Academic Policy Manual
Faculty of Dentistry
Dalhousie University
2019-2020

Prepared by
The Office of the Assistant Dean, Academic Affairs
INTRODUCTION

The Dalhousie University Faculty of Dentistry Academic Policy Manual is intended to provide students, faculty and staff with a consolidated reference for important policies, procedures and resources relevant to student Progress and Promotion in the dentistry and dental hygiene programs. These policies are aligned with Dalhousie University Policies, Procedures and Guidelines but in many cases will be distinct from, or more specific than, general University policies. In these cases, and particularly with reference to the Faculty of Dentistry Student Code of Professionalism, Faculty of Dentistry policies in this Manual supersede University policies.

The Academic Policy Manual is a living document and will be updated on a regular basis.

MISSION AND VISION OF THE FACULTY

Mission We promote and provide oral health care as an integral component of overall health, for regional, national, and international communities through quality education, research, and service.

Vision We promote integrity, competence, and compassion while providing evidence-based ethical oral health care to all populations in collaboration with other health professionals.
FACULTY OF DENTISTRY STUDENT CODE OF PROFESSIONALISM

PREAMBLE

This code is meant to embody the professional values of dental and dental hygiene students with respect to their relationships with fellow students, patients, faculty and staff, society, and Dalhousie University. The intent of this code is to:

• Foster a high standard of professionalism for all students during their academic years at Dalhousie by adopting the professional values of
  o Integrity,
  o Honesty,
  o Compassion, and
  o Competence.

• Provide guiding principles for evidence informed and ethical decision making including:
  • Veracity – be honest and truthful
  • Justice – be fair regardless of race, gender, age, ethnicity, beliefs, or abilities.
  • Beneficence – act in the best interest of others, do no harm.
  • Respect for Autonomy – respect the right of individuals to act in their own best interest. Specifically:
    o Informed Consent – provide adequate information to enable others to act autonomously.
    o Confidentiality – ensure the privacy of persons.

Relationships with Fellow Students

Students should:

  Respect each other in all area of dental education including:

Academics – For example:

• Arrive on time for classes to avoid disrupting lectures. Do not cheat in any way during exams, tests, quizzes, assignments, OSCE, etc. Work equally on group assignments.

Clinic – For example:

• There are limited numbers of instructors for all students, and everyone deserves appropriate time and assistance from them. Assist each other when possible. Do not place your own advancement before that of fellow students.

Socially – For example:

• Act responsibly at social events so as to uphold the professional values of our code.
• Respect all races, ethnicities, religions, genders, beliefs and values of fellow students.
• Never harm or intend to harm other students by verbal, physical, emotional or physiological means.
• Respect and have compassion for fellow students when they are having difficulty in any area of academic or clinical practice.
• Strive for high level of clinical competence.
• Respect the rights and needs of others while pursuing personal advancement.
• Support the advancement of fellow students by sharing knowledge and skills.
• Address weaknesses in treatments provided by fellow students by first approaching the student.
• Welcome new students to the dental school, and be open to helping/mentoring junior students.

**Relationships with Patients**

Students should:
• Place the well-being of patients ahead of personal advancement.
• Respect the needs, desired and abilities of all patients when planning and providing treatment.
• Treat patients in a caring and compassionate manner.
• Respect all personal regardless of gender, race, ethnicity, religion, socioeconomic status, beliefs or values.
• Strive to be competent and prepared for all procedures.
• Discuss lapses in quality of care with adverse or potentially adverse effects on the patient with the appropriate clinician and the patient.
• Gather essential and accurate information about a patient and identify all relevant information associated with patient treatment to the supervising instructors.
• Include patients in discussions regarding their treatment needs and care so as to ensure openness and foster a sense of patient responsibility for oral health.
• Maintain complete, accurate, and confidential records that are not falsified in any manner.

**Relationships with Faculty and Staff**

Students should:
• Treat members of the Faculty and staff with respect at all times.
• Be open to various methods of teaching offered by different faculty members.
• Always maintain a professional relationship with Faculty and staff members.
• Be prompt and prepared for all teaching sessions in class and clinic environments.
• Be responsible for gaining the knowledge and skills necessary to become competent dentists or dental hygienists.

**Relationship with Dalhousie University**

Students should:
• Respect the rules and Policies set for the by Dalhousie University.
• Refrain from behaviour that would reflect poorly on the University.
• Behave professionally by living up to our values and principles when on an outing as a representative of Dalhousie.
• Refrain from advertising our using the Dalhousie University logo without the permission of the University or Faculty.
Relationship with Society

Students should:

- Promote the oral health and the general health of all citizens and the profession of dentistry.
- Behave in a professional manner with all members of our society.
- Never be under the influence of alcohol or drugs while participating in patient care, any other professional activity, or any activity related to the practice of dentistry.
- Treat all members of society justly and with respect.
- Support organized dentistry’s aims and goals that promote oral health
- Engage in efforts to promote oral care for the under-served.
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I. STUDENT PROGRESS AND PROMOTION POLICIES

A. PROGRESS AND PROMOTION

1. Standards for Student Progress and Promotion/Graduation

In order to achieve the overall standard for progress through a program and promotion to the next year of, or graduation from, a program, a student must:

- Meet standards of professionalism and student conduct set out by the Faculty of Dentistry and Dalhousie University.

- Pass all courses of the year with a minimum 65\% grade in each identified “Must Pass” didactic and pre-clinical and/or clinical section of each course, and achieve a passing grade in all other criteria established within the course. This includes *all remedial work and all course-based supplemental assessment*. A failure in “MUST PASS” components will result in a failure in the course, and Faculty Regulations will apply.

- Attain a minimum GPA of 2.0.

- Demonstrate aptitude and general fitness for the profession of dentistry or dental hygiene.

Standards of progress and promotion/graduation are based on a student’s professionalism and knowledge, skills and aptitude for practice including degree of independence and overall competence. Student progress is reviewed by the relevant Progress and Promotion Committee throughout the academic year.

Professionalism

Professional behaviour is essential to student progress. Students in the Faculty are responsible for maintaining high ethical standards and professional conduct in their relationships with other students, staff, faculty members, patients and the public while enrolled in the Faculty of Dentistry. This is not restricted to class, lab or clinic time.

Breaches of Professionalism include:

i. A breach of the Faculty of Dentistry Student Code of Professionalism;

ii. A finding under the Dalhousie University Academic Integrity Policy of an academic offence;

Academic offenses are considered a serious breach of professionalism. The Assistant Dean Academic Affairs, who is appointed by the University Senate as the Faculty of Dentistry Academic Integrity Officer, is responsible to report

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1 Revised Student Progress & Promotion Policy was approved by Faculty Council on April 30, 2019

2 Didactic refers to the non-‘hands on’ portion of a course; normally lectures, seminars, written assignments, etc.
student academic offenses to the relevant Progress and Promotion Committee as a breach of professionalism. This includes findings of an academic offence by the Senate Discipline Committee.

iii. A finding by the Dalhousie University Office of Human Rights and Equity Services (insert link) of sexual harassment, personal harassment and/or prohibited discrimination;

Students are **obliged to report to the Assistant Dean Academic Affairs, any decisions** made against them under the Dalhousie Policies on **Prohibited Discrimination**, **Sexual Harassment** or **Personal Harrassment**. The offense will be reported to the Progress and Promotion Committee at the discretion of the Assistant Dean Academic Affairs. Failure to disclose will be considered a major professionalism concern and Faculty policies will apply.

iv. A finding under Dalhousie University **Scholarly Misconduct Policy**;

Students are obliged to report to the Assistant Dean Academic Affairs, any **decisions** made against them under the Dalhousie Policies on Scholarly Misconduct. The offense will be reported to the relevant Progress and Promotion Committee. Failure to disclose will be considered a Major Professionalism concern and Faculty Policies will apply.

v. A breach of the Dalhousie Faculty of Dentistry Student Absence Policy;

Failure to comply with the Student Absence Policy as outlined in Appendix II will be reported to the relevant Progress and Promotion Committee by the Assistant Dean Academic Affairs.

**Knowledge, Skills and Aptitude for practice**

A student’s knowledge, and aptitude for practice are reviewed by Progress and Promotion Committees through the student’s pre-clinical and/or clinical skills and didactic knowledge assessments. These are indicators of a student’s progress and are used in determining the final grade and the decision regarding progress and/or promotion.

**2. Student Progress: Decisions**

Students who meet the standards will qualify for advancement through the program to graduate.

Progress regarding professionalism and knowledge, skills and aptitude for practice of each student is reviewed at each meeting of the Progress and Promotion Committee and determinations made through consensus of the members as follows:

**Professionalism**

i. Professionalism is continually monitored within and external to the clinic, lab and classroom settings. Evaluations of professionalism within individual courses are reported by Course Directors to the relevant Progress and
Promotion Committee and used in the determination of the status of a student’s progress.

ii. Alleged breaches of professionalism reported directly to the Assistant Dean Academic Affairs and/or Assistant Dean Clinical Affairs will initiate a meeting with the respective Assistant Dean(s) as well as the Assistant Dean Student Affairs and any interim measures will be determined. Substantiated breaches or matters requiring action will be referred to the Progress and Promotion Committee.

Substantiated breaches or matters requiring action will be considered by the Progress and Promotion Committee for determination of the following actions:

- Remediation for Professionalism Breach
- Structured Remediation with removal of pre-clinical and/or clinical privileges OR
- Recommendation to dismiss from the Faculty

If the breach is determined to be unsubstantiated, the issue will be dismissed and will not be considered in any assessment of the student’s academic progress.

Knowledge, Skills and Aptitude for practice

Results of periodic evaluations of clinical/pre-clinical didactic knowledge and skills are used in the determination of the status of a student’s progress. The evaluation system for each course, including the weighting of each assessment towards determining the final grade, will be described in the course syllabus. These assessments include, but are not limited to, quizzes, mid-term examinations, presentations, papers, web-based assignments or pre-clinical requirements. The assessments must address course objectives and determine students’ competence in each defined content area.

Instructors will regularly provide course directors with progress reports of didactic and clinical/preclinical performance, together with any concerns regarding professionalism for each student. The reports, together with interim marks, will be reported by the Course Director at each Progress and Promotion Committee meeting. Course directors shall confidentially release ALL interim test/exam/assignment results to students as soon as they are available and review all tests/exams in class whenever feasible.

Interim marks must be posted on the Learning Management System (Brightspace) within 10 days of the evaluation. Course Directors should use discretion when posting marks within seven days of or during an exam period.

General Fitness for the Profession of Dentistry and Dental Hygiene:

Notwithstanding evaluative components in individual courses, and as an academic requirement, students are assessed on their aptitude and fitness for the profession of Dentistry or Dental Hygiene. This is defined as application of standards of

3 Marks’ refer to numerical scores awarded for a given evaluation in a course (interim); ‘grades’ refer to the final A-F designation.
professionalism, knowledge, clinical decision-making skills and reasoning, and the ability to practice independently given a student’s stage in their educational program. A student who, in the judgement of the Progress and Promotion Committee and substantiated by documentation and discussions amongst Progress and Promotion Committee members, is performing below the standards expected at a given stage in their program will trigger one of the following actions: structured remediation to address deficiencies (per Section 2.a.ii); suspension from the program (per Section 2.b.) or dismissal from the program (per Section 3).

a) Student Progress: Remediation

A student who does not meet the standards for progress and promotion/graduation at any time during the academic year, and as determined by the relevant Progress and Promotion Committee, will trigger one or more of the following actions described below:

i. Course Remediation
   ii. Structured Remediation

i. Course Remediation:

   Individual evaluative components, weighting of evaluations, Must Pass designations and processes for remediation are outlined in individual course syllabi and may vary by course.

   If a student fails a Must Pass evaluative component of a single course, it is the student’s responsibility to meet with the Course Director to discuss their progress within two weeks of the release of their mark.

   Course directors are required to inform the Progress and Promotion Committee through the Assistant Dean Academic Affairs of any Course Remediation to ensure no further action is warranted due to similar deficiencies in other courses. If remediation is required for more than one course, the Progress and Promotion Committee will make a determination regarding the need for Structured Remediation.

   Course Remediation can be provided during the time normally allotted to the course, or in sessions offered by the Course Director outside of scheduled class time.

   Course remediation may include but is not limited to:
   - Additional course work (e.g. assigned readings, written assignments, additional practice time for pre-clinical work); discussions with the course director or the Assistant Dean of Clinical Affairs (or their delegate) to identify the source of the student’s difficulties; review of appropriate policies and procedures; and directed readings.
• Remedial Retest Opportunities: where retesting of a failed component is required as part of remediation, the terms for both didactic and pre-clinical/clinical retests must be clearly stated in the course syllabus. The maximum final mark for a Must Pass re-test component will be the lowest possible passing grade (65%).

Failure to achieve a passing grade in a Must Pass component will result in failure of the course. Faculty policies regarding Promotion and Graduation will apply.

If Course Remediation within a pre-clinical and/or clinical section of a course requires a student be removed from related pre-clinical and/or clinical activities, and/or, at the discretion of the Course Director, is determined to require excessive extracurricular faculty contact hours, the matter is referred to the Progress and Promotion Committee for review of the remedial program. At any time during the Course Remediation, a student may be required to complete a Structured Remedial program as determined by the Progress and Promotion Committee.

ii. Structured Remediation:
Structured remediation, with or without removal from pre-clinical and/or clinical activities, will be instituted when a student:
• is not able to be remediated through a Course Remediation, as determined by the Course Director, the appropriate Progress and Promotion Committee or Assistant Dean of Clinical Affairs
• experiences difficulties and/or is in danger of failing more than one course
• violates Pre-Clinical/Clinic Policy and Procedures
• is deemed unfit for classroom/pre-clinical/clinical activities in one or more disciplines
• is in breach of professionalism that is determined by the Progress and Promotion Committee to constitute a major concern.

