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.
Dalhousie University
Faculty of Dentistry

Student Code of Professional Conduct

Preamble

This code is meant to embody the professional values of dental and dental hygiene students with respect to their relationships with fellow students, patients, faculty and staff, society, and Dalhousie University. The intent of this code is to:
Foster a high standard of professionalism for all students during their academic years at Dalhousie by adopting the professional values of integrity, honesty, compassion, and competence.
Provide guiding principles for ethical decision making including:
Veracity – be honest and truthful
Justice – be fair regardless of race, gender, age, ethnicity, beliefs, or abilities.
Beneficence – act in the best interest of others, do no harm.
Respect for Autonomy – respect the right of individuals to act in their own best interest.
Specifically:
Informed Consent – provide adequate information to enable others to act autonomously.
Confidentiality – ensure the privacy of persons.

A. Relationships with Fellow Students

Students should:
Respect each other in all area of dental education including:
Academics – For example: Arrive on time for classes to avoid disrupting lectures. Do not cheat in any way during exams, tests, quizzes, assignments, bell-ringers, etc. Work equally on group assignments.
Clinic – For example: There are limited numbers of instructors for all students, and everyone deserves appropriate time and assistance from them. Assist each other when possible. Do not place your own advancement before that of fellow students.
Socially – For example: Act responsibly at social events so as to uphold the professional values of our code.
Respect all races, ethnicities, religions, genders, beliefs and values of fellow students.
Never harm or intend to harm other students by verbal, physical, emotional or physiological means.
Respect and have compassion for fellow students when they are having difficulty in any area of academic or clinical practice.
Strive for high level of clinical competence.
Respect the rights and needs of others while pursuing personal advancement.
Support the advancement of fellow students by sharing knowledge and skills.
Address weaknesses in treatments provided by fellow students by first approaching the student.
Welcome new students to the dental school, and be open to helping/mentoring junior students.

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

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

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

E. Relationship with Dalhousie University
1. Respect the rules and regulations set for the by Dalhousie University.
2. Refrain from behaviour that would reflect poorly on the University.
3. Behave professional by living up to our values and principles when on an outing as a representative of Dalhousie.
4. Refrain from advertising our using the Dalhousie University logo without the permission of the University or Faculty.

APPROVED BY FACULTY OF DENTISTRY, DALHOUSIE UNIVERSITY

The Faculty of Dentistry considers that interruptions during class, such as talking and use of cellular telephones, are examples of unprofessional behaviour.
**Competencies for a Beginning Dental Practitioner in Canada**

A competent beginning dental practitioner in Canada must be able to provide oral health care for the benefit of individual patients and communities in a culturally sensitive manner.

Competency assumes that all behaviours are supported “by foundation knowledge and skills in biomedical, behavioural and clinical dental science and by professional behaviour. Beginning dental practitioners in Canada must be able to apply foundation knowledge and skills to justify their decisions and actions and to evaluate outcomes. Therefore, foundation knowledge, skills and professional behaviour are understood to be part of every competency.

Competency also assumes that all behaviours are performed to an acceptable level and that the practitioners can evaluate their quality and effectiveness. Competency cannot be achieved without the ability to self-evaluate. Moreover, there are no degrees of competence: a dentist is either competent or not competent. The competencies below refer to general dental practice and include the management of patients of all ages including those with special needs. It is assumed that all oral health care is provided in an ethical manner, in accordance with legal requirements at the national and provincial level.

A beginning dental practitioner in Canada must be competent to:
1. Recognize the determinants of oral health in individuals and populations and the role of dentists in health promotion, including the disadvantages.
2. Recognize the relationship between general health and oral health.
3. Evaluate the scientific literature and justify management recommendations based on the level.
4. Communicate effectively with patients, parents or guardians, staff, peers, other health professionals, and the public.
5. Identify the patient’s chief complaint/concern and obtain the associated history.
6. Obtain and interpret a medical, dental and psychosocial history, including a review of systems and necessary, and evaluate physical or psychosocial conditions that may affect dental.
7. Maintain accurate and complete patient records in a confidential manner.
8. Prevent the transmission of infectious diseases by following current infection control guidelines.
9. Perform a clinical examination.
10. Differentiate between normal and abnormal hard and soft tissues of the maxillofacial complex.
11. Prescribe and obtain the required diagnostic tests, considering their risks and benefits.
12. Perform a radiographic examination.
13. Interpret the findings from a patient history, clinical examination, radiographic examination, and from other diagnostic tests and procedures.
14. Recognize and manage the anxious or fearful dental patient.
15. Recognize signs of abuse and/or neglect and make appropriate reports.
16. Assess patient risk (including, but not limited to, diet and tobacco use) for oral disease or injuries.
17. Develop a problem list and establish diagnoses.
18. Determine the level of expertise required for treatment and formulate a written request for consultation and/or referral when appropriate.
19. Develop treatment options based on the evaluation of all relevant data.
20. Discuss the findings, diagnoses, etiology, risks, benefits and prognoses of the treatment options, with a view to patient participation in oral health management.
21. Develop an appropriate comprehensive, prioritized and sequenced treatment plan.
22. Present and discuss the sequence of treatment, estimated fees, payment arrangements, time requirements, and the patient’s responsibilities for treatment.
23. Obtain informed consent including the patient’s written acceptance of the treatment plan and any modifications.
24. Modify the treatment plan as required during the course of treatment.
25. Provide education regarding the risks and prevention of oral disease and injury to encourage the adoption of healthy behaviours.
27. Recognize and institute procedures to minimize occupational hazards related to the practice of dentistry.
28. Achieve local anesthesia for dental procedures and manage related complications.
29. Determine the indications and contraindications for the use of drugs used in dental practice, their dosages and routes of administration and write prescriptions for drugs used in dentistry.
30. Manage dental emergencies.
31. Recognize and manage systemic emergencies which may occur in dental practice.
32. Manage conditions and diseases of the periodontium, provide periodontal treatment when indicated and monitor treatment outcomes.
33. Assess the risk, extent and activity of caries and recommend appropriate non-surgical and surgical therapy.
34. Manage dental caries tooth defects and esthetic problems and, when restoration is warranted use techniques that conserve tooth structure and preserve pulp vitality to restore form and function.
35. Manage patients with orofacial pain and/or dysfunction.
36. Manage surgical procedures related to oral soft and hard tissues and their complications.
37. Manage trauma to the orofacial complex.
38. Manage conditions and pathology of the pulp and provide endodontic treatment when indicated.
39. Manage abnormalities of orofacial growth and development and treat minor orthodontic problems
41. Select and, where indicated, prescribe appropriate biomaterials for patient treatment.
42. Manage partially and completely edentulous patients with prosthodontic needs including the provision of fixed, removable and implant prostheses.
43. Make records required for use in the laboratory fabrication of dental prostheses and appliances.
44. Design a dental prosthesis or appliance, write a laboratory prescription and evaluate laboratory products.
45. Apply accepted principles of ethics and jurisprudence to maintain standards and advance knowledge and skills.
46. Apply basic principles of practice administration, financial and personnel management to a dental practice.
47. Demonstrate professional behaviour that is ethical, supersedes self-interest, strives for excellence, is committed to continued professional development and is accountable to individual patients, society, and the profession.

DEFINITION
To “manage” the oral health care needs of a patient is assumed to include all actions performed by a health care provider that are designed to alter the course of a patient’s condition. Such actions may include providing education, advice, treatment by the dentist, treatment by the dentist after consultation with another health care professional, referral of a patient to another health care professional, monitoring treatment provided, but also may include providing no treatment or observation. “Manage” assumes the use of the least invasive therapy necessary to gain a successful outcome in accordance with patient wishes.
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Section 1
General Information
1. GENERAL INFORMATION

Professionalism
All students in the Faculty are expected to act in a professional manner in their dealing with other students, staff, faculty members, and the public as defined by the Faculty of Dentistry. Repeated or blatant unprofessional behaviour may result in a temporary suspension or permanent dismissal from the Faculty. As an academic requirement students are assessed in each year on their professionalism, knowledge, pre/clinical skills and degree of independence, and competence for the profession of Dentistry. Faculty members and the Academic Standards Class Committees have the overall responsibility for evaluating students on professionalism, knowledge, pre/clinical skills, degree of independence, and competency.

Scent-Free Environment
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. A number of scent sensitive people necessarily inhabit this building for significant periods of time each day. These include students, staff, faculty, and patients. They must breathe the same air that we all enjoy. Some of our friends and colleagues are mildly sensitive to air-borne fragrances while others are extremely sensitive. People get sick from the smell of perfume, hair products, aftershave, soaps, and multiple other personal care products. Even very mild scents dramatically affect the health and well being of very sensitive people. Fragrances can trigger asthma attacks, allergies, headaches, and other medical conditions.

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

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

Accommodation Policy For Students
Dalhousie University recognizes the diversity of its students and it committed to providing a learning environment and community in which students are able to participate without discrimination on grounds prohibited by the Nova Scotia Human Rights Act. In particular the university is committed to facilitating students’ access to the University’s academic programs, activities, facilities, and services.
It is the student’s responsibility to make a request for accommodation in accordance with this policy. The request for accommodation must be made reasonably in advance of the event or process in relation to which accommodation is being sought so that a decision can be made. Except in rare circumstances when significant psychological or mental health issues arise, there should be no “after-the-fact” accommodation. 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.

A request for accommodation shall be made by the student in writing to the Office of Student Accessibility and Accommodation, and shall contain the following information:

a) the reasons for the accommodation (i.e. particulars of the discriminatory impact on the student on one of the prohibited grounds) and any supporting documentation;

b) the accommodation being requested and/or any suggestion as to how the accommodation can be achieved;

c) where a medical condition is relevant to the request, copies of medical reports, or additional medical documentation to substantiate the request and/or to assist in identifying the most appropriate means of accommodation; and

d) where the request relates to academic accommodation in relation to a learning disability, a current psycho-educational report describing the nature of the learning disability.

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

Faculty are asked to attach this accommodation notice to course outlines.

“Students may request accommodation as a result of barriers related to disability, religious obligation, or any characteristic under the Nova Scotia Human Rights Act. Students who require academic accommodation for either classroom participation or the writing of tests and exams should make their request to the Advising and Access Services Center (AASC) prior to or at the outset of the regular academic year. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation – Form A

A note taker may be required as part of a student’s accommodation. There is an honorarium payable (with some exceptions). If you are interested, please contact AASC at 494-2836 for more information.

Please note that your classroom may contain specialized accessible furniture and equipment. It is important that these items remain in the classroom untouched, so that students who require their usage will be able to participate in the class.”
**Student Attendance at Classes, Clinics and Examinations**

As outlined in the Faculty of Dentistry Student Code of Professional Conduct, students have a professional responsibility to attend classes, clinics, and examinations as scheduled. The well-being of current and future patients depends upon the knowledge and experience students acquire in each and every didactic, pre-clinical and clinical session.

Absenteeism from classes and clinics to study for examinations is regarded by Faculty as a demonstration of undisciplined time management. It also demonstrates a considerable lack of courtesy for faculty members and patients in those classes or clinics in which the absenteeism occurs. When students miss class or clinic for any unexcused reason, faculty are under no obligation to repeat missed material, either in lecture or as remedial tutorials. All missed material is eligible for inclusion on examinations, along with all other material covered in a class. If students regularly miss class, their overall attendance will be assessed and appropriate action taken.

**Attendance in Clinic**

It is expected that students will attend each of their assigned clinics. A Skills Assessment form with a score of “O” will be completed by clinical instructors when a student fails to attend a scheduled clinic. If the absence is determined by the Assistant Dean to be an “Excused Absence”, the Skills Assessment will be subsequently voided.

The Faculty is currently developing policies related to Skills Assessments, and such policies and expectations, including penalties, will be published and will be effective retro-actively to the beginning of the 2010/11 academic year.

**Reporting Student Absence**

It is the student’s responsibility to immediately inform the Faculty of Dentistry and any scheduled patients of any absence. Dentistry students must contact the Office of the Dean (telephone: 494-2824); and Dental Hygiene students must contact the School of Dental Hygiene (telephone: 494-2730). The Office of the Dean/School of Dental Hygiene will inform Course Directors and the Office of the Clinic Director. Calling or emailing other faculty or offices is not effective and students are required to contact the office of the Dean or the School of Dental Hygiene when reporting absences.

Many students notify us of absences by e-mailing various people in the Office of the Dean and/or other departments. **THIS IS NOT THE CORRECT PROCEDURE.** If the e-mails are not read early in the morning, perhaps because of meetings, or if the secretary or faculty person is ill and others do not have access to their e-mail, your messages are not received. **THE CORRECT PROCEDURE IS TO CALL 494-2824 (DENTISTRY) OR 494-2730 (DENTAL HYGIENE) and leave a message. All the messages to this number are checked even if the secretary is absent. Please follow the correct procedure so that we can notify the relevant person of your absence in good time.**
Students are required to contact their patients and cancel scheduled appointments when the student will be absent.

Students who fail to attend clinics as scheduled without providing proper notification and required documentation may be reported to the Academic Standards Class Committee for appropriate action within the Achievement Classification guidelines. Special consideration and make-up time will not be provided to students who fail to attend classes and clinics without proper notification and approval.

**STUDENT ABSENCE FROM SCHEDULED CLASSES AND CLINICS -**
Approved 2013
Occasionally, circumstances require modification of scheduled activity. Also, opportunities may be present whereby either students and/or faculty request cancellation or modification to scheduled curricular activity in order to take advantage of educational opportunities that present unexpectedly. This Policy and Protocol statement governs whether and by what process the curriculum may be modified.

**Policy**
Except in the case of emergency, no student or faculty member independently may change (e.g. cancel, postpone) a scheduled curricular activity for an individual student, a group of students, a class, or the entire faculty student body. Students and faculty attend and participate in scheduled curricular activities (e.g. classes, clinics, examinations, other) unless otherwise approved according to the following Protocol.

**Protocol**
1. The University President, Dean, Assistant Dean (Clinics) or Assistant Dean (Academic), or designate may modify (including cancelling) the curricular schedule with just cause (e.g. emergency, inclement weather, building and/or equipment malfunction, other exceptional circumstances). Such just cause normally threatens the safety of those involved. This may be done without consultation with other faculty members if caused by an urgent situation.
2. Occasionally faculty members and/or students may wish to offer an educational and/or other professional experience to students during scheduled curricular time (e.g. Students may be invited to attend a presentation by a presenter of note during schedule curriculum time.) As such a change to the curricular schedule is not the result of urgency, then a process of assessment and planning must be followed, as described below:
   a) With evidence as appropriate, the faculty member and/or student presents the proposal to the Chair of the appropriate Department of his/her approval. Only proposals that are consistent with and supportive of the Faculty’s curriculum and teaching methodology are likely to be accepted by the Department Chair.
b) The Department Chair, if he/she supports the proposal and possibly accompanied by the proposer(s), presents the proposal to the relevant Curriculum Committee for adjudication.

c) The Curriculum Committee considers the proposal and decides whether or not a modification to the curriculum schedule to facilitate the proposal is warranted. Curriculum Committee’s approval of such a proposal is governed by those same considerations as lead to the Department Chair’s decision. In addition, the Curriculum Committee must be convinced that the proposed activity would have greater educational value to the student(s) than would be scheduled curricular activity.

d) If the Curriculum Committee approves the modification to the schedule, then the Committee directs the Department and other appropriate personnel to carry out the proposal. If the Committee disapproves the proposal, the Committee may direct modification or abandonment of the proposal.

**Categories of Absences**

Course Directors may decide to make an accommodation for a student as a result of an absence. The following Categories of Absences will provide guidelines to students and course directors in actions taken in the event of student absences from classes, clinics and examinations.

Using these guidelines, the Assistant Dean for Academic Affairs or the Assistant Dean for Student Affairs will adjudicate on the Category of the Absence, if necessary, to determine if accommodations will be made for students who are absent. The following apply to short-term absences of up to one week. Absences of a longer duration require the student to consult with the Assistant Dean for Academic Affairs. Long-term absences may be governed by the regulations described in the section of this manual titled “Student Leaves of Absences”.

