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# Academic Policy Manual

## Faculty of Dentistry

Dalhousie University

2024-25



Prepared by

The Office of the Associate Dean Academic Affairs

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## 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.

## REQUIREMENT FOR FULL-TIME ATTENDANCE IN FACULTY OF DENTISTRY, DALHOUSIE UNIVERSITY D.D.S. AND D.D.H. PROGRAMS<sup>1</sup>

Graduates of Doctor of the Dental Surgery (DDS) and Diploma in Dental Hygiene (DDH) programs are eligible to be licensed as independent, unsupervised oral health care professionals. There is a societal, professional and educational expectation that these graduates have attained the level of knowledge and clinical experience to ensure competence in their profession. This is established through nationally accredited sequential, lock-step curricula designed to ensure graduates meet the standards expected of a beginning dental or dental hygiene practitioner.

Courses offered in any given year of each program are designed to both build upon previous knowledge and skill development and to complement each other. They are structured sequentially; with each year of the program scheduled to appropriately bring about the progressive learning required. Content is integrated across disciplines and domains to ensure there is comprehensive understanding and application of knowledge

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<sup>1</sup> Approved by Faculty Council on June 8, 2021

required for professional practice. Requisite skills are established through experiential laboratory and clinical sessions.

These are *not* unique, isolated courses that can be segmented out in varying timelines. They are interrelated and required to be taken in sequence. Separating these courses, or course components through part-time participation severely disrupts the necessary pedagogy of learning practical, psychomotor based skills and the integration of three streams of learning: biomedical foundational learning, patient care learning and clinical skills learning. As such, courses in the DDS and DDH programs are only offered once a year and students in, or applying to, these programs do not select the timing of required courses.

Furthermore, competence in performing clinical procedures and delivering patient care is demonstrated regularly and consistently over a period of time, not as an individual one-off event. Developing competence requires a certain amount of time and repetition of procedures; simply completing an activity once or twice, or passing a skill or knowledge-based exam is not sufficient in and of itself to determine competency.

When conferring a DDS degree or DH Diploma, the Faculty attests that the student has participated in the entire educational experience defined by the curriculum to achieve: a level of competency as measured by performance through discrete evaluative components of the program; demonstrated overall aptitude and fitness for the profession through application of professionalism, knowledge, clinical decision-making skills and reasoning; and the ability to practice independently. These determinations are dependent upon the established, accredited lockstep full-time educational programming and are not commensurate with non-accredited individualized or part-time programming.

## **FACULTY OF DENTISTRY STUDENT CODE OF PROFESSIONALISM <sup>2</sup>**

### **PREAMBLE**

The intent of this code is to provide guiding principles that foster a high standard of professionalism for all Faculty of Dentistry students during their academic years at Dalhousie. Students are expected to demonstrate the utmost professionalism and respect. They represent not only themselves but the Faculty of Dentistry, Dalhousie University, and the oral health profession.

Faculty of Dentistry students demonstrate honesty, integrity, compassion. They are expected to:

- Respect and be fair to all persons regardless of race, ethnicity, religion, gender, sexuality, ability, socioeconomic status, beliefs and values.
- Never harm or intend to harm others by verbal, physical, emotional or psychological means.
- Support those facing academic, clinical or personal challenges.
- Demonstrate competence and preparedness in all school-related responsibilities.
- Place the well-being of others ahead of personal advancement.

### **RELATIONSHIPS AND RESPONSIBILITIES**

Students have a special position of trust within society. They recognize and value relationships with fellow students, patients, faculty and staff members, Dalhousie University Faculty of Dentistry, Dalhousie University and the public. These responsibilities extend to online relationships and behaviors.<sup>3</sup>

#### **Relationships with Fellow Students**

Students must:

- Uphold the Dalhousie *Academic Integrity* policies and procedures in all forms of coursework and examinations.
- Uphold responsibilities in all forms of shared patient care and coursework.
- Support and mentor fellow students share knowledge and skills, and not place their own advancement before others.
- Act responsibly at social events so as to uphold professional values.
- Be judicious in the assessment of the work of fellow students.

#### **Relationships with Patients**

Students must:

- Treat patients with care and compassion.

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<sup>2</sup> Student Code of Professionalism developed by representatives of the Faculty of Dentistry Student Society 2019. Approved by Faculty Council on November 27, 2019.

<sup>3</sup> A Social Media Code of Conduct, to guide students in navigating social media-based communication and online relationships is found in [Appendix 1](#). Approved by Faculty Council on October 13, 2020.

- Plan and provide care that benefits patients and is consistent with patient needs, desires and abilities.
- Practice evidence-informed decision-making.
- Be accountable for and disclose adverse or potentially adverse events to patients and faculty.
- Respect the autonomy of patients particularly regarding informed decision making and privacy.
- Maintain complete, accurate, and confidential records that are not falsified in any manner.

### **Relationships with Faculty and Staff**

Students must:

- Maintain appropriate professional boundaries with faculty and staff.
- Be prompt and prepared for all teaching sessions.
- Take responsibility for gaining the knowledge and skills necessary to become competent practitioners.
- Foster respectful communication amongst the care and teaching teams.

### **Relationship with the Dalhousie Faculty of Dentistry and Dalhousie University**

Students must:

- Respect the *Policies, Procedures and Guidelines* set out by the Faculty of Dentistry and Dalhousie University.
- Refrain from behaviour that would reflect poorly on the Faculty of Dentistry and Dalhousie University (see [Dalhousie University's revised Code of Student Conduct](#)).
- Maintain professional values and principles when representing the Faculty of Dentistry and/or Dalhousie University both on and off campus.

### **Relationship with the Public**

Students must:

- Promote oral health as well as general health of all persons.
- Support and engage in organized dentistry for the benefit of society.
- Uphold and promote evidence-informed health care.
- Advocate for equitable oral health care for all.
- Abstain from the use of alcohol or drugs while participating in any activity related to the practice of dentistry.
- Refrain from behaviour that would reflect poorly on the profession.

## I. STUDENT PROGRESS AND PROMOTION POLICIES

### A. PROGRESS AND PROMOTION<sup>4</sup>

#### 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<sup>i</sup> 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 yearly, minimum GPA of 2.7 (B-).<sup>5</sup>
- 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 offense;

Academic offenses are considered a serious breach of professionalism. The Associate 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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<sup>4</sup> Revised Student Progress & Promotion Policy was approved by Faculty Council on April 30, 2019

<sup>5</sup> Revised Student Progress & Promotion Policy: GPA approved by Faculty Council on January 10, 2024



student academic offenses to the relevant Progress and Promotion Committee as a breach of professionalism. This includes findings of an academic offense by the Senate Discipline Committee.

- iii. A finding of sexual harassment under the [Dalhousie University Office of Human Rights and Equity Services](#) or a finding of personal harassment and/or discrimination by the [Student Conduct Office](#);

Students are obliged to report to the Associate Dean Academic Affairs, any **decisions** made against them under the Dalhousie Policies on [Prohibited Discrimination](#), [Sexual Harassment](#) or [Personal Harassment](#). The offense will be reported to the Progress and Promotion Committee at the discretion of the Associate 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 Associate 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 Attendance Policy;

Failure to comply with the [Student Attendance Policy](#) will be reported to the relevant Progress and Promotion Committee by the Associate Dean Academic Affairs.

### **Knowledge, Skills and Aptitude for practice**

A student's knowledge, and aptitude for practice are reviewed by the appropriate Progress and Promotion Committee 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 to the next year of the program until graduation.

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. Assessments 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 Associate Dean Academic Affairs and/or Associate Dean Clinical Affairs will initiate a meeting with the respective Associate Dean(s) as well as the Associate 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
- 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 assessments of clinical/pre-clinical didactic knowledge and skills are used in the determination of the status of a student's progress. The assessment 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<sup>ii</sup> 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 assessment. 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 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: remediation to address deficiencies (per Section 2.a.); suspension from the program (per Section 2.b.) or dismissal from the program (per Section 3).