The Progress and Promotion Committee is responsible for the Structured Remediation Program including: identification of relevant content experts to develop the Program, approval of the Program and, where warranted, conditions of removal from related pre-clinical and/or clinical privileges. The Program will be presented to the student through the Office of the Assistant Dean Academic Affairs. The consequences of both successful and unsuccessful completion of the Structured Remediation Program and the consequences of a breach of any of the conditions and/or the timeline for completion will be clearly outlined both verbally and in writing through the Assistant Dean Academic Affairs. The student is required to approve the Program in writing and must demonstrate an understanding of requirements, desired outcomes and timeline of the Program. The approved and signed Program must be returned to the Assistant Dean Academic Affairs within four working days of the Program’s being sent to the student using their Dalhousie email address.

A Structured Remedial Program may take place during class, pre-clinical and/or clinical time and/or during the student’s unscheduled time.
Structured remediation may include, but is not limited to one or more of the following components and associated evaluations:

- Directed reading
- Review of appropriate policies and procedures
- Close instruction/supervision during pre-clinical and/or clinical sessions
- Specific assignments
- Enrolment in an additional educational program
- Community service
- Participation in a Restorative Approach (or similar type) Program
- Others as determined by the nature of the issue

A student entered in a Structured Remedial Program will be reviewed regularly by the appropriate Progress and Promotion Committee. A student who has fulfilled all the conditions of the Structured Remediation Program, as determined by the Progress and Promotion Committee, will be permitted to proceed in the appropriate program, including return to pre-clinical and/or clinical privileges.

Students will be provided with only one Structured Remedial Program opportunity during the academic year. Extenuating circumstances that substantiate additional structured remediation will be considered by the Progress and Promotion Committee.

Depending on the nature of structured remediation and/or the length of time necessary to complete it, the Progress and Promotion Committee may require that the student take a leave of absence for the balance of the academic year to enable sufficient time to remedy academic and/or professionalism deficiencies. In this case, all policies related to Leaves of Absence will apply.

b) Student Progress: Suspension from the Program

For deliberations regarding students’ progress, professionalism and knowledge, skills and aptitude for practice, the Progress and Promotion Committee will make a determination to suspend a student from the program who:

- requires additional time to complete structured remediation
- presents a serious risk to their own or others’ safety or well-being
- engages in egregious/flagrant professionalism breaches

While under suspension, the Progress and Promotion Committee will meet to further determine whether the student will be:

- eligible for structured remediation and/or continuation of ongoing structured remediation, or
- recommended for dismissal from the Faculty
3. Promotion/Graduation Decisions

At the final Progress and Promotion Committee meeting of the academic year, the Progress and Promotion Committee approves the final grades and renders decisions for each student. Students who have met all requirements will be recommended for promotion/graduation. Special considerations include:

- **Qualifying Program Summer Module:**
  Students enrolled in the Qualifying Program Summer Module, who have met requirements will be invited to enter the QP1 program in the subsequent academic year.

- **Graduation with Distinction:**
  Students in the Faculty of Dentistry who have achieved a minimum cumulative average GPA of 3.8 upon graduation, are in the top 10% of the class, and are in good professional standing will be placed on the Distinction list. The final determination is made by the Progress and Promotion Committee.

The Dean’s office forwards the final letter grades to the Registrar’s office which are made available on the BANNER system through the University website. Final letter grades are NOT available on the Learning Management System or through the Course Director.

A list of the definitions of grade categories approved by Faculty, and their attendant rules, that are forwarded to the Registrar’s Office to be entered on transcripts can be found in Appendix 2.

Final approved course grades are transmitted to the Registrar, along with the list of students who are eligible for promotion or graduation.

When promotion requirements are not met, the Progress and Promotion Committee will render one of the following decisions (see Promotion Decisions).

- **Student is eligible for supplemental privileges (which may include Course Remediation)**

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4 Revised Promotion/Graduation Decisions from Progress and Promotion Policy was approved by Faculty Council on October 17, 2018
• Student is required to repeat the year
• Student is dismissed from the Faculty

Supplemental Examinations:
Following final grade approval, a supplemental examination may be offered if a student has failed a didactic portion of a course and has achieved an overall grade point average of at least 2.0, received no more than two failing grade(s) and has no unresolved professionalism issues. Supplemental examinations are only available for the didactic component of a course. No supplemental opportunities are available for failure of a “must pass” preclinical/clinical section in any course, as defined in the course outline.

Students who are granted permission to write a supplemental examination are notified in writing through their Dalhousie email address by the Assistant Dean of Academic Affairs and provided with an Application for Supplemental Examination.

The Application for Supplemental Examination form must be submitted to the Office of the Assistant Dean Academic Affairs, along with the supplemental examination fee, within 14 days of the email notification of their eligibility to write a supplemental exam from the Dean’s Office.

Supplemental examinations must be completed within 6 weeks of receipt of the Progress and Promotion Committee decision. The student must meet with the Course Director prior to the supplemental examination for guidance. Arrangements can be made for the student to take the examination at any registered testing site as approved by the Assistant Dean Academic Affairs.

If the student is successful in their supplemental examination, the maximum final grade in the course will be the lowest passing grade, i.e. ‘C’. Faculty policies regarding Promotion and Graduation will apply, according to the student’s GPA.

Repeat of the Year
At the discretion of the Progress and Promotion Committee, a student may be offered the privilege of repeating the academic year if the student:

• has a letter grade of F in the didactic portion of not more than 2 courses and has a minimum GPA of 2.0;
• has failed at least one supplemental examination(s) and has a minimum GPA of 2.0, or
• has failed the “MUST PASS” pre-clinical or clinical section of a course

A student is eligible to repeat only one year over the course of any Faculty of Dentistry program.

Dismissal from the Program
At the discretion of the Progress and Promotion Committee, a student may be dismissed from the Faculty who:

• has obtained a letter grade of F grade in more than two courses
• has not met the requirements of the Qualifying Program Summer Module
• has serious or blatant un-remediated issues of professionalism
• does not demonstrate aptitude and general fitness for the profession of dentistry or dental hygiene

For students who are dismissed from the Faculty, or choose to withdraw before the completion of their program, the protocol for withdrawal must be followed.

B. STUDENT WITHDRAWALS FROM THE FACULTY

The Assistant Dean Academic Affairs is responsible for granting and administering withdrawals from the Faculty, including notifications to the University Registrar. Withdrawals described under this policy include:

- Student initiated leave of absence (withdrawal with the intent to return the following academic year) for medical, compassionate or other reasons.
- Faculty recommended or requested leave of absence (with the possibility to return, as determined by the Progress and Promotions Committee).
- Voluntary student initiated withdrawal (withdrawal with no intent to return).

Leaves of absence, whether student initiated or faculty requested, shall not exceed one academic year. Courses not completed at the time of a leave of absence will carry a notation of “W” and a notation of “Leave of Absence”. Courses not completed at the time of a voluntary student initiated withdrawal with no intent to return will carry a notation of “W”.

Students who undertake a leave of absence during an academic year shall be required to repeat that academic year unless explicit approval to return to the program prior to

5 Revised Student Withdrawal from Faculty Policy was approved by Faculty Council on November 21, 2018.
the following academic year is granted by the Progress and Promotion Committee. For students repeating an academic year, partial course waivers will not be granted. Waivers for didactic courses that do not include a preclinical or clinical component and have been completed with a passing grade approved by the Progress and Promotion Committee will be considered.

University policy states that a student who withdraws from the Faculty of Dentistry, for whatever reason, is not entitled to a tuition refund after university established deadlines. The Faculty will consider reimbursement (at cost) of any kit items that are unused, unopened and saleable the following academic year if such requests are made to the Assistant Dean, Clinical Affairs upon receipt of the completed Clearance form.

1. **Student Leaves of Absence**

A student leave of absence is defined as permission, under certain conditions, to be absent for either the full or a part of the academic year of the program, with the intent to return at the beginning of the following academic year. Except in medical emergency situations and compassionate grounds, leaves of absence will not be granted if application is made within one month of scheduled examinations.

A leave of absence from the Faculty of Dentistry may be requested by a student and will only be considered for those students in good academic standing, and based on the following:

- Medical reasons (with supporting documentation)
- Compassion (with supporting documentation)
- Parental leave

Students requesting a leave of absence must do so in writing to the Assistant Dean Academic Affairs. Students requesting a leave of absence are advised to seek advice from the Assistant Dean Student Affairs to prepare the request. The request must clearly state the reasons for the leave of absence and the anticipated duration of the leave. Supporting documentation (medical certificates, etc.) must be provided as appropriate.

The Assistant Dean Academic Affairs will apprise the Progress and Promotion Committee of all student-initiated leaves to facilitate planning for the student’s return. In some instances, the Progress and Promotion Committee may require an interview with the student to facilitate their return. The Assistant Dean Student Affairs may accompany them for the interview at the student’s request.

2. **Faculty Initiated Requests for Leave**

Faculty may require a student take a leave of absence from their regular program in order to allow a student adequate time to address:

- Medical concerns
- Accommodation needs
Requests will be reviewed by the appropriate Progress and Promotion Committee and a decision rendered. The Assistant Dean Academic Affairs is responsible for communicating the decision to the student. (Note: For dismissal from the Faculty on academic grounds, see Promotion Decisions).

Conditions of Return

For Student and Faculty initiated leaves, Faculty may require a student to take additional classes, repeat classes, repeat an entire academic year, or complete other requirements. This decision will be dependent upon assessment of clinical and pre-clinical skills, the length of absence, significant curriculum changes or other factors. Faculty may require students to attend earlier than the beginning of the regular academic year to complete such assessments and/or requirements.

The Progress and Promotion Committee decision on the conditions of re-entry of a student to the Faculty shall be final.

Return from leaves of absence will begin on the first day of classes/clinics of the subsequent year of the program unless an alternate return date is approved by the Progress and Promotion Committee. A student must confirm in writing to the Assistant Dean Academic Affairs their intention to return to the Faculty by May 31 of the returning year.

Where relevant, the student must submit documentation that satisfies Faculty expectations that they are able to successfully complete the remainder of the academic program. Should the leave be due to medical issues, documentation must be submitted to the Assistant Dean Academic Affairs from the appropriate health care provider. This documentation must state the student is medically cleared to continue the program, including and identifying any accommodation requirements for consideration. Documentation must be received by the Assistant Dean Academic Affairs at least one month prior to the first day of the relevant academic year.

3. Voluntary Student Withdrawal from the Program

Students who choose to withdraw from the program with the intent NOT to complete their program, must follow the protocol outlined below. Failure to do so will result in grades of ‘F’ on the student transcript (i.e. request for withdrawal will not be granted). Non-attendance does not constitute withdrawal, and may be considered a breach of professionalism; in which case Faculty Policies will apply.

A student requesting withdrawal from the program must do so in writing to the Assistant Dean Academic Affairs.

C. CLEARANCE POLICIES AND REFUNDS

At the end of each academic year AND upon withdrawal, leave of absence or dismissal from a Faculty program, each student must complete clearance procedures, including completion of the appropriate clearance form.
Clearance forms will not be signed until all outstanding items (e.g. instruments, supplies, hand pieces, charts, computer and peripherals, etc.) have been returned. Student clinic accounts with outstanding balances for personal clinical dental care and Dental Stores accounts (typodonts, teeth, burs, non-returned sign-out clinic or lab equipment, etc.) must be settled in full to obtain clearance.

1. Withdrawal
Students who are dismissed from the Faculty will not be entitled to a refund of any fees, including tuition and Faculty of Dentistry auxiliary/instrument fees.

Students who voluntarily withdraw or take a leave of absence from their program must contact the Assistant Dean, Academic Affairs in writing and obtain the appropriate Clearance Form from the Dean’s Office. Clearance procedures must be completed regardless of whether the student plans to return to the program. Failure to do so will result in the student receiving and ‘F’ on their transcript, and any funds that may be available for refund will not be returned to the student.

Fee Refunds
As the Faculty of Dentistry programs are limited enrolment, students who withdraw from the Faculty of Dentistry for whatever reason, or are dismissed, will NOT be eligible for a refund of tuition.

At the discretion of the Dean, and ONLY if the withdrawal is approved before the University Academic Dates for Withdrawal (see Refund Schedule), a portion of the student auxiliary/instrument fee may be refunded. Withdrawals after the University deadline will NOT be entitled to a refund of these fees. If the Faculty choses to consider a refund for a portion of the student auxiliary/instrument fees, as part of the clearance process the items to be returned must be unused, unopened and in the original packaging. There will be a $250 re-stocking fee.

Failure to complete the clearance procedures will result in the student receiving a ‘F’ on their transcript, and any funds that may be available for refund will not be returned to the student.

2. End of Year Clearance
At the end of each academic year students will be provided with a clearance from the Office of Clinical Affairs. Students may not register for a subsequent year if year-end clearance has not been completed.
II. STUDENT APPEALS POLICIES

A. FACULTY LEVEL APPEALS

As outlined in Section I, ‘marks’ refer to numerical scores awarded for a given evaluation in a course (interim); ‘grades’ refer to the final A-F designation as determined by the marks awarded for the individual evaluative components as outlined in the course syllabus.

1. Appeal of Course Marks

A failing interim mark will trigger an informal re-read before the mark is posted.

a) Informal Re-read for interim mark

For an informal re-read, the Course director must confirm that:

• calculation of the original mark is accurate,
• evaluation criteria published in the course outline were followed, and
• evaluations are marked in a fair and consistent manner for all students in the course.

b) Formal Re-Read prior to submission of a final grade

When a student has failed a SINGLE written component of a course that would result in the student failing the course, a formal re-read must be arranged by the Course Director in consultation with the Assistant Dean Academic Affairs. A re-read is a natural justice process to determine consistency across evaluations for the written component. It will be completed through the following procedure:

The Assistant Dean Academic Affairs, in consultation with the Course Director, will select a qualified re-reader from the Faculty. Whenever possible this shall be someone other than the Course Director or Instructors.