**(Excused Absence)**

- Illness, serious personal circumstance, travel on University or Faculty business (e.g., interviews accompanying application for post-graduate study, employment, chronic/on-going health condition), or Faculty approved educational experience.
- Student must provide valid medical documentation, documentation related to travel, or discuss the personal circumstance with the Assistant Dean Academic Affairs or the Assistant Dean for Student Affairs.
- **Student will get the Category I form signed by the Assistant Dean Academic Affairs or Student Affairs before going to the Course Director.**
• Approved absence will require that the course director provide a rescheduled test, examination, or extend an assignment deadline. An Application for Rescheduled Test/Examination/Assignment (Form 1) must be completed; otherwise, the Assistant Dean(s) will work with the course director(s) to provide additional time and/or instruction for the student, as deemed appropriate by the course director and the Assistant Dean.

(Unexcused Absences)

In the event of an absence from classes, clinics, examinations for reasons not covered as an excused absence, students who wish accommodation must discuss the situation with the course director. Examples of unexcused absences include, but are not limited to: student declared holidays, family events such as weddings, attendance at sports events, extensions of scheduled Faculty breaks, short term illness (“I’m sick”), medical or dental appointments, personal issues “I won’t be in”. The course director is responsible for determining whether or not accommodation will be provided and the extent of the accommodation. The course director is under no obligation to provide accommodation, nor is he/she prohibited from providing whatever accommodation he/she believes is reasonable in the given situation. Faculty will not alter assignments deadlines nor reschedule tests or examinations to accommodate students who have unexcused absences. Unexcused absences, including absences from Clinic will be made up by the student at the discretion of the course director.

Cross-Blocking and Student Attendance in Clinic

Students are permitted to cross-block from their assigned clinic discipline into another clinic discipline, on the following conditions:

- you are not cross-blocking out of a clinic where a patient is scheduled for you by clinic staff; and

- a clinic cubicle is available for you in the discipline you wish to join.

Students may cross-block into a DDS3 or DDS4 cubicle/discipline. Students may not cross-block from their assigned discipline into another cubicle of the same discipline (eg. cannot cross-block from assigned Periodontics cluster to another Periodontics cluster, unless this is requested by a faculty member). DDS4 students assigned to Periodontics with a Dental Hygiene student may not cross-block out of Periodontics clinic.

Immediate Dentures: Students are encouraged to complete immediate denture treatment in the identified Removable cluster where additional space will be made available.
Absences from clinic:
A) Planned Absence: If you are known that you will not be able to attend a clinic where patients are scheduled for you by clinic staff, you must provide at least 7 days notice of your planned absence to the Dean's Office, or you are required to find a classmate to attend the clinic in your place. You must notify the Dean's Office of the name of the classmate who will take your place in the clinic.

B) Illness/Emergency Absence: If you are ill and unable to attend a clinic where a patient is scheduled for you by clinic staff, you must notify the Dean's Office of your absence, and provide specific information on the clinic you were to attend; so that staff can make arrangements for the patient. In this case you are not required to find a classmate to attend the clinic for you.

C) No Patient Absence: When a “no patient” condition arises, students are expected to report to the supervising instructor(s) in Clinic, advise that person(s) that you have no patient and decide, with your instructor(s) what you will do during the Clinic session. There is ample opportunity for assisting with the management of the Cluster and thereby learning and providing service to your colleagues when you have no patient.

Student Leaves Of Absence
A student leave of absence is defined as a withdrawal from an academic program, for either the full academic year or a substantial part of the academic year, with permission to return to the program under certain conditions. Return will normally begin on the first day of classes/clinics of the appropriate year. Return during the year is normally not permitted because of the improbability of making-up missed didactic, preclinical and clinical material, and experiences.

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 or for documented medical reasons. A leave of absence will only be granted in exceptional situations whereby compassionate or other reasons might otherwise necessitate the student to withdraw from the Faculty. Students requesting a leave of absence are advised to seek advice from the Assistant Dean Student Affairs in preparing a request for leave of absence.

Requests will be reviewed by the appropriate Academic Standards Class Committee and the Chair of the Main Academic Standards and the recommendation shall be forwarded to Faculty for final decision.

Conditions for Leave
1. The student requesting a leave of absence must do so in writing to the Assistant Dean Academic Affairs.
2. The request must clearly state the reasons for the leave of absence.
3. Except in medical emergency situations and compassionate grounds, leave of absences will not be granted if application is made within one month of scheduled examinations.
4. Supporting documentation (medical certificates, etc.) must be provided as appropriate.
5. The candidate may be interviewed by the Academic Standards Class Committee. The candidate may request that the Assistant Dean Student Affairs accompany him/her for this interview.
6. The anticipated duration of the leave must be indicated.
7. Leave of absence, if granted by Faculty, shall normally not exceed one academic year.
8. Fees for the year in which the student is currently enrolled remain payable in full to the University and normal “check-out” procedures must be followed.

Conditions of Return
1. Normally returning students will re-enter the Program on the first day of classes/clinics of the appropriate year.
2. Prior to May 31 of the returning year, a D.D.S., DH, BDH, or second year D.D.S.Q.P., student must confirm in writing to the Assistant Dean Academic Affairs, his/her intention to return to the Faculty.
   - First year D.D.S. Qualifying Program students must confirm in writing to the Assistant Dean Academic Affairs, his/her intention to return to the Faculty prior to February 1 of the returning year.
3. In order for re-admission to be confirmed by the Faculty, the student must submit appropriate documentation to the Assistant Dean Academic Affairs, indicating that circumstances are such that he/she can expect to successfully complete the remainder of the academic program.
4. Students granted leave of absence during an academic year shall normally be required to repeat that academic year. Class waivers may be considered for successfully completed didactic courses as per the course waiver policy described in this document.
5. Faculty may require a student to take additional classes, repeat classes or an entire academic year, or complete other requirements, 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.
6. The Faculty decision on the conditions of re-entry of a student to the Faculty shall be final.
**Student Withdrawal from the Program**

According to the University Calendar, non-attendance does not, in itself, constitute withdrawal. Withdrawals are not effective until written notification is received at the Office of the Registrar.

When the work of a student becomes unsatisfactory, or a student’s attendance is irregular without sufficient reason, the Faculty may require withdrawal from the Faculty. If a student is required to withdraw from the Faculty, such a student may apply to another Faculty. However, in assessing the application, previous performance will be taken into consideration.

University policy states that students who withdraw from the Faculty of Dentistry for whatever reason, are not normally entitled to a refund of tuition. The Faculty will consider reimbursement at the cost of any kit items which are unused, unopened and saleable the following academic year if such requests are made to the Director of Clinics by the withdrawing student.
Prizes and Awards
At the end of each academic year, students are awarded prizes, scholarships and awards, based on their performance in the program or in specific courses. The list of such prizes and awards and the relevant criteria are published in the Faculty of Dentistry Calendar. The criteria for all prizes and awards specify the program in which a recipient must be enrolled. Although there are stated criteria for the awarding of prizes and awards, assessment of students’ overall achievement by faculty can influence decisions of the Prizes and Awards Committee. It should also be noted that some course prizes are awarded by departments in the Faculty of Medicine and the same conditions apply regarding criteria and faculty opinion.

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

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

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

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

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

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

Student Name Change Policy
A student will sometimes need to change their name during the academic study program. In order to ensure that grades and other academic material are correct the name change request must be initiated by the student and carried out by the Office of the Dean and appropriate Departments. To officially change your name you will need to:
1) Provide the Registrar’s Office with a copy of an official government ID either in person, by fax, or by e-mail.
2) Advise the Office of the Dean in writing, either by letter or e-mail, of your name change.

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

**Criminal Record and Child Abuse Registry Checks**

Students in the Dentistry and Dental Hygiene programs are required to attend clinical sessions at outreach clinics in Halifax Regional School Board elementary schools and attend rotations in the Capital Health District Authority. Any individual working within these two organizations must submit an up-to-date satisfactory Criminal Record Check (including Vulnerable Sectors) and Child Abuse Registry Check to the Office of the Assistant Dean for Academic Affairs.

**When are the checks completed:**
The Criminal Record Check and Child Abuse Registry Check is valid for one year, and must be completed annually by students in second, third and fourth year Dentistry and second year Diploma in Dental Hygiene. However once the original Criminal Record Check has been completed DDS3 and DDS4 students are only required to complete and submit an Affidavit.

Criminal Record Checks and Child Abuse Registry checks must be completed no earlier than three (3) months before the start of the clinical course or rotation. DH2 students must complete these both of these checks between May 1 and August 1 and must be submitted to the Office of the Assistant Dean for Academics before the start of that academic year. DDS2 students must complete both checks between January 1 and March 31 of second year.

Following completion of the Criminal Record Check and Child Abuse Registry Check for the first time, students may sign an annual affidavit by deadlines indicated and confirm that the CRC and CAR have not changed.

**How to complete a Criminal Record Check:**
A request for a Criminal Record Check must be completed in person at your local police station. For students who have lived in Halifax for one year prior to the Criminal Record Check, the request should be made at the Halifax Regional Police office at 1975 Gottingen Street. Students must return to the police station to pick up their Criminal Record Check and then forward the completed form to the Halifax Regional School
Board, before classes start. This process of a Criminal Record Check takes **two to three weeks**. Students are responsible to pay all charges incurred for the check.

You may also choose to complete the Criminal Record Check on line. To do this, go to [backcheck.net/halifax](http://backcheck.net/halifax). When you get there, select 'vulnerable sectors check'; you get a criminal record check, as well as a vulnerable sector's check (different from child abuse registry check but required by Capital District). Select 'start my check now'.

**How to complete a Child Abuse Registry Check:**
Students must complete the Child Abuse Register Consent to Disclosure of Information Form B2. The form is available from the Dean’s Office, the Director of Clinics Office, the Halifax Regional School Board, and will be sent to students in orientation packages.

**Where to submit Forms:**
Both the completed Criminal Record Check (that you have picked up from the police station) and your completed Child Abuse Register consent form must be submitted to the Office of Assistant Dean for Academic Affairs (Room 5151) for distribution to the appropriate organizations.

**Contact the Dean’s office if you have any questions about this process.**

**Immunization/CPR Requirements and Process**
The Faculty of Dentistry is committed to protecting and maintaining the rights of patients and health care workers and the integrity of the educational process of dental professionals. All programs in the Faculty of Dentistry and the School of Dental Hygiene require students to provide direct patient care. A Policy on Students and Student Applicants with Infectious Diseases has been implemented. A copy can be viewed on the Faculty of Dentistry website ([www.dentistry.dal.ca](http://www.dentistry.dal.ca)).

Acceptance into all programs within the Faculty of Dentistry and the School of Dental Hygiene is normally conditional upon receipt of a completed Immunization/CPR Record, indicating compliance with the Faculty of Dentistry Policy on Students and Student Applicants with Infectious Diseases. First year students are expected to have this requirement completed prior to entering Faculty of Dentistry and School of Dental Hygiene programs.

The Immunization/CPR Record must provide evidence of the following completed immunizations and demonstrated immunity.

**DOCUMENTED TESTS AND IMMUNIZATIONS**
1. **Tetanus / Diptheria / Pertussis (Td/Tdap)**
   Document most recent dose of diphtheria/tetanus (Td) or diphtheria-tetanus-acellular pertussis (TdaP) within the last 10 years.
2. **Polio (IPV)**  
Document last dose of primary course of poliovirus vaccine. Adults (>18 years) who have completed the primary series of IPV or OPV do not require a booster.

3. **German Measles (Rubella)**  
Document 2 doses of vaccine after age 12 months or antibody titre results (blood test) indicating immunity.

4. **Measles (Rubeola)**  
Document 2 doses of vaccine after age 12 months or antibody titre results (blood test) indicating immunity.

5. **Mumps**  
Document 2 doses of vaccine after age 12 months or antibody titre results (blood test) indicating immunity.

6. **Varicella (Chicken Pox)**  
Document 2 doses of the vaccine or a self-reported history of the disease. If you are unsure of whether or not you have had varicella, you may submit antibody titre results (blood test) documenting immunity.

7. **Hepatitis B or A/B**  
*Note:* The Hepatitis B or A/B series takes 4 to 6 months to complete. If you have not had the vaccine, you should begin the process immediately to comply with this requirement.  
It is possible to receive the Hepatitis A/B vaccine series more quickly. Twinrix manufacturers a rapid schedule vaccine, which can be given within 21 days, followed by a booster 12 months later.

Document 3 doses of the vaccine and antibody titre results (blood test) indicating immunity.

If post-HB vaccination antibody test results have not been completed at the time of acceptance, at a minimum, the applicant must provide blood test results for the Hepatitis B surface antigen, before acceptance into the program.

Any student who has not developed immunity must sign a waiver agreeing to serological testing and receive further immunizations as appropriate.

Applicants whose immunization results indicate that they are HBsAg positive and have a viral load >10³ genome equivalents/ml will not be accepted into the program. Dalhousie University will reassess eligibility for admission should the applicant’s status change.
Students who become HBeAg positive or those whose viral load exceeds $10^3$ genome equivalents/ml during the course of their studies will be removed from patient care activities. Such modification of the clinical program could prevent a student from meeting graduation requirements.

8. **PPD (Tuberculosis Screening)**

The Faculty Dentistry will provide this test to students, during the first week of study.

Students, who choose to receive the test on their own, must provide documentation of the 2-step Mantoux test. This test involves placement of a purified protein derivative (PPD) to test for tuberculosis. It must be read 48-72 hours after placement and the area of induration recorded.

**A second PPD test is required 2 weeks after the first test.**

Students, who have had a positive Mantoux test, must include a copy of the results of the follow-up chest x-ray.

9. **Influenza**

Document proof of most recent annual influenza inoculation.

10. **CPR/AED Certification**

A copy of certification in CPR (Level C) including the use of an Automatic External Defibrillator, must accompany the Immunization/CPR Record. Certification is valid if obtained within the past 12 months.

**PROCESS REQUIRED TO OBTAIN DOCUMENTATION**

- Take the Immunization/CPR Record which follows, to your health care provider to complete. A health care provider is defined as a physician, nurse practitioner, physician’s assistant, and registered nurse.

  If the information is coming from multiple providers, use a separate Immunization/CPR Record for each provider. Additional copies can be printed from the Faculty of Dentistry website.

  Some students may have difficulty finding their medical records; in these cases, an antibody titre (blood test) must be drawn to document immunity.
• Once you have been accepted into one of the Faculty of Dentistry programs, you will be able to log in to Dal DentX (The Faculty of Dentistry intra-web site) and enter the data from the Immunization/CPR record.

• Do not forward your completed Immunization/CPR Record until you have received notification of your acceptance into one of the Faculty of Dentistry programs.

• Submitting the Immunization/CPR Record does not indicate that you are in compliance with the requirements. A review and verification of the Immunization/CPR Record will be conducted and students will be advised of deficiencies.

Note: The cost of immunizations and tests are the sole responsibility of the applicant.
FACULTY OF DENTISTRY
IMMUNIZATION/CPR RECORD

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID #</td>
<td>Birth Date (DD/MM/YY)</td>
<td>Phone</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

**Degree, Program or Position (Check One)**
- Bachelor of Dental Hygiene (BDH)
- Undergraduate Program Dental Hygiene (DH)
- Doctor in Dental Surgery (DDS)

This section to be completed and signed by your physician:

<table>
<thead>
<tr>
<th>Required Immunization</th>
<th>Dates Immunization Received (DD/MM/YY)</th>
<th>Antibody Titre Results* or Laboratory Diagnosed History of Disease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tetanus, diphtheria, pertussis (Td/Tdap) 1 dose within past 10 years</td>
<td>Dose 1</td>
<td></td>
</tr>
<tr>
<td>Polio (IPV) Primary Course</td>
<td>Dose 1</td>
<td></td>
</tr>
<tr>
<td>German Measles (Rubella) 2 doses after age 12 months</td>
<td>Dose 1</td>
<td>Dose 2</td>
</tr>
<tr>
<td>Measles (Rubella) 2 doses after age 12 months</td>
<td>Dose 1</td>
<td>Dose 2</td>
</tr>
<tr>
<td>Mumps 2 doses after age 12 months</td>
<td>Dose 1</td>
<td>Dose 2</td>
</tr>
<tr>
<td>Varicella (Chicken Pox) 2 doses</td>
<td>Dose 1</td>
<td>Dose 2</td>
</tr>
<tr>
<td>Hepatitis B or A/B Series of 3 doses*</td>
<td>Dose 1</td>
<td>Dose 2</td>
</tr>
<tr>
<td>Hepatitis B Surface Antigen (HbsAg) Required if vaccine not complete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B Antibodies Mandatory</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Copies of antibody titre results must accompany this form.

