

# **Academic and Professional Standards Document**

**West Virginia University  
School of Dentistry  
Department of Dental Hygiene**

**Revised  
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## **SECTION 1. INTRODUCTION**

### **1.1 Preamble:**

As part of its mission to educate and train high quality health care professionals, the West Virginia University School of Dentistry Department of Dental Hygiene has an obligation to evaluate students pursuing the bachelor's degree in dental hygiene as thoroughly as possible for their cognitive and non-cognitive abilities, their academic and professional knowledge and skills, their integrity, and their suitability for the practice of dental hygiene. This policy also reflects the Accreditation Standards for Dental Hygiene Programs published by the Commission on Dental Accreditation of the American Dental Association.

This Policy on Academic and Professional Standards is limited to students enrolled in the dental hygiene program at the West Virginia University School of Dentistry. The dental hygiene curriculum requires all students to be full-time (minimum of 12 credit hours in fall and spring semesters).

The standards set forth in this section apply to all intramural and extramural academic settings of the dental curriculum including, but not limited to, lectures, examinations, laboratories, recitations, seminars, teaching clinics and rural sites at the West Virginia University Health Sciences Center or its affiliates, and are in conformity with the West Virginia University Board of Governors' Policy 10, Academic Rule 2.5, and Policy 31. This policy covers all behavior and conduct that demonstrates by clear and convincing evidence that a student possesses the professional qualities necessary for the practice of dental hygiene, and gives exclusive authority in such matters to the School of Dentistry, Department of Dental Hygiene, as part of the WVU Health Sciences Center.

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By enrolling in the dental hygiene program of West Virginia University, the student accepts the academic and professional standards/requirements outlined herein as requisite for continued enrollment in this curriculum and graduation. Knowledge of and conformity to these standards/requirements are the students' responsibility.

Students are expected to abide by federal, state, and local statutes and ordinances, both on and off campus, refrain from behavior incompatible with the responsibilities of the dental profession, and follow the specific rules of conduct established in West Virginia University Board of Governors' Policy #10.

In all disciplinary proceedings, students are considered innocent until allegations with regard to violations of this policy have been established by clear and convincing evidence.

In order to reach the goals and fulfill the mission of the School of Dentistry, the requirements and regulations contained herein are subject to continuing review and change. The School of Dentistry, Department of Dental Hygiene, therefore, reserves the right to change, delete, supplement, or otherwise amend the information, requirements, rules, and policies contained herein without prior notice.

## **1.2 Definitions:**

- a. Intramural – All academic settings of the dental/dental hygiene curriculum at the West Virginia University Health Sciences Center or its affiliates, including formal rotations to approved rural sites.
- b. Extramural – All settings external to the West Virginia University Health Sciences Center or its affiliates.
- c. West Virginia University Board of Governors – The Board was created by the West Virginia Legislature as the governing body of the West Virginia University system, including West Virginia University, West Virginia University Potomac State College, and West Virginia University Institute of Technology (collectively the “University”). The Board has the mission of general supervision and control over the academic and business affairs of the University.
- d. President – The chief executive officer of the University, whatever the title, responsible directly to the Board of Governors including all those acting for or on behalf of such chief executive officer at or by his/her direction, or at or by the direction of the Board of Governors, (e.g., the Vice President for Health Sciences).
- e. Dean – The chief academic officer of the West Virginia University School of Dentistry.
- f. Faculty – Those employees of the Board of Governors, as defined in BOG Policy 2, who are assigned to the West Virginia University Health Sciences Center.
- g. Staff – Those employees not defined as faculty, who are assigned to the West Virginia University Health Sciences Center.
- h. Student – Any person admitted to the School of Dentistry to pursue a course of study, research, and service in the dental hygiene Program.
- i. Business days – Are days during which the University is open. If classes are canceled for the University as a whole for part or more of a day, the day will not be deemed a business day.
- j. DHAPS Committee – Dental Hygiene Academic and Professional Standards Committee
- k. Required Dental Hygiene Courses – All course required by the dental hygiene program as outlined in the curricular plan

## **SECTION 2. REQUIREMENTS, RIGHTS AND OBLIGATIONS**

Dental Hygiene Student Rights and Responsibilities apply to all students enrolled in the dental hygiene program.