***a) Student Progress: Remediation<sup>6,7</sup>***

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, may trigger a remediation.

If a student fails an assessment in a course (e.g. quiz, exam, pre-clinical summative), within one (1) week of release of their marks, the student **MUST** contact the Course Director to discuss their progress. If they do not, the matter will be referred to the Progress and Promotion Committee for further consideration.

Course directors are required to inform the Associate Dean Academic Affairs if any remediation is required. If a student has reached the maximum of two remediations in an academic year and is unsuccessful or may require further remediation, the matter will be referred to the Progress and Promotion Committee and Academic Policy will apply.

Scheduling of the remediation will be at the discretion of the Course Director.

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 Associate Deans Academic and/or Clinical Affairs (or their delegate):
  - a. to identify the source of the student's difficulties
  - b. review of appropriate policies and procedures; and/or
  - c. directed readings.
- Remedial Retest Opportunities: where retesting of a failed component is required as part of remediation, the maximum final mark for a Must Pass re-test component/section will be the lowest possible passing grade (65%). Retesting may or may not be recommended as part of the remedial plan.

**Students may have a remediation in a maximum of two (2) different courses per academic year, with a maximum of three (3) instructor contact hours per course remediation.** If the student is unsuccessful in the remediation, the matter will be

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<sup>6</sup> Revised Student Progress: Remediation Policy was approved by Faculty Council on September 6, 2023

<sup>7</sup> Revised Student Progress: Remediation Policy was approved by Faculty Council on June 26, 2024

referred back to the Progress and Promotion Committee and academic regulations will apply.

Note remediation process below:

1. Within one week of receiving a failing grade in a course assessment, the student must contact the Course Director and make arrangements for review of the assessment
2. The Course Director will determine if further remediation is required and the nature of the remedial program. If further remediation is required, the Course Director will:
  - submit record of meetings with the student to the Associate Dean Academic Affairs ([online form](#))
  - work with the Associate Dean Academic Affairs to create a remediation plan
  - carry through with the remediation plan and assessments as required
  - submit a final report on the outcomes of the remediation to the Associate Dean of Academic Affairs

#### ***b) Student Progress: Suspension<sup>8</sup>***

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

- requires additional time to complete 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 remediation and/or continuation of ongoing remediation, or
- recommended for dismissal from the Faculty

If a student is suspended, the Associate Dean Academic Affairs will set out the terms of the suspension in writing, including, but not limited to, the duration and nature of the suspension as well as the conditions upon which the student may re-enter the program.

Prior to being permitted to re-enter the program, the student must meet with the relevant class or program Progress and Promotion Committee and demonstrate their readiness to return.

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<sup>8</sup> Revised Student Progress: Suspension was approved by Faculty Council on June 26, 2024.

### 3. Promotion/Graduation Decisions<sup>9</sup>

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:

- **Advanced Standing Admissions:**  
Students who have met bridging requirements will be invited to enter the relevant subsequent academic year.
- **Graduation with Distinction:**<sup>10</sup>  
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 are eligible to 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 3](#).

Final approved course grades are transmitted to the Registrar, along with the list of students who are eligible for promotion or graduation. **This date is established by the Registrar's Office and listed in the Faculty of Dentistry Academic Calendar.**

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
- Student is required to repeat the year
- Student is dismissed from the Faculty

#### **a) Supplemental Assessments:**<sup>11</sup>

Following final grade submission, and upon recommendation by the Associate Dean Academic Affairs, a student who has **failed** the *didactic* portion of a course may be eligible to sit a supplemental assessment if they have:

- received no more than two failing grade(s) in an academic year, and

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<sup>9</sup> Revised Promotion/Graduation Decisions: Supplemental, Repeat of the Year and Dismissal from the Program was approved by Faculty Council on June 26, 2024.

<sup>10</sup> Inclusion of Graduation with Distinction Policy was approved by Faculty Council on October 17, 2018.

<sup>11</sup> Revised Supplement Assessments was approved by Faculty Council on October 11, 2023.

- have no unresolved professionalism issues.

Supplemental assessments are only available for the didactic component of a course. A maximum of 2 supplemental assessments can be offered in an academic year. No supplemental opportunities are available for failure of the preclinical/clinical section in any course, as defined in the course outline.

Students who are granted permission to write a supplemental assessment are notified in writing through their Dalhousie email address by the Associate Dean Academic Affairs.

The student must meet with the Course Director prior to the supplemental assessment for guidance. All supplemental assessments must be written 'in-person on campus' by the end of the last full week of June. The date and time of the assessment will be provided by the Associate Dean Academic Affairs in consultation with the Course Director of the affected course(s).

If the student is successful in their supplemental assessment, 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.

#### ***b) Repeat of the Year<sup>12</sup>***

At the discretion of the appropriate Progress and Promotion Committee, a student who does not meet the requirements for progress or dismissal will be offered the opportunity to repeat the academic year.

Repeat of the year must occur in the following academic year. A student is eligible to repeat only one year over the course of any Faculty of Dentistry program.

If a student is permitted to repeat the year, the class or program Progress and Promotion Committee will set out any conditions in writing.

#### ***c) Dismissal from the Program<sup>13,14,15</sup>***

The appropriate Progress and Promotion Committee may recommend to the Main Progress and Promotion Committee that a student be dismissed when a student:

- presents a serious risk to their own or others' safety or well-being
- engages in egregious/flagrant professionalism breaches
- is not eligible to repeat the year

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<sup>12</sup> Revised Repeat of the Year was approved by Faculty Council on September 25, 2024.

<sup>13</sup> Revised Dismissal from the Program was approved by Faculty Council on March 1, 2023.

<sup>14</sup> Revised Dismissal from the Program was approved by Faculty Council on September 25, 2024.

<sup>15</sup> Revised Dismissal from Program was approved by Faculty on October 18, 2024.

### ***Dismissal Hearing Procedures***

The student must be given an opportunity to attend the Main Progress and Promotion Committee dismissal hearing at which their dismissal is under consideration and to make representations to it.

The Chair of the Main Progress and Promotion Committee will request a written response from the student within **14 calendar days** of receipt of the Progress and Promotion dismissal recommendation. It is the student's right to have one support person and one advocate present at the dismissal hearing.

The Main Progress and Promotion Committee will make best efforts to ensure that the dismissal hearing is held within **14 calendar days** of receipt of the student's response and will inform both the student and the Associate Dean Academic Affairs of the date, time, location and format (in-person, virtual or hybrid) of the dismissal hearing.

At the commencement of the dismissal hearing, the Committee Chair will summarize the procedure for the hearing.

- The Associate Dean Academic Affairs (or their advocate) will present the dismissal recommendation, after which the members of the Committee will be given the opportunity to ask questions of the Associate Dean Academic Affairs (or to their advocate).
- The student (or their advocate) will then make their presentation after which the members of the Committee will be given the opportunity to ask questions of the student (or their advocate).
- The Associate Dean Academic Affairs (or their advocate) will be given an opportunity to reply to the presentation of the student. Any such reply will be limited to new matters raised during the student's presentation that could not have been anticipated when they presented the recommendation.
- Members of the Committee will be given a final opportunity to ask questions of the student and of the Associate Dean Academic Affairs (or their respective advocates).
- The student and the faculty member/academic administrator (or their advocates) will be given the opportunity to make brief closing statements.

The Main Progress and Promotion Committee shall deliberate in camera.

The Committee may:

- Accept the recommendation and dismiss the student;
- Reject the recommendation; or
- Reject the recommendation and remit the matter to the appropriate Progress and Promotion Committee to design a remediation plan for the student.

The Chair of the Main Progress and Promotion Committee shall forward a written decision within **14 calendar days** following the dismissal hearing, including reasons, to the student and the Associate Dean Academic Affairs. The decision will also confirm the student's right to [appeal the decision](#) to the Faculty of Dentistry's Academic Policy and Appeals Committee.

