

Student Progress and Remediation Policy

Subject to School of Dentistry Approval

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Stakeholders	Pre-doctoral Dental Students, Faculty, Academic Operations, Student Status Committee
Approved by	Associate Dean for Education & Student Affairs

UCSF School of Dentistry Student Progress and Remediation Policy

Purpose

UCSF School of Dentistry expects all students to adhere to the academic standards as set forth by the faculty, school and institution as listed in the UCSF Senate Regulations, <https://senate.ucsf.edu/regulations>, and School of Dentistry by-laws and regulations <https://senate.ucsf.edu/appendix-III>. The following policy is based on academic standards of the UCSF School of Dentistry that apply to all students enrolled in the school.

Definition

Satisfactory Academic Progress is determined by measuring a student's performance in three areas:

- Completion rate: percent of courses or credits attempted that must be completed each term;
- The satisfactory progress or completion of P/NP coursework;
- Maximum time frame: number of terms or years allowed to complete the program of study (Pace).

The academic requirements for the Doctor of Dental Surgery (DDS) degree is the satisfactory completion of the core curricula, as assessed by the faculty, within the normal time frame of four academic years (or the equivalent*).

*Advanced Standing Statement: Holding a dental degree from a foreign institution and having passed National Dental Board Exams Part I and II will exempt students from courses that are taken in the year 1 and year 2 of the DDS degree.

Unsatisfactory progress indicators may include, but are not limited to:

- Not passing a written examination
- Not passing a competency examination (CE)
- Not passing a test case
- Removal of clinical privileges/suspension
- Failure to comply with School policies (e.g. professionalism, protected health information)

Remediation is defined as an assessment opportunity after experiencing a lack of success in learning the original didactic or clinical content. It involves a sequence of events, beyond the standard core curriculum, that are designed to bring under-performing students to the level of knowledge and/or competency expected of students of passing grade. The assessment format can vary widely (e.g. oral examination, case study, standardized patient activity).

The process of in-course remediation should provide students with opportunities to develop and demonstrate required knowledge, skills and/or attitudes through self-directed and purposeful interactions with faculty up until the final grade for the quarter is recorded.

Students who fail to make satisfactory progress within the quarter the course is offered will receive a non-passing or unsatisfactory progress grade for the quarter and will be required to enter into Formal Guidance Plan as determined by the Student Status Committee.

Implementation

Each course syllabus must include a statement that clearly communicates the in-course remediation process and requirements. The timeline for remediation must take place prior to the quarter grading deadline set by the School of Dentistry in conjunction with the registrar. Failure to do so will result in the student receiving a (UP) unsatisfactory progress (in the case of multi quarter courses) or no pass (NP) grade. In accordance with [Regulations of the Faculty of the School of Dentistry](#), this will result in the student being placed on academic concern, warning or probation.

Student progress is formally monitored and reviewed by the Student Status Committee ("the committee") once a quarter. Students are notified in writing of their status and guided, where appropriate, to further support (e.g. Learning Resource Services, Student Disability Services, tutoring, etc.). The committee will determine if a Formal Guidance Plan is necessary to address all NP, UP, and I grades and terms of probation, if applicable. The rule is to rectify deficiencies within one academic quarter (for first year students this may include the summer break after their first year) unless extenuating circumstances prevail.

Depending on the individual circumstances, the nature of the deficiencies, prior remediation strategies, and in accordance with the [Regulations of the Faculty of the School of Dentistry](#), the Formal Guidance Plan may include any or all of the following:

- 1) support services such as tutoring, mentorship from the senior tutor, campus learning resources;
- 2) additional or retaking of assessment(s) such as an oral examination, case study, standardized patient activity, and/or mastery write up;
- 3) repeat the course;
- 4) repeat year.

Students receiving NP grades may be required by the committee to repeat a course/courses/year prior to progressing in the curriculum - for example where patient safety would be compromised if the student did not pass before progressing. Due to the lock-step nature of the curriculum this may result in the student's status being altered (e.g. from full to part-time). For example, the case of a first year student repeating a course over the summer or a 4th year student extending their program to complete their requirements.

Under extreme circumstances, students who have not passed a remediated assessment (e.g. written exam) or satisfactorily completed course requirements and have received an NP grade may be permitted by the committee to carry it into the next academic year. The deficiency must be cleared within one academic year from the time the NP was recorded and as outlined in the Formal Guidance Plan. Failure to do so will identify the student as being eligible for dismissal from the program.

The above policy does not apply to managing extended leaves of absence (e.g. medical), which are managed on a case by case basis and according to campus policy.