### **2.1 Requirements and Rights of the School:**

Requirements for admission to the School of Dentistry, Department of Dental Hygiene, are stated in the West Virginia University Catalog and the application materials.

The School of Dentistry, Department of Dental Hygiene, requires that all enrolled students:

- 1. achieve an integrative mastery of the discipline of dental hygiene, maintain the motivation gain such mastery, develop the professional skills required for dental hygiene

- degree, and demonstrate the professional responsibility necessary for the practice of dental hygiene;
2. be considerate toward patients, instructors, staff, and each other;
  3. fulfill the criteria and requirements for satisfactory academic and clinical progress and successful completion of the dental hygiene curriculum as stated in the:
    - West Virginia University Catalog;
    - Syllabus of each course;
    - School of Dentistry, Department of Dental Hygiene Clinical Manual;
    - Student Code of Academic and Professional Behavior;
    - WVU School of Dentistry Policy on Professional Appearance;
    - Department of Dental Hygiene Professional Appearance and Attire Addendum; and
    - comply with any other published rules of procedure, conduct, and appearance required by the School of Dentistry and/or Department of Dental Hygiene for all academic or clinical settings.

All students admitted to the School of Dentistry Department of Dental Hygiene curriculum are required to be full-time. The nature of the educational program and patient responsibilities do not permit part-time enrollment. All students are expected to attend classes and clinical sessions as scheduled. **Only absences as defined in section 3.3.3 Attendance will be excused. Absences for any reason must be reported to the office of the Dean. Vacations should be planned during school breaks according to the School of Dentistry's and the University's Academic/Events Calendars.**

A leave of absence for medical reasons, bereavement or military leave may be granted during the semester. Contact the Department of Dental Hygiene immediately if such an issue should arise. (refer to the Office of the University Registrar website for more information).

## **2.2 Statement of Student's Rights:**

Students have online access to the following documents at <http://dentistry.hsc.wvu.edu/education/programs/dental-hygiene-programs/academic-professional-standards/> :

1. *University Catalog in which program requirements are stated;*
2. *University Academic Standards (located in the Undergraduate catalog);*
3. *Dental Hygiene Academic and Professional Standards [this document];*
4. *WVU School of Dentistry Student Code of Academic and Professional Performance Standards;*
5. *Dental Hygiene Attendance Policy;*
6. *Dental Hygiene Rural Health Curriculum Requirements;*
7. *WVU School of Dentistry Policy on Professional Appearance;*
8. *Department of Dental Hygiene Professional Appearance and Attire Addendum;*
9. *WVU SoD Electronic Testing Guidelines;*
10. *WVU SoD Guidelines for Appropriate Use of Internet, Electronic, Networking, and Social Media;*

11. *HSC Student Computer Program;*
12. *Dental Hygiene Community Service and Service Learning Definitions;*
13. *Family Educational Rights and Privacy Act (FERPA);*
14. *WVU Policy and Procedure Regarding Sexual Harassment Sexual Assault and Power Based personal Violence Prevention;*
15. *WVU SoD Conflict of Interest Policy;*
16. *WVU Emergency Procedures;*
17. *WVU Board of Governors Policy 10: Student Rights and Responsibilities;*
18. *WVU Board of Governors Academic Rule 2.5;*
19. *WVU Board of Governors Policy 31: University Student Conduct and Discipline;*
20. *WVU Board of Governors Governance Rule 1.6: Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Misconduct, Stalking, Retaliation, and Relationships;*
21. *Scope of Dental Hygiene Services;*
22. *ADA Commission on Dental Accreditation Complaints Policy;*
23. *Signature Page for Policy Review;*

Students shall have the right to have access to a syllabus describing the content, requirements, competency statements, and grading policy for each course or rotation in which they are enrolled.

The student shall be graded or have his/her performance evaluated solely according to performance in the course as measured against academic and professional standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded, nor shall his/her performance be unlawfully evaluated on the basis of his/her race, color, religion, creed, disability, gender, sexual orientation, national origin, language, ancestry, veteran's status, or political affiliation. Students enjoy the rights specified in Board of Governors' Policy 10 which include (1) freedom of expression and assembly, (2) freedom of association, and (3) privacy.