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

## B. STUDENT ATTENDANCE POLICIES

### 1. Student Attendance Policy and Protocol<sup>16</sup>

Oral Healthcare Programs require in-person, active engagement between students, patients and faculty. Faculty of Dentistry graduates are eligible for licensure as independent, unsupervised practitioners. Similar to residency experiences within other professional learning pathways, there is a societal, professional and educational expectation that these graduates have attained sufficient clinical experience and knowledge, as well as learning activities and procedures necessary for professional practice. Students are expected to have obtained the requisite clinical experience to practice competently in independent practice. This is the basis on which attendance is expected and required throughout all aspects of the program.

Therefore, **students are required to attend and participate directly in all components of the educational program.** Assessment of student knowledge, skills and attitude is an important element of the curriculum. When the Faculty confers a degree or diploma, the Faculty attests not only that the student has achieved a level of knowledge and competency as measured by performance on tests, but that the student has shown a commitment to professional responsibility and has also participated in the entire educational experience that is defined by the curriculum.

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.

**Making false statements in applying for and/or obtaining approval for an absence is considered a breach of professionalism and Faculty regulations will apply.**

#### **Planned Absence**

Students will be allowed limited time away from the educational program for unexpected life events, or events that cannot be accommodated outside the student's schedule. This may include, but is not limited to, mental health days, travel for interviews, personal matters, personal appointments, etc.

Should students require limited time away from the program, Dental Hygiene students will require approval from the Director of Dental Hygiene and DDS students will require approval from Associate Dean Academics Affairs and/or Associate Dean Student Affairs.

#### **Unplanned Absence**

In the event of an illness or emergency, the student must complete the Absence Form prior to 8:00 am (Atlantic Time) on the day of the absence.

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<sup>16</sup> DDS and DH Student Attendance Policies were combined and approved by Faculty Council on May 3, 2022.



## Reporting Absences

**ALL absences must be reported using the [Absence Form](#).** Course directors and/or clinical instructors will automatically be notified upon submission of the absence form.

Failure to submit an absence form is a breach of professionalism and will result in the student receiving a negative **Skills Assessment** and Faculty Regulations regarding professionalism will apply.

Students are responsible for all didactic, laboratory, pre-clinical and clinical work that is missed due to their absence. Course directors are under no obligation to make accommodations for student absences.

**If the student is unable to book a patient for a scheduled clinic, or if the patient cancels or does not show for an appointment, the student is NOT excused from clinic. Students are to remain in clinic and assist other students, learning through observation and providing clinical support.**

## Process

1. Complete the online [Absence Form](#), whether *planned* or *unplanned*. Unplanned absences must be **submitted prior to 8:00am** on the day of the absence.
2. **Clinic Appointment:** For students who have booked patient appointments, either reschedule the patient or make arrangements for a classmate to see them.
3. **Rotation:** If a student is scheduled on a rotation the student must make arrangements for coverage of that rotation with a classmate within their SGP group **only**.

## Extended Absence

For absences of more than 3 consecutive days, approval is required by the Associate Dean Academics Affairs and/or Associate Dean Student Affairs. The nature of the absence will need to be considered before the extended absence is approved.

## Impact of Absences on Student Progress and Promotion

Attendance will be monitored throughout the length of the student's program and will contribute to students' overall performance record. Thus, non-compliance with the Faculty's Attendance Policies will have consequences that are reflected in a student's academic record. A breach of the attendance policy is considered a breach of professionalism and Faculty Regulations will apply.

Attendance and progress will be regularly reviewed by the appropriate Progress and Promotion Committee to determine if sufficient clinical experience and achievement of course requirements have been met for promotion or graduation as detailed in section [I.A. Progress and Promotion](#).

## Request for Rescheduling of Missed Assessment Component

In the event an academic requirement (other than a final examination(s)) is missed due

to a planned or unplanned absence, the course director may make alternative arrangements for the student, but they are under no obligation to do so.

In the event a Course Director declines a request for an alternate assessment, a student may appeal this decision by emailing the Associate Dean Academic Affairs, and include any documentation required to support their absence.

If the request to reschedule course assessment is approved, the Associate Dean Academic Affairs will discuss alternative arrangements with the Course Director.

### **Multiple Short Term and Long Term Absences<sup>17,18</sup>**

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 Associate Dean Student Affairs, Associate Dean Academic Affairs and/or Director of Dental Hygiene 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 health care provider 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 absent for 8 days, or greater, consecutive or non-consecutive, they will be required to meet with the Associate Deans of Student and Academic Affairs and/or Director of Dental Hygiene. When a student is at risk for not completing program requirements for promotion due to absenteeism, the Associate Dean Academic Affairs will recommend a review by the appropriate Progress and Promotion Committee to determine whether the student be offered the opportunity to take a [Leave of Absence](#), voluntarily [Withdrawal](#) from the Faculty or whether further assistance (including a recommendation to request accommodations under the [Student Accommodation](#) policy) is appropriate. It is ultimately the student's responsibility to request accommodations. Should the student not seek out accommodations and choose to proceed in the program, faculty regulations will apply regarding promotion.

## **2. Storm Closure Policy for Faculty of Dentistry Programs<sup>19,20</sup>**

In the event of closure of the Halifax campus of Dalhousie University, or closure of the

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<sup>17</sup> Revised Absence Policy: Multiple Short Term and Long Term absences approved by Faculty Council on May 23, 2018.

<sup>18</sup> Revised Absence Policy: Multiple Short Term and Long Term absences approved by Faculty Council on April 4, 2024.

<sup>19</sup> Storm Closure Policy approved by Faculty Council on March 23, 2021.

<sup>20</sup> Revised Storm Closure Policy was approved by Faculty Council on May 17, 2023.

Faculty Building for any reason, remote lectures/seminars/presentations may be made available to students for asynchronous delivery. Course materials provided asynchronously are eligible to be included in any course assessments. Classes cannot convert to an online synchronous format.

### C. STUDENT WITHDRAWALS FROM THE FACULTY<sup>21</sup>

The Associate 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 appropriate Progress and Promotion 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 the following academic year is granted by the appropriate 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 Associate 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.

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<sup>21</sup> Revised Student Withdrawal from Faculty Policy was approved by Faculty Council on November 21, 2018.

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 Associate Dean Academic Affairs. Students requesting a leave of absence are advised to seek advice from the Associate 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 Associate Dean Academic Affairs will apprise the appropriate 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 Associate Dean Student Affairs may accompany them for the interview at the student's request.

### **Conditions of Return**

Upon return, the 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 Associate 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 Associate 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 Associate Dean Academic Affairs **at least one month prior to the first day of the relevant academic year.**

## 2. Voluntary Student Withdrawal 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 Associate Dean Academic Affairs.

### D. FEE REFUNDS AND CLEARANCE POLICIES<sup>22</sup>

#### 1. Fee Refunds

##### Student Dismissal

As the Faculty of Dentistry programs are limited enrolment, 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.

##### Student Withdrawal

#### a. Tuition Refunds

Students who withdraw from the Faculty of Dentistry for whatever reason, including an approved Leave of Absence, will be eligible for a refund of tuition in accordance with University Policy regarding University [Academic Dates for Withdrawal](#) (see Refund Schedule). Students who withdraw after the University deadlines will NOT be entitled to a refund of these fees.

#### b. Faculty of Dentistry Auxiliary/Instrument Fee Refunds

At the discretion of the Dean, and ONLY if the withdrawal or leave is approved **before** the University [Academic Dates for Withdrawal](#) (see Refund Schedule), a portion of the auxiliary/instrument fee may be refunded. This refund will only be considered for returned items that are unopened. It does not include personal items such as Loupes, Scrubs, Lab coat, etc.

## 2. Clearance

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 be signed when all outstanding items (e.g. instruments, supplies, hand pieces, charts, keys, etc.) have been returned. Student clinic accounts with

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<sup>22</sup> Revised Fee Refunds and Clearance Policy was approved by Faculty Council on May 5, 2020.