Physician Signature: ______________________ Date: ______________________

**Immunization / Screening Administered by Dalhousie University**

<table>
<thead>
<tr>
<th>PPD (Tuberculosis Screening) 2-Step Mantoux</th>
<th>Step 1</th>
<th>Induration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Step 2</td>
<td>Induration</td>
</tr>
</tbody>
</table>

If there is a documented prior positive TST, previous treatment for active TB, or previous treatment for latent TB, a TST is not required. Medical evaluation and a chest X-ray within 1 year are required.

Date of Chest X-ray: __/__/___. Please attach copies of chest X-ray report.

**Influenza**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
</table>

**CPR / AED Certification (Annual renewal is recommended).** Copy of certification must accompany this form.

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
</table>

**Authorization for Disclosure of Information**

I understand that it is my responsibility to inform the appropriate personnel of any communicable disease, special need or medical condition which may place me at a risk or pose a risk to others during clinical placements. The information on the immunization form will be kept confidential within my clinical site. However, under the following circumstances and for the duration of the program, I authorize the release of this immunization record to: 1. The clinical site personnel where an occupational exposure occurs; 2. The treating medical site/institution (if required); 3. Another clinical placement site (if requested).

Signature of Student: ______________________ Date: ______________________

Return Completed form to: Infection Control Officer, Faculty of Dentistry
Dalhousie University, 1459 Oxford Street, Halifax, NS B3H 4R2. Forms may also be faxed to 902-494-1757.
Student Year End Clearance Policy

At the end of each academic year or upon withdrawal from a Faculty program, all students must obtain clearance from various departments within the Faculty. Year-end clearance forms will not be signed until all outstanding items (e.g. instruments, supplies, hand pieces, charts, etc.) have been returned. Student clinic accounts with outstanding balances for personal clinical dental care and Dental Stores accounts (typodonts, teeth, burs, photocopy cards, non-returned sign-out clinic or lab equipment etc.) must be settled in full in order to obtain clearance. Students may not register for a subsequent year if year-end clearance has not been completed.

Students are financially responsible for items that have been signed out to them and not returned.
Section 2
Curriculum (Course Work)
2. CURRICULUM (COURSE WORK)

Course Waiver Policies and Procedures

These policies and procedures apply to the following Faculty of Dentistry Programs:

Doctor of Dental Surgery
Diploma in Dental Hygiene
Bachelor of Dental Hygiene

General Policy Overview:

Students in the D.D.S. and Dental Hygiene programs may apply for course waivers, based on the successful completion of previous course work. The Academic Standards Class Committee reviews course waiver applications, and all decisions regarding course waivers will be communicated to the student and the Course Director by the Academic Standards Class Committee.

Course waivers do not normally apply to the D.D.S. Qualifying Program.

Definitions:

Course Waiver: A course waiver is a formal ‘relief’ of the requirement to complete a specific course in the Dentistry or Dental Hygiene Program.

Challenge examination: A comprehensive examination of the entire Course curriculum; if passed in accordance with Faculty regulations a course waiver is granted.

Conditions Applying to Course Waivers:

1. Students must apply to be considered for a course waiver. Course waivers are not automatically granted.
2. Students who have applied for a course waiver must attend all classes and complete all assignments until notified by the Academic Standards Class Committee that a waiver has been granted.
3. Course waivers are not granted for courses with clinical or pre-clinical components.
4. Academic work used to form the basis of admission to the Program cannot be used for course waiver. Therefore, students who have completed only the minimum entrance requirements (i.e. the minimum number of university credits required for admission) for a program will not normally be eligible for course waivers.
5. Course waivers will normally only be considered if the previous course was completed within the past 4 years and a final grade of B- or better was achieved and the content is deemed by the Course Director to be equivalent. A challenge examination may be required.
6. Students who do not meet these standards must state on the Course Waiver application, why they believe a waiver should be granted in their circumstance.
Students who may be eligible to apply for a course waiver are not required to pursue a course waiver. Students may elect to increase and/or refresh their knowledge in the subject area by repeating the course. Repetition of the course would require participation in and passing of the course as is required of all students taking the course.

7. Students who are granted course waivers are encouraged, but not required, to audit the waived course in order to refresh and/or augment their knowledge in the subject area. Students who audit courses will not participate in examinations or other forms of evaluation and therefore will not receive instructor feedback or a course grade. Students who audit classes receive the notation “audit” on their transcripts.

8. The grade for courses for which a full course waiver is granted will not appear on the student’s official transcript.

9. The grade for courses for which a partial waiver is the grade received by the student on the designated portion of the course completed and not waived.

Normally a course waiver is granted to students who have completed courses with similar content with the past 4 years, and achieved a grade of B- or better. If you do not meet these standards, you may apply but you must indicate on the Waiver Form #1 why the course waiver should be granted.

**Circumstances When a Course Waiver May Be Granted:**

Curricula for Faculty of Dentistry Programs were developed with the guiding principles of integration, proper sequencing and appropriate context of knowledge through the Program. Therefore, to avoid potential gaps and interruption in the flow of knowledge as students prepare for practice, course waivers are not granted except in the following four **exceptional circumstances**:

1. **The student, entering a program, has completed** the same course in a previous program, or
2. **The student, entering a program, has successfully completed** a course with similar content in a previous program, or
3. **The student, entering a program, has a substantial background in the subject area of the course.**

   (* Condition 5, above, applies.)*

   *Students with a significant academic background (e.g. Masters or Ph.D. degrees in the subject area, or who have taken the very same course within the past 4 years) may be granted a course waiver. Also, as part of the consideration for granting of a course waiver, the course director may require students to complete a challenge examination. The student must achieve a grade of B- or better in the challenge examination for consideration of a course waiver.*
4. **The student who is repeating a full year within a Program.**

*Students who are repeating a full year of their Program may apply for course waivers of courses they previously had passed. If course waiver is granted, the student is expected to devote the time allocated to the waived course to extra work in the courses being repeated.*

The following Conditions, stated above in the policy document, apply:

3. Course waivers are not granted for courses with clinical or pre-clinical components.

5. Course waivers will normally only be considered if the previous course, or a substantial portion of a previous course, was completed within the past 4 years and a final grade of B- or better was achieved and the content is deemed by the Course Director to be equivalent. A **challenge examination** may be required.

6. Students who may be eligible to apply for a course waiver are not required to pursue a course waiver. Students may elect to increase and/or refresh their knowledge in the subject area by repeating the course. Repetition of the course would require participation in and passing the course as is required of all students taking the course.

7. Students who are granted course waivers are encouraged, but not required, to audit the waived course in order to refresh and/or augment their knowledge in the subject area. Students who audit courses will not participate in examinations or other forms of evaluation and therefore will not receive instructor feedback or a course grade. Students who audit classes receive the notation “audit” on their transcripts.

**Procedural Guidelines:**

The Course Director will make recommendations to the Academic Standards Class Committee regarding course waiver applications. For **exceptional circumstances 1 – 3**, above, the recommendation will be based on the similarity of the content of the previous course, or relevance of student credentials, to the course currently offered in the Program.

The Course Director may require the student pass a **challenge examination** for course waiver, as described in **Condition 5**, above:

1. Course waivers will only be considered if the previous course was completed within the past 4 years and a final grade of B- or better was achieved and the content is deemed by the Course Director to be equivalent. A **challenge examination** may be required.

Challenge examination fees are $25.00 and are received by the Dean’s Office. The Course Director will report the results of the challenge examination to the Academic Standards Class Committee. Students who achieve a grade of B- or better on the challenge examination will be granted a course waiver.
The Course Director may recommend a partial course waiver. A partial course waiver would require of the student full course attendance and completion of requirements and examinations for a designated portion of the course. The final course grade will be the grade received by the student on the portion of the course completed.

**Waivers and Course Rank, Grade Point Average and Prizes and Awards**

Students in the Dentistry Program (and rarely in the Qualifying Program) who are granted a course waiver(s), for the purposes of establishing course rank, grade point average and prizes and awards will have their final grades computed using only the required courses taken.

Students in the Dental Hygiene Programs, who are granted a course waiver(s), for the purposes of establishing grade point average, will have their final grades computed using only the required courses taken.

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

**Timeline for Course Waiver Assessment**

No later than Friday of Week 2 of the term in which the course commences:
Student submits Application for Course Waiver (Form # 1) to the Office of the Assistant Dean Academic Affairs. The Office of the Assistant Dean Academic Affairs verifies the transcript. Applications are forwarded by the Assistant Dean Academic Affairs to Course Directors with Form #2.

**Wednesday of Week 3:**
Course Director returns Forms # 1 and #2 to Assistant Dean Academic Affairs with recommendation regarding regarding content.

**Friday of Week 3:**
Academic Standards Class Committee determines course waivers and students are notified.
Waiver – Form #1

STUDENT

Course Waiver Application

Complete one form for each course waiver requested and submit to the Office of the Assistant Dean Academic Affairs by THE FRIDAY OF THE SECOND WEEK OF THE RELEVANT TERM.

Date ____________ Program_________ Student #____________

Student Name_________________________________________________

Course Waiver Requested: Course Name ________________________Number:___________

Basis of Waiver Application

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

(Attach a calendar course outline AND course description, names(s) of textbooks and any other pertinent information). PLEASE USE ONE FORM PER COURSE.

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

Office of the Assistant Dean Academic Affairs verification of transcript:

______________________________

This form to be forwarded by the Assistant Dean ’s (Academic Affairs) Office to the Course Director for review of course content and recommendation to Academic Standards Class Committee.
Course Waiver – Form # 2

COURSE DIRECTOR

Course Waiver Review

Course Director to review documentation submitted by Office of the Assistant Dean Academic Affairs and complete appropriate section. Return form to the Assistant Dean, Academic Affairs by the WEDNESDAY OF THE THIRD WEEK OF THE RELEVANT TERM

Student Name: ________________ Course: ________________

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

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

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

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________

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

_____________________________________________________________________

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

Date _________ Time _________ Location ___________________

5. Course Audit ________________

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

Signature of Course Director ______________________ Date ________________

This form to be forwarded to the Assistant Dean, Academic Affairs by the second Wednesday in September. The Assistant Dean Academic Affairs will communicate the Course Director’s recommendation to the Academic Standards Class Committee.
Course Waiver – Form #3
ACADEMIC STANDARDS CLASS COMMITTEE

Course Waiver Decision

The Academic Standards Class Committee will meet BY THE FRIDAY OF THE THIRD WEEK OF THE RELEVANT TERM to review course waiver applications. Students will be notified immediately of the Committee’s decision by the Assistant Dean Academic Affairs.

Student Name: _____________  Course: __________________

Having considered the student request and the recommendation of the Course Director, and taking into account the year the course was completed and the grade received, the Academic Standards Class Committee decision is:

1. Full Waiver _____
2. No Waiver _____
3. Challenge Exam _____
4. Partial Waiver _____
   As outlined by Course Director
   different: ____________________________

Signature Chair of Academic Standards Class Committee: _____________________________

If a full waiver is recommended by the Course Director and the student’s achievement meets the criteria, the Assistant Dean Academic Affairs may sign on behalf of the Chair of the Academic Standards Class Committee.
FAIR USE OF TEACHING MATERIALS

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 (pdf, KeyNote, PPT, Word, etc.) can have a variety of restrictions on its 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.

Violation of this agreement is considered to be professional misconduct and may result in dismissal from the program. Use of this 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.”

Student/Course Director Communication

At the beginning of the year, classes are requested to select a representative to act as a Course Representative for individual courses in the dental and dental hygiene programs. The duties of the Course Representative include communicating on behalf of the class with the Course Director and the Assistant Dean Academic Affairs throughout the academic year. In addition, the Assistant Dean Academic Affairs, Director, and Academic Manager meet with the course representatives of each class once per term. D.D.S. Qualifying Program students are not asked to elect course representatives. They meet as a group with the Assistant Dean Academic Affairs and/or Academic Manager once per term. Near the end of the academic year, the Course Representative is expected to assist with collection of data for student course and instructor evaluation.

Students who have concerns pertaining to any aspect of their program are encouraged to attempt to solve the problem with the person or persons concerned (instructor or course director). If this attempt is unsuccessful, students may consult with the Assistant Dean Student Affairs. If the problem pertains to scheduling the Manager Academic Affairs may be consulted. If it is an academic concern the Assistant Dean Academic Affairs, may be consulted. If a student is not satisfied with the above persons, that student may consult with the Dean.
Instructor and Course Evaluation by Students

The Faculty of Dentistry participates in the university “Student Rating of Instruction” program; whereby students are asked to evaluate their instructors. To support the mandate of the Curriculum Committee, to review and evaluate courses in the Dentistry and Dental Hygiene curricula, the Curriculum Committee may conduct student course evaluation using student responses to 'global' questions. Student Course Representatives will be required to facilitate the instructor and course evaluation processes.

Purchase of Instruments

Larger items of equipment and some clinical instruments are provided on loan by the University. All other instruments and material for practical instruction must be purchased by the students from the Faculty of Dentistry. The Faculty obtains these instrument kits for the students to ensure delivery in time for the start of the academic year. In order to facilitate the standardization of supplying and handling, the kits must be purchased in their entirety. There shall be no substitutions and no refunds or rebates based on prior ownership of any kit item.

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. Students may apply for admission to one of the standard scheduled clinical electives. 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.

In all cases, the student must complete the Elective Course Enrollment form which is available in the Office of the Dean. This form must be approved by the Dental Faculty member as well as the Assistant Dean, Academic Affairs. If the elective is not one of the standard scheduled electives, the course outline must be submitted with the Elective Course Enrollment form for approval.

The course director notifies the Office of the Assistant Dean Academic Affairs once the student has successfully completed the elective course.

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.

Elective Course Protocol

1. Students may apply for elective courses in all four years of their academic program, providing they have an Achievement Classification of 1, 2, or 3. Two types of Electives are offered:
A. Examples of Standard Scheduled Electives (DDS4 only) include:
   - Implant Elective
   - Oral Surgery Elective
   - Pediatric Elective
   - Dental Public Health

   These electives are not considered permanent and may not be offered each year.

B. Ad Hoc Electives (any year, DDS and Dental Hygiene)

2. Students may arrange with an appropriate faculty member to participate in an elective in a field of interest to them. If students choose to undertake an adhoc elective, an approved course outline must be submitted with the Elective Course Enrollment form.

3. In all cases, the student must complete the Elective Course Enrollment form that is available in the Office of the Dean. A student is not accepted in an elective course until the Assistant Dean of Academic Affairs, and the Dental Faculty member sign the form.

4. When students have successfully completed their Elective Course the supervising faculty member will sign the Elective Course Enrolment form indicating the course has been successfully completed and the student will receive credit for this Elective. Successfully completed Electives will be recorded on the student’s transcript under the Elective Course number and “Pass”. In addition 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. Students who failed to complete an elective will not be penalized and their Elective Enrolment Form will be discarded.

5. Elective courses can be from 50 – 150 hours in length. Students may elect to do more than one elective in a given year if each is at least 50 hours long and the total number of hours does not exceed150 hours.

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

7. Students may be enrolled in the program at any time provided there is sufficient time to complete the program.
8. The Elective course should be completed with 12 consecutive calendar months. Extension of time to complete an Elective must be approved by the appropriate Academic Standards Class Committee.

9. Once accepted, students may not unilaterally decide to withdraw from an Elective when patient care is an integral part of the elective.

10. The elective will appear on the transcript during the year it is completed.

**Standard Scheduled Elective Timelines (DDS4 only)**

1. An information session will be held with DDS3 students between January and March to provide information on the electives being offered this year.

2. Course outlines and the Elective Enrollment form are available in the Office of the Dean until the stated deadline.

3. A list of applicants is provided to the respective course directors.

4. A meeting is held and the course directors select the elective participants based on past academic and clinical performance and experience and student aptitude for the elective.

5. A letter is sent to the student advising them of the elective selection.

6. Students are required to confirm their acceptance within a two-week period.
ELECTIVE COURSE ENROLLMENT FORM - AD HOC

(Approved course outline on File)

<table>
<thead>
<tr>
<th>DDS1 ☐</th>
<th>DDS2 ☐</th>
<th>DDS3 ☐</th>
<th>QP1 ☐</th>
<th>DDS4 ☐</th>
<th>DH1 ☐</th>
<th>DH2 ☐</th>
<th>BDH ☐</th>
</tr>
</thead>
</table>

STUDENT NAME_________________________ BANNER NO.______________

DATE:______________________________

Title of Elective: ________________________________________________

Estimate of time required _________ hours.