### **2.3 Obligations of Faculty:**

Instructors must immediately report all alleged violations of the Student Code of Academic and Professional Performance Standards to the Department Chair. Should the Chair decide that the matter warrants submission to the DHAPS Committee for findings of fact; the instructors must await the outcome of the investigation.

### **2.4 Graduate Students:**

Students enrolled in the graduate program are subject to the same professional performance standards as those enrolled in the baccalaureate program. Consequences for failure to meet professional performance standards (i.e., probation, suspension, dismissal) are also equivalent. Academic criteria for progression through and graduation from advanced education programs are different than the academic performance standards expected of the baccalaureate student. Achievement of a 3.0 GPA or an overall competence in the student's field is expected. A minimum grade of "B" must be earned in all work attempted in the master's program. If a student earns a grade of "C" or below in two courses, they will be placed on academic probation. A third "C" or below will result in suspension from the program.

For grievance issues related to academic performance, a graduate student's due process rights are

fully protected under the West Virginia University Code of Student Rights and Responsibilities, a policy document that governs all academic appeals and sanctions not otherwise covered by an approved school-specific policy. All appeals will follow the same format as described in Section 7, except the Level 3 appeal for suspension or dismissal from a program for academic dishonesty or other academic penalties will be to the Associate Provost for Graduate Academic Affairs.

## **SECTION 3. ACADEMIC PERFORMANCE STANDARDS**

### **3.1 Definition of Grading System:**

- a. Grade Point Average - Grade point average (GPA) in the School of Dentistry, Department of Dental Hygiene, is calculated on the basis of 4.00 with the letter grade generating a point value per credit hour as follows:
  - a. A=4 points
  - b. B=3 points
  - c. C=2 points
  - d. D=1 point
  - e. F=0 point
- b. Incomplete (I) Grade - The grade of incomplete (I) is given when the instructor believes that the student's work is unavoidably incomplete or that a supplementary examination is justifiable. A grade of "I" must be converted into a permanent letter grade no later than the end of the subsequent semester. For example, an "I" grade earned in the fall semester must be corrected by the end of the spring semester; an "I" grade earned in the spring semester must be corrected by the end of the summer. If an incomplete grade is not corrected by the appropriate time, it automatically is converted into a failing grade ("F").
- c. Course Retake - Normally, students must earn passing grades in all courses each year in order to continue in the curriculum. A final grade of "D" or "F" in any course required in the dental hygiene curriculum will be cause for sanctions which could include matriculation on probation, repeating the academic year or dismissal from the WVU School of Dentistry, Department of Dental Hygiene. The original course grade will remain on the transcript along with the grade received for the course retake. The dental hygiene/science GPA will be calculated using both the original grade and the retake grade.
- d. Course Remediation - Remediation can be defined as supplemental educational opportunities and/or experiences occurring during a course. Remediation activities are offered to assist students to be successful in the course, during the normal time frame of the course. These activities are to be completed prior to taking the final exam.

### **3.2 Methods of Evaluation:**

It is the duty of the faculty to evaluate a student's academic and professional performance. This evaluation includes, but is not limited to:

1. assignment of grades by the teaching faculty,
2. review of academic and professional performance by the Dental Hygiene Academic and Professional Standards Committee (DHAPS), and

3. review of behavior, conduct, and adherence to all requirements noted in the *School of Dentistry, Department of Dental Hygiene, Academic and Professional Standards document*.

Academic performance is evaluated by written and oral examination and through observation in all pre-clinical, clinical, and laboratory settings. This includes evaluation by all faculty members and by the clinic supervisors, who conduct formal feedback sessions with individual students. It is expected that students will receive formal and informal feedback concerning their progress in the curriculum.

At mid-term and the conclusion of every semester, the DHAPS Committee reviews the status of every student in the program. The Committee may also convene more frequently as any Professional/Academic situations arise. Academic evaluations of student performance are not restricted solely to the assignment of grades, but include the assessment of cognitive, affective and psychomotor abilities. If students fulfill all course requirements, and meet all academic and professional standards, promotion is unconditional.