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. Without clearance, eligible refunds will not be returned to students who withdraw, take a leave of absence or are dismissed from the program.

For students:

- in the final year of their DDS or DH program, failure to complete the clearance procedures will result in withholding the student's recommendation to Senate for graduation.
- at the end of each academic year, other than the graduating year, failure to complete the clearance procedures will result in withholding the student's recommendation for promotion.

## II. STUDENT APPEALS POLICIES<sup>23,24</sup>

### A. OVERVIEW OF FACULTY LEVEL APPEALS

Students may bring appeals relating to academic matters that fall within the jurisdiction of the Faculty of Dentistry. This section sets out the jurisdiction of the Faculty of Dentistry's Academic Policy and Appeals Committee to hear those appeals and the procedures to be followed for the fair, orderly, and expeditious resolution of appeals.

#### 1. Jurisdiction

The Faculty of Dentistry's Academic Policy and Appeals Committee (the "Committee") hears appeals by students from decisions of, or the refusal to make decisions by the Faculty of Dentistry regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of University, Faculty or Program academic regulations.

Decisions of the appropriate Progress and Promotion Committee are among the decisions that can be appealed to the Committee. These include the appropriate Progress and Promotion Committee's decisions about:

- Remediation;
- Promotion;
- Failure of year;
- Request to repeat year;
- Recommendation for graduation made to Senate (but actual decision rests with Senate); and
- Dismissal

Note that decisions remain effective and must be adhered to during any appeal processes, including decisions of the appropriate Progress and Promotion Committee.

The Committee hears appeals by graduate students except when the appeal involves Faculty of Graduate Studies (FGS) academic standards and/or application of FGS academic regulations (in which case the Faculty of Graduate Studies' Student Appeals Committee has jurisdiction).

The Committee's jurisdiction does not extend to the following, each of which may be addressed through other processes within the University:

- Admissions decisions;
- Decisions relating to the awarding of a scholarship, award, or bursary;
- Grade reassessments;
- Allegations of academic or scholarly dishonesty;
- Allegations of discrimination (including failure to provide reasonable accommodation);

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<sup>23</sup> Revised Student Appeals Policy approved by Faculty Council on October 25, 2022

<sup>24</sup> Revised Student Appeals Policy approved by Faculty Council on September 25, 2024.

- Allegations of misconduct that fall under the Code of Student Conduct.

## 2. Grounds of Appeal

### *2.1 Appeal of a decision by the Main Progress and Promotion Committee to dismiss a student*

A student may appeal a decision of the Main Progress and Promotion Committee rendered under [Section I.A.3.c](#) of the Academic Policy Manual to dismiss them from their program on the grounds that the Main Progress and Promotion Committee denied the student procedural fairness in rendering its decision.

The burden rests on the student to prove, on a balance of probabilities, that the ground of appeal has been established. The appeal process is not to be used merely to seek a second opinion where the student disagrees with the Decision.

### *2.2 Appeal of other academic decisions*

A student may appeal a decision, or the refusal to make a decision (the “Decision”) by a faculty member, academic administrator, or the appropriate Progress and Promotion Committee regarding academic matters on the grounds that there was unfairness, including lack of jurisdiction, bias or irregularity in decision making.

The burden rests on the student to prove, on a balance of probabilities, that the ground of appeal has been established. The appeal process is not to be used merely to seek a second opinion where the student disagrees with the Decision.

## 3. Appeal Procedures

Notwithstanding anything in these Appeal Procedures, concerns may be resolved informally between the parties at any point during the appeal process, including after a Notice of Appeal has been submitted.

### *3.1 Submission of Appeal*

3.1.1 A student may appeal the Decision in writing to the Chair of the Committee within **14 calendar days** of the Decision being sent to the student. To appeal the Decision, the student must deliver to the Chair of the Committee a Notice of Appeal. The Notice of Appeal must be signed by the student and include the following information:

3.1.1.1 the grounds of appeal and any supporting arguments and evidence;

3.1.1.2 the names of witnesses, if any, to be called at the appeal hearing;

3.1.1.3 any other relevant considerations;

3.1.1.4 supporting letters, if applicable;

3.1.1.5 the requested outcome; and

3.1.1.6 the names of the advocate and/or support person who will be at the appeal hearing. The Associate Dean Student Affairs may



only be a support person during an appeal hearing. They may not act as an advocate.

- 3.1.2 Upon receipt of the student's appeal materials, the Chair of the Committee will:
- 3.1.2.1 appoint three members of the Committee (two faculty and one student) to serve as the Appeal Hearing Panel for that appeal.
  - 3.1.2.2 appoint one of the faculty members of the Appeal Hearing Panel as the Chair of the Hearing Panel;
  - 3.1.2.3 provide a copy of the appeal materials to the faculty member/academic administrator whose decision is the subject of the appeal and require a written response within 14 calendar days of sending those appeal materials. The written response by the faculty member/academic administrator to the Appeal must include the following information:
    - 1) confirmation of the nature of the Decision;
    - 2) response to the grounds of appeal and any supporting arguments and evidence;
    - 3) the names of witnesses, if any, to be called at the appeal hearing;
    - 4) any other relevant considerations; and
    - 5) the name of the advocate who will attend the appeal hearing (if applicable).
  - 3.1.2.4 inform both parties of:
    - 1) the date, time, location, and format (in-person, virtual, hybrid) of the appeal hearing;
    - 2) the names of the Appeal Hearing Panel members;
    - 3) the names of the witnesses who will be called; and
    - 4) their right to be accompanied by one advocate.
- 3.1.3 The Chair of the Committee will forward the student's appeal materials and the written response of the faculty member/academic administrator to the members of the Appeal Hearing Panel.

#### **4. Hearing of Appeal**

- 4.1** The Appeal Hearing Panel will make best efforts to ensure the appeal hearing is held within 14 calendar days of receipt of all supporting material by the Chair of the Committee.
- 4.2** The parties to the appeal are the student and the faculty member/academic administrator who made the Decision. Each party has the right to be present at the appeal hearing, hear all of the evidence presented, and challenge any evidence presented.
- 4.3** The student has the right to be accompanied at the appeal hearing by an advocate and no more than one support person. The faculty member/administrator has the right to be accompanied by an advocate.

- 4.4** At the commencement of the appeal hearing, the Appeal Hearing Chair will summarize the procedure for the hearing.
- 4.5** The student (or their advocate) will make their presentation after which the members of the Appeal Hearing Panel will be given the opportunity to ask questions of the student (or to their advocate).
- 4.6** The faculty member/academic administrator (or their advocate) will then make their presentation after which the members of the Appeal Hearing Panel will be given the opportunity to ask question of the faculty member/academic administrator.
- 4.7** The student (or their advocate) will be given an opportunity to reply to the presentation of the faculty member/academic administrator. Any such reply will be limited to new matters raised during the faculty member/academic administrator presentation that could not have been anticipated when they made their presentation.
- 4.8** Members of the Appeal Hearing Panel will be given a final opportunity to ask questions of the student and of the faculty member/academic administrator (or their respective advocates).
- 4.9** The student and the faculty member/academic administrator (or their advocates) will be given the opportunity to make brief closing statements.
- 4.10** Appeal Hearings shall not be recorded without the approval of the Chair of the Appeal Hearing Panel.
- 4.11** Any information gathered in any appeal, including information presented at the appeal hearing, is confidential except to the extent that disclosure is necessary to implement these procedures or to carry out a decision made by the Appeal Hearing Panel.