The Course Director will provide the Assistant Dean Academic Affairs with:

• The evaluation scoring key.
• Photocopies of evaluations of the written component that received the highest grade, the lowest grade and two randomly selected evaluations with evaluation notations redacted.
• The application of the Scoring Key is explained by the Course Director to the re-reader.
• The re-reader grades the written component under review along with the four additional submissions (i.e., highest grade, lowest grade and two randomly selected) and returns the evaluations to the Assistant Dean Academic Affairs. It

6 Revised Faculty Level Appeals Policy was approved by Faculty Council on January 16, 2018
is understood that marks given as a result of a Formal Re-Read may not remain identical to the original marks; rather they are used to confirm the original ranking of the papers. Major changes in ranking as a result of the re-read require that all evaluations for that course component be re-read.

- The Assistant Dean Academic Affairs compares the original and re-read marks to determine whether the original mark is fair and accurate.
- Recommendations to change final grades will be presented by the Assistant Dean Academic Affairs to the Progress and Promotion Committee for approval.

2. **Appeal of Final Grades and Faculty Decisions Regarding Promotion**

Decisions of the Progress and Promotion Committee regarding final grades and promotion (i.e. promotion, failure of the year, dismissal) are deemed to be the decisions of the Faculty of Dentistry. The decision on those recommended for graduation as presented by the Faculty rests with the Senate.

Students who wish to appeal a final grade and/or decision of the Progress and Promotion Committee must follow the appeal procedures as described below. The Progress and Promotion Committee shall communicate, in writing, reasons for any decision under appeal to the appellant and the Dean. This decision of the Progress and Promotion Committee remains effective and must be adhered to during any appeal processes.

**a) Appeal of Final Grades**

Appeals of final grades are made through a signed, dated, written request, (Appeal of a Final Course Grade) within 14 days of posting of final grades on BANNER. This request must be submitted to the office of the Assistant Dean Academic Affairs and accompanied by a fee of $50.00. Extensions of time for submission of an appeal may be permitted by the Assistant Dean Academic Affairs if the student establishes that there are reasonable grounds for granting the extension.

When filing an appeal, the student must include a written explanation of the basis of their appeal including why they believe that the final grade is either unwarranted or inaccurate, or why the evaluation process or examination was unfair. Upon receipt of the appeal, the Assistant Dean Academic Affairs will ensure the policies and procedures for a Formal Re-read were followed by the Course Director.

The student’s grade may remain unchanged or be altered higher or lower as the result of an appeal. An appealed grade that is higher than the original grade may be approved by the Assistant Dean Academic Affairs. The Assistant Dean Academic Affairs will inform the student and the Registrar’s Office of the change and any resulting change in the GPA.

In the event that the grade remains unchanged or is lower, the appellant will be offered an opportunity to have the matter reviewed by a Hearing Panel per the process described in the following section.
b) Appeal of Faculty Decision

A student who is not satisfied with a decision of the Progress and Promotion Committee, made on behalf of the Faculty regarding promotion/graduation may submit a notice of appeal to the office of the Assistant Dean Academic Affairs through a signed, dated, written request (Appeal of a Faculty Decision) within 14 days of posting of final grades on BANNER.

On receipt of notice, the Assistant Dean Academic Affairs will confirm that the policies relevant to the appealed Faculty decision have been followed and the calculation of the student’s grade point average is accurate. Once confirmed, the Assistant Dean Academic Affairs will provide written notification of the appeal to the Chair of the Faculty of Dentistry Student Academic Appeals Committee.

Note: The jurisdiction of the Faculty of Dentistry Student Academic Appeals Committee does not extend to the following, each of which is to be addressed through other processes within the University:

- admissions decisions
- decisions relating to the awarding of a scholarship, award or bursary
- allegations of academic or scholarly dishonesty
- allegations of sexual harassment, personal harassment and/or prohibited discrimination
- allegations of failure to provide accommodation

Graduate students in the Faculty of Dentistry may appeal to the Faculty of Graduate Studies Appeals Committee on Academic Matters through processes established within the Faculty of Graduate Studies.

3. Hearing Panel review of Grades or Faculty Decisions

The Chair of the Faculty of Dentistry Student Academic Appeals Committee [the Academic Appeals Committee], will appoint a Hearing Panel:

- The Hearing Panel will be comprised of three members of the Academic Appeals Committee (two faculty and one student) and the Chair.
- The Chair of the Student Academic Appeals Committee will ensure no member of the Hearing Panel has a conflict of interest.
- Faculty members directly involved with either determining the final grade (if applicable) or the Faculty decision under appeal will not be eligible to sit on the Hearing Panel.
- If the Chair of the Academic Appeals Committee is in conflict for a given appeal, the Academic Appeals Committee will select an alternate member to serve as chair of the Hearing Panel.
- The Chair of the Hearing Panel shall chair each Hearing Panel.
- The Hearing Panel may invite others with specific insight or expertise to provide input.
The Chair shall notify the appellant, the Dean and the Assistant Dean Academic Affairs that an Appeal has commenced. Within seven calendar days of the Chair’s notification of the Appeal, the parties must provide the Chair of the Hearing Panel with written submissions to include:

- All documents relevant to the Faculty decision or final grade.
- A statement of the Faculty decision under appeal.
- A written statement of the appellant’s position concerning the appeal. This statement must include a specific explanation from the appellant as to why they believe the decision in question is either unwarranted or inaccurate, or the evaluation process or examination was unfair.

The Chair is responsible for ensuring that all submitted materials are circulated to members of the Hearing Panel and to the appellant and/or their representative within 14 days of receipt of the appeal.

The appellant has the right to appear before the Hearing Panel. During the Appeal Hearing, the student is allowed to bring counsel and/or a support person. The Faculty may also choose to have counsel present.

**Hearing Panel Process**

- The Hearing Panel convenes prior to the Hearing to review the nature of the appeal and the range of decisions available to the Hearing Panel.
- The appellant and their representative and relevant Faculty representative(s) (including the Assistant Dean Academic Affairs and the Course Director, if appropriate) and their representative are invited into the room.
- The Assistant Dean Academic Affairs presents the Faculty Decision and supporting documentation.
- The Hearing Panel has an opportunity to ask questions of the Faculty Representative(s).
- The Appellant or their representative present their reasons for the appeal.
- The Hearing Panel has an opportunity to ask questions of the Appellant and/or their counsel.
- Neither the Appellant or their counsel will directly question the Faculty representative(s); Faculty representatives will not directly question the Appellant or their counsel.
- Queries from both the Faculty representative(s) and the Appellant or their counsel are directed to the Chair of the Hearing Panel.
- The Hearing Panel deliberates in camera and renders a decision.
- The decision and any recommendations are forwarded to the Student Academic Appeals Committee and through the Committee, to the Faculty and Appellant.
If any party to an appeal fails to comply with these procedures, after having been given a reasonable opportunity to do so, the Hearing Panel may, at its discretion, proceed to deal with the appeal based on the available documentation.

The Hearing Panel may make any decision that it considers appropriate and that would be within the powers of Faculty to grant, provided that no judgements as to the quality of the academic work be made and that all judgements conform with the Faculty and University policies. For example, the Hearing Panel will NOT conduct a substantive evaluation of the work of a student but it can recommend that a re-evaluation be conducted by a qualified person designated by the Panel if unfairness in the grading procedure is of concern. It may also make recommendations regarding structured remediation should the appeal be successful or if the appeal is unsuccessful and the student is granted the opportunity to repeat a year of the program.

The decision of the Hearing Panel shall be deemed to be the decision of the Faculty of Dentistry and shall be communicated in writing, including the reasons for the decision, to the two parties, i.e. the appellant and the Dean.

Should the Hearing Panel elect to let the Faculty decision stand, the appeal is refused and no further course of action is available within the Faculty of Dentistry. The student will be advised in writing that they may appeal to the Senate Appeals Committee. The student will be advised regarding the policies pertaining to such an appeal.
B. UNIVERSITY LEVEL APPEALS

The student has the right to appeal Faculty decisions regarding promotion/graduation, violation of Academic Integrity Policy and other breaches of Professionalism.

1. Senate Appeals Committee

Appeal of a Faculty Decision

The purpose of the Senate Appeals Committee is to hear student appeals of the following:

- Faculty level decisions regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of other University or Faculty academic policies.
- Discipline appeals from decisions of the Senate Discipline Committee.

2. Senate Discipline Committee

Academic Integrity

The Senate Discipline Committee considers the following:

All allegations of academic offences that are not resolved by Faculty Academic Integrity Officers. These include

- Students with a previous academic offence
- Penalties that would normally include failure of the year, suspension or expulsion
  - Student appeals of a Faculty decision regarding a breach of Academic Integrity

For procedures on how to file an appeal to the Senate Discipline Committee, please refer to the SDC Jurisdiction and Procedures on the University Secretariat website.

3. Professionalism Breaches

Appeals of Faculty decisions based on breaches of professionalism may be made through the Senate Ad Hoc Professional Unsuitability Appeals Committee.
III. STUDENT EVALUATION POLICIES

A. GENERAL EVALUATION POLICY

Section I. Progress and Promotion Policies provide details on the standards by which the Faculty monitors progress, evaluates, remediates and promotes students within the Faculty of Dentistry programs, and recommends to Senate those students who meet the criteria for graduation.

All tests and examinations must measure successful attainment of course objectives as stated in the course syllabus. Student assessment will be performed by part and/or full time Faculty, on a periodic basis and multiple times throughout the academic year; such assessments to be reviewed at each Progress and Promotion Committee meeting.

Evaluations valued at ≥ 25% must be conducted according to Faculty Examination Policies and guidelines.

No more than 70% of the final grade may be derived from any final examination of the course (written, practical, pre-clinical or clinical).

No single interim test ("classroom test") or mid-term examination may be used to derive more than 40% of the course's final grade if conducted as an in-class test.

No single evaluation in any course can be a “MUST PASS” (e.g. single test, procedure, exercise, assignment). No single evaluation within a “MUST PASS” section of a course can determine pass or failure of that section.

The Faculty of Dentistry numerical percentage score-letter grade equivalency (Appendix 2) scale will be used in reporting final grades.

The Course Director is not allowed to scale marks or change the derivation of marks from the original course outline without consulting the Assistant Dean Academic Affairs and receiving approval by the appropriate Progress and Promotion Committee.

Any proposed changes made to the evaluation system of a course after the course has started must be accepted by at least 2/3 of the class as indicated by signatures on a class list with the proposed change(s) clearly stated. The signed list should be submitted to the office of the Assistant Dean Academic Affairs.

B. EVALUATING PROFESSIONALISM

The Student Code of Professionalism developed by Dalhousie dental and dental hygiene students, is the standard by which professionalism is measured. Further, students are also expected to adhere to the Dalhousie Policies on Prohibited Discrimination, Sexual Harassment, Personal Harassment, and Academic Integrity and the Student Absence Policy.

1. Professionalism and Fitness to Practice

Separate and apart from individual course evaluations for knowledge and skills, each student will be regularly assessed on their professionalism and fitness to practice. Each
course has a “Must Pass” section on Professionalism. Courses with a pre-clinical and/or clinical section may use the Skills Assessments and Periodic Assessments of Professionalism, Knowledge, Pre-clinical/Clinical Skills and Degree of Independence & Competence to evaluate professionalism and Fitness to Practice. The evaluation of Professionalism and Fitness to Practice and the contribution to the final grade will be determined by each course director.

2. Student Absenteeism Policy and Procedures

The well-being of current and future patients depends upon the knowledge and experience students acquire in every didactic, pre-clinical and clinical session. Therefore, students have a professional responsibility to attend ALL classes, clinics, and examinations as scheduled. Failure to do so is a breach of professionalism and Faculty Policies regarding progress and promotion will apply. Short-term absences may also result in lost class participation grades.

Nonetheless, students are strongly encouraged to stay at home if they have a communicable illness (such as flu-like symptoms) that is manageable at home to prevent further spread of illness to other students, staff or faculty.

Students should review course outlines for instructor-specific policies and guidelines for the remediation of missed academic requirements. It is at the instructor’s discretion as to how the missed evaluation is dealt with (e.g. re-schedule evaluation, extend due date, deduct marks, assign ‘0’ for the evaluation).

In the case of clinical work, it is the student’s responsibility to ensure their patients have been contacted and alternative arrangements made for care, if required. Failure to do so will result in Knowledge, Skills, Aptitude and Professionalism Assessment scores of ‘0’. Two or more scores of ‘0’ per term due to unexcused absences require the student to meet with the Assistant Dean, Clinical Affairs and the student may be placed on probation.

Absence from academic requirements (i.e. those that make-up any portion of the overall grade for the course) must be reported to the Course Director and the Office of the Assistant Dean of Academic Affairs using the Student Declaration of Absence Form. The instructor is under no obligation to make alternative arrangements. See Student Absence Policy for details.

For details on requests to reschedule an evaluation, see Section C, Subsection D. Request to reschedule evaluations.

C. STUDENT PRIZES AND AWARDS

At the end of each academic year, students are awarded prizes, scholarships and awards, based on their performance in the program or in specific courses. The list of such prizes and awards and the relevant criteria are published in the Faculty of Dentistry Calendar. The criteria for all prizes and awards specify the program in which a recipient must be enrolled.
Although there are stated criteria for the awarding of prizes and awards, assessment of students’ overall achievement by faculty can influence decisions of the Progress and Promotion Committee. It should also be noted that some course prizes are awarded by departments in the Faculty of Medicine and the same conditions apply regarding criteria and faculty opinion.

A student who is repeating an academic year will be ineligible for prizes and awards in that academic year.

To be eligible for prizes and awards, students in the Dental Hygiene program must complete at least 80% of the full course load in that academic year.

To be eligible for academic awards whose sole criterion is the academic achievement in the overall curriculum for a given year of a program, normally the student must have completed 80 per cent of the scheduled tests/examinations at the time such tests/examinations are scheduled and completed by the class. That is, the student must not have received a formal rescheduling of 20 per cent or more of that year’s tests/examinations for any reason.