Is release time being requested?  Yes ☐ No ☐

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

Signature of Associate dean, Academic Affairs ________________________________

Signature of Dental Faculty Mentor ________________________________

Signature of Academic Standards Class Committee Chairman____________________
(if necessary)

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

To be signed upon completion of the Elective Study Option

Student Name__________________________________________________________

Has completed the above elective and should received credit for this Elective ☐
Has not completed the Elective and should not receive credit for this Elective ☐
SCHEDULED ELECTIVE COURSE ENROLLMENT FORM (DDS4 or BDH)

(approved course outline on File)

STUDENT NAME______________________________ BANNER NO._________________

DATE: _______________________________

Title of Elective (Rank in Order of Preference and provide supporting reason for Elective Selection)

1. _____________________________________________
   
   Reason for Elective Selection:_____________________________________________________

2. _____________________________________________
   
   Reason for Elective Selection:_____________________________________________________

3. _____________________________________________
   
   Reason for Elective Selection:_____________________________________________________

Signature of Student _______________________________________________________

Signature of Associate dean, Academic Affairs ___________________________________

Signature of Dental Faculty Mentor ___________________________________________

Signature of Academic Standards Class Committee Chairman_____________________
   (if necessary)

TO BE COMPLETED BY ADM. OFFICE

Student Name _________________________________________________________________

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

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

Signature of Faculty Mentor _____________________________ Date__________________
Section 3
Evaluation of Students
3. EVALUATION OF STUDENTS

Academic Standards Committee - General Evaluation Policy

1. Effective evaluation methods are essential to the educational process. Therefore, tests and examinations must measure successful attainment of stated course objectives and related competencies.

2. No more than 70 percent of the final grade may be derived from any final examination of the course.

3. No single interim test ("classroom test") or mid-term examination may be used to derive more than 40 percent of the course's final grade if conducted as an in-class test. Evaluations with a value of 25 percent or more must be conducted according to University and Faculty examination regulations and guidelines (Academic Policy Manual, pages 62).

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

5. The Faculty of Dentistry promotes criterion-based evaluation and in using this method, scaling of grades is inappropriate. However, should a situation arise in which a Course Director feels there is justification for doing so, he/she must consult with the Assistant Dean Academic Affairs and the rationale for scaling the raw scores and the proposed statistical process used to derive the reported scores must be presented to the Academic Standards Class Committee for approval.

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

As an academic requirement, students are assessed in each year on their professionalism, knowledge, pre/clinical skills and degree of independence and competence for the professions of Dentistry/Dental Hygiene. Assessment is done within individual courses, as described in the course outlines, and by the Faculty of Dentistry’s Academic Standards Class Committees. Conditions are as described below.

A student who, in the judgment of Faculty fails to attain a satisfactory standard on these assessments may be required to be remediated, to repeat the year or be retired from the Faculty.
1. At the first meeting of the class, students must be provided with course outlines that will identify the course sections that must be passed in order that students may pass the course.

2. Courses that include more than one discipline or that evaluate more than one educational domain (eg. knowledge, pre-clinical skills, clinical skills) will have “MUST PASS” sections clearly identified in the course outline.

3. The grading system for all courses must be designed to evaluate students’ competence in each defined content area. The determination of competence in a content area must be done through multiple evaluations.

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

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

6. If conducted as a classroom test, no single interim test ("classroom test"), term test or mid-term test, formal evaluation or examination may be used to derive more than 40 percent of the final grade of the course. Evaluations with a value of 25 percent or more must be conducted according to University and Faculty examination regulations and guidelines (Academic Policy Manual, page 62).

7. Faculty members and the Academic Standards Class Committees have the overall responsibility for evaluating students on professionalism, knowledge, pre/clinical skills, degree of independence and competence.

8. Assessment of students using the professionalism, knowledge, pre/clinical skills and degree of independence and competence evaluation form will be performed by full and part-time faculty on a periodic basis and multiple times throughout the academic year. Such assessments will be reviewed at each Academic Standards Class Committee meeting.

9. The Faculty’s Main Curriculum Committee is responsible for establishing a standardized template for the course outlines and for annually reviewing course outlines with each course coordinator to define disciplines and “MUST PASS” sections within a course.

**Academic Standards Committee - Clinical Evaluation Guidelines**

1. Clinical components of courses must employ criterion-referenced evaluation systems.
2. The clinic evaluation system for each course must be clearly explained in the course outline. A four-point ("3,2,1,0") rating scale must be used for all clinical evaluation. The clinic criteria and associated rating scales will be included with all clinical course outlines and will be written to emphasize the "2" level as the "normally expected" score. Details for the rating scale used for all courses must be included in the individual course outline.

3. The clinical course director must ensure that all clinical instructors are calibrated with respect to the clinic criteria and the process of the clinical evaluation system used in the course.

4. The clinical evaluation system must involve student self-evaluation.

5. The number of clinical procedures scored and the required number of scores per clinical procedure will be appropriate to demonstrate the student's clinical competency and consistency of performance. Excessive scoring of student performance will be avoided. However, if the student's clinical performance begins to deteriorate after competency has been demonstrated, she/he should be required to re-demonstrate competency with additional scored performances.

6. To ensure that student learning is enhanced by clinical evaluation:
   a) Within the limits of available curriculum time and patient supply, the clinical evaluation system must provide for sufficient formative feedback evaluation experiences (scores that do not contribute to the final mark) to prepare the student for summative evaluations (scores that contribute to the final mark) which then contribute to the student's class grade.
   b) The summative evaluations will be student-initiated after a student's self-assessment indicates he/she has achieved an acceptable competency level.

7. When appropriate, the clinical evaluation system will provide an opportunity for the student to demonstrate current competency by using only the student's most recent scores. Student scores will not be "averaged". Instead, a "pattern matching" system will be used in deriving a grade.

8. The clinical evaluation system should incorporate an "extra credit" provision for clinical experience acquired while treating patients whose treatment needs are extraordinarily challenging.

9. A Grade Derivation Description for the course will be published in the relevant course outline.

10. Skills assessments are completed on an exception basis in every clinical course.
Course Directors must direct all instructors to complete skills assessments for every exceptional (unacceptable or excellent) treatment management, behaviour or professional act within clinic. Feedback must be provided to the student, preferably at the end of the clinic. Skills assessments are reviewed by Academic Standards Class Committees as one of the indicators of student progress and may be used in calculating the final grade.

11. Course Directors are encouraged to use an evaluation system in which students demonstrate competency. Remedial time must be built into a course so that students should be able to repeat competency tests within the time frame assigned to a course.

12. Because it is totally incongruent with a criterion-referenced evaluation system, norm-referencing of student performance to derive clinical course grades will not be accepted by the Academic Standards Class Committees.

13. Course Directors must consult with the Assistant Dean Academic Affairs when considering altering a set of clinical scores or altering the derivation of clinical scores. This alteration must be reported to the appropriate Academic Standards Class Committee.

Faculty of Dentistry Grade Scale *

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

<table>
<thead>
<tr>
<th>Numerical Score</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-100</td>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>90-94</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>85-89</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>80-84</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>75-79</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>70-74</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>65-69</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>0-64</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>N/A</td>
<td>INC</td>
<td>0.0</td>
</tr>
<tr>
<td>N/A</td>
<td>P (pass for credit)</td>
<td>Neutral</td>
</tr>
<tr>
<td>N/A</td>
<td>W (withdraw)</td>
<td>Neutral</td>
</tr>
<tr>
<td>Pending</td>
<td></td>
<td>Neutral</td>
</tr>
</tbody>
</table>
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: (Do not be confused by all the symbols and definitions on the Registrar’s form. Many of them do not apply to the Faculty of Dentistry. Please use the definitions in this document as your primary source of information.)

Grades

Approved grades for the Faculty of Dentistry classes include, A+, A, A-, B+, B, B-, C, F, INC (incomplete), ILL, P (pass), W (withdraw) and T (transfer credit on admission). (Examinations that result in grades of F should be re-read informally by the Course Director using the re-read guidelines in this manual page 86).

* 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.

Professionalism

All students in the Faculty are expected to act in a professional manner in their dealing with other students, staff, faculty members, and the public as defined by the Faculty of Dentistry. Repeated or blatant unprofessional behaviour may result in a temporary suspension or permanent dismissal from the Faculty. As an academic requirement students are assessed in each year on their professionalism, knowledge, pre/clinical skills and degree of independence, and competence for the profession of Dentistry. Faculty members and the Academic Standards Class Committees have the overall responsibility for evaluating students on professionalism, knowledge, pre/clinical skills, degree of independence, and competency. Assessment of students using the professionalism, knowledge, pre/clinical skills, and degree of independence and competency evaluation form will be performed by full and part-time faculty on a periodic basis and multiple times throughout the academic year. Such assessment will be reviewed at each Academic Standards Class Committee Meeting.

Aptitude and Fitness

As an academic requirement, students are assessed in each year on their aptitude and fitness for the profession of Dentistry/Dental Hygiene. A student who, in the judgment of Faculty, fails to attain satisfactory standard on this assessment, may be placed on probation, given remedial opportunities or retired from the Faculty. (See
section on Classification in this manual). Aptitude and fitness are measured using the Professional Codes of Conduct, the Student Code of Conduct and professional attributes associated with the relevant profession of dentistry or dental hygiene.

Achievement Classification: Every student's progress is reviewed at least twice each term and all students are given an achievement classification (see page 42) as feedback.

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 Academic Standards Class 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 Academic Standards Class Committee concurrence, or that of the Assistant Dean Academic Affairs acting for the ASCC, may an instructor extend such deadlines. Incomplete work in a course must be completed by a time assigned by the relevant Academic Standards Class 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 waiting the outcome of an academic discipline process.

Dalhousie University

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

(Excerpt from Dalhousie University “Guide to Academic Procedures” 1999-2000)

Promotion and Graduation

A student will not normally be promoted or graduated unless a passing grade in all courses and an overall grade point average of 2.0 has been achieved.

A student who has achieved an overall grade point average of at least 2.0 and received one or two failing grade(s) may be offered the privilege of taking supplemental examinations in the associated courses. Successful passing of the supplemental examination(s) prior to commencement of the academic year will permit promotion. Failure to pass the supplemental examination may result in the student being offered the privilege of repeating the year or being required to withdraw from the Faculty.
A student who has passed all courses and failed to achieve an overall grade point average of at least 2.0 may be offered the privilege of repeating the year.

A student, who has obtained an F grade in more than two courses will be required to withdraw from the Faculty, except in cases of extraordinary and unforeseen medical or personal circumstances.

If a student has been granted permission to register for one course, the passing grade for the course will be considered as passing the year irrespective of the G.P.A.

Summary
- Minimum GPA 2.0 and no failing grades = promotion, graduation
- Minimum GPA 2.0 and one or two failing grades = supplemental privileges
- Failure of supplemental = may be offered opportunity to repeat year or required to withdraw
- GPA below 2.0 (with no failing grades) = may be offered opportunity to repeat year
- More than two failing grades (regardless of GPA) = required to withdraw

Awarding of Degrees
University Degrees and Diplomas are awarded by the University Senate. Students who complete the requirements for the D.D.S. or Dental Hygiene program will be recommended to Senate for the awarding of degrees or diplomas at the University Convocations in the spring or fall. Students who complete the program within the regular academic year will be recommended to Senate for the awarding of degree/diploma at the May Convocation. Students who complete the program requirements after the end of the regular academic year will be recommended to Senate for the awarding of the degree/diploma at the next regular meeting of the University Senate. See Course Waiver Policy for regulations regarding class waivers for students who are repeating the year.

Qualifying Program Year One, First Term Promotion (May-August)
Students who enter the Qualifying Program in May are required to successfully complete the courses DENQ 3000 and DENQ 3001 before being permitted to formally register for the remainder of the Qualifying Program courses. Qualifying Program students may be provisionally registered for courses in the September-June academic sessions until grades in DENQ 3000 and DENQ 3001 are approved by the Faculty of Dentistry.

Qualifying Program students who receive failing grades in not more than two modules within DENQ 3000 and DENQ 3001 will normally be granted the opportunity to continue in the regular program, and will be given a formal remedial program and re-test to be completed during the regular academic program (September - June). Should the
remedial program involve pre-clinical activities, the student will not be permitted to treat clinical patients in the related discipline(s) until the module requirements have been successfully completed. Students will be given until the end of the regular academic year to successfully complete the failed modules. Students who receive a failing grade in more than two modules may be required to withdraw from the Qualifying Program; or Faculty may offer the student the privilege of completing an individualized full-year remedial program, upon successful completion of which would give the student the opportunity to join the first year of the Qualifying Program in the following September.

Qualifying Program year-end progress will be reviewed according to Promotion and Graduation guidelines (page 38).

Classification and Remediation Guidelines Pertaining to Academic, Clinical and Professional Achievements

These guidelines refer to student academic progress within the Faculty of Dentistry. Students are advised to review University Regulations that pertain to all Dalhousie University students regarding academic offences that are the sole jurisdiction of University Senate.

Preamble:
The system of Classification and Guidelines for Remediation as described in this document has been designed to be informative and supportive.

Each student will be kept informed of his/her status and any associated remedial plans. Faculty will be aware of each student's status and will be able to participate, as appropriate, in remedial actions.

The system is dependent on the full participation of faculty reporting student progress or problems.

1. Instructors Report to Course Directors:
   Course Assessment of Student Progress
   Reviews to include:
a) review of progress reports of didactic and clinical/preclinical performance
b) review of critical incident reports
c) documentation of subjective observations of fitness to practise dentistry or dental hygiene

2. Course Directors Report to:
   Academic Standards Class Committees:
   1) Meetings of the Committees to be held at least twice/term - all courses to be represented. Course directors must supply reports on each student.
2) Student progress to be evaluated and classified according to following:

**Achievement Classification:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Remediation</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Good progress, academically, clinically and professionally</td>
<td>Remediation as a result of classification</td>
</tr>
<tr>
<td>II.</td>
<td>Student with academic problem(s) in a single class.</td>
<td>II. Assistant Dean Academic Affairs to inform re: classification. Course Director will implement remedy within allocated class time. Should additional time be required, then the Academic Standards Class Committee must review.</td>
</tr>
<tr>
<td>III.</td>
<td>Student with acceptable academic progress but minor concern(s) about professionalism</td>
<td>III. Assistant Dean Academic Affairs to inform re: classification and implement remedy.</td>
</tr>
<tr>
<td>IV.</td>
<td>Student with academic problem(s) in multiple classes</td>
<td>IV. Assistant Dean Academic Affairs to inform re: classification and implement remedy.</td>
</tr>
<tr>
<td>V.</td>
<td>Student with acceptable academic progress but major or multiple concerns about professionalism</td>
<td>V. Assistant Dean Academic Affairs to inform re: classification and implement remedy.</td>
</tr>
<tr>
<td>VI.</td>
<td>Student with problems in academic and professional aspects of education</td>
<td>VI. Assistant Dean Academic Affairs to inform re: classification and implement remedy.</td>
</tr>
</tbody>
</table>

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

**Guidelines for Student Probation**

1. A student may be placed on probation for academic, clinical, and/or professional reasons: as described in classifications IV, V, VI.

2. Probation will usually occur when there are multiple problems in more than one of the above parameters.

3. Probation will only be implemented following thorough review of a student's progress by the appropriate Academic Standards Class Committee.
4. Student(s) on probation must be reviewed regularly by the appropriate Class Committee.

5. A student who has fulfilled all of the conditions of probation, in the opinion of the Class Committee, will be removed from probation and permitted to proceed in the appropriate class as recommended by the Class Committee.

6. A student will not be eligible for final examinations and may not be promoted while on probation.

7. A student who has not met the conditions of probation will be required to (a) enroll in a supplementary educational program; or (b) repeat an academic year or (c) withdraw from the Faculty.

Recommendations relating to promotion or graduation will be forwarded to Faculty or, in exceptional cases, to Faculty Executive Council.

