition to the approval of OAA, the student must also get the signature of their GPD. Once study time has been approved, the Office of Academic Affairs will contact the ADA and approve the NBDEP1 application.

#### **Class of 2007**

Students in the four year DDS program must take and pass NBDEP1 by September 30<sup>th</sup> of their D3 year.

1. A student who does not take the examination prior to September 30<sup>th</sup> of the beginning of their third year (D3), will receive a grade of F in the National Board Preparatory course. Once the examination is taken and passed, the student will receive a grade of P/F.
2. A student who takes the examination in the aforementioned time period but fails two or more sections of the examination will receive a final grade of F in the National Board Preparatory course. Once the examination is passed the student will receive a grade of P/F.
3. A student, who takes the examination in the aforementioned time period but fails one section of the examination, will receive a grade of I (incomplete). The I grade will change to a P (pass) if the student passes all parts of the examination by January 31<sup>st</sup> of the D3 year.

It is conceivable that a student may need more than one attempt at passing NBDEP1. In an effort to provide a student (who has not passed NBDEP1 by the first day of the fall semester of their D4 year) significant time to prepare for the examination, the College will allow the student to apply for "study time." A student, who is required to take one (1) of the four parts of NBDEP1, may apply for one (1) week of study time. A student who needs to take two (2) or more parts of NBDEP1 may apply for two (2) weeks of study time. During study time, the student cannot attend general clinic but will be required to attend all lectures, conferences, and rotations. The student will also be required, at the end of the D4 academic year, to make up each week taken as study time, beginning with the first Monday after graduation day. Students cannot make up study time during the academic year. After scheduling a date to take NBDEP1, a student must receive permission to take study time. The student must fill out a "study time" sheet provided by the Office of Academic Advising (OAA). In addition to the approval of OAA, the student must also get the signature of their GPD. Once study time has been approved, the Office of Academic Affairs will contact the ADA and approve the NBDEP1 application.

Students who do not pass the National Board Dental Examination Part I by the end of the summer session following the D4 academic year, will be subject to dismissal from the College.

### **Class of 2008 and onward**

Students in the four year DDS program must take and pass NBDEP1 by September 1st of their D3 year.

- A student who does not pass the Part I of the National Board Dental Examination prior to September 1 of the D3 year will lose the privilege to treat patients or to engage in any activities in the general dentistry clinic. Patients previously assigned to such students will be reassigned to other providers. Students will attend and fully participate in all other scheduled classes and clinical rotations.
- Once a student is successful on the NBDEP1, assuming he/she is in good academic standing at that time, patient-care privileges will be restored. The student's earliest expected date of graduation will be delayed, at a minimum, by the equivalent time of the suspension or three (3) months, whichever is the greatest, with all applicable additional fees and tuitions, if any, being assessed. Though this defines the earliest expected graduation date, graduation may be further delayed if all academic, clinical, and other requirements have not been met.
- A student will have until the end of the summer session following the D3 year to successfully pass the NBDEP1. Any student who does not pass the NBDEP1 by the indicated time will be subject to dismissal from the college.

## **National Board Dental Examination Part II (NBDEP2)**

### **Class of 2006 and onward:**

All senior students without NBDEP2 completed must take and pass this exam by January 31 of the D4 year or will have a grade of F recorded for the D4 - Board Part II Preparatory Course. This grade of F will be changed to a P/F grade when the student passes NBDEP2.