To be eligible for an academic award whose sole criterion is a student’s achievement in a single course, the student must have completed all major course requirements as scheduled in the course outline. Normally, a student will not be eligible for an academic award in a course in which the student received a formal rescheduling of test(s)/examinations(s) worth 15 per cent or more towards the final course grade.

Deferred/rescheduled tests will not impact on consideration of students for awards based on behaviours.

There is no appeal mechanism within the Faculty of Dentistry for the awarding of Faculty prizes and awards.
IV. EXAMINATION POLICIES

A. EXAMINATION SCHEDULING

Evaluations (e.g., mid-terms, preclinical testing, OSCE) shall be administered several times during a course to provide opportunities for self-assessment and partial accumulation of the final course grade using the following protocol:

In-class evaluations with a value > 15% are not to be scheduled within two weeks of a scheduled examination period. The Assistant Dean Academic Affairs is responsible for preparing a "Master Examination Schedule", that includes dates, times and room assignments, for December and end of the academic year exams. Changes to the schedule will not normally be permitted.

Maximum values on mid-terms cannot exceed 40% and final examinations cannot exceed 60%.

1. Request to Reschedule a Final Examination

Once the final, approved examination schedule has been published the schedule will not be changed unless requested by the Course Director for academic reasons. Acceptable reasons for change do not include: accommodation of student or faculty travel arrangements, vacation arrangements, circumstances that apply to a minority of class members, the creation or elimination of additional study time.

Changes will only be considered up to 14 days before the first day of the published final examination schedule by the Assistant Dean for Academic Affairs, acting on behalf of the Progress and Promotion Committee.

Requests will be processed through procedures outlined on the Request to Change Final Approved Examination Schedule form.

B. POLICY AND PROTOCOL FOR STUDENTS

Dalhousie University expects all students to be responsible learners, which means that you will complete assignments and examinations yourself and not allow others to copy your work. Cheating is considered a serious breach of the university policy on Academic Integrity and will result in disciplinary action being taken, which may include expulsion.

Examples of breaches of academic integrity are outlined on the Academic Integrity section of the Dalhousie website. All students should familiarize themselves with this policy.

7 Revised Examination Scheduling Policy was approved by Faculty Council on April 24, 2018

8 Revised Examination Scheduling Policy to include percentages was approved by Faculty Council on Oct 17, 2018
The following protocol applies to all examinations (scheduled in class or during examination week) with a course value of greater than 25%.

Prior to the examination, students are to note:

- NO electronic devices or watches (electronic or otherwise) are permitted to be on or near a student during an examination (see following protocol).
- The wearing of headwear, other than for religious reasons, is not permitted in examinations.
- No articles such as books, papers, notes, etc. may be taken into the examination room unless provision has been made by the examiner for reference books and materials to be allowed to the students. All books, papers, etc. not specified on the examination must be deposited with the invigilator.
- Leaving the examination to use the bathroom is strongly discouraged, unless the student has a documented medical reason as approved by the Assistant Dean, Academic Affairs.
- Seats will be numbered in each examination room. A seating chart will be posted outside the examination room prior to the exam. Students will go to their assigned number seat.

During the examination:

- Students must put their Dalhousie Student number ONLY on the cover page of their examination booklet and computer marked sheets for M/C questions. No other identification should be used (i.e. student name).
- Students will not be admitted to the Examination Room more than thirty minutes after the beginning of the examination. They may not leave their seats during an examination without the consent of the invigilator.
- There is to be ABSOLUTELY NO TALKING during an examination. Students found communicating with one another in any way or under any pretext whatever, or having unauthorized books or papers in their possession, even if their use be not proven, shall be subject to expulsion from the examination and appropriate disciplinary action.
- Students are not allowed to ask questions of the invigilators relating to any component of the examination during that examination, including clarification of the wording of a question and/or answer(s). Should questions or confusion arise related to question(s) and/or answer(s), students are advised to write out the concern on the feedback sheet at the back of the examination. If there are concerns regarding unclear wording or other errors in the examination, the students must note the number of the question and their concern on the last page of the examination. These will be considered by the Course Director in the evaluation of all students’ examinations.
- Once the student has completed the examination they are required to turn in ALL examination material, including unused portions, prior to leaving the examination room.
- Students are required to sign a signature page prior to leaving the examination. This will be co-signed by an invigilator to ensure you have returned all materials.
1. Use of electronic devices during examinations

The following protocol governing the possession and use of all types of electronic devices (e.g. mobile telephones, computers, tablets, Smart watches) will apply during all types of examinations and tests.

- NO electronic devices are allowed in the examination room. They should be left either at home or secured in the student’s locker.
- When electronic devices are brought into the examination room by students, the devices MUST BE SWITCHED OFF and STORED WITH THE STUDENT'S OTHER EFFECTS not near the student, but in the section of the room designated by the invigilator for bags, books, computers, and backpacks.
  - Calculators may be used at the discretion of the instructor.
- The Faculty and the University are not responsible for lost, damaged, or stolen electronic devices.
- Students are to use the room clocks to monitor time.
- The student is not permitted to answer a ringing mobile telephone during the examination. Students must make alternate arrangements in advance of the examination/test should they expect communications during the writing of the examination/test.

Students who use unauthorized electronic devices, including mobile telephones, for any purpose during examinations/tests will be assumed to be cheating, and the Academic Integrity Policy will apply.

2. Use of Language Translation Dictionaries During Examinations

The Faculty of Dentistry recognizes that students whose first language is not English may wish to use a language translation dictionary during their classes and examinations. Students are permitted to use a hard copy printed textbook-type language translation dictionary (electronic dictionaries are not permitted) during a test or examination, within the following guidelines:

Students must purchase a language translation dictionary for use during examinations and provide it to the Office of the Dean at least one week prior to the first examination.

The dictionary must be a language translation dictionary only and cannot contain definitions or other information. The dictionary must contain no notes or other handwritten information.

The language translation dictionary will be checked by the Dean’s Office staff to ensure that it contains no definitions, notes or information other than word translations. The dictionary will be identified as being the property of the student, and will be held in the Dean’s Office. Prior to each examination, the student will notify the course director that the dictionary is requested. The course director will obtain the dictionary from the Dean’s Office and will provide the dictionary to the student during the examination. The course director will return the dictionary to the Dean’s Office at the end of the examination.
The dictionary will be returned to the student when the student has completed his/her program of studies; unless the student indicates that he/she no longer requires the use of the dictionary during examinations.

C. POLICY AND PROCEDURES FOR FACULTY

1. Exam Preparation and Administration

The following applies to all examinations (scheduled in class or during examination week) with a course value of ≥25%.

Responsibility for the preparation of examinations lies exclusively with the Course Director, Division Head, and Department Chair. A standard cover page is to be completed by each Course Director and signed by the Division Head indicating that the examination has been reviewed and found satisfactory. Further, a standard exam comment sheet must be included as the last page of each examination. Following approval, a copy of the examination should be provided to the Department Chair. Should the Course Director be the Division Head, the Department Chair should approve the examination.

Printing of examinations is the responsibility of the Course Director. Each copy of the examination should be numbered so that the exact number of papers will be available in the room for the number of students who are taking the examinations. Three spare examinations should be provided to the invigilators and be marked A, B, C.

Assigned seating will be used for all examinations. Administrative assistants in the Dean's Office will randomize seating for each examination and give these randomized seating charts to the course director or invigilator prior to the date of the examination.

Seats will be numbered in each examination room. A seating chart will be supplied to the Course Director/Invigilator prior to the examination. This chart should be posted outside the examination room prior to the exam. Students will go to their assigned number seat. Students should be asked to put their Dalhousie Student number only (no name) on the cover page of their examination booklet and computer marked sheets for M/C questions.

Whenever possible, examinations should be placed faced down at the locations where students are to be stationed. If students from two classes are taking an examination in the same room, colour-coded examinations or some form of designated seating should be used to insure an alternating seating arrangement. The examination shall not proceed with less than two invigilators.

As students leave the room, they must sign an "examination sign-out sheet". Before the student leaves the examination room, the invigilator should sign the "examination sign-out sheet" indicating that all examination materials have been handed in by all students attending the exam. This sheet should then be sent to the Dean's Office.
2. Invigilators

Once the examination schedule is finalized, a roster for exam invigilators will be developed by Dean’s Office and Director of the School of Dental Hygiene. There must be at least two invigilators in the examination at all times, at least one of whom must be a faculty member.

It is prudent to have both male and female invigilators, if possible. Invigilators should be in the examination room at least 15 minutes prior to the start of the examination.

Accepted procedure is for both invigilators to move about continuously OR stationing one at the back of the classroom while the other circulates. Invigilators must move in a quiet manner so as not to disturb the students. Reading, texting, or doing other work while invigilating an exam is not permitted.

3. Suspected Breaches of Academic Integrity during examinations

Examples of breaches of academic integrity are outlined on the Academic Integrity section of the Dalhousie website. All faculty members are responsible for understanding the procedures for alleged offences of academic integrity. When an academic offence is suspected, the instructor must submit a signed statement for the allegation (FORM A - Instructor Allegation of Academic Offence) together with all relevant supporting evidence to the Academic Integrity Officer (AIO) within 10 days of the offence. Further, the instructor must not reveal the mark or grade of the student(s), to anyone other than the AIO until the AIO has confirmed disposition of the matter, in accordance with the Faculty Discipline procedures.

4. Keeping Examinations on Record

All examinations must be retained on file with the Department for one year after Faculty has approved the student’s final course grade.

D. STUDENT REQUEST TO RESCHEDULE EVALUATIONS

Students are expected to attend all tests and examinations, and complete all assignments for required courses in the Faculty of Dentistry. Failure to do so may result of a loss of marks in the course. Students should review course outlines for instructor-specific policies and guidelines for the remediation of missed academic requirements.

Make-up test or assignments, extensions of due dates, deferrals of the evaluative component and alternate evaluation schemes are at the discretion of the course instructor(s). Instructors may choose not to offer alternatives for OSCE type tests. Short-term absences from regularly scheduled class, clinic or lab may also result in lost class participation grades.
1. Interim Test or Examination

A student may request a re-scheduling of interim evaluations (assignment, test, pre-clinical exam, etc.) only in exceptional circumstances. These include student illness (with medical certificate) or other mitigating circumstances.

Application to reschedule a missed evaluation must be made to the Assistant Dean Academic Affairs, no later than three days after the student’s return to classes, using the Request to Reschedule Evaluation form. The Assistant Dean may accept application after this time if it was not reasonably practicable for the student to apply at an earlier date. The request shall include a summary of the student’s request and be supported by a medical certificate or report or other appropriate evidence. Normally, consideration of any request will be disallowed if such documentation has not been supplied.

Arrangements must be contractually recorded in writing and placed on file in the Office of the Assistant Dean Academic Affairs.

The final grade for the student must then be submitted to the Progress and Promotion Committee in the usual manner.

2. Requests for an Alternative Final Examination Time

As per Dalhousie policy, a student requesting an alternative time for a final examination will be granted that request only in exceptional circumstances. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time. In cases where it is necessary to make changes to examination arrangements late in the term, or the Progress and Promotion Committee has approved exceptional examination arrangements, a special effort will be made to accommodate difficulties the changes may cause for individual students.

The student must notify the Assistant Dean, Academic Affairs and the Course Director as of their absence (at least 14 days in advance if planned or upon their return to class if unplanned). The decision whether to grant a student’s request for an alternative examination time lies with the Assistant Dean, Academic Affairs, in consultation with the Course Director.

Upon approval of alternative arrangements, the student will be notified in writing.
V. TRANSFER CREDITS, COURSE WAIVERS, ELECTIVES AND ADDITIONAL EDUCATIONAL OPPORTUNITIES.

A. TRANSFER CREDIT

Students in the Dental Hygiene programs may apply for Transfer Credits, based on the successful completion of previous course work. Student transcripts are reviewed by the Dean’s Office and a list of students eligible for a transfer credit is compiled. Students are notified that they are eligible and provided information on how to apply. If approved by the ASAC Committee, students are directed on how to drop the credited course.

1. Transfer Credit Regulation

Transfer credits are not granted for courses with clinical or pre-clinical components.

Students who are granted Transfer Credits are encouraged to audit the credited course in order to refresh and/or augment their knowledge in the subject area. Students who audit classes receive the notation “audit” on their transcripts.

2. Transfer Credit Eligibility

Transfer Credits will normally be eligible if the previous course was completed within the past 4 years and a final grade of B- or better was achieved and the content is deemed by the Registrars’ Office Transfer Credit Team as being equivalent.

To avoid potential gaps and interruption in the flow of knowledge as students prepare for practice, transfer credits are only granted in the following circumstances: the student, upon entering the program has:

- Completed the same course in a previous program, or
- Successfully completed a course with similar content in a previous program, or
- Substantial background in the subject area of the course. This would normally include students with a Master’s or Ph.D. in the subject.

A Challenge examination (i.e. a comprehensive examination of the entire course curriculum) may be required at the discretion of the Course Director prior to consideration of a Transfer Credit.

3. Procedural Guidelines

Transcripts are reviewed by the Dean’s Office and a list of eligible students for transfer credits is compiled. Eligible students are asked to complete the application and provide the course outlines to support the application, if required. The list is reviewed to ensure that all the requirements for Transfer Credits are met. The Progress and Promotion Committee approves the Transfer Credits and the list is returned to the Transfer Credit team in the Registrar’s Office. Students are notified by the Deans Office to drop the class for the approved waiver.
If a student feels a course completed is an equivalent course they can apply using the Transfer Credit/Course Waiver form and must provide a copy a detailed course outline (syllabus). The Transfer Credit team will evaluate the course, and if deemed equivalent, the student will be offered the opportunity to drop the class.

If a challenge examination is required, the Challenge examination fee ($25.00) is received by the Dean's office. The course director will report the results of the challenge examination to the Dean’s Office, the Dean’s office will notify the Transfer Credit team of the results of the Challenge examination and the Transfer Credit team will notify the student to drop the class.

