A request to move an examination to a later date must be submitted at least two weeks prior to the original date of the examination. A request to move an examination to an earlier date must be submitted at least two weeks prior to the proposed date of the examination.

All requests for changes to the examination schedule published in the final Class Schedule must be accompanied by:

1. A written reason for the move that must be compelling and academically sound.
2. A written statement from the Course Director stating he/she is in agreement with the change.
3. The results (number of yes/no votes) of a secret ballot taken from all members of the class. The Associate Dean for Academic Affairs/Dental Hygiene Division Director, as applicable will review the request and can approve it if the following requirements are met:
   4. The request has been submitted within the guidelines.
   5. The reason for the move is valid.
   6. The Course Director is in agreement with the move.
   7. No member of the class present and voting opposes moving the examination to an earlier date; or, 90 percent of those voting are in favor of moving it to a later date.
   8. An appropriate classroom is available at the proposed time.

**Academic Performance Committee**

Seven full-time faculty members with at least five having primary appointments in the Dental School are appointed to the committee. Absent voting members may not be represented by alternates.

The responsibility of this committee shall be to recommend to the Associate Dean for Academic Affairs appropriate action regarding the academic performance of students. Recommendations of this committee shall be based on established criteria set by the Faculty Council and may include promotion, academic warning, academic probation, an altered curriculum, remediation, repeat of the academic year or dismissal.

Chair – The Chair shall be appointed from the voting faculty members of the committee by the Associate Dean for Academic Affairs, with approval from the Dean. Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee. Secretary - The Chair shall appoint a Secretary to take Minutes of all meetings. The term of office shall be for three years. A member may serve no more than two consecutive terms.

**Academic Grievance Policies**

**Due Process Grade Assignment Disagreement**

A student wishing to appeal the assignment of a grade must submit her/his grievance to the Course Director within seven (7) days of the grade assignment. The appeal mechanism for challenging a grade is limited to: (1) possible clerical errors in calculating or recording a grade, or (2) allegation of mistakes or unfairness in application of the published academic standards in the assignment of a grade. It is the responsibility of the student to substantiate her/his assertion that an incorrect grade has been assigned.

If the student’s concerns are not resolved after a meeting with the Course Director, the student may submit a written appeal to the appropriate Department Chair. The written appeal must be made within seven days of the student’s meeting with the Course Director and must contain information to substantiate the assertion that an incorrect grade has been assigned.

If the disagreement is not resolved at the departmental level, the student may submit a written appeal to the Dean of the Dental School within seven days of the departmental decision. If the Dean agrees to review the matter, he/she will review only that the appeal process was conducted appropriately. This Dental School policy supersedes any other grievance policies, and decisions made in this process are final.

**Appeals Process**
1. A student may appeal an Academic Performance Committee decision that recommends a) remediation, b) repetition of the year or c) academic dismissal. The student submits written notification of his/her desire to appeal to the Dean’s office. This written request must be received by the Dean’s office within 5 days following the student’s receipt of the written notification of the Academic Performance Committee’s recommendation.

2. The Dean will consult with appropriate individuals and render a decision to uphold or overturn the Academic Performance Committee decision. The student will receive written notification of the Dean’s decision.

3. Procedural appeal may be made to the President in accordance with Health Science Center Policy.

Student Concerns

Various mechanisms are available at all levels for student input regarding their concerns. Individuals and groups who respond to these concerns include course directors, advisors, associate dean for academic affairs, and the associate dean for student affairs. Procedures for grievances can be found in the General Section of the Catalog.

The president of the Student Body Organization meets bimonthly with presidents of other Health Science Center student groups to discuss problems or concerns affecting students in all schools with the university President. In addition, once a month, the Dean of the Dental School meets with the presidents of all classes. Student liaisons for each course will meet with the respective course director as needed.