### **Students who do not pass National Board Part II (NBDEP2) after completion of the fourth year.**

1. NBDEP2 is a requirement for graduation and the issuing of a diploma. Students who complete all University requirements but fail NBDEP2 will not graduate nor receive a diploma. Such students will have a maximum of 24 months following their original expected graduation date to pass NBDEP2 or be subject to dismissal.
2. Students who do not pass NBDEP2 by their original expected graduation date (after completing all other graduation requirements) will remain matriculated as students. To maintain clinical skills, these students may opt to have a two-day/week clinical program during the summer session. If successful on NBDEP2 by the end of the summer session (usually mid August), students will be eligible for graduation in September. If not successful by mid August, these students will be matriculated in the subsequent fall semester for an academic program which will include a clinical course consisting of treating patients 2 days/week and the NBDEP2 Review course. Tuition for this and subsequent semesters of this program will be \$3,000 per semester.
3. If unsuccessful in passing NBDEP2 by January 1, students will enroll for the spring term and summer session in the clinical course consisting of a two day/week clinical program. If at the end of the summer session the student has not passed NBDEP2, the student will re-enroll for the fall and, if necessary, the spring semester for a second year, and will take the same courses as those in the first year of this remedial program.
4. Students in the above program will be subject to the academic policies and all other rules and policies that are in effect for the then current D4 dental class. At any time during the above remedial program, a student documents successful completion of NBDEP2, the student will be eligible for graduation.
5. Students who do not pass NBDEP2 in the two-year time frame will be dismissed from the College and lose their opportunity to receive a diploma.

### **Requirements for Graduation**

Graduation from the College of Dentistry is based on achievement of the following: a) passing all courses b) a passing overall score on the National Board Dentistry Examinations Part I and Part II; c) meeting the requirements that demonstrate competency in all of the measures defined by the faculty; and, d) meeting all obligations to NYU.

### **Policy on Extended, Returning or Repeating Seniors**

Students who have passed National Board Parts I and II as well as all didactic requirements but are still deficient in clinic requirements at the time of graduation will be categorized as follows:

- A. **Extended Seniors:** Students who will complete all requirements by mid-August of the same academic year and will graduate in September.
- B. **Returning Seniors:** Students who will complete all requirements by December 31 following their senior year and will graduate in January of the following year. These students will be assessed full registration fees and ½ of the senior year tuition.
- C. **Repeating Seniors:** Students who will complete all clinical requirements within one year of the original graduation date. A student, except those on approved leave of absence, who does not complete all clinic requirements within one (1) academic year after their original expected graduation date will be dismissed from the University. These students will be assessed full registration and tuition fees.

## **INTERRUPTIONS IN MATRICULATION**

### **Leave of Absence:**

**Description:** A student may encounter difficulties during his or her matriculation and find it necessary to leave school for a period of time. The faculty of the College of Dentistry is aware of such circumstances and would like to assist students through a difficult period. A leave of absence may be considered under special circumstances. All leaves of absence must be requested in written form addressed to the Associate Dean for Academic Affairs. This written application should include the general reason for the request and the proposed duration of the leave. All medical leaves of absence should be substantiated with appropriate medical documentation. The decision to grant a leave of absence will rest with the Associate Dean for Academic Affairs.

In order to maintain continuity in the curriculum, an absence from the program should not extend more than one year. In exceptional circumstances approval for extensions beyond one year will be based on (a) the length of time the student has been in the program; (b) the academic performance of the student; and (c) changes in the curriculum that may have occurred or will occur during the leave of absence.

**Medical or Personal Leave of Absence:** If a student's leave of absence is based on a health problem it is required that the Office of Academic Affairs receives information about the need for the leave from either the NYU Health Center (993-1000) or the NYU Counseling Services (998-4780). Under unusual circumstances, validation for the need of a health-related leave of absence may be accepted from an external source. This validation should be submitted to the Associate Dean of Academic Affairs. At the time of the request, the student should be in good academic standing. If a student is not in good academic standing at the time of requesting a leave of absence, there is no guarantee of readmission.

### **MATERNITY LEAVE:**

Maternity leave is considered a leave of absence. Students who request such a leave are under the jurisdiction of all stated requirements in this document. During this period it is required that the student comply with the following:

- 1) Contact the Director of Academic Advising and provide him/her with the anticipated first day of the leave and the approximate return date to the University.

2) Contact all faculty and departments, especially those where an exam or clinic experience is scheduled. Inform the faculty of your leave and make arrangements for any required make-ups. Students on maternity leave are responsible for all requirements as specified by the course director.