B. COURSE WAIVERS (PARTIAL)

Students may apply for a partial Course Waiver by completing the Transfer Credit/Course Waiver form and submitting it and supporting documents to the Dean’s Office. The Course Director will review the documents and may recommend a partial course waiver. A partial course waiver would require of the student full course attendance and completion of requirements and examinations for a designated portion of the course. The final course grade will be grade received by the student on the portion of the course completed.

C. COURSE ELECTIVES

An elective course is an extra course that is not a requirement for promotion into a subsequent year or for graduation but is recorded on student transcripts. A student in any year may arrange to take an elective course in a topic of particular interest with a faculty member who is willing to supervise the work.

The student must complete the Elective Course Enrolment form, which must be approved by the Faculty member. The Faculty member will become the Course Director for this elective and will submit a course outline with the Elective Course Enrollment form for approval by the Assistant Dean, Academic Affairs.

When the student has successfully completed their Elective Course, the Course Director will sign the Elective Course Enrolment form and submit to the Office of the Assistant Dean Academic Affairs. The student will then receive credit for this Elective.

Elective courses can be from 50 – 150 hours in length. Students may elect to do more than one elective in each year if each is at least 50 hours long and the total number of hours does not exceed 150 hours.

Students who are placed in remedial programs or on probation may be asked to suspend their elective course activities to devote adequate time to their regular and remedial studies.

Students may be enrolled in the program only provided there is sufficient time to complete the program. The Elective course should be completed within 12 consecutive calendar months. Extension of time to complete an Elective must be approved by the appropriate Progress and Promotion Committee.
Once accepted, students may not unilaterally decide to withdraw from an Elective when patient care is an integral part of the elective.

Successful completion of an elective is recorded as a PASS on the student’s transcript. Failure to complete an elective is not noted on the transcript.

A summary of the student’s program will be kept in the student’s file for future reference and/or forwarding (upon request) to graduate programs to which the students has applied for admission.

D. PROTOCOL FOR ADDITIONAL EDUCATIONAL OPPORTUNITIES

If a faculty member wishes to offer an educational and/or other professional experience to students (including guest speakers, dental industry, professional organizations) during scheduled curricular time, they must abide by the Dalhousie Conflict of Interest policy. The course director will determine whether these sessions are included in the evaluation for the course.

For all educational opportunities proposed by external bodies (e.g. dental industry, laboratories, etc.), that are not part of the curriculum, proposals shall be submitted to the President of the Dalhousie Dentistry and/or Dental Hygiene Student Society and these events must occur OUTSIDE regular curricular time. Participation is optional and these elective sessions are exempt from evaluation under the Progress and Promotion policies. Please see Appendix 4, Extracurricular Activities Requests: Procedures.
VI. UNIVERSITY POLICIES

The following is not an exclusive list of University level policies. Links to all policies can be found on the University Secretariat website.

A. ACCOMMODATION FOR STUDENTS

Dalhousie University recognizes the diversity of its students and it committed to providing a learning environment and community in which students can participate without discrimination on grounds prohibited by the Nova Scotia Human Rights Act. The university is committed to facilitating students’ access to the University’s academic programs, activities, facilities, and services.

It is the student’s responsibility to make a request for accommodation in accordance with this policy. The request for accommodation must be made reasonably in advance of the event or process in relation to which accommodation is being sought so that a decision can be made. Note: This process may take 2-12 weeks.

Except in rare circumstances when significant psychological or mental health issues arise, there will be no “after-the-fact” accommodation. In other words, claims of the need for accommodation after examinations are written will not be accepted. The University will consider a request for accommodation made by a third party (physician, family member, caregiver, advocate, or other representative) only where the student has provided prior written consent.

Please see the Dalhousie University Calendar for Dentistry/Law/Medicine for the entire Accommodation Policy for Students or visit their website www.studentaccessibility.dal.ca

B. ACADEMIC INTEGRITY

Academic integrity means being honest in the fulfillment of your academic responsibilities thus establishing mutual trust. Fairness is essential to the interactions of the academic community and is achieved through respect for the opinions and ideas of others.

Academic offences will not be tolerated under any circumstances. Penalties for conviction are severe and may include expulsion from the University. A full description of academic integrity and the process for managing violations can be found on the Senate Website - Academic Integrity. Further explanations and links to resources can be found in Academic Integrity Resources for Students.

C. USE OF TEACHING MATERIALS

All members of Dalhousie (staff, students, faculty) must comply with the Dalhousie Fair Dealing Guidelines with respect to copyright of materials used in teaching and learning.

Faculty members provide students with teaching materials from a variety of sources and in a variety of formats. The teaching materials provided to students, regardless of
format (handouts, presentations, etc.) have restrictions on their use. These restrictions could involve, but are not limited to:

- Ownership issues
- Distribution issues
- Patient privacy issues
- Editing or modification issues

For these reasons, students must abide by guidelines outlined in this document.

“Any and all teaching material provided to students must not be copied, distributed or shared. All materials are to be used by students solely for the purpose of their education and cannot be used in whole or in part by the students for any presentations without the written permission of the author (either the original author, the instructor or another student).”

Violation of this agreement is considered professional misconduct and may result in dismissal from the program. Use of teaching material for any unauthorized use after graduation is also prohibited and may result in legal action and/or a complaint to the appropriate professional body.

D. CHANGES TO REGULARLY SCHEDULED CLINICS AND CLASSES

1. Policy

Opportunities or circumstance may be present whereby either students and/or faculty request cancellation or modification to scheduled curricular activity.

Except in the case of emergency, no student or faculty member independently may change (e.g. cancel, postpone) a scheduled curricular activity (e.g. class, clinic, examination) for an individual student, a group of students, a class, or the entire faculty student body unless otherwise approved according to the following Protocol.

2. Protocol for unexpected events

The University President, Dean, Assistant Dean (Clinics) or Assistant Dean (Academic), or designate may modify (including cancelling) the curricular schedule with just cause. This includes, but is not limited to:

- Emergency
- Inclement weather
- Building and/or equipment malfunction
- Other exceptional circumstances such as those that threaten the safety of those involved. This may be done without consultation with other faculty members if caused by an urgent situation.
VII. GENERAL INFORMATION

A. CLINIC POLICIES

For all information and policies related to clinic operations (including immunizations, CPR requirements, criminal records and child abuse registry checks) please see the Faculty of Dentistry Clinical Policies and Procedures Manual on BrightSpace.

B. SCENT FREE POLICY

The Faculty strives to provide an environment that permits work and study in an atmosphere that allows everyone to maximize their capabilities. Part of the environment is the air we all breathe. Several scent-sensitive people necessarily inhabit this building for significant periods of time each day. These include students, staff, faculty, and patients. They must breathe the same air that we all enjoy. Some of our friends and colleagues are mildly sensitive to air-borne fragrances while others are extremely sensitive. People get sick from the smell of perfume, hair products, aftershave, soaps, and multiple other personal care products. Even very mild scents dramatically affect the health and well-being of very sensitive people. Fragrances can trigger asthma attacks, allergies, headaches, and other medical conditions.

Dalhousie University is working toward a scent-free environment. The Faculty of Dentistry, its classrooms, laboratories and clinics, is declared a scent-free environment. It is a legal and moral obligation to protect students, staff, faculty, patients, and visitors from harm. Please avoid wearing scented personal care products within the Faculty of Dentistry building and while on extramural assignments. You may request that patients comply with our initiative. Also, anyone who is detrimentally affected by the scents worn by others should report the problem to either the Assistant Dean, Clinics or to the Assistant Dean, Academic Affairs.

Everyone deserves to work and study in a hazard-free environment. We all share the air.

C. NAME CHANGE POLICY

To ensure grades and other academic material are correct, students must inform the Dean’s Office of a change in name during their academic program. To officially change your name, you will need to:

1) Provide the Registrar’s Office with a copy of an official government ID either in person, by fax, or by e-mail.

2) Advise the Office of the Dean in writing, either by letter or e-mail, of your name change.

The Dean’s Office will advise all Departmental Secretaries and they will ensure the name change is transferred to all documents and grade sheets and that the course directors are advised. To avoid errors and confusion the former name should not be used once it has been officially changed.
VIII. APPENDICES

APPENDIX 1: STUDENT ABSENCE POLICY

The well-being of current and future patients depends upon the knowledge and experience students acquire in each and every didactic, pre-clinical and clinical session. Therefore, students have a professional responsibility to attend ALL classes, clinics, and examinations as scheduled. Failure to do so is a breach of professionalism and Faculty Policies regarding progress and promotion will apply.

However, students are strongly encouraged to stay at home if they have a communicable illness (such as flu-like symptoms) to prevent further spread of illness to other students, staff or faculty.

Students should review all course outlines for course-specific policies and guidelines regarding the remediation of any missed academic requirements.

A. SHORT TERM ABSENCES: 1-5 days

The following apply to short-term absences of up to one week (5 business days).

To report an absence, the day of, the student MUST call 494-2824 (DENTISTRY) or 494-2730 (DENTAL HYGIENE) and leave a message. Students are required to contact their scheduled patients and make alternative arrangements for their care.

If a student anticipates a short-term absence (‘planned absence’) over a period that includes a course evaluation they must obtain permission from the Assistant Dean, Academic Affairs 7 calendar days prior to the planned absence through completion of the Student Absence Form. Completion of the form does not, however, guarantee the absence will be excused (see below).

1. Excused Absence:

Only the Assistant Dean Student Affairs and/or the Assistant Dean Academic Affairs can grant an excused absence. For an absence to be excused, the student must provide valid medical and/or travel documentation or discuss the personal circumstance with the Assistant Dean Academic Affairs or the Assistant Dean for Student Affairs.

The following constitutes circumstances which may allow for an excused absence.

- Serious illness or injury
- Death of immediate family member (spouse, parent, child, sibling, grandparent, guardian)
- Attendance at funeral of immediate family member
- Caregiving duties
- Birth of a child (self or spouse)
- Legal proceedings or being a victim of a crime
- Travel on University/Faculty business (e.g. research presentation)
- Interviews for post-graduate programs or employment
• Appointments with health care specialists that cannot be scheduled outside curricular time

2. Unexcused Absences

In the case of unexcused absences, the course director is under no obligation to provide accommodation (i.e. change assignment deadlines, reschedule tests or examinations or make alternative grading arrangement); nor are they prohibited from providing whatever accommodation they believe reasonable in the given situation. Unexcused absences, including absences from Clinic will be made up by the student at the discretion of the course director.

The following are examples of unexcused absences:
• Medical or dental appointments (these are to be scheduled outside curricular time)
• Social events for self, friends or family (e.g. birthdays, weddings, graduations)
• Sport events (e.g. varsity or intramural teams)
• Disruption of travel plans. NOTE: It is the responsibility of the student to make travel plans that allow for the possibility of flight delays/cancellations/road closures in order to be present for ALL scheduled classes, labs, clinical and examinations.
• Others as may be determined by the Academic and/or Student Dean

3. Short Term Absence Leading to Missed Academic Requirement(s)

a) Course work

“Academic requirement” refers to any coursework including, but not limited to tests, quizzes, papers, presentations, lab requirements or simulated exams that are used to calculate the final grade for the course. It does not refer to final examinations.

For a missed academic requirement other than a final examination(s), the student may apply for accommodation for that evaluative component. Application must be made no later than 3 days after the student’s return to class. using the Request to Reschedule Evaluation form, together with any documentation required to support their absence, to the Office of the Assistant Dean Academic Affairs. If the absence is excused, the student will present the Request form to the Course Director for permission to reschedule and, if permitted, discuss the alternative arrangements.

b) Final Examinations

The Assistant Dean, Academic Affairs will adjudicate, with the relevant Course Director(s), if and how accommodation will be made for students who are unable to attend final examinations. The Office of the Assistant Dean, Academic Affairs, will assist the student and the relevant Course Directors, in re-scheduling their final examination(s).
4. Multiple Short Term and Long Term Absences

Multiple short term and/or long term absences will affect a student’s ability to successfully complete the requirements for any given year in their program. The Assistant Dean of Students and Assistant Dean of Academic Affairs will make reasonable attempts to support accommodations or deferrals of missed or late graded academic requirements for long-term or recurring absences when absences are the result of:

- excused long-term absences outlined in Section A1 and/or
- conditions requiring the care of a physician, registered nurse, social worker, psychologist/counsellor, or psychiatrist for management of verifiable long term or chronic physical or mental health conditions. Documentation to support accommodations or deferrals in these circumstances must be provided by the relevant primary healthcare professional(s).

When a student is at risk for not completing program requirements for promotion due to absenteeism, the Assistant Dean of Academic Affairs will recommend a review by the Progress and Promotion Committee to determine whether the student be offered the opportunity to take a Leave of Absence, voluntarily Withdraw from the Faculty or whether further accommodation is warranted and/or feasible. Should the student choose to proceed in the program when accommodation is neither warranted nor feasible, faculty regulations will apply regarding promotion.

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**Academic Honesty and Integrity**

Honesty and integrity are expected of every student. Section 7 of Dalhousie’s Code of Student Conduct states that “(a) No student shall knowingly furnish false information to any person or office acting on behalf of the University; (b) No student shall forge, alter or misuse any document, record or instrument of identification; and (c) No student shall knowingly furnish false information to any person regarding his or her standing, status or academic record at Dalhousie University. Students who provide false or fraudulent self-declarations, medical or other evidentiary documentation are subject to University discipline under these Policies.”

