

**OREGON HEALTH AND SCIENCE UNIVERISTY  
SCHOOL OF DENTISTRY  
ADVANCED EDUCATION COMMITTEE  
CHARGE, RULES AND PROCEDURES**

**I. GENERAL**

**A. Purpose**

The Advanced Education Committee (AEC) is a standing committee whose purpose is to address academic issues involving students in the Advanced Education certificate programs as conducted in the School of Dentistry. The charge, rules and procedures contained herein are separate from, yet in compliance with the Oregon Health & Science University (OHSU) Policies and Procedures on academics.

**B. Charge**

The AEC shall:

1. Review and make recommendations on policies related to student academic matters, such as, but not limited to, Master Degree, promotion, dismissal, probation, remediation, readmission, transfer, leaves of absence, modified academic programs and graduation of Advanced Education students.
2. Meet each term to review, and update annually, if necessary, this document containing the School of Dentistry's policy regarding Master Degree, promotion, dismissal, probation, remediation, readmission, transfer, leaves of absence, and graduation.
3. Recommend policy and procedures related to the retention of students and other academic matters.
4. Report its actions to the Executive Committee on at least an annual basis.
5. In making any determination that may affect the academic status of a student, consider all relevant information including, but not limited to the student's personal circumstances, grades, evaluations, skill level, and behavior.

**C. Membership**

The AEC shall be comprised of:

1. Voting Members:

- a) Department Chairperson and Program Director; and
- b) Associate Dean for Clinical Affairs

2. Non-voting Members

- a) Associate Dean for Academic Affairs (except as noted in 3.C.5); and
- b) Associate Dean for Student Affairs

**D. Minutes of AEC Meetings**

Once approved, minutes of each AEC meeting involving student decisions shall be kept in a confidential file in the Office of Academic Affairs. Minutes of meeting related to policy or procedure matters shall be posted on the faculty intranet.

**E. Notice of AEC Action**

Actions of the AEC shall be made known in a timely manner to affected students, appropriate course directors of the School of Dentistry and to others who have a legitimate need to know as determined by the Chairperson of the AEC.

1. Such actions include award of the MS degree, dismissal, repetition of a year, term or any course, determination of academic probationary status, acknowledgement of superior performance, or any other action specifically involving a student.
2. The Chair of the AEC shall notify the student who is the subject of any AEC action in person, or if the student is not available, in writing to the OHSU Banner address of record, or through the student's OHSU email within five business days after action is determined. Such notification shall include formal written documentation for the student and a copy to the student's academic file.
3. In the case of an absent student, notification shall be sent to the student via the student's OHSU email and by certified mail to the address of record as found in the OHSU Banner system. Enclosures shall include a copy of the Advanced Education Committee: Charge, Rules and Procedures.

**II. POLICIES AND RULES GOVERNING OR RESULTING FROM AEC DETERMINATIONS**

**A. Minimum Standards for Graduation**

In order to be recommended for graduation, a student must meet OHSU and program level graduation requirements in the following ways:

1. Earn an official OHSU recorded grade of P or letter grade of B or better in every required course in the student's academic course catalog.
2. Any student who has not remediated an "NP" (failing) or successfully completed an "I" grade (incomplete) shall not be recommended for graduation.

**B. Time to Completion**

The time from matriculation to granting of the Advanced Education degree/certificate shall be limited to one year beyond standard length of the program. A documented Leave of Absence OHSU Policy 02-70-030 may extend time to degree/certificate by no more than one year. Only one leave of absence is allowed during the prescribed academic program and for no more than one year. Joint Degree Programs are excluded from this provision.

**C. Probation**

A student must be placed, or continued, on academic probation by the AEC when the student's official OHSU academic record has a final grade of NP or letter grade of C or F recorded for any course. While on probation, a student is not eligible to hold office in any recognized OHSU or School of Dentistry organization including all forms of student government, unless an exemption is granted by the AEC. The student will remain on academic probation until remediation is complete.

**D. Repetition of the Year or Term**

Repetition of a year or term must include enrollment in all courses with the possible exception of courses in which a grade of "P" was earned without remediation. Each exception is granted on a case-by-case basis and is at the sole discretion of the AEC.

**E. Matriculation to Patient Care Services**

1. Students shall not be assigned to direct patient care as the primary provider or be permitted to attend special clinics without passing all appropriate pre-requisite courses.
2. The AEC may limit, modify, or suspend a student's patient care activities if information indicates that patient care may be compromised based upon a student's lack of academic skills, clinical skills and or behavioral preparation.