3) Contact the Director of Academic Advising with your return date.

**Grades in Courses at the Time of the Granting of a Leave of Absence:** Students may request a leave of absence when courses have not been completed. Students cannot obtain partial credit for courses that are interrupted.

**Returning from a Leave of Absence:** When a student is able to return from a leave of absence, the request for reinstatement must be in writing and submitted, preferably before March 1 of the academic year for readmission in September of that same year. If a request is made after March 1 for D1 or D2 classes, readmission of students will be based on available space.

Before returning to the College, the student is subject to an academic review by the Office of Academic Affairs to determine when or if the student is eligible to return. The academic review will consider the following factors in determining when or if the student may return: 1) the student's academic record; 2) changes that may have occurred in the curriculum during the time when the student was on leave; 3) the current status of courses in the overall continuum of instruction and where the student's educational progress is most reasonably accommodated. In addition, the Office of Academic Affairs will determine: 1) evidence that the circumstances that initiated a leave of absence have been resolved; and, 2) any other relevant circumstance has been met. There is no guarantee of reinstatement.

A student who returns to the program from a leave of absence is considered a full-time student.

### **Appendix 1:**

#### **Policy on Remedial Instruction**

**Definition:** The curriculum in the College of Dentistry is based on the achievement of competency. When students have not met the minimum acceptable standard for achievement in a didactic course or have not demonstrated an adequate level of skill in a pre-clinical or clinical course (as indicated by a grade of F), the student must enter a period of remedial instruction. This remedial instruction is considered to be a guided experience to improve the knowledge, competency, and skills of a student. Before permitting a student to enter remedial instruction, Academic Affairs will review the student's overall record, consider the recommendation of the faculty course director as to whether or not the student is remediable, and when appropriate prescribe the required remedial program.

The form of remedial instruction must be accomplished within a designated "**remedial instructional period**" which will be at the end of the academic year. To be eligible for remedial instruction, students must have already taken a full course of instruction. It is assumed that remedial instruction will require considerably less curriculum time than repeating an entire course. In addition, remedial instruction will provide validation of achievement in order to provide a course grade for the experience. Academic Affairs will determine the eligibility of students for remedial instruction.

A chairperson may make a recommendation regarding a student's ability to remediate a course which will be considered by the Associate Dean of Academic Affairs.

**I. Description of Instruction Program:** Remedial instruction is based upon the conceptual framework and achievement during a regular course of instruction. Students entering remedial instruction must be able to

begin at a level where instruction will be directed to enhancing and building upon the student's knowledge in a given area. Instruction in a remedial program is designed to provide the student with access to information and examples of intellectual problems in a given topic. The role of the faculty is to guide in accessing information and advising students in problem-solving strategies. In addition, the faculty use of in-class time should be directed towards the integration and synthesis of knowledge and for providing application of concepts and evaluation. In-class time is not envisioned as a time for information giving.

**II. For Pre-Clinical and Clinical Courses:** For pre-clinical and clinical courses, the remedial instructional period is an additional period of time in a continuum of clinical instruction. Instruction in a remedial program for pre-clinic and/or clinical areas is designed to provide the student with specific feedback about their present level of performance and a clear description of the skills that students must demonstrate in order to progress. The role of the faculty is to provide a clear assessment of skill and knowledge in a clinical discipline and to advise students and demonstrate how successful persons approach clinical problems and procedures. In addition, the faculty should use clinic time for practicing skills and demonstrating knowledge and evaluation. Clinic time is not envisioned as a time for repetition of previously used unsuccessful approaches and prolonged periods of independent effort without specific feedback.

**III. Format:** A typical format for a remedial course may be to: (a) review course performance and identify specific weaknesses/deficiencies; (b) prescribe activities to strengthen concepts and build a stronger base of information and basic skills; (c) provide opportunities for problem-solving in the discipline that simulates real-life application of the knowledge in the discipline; (d) initiate independent problem-solving in order that the faculty can validate concepts and knowledge; and (e) determine overall evaluation of achievement in the course.