**The Department of Dental Hygiene reserves the right to withhold the baccalaureate degree from a candidate who may have technically met formal curricular requirements, but lacks the professional skills and/or behavior and conduct considered necessary for the baccalaureate degree or has demonstrated unwillingness to accept the professional responsibility necessary to the practice of dental hygiene.** (*Student Code of Academic and Professional Behavior of the School of Dentistry*)

### **3.3 Academic Performance Standards:**

All students enrolled in the dental hygiene program must maintain full-time status and meet with the Chair prior to making any changes to their prescribed schedule. Alterations in your schedule could adversely affect your ability to meet Program expectations and could result in sanctions up to and including dismissal.

#### **3.3.1 Scholastic Achievement:**

- A. Students must maintain overall and dental hygiene/science grade point averages of 2.5 or higher. The dental hygiene/science grade point average is based upon the average of grades earned in **all attempts** of the following courses, or their equivalent:

- Biology 102 and 104
- Chemistry 111 and 112
- Health and Nutrition 171
- Microbiology 200
- Neurobiology and Anatomy 207 and 309
- Pathology 300 and 302
- Pharmacology and Toxicology 260
- Physiology 107
- All additional science courses completed
- All dental hygiene courses



- B. A grade of D or F in a required dental hygiene course or failure to attain a 2.5 or higher overall or dental hygiene/science grade point in any semester will result in placing a student on probation for one semester.
- C. To be removed from academic probation, students have one semester to meet all terms and conditions of their probation, as defined by the DHAPS Committee. Students who fail to resolve any probationary conditions or fail to raise their overall or dental hygiene/science grade point average to 2.5 or higher, risk sanctions up to and including dismissal from the dental hygiene program.
- D. The Dental hygiene Program will acknowledge West Virginia University's D/F repeat policy in relationship to determining the overall grade point average, hours attempted and hours earned. The Program will utilize both grades (attempts) to determine the dental hygiene/science grade point average. Rectifying one or more grades of D, F, or W through the D/F repeat policy does not negate recognizing the original grade (1st attempt) by the Program in determining the sanctions. (See 3.3.1 Scholastic Achievement F, G , and H)
- E. In courses where the final grade consists of a lecture (didactic) and a laboratory/clinic component, the student must meet the minimum competency in both components (didactic and laboratory/ clinic) in order to successfully complete (pass) this course. The minimum competency levels are stated in the individual course syllabi which contain a didactic and laboratory/clinic component.
- F. A student who receives a grade of D, F, or W in a required dental hygiene course must repeat that course. This course may only be repeated **once**. Failure to earn a grade of C or higher on your second attempt will result in dismissal from the dental hygiene program.
- G. Dental hygiene/science pre-requisite courses in which students earn a grade of D, F, or W must be repeated prior to the student's progression to the next course in that sequence and at the discretion of the DHAPS Committee, may result in repeating the year.
- H. A student may repeat only **two** dental hygiene/science courses throughout the dental hygiene curriculum.
- A grade of D or F in a **third** dental hygiene/science course may require the student to repeat the year as a full-time student as determined by the DHAPS Committee.
  - **Four or more grades** of D or F in dental hygiene/science courses will result in dismissal from the dental hygiene program, and the student will be ineligible for readmission to the Program.
  - Only one of the four academic years may be repeated due to failure to uphold dental hygiene academic and professional standards.
- I. Students repeating the year are required to repeat all dental hygiene/science courses in which they were enrolled that year and earned a grade of C or below.

- The DHAPS Committee may also prescribe any additional course to enhance the student's academic progress and psychomotor skills.
  - All grades earned during the repeated academic year must be C or higher, and the student must maintain an overall and dental hygiene/science grade point average of 2.5 or higher.
- J. Prior to entrance into the fall semester of the sophomore (2<sup>nd</sup>) year, a student must have successfully completed all science courses required in the first year of the curriculum.
- K. Prior to entrance into DTHY 226 (Clinical Dental Hygiene), a student must have successfully completed (i.e. with a grade of C or higher) all dental hygiene courses required in the first two years of the curriculum.
- L. Prior to entrance into the fall semester of the junior (3<sup>rd</sup>) year, a student must have successfully completed (i.e. with a grade of C or higher) all dental hygiene and science courses required in the first two years of the curriculum.
- M. Dental hygiene and science courses are set in sequential order allowing each course to build upon one another. In lieu of pre-requisites listed on the syllabus, the DHAPS Committee will determine if an individual course may be repeated in the next curricular year (applies only to the 3<sup>rd</sup> and 4<sup>th</sup> year in the curriculum). These decisions are based on many factors that include, but are not limited to: overall and dental hygiene/science GPA, performance in other related coursework, scheduling conflicts, etc. This does not apply to any clinical courses, as they must be taken in sequential order listed on the curriculum plan.
- N. The Department of Dental Hygiene reserves the right to recommend imposition of academic sanctions, to require remedial work, or to withhold the opportunity to take one or more licensing exams. This policy would affect any student who may have met formal curriculum requirements, but who lacks the professional skills and/or behavior and conduct considered necessary for the baccalaureate degree in dental hygiene.
- O. All students are also required to complete a dental hygiene clinical board for licensure prior to graduation.
- P. The School of Dentistry Department of Dental Hygiene reserves the right to declare a student ineligible for any licensure examination (national, regional, or state boards).