**F. Rectifying No Pass (NP) Grades**

1. The AEC shall assess each student's academic record, receive recommendations from the course director(s) and determine a course of action before a student is allowed to rectify a NP exam or course grade.
2. In each case, the AEC shall consider the severity of the deficiency, review the student's overall record, determine the academic status of each student, and determine whether course directors should proceed in allowing students to rectify deficiencies:
  - if performing additional course work or retaking the final exam is successful, the NP/C or F and the Remediated Grade or P will appear on the transcript in accordance with OHSU policy.
  - if remediation is achieved by repeating the course in its entirety, both the NP/C or F grade and the subsequent earned grade will be entered onto the transcript in accordance with OHSU policy.
3. All grades of NP/C or F or Incomplete must be rectified in the manner determined by the AEC Committee. Students will be notified of the AEC remediation plan in a timely manner by the Office of Academic Affairs. Failure to remediate accordingly may lead to dismissal or repetition of the appropriate

term or year. The AEC has the sole discretion to allow a student to begin the subsequent year's work while the deficiency is being rectified.

**G. Dismissal**

A student may be subject to dismissal by the AEC for reasons such as, but not limited to:

1. Failure to abide by norms of personal deportment, standards of conduct, professionalism or ethics issued by the School of Dentistry, OHSU and/or generally known in the profession.
2. Failure to successfully remediate a course grade of NP/C or F
3. Placement on scholastic probation for three terms. The probationary terms need not be consecutive. See Probation in Section II.C.

**H. Leaves of Absence**

1. A student in good standing may petition for a Leave of Absence (LOA). A Leave of Absence will not be granted solely because of poor academic performance. Requests for LOA's must comply with OHSU policy and procedures.
2. A student can request a LOA for a maximum of one year (four consecutive quarters). Extensions beyond a year require a student to complete a new LOA request, and approval is not guaranteed. LOA's do not obviate time to degree parameters.
3. The granting of all LOAs must be approved by the AEC as well as the conditions for re-matriculation following a leave of absence. However, the Associate Dean for Academic Affairs (or designee) may grant a leave of absence for up to 90 days in situations that require immediate attention. Such actions will be reported to AEC at the next scheduled meeting for further action and determination of conditions for re-matriculation.
4. In compliance with OHSU Policy and Procedures additional documentation may be required for students seeking medical leave or students called to active duty military service.
5. A student on a LOA must inform the Associate Dean for Academic Affairs (or designee) in writing of his/her intention to re-matriculate at least two calendar months prior to the anticipated re-matriculation date; notification must include any supporting documentation required by the conditions of leave. Notification of a student's intent to return does not guarantee a right to return. Re-admission is at the sole discretion of the AEC based in part upon OHSU policy and space available. A student who fails to return to the program within 12 months of initiating a leave of absence will be administratively withdrawn from the program.

6. Students on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to OHSU or program facilities and services and use of faculty or staff time may be restricted according to policies established by the OHSU and the SOD Advanced Education program.

**I. Applications for Transfer**

While it is not the policy of the SOD to accept transfer students, an applicant for transfer must be recommended for admission to the SOD by the Advanced Education. Following such a recommendation, the applicant's curriculum placement must be approved by the AEC. All information required by the Admissions Committee, related to academic credentials shall be available for review by the AEC prior to AEC action. Acceptance and program placement of a transfer student is the sole responsibility of the AEC.

**III. REVIEW HEARINGS**

**A. General**

In most cases, students who are at risk of dismissal, repetition of a term, or repetition of a year for academic reasons will have been identified at one or more of the regular meetings of the department and/or of the AEC. As a result, the AEC, by majority vote, may determine a review hearing is warranted thus allowing the student to explain relevant circumstances.