It should be noted that Academic Standards Class Committee deliberations constitute a series of recommendations to Faculty or, in some cases, Faculty Executive Council. As such, those recommendations which must be acted upon by a higher body are considered to be confidential, until such action is taken.
Grades - General Procedure
(definitions: marks = numerical scores (interim); grade = final A-F designation)

The normal course of events leading to the reporting, review and release of grades is as follows:

1. The Course Director, after appropriate discussion and/or consultation with instructors and Division Head, transmits the course grade through the Department Chair to the Assistant Dean Academic Affairs who provides it to the Chair of the appropriate Academic Standards Class Committee. Course Directors are responsible for providing a written proposal for remedial programs and/or supplemental examinations to the Academic Standards Class Committee as required (see Grade Scale and Remedial Opportunities, Academic Policy Manual).

2. The course grades for each year are reviewed by the appropriate Academic Standards Class Committee.

3. Final course grades are recommended to Faculty by the relevant ASCC for approval.

4. The Office of the Dean transmits final approved course grades to the Registrar, along with the list of students who are required to repeat a year or withdraw from the Faculty.

5. The Faculty (or in exceptional circumstances, Faculty Executive Council) recommends to Senate all students who are eligible to graduate. A list of students approved for each diploma or degree is forwarded to the Secretary of Senate and the Registrar by the Dean.

Provision of Marks to Students

The provision of marks to students should follow the procedure outlined below. Student marks must not be posted, either by student name or student number. Course directors may release to students, in a confidential manner, results of evaluation components of the course, as soon as such results are available. Final course grades must be approved by Faculty prior to posting on student transcripts. Students may access approved final grades through the University website.

- The Academic Standards Committee had determined that course directors may release ALL interim and final test/exam/assignment results to students as soon as they are available, in a confidential manner. Although this makes it possible that students will be able to calculate their possible final letter grade, the Academic Standards Committee believes that students
should be aware of their performance on all evaluation sections of a course as soon as possible. Course Directors are encouraged to review all tests/exams in class whenever possible.

- interim marks that are worth less than 25% toward the final course grade must be provided to the student by the Course Director in a confidential manner. Course Directors may provide marks to students in class, or in their mailboxes or via individual student blackboard learning posting. A copy of these grades must be submitted to the Assistant Dean Academic Affairs.

- interim marks that are worth 25% or more toward the final course grade must be submitted to the Office of the Assistant Dean Academic Affairs. These grades must be submitted as the percentage achieved toward the final course grade. Such marks will be released to the students by confidential blackboard learning posting by the Office of the Assistant Dean Academic Affairs.

- final course grades must be submitted to the Office of the Assistant Dean Academic Affairs by date specified by the Office of the Assistant Dean Academic Affairs. Final grades must be submitted in the A-F format. The Assistant Dean Academic Affairs prepares, the Faculty approves, and the Assistant Dean forwards all final grades to the Registrar. Students are notified that their grades have been submitted to the Registrar's Office and are available on the BANNER system through the University website. The Dean notifies all students of the Faculty decisions regarding promotion and graduation.

**Unscheduled Class and Clinic Study**

Students will be assigned course work throughout the academic year that will require study and preparation during unscheduled time. Students may make use of the dental library located in the Kellogg Library, Tupper Building. Students may also use classrooms, seminar rooms, and pre-clinical laboratories in the dentistry building when these areas are not scheduled for classes or other activities. Students who wish to reserve classroom/seminar room space for study should contact the Classroom Bookings at Classrooms.dal.ca. The dentistry building classrooms and pre-clinical laboratories are available from 7:30am to 11:00pm most days. Students are not permitted to undertake clinical work with patients or on typodonts in the clinical areas without appropriate scheduled faculty supervision.

**Remedial Opportunities**

Students must prepare all exercises, reports, etc., as may be prescribed in all courses. In courses involving laboratory or practical work, they must complete such work satisfactorily before any credit for that course can be given. If Faculty deems it advisable, giving consideration to the student's overall performance in the program and the constraints of available time, students will be given the opportunity to clear any deficiencies by means of remedial programs or time allowed through the allocation of an INC grade.
Students who, in the judgment of the Faculty, are deficient for any reason in their clinical practice, may be required by Faculty to enrol in a special clinical session or to repeat the year. The satisfactory completion of this clinical session is required for promotion or graduation.

a) **Informal Remedial Program:** Upon first evidence of the need for remedial action for a given student within any course, appropriate action should be taken to attempt the upgrading of the student's performance in the teaching time normally allotted to the course or in short voluntary remedial sessions offered by the Course Director. These sessions should cover no more than 10 contact hours from the student's unscheduled time. The Academic Standards Class Committee chair and the Assistant Dean Academic Affairs must be informed of all such remedials to ensure that no further action is warranted due to similar deficiencies in other courses.

b) **Formal Remedial Program:** When it is evident that a student is in danger of failing or has a failing grade in a portion of a course, the Course Director must present a program of remedial studies and/or supplemental examination requirements to the appropriate Academic Standards Class Committee for approval with the consequences of both successful and unsuccessful completion of the remedial opportunity clearly spelled out. A formal remedial must be activated when:

   i) it is necessary to suspend a student’s clinic privileges or regularly scheduled classes to remedy the academic difficulty; or

   ii) a student has failed a course and according to Faculty policies (Promotion and Graduation page 38) has been granted the opportunity for a remedial program and supplemental examination.

A formal remedial program may take place during class/clinic time and/or during the students' unscheduled time. Normally, students will be provided with only one formal remedial opportunity per course, throughout the academic year; although students may be granted a second remedial opportunity in a course at the completion of the academic year, as outlined in (b) above.

A report on student progress must be presented by the Course Director at each subsequent meeting for all students who are involved in a remedial program.

**Fourth Year D.D.S. and Second Year D.D.H. Remedial and Retest Opportunities**

Should a D.D.S. 4 or D.D.H. 2 student fail a major component of a course that could result in the student receiving a failing grade in the course, the student may be offered the privilege of remediation and re-testing in the failed component. If the student is successful in the retesting, the final grade in the course will be the lowest passing grade, normally C; if the re-test is failed, Faculty policies regarding Promotion and Graduation...
will apply. All retests must be approved by the appropriate Academic Standards Class Committee on recommendation of the Course Director.

**Supplemental Examinations**

A student who has achieved an overall grade point average of at least 2.0 and received one or two failing grade(s) may be offered the privilege of taking supplemental examination(s) in the relevant subject(s). Successful passing of the supplemental examination(s) prior to commencement of the academic year will permit promotion. Failure to pass the supplemental examination would require the student to repeat the year or withdraw from the program.

Supplemental examinations are completed during the University Supplemental Examination Period indicated in the Faculty of Dentistry calendar.

Students must apply to write supplemental examinations by completing the Application for Supplemental Examination and submitting it with the $25.00 supplemental examination fee, prior to July 15 of the academic year in which the failing grade was awarded. Students who are given permission to write a supplemental examination/complete a supplemental program, are notified in writing by the Dean/Director, and are provided with an Application for Supplemental Examination.

Students may apply to take a supplemental examination outside the Supplemental Examination Period, by completing a Request to Sit Supplemental Examination Outside Designated Time Period. The Guidelines for Approval for completing a supplemental examination outside of the supplemental examination period are:

a) Student has applied for a supplemental examination and paid appropriate fee.

b) Sufficient study time is provided. (at least one month after final grades have been received by student)

c) Course Director (or designate) and student have met to plan and complete a remedial program of studies and the Department Chair has approved the plan.

d) Application form has been completed by student and Course Director (or designate) and Assistant Dean Academic Affairs prior to date of supplemental examination.

e) If a student fails a supplemental examination that was written/completed outside the supplemental examination period, s/he may not appeal the result on the grounds of insufficient remedial time.
Supplemental Examination and/or Summer Remedial Clinic  
Dentistry and Dental Hygiene Application

Each student who is eligible for a supplemental examination and/or a summer remedial clinic is required to make a formal application to write the examination. A **$25.00 fee is required for each examination.**

Applications, accompanied by the $25.00 fee for each examination should be completed and returned to the Office of the Dean of Dentistry, and/or the School of Dental Hygiene by July 15.

I hereby make application to be admitted to supplemental examination(s) and/or summer remedial clinic in the following subject(s) at the appointed time.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Please make cheque payable to Dalhousie University

Please Print

Name: ____________________________
Address: ____________________________

______________________________
Signature of Applicant

______________________________
Date

______________________________
Signature of Assistant Dean Academic Affairs

______________________________
Date

Students must contact the Course Director(s) and make arrangements to complete the supplemental examination(s) during the supplemental examination period (July 15 - August 8). Students may make application to the Office of the Assistant Dean Academic Affairs to complete supplemental examinations outside the supplemental examination period.
I ________________________________, have agreed to provide the Supplemental
Course Director (please print) Examination on the date indicated.

Date of Supplemental Examination:__________________________________________

__________________________________________
Student Signature

__________________________________________
Course Director Signature

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

__________________________________________
Assistant Dean Academic Affairs Signature

__________________________________________
Date

To be completed if requesting to take the Supplemental Examination outside the designated period.

I ________________________________, request permission to take the
Student (please print) Supplemental Examination in Course _________________________________________
outside the official time designated for Supplemental Examinations. I agree to take the examination on the date indicated above and acknowledge that I have had sufficient time to prepare for the examination. I understand that I cannot appeal the Supplemental Examination results on the grounds of inadequate preparation time.

Distribution:

- Original to Supplemental examination File
- Copy to student
- Copy to Course Director
- Copy to student file
**Examination Schedules**

1. **Preparation**

   The Assistant Dean Academic Affairs is responsible for preparing a "Master Examination Schedule" for all final and December exams that includes dates, times and room assignments. The examination schedules are provided in a draft form to students for feedback, on scheduling of individual examinations within exam week. Such schedules are to be reviewed and approved by the Assistant Dean for Academic Affairs, on behalf of the Main Academic Standards Committee for December and final examinations. Once the final examination schedule is published, changes will only be considered at the request of the course director. Such requests will be processed through procedures outlined on the form, “Request for Change to Final, Approved Examination Schedule”.

2. **Policy Statements Re: Course and Examination Scheduling**

   a. In-term tests and evaluations should usually be administered several times during a course to provide opportunities for self-assessment and partial accumulation of the final course grade. Not only is this good educational practice in itself, it diminishes the weight, and hence, overall study time necessary to devote to the many final examinations which occur at the end of term. Please refer to the section in this Manual entitled “Academic Standards Committee – General Evaluation Policy”

   b. Except in unusual circumstances, examinations valued over 40% toward the final course grade will be given during the scheduled examination weeks. Permission for any variation from this policy must be obtained from the Assistant Dean Academic Affairs.

   c. The use of evenings to schedule Faculty of Dentistry final examinations is not permitted, even when students so request. If a non-class time must be found for a final examination, the Assistant Dean Academic Affairs must schedule it.

   d. Course Directors are encouraged to review the results examinations in a subsequent class.
Change to Final, Approved Examination Schedule Request
December and April/May Examinations

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

Step I:
Course Director request to consider a change to the final published examination schedule:
Reason for change request: __________________________________________________________

________________________________________  __________________________
Course Director  Date

Step II: Two-thirds of the class votes to make a change to the final published examination schedule (attachment: result of student vote – need 2/3 of student signature on form indicating agreement of proposed change).

Step III:
Request by Course Director for Change to Final Published Examination Schedule:

Request for Change:
To change ____________________ examination, worth ____% toward the final course grade to: ____________________________
(new date and time)

________________________________________  __________________________
Course Director  Date

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

________________________________________  __________________________
Assistant Dean for Academic Affairs  Date
Or
Chair, Academic Standards Committee

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

Students must attend all tests and examinations for required courses in the Faculty of Dentistry. The Faculty considers the only valid reasons for student absence from tests/examinations are illness, injury, a serious personal circumstance, or travel on University or Faculty business. Valid reasons do not include: student unpreparedness, student misinterpretation of the schedule, personal travel conflicts, undocumented illness, sleeping in, headache, attending to children or ill relatives, or other.

1. It is the student’s responsibility to inform the Dean’s Office prior to the test/examination if at all possible, if he/she will be absent due to illness, injury or serious personal problem. In the case of illness or injury, the student will be required to present a valid medical certificate documenting the illness/injury. In the case of a serious personal problem, the student will be required to submit a confidential written statement documenting the reasons for missing the test/examination to the Assistant Dean Academic Affairs who, in consultation with the Assistant Dean Student Affairs, will deem the acceptability of such absence. Student unpreparedness or not following the examination schedule is not reason for rescheduling a test or examination.

2. Within two days of the student’s return to classes, the Course Director, in consultation with the Assistant Dean Academic Affairs, will determine the appropriate method for making up the missed test/examination/assignment. Normally, one of the following methods will be used:
   a. the student will take a test/examination of the same format and length which examines the same material and has the same value, at another time; or
   b. with the agreement of the student, the format of the make-up test/examination may be different from the original test; or
   c. with the agreement of the student, the value of the missed test may be added to the value of the final examination of the student, providing this does not increase the value of the final examination for that student above 70% of the final class grade and providing the content of the final exam includes that of the missed test/examination.
   d. In the case of an assignment, the Course Director may alter the assignment deadline.

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

The Office of the Assistant Dean Academic Affairs must be informed of all re-scheduled test/examination arrangements and will keep a written record of the number of tests/examinations missed by students.
# Re-Scheduling of Test/Examination/Astitution or Request for Make-Up Class Material Application

<table>
<thead>
<tr>
<th>Student Name: ___________________________</th>
<th>Program and Year of Study: _________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Absence: ______________________</td>
<td></td>
</tr>
<tr>
<td>Test/Examination Reschedule Requested: ______________</td>
<td></td>
</tr>
<tr>
<td>Make-Up Class Material Requested: ______________</td>
<td></td>
</tr>
</tbody>
</table>

**Submit To:** Office of Assistant Dean for Academic Affairs for Approval
For Excused Absences
(due to illness, injury, serious personal circumstances or University/Faculty travel)

a) In the case of illness or injury, the student will be required to present a valid medical certificate documenting the illness/injury.

b) In the case of a serious personal circumstance, the student will be required to submit a confidential written statement (in the form of a formal letter) documenting the reasons for missing the test/examination, to the Assistant Dean Academic Affairs who, in consultation with the Assistant Dean Student Affairs, will deem the acceptability of such absence.

c) In the case of travel on University or Faculty business, the student will be required to submit evidence that travel is part of the academic program (e.g. presentation of research paper, student table clinic) to the Assistant Dean Academic Affairs.

Supporting documentation must be attached.

Excused Absence Approval:

__________________________________________________
Assistant Dean Academic Affairs or Assistant Dean Student Affairs

*Form 2A OR Form 2B to be completed for Re-schedule of Test/Examination/Assignment and/or Make-Up of Class Material
Re-Schedule of Test/Examination/Assignment

(Application for Reschedule of Test/Examination/Assignment or Make-Up Course Material must be approved prior to completion of this form)

When a student absence has been approved, and following the student’s return to classes, the Course Director, in consultation with the Assistant Dean Academic Affairs, will determine the appropriate method for making up the missed test/examination. Normally, one of the following methods will be used:

A. the student will take a test/examination of the same format and length which examines the same material and has the same value, at another time; OR

B. with the agreement of the student, the format of the make-up test/examination may be different from the original test; OR

C. with the agreement of the student, the value of the missed test may be added to the value of the final examination of the student, providing this does not increase the value of the final examination for that student above 70% of the final class grade and providing the content of the final exam includes that of the missed test/examination.

D. In the case of an assignment, the Course Director may alter the assignment deadline.

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

The Office of the Assistant Dean Academic Affairs must be informed of all re-scheduled test/examination arrangements and will keep a written record of the number of tests/examinations missed by students.

The student and Course Director have agreed that the missed test, examination, or assignment will be replaced by one of the methods as described above (choose one):

STUDENTS MUST COMPLETE RESCHEDULED EXAMINATIONS AT THE FIRST OPPORTUNITY OFFERED BY THE COURSE DIRECTOR
Re-Schedule of Test/Examination/Assignment

A. _________________________________________________________
   Date and time of make-up test/examination

B. _________  Details (describe how the format of the make-up exam differs from the original test.)
   _________________________________________________________
   Date and time of make-up test/examination

C. _________  Value of missed test/examination to be added to final exam:__________

   Resulting value of final exam for this student:__________

D. _________  Other arrangements (eg. Altered assignments deadline):

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

__________________________________________________________ Date _____________________________
Student’s Signature

__________________________________________________________ Date _____________________________
Course Director’s Signature

Arrangements Approved:

__________________________________________________________ Date _____________________________
Assistant Dean Academic Affairs

FORM 2A
Make-Up Course Material

(Application for Reschedule of Test/Examination or Make-Up Course Material must be approved prior to completion of this form)

Course: ____________________________________________________________

Signature of student and Course Director indicates that the arrangements for make-up class material have been discussed and are mutually agreeable.

