

# MS Dental Hygiene Program Policy on Student Progress

## Policy on Student Progress: Requirements, Notification, Remediation, and Review

### Criteria for satisfactory academic progress

The policy regarding satisfactory academic progress in the MS Dental Hygiene program is as follows:

#### Unsatisfactory progress indicators include:

- Falling below a 3.0 GPA
- Failing grades in any course
- Disciplinary problems and other conduct and professionalism infractions that fall within the scope of UCSF's Code of Conduct.

#### Process by which failing students will be notified and remediated:

Students whose progress is unsatisfactory (according to one or more of the criteria listed above) will be notified and will meet with their mentor and the program director to develop an individualized remediation plan to address the deficiencies. The meeting results in a memorandum of understanding that clearly outlines specific steps and associated deadlines that the student must fulfill in order to receive a satisfactory report. The report is then signed by the following parties: the student, the faculty mentor, and the program director. At this point, the report is filed in the student's academic file within the program, and the Assistant Dean for Graduate Programs is notified.

Should the student be unable to fulfill the expectations according to the timeline outlined in the letter, the student will be subject to dismissal from the program. The process for in-depth review of a student's eligibility for dismissal will follow the UCSF [Divisional Procedure for Student Grievance in Academic Affairs, section 4.0](#), and will be conducted by the In-depth Review Committee, which will consist of the MS-DH admissions committee.

### Oral Qualifying Examination

At the end of the Fall quarter of their MS program, students will present to a committee of three faculty an oral report of their field work proposal that identifies a significant dental hygiene problem and applies advanced clinical and theoretical knowledge related to oral disease prevention and health promotion as it relates to that area. A committee of three faculty members will assess the oral qualifying exam. The committee will be composed of the student's mentor, one of the course faculty members (appointed by the Program Director) and

one at-large faculty member from the faculty associated with the MS program. After the faculty committee determines the student has passed the qualifying examination, students will file for advancement to candidacy with the Graduate Division. If the Committee identifies the need for a graduate learner to revisit the Oral Qualifying Examination (“unsatisfactory” – revisions required), the graduate learner will be required to re-present proposal to the full CE committee for re-assessment of the graduate learner’s Field Work Proposal Presentation.

### **Comprehensive Examination (Capstone Project)**

The purpose of the Comprehensive Exam (CE) is to evaluate the graduate learner’s ability to apply advanced clinical and theoretical knowledge in a selected area of specialization and to critique research as it relates to that area. The graduate learner demonstrates this ability by the production of a scientific manuscript, based on the results of their research study completed as part of the Capstone Project. The CE consists of having this manuscript evaluated and approved by faculty, followed by its submission to a peer- reviewed journal. Upon satisfactory completion of the CE, the MS in Dental Hygiene degree is officially awarded.

### **Graduate Learner Guidelines and Procedures**

#### *Eligibility for the Comprehensive Examination*

The graduate learner may take the CE only after fulfilling all requirements for the Master of Science degree in Dental Hygiene or during the quarter within which those requirements are fulfilled. In addition, the graduate learner must have advanced to candidacy prior to taking the examination.

Because a graduate learner must be registered for one quarter as a candidate before the degree is conferred, the application for advancement to candidacy must be submitted to the Graduate Division no later than the first day of the last quarter for which the graduate learner is registered for course work. In most cases, this is spring quarter. After advancement, five quarters are allowed in which to complete all requirements for the Master of Science degree, including the CE. Additional time may be granted only by petition to the Dean of the Graduate Division and registration for an additional quarter.

#### *Administrative Process*

Each quarter, a schedule of dates for the CE is posted, indicating when the examination is due, when it is to be sent to the evaluators, and when results are available. The graduate learner must submit the CE according to the posted schedule for that quarter and no later than 12 noon on the date the CE is due.

Evidence of plagiarism will constitute failure of the CE and may be grounds for dismissal from the Master of Science in Dental Hygiene Program. Plagiarism is defined by Webster’s Third New International Dictionary of the English Language as follows:

“To steal or pass off as one’s own the ideas or words of another; use (e.g., a created production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source.”

### *Evaluation of the CE Manuscript*

All faculty members associated with the MS-DH Program, whether salaried or non-salaried, may be designated to evaluate the CE manuscript. The CE is evaluated by a committee of three faculty: the graduate learner’s mentor, one of the course faculty, appointed by the Program Director, and one at-large faculty member from the faculty associated with the MS-DH program. The Program Director approves the composition of the CE committee.

Each committee member rates the manuscript independently and submits their ratings and written comments to the CE committee chairperson. The committee chairperson reviews the committee members’ decisions and assigns the manuscript to one of three categories: accepted as is, accepted with minor modifications, or revise and resubmit for full committee review. The committee chair consolidates all assessments and written comments onto one official form. The CE manuscript is graded on a pass/fail basis. Forms certifying manuscript approval are signed by the full committee and along with the final CE manuscript are forwarded to the Office of MS-DH Program Administrator. At that time, the manuscript is submitted to the selected peer-reviewed journal.

### **Circumstances Requiring Petitions and/or Additional University Registration**

#### *Extension of the Deadline*

A graduate learner may petition for extension only in the event of an emergency; that is, an occurrence over which the graduate learner has no control, such as grave illness or a death in the family. Other reasons for an extension may be considered on a case-by-case basis. The request, which must be submitted in writing to the MS-DH Program Administrator, should state the reason and length of time for the extension and be filed at least 48 hours before the examination due date. A request made by telephone must be followed by a written petition. If the extension goes into the next quarter, additional university registration is required.

#### *Failure of the Comprehensive Examination*

The faculty mentor or MS-DH Program Director notifies the graduate learner of the failure and provides the written comments of the CE Committee at that time.

#### *Retaking the Comprehensive Examination*

A graduate learner who has failed the CE may retake it within the time permitted after advancement to candidacy. Those who require use of university facilities, independent study course enrollment (DH249C – Advanced Independent Study), and/or faculty mentorship for successful CE completion are responsible for full university registration for the quarter they prepare for and retake the CE.

## **Faculty Guidelines and Procedures**

### *Advising Graduate Learners*

Although the CE manuscript should reflect the graduate learner's own thought process and creative expression, mentors are encouraged to advise the graduate learner about the evaluation process. It is recommended that mentors encourage candidates to self-assess their manuscript according to the CE evaluation criteria.

A graduate learner who has failed the examination is to be counseled and given specific reasons for the failure. It is imperative that the CE committee members who failed the graduate learner assist the faculty mentor with this responsibility.

### *Evaluating the Comprehensive Examination Manuscript*

CE committee members are required to

- record their evaluation on the CE assessment form
- comment either directly on the CE or on the faculty comment sheet, which must be signed
- comment on the positive as well as on the negative aspects of the examination, specifically remarking upon items rated "Accept with Minor Modifications" or "Revisions Required"
- return the candidate's CE form to the CE committee chair by 5 p.m. on the designated date (CE assessment forms are retained by the Department).

The MS-DH Program Director must be notified of the pass/fail status of each exam by the specified deadline.

An offer to discuss the examination in person would be especially beneficial if the committee member has recognized flaws attributable to haste or has touched on issues that the candidate may not have considered.