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9 Revised Multiple Short Term, and Long Term, Absences Policy was approved by Faculty Council on May 23, 2018.
Short Term Absence (1-5 days)

- No evaluations scheduled
  - See course syllabus for implications of absence

- Clinic Scheduled
  - Patient(s) contacted and alternative arrangements made

- Evaluation missed
  - Unexcused Absence
    - Make-up at discretion of course director

- Didactic or Labwork Scheduled
  - Excused Absence
    - Submit Request to Reschedule Evaluation Form

- Final Exam
  - Meet with Academic Dean

- Make-up at discretion of course director
APPENDIX 2: ACADEMIC INTEGRITY RESOURCE FOR STUDENTS

A. EXAMPLES OF ACADEMIC OFFENCES

1. Plagiarism (including Self-Plagiarism)

Plagiarism is “the submission or presentation of the work of another as if it were one’s own”. (See Reference Sources for guidance). While not exclusive, several examples of plagiarism are:

- Failure to correctly attribute authorship when incorporating verbatim passages from a variety of sources into one’s own work, and submitting it as one’s own work (i.e. You cannot ‘copy and paste’ sentences or paragraphs without using italics or quotation marks and the correct citation).
- Failure to correctly attribute authorship when incorporating the summarized work of others and submitting it as one’s own work (i.e. failure to correctly cite the original source).
- The use of someone else’s work, in part or whole, and claiming it as your own.
  - This includes pre-clinical assignments and/or lab work.
- Using your own work to satisfy the requirements of more than one course or program. This is known as “self-plagiarism”. In other words, you cannot use an assignment or paper, or significant portion of that assignment or paper in more than one course.

2. Irregularities in the Presentation of Data from Research

The falsification of data in reports, theses, dissertations and other presentations is a serious academic offence, equivalent in degree to plagiarism, for which the penalties may include the assignment of a failing grade, suspension or expulsion from the University or the withdrawal of a degree previously awarded.

3. Other Irregularities

In the absence of specific approval from the instructor of a class, all students should assume that all assignments are to be completed independently, without any form of collaboration.

Students should take reasonable precautions to prevent other students from having access, without permission, to their tests, assignments, essays or term papers.

The following are some examples of irregular procedures.

- writing an examination or test for someone else;
- attempting to obtain or accepting assistance from any other person during an examination or test;
- during the time one is writing an examination or test, using or having in one’s possession, material that is not specifically approved by the instructor;
• without authorization, obtaining a copy of an examination or test, topic for an essay or paper, or other work;
• without authorization from the faculty member in charge of that class, submitting any work for academic credit when one is not the sole author or creator;
• without authorization submitting any work that has been previously accepted for academic credit in any other class in any degree, diploma or certificate program, or has been completed as part of employment within the University, for example, as research activity. A repeated class is considered a separate class.

4. Aiding in the Commission of an Academic Offence
No student may encourage or aid another student in the commission of an academic offence, for example,
• by lending another student an assignment knowing that he or she may copy it for submission;
• by allowing another student to copy answers during an examination.

5. Misrepresentation
Any person who provides false or misleading information during an investigation of a suspected academic offence is guilty of an offence.

B. HOW CAN YOU ENSURE ACADEMIC INTEGRITY?
Prior to submitting work (e.g. presentations, assignments, papers, pre-clinical tests) for evaluation, review your own work to be certain that you have not committed an academic offence such as plagiarism or cheating. If you are in doubt about the correct method of managing the work of others, incorporating the work of others into your work or the correct method of attributing the work of others, please discuss a draft of your work with your Course Director. Your Course Director will describe the desired method of quotation and referencing.

• Give appropriate credit to the sources used in your assignment such as written or oral work, computer codes/programs, artistic, or architectural works, scientific projects, performances, web page designs, graphical representation, diagrams, videos, and images.
• Use RefWorks to keep track of your research and edit and format bibliographies in the citation style required by the instructor- http://www.library.dal.ca/how/RefWorks
• Visit the Student Writing Centre https://www.dal.ca/campus_life/academic-support/writing-and-study-skills.html
• Do not download the work of another from the Internet and submit it as your own
• Do not submit work that has been completed through collaboration or previously submitted for another assignment without permission from your instructor.
• Do not write an examination or test for someone else.
• Do not falsify data or lab results.
(these examples should be considered only as a guide and not an exhaustive list)

C. WHAT WILL HAPPEN IF AN ALLEGATION OF AN ACADEMIC OFFENCE IS MADE AGAINST YOU?
These matters will be dealt with according to the University Policies on Academic Integrity.

1. Faculty Discipline Process
The Faculty Discipline Process deals with students who are suspected of having committed an academic offense.

Each Faculty has an Academic Integrity Officer (AIO) who receives allegations from instructors. The AIO decides whether to proceed with the allegation and you will be notified of the process.

• If the case proceeds, you will receive an INC (incomplete) grade until the matter is resolved.
• If you are found guilty of an academic offence, a penalty will be assigned ranging from a warning to a suspension or expulsion from the University and can include a notation on your transcript, failure of the assignment, or failure of the course. All penalties are academic in nature.

2. Senate Disciplinary Process
Full details can be found at:
https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/Senate_Disciplinary_Appeals/Faculty%20Discipline%20Procedures%20(amendments%20approved%201_27_2017).pdf

D. WHERE CAN YOU TURN FOR HELP?
If you are ever unsure about ANYTHING, contact the course director or the Assistant Dean, Academic Affairs. Other resources include:

• Academic Integrity Website
  o Links to policies, definitions, online tutorials, tips on citing and paraphrasing.
• Writing Centre
  o Assistance with proofreading, writing styles, citations.
• Dalhousie Libraries
  o Workshops, online tutorials, citations guides, Assignment Calculator, RefWorks
• Dalhousie Advising and Access Services Centre
  o Assists students with academic appeals and student discipline procedures.
APPENDIX 3: FACULTY OF DENTISTRY GRADE SCALE

The following numerical percentage score-letter grade equivalency scale will be used in reporting final grades. Instructors should exercise discretion when using this scale for borderline raw scores. When calculating the final grade, rounding up should occur for decimal fractions to give students the "benefit of the doubt" (E.g., a raw score of 69.46 should be rounded up to 70, and reported as a B- final grade.) Rounding up should only occur when calculating the final course grade.

<table>
<thead>
<tr>
<th>Numerical Score</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>90-94</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>80-84</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>75-79</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70-74</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>65-69</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>N/A</td>
<td>INC</td>
<td>0.0</td>
</tr>
<tr>
<td>N/A</td>
<td>P (pass for credit)</td>
<td>Neutral</td>
</tr>
<tr>
<td>N/A</td>
<td>W (withdraw)</td>
<td>Neutral</td>
</tr>
<tr>
<td>Pending</td>
<td>Neutral</td>
<td></td>
</tr>
</tbody>
</table>

A. INTERPRETIVE GUIDELINES FOR CURRENTLY ACCEPTED GRADING CATEGORIES

A list of the grade categories approved by Faculty and their attendant rules that may be forwarded to the Registrar’s Office is presented below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Definition</th>
<th>Grade Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.30</td>
<td>Excellent</td>
<td>Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter evidence of extensive knowledge base.</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>Good</td>
<td>Evidence of grasp of subject matter;</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues evidence of familiarity with the literature.</td>
</tr>
<tr>
<td>----</td>
<td>----</td>
<td>----</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Satisfactory</td>
<td>Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefiting from his/her university experience.</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Inadequate</td>
<td>Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.</td>
</tr>
<tr>
<td>P</td>
<td>Neutral</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>0.00</td>
<td>Incomplete</td>
<td></td>
</tr>
</tbody>
</table>

* The Faculty of Dentistry Grade Scale may not apply to "cross-listed" courses and/or to courses in which the curriculum in the Faculty of Dentistry includes courses shared by other university faculties.

B. DEFINITIONS:

**Failure**

A failing grade (F) must be submitted when a student has failed a course. Failing grades must be accompanied by a written proposal from the Course Director to the Chair of the appropriate Progress and Promotion Committee stating how the failing grade may be removed (e.g., successful completion of a supplemental examination which could be written, practical or oral). If the student passes a supplemental examination or activity, a notation is made on the transcript that the course has been passed by supplemental activity, and no grade point value is assigned; therefore the GPA remains unchanged. If the student fails the supplemental examination or activity, a grade of F will be recorded for that course.

**Incomplete**

Students are expected to complete all class work that is required to achieve a passing grade by the prescribed deadlines. Only in special circumstances and with appropriate Progress and Promotion Committee concurrence, or that of the Assistant Dean Academic Affairs acting for the PROGRESS AND PROMOTION COMMITTEE, may an instructor extend such
deadlines. Incomplete work in a course must be completed by a time assigned by the relevant Progress and Promotion Committee and approved by Faculty. An INC will be converted to the earned grade if completed by the deadline. Otherwise, the course grade point value will be calculated as a 0.0 on the student’s grade point average, and the INC grade will normally be converted to a failing grade, unless the student is given permission by Faculty to withdraw from the course. Students cannot be promoted with INC grades.

**Withdraw**

The grade of W is recorded for courses in which a student withdrew with Faculty approval. No grade point value is recorded.

**Pending**

Interim mark; for temporary use in relation to a class in which a student is awaiting the outcome of an academic discipline process.
APPENDIX 4: EXTRACURRICULAR ACTIVITIES REQUESTS - PROCEDURES

These procedures have been established to guide activities and responsibilities in response to requests for extracurricular activities consistent with Academic Policy V.D. Protocol for Additional Educational Opportunities which states:

If a faculty member wishes to offer an educational and/or other professional experience to students (including guest speakers, dental industry, professional organizations) during scheduled curricular time, they must abide by the Dalhousie Conflict of Interest policy. The course director will determine whether these sessions are included in the evaluation for the course.

For all educational opportunities proposed by external bodies (e.g. dental industry, laboratories, etc.), that are not part of the curriculum, proposals shall be submitted to the President of the Dalhousie Dentistry Student Society and these events must occur OUTSIDE regular curricular time. Participation is optional and these elective sessions are exempt from evaluation under the Progress and Promotion policies.

Any requests to a faculty member directly or to the Dean's Office, from external bodies, shall have their request forwarded to the Presidents of the Dalhousie Dentistry Students’ Society. Contact information of students shall NOT be forwarded to any external bodies.

Section I below describes common Event Types, the responsible contact as well as steps to manage requests. Consideration of Event Types not described must be discussed with the Assistant Dean Academic Affairs. Section II describes administrative responsibilities related to requests.

I. Event Type:

A. Corporate/dental industry meet with students outside curriculum time (e.g. NSDA, Banks, insurance companies, dental industry)
   1. Contact: DDSS Corporate Liaison
   2. Follow the DDSS guidelines for booking events (attached)
   3. Notice to be sent to Assistant Dean, Academic Affairs as soon as feasible

B. Meet with students during scheduled curriculum time (e.g. Company sponsored lectures/workshops)
   1. Vetted through Course Director in consultation with Division Head and Department Chair/Director
   2. For sessions requiring preclinical space/equipment/supplies, the Office of Clinical Affairs MUST be consulted prior to confirmation of the event
   3. For events that require additional curricular time, the Assistant Dean of Academic Affairs must be consulted.
   4. Ideally, all requests should be vetted at least one term in advance to ensure space/time is available and request falls within curricular expectations for the course.
C. Recruitment/PR/Outreach (e.g. I AM Potential, STEM, Summer camps, Dal Homecoming, Special Smiles)

1. Where appropriate, there must be communication between DDSS community service representative and Office of Academic Affairs.

2. Events must be vetted through Office of Academic Affairs (and DDSS and Office of Clinical Affairs where appropriate) at least one month in advance to:
   a) Arrange room/space bookings
   b) Assist with volunteer recruitment
   c) Obtain release/consent/medical history forms as required for event
   d) Arrange necessary ‘kits’ (see below)

3. Information required:
   a) Main contact person
      (1) Within the Faculty
      (2) For the visiting group
   b) Time/Date required
   c) Space requirements
   d) # participants expected
   e) Staff/faculty/student volunteer support needed
   f) Equipment/supplies required

D. Pre-clinical/clinical activities

1. For all hands-on sessions standard ‘kits’ for pre-clinical/clinical activities will be organized through Clinical Affairs office.

2. Costs of each kit will be provided from Clinical Affairs. Support from the requesting group, other sponsors and/or internal endowed funds will be used to cover costs as appropriate

3. It is preferable that hands-on activities not include the use of handpieces. If required, use of handpieces must be approved by the Office of Clinical Affairs.

4. DDS/DH student-owned equipment/instruments are not to be used

5. Kits and consumables, including pre-clinical teeth, must be requested at least one month in advance

II. Responsibilities:

A. Internal Contact Person (DDSS, student, faculty member)
1. Liaise with the Office of Academic Affairs for all events, including corporate and recruitment/outreach

2. Provide the Office of Academic Affairs with a list of scheduled events at least 2 weeks prior to the event

3. Follow all Dalhousie University policies

4. Assist in recruitment of volunteers

B. The Office of Academic Affairs

1. Keep a calendar of scheduled events and contacts, together with information on resources required (space, volunteers, kits, expected participants)

2. Provide appropriate release forms to internal contact for each event (release, consent, medical history, etc.)

3. Arrange for space as required
   a) Students have access to self-serve bookings on Campus Bookings – they can only book the 4th floor seminar rooms (4110, 4111, etc)
   b) Students cannot book lecture rooms. The Dean’s Office staff can book a lecture room for students, but must advise the students that they are responsible for cleanup and their booking may be bumped if the space is required for academic purposes

4. Assist in recruitment of volunteers

C. The Office of Clinical Affairs

1. Provide costs for kits requested

2. Assemble and release kits to internal contact for each event

D. The Office of Building Services

1. Coordinate Custodial, HVAC, Security and Trucking Services as appropriate

2. Coordinate delivery of equipment and/or supplies

3. Ensure appropriate insurance coverage for corporate events. NOTE: If Camps involve students from out of province, proof of Commercial Liability insurance for $5 million (with Dalhousie University added as an additional insured) from their respective school boards is required.
IX. FORMS

STUDENT WITHDRAWAL/LEAVE OF ABSENCE CLEARANCE SHEET

DDS ☐ DH ☐

Name (print): ___________________________

For students who have been granted a Leave of Absence or are withdrawing from the program, this sheet must be completed and returned to the Dean’s Office within two weeks. The purpose of this Clearance Sheet is to provide a checklist to ensure that students return all items, that have been issued for clinical and preclinical activities; that lockers, lab drawers, etc. have been cleared and cubicle sign out has been completed. In addition, it is designed to ensure that all outstanding accounts are paid. It is a Faculty regulation: MARKS AND STANDING CANNOT BE PROVIDED FOR ANYONE WHO FAILS TO TURN IN A COMPLETED CLEARANCE SHEET.