Clinical Attire and Grooming

An excellent dental education is dependent on the number of patients and the diverse patient needs that allow students to provide a broad scope of oral health care to a large number of patients. As this is a totally voluntary system on the patient side, it is incumbent upon the dental school to provide an environment that gives patients the confidence to come to this institution knowing they will be treated in a professional manner, by professionals, and in a safe environment. To achieve this goal, first impressions are important; therefore, all students in the dental school need to look professional in dress and grooming since patient contact can occur in many areas of the building. When students have direct patient contact in the clinics, additional issues require students to pay particular attention to clinical attire and grooming because they affect patient safety as well as their own. The clinic manual is published on the Dental School Intranet site, http://dserver.uthscsa.edu/. The manual includes general guidelines for attire and grooming, as well as specific requirements that relate to patient and personal safety.

Class Attendance

Students are expected to attend and actively participate in all regularly scheduled classes, laboratories, and clinical periods. The policy regarding attendance and the consequences for failure to comply is the prerogative of the course director and the department responsible for that portion of the curriculum, and will be provided in the course syllabus at the beginning of each course. It is the responsibility of the student to arrange with the faculty for making up any work that is missed.

Absences may be considered sufficient cause for issuing failing grades in courses requiring attendance.

Reporting Absenteeism

When a student must be absent from the Dental School, he/she must report their absence online (https://fmcgi.uthscsa.edu/absence/). The office will maintain a roster of absentees and the reported reasons for absence.

In cases of absence during an assigned rotation, all students (including freshmen and sophomores) are responsible for contacting appropriate Rotation Directors immediately.

Students who will be absent from any examination must notify their Course Directors directly as well as the Office of Student Affairs.

In cases of absence from clinic sessions, junior students must notify the Office of Clinical Affairs (210-567-3265). Senior students must notify the Office of Clinical Affairs and the Department of General Practice (210567-3450).

Students are responsible for contacting Course Directors upon their return to school to schedule required makeup work.
National Board Dental Examination Challenges

Part 1 – Students are eligible to challenge Part 1 of the boards at the completion of the spring semester of the sophomore year provided they successfully completed the fall General Pathology course. Students are expected to take the exam between the end of the spring semester and beginning of the fall semester of the junior year. The Dental School policy requires students to pass Part 1 to be considered for promotion to the senior year.

Part II – Students are eligible to challenge Part II of the boards in mid-November of the senior year and students are expected to take the exam in mid to late November or December of the senior year. The Dental School policy requires students to pass Part II to be considered for graduation.

For both Parts I and II, the National Board policies require students to wait 90 days between attempts. Additionally, candidates who have not passed Part I or Part II after three attempts are required to wait one year (12 months) after their third attempt to apply to retest.

Leave of Absence

Students in good academic standing who wish an extended leave of absence for extenuating physical or personal reasons must submit a written request to the Dean stating reasons for such a request, the period of time involved, and intentions concerning resumption of dental studies. The Dean will consider such requests on their individual merit.

Generally, a leave of absence shall not exceed one academic year. Any additional leaves of absence must be reviewed and recommended by the Academic Performance Committee and approved by the Dean. The Dean’s Office must be notified of intentions to re-enroll by the first day of April prior to the next academic year. Students who take a leave in the fall of the junior year will be required to repeat the sophomore year in order to regain the clinical skills and knowledge to provide patient care as a junior.

Upon approval, the student must request and complete a Student Clearance Form that is available from the Registrar’s Office (317L MED).

Readmission

Readmission to the freshman year requires that a student apply again according to the procedures required for first-time applicants and be accepted in competition with other applicants for that year. Readmission into the sophomore, junior, or senior years is contingent upon available space in the class.

Application for readmission after a leave of absence must be in the form of a written request to the Dean and must include satisfactory evidence that the condition or conditions necessitating the absence have been corrected and that the student is able to resume dental studies. The request must be submitted no later than April 1 of the year the student wishes to be reinstated.

The policies contained in this Catalog concerning attendance, leave of absence, and readmission is those in effect at the time of publication but is subject to change. Students are responsible for inquiring about changes each year.

Student Appeals and Grievances

Student appeals and grievances are handled through established policies and procedures for the Dental School as outlined in the General Regulations and Requirements section of this Catalog.

Applicant or Student Criminal Background Check Policy

Criminal Background Checks for Applicants and Students of the Dental School of The University of Texas Health Science Center at San Antonio.

I. Applicability