## **5. Deliberation and Decision on Appeal**

- 5.1** Following the appeal hearing, the student and faculty member/academic administrator (and any advocates and support persons) will leave and the Appeal Hearing Panel will deliberate in camera. The decision will be by simple majority and the Appeal Hearing Panel will prepare written reasons for that decision.
- 5.2** On an appeal of a Main Progress and Promotion Committee's decision to dismiss a student, the Appeal Hearing Panel may:
  - 5.2.1 dismiss the appeal, or
  - 5.2.2 allow the appeal, in whole or in part, and refer the matter back to the Main Progress and Promotion Committee to:
    - 1) provide better written reasons where the Appeal Hearing Panel determines that the Main Progress and Promotion Committee's only deficiency is in relation to the adequacy of the written reasons provided to the student, or

- 2) re-hear all or part of the matter, according to any directions the Appeal Hearing Panel deems appropriate.

**5.3** On all other academic appeals, the Appeal Hearing Panel may:

- 5.3.1 dismiss the appeal;
- 5.3.2 allow the decision under appeal to stand, despite possible insubstantial procedural errors; or
- 5.3.3 allow the appeal and order an appropriate remedy that is compliant with Faculty and university regulations.

**5.4** In no event will the Appeal Hearing Panel conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Hearing Panel may recommend that a re-evaluation be conducted by a qualified person(s) designated by the Hearing Panel.

**5.5** The Chair of the Appeal Hearing Panel will make best efforts to provide the Hearing Panel's decision, including the written reasons for the decision, to the Chair of the Committee within **14 calendar days** of the appeal hearing. The Chair of the Committee will then provide the decision to the parties and to the Dean, or their designate.

**5.6** Appeal Hearing Panel members will return all documentation and written notes regarding the appeal to the Chair of the Committee following its deliberations. The Chair of the Committee will ensure official records are stored securely in the Dean's Office, or the office of their designate.

## **6. Further Appeal**

The student may appeal the decision of the Appeal Hearing Panel to the Senate Appeals Committee.

### **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 assessment, 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 ASSESSMENT POLICIES<sup>25</sup>

#### A. GENERAL ASSESSMENT POLICY

*Student Progress and Promotion Policies* ([Section 1](#)) provide details on the standards by which the Faculty monitors progress, remediates and promotes students within the Faculty of Dentistry programs and recommends to Senate those students who meet the criteria for graduation. The following sections outline the means by which the Progress and Promotion Committees are able to make their determinations.

##### 1. Assessments:

Any form of assessments including but not limited to tests, examinations, assignments and pre-clinical and clinical skills assessments are established to measure 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; assessments are reviewed at each Progress and Promotion Committee meeting.

- Assessments valued at  $\geq 25\%$  must be conducted according to Faculty [Examination Policies and guidelines](#).
- No more than 40% of the final grade may be derived from any single assessment in the course (written, practical, pre-clinical or clinical).
- No single interim test ("classroom test") or mid-term examination, given as an in-class test, may be used to derive more than 40% of the course's final grade.
- With the exception of assessments of Professionalism (see III. B. below), **MUST PASS** sections of a course must offer the opportunity of more than one assessment to determine pass or failure of that section.

The Faculty of Dentistry numerical percentage score-letter grade equivalency scale ([Appendix 3](#)) will be used in reporting final grades.

Subject to any University Senate decisions or changes to Senate policies, a Course Director who wishes to scale marks or change the derivation of marks from the original course outline after a course has started must receive approval by

1. at least 2/3 of the class indicated through signatures on a class list or a verified electronic poll with the proposed change(s) clearly stated
2. the Associate Dean Academic Affairs. At the discretion of the Associate Dean Academic Affairs the appropriate Progress and Promotion Committee may be consulted.

#### 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

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<sup>25</sup> Revised Student Assessment Policies A. and B was approved by Faculty Council on Dec 9, 2020

also expected to adhere to the Dalhousie Policies on [Prohibited Discrimination](#), [Sexual Harassment](#), [Personal Harassment](#), and [Academic Integrity](#) and the [Student Attendance Policy](#).

## 1. Professionalism and Fitness to Practice

Separate and apart from individual course assessments 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 Assessment form or another formalized skills assessment to evaluate Professionalism and Fitness to Practice. The assessment and contribution of Professionalism and Fitness to Practice to the final grade for each course will be determined by the 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, labs, 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.

Students are required 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 course syllabi for course director-specific policies and guidelines for the remediation of missed academic requirements. Course requirements take priority over Allowed Absences. **It is at the course director’s discretion as to how any academic requirements are dealt with** (e.g. re-schedule assessment, extend due date, deduct marks, assign ‘0’ for the assessment).

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 improperly handled absences require the student to meet with the Associate Dean Clinical Affairs and/or the Associate Dean Academic Affairs and Faculty policies will apply.

For absences from academic requirements (that make up any portion of the overall grade for the course) due to exceptional or extenuating circumstances, students must follow guidelines set out in the [Student Attendance Policy](#).

For details on requests to reschedule a course assessment, see [B. Student Attendance Policy](#).

### C. STUDENT SCHOLARSHIPS, AWARDS AND PRIZES<sup>26</sup>

At the end of each academic year, the DDS and DH Progress and Promotion Committees approve scholarships, awards and prizes. Program and criteria relevant to the scholarship, awards and prizes are published in the Faculty of Dentistry Calendar.

The bases of criteria include:

- GPA
- Course or class standing
- Course proficiency as reported by the course director
- Student and/or Faculty nomination

At the discretion of the appropriate Progress and Promotion Committee students may be disqualified from awards on the bases of:

- Professionalism issues
- Repeating the academic year

There is no mechanism to appeal the Progress and Promotion Committee's final decisions regarding scholarships, awards and prizes.

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<sup>26</sup> Revised Student Scholarships, Awards and Prizes Policy was approved by Faculty Council on March 23, 2021.

## IV. EXAMINATION POLICIES

### A. EXAMINATION SCHEDULING<sup>27,28</sup>

Assessments (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 assessments with a value > 20% are not to be scheduled within one week of a scheduled examination period. The Associate 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 (in-term assessments) cannot exceed 30%. No single assessment can exceed 40%, and no combination of assessments for a single course exceeding 40% in an examination period

#### 1. Request to Reschedule a Final Examination

A draft version of the examination schedule will be circulated to each class president for review. Once the final, approved examination schedule has been published the schedule will not be changed.

### B. POLICY AND PROTOCOL FOR STUDENTS

Dalhousie University expects all students to be responsible learners, which means that you will complete all examinations independently 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 failure of the exam, failure of the course, or expulsion. A student who has an unauthorized electronic device on their person is considered to be cheating.

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.

**The following protocol applies to all examinations (scheduled in class or during examination week).**

Regarding examinations, students are to note:

- NO unapproved electronic devices or watches (electronic or otherwise) are permitted to be on or near a student during an examination (see following protocol).

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<sup>27</sup> Revised Examination Policies A to D were approved by Faculty Council on May 17, 2023

<sup>28</sup> Revised Examination Scheduling Policy was approved by Faculty Council on April 4, 2024.



- 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 to the examination seat/station unless approved by the course director. All books, papers, etc. not approved must be deposited in the area designated by the invigilator for bags, books, electronics and backpacks.
- Students are not permitted to leave the examination room without the consent of the invigilator.
- If the assessment is occurring in the examination period, a seating chart will be posted inside and/or outside the examination room prior to the exam (if possible). Students will complete the examination in their assigned seat, unless otherwise instructed.
- Water bottles without designs, labels or stickers are permitted at the examination seat/station.
- 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 arriving less than 30 minutes late to an examination, must complete the exam by the end of the allotted time (i.e. if exam is scheduled from 9:00–11:00am, a student arriving at 10:00am will be required to finish the exam by 11:00am). Students will not be admitted to the examination room more than 30 minutes after the beginning of the examination.
- Students are not permitted to leave the examination room in the first 30 minutes after the examination begins.
- There is to be ABSOLUTELY NO TALKING during an examination. Students found communicating with one another in any way or under any pretext whatsoever, or having unauthorized books or papers in their possession, shall be subject to expulsion from the examination and appropriate disciplinary action taken.
- 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 can write out the concern on the feedback sheet provided. 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 feedback sheet provided. These will be considered by the Course Director in the assessment 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 supervised by an invigilator to ensure the student has returned all materials.