SECTION 1 - All signatures must be obtained in this section before going to Section 2. This section can be done in any order.

1. PATIENT SERVICES - Patient Charts
   Date     Patient Services Staff  Clinic 1st Floor

2. CLINIC DISPENSARY - Equipment
   - Consumables / Supplies
   Date     Dispensary Staff  Rm 2526

3. PRE-CLINICAL DISPENSARY - Pre-clinical Kits
   - Hand piece & attachments
   Date     Dispensary Staff  Rm 3221

4. RADIOLOGY - Preclinical Phosphate Plates
   Date     Pre-Clinical Staff  Rm 1300

5. IT SERVICES - axiUm
   - Faculty / University Licenses
   Date     Dentistry IT Staff  Rm 3135

6. BUILDING SERVICES - Combination Locks
   - Mailbox Key
   - Pre-Clinical Lab Bench Keys
   - Building Keys / DalCard Access
   - Laptop Computer & Peripherals
   - Vital Source Bookshelf
   Date     Building Services Staff  Rm 2520

7. DENTAL STORES - POSIM account (Adjustments)
   Date     Dental Stores  Rm 2522A

SECTION 2 – Section 1 must be completed before doing this section.

1. Patient Services - POSIM Account (Payment)
   - axiUm Account (Payment)
   Date     Patient Services Staff  2nd Fl Lobby
SECTION 3

1. Clinic Affairs Office (Room 2530) - Completed and signed Clearance Sheet

Forwarding or Permanent Home Address:

_________________________________________________________________________________________
_________________________________________________________________________________________

City                                      Province                                      Postal Code          Telephone

__________________________________________ ________________________________

Date                                      Clinical Affairs Staff

For Office Use Only

Date Issued _______________________________ Date Completed _______________________

Clearance Form Processing

1. Student notifies the Office of the Assistant Dean, Academic Affairs of withdrawal or Leave Of Absence via signed letter.

2. Academic Affairs Office provides the student with a clearance form/process informing them of the two week deadline from date issued.

3. Student submits the completed form to Clinical Affairs Office (Room 2530)

4. Assistant Deans of Clinics and Academic Affairs sends an email to the Dean with fees the student has incurred and the Dean determines if the student should be charged any fees.

5. Dean sends an email to Student Accounts informing that Department of Student Withdrawal/LOA date and fee arrangements, if any.

Student will be notified by Academic Affairs’ Office of any fee arrangements.
STUDENT ABSENCE FORM

**NOTE:** Student must submit an absence form for each day or time period absent.

Name: Axium ID:

Class: DDS1 (*DDS1, DDS2, DDS3, DDS4*)

SGP (if applicable): SGP A (*SGP A-D*)

Today’s Date:

Date(s) absent (include AM and/or PM):

End Date (if more than one):

---

**It is your responsibility to send an email to the appropriate Course Director for missed lectures and appropriate Clinic Contacts (listed in the Clinic Information Guide) for missed clinic.**

**NOTE:** The appropriate staff will be notified of your absence.

1. Are you assigned to any of the following rotations? (Harbour View, North Preston, North End Community Health Centre, Oral Pathology, Emergency Recall, IWK, VG Oral Surgery, ISANS)
   - Yes __ No __
   - If yes, you are required to find a classmate to attend the clinic in your place **AND** send an email to the contact for this rotation (found in the Clinic Information Guide).

   Name of classmate covering (if not known at time of submission, you MUST notify the Dean’s Office asap once determined):

   - If no, have you contacted your clinic instructor and made alternate arrangements with your patient for their appointment?
     - Yes __ No __ Other

2. Have you notified your course director for any classes or pre-clinical session(s)?

3. Do you have any exams? Yes __ No __
   - If yes, you must complete the “Request to Re-Schedule Course Evaluation” form ([https://www.dal.ca/faculty/dentistry/current-students/forms.html](https://www.dal.ca/faculty/dentistry/current-students/forms.html)) and submit documentation to defer/reschedule test(s) and/or exam(s).

   **Approval requested for additional time off, over and above maximum 8 half-days allowed.** Completion of the form does not guarantee the absence will be approved. Documentation is required prior to consideration of approval and a meeting with the Academic and/or Student Assistant Dean(s) will be scheduled. At the discretion of the Assistant Dean, Academic Affairs and/or the Assistant Dean, Student Affairs absences over and above the maximum limit may/not be approved.

For further information on the Student Absence Policy, please go to the Academic Policy Manual ([https://www.dal.ca/faculty/dentistry/current-students/publications-policies.html](https://www.dal.ca/faculty/dentistry/current-students/publications-policies.html)).
STUDENT DECLARATION OF ABSENCE FORM

ABSENCE DUE TO MINOR ILLNESS OR DISTRESS RESULTING IN MISSED ACADEMIC REQUIREMENTS

The Faculty of Dentistry recognizes that students may experience short-term illness or distress that may affect their ability to complete required coursework.

This form is intended for short-term (1-3 consecutive days), absences who miss or are unable to complete academic requirements due to illness, distress, or other extenuating circumstances. For major or chronic illness and other long-term or recurring absences, students should seek professional care, refer to the University's Student Accommodation Policy, and register with an advisor at Advising and Access Services (AAS). You MUST also meet with the Assistant Dean of Academic Affairs.

In the case of clinical work, it is the student’s responsibility to ensure their patients have been contacted and alternative arrangements made for care, if required. Failure to do so will result in a KSAP score of ‘0’. Two or more scores of ‘0’ per term due to unexcused absences require the student to meet with the Assistant Dean, Clinical Affairs and the student may be placed on probation.

This form will not be accepted for missed final examinations or other final course requirements. For evaluative components worth <25% of the course grade and pre-clinical assessments or simulated exams, the “Request to Reschedule Evaluation” form must also be completed.

Students are strongly encouraged to stay at home if they have a communicable illness (such as flu-like symptoms) that are manageable at home to prevent further spread of illness to other students, staff or faculty.

Students should review course outlines for instructor-specific policies and guidelines for the remediation of missed academic requirements. Make-ups, extensions, deferrals, alternate evaluation schemes, etc. are at the discretion of the course instructor(s). Absences may result in lost class participation grades.

Students should submit this form to their instructor in person, or via e-mail within three (3) calendar days following the absence. A copy should be sent to the Assistant Dean, Academic Affairs. If students do not submit this form within the defined timeline, it is at the instructor(s)’ discretion to deny alternate coursework arrangements.

The Student Declaration of Absence form can only be submitted up to two (2) separate times during a term. Students who exceed this limit must inform their course instructor(s) and will be required to meet with the Assistant Dean, Academic Affairs and register with an Advisor at AAS. If students have recurring short-term absences and do not register with AAS, it is at the instructor(s)’ discretion to disallow any further Student Declarations and deny alternate coursework arrangements, and may result in the student being placed on probation (see Academic Policy Manual).

I hereby truthfully confirm that my absence on the date(s) of __________________________ was a direct result of personal illness or distress.

By signing below I, (print name) ___________________________ (__________________________) verify that the information above is true
• agree that any modification of academic requirements is at the discretion of the course instructor and/or Faculty Dean depending on the type of request
• acknowledge that this form does not provide an exemption from any assignments, tests, labs and mid-term exams that were missed or late during the time of my absence
• consent that a record of this declaration will be kept on file
• understand that (per Section 7 of Dalhousie’s Code of Student Conduct) if I knowingly provide “false information and identification” with this declaration, I have committed academic dishonesty and am subject to University discipline.

Student’s Signature ___________________ Date (dd/mm/yyyy)

Banner # B00 Courses
APPEAL OF A FACULTY DECISION FORM

(Review by Hearing Panel)

A student who is not satisfied with a Faculty decision may submit a written notice of appeal to the Assistant Dean Academic Affairs within 2 weeks of receipt of the Faculty decision. Such an Appeal must be registered on the appropriate Appeal form and shall be accompanied by a fee of $50.00 that shall be refundable if the appeal decision is in the student’s favour.

On receipt of notice, the Assistant Dean Academic Affairs will ensure that the policies relevant to the appealed Faculty decision have been strictly adhered to and the calculation of the student’s grade point average is accurate and, if satisfied that this is so, shall transmit the Notice of Appeal to the Chair of the Progress and Promotion Committee.

______________________________  ______________________________
Student Name                    Banner No.

____________________________________
Date

Basis of Appeal (use additional paper if necessary)

____________________________________  Date : _________________________
Student's Signature
# APPEAL OF A FINAL COURSE GRADE FORM

(Reviewed by the Progress and Promotion Committee)

Requests for reconsideration of a Course Grade must be submitted to the **Assistant Dean for Academic Affairs**, accompanied by a $50.00 fee, within 21 calendar days of issuance of the grade

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Banner No</th>
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<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course No.</th>
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Date

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<th>___________________________</th>
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Basis of request for reconsideration of grade:

<table>
<thead>
<tr>
<th>Student's Signature</th>
<th>Date</th>
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Grade Awarded

<table>
<thead>
<tr>
<th>Grade Unchanged:</th>
<th>Or</th>
<th>Grade Changed to:</th>
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Basis for the Decision

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<th>___________________________</th>
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Course Director (signature):

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<th>___________________________</th>
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</table>

Form must be submitted to Office of the Assistant Dean Academic Affairs within 21 calendar days of issuance of grades.

**cc:**  
- Student
- Student File
- Registrar's Office (if grade is changed)
- Assistant Dean Academic Affairs
TRANSFER CREDIT/ COURSE WAIVER – FORM #1
STUDENT - REQUEST

Complete one form for each course waiver requested. Submit to the Office of the Assistant Dean, Academic Affairs.

Student Name: Student #: Program:

Date:

PLEASE USE ONE FORM PER COURSE

Course Waiver Requested

Course Number: Course Name:

<table>
<thead>
<tr>
<th>Previous Course</th>
<th>Completed</th>
<th>University</th>
<th>Year</th>
<th>Grade</th>
</tr>
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</table>

Supplemental Documents required: Included

➢ Course Outline (calendar course description is not sufficient) □
➢ Transcript (photocopies or unofficial copies are accepted) □

A course waiver may be granted to students who have completed courses with similar content within the past 4 years, and achieved a grade of B- or better. If you do not meet these requirements, please indicate below why a course waiver should be granted to you for this course.

Office of the Assistant Dean, Academic Affairs verification of transcripts
TRANSFER CREDIT/COURSE WAIVER – FORM # 2

COURSE DIRECTOR - REVIEW

Course Director to review documentation submitted by Office of the Assistant Dean, Academic Affairs and complete appropriate section. Return form to the Assistant Dean, Academic Affairs by the WEDNESDAY of the Third Week of the relevant term (O week is considered week 1)

Student Name:   Course:

I have reviewed the request for course waiver and based on content, I recommend: (check one)

1. No Waiver  
2. Full Waiver  
3. Partial Waiver  

Student must attend and complete the following classes, labs, tests, and exams. (List specific dates of classes, tests and exams). The student must complete:

1.  
2.  
3.  

This content constitutes  % of the course. Final grade will be based on:

4. Challenge Examination  
   (Based on the information provided, a course waiver cannot be granted. A challenge examination will be provided as follows. If the student receives a grade of B- or better, a full waiver will be granted).

   Date:  Time:  Location:

5. Course Audit  
   (Student is recommended to attend classes but not required to submit assignments, or write tests and/or examinations)

Signature of Course Director: __________________________ Date:
Signature Chair P&P: __________________________ Date:
ELECTIVE COURSE ENROLLMENT FORM

DDS1 ☐ DDS2 ☐ DDS3 ☐ QP1 ☐ DDS4 ☐ DH1 ☐ DH2 ☐ BDH ☐

Internal Elective ☐ External Elective ☐

STUDENT NAME: BANNER NO.:

DATE:

Course Number:

Title of Project:

Estimate of time required__ hours. Is release time being requested? Yes ☐ No ☐

If yes, how many hours are being requested and if specific times are requested, please indicate days and times below.

Course Description attached: Yes ☐ No ☐

Signature of Student: __________________________________________________________

EXTERNAL ELECTIVE ONLY

Location: Date: Duration:

To be Completed by Dean’s Office

Signature of Assistant Dean, Academic Affairs ________________________________

Signature of Course Director ________________________________

External Elective:

Date Occupational Accident Insurance for Student Placement Notified: __________

************************************************************************

To be signed upon completion of the Elective.

Student Name ____________________________________________________________

Has completed the above elective and should receive credit for this Elective ☐

Has not completed the Elective and should not receive credit for this Elective ☐

Signature of Course Director ________________________________ Date _____________
## List of Electives

### DDS1
- Elective – Regular term: DENT 1502
- Periodontology Elective – Regular term: DENT 1503
- Summer Elective – Summer: DENT 1504
- Summer Research Elective – Summer: DENT 1999
- Externship Elective: DENT 4555

### DDS2
- Summer Elective – Summer: DENT 2501
- Elective – Regular term: DENT 2504
- Summer Research Elective – Summer: DENT 2999
- Externship Elective: DENT 4555

### DDS3
- Elective – Regular term: DENT 3505
- Externship Elective: DENT 4555

### DDS4
- Pediatric Dentistry Elective – Regular term: DENT 4002
- Dental Public Health Elective – Regular term: DENT 4507
- Oral Surgery Elective – Regular term: DENT 4513
- Externship Elective: DENT 4555

### DH1
- Mindfulness Elective – Regular term: DEHY 2550

### DH2
- Mindfulness Elective – Regular term: DEHY 3500
REQUEST TO CHANGE FINAL APPROVED EXAMINATION SCHEDULE

December and April/May Examinations

Once the final, approved examination schedule has been published the schedule will not be changed unless requested by the Course Director for academic reasons. Acceptable reasons for change do not include: accommodation of student or faculty travel arrangements, vacation arrangements, circumstances that apply to a minority of class members, the creation or elimination of additional study time, etc. Changes will only be considered up to 14 days before the first day of the published final examination schedule. Such changes will require the agreement of 2/3 of the students registered in the course in question, the approval of the Course Director and the Progress and Promotion Committee or the Assistant Dean for Academic Affairs, acting on behalf of the Progress and Promotion Committee.