Course Director Description of Make-Up Class Material

________________________________________________________________________

Student’s Signature

Date __________________________

Course Director’s Signature

Date __________________________

Arrangements Approved:

Assistant Dean Academic Affairs

Date __________________________
Special Consideration due to Illness/Injury:
A student may receive special consideration in the assessment of his/her performance in a class or examination or may be admitted to a special program and/or examination at the direction of the appropriate Academic Standards Class Committee if the student has been:

a) hampered by injury, illness or other serious cause during the course of the academic year or
b) prevented by injury, illness or other serious cause from attending all or part of an examination.

Application for special consideration shall be made to the Dean or Assistant Dean Academic Affairs, not later than three weekdays (excluding holidays) after the student’s return to classes following an injury or illness. The Dean or Assistant Dean Academic Affairs may accept application after this time provided that it was not reasonably practicable for the student to apply at an earlier date. Applications shall be in writing and shall include a summary of the student’s request and be supported by a medical certificate or report (such as the Student Health Service Report) or other appropriate evidence. Normally, consideration of any request will be disallowed if such documentation has not been supplied.

Adjudication:
The Dean or Assistant Dean Academic Affairs shall transmit every application to the appropriate Course Director who must then take into account the circumstances of the student when assessing the student’s performance. The Course Director, subsequent to approval from the Academic Standards Class Committee, may:

1) administer further (or substitute) oral, written, practical, or clinical examinations before determining the grade of the student; and/or
2) extend the time for the completion and submission of written work, laboratory projects, or clinical assignments.

The final grade for the student must then be submitted to the Academic Standards Class Committee in the usual manner.

Approved, June, 2007
Examination Procedures

The Academic Standards Committee requires the use of the following protocol for all examinations (scheduled in class or during examination week) with a course value of 25% or greater.

1. Responsibility for the preparation of examinations lies exclusively with the Course Director, Division Head, and Department Chair. A standard cover page is to be completed by each Course Director and signed by the Division Head indicating that the examination has been reviewed and found satisfactory. A copy should be provided to the Department Chairs. Should the Course Director be the Division Head, the Department Chair should approve the examination.

2. Names of invigilators must be submitted to the Dean's Office no later than 7 days prior to the date of the examination. The Course Director is responsible to procure invigilators. Only the Course Director and other appropriate faculty members should invigilate the examination. Secretaries and other staff members are not acceptable as invigilators, since questions of content interpretation or mis-wording may arise which only the responsible faculty member can properly answer. An appropriate student/invigilator ratio in final examinations is two faculty members to a class size of 45 students or less. It is prudent to have both male and female invigilators, if possible.

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

4. Invigilators should be in the examination room 15 minutes prior to the start of the examination for the purpose of laying out examinations in the proper seating arrangement. Assigned seating will be used for all examinations and the Office of the Assistant Dean Academic Affairs or in the case of Dental Hygiene classes, the School of Dental Hygiene, will randomize seating for each examination and give these randomized seating charts to the course director or invigilator prior to the date of the examination. Whenever possible, examinations should be placed faced down at the locations where students are to be stationed. If students from two classes are taking an examination in the same room, colour-coded examinations or some form of designated seating should be used to insure an alternating seating arrangement. The examination shall not proceed with less than two faculty invigilators.

5. Seats will be numbered in each examination room. A seating chart will be supplied to the Course Director/Invigilator prior to the examination. This chart should be posted outside the examination room prior to the exam. Students will
go to their assigned number seat. Students should be asked to put their Dalhousie Student number or their Faculty of Dentistry examination number on the cover page of their examination booklet and name and number as required on computer marked sheets for M/C questions.

6. As students leave the room, they must sign an "examination sign-out sheet". Before the student leaves the examination room, the invigilator should sign the "examination sign-out sheet" beside the student's name, indicating that all examination materials have been handed in.

Policy Regarding the use of Language Translation Dictionaries during Examinations

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

Students must purchase a language translation dictionary for use during examinations and provide it to the Office of the Dean at least one week prior to the first examination. The dictionary must be a language translation dictionary only and cannot contain definitions or other information. The dictionary must contain no notes or other handwritten information. The dictionary will be checked by the Dean’s Office staff to ensure that it contains no definitions, notes or information other than word translations. The dictionary will be identified as being the property of the student, and will be held in the Dean’s Office. Prior to each examination, the student will notify the course director that the dictionary is requested. The course director will obtain the dictionary from the Dean’s Office and will provide the dictionary to the student during the examination. The course director will return the dictionary to the Dean’s Office at the end of the examination. The dictionary will be returned to the student when the student has completed his/her program of studies; unless the student indicates that he/she no longer requires the use of the dictionary during examinations.

Keeping Examinations On Record

The Academic Standards Committee has approved a policy whereby examinations must be retained on file with the Department for one year after Faculty has approved the student’s final course grade.
Exam #_______________  Examination Date:_________________  
(Exam # should be placed on the top right of every exam)  
Day/Month/Year

DALHOUSSIE UNIVERSITY  
FACULTY OF DENTISTRY

COURSE NUMBER  
COURSE TITLE  
COURSE DIRECTOR  
TEST APPROVED BY  

(Division Head Signature*)

*or signature of Department Chair if Division Head is the Course Director:

Value of examination toward final grade = ___________%  Time Available _______hrs.

This examination contains ________ parts and _________ pages.

<table>
<thead>
<tr>
<th>Part</th>
<th>Value</th>
<th>Instructor’s Name</th>
<th>Raw Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
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<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Value</td>
<td>Total Raw Score</td>
<td>Reported Score</td>
<td></td>
</tr>
</tbody>
</table>

University/Faculty Examination Regulations are printed on page 62

Specific Examination Instruction:
Examinations must be retained on file with the Department for one year after Faculty has approved the students’ final course grades.
University/Faculty Examination Regulations

The Academic Standards Committee requires the use of the following protocol for all examinations (scheduled in class or during examination week) with a course value of 25% or greater.

1. Candidates will not be admitted to the Examination Room more than thirty minutes after the beginning of the examination. Candidates will not be permitted to leave the examination within the first thirty minutes.

2. Candidates may be required to present their valid Dalhousie ID card at any examination scheduled during the official examination periods and sign the signature list.

3. No articles such as books, papers, etc. may be taken into the examination room unless provision has been made by the examiner for reference books and materials to be allowed to the students. All books, papers, etc. not specified on the printed-paper must be deposited with the invigilator. Calculators may be used at the discretion of the instructor. Electronic diaries and cell phones must not be taken into examination rooms.

4. The following protocol governing the possession and use of all types of electronic devices (e.g. cell phones) will apply during all types of examinations and tests.
   - Electronic devices (mobile telephones, computers, PDA’s and others), other than electric watches are best not brought into the examination room. They should be left either at home or secured in the student’s locker.
   - When such 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 and in the area of the room designated by the invigilator for bags, books, computers, and backpacks.
   - The Faculty and the University are not responsible for lost, damaged, or stolen electronic devices.
   - Such electronic devices are not permitted on the student’s person or desk during the examination.
   - Students are to use the room clocks or their own wrist watches to monitor time.
   - The student is not permitted to answer a ringing mobile telephone during the examination. Students must make alternate arrangements in advance of the examination/test should they expect communications during the writing of the examination/test.
Students who use unauthorized electronic devices, including mobile telephones, for any purpose during examinations/tests will be assumed to be cheating.

5. Candidates may not leave their seats during an examination without the consent of the invigilator.

6. Answers to questions must be written on the right hand pages and properly numbered. The left hand pages may be used for rough work, but no sheets may be detached. All examinations must be written in pen, not pencil.

7. Each question should be started on a separate page.

8. If more than one book is used, the total number should be marked in the space provided. The other books should be properly marked and placed inside the first book. All books supplied must be returned to the invigilator.

9. Candidates found communicating with one another in any way or under any pretext whatever, or having unauthorized books or papers in their possession, even if their use be not proven, shall be subject to expulsion from the examination and appropriate disciplinary action.

10. After the first thirty minutes have elapsed, students may hand in their examination book(s) to an invigilator and quietly leave the examination room. Upon leaving an examination, students must sign an ‘examination sign-out sheet’ and the invigilator must co-sign the sheet to indicate that the student has returned all examination materials before leaving the examination room. Students may not leave the examination room during the last fifteen minutes of the examination.

Examination Invigilation Protocol

1. Unless specifically authorized, students must not bring any books or papers into the examination room.

2. Students may be requested to produce a valid Dalhousie University identification card at any time before or during the examination. Failure to produce such identification when requested is sufficient reason for dismissal from the examination or the withholding of the final grade until identification is verified.

3. Students are to identify their examination papers by using their Dalhousie University student number or randomly assigned Faculty of Dentistry examination number. Names should not appear on the papers except those marked by computer (bubble-sheets). Course Directors will be provided with the coded list of names after they have submitted their examination results to the Office of the Dean.
4. Only the Course Director and other appropriate faculty members should invigilate the examination. There must be at least two invigilators in the examination at all times. Secretaries or other staff individuals are not acceptable for this purpose, since questions of content, interpretation, or mis-wording may arise which only the responsible faculty member can properly answer. Furthermore, they would not have clear responsibility or authority to take action should cheating be suspected.

5. Instances of suspected cheating should be corroborated; if possible, by a second invigilator at the time such an episode occurs. Other students should not be questioned regarding identification of students or incidents where cheating is suspected. Any evidence, such as crib notes, should be confiscated immediately and retained by the invigilator involved. The faculty member(s) should prepare a written account of the episode immediately after the examination and report to the Assistant Dean Academic Affairs who will follow University policy by reporting the matter to the Secretary of the University Senate. Discipline cases are referred by the Secretary of Senate to the Senate Discipline Committee (see page 73).

**Notes To Invigilators**

Please take invigilation seriously; not just because the Academic Standards Committee recommends it, but also because the majority of the students expect and depend on it. Cheaters hurt themselves, their classmates and the profession. If your invigilation techniques do not prevent cheating, you could be contributing to the problem.

The responsibilities of invigilators are three-fold. First, and most important, is the prevention of cheating. The second is the apprehension of anyone who is "caught in the act". Invigilators must also be able to provide direction to candidates with regard to protocol and to appropriately answer questions posed by the students.

With regard to prevention, please note the following:

**Movement**

a. Faculty rules require at least two invigilators who are members of the Faculty to be present at all times. (Secretarial staff is precluded from invigilation).

b. Sitting at the front of any room (especially if the individual is reading) virtually absents one of the invigilators.

c. When one examiner stops to answer a student question, his/her value as an invigilator is also temporarily nullified.
d. Therefore, if one is sitting at the front and the other "floating" to answer questions, prevention is seriously compromised.

e. Accepted procedure is for both invigilators to move about continuously OR stationing one at the back of the classroom while the other circulates. Both should not answer questions simultaneously. Invigilators must move in a quiet manner so as not to disturb the students.

**Crib Notes**
Lack of invigilator movement also allows students to review crib notes.

**Cell Phones**
Students are to use the room clocks or their own wrist watches 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.

Electronic devices (mobile telephones, computers, PDA’s and others), other than electric watches, are best not brought into the examination room. They should be left either at home or secured in the student’s locker. When such 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 and in the area of the room designated by the invigilator for bags, books, computers, and backpacks. The Faculty and the University are not responsible for lost, damaged, or stolen electronic devices.

**Talking**
There is to be ABSOLUTELY NO TALKING during any examination. Students have sometimes adopted the practice of leaning over and simply asking their neighbour a question. When challenged, they indicate that they are simply seeking clarification on wording or didn't want to bother the invigilator. Immediately moving a student to a different seat when this occurs is frequently a good measure of prevention for that student and also serves as a warning to the rest of the class.

**Handing in Examinations**
As students leave the room, they must sign an “examination sign-out sheet”. Before the student leaves the examination room, the invigilator should sign the “examination sign-out sheet” beside the student’s name, indicating that all examination materials have been handed in.
Section 4
Academic Integrity
4.0 ACADEMIC INTEGRITY  
Policy On Student Discipline

The Academic Standards Committee shall refer all matters of student discipline to the Dean of the Faculty. These matters will be dealt with according to the University Regulations as described in the Faculty of Dentistry Calendar.

At Dalhousie University, we respect the values of academic integrity: honesty, trust, fairness, responsibility, and respect. As a student, adherence to the values of academic integrity and related policies is a requirement of being part of the academic community at Dalhousie University.

What does academic integrity mean?

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. “Violations of intellectual honesty are offensive to the entire academic community, not just to the individual faculty member and students in whose class an offence occurs.” (Intellectual Honesty section of University Calendar)

How can you achieve academic integrity?

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

What will happen if an allegation of an academic offence is made against you?

The full process is outlined in the Discipline flow chart and includes the following:

- Each Faculty has an Academic Integrity Officer (AIO) who received allegations from instructors.
• The AIO decides whether to proceed with the allegation and you will be notified of the process.
• If the case proceeds, you will receive an INC (incomplete) grade until the matter is resolved.
• If you are found guilty of an academic offence, a penalty will be assigned ranging from a warning to a suspension or expulsion from the University and can include a notation on your transcript, failure of the assignment, or failure of the course. All penalties are academic in nature.

Where can you turn for help?
• If you are ever unsure about ANYTHING, contact myself or the TA
• Academic Integrity Website
  o Links to policies, definitions, online tutorials, tips on citing and paraphrasing.
• Writing Centre
  o Assistance with proofreading, writing styles, citations.
• Dalhousie Libraries
  o Workshops, online tutorials, citations guides, Assignment Calculator, RefWorks
• Dalhousie Student Advocacy Service
  o Assists students with academic appeals and student discipline procedures.
• Senate Office
  o List of Academic Integrity Officers, discipline flow chart, Senate Discipline Committee\(^1\)

Plagiarism and Other Academic Dishonesty
Dalhousie University and the Faculty of Dentistry should be a model of intellectual honesty. Failure to meet the University’s standards in this regard can result in an academic offence. The length of time a student has attended university, the “academic culture” of study at other universities, the presence of a dishonest intent and other circumstances may all be relevant to the seriousness with which the matter is viewed.

Academic offences will not be tolerated under any circumstances. Penalties for conviction are severe and may include expulsion from the University.

Amongst examples of academic offences, perhaps the most common is:

Plagiarism (including Self-Plagiarism)
Dalhousie University defines plagiarism as “the submission or presentation of the work of another as if it were one’s own”.

\(^1\) As cited on Dalhousie University Website [http://academicintegrity.dal.ca/](http://academicintegrity.dal.ca/)
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,
- Failure to correctly attribute authorship when incorporating the summarized work of others and submitting it as one’s own work,
- The use of an entire work or substantial parts of a work by any other person than the individual claiming to be the author.
- The use of one’s own work to satisfy the requirements of more than one course or program. This is known as “self plagiarism”.

Prior to submitting work (e.g. a written assignment, but not limited to written work) for evaluation, review your own work to be certain that you have not committed an academic offence such as plagiarism. 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. Students may also take advantage of resources available through the Dalhousie Writing Centre (writingcentre.dal.ca) or the Dalhousie Libraries (library.dal.ca/services/infolit).

**Policy on Student Submission of Assignments and Use of Originality Checking Software** (As adopted by the Senate June 24, 2002, Amended by Senate, November 26, 2012)

**Policy**
Any instructor may require student assignments to be submitted in both written and electronic (computer-readable) form, e.g., a text file or as an email attachment, as defined by the instructor. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The results of such assessment may be used as evidence in any disciplinary action taken by the Senate.

**Procedures**
If an instructor plans to use originality-checking software in a class, students shall be informed in the class syllabus that their written work may be submitted to a text-matching software service, which is meant to assure students that everyone will be evaluated on the basis of their own work and to warn students that plagiarism is likely to be detected. The planned use of originality-checking software will also be included in the oral presentation of the class syllabus in the initial class meeting.

Students shall also be informed in the class syllabus that they are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work.
Students shall inform instructors no later than the last day to add/drop classes of their intent to choose an alternate method. Instructors shall provide students with at least two possible alternatives that are not unduly onerous and that are appropriate for the type of written work. Alternatives shall be chosen from the following:
  a) Submitting copies of multiple drafts demonstrating development of the work;
  b) Submitting an annotated bibliography;
  c) Submitting copies of sources; and
  d) One alternative devised by the instructor, provided it is not unduly onerous on the Student.