**B. Notice and Process**

The Associate Dean for Academic Affairs (or designee) shall assume the role of non-voting chairperson and act for the AEC and shall determine the date for a review hearing to be convened. Such hearing date must be no sooner than ten (10) business days and no later than fifteen (15) business days after the need for such a hearing is determined. Written notification to the student as described in I. E. 2 & 3 from the Associate Dean for Academic Affairs (or designee) shall include the following points:

1. The committee's intention to review the student's complete academic status and consider adverse action;
2. A full description of the issues to be discussed;
3. Referral to the Associate Dean for Student Affairs for counsel and to develop a plan for presentation of the relevant information;
4. The student's right to inspect the student's personal academic/department files as defined by Family Educational Rights and Privacy Act of 1974. For more information, the student may review OHSU's Notification of Student Rights;
5. The date, time and place of the hearing;

6. The student's entitlement to present relevant information to AEC;
7. The student's voluntary right to have witness(es) present evidence to the AEC. However, the student must submit, in writing at least 48 hours prior to the hearing, a list of witnesses along with their title or professional qualifications for the AEC to interview, with specific reasons why the interviews would be relevant. The AEC shall have sole discretion in determining the relevancy of information and/or witnesses presented.
8. Student's entitlement to have one (1) advocate present at the AEC review to act only in an advisory role to the student. The advocate may not speak on the student's behalf nor address the committee at any time unless specifically requested by the committee. The name and professional qualifications of the advocate must be submitted in writing to the Associate Dean for Academic Affairs (or designee) at least 48 hours prior to the hearing. If the advocate is an attorney, notification must be submitted in writing to the Associate Dean for Academic Affairs 5 days prior to the hearing;
9. All committee sessions except the committee executive deliberations are to be audio recorded.

**C. AEC Determination Process**

In order to achieve an appropriate determination of the student's status, the AEC shall review all relevant information.

1. The Associate Dean for Academic Affairs (or designee) will act as a non-voting chair person (except as noted in C.5 below).
2. Relevant information from the student's academic/department files will be available to members of the AEC for inspection during the meeting.
3. The student will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student.
4. The AEC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student's academic and professional knowledge, skill, and behavior.
5. In executive session, with the student's departmental representatives excused, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Associate Dean for Academic Affairs must cast the deciding vote.
6. The Associate Dean for Academic Affairs must notify the student of the action of the AEC, in writing, within five (5) business days following the AEC

determination. If the student is not present this notification will be sent via registered courier and U. S. mail to the student's address of record in the OHSU Banner system.

#### **IV. PROCEDURES FOR APPEAL OF AEC ACTION**

##### **A. General**

A student affected by any AEC action may appeal the decision in writing to the Dean, School of Dentistry.

A student petitioning for appeal of an action by the AEC shall be allowed provisional registration until final resolution of the action is made. However, if the cause for the action, in whole or in part, is a "NP" grade in pre-patient care techniques, or based on a "NP" grade in clinical courses involving patient care, the student shall not be permitted to participate in patient care within the School of Dentistry while the appeal is in progress. If the student is considered to be a danger, in any way, to patients, peers, or staff, the student shall not be permitted to participate in the academic or clinical program of the School of Dentistry while the appeal is in progress.

##### **B. Request and Grounds for Appeal**

The student's appeal request must be in writing and received by the Dean (or designee) within five (5) business days of the student receiving notice of AEC action. Notification is described in 1.E.2-3. In the appeal request, the student must allege one or more of the following grounds as justification for a change in the AEC decision.

A student has the right to continue in the academic program as a special student during the course of the appeal procedure within the School of Dentistry. The appeal must be in writing and must state explicitly the reasons why the student believes that the decision is unjust and should be reversed.

1. Substantial evidence not previously considered:
  - New evidence exists, sufficient to alter a decision, which was not available to the student at the time of the original hearing.
2. Evidence of prejudice by a member of the AEC:
  - Significant evidence exists that a member of the AEC who took part in the original decision was prejudiced against the student and used that prejudice to influence the other voting members of the committee.
3. Significant policy or procedural errors by the AEC:

- A procedural error occurred in the handling of this matter by the AEC as set forth above, which substantially affected the outcome of the review.

**C. Dean's Decision**

The Dean will study all documents and records of the hearing and will make one of the following decisions within five (5) days of the receipt of the appeal:

- a. Support the decision of the AEC
- b. Grant another hearing by the AEC if sufficient evidence has emerged since the original hearing to justify re-opening the case.
- c. Grant a new hearing by a body different from the AEC if the original procedure is judged to have been deficient.

**D. Student's Right to Appeal the Dean's Decision**

The student has the right to appeal a negative decision of the Dean of the School of Dentistry to the Provost of the Oregon Health & Science University, but pursuant to University policy will not be allowed to continue in the academic program at the School of Dentistry during the pendency of his or her appeal to the Provost.

**E. Custody of Records**

All records pertaining to formal hearings and appeals on matters related to the dismissal of students will be secured in the Office of the Dean, School of Dentistry, for a minimum of seven (7) years.

Adopted