### 1. Use of electronic devices during examinations

The following protocol governing the possession and use of all types of electronic devices, including but not limited to mobile telephones, computers, tablets, smart

watches, and electronic earbuds or headphones, will apply during all types of examinations and tests.

- NO unapproved 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, electronics, and backpacks.
  - Calculators may be used at the discretion of the course director.
- 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.

### C. POLICY AND PROCEDURES FOR FACULTY

#### 1. Exam Preparation and Administration<sup>29,30</sup>

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

Responsibility for the preparation of examinations lies exclusively with the Course Director. During their first three years, new Course Directors must have their examinations reviewed and found satisfactory by their Department Head, Division Head or Director. Further, a standard exam comment sheet must be included as the last page of each examination and remain attached to the paper examination. For online examinations, students are to email comments to their course director within 30 minutes of completing the examination.

Printing of examinations or posting of online examinations is the responsibility of the Course Director. For written and online examinations, three spare paper examinations should be provided to the invigilators.

The Scheduling Clerk in the Dean's Office will randomize seating for each examination and give these randomized seating charts to the course director and/or invigilator prior to the date of the examination. This chart should be posted outside the examination room prior to the exam.

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<sup>29</sup> Revised Exam Preparation and Administration for Faculty was approved by Faculty Council on May 3, 2022.

<sup>30</sup> Revised Exam Preparation and Administration for Faculty was approved by Faculty Council on June 26, 2024.

Seats will be assigned in each examination room. Students will go to their assigned seat number. Students should be asked to put their Dalhousie Student number only (B00 # - no name) on the cover page of their examination booklet and computer marked sheets for M/C questions. Preclinical examinations in the Simulation Lab can be completed at the student's assigned seat, unless otherwise dictated by the Course Director.

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 ensure an alternating seating arrangement.

As students leave the room, they must sign an "examination sign-out sheet" provided by the Dean's office. 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. For online (Brightspace) examinations, the invigilator must also record the time the student signed the "examination sign-out sheet". This sheet should remain with the Course Director (with the examination papers if applicable) for one year after submission of final course grades.

## 2. Invigilators

Once the examination schedule is finalized, a roster for exam invigilators will be developed by Department Chairs and/or Director of the School of Dental Hygiene, in consultation with the Dean's office where necessary. 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 to station one at the back or front 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 course director 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 course director 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 ASSESSMENTS<sup>31</sup>**

##### **1. In-term Assessment**

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

Make-up assessments or assignments, extensions of due dates, deferrals of the evaluative component and alternate assessment schemes are at the discretion of the course director(s). The student **MUST** contact the course director to arrange the makeup assessment. The makeup assessment date, time and format will be at the discretion of the course director.

A student who believes they will suffer undue hardship due to the nature of the makeup assessment, may appeal to the Associate Dean Academic Affairs to discuss the matter further.

##### **2. Requests for Rescheduling an Assessment during the Examination Period**

As per [Dalhousie policy](#), a student requesting an alternative time for an assessment during the examination period will be granted that request only in exceptional circumstances. Such circumstances include illness 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 assessment time. In cases where it is necessary to make changes to assessment arrangements late in the term, or the Associate Dean Academic Affairs and/or Director of the School of Dental Hygiene has approved exceptional assessment arrangements, a special effort will be made to accommodate difficulties the changes may cause for individual students.

The student must notify the Associate Dean Academic Affairs and/or the Director of the School of Dental Hygiene and the Course Director(s) of their absence prior to the assessment. The decision whether to grant a student's request for an alternative assessment time lies with the Associate Dean Academic Affairs and/or the Director of the School of Dental Hygiene, in consultation with the Course Director(s).

Upon approval of alternative arrangements, the student will be notified in writing.

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<sup>31</sup> Revised Student Request to Reschedule Assessments Policy was approved by Faculty Council on October 11, 2023.

### 3. Missed Assessment during Examination Period

In the event an assessment is missed due to illness or university closure, the assessment(s) will be scheduled during a predetermined makeup period immediately **following** the last scheduled examination. The makeup period will be circulated with the examination schedule. The student(s) will be informed within 24 hours, by the Academic Affairs Office, of the date/time of the makeup assessment.

## V. TRANSFER CREDITS, COURSE WAIVERS, ELECTIVES AND ADDITIONAL EDUCATIONAL OPPORTUNITIES.

### A. TRANSFER CREDIT<sup>32</sup>

**Students enrolled in the D.D.S. program are not eligible for course waivers.**

Students enrolled in the Dental Hygiene program with **more than** 30 credit hours are eligible for course waivers and may apply for Transfer Credits. 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.

Alternatively, students may choose to enroll in a credit-based Directed Study course.

#### 1. Transfer Credit Eligibility

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

Transfer credits are granted if the student, upon entering the Dental Hygiene 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 such as students with a Master’s or Ph.D. in a subject area.

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.

#### 2. Procedural Guidelines

A student who thinks a course completed is equivalent to a course in the DH program and that they are eligible for a Course Waiver/Transfer Credit are asked to complete the [Application for Transfer Credit/Course Waiver form](#). A course outline (syllabus) of the completed course may be required to support the application. Applications are reviewed by the Dean’s Office to ensure that all the requirements for a Course Waiver are met. The appropriate Progress and Promotion Committee approves the Course Waiver and the list is returned to the Transfer Credit team in the Registrar’s Office to determine eligibility for Transfer Credits. Students are notified by the Dean’s Office to drop the class for the approved waiver.

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<sup>32</sup> Revised Transfer Credit Policy was approved by Faculty Council on November 27, 2019

If the course director determines that the Course Waiver requires a challenge examination, the form is submitted to the Dean's Office. The course director will report the results of the challenge examination to the Dean's Office. If the student passes the challenge examination, the Dean's Office will notify the Transfer Credit team of the results and tell the student to drop the class.

### **3. Directed Study in Dental Hygiene**

Students who have successfully received Transfer Credits may elect to enroll in DEHY 2000 Directed Study in Dental Hygiene which will offer educational opportunities outside of the curriculum. Enrolment in DEHY 2000 requires approval from an approved course director.

#### **B. 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 Associate 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 Associate 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.

### C. PROTOCOL FOR EXTERNALLY SPONSORED EDUCATIONAL OPPORTUNITIES – INTERACTIONS WITH INDUSTRY POLICY<sup>33</sup>

There are two processes through which externally sponsored educational opportunities may be facilitated for students:

1. If a faculty member wishes to offer externally sponsored educational and/or other professional experiences for students (including guest speakers, dental industry, professional organizations) during scheduled curricular time, they must abide by the [Faculty of Dentistry Conflict of Interest policy](#). The course director will determine whether these sessions are included in the assessment for the course.

To schedule additional time outside the regular schedule, the Office of Academic Affairs must be consulted **prior** to confirmation of the event.

For sessions requiring preclinical space/equipment/supplies, the Office of Clinical Affairs **MUST** be consulted **prior** to confirmation of the event.

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

2. 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 Students' Society following the procedures outlined in [Appendix 4](#). For students in graduate and postgraduate programs in the Faculty of Dentistry, the Director of the program must be consulted prior to booking events. These events must occur **ONLY** in unscheduled student time. Participation is optional and these elective sessions are exempt from assessment under the Progress and Promotion policies.

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<sup>33</sup> Revised Educational Opportunities Policy was approved by Faculty Council on May 5, 2020



## 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<sup>34</sup>

Dalhousie University recognizes the diversity of its students and is 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 to the Dalhousie Student Accessibility Centre in advance of the event or process in relation to which accommodation is being sought so that a decision can be made. Note: Approval process by the Dalhousie Student Accessibility Centre 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 completed 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.