*These procedures have been adapted from McGill University's, "The Use of Text-Matching Software in Courses, Policy and Procedures." 2

The Assistant Dean for Academic Affairs is the Faculty’s Academic Integrity Officer and is available to advise on academic matters such as this.

The current Dalhousie University Calendar, in the section “Intellectual Honesty” describes all aspects, processes and penalties associated with academic dishonesty.

**Faculty Discipline Procedures Concerning Academic Dishonesty**
as approved by the Senate on March 26, 2007 and amended April 27, 2009

**Preamble**
These procedures deal with academic dishonesty and do not deal with violations of the student code of conduct. The purpose of these procedures is to delegate assessment of certain allegations of academic dishonesty to the Faculty level.

**Academic Integrity Officers**
1. Academic Integrity Officers are associated with the Faculties of Dalhousie University.
2. The Academic Integrity Officer shall act between the student and instructor, and may appear at Hearing Panels of the Discipline Committee or the Discipline Appeals Board to present the case against the student.
3. The Academic Integrity Officer is the Dean of the Faculty. The Dean may further delegate this role to one or more members of his/her academic staff except those who are Senate Officers, who are otherwise involved in the student discipline process, or who otherwise are in a potential conflict of interest to this role. Annually the name of the delegate(s) shall be communicated in writing to

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2 As cited on Dalhousie University Website
the Secretary of Senate who shall report to Senate. In the Faculty of Dentistry, the Academic Integrity Officer is the Assistant Dean for Academic Affairs.

4. The Academic Integrity Officers shall meet as a group with the Senate Discipline Committee (SDC) at least once a year to discuss relevant policy issues and training requirements with a view to maximizing consistency and predictability in the administration of academic offences across the University. Such meetings will be convened and chaired by the Vice-Chair (Academic Administration).

Penalties

5. Penalties shall follow the guidelines contained within the University’s Academic Regulations and the Senate Discipline Committee terms of reference set out in Section 10 of the Senate Constitution, which are reproduced below for convenience.

“The range of penalties which may be imposed by the Senate Discipline Committee be circumscribed only by the requirement that such penalty or penalties be of an academic nature and, without restricting the generality of the foregoing, may include any one or more of:

1. notation of the fact of discipline on the offender’s transcript for a period of one (1) or more years, but not exceed five (5) years;
2. repeat of the assignment that triggered the discipline;
3. a failing grade or mark or assessment in the piece of work triggering the discipline;
4. failure of the class or seminar or program;
5. failure of the academic year;
6. suspension for an academic term or year (to a maximum suspension of three (3) academic years);
7. expulsion from the University;
8. loss of a current or continuing scholarship, or both, or loss of eligibility to receive or to maintain scholarships or prizes or bursaries; and
9. removal from the Dean's List.”

Faculty Procedures

(Note: Procedures and penalties are subject to revision and change at any time)

6. When an academic offence is suspected, the instructor shall submit a signed statement outlining the basis for the allegation, together with all relevant supporting evidence, to the Academic Integrity Officer of the Faculty which is responsible for the delivery of the course at issue, or in the case of an allegation in relation to a graduate thesis or other non course graduate materials, to the Academic Integrity Officer of the Faculty of Graduate Studies.

7. Upon receipt of the material from the instructor, the Academic Integrity Officer shall determine whether or not the material supports a prima facie case that the student has committed an academic offence. If no prima facie case is made out,
no further steps are taken in relation to the allegation, and the instructor and student will be so advised in writing.

8. If a prima facie case is established, then the Academic Integrity Officer will take the following further steps:
   a. Check the academic discipline database maintained by the Senate Office to determine if the student(s) has a record of prior academic offence(s);
   b. If the student(s) has a record of prior academic offence(s), forward the allegation to the Senate Discipline Committee;
   c. If the allegation appears to be a first offense, inform the student(s) in writing of the nature of the allegation, the instructor’s statement, the evidence, the procedures to be followed, the possible penalties, and possible sources of advice and support (will be a standard document);
   d. Convene a meeting with the student(s), the student(s)’s advisor, if any, and the instructor within 5 working days upon receipt of the allegation by the student, which time may be extended at the request of the student or instructor in appropriate circumstances;
   e. If the meeting does not take place within the time set out above, refer the allegation to the Senate Discipline Committee.

9. Following the meeting convened in accordance with paragraph 8, the Academic Integrity Officer shall make a preliminary assessment of whether there is sufficient evidence to support a finding that the student has committed an academic offence, and if there is sufficient evidence, make a preliminary assessment of what penalty would be appropriate in the circumstances. In making the latter assessment, the Academic Integrity Officer shall exercise broad discretion in considering possible mitigating circumstances including but not limited to extraordinary personal circumstances and lack of educational experience.

10. If the Academic Integrity Officer’s assessment is that there is insufficient evidence to support a finding that the student has committed an academic offence, s/he shall inform the student in writing with a copy to the Instructor within 5 working days of the meeting. This does not preclude an Academic Integrity Officer from proceeding with the allegation at a later date, should new evidence become available.

11. If the Academic Integrity Officer’s assessment is that there is sufficient evidence to support a finding that the student has committed an academic offence, AND that the appropriate penalty for the student’s conduct is any of the penalties described in section 5, above, except those listed in subparagraphs 5 to 9 the Academic Integrity Officer shall provide the student with the option of accepting the finding and the proposed penalty, or of proceeding to the Senate Discipline Committee for a full hearing. The option shall be presented to the student within 5 working days of the meeting, and the student shall have 2 working days to respond. In the event that the student elects to accept the finding and proposed penalty, the Academic Integrity Officer shall so advise the Vice-Chair (Academic Administration).
12. Within 14 calendar days of the Vice-Chair (Academic Administration) being advised of the finding and agreed penalty under paragraph 11, the Vice-Chair (Academic Administration), or in his or her absence, the Chair or Vice-Chair (Academic Programs), and a student Senator appointed by the Dalhousie Student Union shall jointly review the finding and agreed penalty to determine whether the process is consistent with the Faculty Discipline Procedures Concerning Academic Dishonesty. If so, they shall ratify the matter on behalf of Senate and the Vice-Chair (Academic Administration) shall notify the student and the Academic Integrity Officer of such ratification. For ratification to occur, the decision must be unanimous. The finding and agreed penalty shall stand, despite possible insubstantial procedural errors. The Vice-Chair (Academic Administration) shall ensure that the offence is recorded on the Senate Discipline database and that the Registrar and any others are notified of the finding and agreed penalty for immediate implementation. If the Vice-Chair (Academic Administration) and/or the student Senator have any material concerns about the process, the Vice-Chair (Academic Administration) shall consult with the Academic Integrity Officer to determine whether the concerns can be resolved. If the Vice-Chair (Academic Administration) and the Academic Integrity Officer are unable to resolve any concerns, the matter shall be referred back to the Academic Integrity Officer for further consideration under these Procedures, after which the Vice-Chair (Academic Administration) and a student Senator shall jointly re-consider ratification. Should ratification still not occur, the matter shall be referred to the Senate Discipline Committee for a hearing.

13. If the Academic Integrity Officer’s assessment is that there is sufficient evidence to support a finding that the student has committed an academic offence, but that the appropriate penalty for the student’s conduct is one of those listed in subparagraphs 5 to 9 of paragraph 5 of these Procedures, the Academic Integrity Officer shall, within 5 working days of the meeting, notify the student in writing, with a copy to the instructor, that the matter will be forwarded to the Senate Discipline Committee for a full hearing.

CONSTITUTIONAL PROVISIONS GOVERNING THE OPERATIONS OF SENATE

SENATE DISCIPLINE COMMITTEE
(including Procedures under the Code of Student Conduct; and Guidelines for Evaluators)

(As adopted by Senate July 8, 1996, and amended by Senate September 9, 1996; April 14, 1997; July 14, 1997; September 10, 2001; September 8, 2003; December 8, 2003; November 8, 2004; January 31, 2005; September 26, 2005; November 28, 2005; April 9, 2007; and April 27, 2009)
Functions
The Senate Discipline Committee shall:

1. consider all complaints or allegations respecting offences or irregularities of an academic nature, including those relating to admissions procedures and evaluation procedures, and may impose penalties in cases where the Committee finds an offence or irregularity has occurred;

2. have the power to discipline a student who, before or during the course of the disciplinary process involving him or her, but prior to adjudication, has:
   (i) been compelled to withdraw academically;
   (ii) chosen to withdraw from the class, the program, or the University prior to being disciplined; or
   (iii) chosen not to register at the University;

3. assume jurisdiction when a complaint or allegation respecting offences or irregularities of an academic nature is brought to its attention by the Vice Chair (Academic Administration); complaints or allegations may be made by faculty or other evaluators of academic work done by students; guidelines for evaluators with respect to violations of academic regulations are set out below;

4. conduct hearings according to the elements of natural justice (see below, "Procedures before the Senate Discipline Committee and Senate Discipline Appeal Board") and such other procedures as the Committee may decide in advance, with due notice to all interested parties. A panel of three faculty and two students shall hear each complaint, including complaints made under the Code of Student Conduct. The Committee Chair or alternate chosen by and from the Committee shall chair each hearing;

5. evaluate the evidence of innocence or guilt of an accused student. This evaluation shall include the premise that the more senior the student in terms of chronological age, year of university registration, extent of other exposure to university rules and regulations at Dalhousie University or elsewhere, the less credible are assertions of ignorance or innocence and the stronger is the case for a more severe penalty than would be imposed on a less senior student;

6. report its findings, and any penalty imposed, to the Vice Chair (Academic Administration) who shall forward a copy of the report to the student; if the alleged offender is not a student, a copy shall also be sent to the Vice-President (Academic and Provost).

Procedures before the Senate Discipline Committee and Senate Discipline Appeal Board
a) Hearing
A student against whom an allegation has been made is entitled to an oral hearing that allows interested parties to present evidence and to question witnesses. A student may opt to waive the right to an oral hearing and to proceed instead by written submissions. (NB: If for some valid reason a witness is unavailable for questioning; their evidence may
be received by the Committee in writing or in some other form. Lack of opportunity to question a witness should go to the weight and not the admissibility of their evidence.)

b) Notice of the Hearing
Students must be advised of their right to a hearing or to some alternative process. They shall be advised in a timely fashion of the date and location of any hearing or alternative process, and of their right, within reason, to be consulted as to time and place. The role of the student at such hearing or alternative process should be explained.

c) Disclosure
Full and timely disclosure in advance of any hearing is essential. Disclosure shall include not only all of the precise allegations against the student but also, where appropriate, the release of all documents upon which the hearing panel will rely, and the names of all witnesses.

d) Right to Counsel or Other Representation
Students must be advised of their right to present their own case or to be represented by legal counsel or by such other person as the students may wish to have represent them. This advice shall be offered at the same time as the student is advised of the allegation and of the right to a hearing.

e) Record of Proceedings
An audio recording of the hearing shall be made. This recording, all correspondence relating to the proceedings and all documentary evidence adduced at the hearing shall be kept on file until such time as the possibility for further appeal or proceedings has elapsed.
f) Notification of Decision

Following the hearing, a student against whom an allegation has been made shall receive written notification of the decision of the Committee, and of the recommended penalty.

g) Bias

No member of the Senate Discipline Committee or the Senate Discipline Appeal Board shall sit on a panel hearing a discipline matter or an appeal from a decision of the Discipline Committee where they have any interest or perceived interest in the outcome of the hearing. A student whose case is before either a Discipline Committee panel or an Appeal Board may object to the participation of any member of the hearing panel where the student has a reasonable apprehension of bias. An apprehension of bias may also provide grounds for an appeal where the student can provide a satisfactory explanation as to why the issue was not raised before the Discipline panel when initial hearing took place.

Penalties

The range of penalties which may be imposed by the Senate Discipline Committee for breaches of academic regulations shall be circumscribed only by the requirement that such penalty or penalties be of an academic nature and, without restricting the generality of the foregoing, may include any one or more of:

(i) notation of the fact of discipline on the offender's transcript for a period of one (1) or more years, but not exceed five (5) years;
(ii) repeat of the assignment that triggered the discipline;
(iii) a failing grade or mark or assessment in the piece of work triggering the discipline;
(iv) failure of the course or seminar or program;
(v) failure of the academic year;
(vi) suspension for an academic term or year (to a maximum suspension of three (3) academic years);
(vii) expulsion from the University;
(viii) loss of a current or continuing scholarship, or both, or loss of eligibility to receive or to maintain scholarships or prizes or bursaries; and
(ix) removal from the Dean's List.

Sanctions and interim suspensions for breaches of the Code of Student Conduct (revised February 28, 2005) are set out under Sections E and F respectively in the “Code of Student Conduct”.

Appeals

Appeals from decisions of the Senate Discipline Committee may be made to a Senate Discipline Appeal Board, but only on the limited grounds defined under "Function" of a
Senate Discipline Appeal Board (see below). Decisions of a Senate Discipline Appeal Board are final and binding on all parties. At the time of filing the appeal a student must specifically indicate the facts and allegations that will form the basis of the appeal. An appeal will be limited to matters so alleged.

**Composition**

The Senate Discipline Committee comprises thirteen representatives of the faculty elected by Senate for staggered three-year terms, one of whom shall be the Chair (chosen annually by the Committee), and five representatives of the Dalhousie University student body, and two representatives of the University of King’s College student body. A student who is a member of the Judicial Board of the DSU may not at the same time be a member of the Senate Discipline Committee. The Senate Nominating Committee shall arrange for nominations to fill casual vacancies for the remainder of the vacant term.

**SENATE DISCIPLINE APPEAL BOARD**

**Function**

A Senate Discipline Appeal Board shall:

1. hear appeals from decisions of the Senate Discipline Committee on the following grounds:
   (a) denial of natural justice;
   (b) disputed jurisdiction of the Senate Discipline Committee;
2. have responsibility to ensure the execution of its decisions.

**Action**

A Senate Discipline Appeal Board may:

1. deny the appeal;
2. quash the decision of the Senate Discipline Committee entirely;
3. quash the decision of the Senate Discipline Committee and recommend a re-hearing on the merits by another panel of the Senate Discipline Committee or a special ad-hoc committee of Senate;
4. quash the decision by the Senate Discipline Committee and re-hear the matter itself, with the consent of the appellant;
5. allow the Senate Discipline Committee decision to stand, despite possible insubstantial procedural errors.

**Composition**

A Senate Discipline Appeal Board comprises a panel of five members drawn from the Senate Academic Appeals Committee and selected by the Chair of that Committee. Each panel shall include the student member of SAAC or an alternate chosen by the DSU as necessary. Each panel shall choose its own Chair.
GUIDELINES FOR ACADEMIC EVALUATORS REGARDING VIOLATIONS OF ACADEMIC REGULATIONS BY STUDENTS
(As amended by Senate April 14, 1997; April 9, 2007; and April 27, 2009)

Preamble

By Statute, subject only to the approval of the Board of Governors, the Senate of Dalhousie University is vested with exclusive authority to determine: the academic standards of the University as they relate, inter alias, to students; which violations of such academic standards warrant disciplinary action; what disciplinary action should be taken; and who should adjudicate such cases of alleged violations of academic standards.

The Senate has delegated its authority to adjudicate all cases of alleged violations of academic standards by students to the Senate Discipline Committee, and in limited circumstances, to Academic Integrity Officers, as defined by the Faculty Discipline Procedures Concerning Allegations of Academic Offences. Students, who are eligible to have their case initially addressed by Academic Integrity Officers, will have the option to have their case heard by the Senate Discipline Committee. From the decisions of this Committee, an appeal lies to the Senate on such grounds as it determines are appropriate. No one else, including individual members of faculty or other academic evaluators of student performance (hereafter, “evaluator”), has any authority to create new offences or to adjudicate upon them. Thus, it is inappropriate for an evaluator to undertake personal, unilateral action in relation to alleged violations of any academic regulations. Any attempt by anyone or any body other than the Senate, its Discipline Committee, or the Academic Integrity Officers to deal with an offence is null and void and leaves the student still liable to discipline for that offence.