**IV. Remedial Policy in D3.**

Students who failed one or more didactic courses during the D3 academic year may be eligible for remediation. Academic Affairs will review if remediation is possible for such students. Remediation in D3 is done through a two-phase program. The first phase is a formal remedial program, similar to D1 and D2. At the end of the first phase, if the student still does not demonstrate sufficient knowledge and mastery of the subject, at the discretion of the course coordinator, the D3 student may be permitted to undergo a faculty guided self remediation, or denied. Students denied continued remediation, are subject to academic action including repeat of the academic year or dismissal. The second phase of remediation, reserved only to D3 students, could involve any format the course director deems necessary to achieve its goal. The length of the second phase may vary, but it should be not less than two weeks and has to end before the end of the summer session. The remedial program culminates with an examination, written, oral or otherwise, that the course director deems necessary. If at the end of the second phase of the remediation the student still cannot demonstrate sufficient knowledge of the material, the student is subject to academic action including repeat of the academic year or dismissal.

**V. Time:** A period of time in each year of the curriculum will be designated as a "remedial period." This will be a period of time that is 4-6 weeks when all remedial instruction will be accomplished. It is expected that each faculty course director in consultation with a department chairperson, and the Associate Dean for Academic Affairs will determine a specific course of remedial instruction.

**VI. Outcome of Remedial Instruction:** At the end of the remedial instruction, faculty will provide an evaluation of a student's performance as shown in the table below.

Result of Remedial Instruction	Final Grade	Resulting action
Pass	C/F P/F	Student moves to next year of curriculum
Fail	F	Student will be required to repeat an academic year or be subject to dismissal.

**Summary:** This plan places students, who have the potential to achieve, in a program of remedial instruction. Students who demonstrate an acceptable level of achievement at the end of this period will be moved to the next academic year. Students who do not achieve a passing grade will be considered for dismissal or will be required to repeat the academic year. A student may appeal to the CARS a decision of dismissal.

## **Appendix 2: Petition Procedure**

The Office of Academic Affairs evaluates the academic performance of all students and makes decisions regarding promotion and graduation. After notification of the student by the Office of Academic Affairs that the student has been dismissed from the program, the student may appeal this decision to CARS.

The following procedures must be followed for submitting information to the CARS. The written petition should be sent to: **CARS, c/o Associate Dean for Academic Affairs, NYUCD, 345 East 24<sup>th</sup> St, New York, NY 10010**. To be considered, the petition must be submitted within five (5) business days after the student is notified of the dismissal.

- **Petitions must be in writing.** As a minimum, a petition should include the following information for the CARS:
  - The action that is requested. The student must carefully describe the action s/he would like the CARS to consider. If a student is dismissed from the College, s/he may request to be reinstated and permitted to repeat an academic year.
  - The justification for the request: The CARS will consider extenuating circumstances, which may have compromised a student's performance. A student requesting reconsideration should be descriptive and complete. Wherever possible, a student must provide support to validate the circumstances. Supporting material: The CARS will consider any information a student believes will validate his/her position.
- **The CARS will consider the student's request for a reconsideration** within 21 working days of receiving the request.
- **Meeting with the CARS:** Because the actions of the CARS are based directly on the academic performance of a student, decisions of the CARS are based on grades. The CARS will reconsider an action based on the student's written request. In the unusual situation where clarification is needed, the CARS may request a meeting with the student in order to further clarify or explore issues. Students meet with the CARS only by its invitation.

*Approved by the Executive Management Council (3/13/2002 and modified version on 08/08/2002). Modified policy on Part I and II of the NBDE approved by EMC on May 4, 2005. Newly modified policy on Part I of NBDE approved by the EMC on January 4, 2006.*

*Approved by the Committee on Academic Review and Standards (12/18/2001 and modified versions on 07/24/2002, 05/28/2003, 10/08/2003, 04/07/2004 and 08/05/2004).*