Step I: Request to consider a change to the final published examination schedule:

Reason for change request: __________________________________________________

Course Director ___________________________ Date ______________

Approval: Assistant Dean, Academic Affairs _______________ Date ______________

Step II: Two-thirds of the class agrees to make a change to the final published examination schedule Attach result of student vote.

Any individual student who feels disadvantaged in terms of preparation for an examination by a change in the final, approved examination schedule must register his/her concern with the Assistant Dean for Academic Affairs within 48 hours of the requested change. The Assistant Dean will investigate the issue and a final decision will be made as to whether or not the change will be permitted. If one or more students indicate that they will be academically disadvantaged by the proposed schedule change, the Assistant Dean for Academic Affairs will deny the request.

Step III: Details of Change to Final Published Examination Schedule:

To change ______________________ examination, worth ____% toward the final course grade to: _________________________________________________________________________

(new date and time)

Course Director ___________________________ Date ______________

Step IV: Final Approval for proposed change to final published examination schedule.

Assistant Dean, Academic Affairs _______________________ Date ______________
REQUEST TO RE-SCHEDULE COURSE EVALUATION

Student’s may apply to re-schedule if they were prevented from attending or completing any test/examination or assignment by injury, illness or other serious personal circumstance, the student may apply to re-schedule the evaluation.

Application must be made no later than 3 days after the student’s return to class.

<table>
<thead>
<tr>
<th>Student Name:__________________________</th>
<th>Program and Year of Study:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Absence:____________________</td>
<td>Course(s) Affected:__________________</td>
</tr>
<tr>
<td>Reason for Absence (medical documentation may be required):</td>
<td></td>
</tr>
</tbody>
</table>

SUBMIT TO: Office of Assistant Dean for Academic Affairs for Approval

<table>
<thead>
<tr>
<th>Assistant Dean Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Once the absence is approved, the student must get the permission of the course director.

STUDENTS MUST COMPLETE RESCHEDULED EXAMINATIONS AT THE FIRST OPPORTUNITY OFFERED BY THE COURSE DIRECTOR

To be completed by the Course Director:

1. Will the value of the missed test be added to the value of the final examination of the student? (This presumes doing so will not increase the value of the final examination for that student above 70% of the final class grade, AND the content of the final exam includes that of the missed test/examination)? ___ Y ___ N

2. If not, and a make-up evaluation is planned, will the evaluation:
   a. Be the same format and length, and examine the same material? ___ Y ___ N
      i. If not, how will it differ?
   b. Have the same value as the original evaluation? ___ Y ___ N
      i. If not, how will it differ?
   c. Date, time, and venue of make-up exam __________________________________

Signature of student and Course Director indicates that these arrangements are mutually agreeable.

<table>
<thead>
<tr>
<th>Student ____________________________</th>
<th>Date ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Director _____________________</td>
<td>Date ____________________</td>
</tr>
<tr>
<td>Assistant Dean Academic Affairs ____</td>
<td>Date ____________________</td>
</tr>
</tbody>
</table>
SUPPLEMENTAL EXAMINATION APPLICATION FORM

Each student who is eligible for a supplemental examination is required to make a formal application to write the examination. A $25.00 fee is required for each examination. Applications, accompanied by the fee for each examination should be completed and returned to the Office of the Dean of Dentistry within 14 days of receipt of Final Grade.

I hereby make application to be admitted to supplemental examination(s) in the following subject(s) at the appointed time.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Name: ______________________ (Print)
Address: _______________________________________________________
Signature: ______________________
Assistant Dean, Academic Affairs: ______________________ Date: __________

Students must contact the Course Director(s) and make arrangements to complete the supplemental examination(s) during the supplemental examination period (see Academic Policy Manual).

I __________________, agree to provide the Supplemental Examination on the date indicated.

Course Director (please print)

Date of Supplemental Examination: ______________________

______________________________  ______________________________
Student Signature                  Course Director Signature

The Course Director will attach a copy of the remedial program and forward the signed form to the Department Chair/Director, School of Dental Hygiene.

Assistant Dean, Academic Affairs: ______________________ Date: __________

Please make cheque payable to Dalhousie University
1. **Request to take the Supplemental Examination outside the designated period.**

I request permission to take the Supplemental Examination outside the official time designated for Supplemental Examinations. I agree to take the examination on the date indicated above and acknowledge that I have had sufficient time to prepare for the examination. I understand that I cannot appeal the Supplemental Examination results on the grounds of inadequate preparation time.

Signature: ____________________  Date: __________
# ASSESSMENT OF PROFESSIONALISM, KNOWLEDGE, PRE/CLINICAL SKILLS AND DEGREE OF INDEPENDENCE & COMPETENCE

Course: ________________________________________________

Faculty: ________________________________________________  Signature __________________________

Date ______________________________  

Month/Day/Year

**Instructions**

1. Acquaint yourself with the definition of each of the categories measured below.
2. "Meets Expectations" indicates the expected performance at the student’s particular stage of development.
3. **Only mark Major Concerns, Minor Concerns or Exceeds Expectations. All blank fields will be scored as “2”**.
4. Comments must be provided for Major Concerns, Minor Concerns or Exceeds Expectations.
5. All marks and comments will be shared with the students involved.
6. Assess only those students that you had the opportunity to interact with and/or supervise.

<table>
<thead>
<tr>
<th>Student</th>
<th>Professionalism</th>
<th>Knowledge</th>
<th>Clinical Skills</th>
<th>Degree of Independence &amp; Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Major Concerns</td>
<td>Minor Concerns</td>
<td>Meets Expectations</td>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>Meets Expectations Occasional</td>
<td>Mostly Meets Expectations</td>
<td>Regularly Meets Expectations</td>
<td>Routinely Exceeds Expectations</td>
</tr>
<tr>
<td></td>
<td>Regular Borderline Concerns</td>
<td>Occasional Borderline Concerns</td>
<td>Occasional Borderline Concerns</td>
<td>Occasional Borderline Concerns</td>
</tr>
<tr>
<td></td>
<td>Any Serious Deficiencies</td>
<td>Any Serious Deficiencies</td>
<td>Any Serious Deficiencies</td>
<td>Any Serious Deficiencies</td>
</tr>
</tbody>
</table>

**Last Name**  **First Name**
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student</th>
<th>Professionalism</th>
<th>Knowledge</th>
<th>Clinical Skills</th>
<th>Degree of Independence &amp; Competency</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Meets Expectations</td>
<td>Mostly Meets Expectations</td>
<td>Regularly Meets Expectations</td>
<td>Routinely Exceeds Expectations</td>
</tr>
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<td></td>
<td></td>
<td>Occasionally</td>
<td>Occasional Borderline Concerns</td>
<td>Any Serious Deficiencies</td>
<td>Any Serious Deficiencies</td>
</tr>
</tbody>
</table>

*Comments: ____________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

SUBMIT to Course Coordinator
ASSESSMENT OF PROFESSIONALISM, KNOWLEDGE, PRE/CLINICAL SKILLS AND DEGREE OF
INDEPENDENCE AND COMPETENCE

Scoring Key
Modified 29August2016

<table>
<thead>
<tr>
<th>Major Concerns</th>
<th>Minor Concerns</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
</table>

**Professionalism**

Measured by
- CDA Code of Ethics (1)
- Dalhousie University, Faculty of Dentistry Student Code of Conduct (2)
- SPS - Student Professionalism Scale (Description of communication, integrity, self-control, conscientiousness, judgement and analysis, sensitivity to others and tact and diplomacy taken from Chamberlain et al, Poole et al, Smithers et al and Tomini (3-6).

Meets Expectations Occasionally
- Regular Borderline Concerns
- Any Serious Deficiencies

Mostly Meets Expectations
- Occasional Borderline Concerns

Regularly Meets Expectations

Routinely Exceeds Expectations

**General attributes**

INCLUDES:
1. * unacceptable unprofessional behaviours  
2. * serious lapses  
3. * critical errors  
4. * frequent absences  

INCLUDES:
1. * occasional lapses in acceptable professional behaviours  
2. * no critical errors  
3. * occasional absences  

INCLUDES:
1. * acceptable behaviours consistently demonstrated  
2. * no critical errors  
3. * regular attendance  

INCLUDES:
* exceptional, exemplary behaviours that demonstrate maturity beyond expectations  
4. * always attends  

**Communication**

This competency focuses on the student's ability/skill in oral communication with patients, fellow students, staff and faculty. It addresses the manner of a student’s speech, the ability to clarify technical terminology for non-technical persons, the clarity and conciseness of the information transferred.

INCLUDES:
1. Has above average communication skills.

**Integrity**

This competency addresses such characteristics as a willingness to admit to shortcomings or personal limitations. It addresses such issues as personal and

INCLUDES:
1. Shows trustworthiness in the workplace.  
2. Can be trusted to be honest about his/her abilities.  
3. Willing to be truthful about own positive and negative qualities.
<table>
<thead>
<tr>
<th>Competency</th>
<th>Description</th>
<th>INCLUDES</th>
</tr>
</thead>
</table>
| **Self-Control**                 | This competency focuses on a student’s ability to remain calm and focused in stressful situations. The student will typically be able to deliver a calm measured response under pressure that displays a consistent degree of behavioural stability.                                                                                                                                                                                                                       | 1. Does not become angry when he/she experiences work pressures.  
2. Does not tend to overreact to situations at work.  
3. Demonstrates the ability to react under pressure without taking an inappropriate or extreme position.                                                                                                                                                                                                                                                                                   |
| **Conscientiousness**            | This competency focuses on a student’s ability to be enthusiastic and committed to one’s work. It addresses such characteristics as preparedness, planning and organization, sustained enthusiasm, attention to detail, maintenance of standards, pride and responsibility.                                                                                                                                                                                                                                           | 1. Demonstrates the tendency to go the extra mile.  
2. Demonstrates a highly developed work ethic.  
3. Does not require constant supervision to complete tasks.  
4. Tends to be a self-reliant worker.  
5. Does not show carelessness with regard to completing assignments on time.  
6. Meets responsibilities on time.  
7. Tends to organize assignments immediately rather than putting them off until the last minute.  
8. Cares about finishing work even if it means putting in extra time.  
9. Demonstrates an ability to plan for the future.                                                                                                                                                                                                                                           |
| **Judgement & analysis**         | This competency addresses the student's ability to make rational, realistic, sound decisions based on a thorough examination and synthesis of relevant patient and treatment information.                                                                                                                                                                                                                                           | 1. Shows ability to make level-headed decisions regarding situations at work.                                                                                                                                                                                                                                                                               |
| **Sensitivity to others**        | This competency relates to the consideration of the needs of others. It addresses the student's ability to discern and respond to the emotional, physical and mental as well as the dental needs of others. It is based on a respect for others and addresses an ability to recognize and respect diverse needs.                                                                                                                                                                                                                                     | 1. Demonstrates the ability to recognize the personal needs of others.  
2. Expresses interest or concerns about other people’s situations and/or problems.  
3. Does not lack sensitivity towards others.  
4. Shows sensitivity to the reaction of others.  
5. Gives the impression that they care very much about others.  
6. Has generally trusting attitudes towards co-workers.  
7. Does not act in an inconsiderate manner towards others.  
8. Shows sensitivity to immediate environment and mood of people in work area.  
9. Knows how to listen to the concerns of others.  
10. Gets along well with others.  
11. Has well-developed social skills.  
12. Is socially-oriented and shows interest in people.                                                                                                                                                                                                                                               |
| **Tact & Diplomacy**             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                      |
This competency focuses on the student's ability to put others at ease and to promote a harmonious and consensual environment in which disagreements and conflicts are more easily resolved.

**INCLUDES:**
1. Has the ability to persuade others to work together.
2. Has the social skills to work effectively with angry or dissatisfied individuals.

<table>
<thead>
<tr>
<th>Major Concerns</th>
<th>Minor Concerns</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
</table>

**Knowledge**

**Measured by**
- Preparation for clinic & patient care (organization, infection control)
- Quality and timeliness of questions and responses

<table>
<thead>
<tr>
<th>Serious deficiencies*</th>
<th>Borderline concerns*</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(unprepared and/or lacks knowledge for planned patient care, serious deficiencies in knowledge, patient safety concerns)</td>
<td>(occasional lapses in knowledge base, no critical errors, patient safety not a concern)</td>
<td>(acceptable knowledge base, demonstrates an acceptable understanding of clinical procedures and patient management)</td>
<td>(consistency demonstrates knowledge that exceed expectations)</td>
</tr>
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</table>

**Clinical Skills (application of knowledge and psychomotor skills)**

**Measured by**
- Quality of patient care (process, end result, overall patient management)
- Effective use of clinic time

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<td>(acceptable knowledge/skills base, demonstrates an acceptable understanding of clinical procedures and patient management)</td>
<td>(consistency demonstrates knowledge/skills that exceed expectations)</td>
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</tbody>
</table>

**Degree of Independence and Competency**

**Measured by**
- Amount and type of instructor assistance/intervention

<table>
<thead>
<tr>
<th>Serious deficiencies*</th>
<th>Borderline concerns*</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(instructor intervention required to complete procedure; patient safety concerns if student allowed to proceed)</td>
<td>(instructor intervention required due to difficulty of procedure)</td>
<td>(student able to accomplish tasks with appropriate instructor assistance consistent with student’s stage of development)</td>
<td>(demonstrates independence in managing patient; competency demonstrated)</td>
</tr>
</tbody>
</table>

*Explain * (all serious deficiencies and borderline concerns)
- based on expected knowledge and performance at given stage of student development in program

| Explain * (all serious deficiencies and borderline concerns) |   |   |
X. REFERENCES