While age, inexperien
tce, visa status, immaturity, ignorance, socioeconomic background, cultural traditions or other mitigating factors (in the eyes of an evaluator) may afford some justification for leniency for a first act of plagiarism, they do not justify similar treatment in relation, e.g., to a falsified transcript or a forged letter of recommendation or any other violation of academic regulations. If mercy is to be extended to an offender, it should be granted by a dispassionate, disinterested body, such as the Senate Discipline Committee, which includes fellow students of the offender, and not be dependent upon personal and hence widely divergent views of moral or ethical conduct.
Procedures

1. Where an allegation of a breach of academic standards has been made or is pending, the evaluator should not reveal the mark or grade to anyone until the Vice Chair (Academic Administration) has confirmed the disposition of the matter by the Senate Discipline Committee or the Academic Integrity Officer.

2. An alleged first or later breach of any academic standard by a student should never be dealt with by an evaluator, but in all instances, should be referred to the Academic Integrity Officer.
Section 5
Appeals
5.0 APPEALS

Process for Appeal of Faculty Decisions Regarding Student Progress
(course grade, promotion, re-admission)

Introduction

After Faculty deliberation and the release of final course grades and decisions regarding student progress, students who wish to appeal a Faculty decision should follow the appeal procedure as described below. Such appeals should be made in a signed, dated, written request, within the specified time on the appropriate Appeal form (pg 84 and 87). All applications for appeals shall be submitted through the office of the Assistant Dean Academic Affairs and shall be accompanied by a fee of $50.00* which shall be refunded if the appeal decision is in the student’s favour. The Faculty appeal processes will take in as timely a manner as possible. The original decision of Faculty regarding student progress (course grades, promotion, re-admission) remains effective and must be adhered to during the appeal process.

A. Appeal of a Course Grade (reviewed by Academic Standards Class Committee)

Requests for reconsideration of a course grade must be submitted to the Assistant Dean for Academic Affairs, accompanied by a $50.00 fee, within 21 days of issuance of the grade (see Form A, page 83). Extensions of time may be permitted by the Assistant Dean for Academic Affairs if the appellant establishes that there are reasonable grounds for granting the extension.

An application for an appeal of a final grade shall include the following:

A statement by the appellant outlining the decision he/she believes should be made by the Academic Standards Class Committee. This statement must include a specific explanation from the appellant as to why he/she believes that the final grade is either unwarranted or inaccurate or the evaluation process or examination was unfair.

On receipt of an application for an appeal of a final grade, the Assistant Dean Academic Affairs will consult with the Course Director to ensure that:

i. the calculation of the appealed grade is accurate,
ii. the published grading criteria were followed,
iii. in the case of an F grade an informal re-read has been completed (according to the Guidelines for Re-Read).

*If an informal re-read has not been completed, it will be completed before the $50.00 fee is charged.
The Assistant Dean will initiate a Formal Re-Read following the guidelines for Re-Read. Formal re-reads of any component contributing to a final grade will only be completed once. The Assistant Dean will inform the Chair of the Academic Standards Class Committee of the results of the formal Re-Read. The Chair of the ASCC will consult with members of the ASCC; or will convene a meeting of the ASCC, as required; to review the student appeal and the results of items i), ii) and iii) above and results of the formal Re-Read.

The Chair of the relevant Academic Standards Class Committee shall report back to the Assistant Dean Academic Affairs within seven calendar days of receiving the appeal notification.

Student grades may remain unchanged or be altered higher or lower as a result of an appeal.

If a grade change results, the Chair of the Academic Standards Class Committee shall notify the Assistant Dean Academic Affairs, who will inform the appellant and the Registrar’s Office of the change and any resulting change in the GPA.

The decision of the Academic Standards Class Committee, in the case of appealed grades, shall be deemed to be the decision of the Faculty of Dentistry and shall be communicated in writing, including the reasons for the decision, to the two parties, i.e. the appellant and the Dean or his/her designate.

A student who is not satisfied with the result achieved in the Appeal of a Course Grade may submit a written notice of Appeal of a Faculty Decision to the Assistant Dean Academic Affairs within two weeks of receipt of notification of the Appeal of a Course Grade decision.

Note: A formal appeal process is not available for the appeal of interim course marks (eg. marks on tests, quizzes, assignments). In this case, students are encouraged to discuss interim marks with the Course Director and to review tests, quizzes and assignments.
Appeal of a Final Course Grade - Form A
(Reviewed by the Academic Standards Class Committee)

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

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

Basis of request for reconsideration of grade:

__________________________  ______________________
Student's Signature         Date

Grade Awarded | Grade Unchanged: | Or Grade Changed to:


__________________________
Basis for the Decision

__________________________
Course Director (signature):

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

cc:   Student
      Student File
      Registrar's Office (if grade is changed)
      Dean Academic Affairs
      Assistant Dean
B. Appeal of a Faculty Decision (review by Hearing Panel)

A student who is not satisfied with a Faculty decision (result of Appeal of a Course Grade or other decision of Faculty) may submit a written notice of appeal to the Assistant Dean Academic Affairs within two weeks of receipt of the Faculty decision. Use Form B (pg 84). The Hearing Panel may permit extensions of time if the appellant establishes that there are reasonable grounds for granting the extension. On receipt of notice, the Assistant Dean Academic Affairs will ensure that the policies relevant to the appealed Faculty decision have been strictly adhered to and the calculation of the student’s grade point average is accurate and, if satisfied that this is so, shall transmit the Notice of Appeal to the Chair of the Main Academic Standards Committee.

The Chair of the Main Academic Standards Committee being satisfied that all non-appeal options have been exercised (or in the case of a grade appeal, that the “Appeal of Course Grades” process has been completed) and that the basis for appeal is appropriate, will appoint the Hearing Panel to consider the appeal.

1. The Hearing Panel shall consist of six persons including the Chair who shall be the Chair of the Main Academic Standards Committee or his/her designate. The other members of the hearing Panel shall be selected as follows:
   - Two members from the Academic Standards Committee, one of whom must be a dental hygiene faculty member or designated representative of dental hygiene faculty, if the appellant is a dental hygiene student.
   - One representative from the Faculty of Law, designated by its Dean.
   - One representative from either the Faculty of Medicine or the Faculty of Health Professions, designated by the Dean of the relevant Faculty.
   - A student representative from the Dalhousie Student Union, other than from the Faculty of Dentistry.

Faculty members directly involved with an Appeal of a Course Grade (if applicable) will not be eligible to sit on the Hearing Panel dealing with the appeal of the Faculty decision.

2. The Chair of the Academic Standards Committee shall:
   i. Notify the two parties, i.e. the appellant and the Dean or his/her designate that an Appeal has commenced.
   ii. Request the parties to provide the “Hearing Panel” with written submissions to include:
       a. All relevant documents.
       b. A statement of the decision which the appellant is requesting that the Hearing Panel make.
c. A written statement of the appellant's position concerning the appeal. This statement must include a specific explanation from the appellant as to why he/she believes that the decision in question is either unwarranted or inaccurate or the evaluation process or examination was unfair.
d. The above statements (b and c) must be made within seven calendar days of notice.

3. The Hearing Panel may confer with other faculty and/or students to evaluate the merits of the appeal. The appellant and/or the appellant’s representative has the right to appear before the Hearing Panel.

4. The Hearing Panel may make any decision that it considers appropriate and that would be within the powers of Faculty to grant, provided that no judgements as to the quality of the academic work be made and that all judgements conform with the Faculty and University regulations. For example, the Hearing Panel will NOT conduct a substantive evaluation of the work of a student but it can recommend that a re-evaluation be conducted by a qualified person designated by the Panel if unfairness in the grading procedure is of concern.

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

6. If any party to an appeal fails to comply with these procedures, after having been given a reasonable opportunity to do so, the Hearing Panel may, at its discretion, proceed to deal with the appeal based on the available documentation.

7. If the student is a graduate student, he/she may appeal to the Faculty of Graduate Studies Appeals Committee on Academic Matters prior to appealing to the Senate Academic Appeals Committee.

8. Should the Hearing Panel elect to let the Faculty decision stand, the appeal is refused and no further course of action is available within the Faculty of Dentistry. In any event, the student must be advised in writing that he/she may appeal to the Senate Academic Appeals Committee. The student should be advised regarding the policies pertaining to such an appeal.
Appeal of a Faculty Decision - Form B
(Review by Hearing Panel)

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

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

____________________________________  ______________________
Student Name                                      Date

____________________________________
Banner No.

____________________________________
Date

Basis of Appeal (use additional paper if necessary)

____________________________________  ______________________
Student’s Signature                          Date
Re-Reads Guidelines

Definition:
A “re-read” is the review of a student’s written answers on an examination or paper to determine if that paper was graded in the same manner as all the other papers in that examination (natural justice was served).

Principles:
1. Formal re-reads of any component contributing to a final grade will only be completed once (refer to re-read principle #2).
2. Before any grade is submitted, an informal re-read must be conducted by the Course director.
3. Before any F grade is submitted, a formal re-read must be arranged by the Course Director in consultation with the Assistant Dean for Academic Affairs.
4. The result of a formal re-read is a Faculty decision and can be appealed as such.

Procedure:
A) Informal Re-Read:
The Course Director will confirm that the marks on the paper in question have been added correctly and that all components of the paper have been marked. The course director will ensure that the papers are marked in a fair and consistent manner for all students in the course.

B) Formal Re-Read:
1. The Assistant Dean Academic Affairs selects a qualified re-reader from the Faculty, if possible, someone other than the Course Directors or instructors. This is done in consultation with the Course Director.
2. The Scoring Key is provided to the Assistant Dean Academic Affairs by the Course Director.
3. The Course Director provides the Assistant Dean Academic Affairs with:
   - The paper(s) to be re-read
   - A paper that was awarded the highest mark in the class, the paper with the lowest mark in the class, or if the appealed paper is the lowest mark in the class, a paper with the mark closest to the appealed paper,
   - Two papers selected at random
4. Notations made during the initial marking of the papers are removed and a photocopy of each paper is provided to the Assistant Dean Academic Affairs.
5. The application of the Scoring Key is explained by the Course Director to the re-reader.
6. The papers are now re-marked by the re-reader and returned to the Assistant Dean Academic Affairs.

7. The Academic Standards Class Committee and the re-reader compare the original and re-read marks to confirm whether the original mark is fair and accurate. It is understood that marks may not remain identical but confirmation that the marking is fair is determined by the relative ranking of papers remaining constant. Any major changes in ranking requires that all papers be re-read. Decisions to change marks/grades will be made by the Academic Standards Class Committee and will require a simple majority agreement.

**SENATE ACADEMIC APPEALS COMMITTEE**
(As adopted by Senate March 9 2011)

**JURISDICTION AND APPEALS PROCEDURES**
Jurisdiction of the Senate Appeals Committee

1. The Senate Appeals Committee has appellate jurisdiction.
2. The Senate Appeals Committee is not an investigative body.
3. The Senate Appeals Committee does not receive or determine:
   a. allegations of discrimination, which are addressed under the Statement on Prohibited Discrimination, or
   b. requests for accommodation, which are addressed under the Accommodation Policy for Students.
4. The Senate Appeals Committee shall consider the following appeals initiated by students:
   a. Academic appeals from decisions or the refusal to make decisions at the Faculty level regarding academic standards, academic evaluation, academic progression, academic advancement, or the application of other University or Faculty academic regulations.
   b. Discipline appeals from decisions of the Senate Discipline Committee.
5. An appeal may be initiated on the following grounds:
   a. the decision under appeal was made without jurisdiction,
   b. a denial of natural justice, or
   c. unfairness in the application of the relevant regulations regarding academic standards, academic evaluation, academic progression, academic advancement, or other University or Faculty academic regulations.
6. The Senate Appeals Committee shall not consider appeals:
   a. by students in an academic appeal who have not exhausted the approved appeal processes of the relevant Faculty,
   b. by students from the decision of a Faculty regarding professional unsuitability, said appeals falling under the jurisdiction of the Senate Steering Committee,
   c. by a Faculty or faculty members,
   d. by applicants for admission to University programs, or
   e. by applicants for scholarships, awards or bursaries.

7. A Hearing Panel of the Senate Appeals Committee may:
   a. dismiss the appeal,
   b. allow the decision under appeal to stand, despite possible insubstantial procedural errors,
   c. in an academic appeal, allow the appeal, with an appropriate remedy within the authority of Senate,
   d. in a discipline appeal, allow the appeal and:
      i. quash the decision of the Senate Discipline Committee in its entirety,
      ii. re-hear the matter itself, with the consent of the Appellant and the Faculty, or
      iii. direct a re-hearing on the merits by a newly constituted panel of the Senate Discipline Committee, no members of which were on the hearing panel whose decision was under appeal.

8. In an academic appeal, the Hearing Panel shall not conduct a substantive evaluation of the work of a student, but if unfairness in the evaluation procedure is established, the Panel may direct a re-evaluation of the work to be conducted by qualified persons designated by the Panel.

Appeals Procedures
1. An appeal shall be initiated by submitting a written Notice of Appeal to the Senate Vice-Chair (Student Affairs), or designate, containing:
   a. the name, Banner identification number and mailing address of the Appellant,
   b. a copy of the decision giving rise to the appeal,
   c. a description of the matter under appeal, the grounds for the appeal, and
   d. the remedy sought by the Appellant.

2. An academic appeal alleging the refusal to make a decision at the Faculty level shall be submitted with reasonable promptness. All other appeals shall be
submitted within 30 calendar days of the date that the decision under appeal was sent to the student. An extension of time to submit an appeal may be permitted by the Senate Vice-Chair (Academic Administration), or designate, if the Appellant establishes reasonable grounds for granting the extension.

3. The parties to an appeal are the student, as Appellant, and the Faculty, as Respondent. In an academic appeal, the Dean of the applicable Faculty shall designate one or more representatives to respond to the appeal. In a discipline appeal, the Academic Integrity Officer of the applicable Faculty, or designate, shall respond to the appeal.

4. Upon receiving notice of an academic appeal, the Senate Vice-Chair (Student Affairs) shall require a statement from the Dean of the applicable Faculty confirming that all appeal processes of the Faculty have been exhausted.

5. For each appeal, the Chair of the Committee shall constitute a Hearing Panel in a timely manner. The Hearing Panel shall consist of four faculty members and one student member of the Committee, and shall choose its own Chair. None of the faculty members of a Hearing Panel shall be a member of the Faculty from which the appeal originally emanates or belong to the department or program in which the student is or was enrolled. The student member of a Hearing Panel shall not be a member of the class, department, program, School or College from which the appeal emanates. In the event neither student member of the Committee is able to participate on a Hearing Panel due to the provisions of this paragraph, the Dalhousie Student Union shall appoint an ad hoc member to the applicable Hearing Panel.

6. The Appellant is entitled to an oral hearing, in accordance with the principles of natural justice. The Appellant may participate at an oral hearing in person, or at their expense, by way of teleconference, or by such other means approved in advance by the Hearing Panel. The Appellant may waive the right to an oral hearing and choose to proceed solely by written submissions. Each party is responsible for presenting to the Hearing Panel all relevant evidence and submissions for the Panel to consider in the determination of the appeal. Written submissions are required from each party and shall contain:
   a. copies of all documents relevant to the appeal,
   b. supporting arguments,
   c. a list of all witnesses for that party and a brief description of their anticipated evidence, and
   d. the decision and any remedy being sought.

7. Written submissions shall be made:
   a. by the Appellant, within 15 calendar days of the Senate Vice-Chair (Student Affairs) requesting the submission, and
   b. by the Respondent, within 15 calendar days of receiving the Appellant’s submission.
but these timelines may be extended or abridged by the Senate Vice-Chair (Student Affairs), or designate, in appropriate circumstances.

9. The hearing of each appeal shall be in camera. The Chair of the Hearing Panel shall determine procedures for the hearing in a manner that is consistent with the principles of natural justice and these Procedures. In extenuating circumstances, the Chair of the Hearing Panel may decide to proceed with the hearing in the absence of one faculty member of the Hearing Panel.

10. The decision of the Hearing Panel shall be by majority. The Hearing Panel shall deliver written reasons for its decision to the Senate Vice-Chair (Student Affairs). The decision of the Hearing Panel shall be final and binding on the parties, with no further appeal.

11. An audio recording of each oral hearing shall be made. The recording and all correspondence and documentary evidence relating to appeal proceedings shall be kept for a period of three calendar years from the date of the decision of the Hearing Panel, in accordance with the policy of the University Secretariat.