### **Dalhousie Student Accessibility Centre Information re Accommodations:**

#### **A. Written Assessments during Exam week**

In order to schedule a written assessment through the Student Accessibility Centre (SAC), the student is required to submit an accommodation request through the "[Accommodate](#)" software.

1. The student is responsible to complete the online request a minimum of 2 weeks prior to the written assessment.
2. Prior to the written assessment, the course director will be provided a list of students with accommodations through the "Accommodate" software. The course director must complete the form through the "Accommodate" software with details of the written assessment a minimum of **72 hours** prior to the administration of the assessment. If supplemental materials (models, radiographs, etc.) will be required for the assessment they must be submitted to the SAC a minimum of **24 hours** in advance of the assessment.

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<sup>34</sup> Revised Accommodations Policy was approved by Faculty Council on October 25, 2022

**Note:** If the student misses the deadline, they will be required to write the test with their classmates. Students are informed of all these details when they meet with the SAC advisor.

### **B. Written Assessments outside Exam week**

1. Any written assessments that are short in duration (i.e. less than 15 minutes) and are low stakes (i.e. approximately 5% or less) should be administered in the classroom and not at the SAC. All students must be provided the greatest time accommodation for the assessment.
2. Any written assessments that are longer in duration (i.e. greater than 15 minutes) and are higher stakes (i.e. approximately 5% or more) will be administered at the SAC.
3. It is the student's responsibility to inform course directors if they will be delayed for a subsequent class or clinic.

### **C. Objective Structured Clinical Exam (OSCE/Bell-ringer)**

OSCEs administered online follow traditional time accommodations and can be treated like written exams. In-person OSCEs are challenging to accommodate as they must be administered in the Faculty of Dentistry. All students must be provided the greatest time accommodation for the OSCE.

### **D. Other accommodations as directed by the Dalhousie Student Accessibility Centre.**

Please see the Dalhousie University [SAC](#).

## **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 Policy](#). Further explanations and links to resources can be found in Academic Integrity Resources for Students.

## **C. DALHOUSIE UNIVERSITY'S CODE OF STUDENT CONDUCT**

Dalhousie University's revised Code of Student Conduct went into effect on September 1, 2021, following a multi-year review process guided by a task force established by the Senate Learning and Teaching Committee. The revised Code was approved by Senate in

the spring of 2021. The purpose of the review was to establish clear student rights and responsibilities, guide expectations for and responses to non-academic misconduct, and review the current Code and its intersection with other behavioural policies. The revised Code is based on guiding principles that include fostering a sense of belonging for all students (EDIA), being student-centered and using a holistic approach, and providing clarity of process and consistency in policy application.

#### D. USE OF TEACHING MATERIALS<sup>35</sup>

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 course director 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.

\*\*Refer to Class Recording Protocol and Guidelines

<https://www.dal.ca/content/dam/www/about/leadership-and-governance/university-policies/class-recording-protocol.pdf>

#### E. 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.

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<sup>35</sup> Revised University Policies: Use of Teaching Materials was approved by Faculty Council on January 10, 2024.

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, Associate Dean Clinical Affairs or Associate Dean Academic Affairs, 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 Associate Dean Clinical Affairs or to the Associate 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 Faculty of Dentistry Dean's Office and Building Services Office in writing, by e-mail, of your name change.

The Dean's Office will advise all Departmental Administrative Assistants 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: FACULTY OF DENTISTRY STUDENT SOCIAL MEDIA CODE OF CONDUCT<sup>36</sup>

#### Part 1: Social Media Usage

Social media is any internet-based platform that facilitates instant communication, connection, and social networking among users. Examples of common social media outlets include, but are not limited to, Facebook, Instagram, Snapchat, Twitter, YouTube, Tinder and LinkedIn. It is an integral part of daily life and can be used in a diverse set of ways, from sharing accomplishments to bonding with classmates, as well as for educational purposes. Additionally, universities have incorporated online platforms (ex. Dalhousie email, Brightspace) into their academic operations, making electronic communication even more prevalent in our present day. Online activity may extend to public view. Content reflects the student, the Faculty of Dentistry, the institution and the entire profession. Therefore, when using social media, dentistry and dental hygiene students are responsible for ensuring that their online presence upholds a high standard of professionalism and maintains the trust and confidence of the public.

The purpose of this Social Media Code of Conduct is to guide students in navigating social media-based communication and online relationships.

#### Definitions

**Dalhousie-approved networks:** These include communication platforms 1) between the student clinician and their patient and 2) amongst members of the patient's circle of care.

1. Communication between student clinicians and their patients: Phone calling, Dalhousie email
2. Communication amongst members of patients' circle of care must occur through secure messaging platforms

**Follow:** The action of choosing to receive content or information from a social media user

**Friend:** A mutual agreement to connect with another individual on a social media platform

**Like/React/Favourite:** A public interaction with a post that connects one's account with the content shared

**Post:** Information that is shared publicly or semi-publicly (ex. Facebook wall, Instagram story, Tweet)

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<sup>36</sup> Developed by Student Professionalism and Ethics Society (SPEA) representatives of the Faculty of Dentistry Students' Society 2020. Approved by Faculty Council on October 13, 2020.

**Profile/Account:** A social media page that corresponds to an online identity created to share content and communicate with other social media users.

**Social media:** An online platform where individuals can connect and share content or information

**Subscribe:** *See definition for Follow.*

**Tag:** The action of linking a post and another social media user (ex. Tagging someone in a picture on Facebook)

## **General Principles**

In their online presence as well as in-person interactions, students are expected to respect and be fair to all persons regardless of gender, sexuality, race, ethnicity, religion, ability, socioeconomic status, beliefs, or values. The work of other oral healthcare professionals should not be gratuitously criticized online. Students are expected to follow the guidelines outlined in this Code while maintaining the expectations of the [\*Faculty of Dentistry Student Code of Professionalism\*](#).

The following are guidelines for online interactions with: students, the public, faculty and staff, and patients.

### **Interactions with other students:**

- Respect and support your fellow students on public and private social media platforms in all circumstances to promote positive relationships with peers.
- Refrain from social media use in class, pre-clinical, and clinical settings in order to foster a productive and respectful learning environment for yourself, your classmates, and your course director. An exception is made for social media usage for educational purposes.
- Ensure consent is obtained from classmates before posting photos, videos or information on social media unless implicitly granted.
- Respect patient confidentiality standards when communicating with other students electronically. Communication between students pertaining to patient treatment should be retrievable at a later time.

### **Interactions with the Public:**

- Refrain from giving specific dental advice as a student on personal social media platforms.
- Direct any oral health promotion on social media towards the community for the goal of educating the public and identify as a student in dentistry/dental hygiene. All information shared must be evidence-based.
- Do not present oneself as a licensed dentist or dental hygienist on social media.

- Be mindful that all personal social media activity, including posts or online interactions (ex. like, comment, follow), is public. Therefore, all interactions must uphold values of the [\*Faculty of Dentistry Student Code of Professionalism\*](#).
- Do not speak on behalf of the Faculty of Dentistry or Dalhousie University without explicit permission from the Faculty.
- Follow appropriate established protocols when using the Dalhousie University and Faculty of Dentistry logos.

### **Interactions with Faculty and Staff**

- Maintain professional conduct if interacting with Faculty and staff members on social media platforms.
- Communicate with Faculty members and staff through Dalhousie-approved networks (e.g. AxiUm, Dalhousie Email, Brightspace).

### **Interactions with Patients**

- Direct all correspondence with patients through Dalhousie-approved networks, and emergencies should be directed to the Dalhousie Emergency Dental Clinic (902-494-2101).
- Maintain appropriate boundaries on social media networks and refrain from forming new online interactions with patients on personal accounts.
- Do not post patient cases or information on social media platforms.

### **Part 2: Phone Usage**

The following applies to all transmitting devices, including but not limited to cell phones, smartwatches, tablets and computers.

- Abstain from phone usage during patient care.
- Restrict phone usage on the clinic floor to patient communication.
- Keep phones on 'silent' or 'vibration' modes while in class, simulation lab and clinic.
- Uphold patient confidentiality if taking photos in the clinic, including paper and electronic records.
- Limit phone usage in the sim lab to help you and your classmates stay focused.
- Do not use phones while instructors are speaking in lectures, in the simulation lab and in the clinic.
- Obtain consent before taking photos or videos of classmates and/or instructors unless implicitly granted. The same applies to photos taken of students by faculty and staff.
- Use phones as necessary in the event of an emergency.



## **EXAMPLE SCENARIOS**

### Example 1: Receiving communication from patients on social media

*Shania receives a private message on her Instagram account from someone she doesn't know. They say "Hello! I saw one of your posts, and I was wondering if you could make my smile look as good as one of your patients! Can you help me out?"*

As a student, it would be best for Shania to send along the contact information of Dalhousie Dentistry and inform them that they could become a patient in the Dalhousie Clinic, be assessed by their student dentist, and see what can be done.

### Example 2: Seeing potentially inappropriate photos online

*John sees that one of his classmates posted a photo of him on Facebook at a local pub with a drink in his hand.*

If they are promoting casual, responsible drinking, then there is likely no issue with this. If they are promoting binge drinking, it would be recommended to contact the owner of the photo privately and explain to them that posting this may reflect poorly on the dental profession and Dalhousie, and they should seriously consider taking down the photo.

### Example 3: Inappropriate portrayal on social media as licensed dentist

*George is an excited and enthusiastic dental student who has just begun his first year of the DDS program. To document his journey through dental school and build a social media presence for his future career as a dentist, George changed his Instagram profile name to "George Jackson, DDS," changed his account settings to a public, professional general dentist account, and described himself as a Doctor of Dental Surgery at Dalhousie University, Faculty of Dentistry in his profile biography. Is this appropriate?*

George's actions are likely inappropriate. Although his intentions may have been to display his work and network on social media, George is falsely portraying himself as a licensed dentist and practicing Faculty member. Students should, however, feel free to identify as dental students on social media should they wish.

### Example 4: Expression of frustration online

*Naira is a third-year dentistry student, and notices that the previous student who treated her patient did not update the radiographs. In the patient's upcoming appointment, Naira is planning to take the necessary radiographs to begin treatment. Unfortunately, the patient forgot about the appointment, leading to further delay in treatment. In her frustration, Naira takes to Snapchat and makes a public post expressing her discontent: "So annoyed right now! My patient didn't show up today, and we're already behind because of the laziness of another student #dentalschoolproblems." Is this type of post appropriate?*

Naira's post is inappropriate and unprofessional. While dental school can be trying at times, this statement has the potential to undermine public trust and confidence in the profession. Instead, the student could simply express that they had a tough day at school. Students are encouraged to reach out to available support systems or mental health services if needed.

#### Example 5: Interactions with Faculty on social media

*Aliyah is a dental hygiene student and subscribes to an instructor's informative, oral health focused Youtube channel to help with her studies. Her classmate, Jerome, adds the same instructor as a friend on Facebook in hopes to further their knowledge of class material and to get to know the instructor on a more personal level. Are either of these actions appropriate?*

Subscribing to an educational or business-based social media platform belonging to Faculty or staff is appropriate, and even encouraged. However, professional boundaries must be maintained.

#### Example 6: Friend request from patient

*Alex receives a Facebook friend request from one of their patients, who they treat at the Dalhousie dental clinic. Additionally, the patient sends a message to Alex with a question regarding the delivery of their removable prosthesis. Alex is unsure how to proceed. What should they do?*

It is inappropriate to accept friend and follow requests or respond to messages from patients on personal social media accounts. Alex should decline the friend request and advise the patient to contact them by phone or Dalhousie email. Alternatively, Alex could reach out directly to the patient via these modalities. Alex should respectfully remind their patient at the next appointment to communicate with them via Dalhousie-approved networks.

#### Example 7: Improper phone usage in clinic

*During a clinic block, Sam asks Sonia to take a picture of him next to his cubicle to commemorate the day and post on his Twitter account. Upon looking at the photo, Sam notices that his patient's chart is in the background. Is it appropriate for Sam to post this photo?*

It is inappropriate for Sam to post this photo because the chart is labelled with identifying information. It was unprofessional for the photo to be taken during patient care, even if Sam was not actively treating a patient in his cubicle. Furthermore, any phone usage on the clinic floor should be limited to patient communication.

### **Acknowledgements**

The production of this Code was motivated by a desire from both students and faculty for guidelines to aid in their daily navigation of social media. In addition to inherent principles

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of ethics and professionalism, aspects of these guidelines were inspired by the Dalhousie Faculty of Health's *Guidelines for the Student Use of Social Media and Electronic Communication in Practice Education Settings*, as well as the *CFMS Guide to Medical Professionalism: Recommendations for Social Media* produced by the Canadian Federation of Medical Students. This was to ensure this Code is in consensus with established social media guidelines applying to students in other health professions.

## 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 course director 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 course director;

- 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 they 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 assessment, 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 course director-  
<https://library.nshealth.ca/CitationManagement/Moving>
- Visit the Student Writing Centre [https://www.dal.ca/campus\\_life/academic-support/writing-and-study-skills.html](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 course director.

- 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 course director. 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:

[Faculty Discipline Procedures Concerning Allegations of Academic Offences](#)

### D. WHERE CAN YOU TURN FOR HELP?

If you are ever unsure about ANYTHING, contact the course director or the Associate Dean Academic Affairs. Other resources include:

- [Academic Integrity Website](#)
  - Links to policy definitions, online tutorials, tips on citing and paraphrasing.
- [Writing Centre](#)
  - Assistance with proofreading, writing styles, citations.
- [Dalhousie Libraries](#)
  - Workshops, online tutorials, citations guides, Assignment Calculator, RefWorks
- [Dalhousie Student Advocacy Service \(DSAS\)](#)
  - 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. Course directors 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.

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

#### 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.

Grade	GPA	Definition	Grade Definitions
A+	4.30	Excellent	Considerable evidence of original thinking; demonstrated outstanding capacity to analyze and synthesize; outstanding grasp of subject matter evidence of extensive knowledge base.
A	4.00		
A-	3.70		

Grade	GPA	Definition	Grade Definitions
B+	3.30	Good	Evidence of grasp of subject matter; some evidence of critical capacity and analytical ability; reasonable understanding of relevant issues evidence of familiarity with the literature.
B	3.00		
B-	2.70		
C	2.00	Satisfactory	Evidence of some understanding of the subject matter; ability to develop solutions to simple problems; benefiting from his/her university experience.
F	0.00	Inadequate	Insufficient evidence of understanding of the subject matter; weakness in critical and analytical skills; limited or irrelevant use of the literature.
P	Neutral	Pass	
INC	0.00	Incomplete	

\* 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 Associate Dean Academic Affairs acting for the Progress and Promotion Committee, may an course directors 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 Faculty of Dentistry [Conflict of Interest policy](#). The course director will determine whether these sessions are included in the assessment 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 assessment 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 Associate 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: FDSS Corporate Liaison
  - 2. Follow the FDSS guidelines for booking events ([online](#))
  - 3. Notice to be sent to Associate 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 Associate Dean 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 FDSS community service representative and Office of Academic Affairs.
  2. Events must be vetted through Office of Academic Affairs (and FDSS 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 (FDSS, 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 4<sup>th</sup> 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. REFERENCES

1. Canadian Dental Association. Code of Ethics, Article 2, Competency. 1991 [cited July 27, 2010]; Available from: [CDA Principles of Ethics](#)
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<sup>i</sup> Didactic refers to the non-‘hands on’ portion of a course; normally lectures, seminars, written assignments, etc.

<sup>ii</sup> **Marks**’ refer to numerical scores awarded for a given assessment in a course (interim); **grades**’ refer to the final A-F designation.