### **3.3.2 Licensure Examinations:**

Successful completion of the National Dental Hygiene Board Examination is a requirement for graduation. Failure to produce evidence of taking this examination before the first day

of the spring semester of the senior year will result in academic sanctions up to and including repeating the year or dismissal.

### **3.3.3 Attendance:**

WVU Dental Hygiene is committed to providing the best education for future dental hygienists; therefore, students are required to attend all classes, laboratories, clinic sessions, events, and meetings. Students are expected to be knowledgeable professionals, provide high quality patient care, and must achieve competency in all areas which necessitates mandatory attendance. The Policy may be accessed at <http://dentistry.hsc.wvu.edu/media/1661/attendance-policy-2018.pdf> or refer to the specific course syllabus for a detailed explanation.

## **SECTION 4. PROFESSIONAL PERFORMANCE**

### **4.1 Professional Performance Standards:**

#### **4.1.1 Personal Appearance:**

Students are required at all times to be in compliance with the requirements for dress and appearance contained in the documents entitled the *WVU School of Dentistry Policy on Professional Appearance* and the *Department of Dental Hygiene Professional Appearance and Attire Addendum*.

#### **4.1.2 Personal Behavior/Conduct:**

Student's personal behavior at all times must adhere to accepted professional standards and be free from violations of the civil and criminal code. This criterion applies to both the conduct of his/her personal affairs (as it applies to, and reflects upon, one's professional abilities) as well as his/her interpersonal conduct as a member of the student body of the School of Dentistry.

Students are required at all times to be in compliance with the *Student Code of Academic and Professional Performance Standards*.

Due to the serious responsibilities of the dental hygiene profession and the necessity to maintain public trust in the profession, students face disciplinary action by the School of Dentistry, Department of Dental Hygiene if they abuse alcohol or drugs, consume illegal drugs, or possess, distribute or sell drugs illegally. Students may be subject to drug or alcohol testing by the Department of Dental Hygiene and the results of such test will be made known to the Chair and DHAPS Committee.

Alleged violations of the *Student Code of Academic and Professional Performance Standards* shall be reported by a student or faculty in a signed, written document to the Chair of Dental Hygiene office or his/her designee. The Chair shall screen all reports of violations to eliminate frivolous accusations and decide whether the complaint should be forwarded to the DHAPS Committee for review as outlined in **Sections 6.3 and 6.4**. The procedure related to any incidences of academic dishonesty will follow the University

Academic Standards (located in the Undergraduate catalog), Academic Integrity Dishonesty<sup>1</sup>.

If the case warrants findings of fact, the Chair of Dental Hygiene or his/her designee shall, in turn, inform the student in writing of the charges, specifying which standards(s) was/were alleged to have been violated, describing the actions and circumstances on which the charges are based, and noting the person(s) or agency bringing the allegations within ten (10) business days. The Committee shall conduct a hearing on the case within ten (10) days after receipt of the charges in order to make a determination of the facts of the case. Any sanctions imposed by West Virginia University and civil court system will be in addition to those levied by the DHAPS Committee and the School of Dentistry.

## **SECTION 5. CONSEQUENCES OF FAILURE TO MEET ACADEMIC/PROFESSIONAL PERFORMANCE STANDARDS**

### **5.1 Definition of Sanctions:**

Upon failing to meet the standards, requirements, or provisions contained in **Sections 3 and 4** as established by clear and convincing evidence, the student may be subject to one or more of the penalties/sanctions outlined in **Sections 5.1.1., 5.1.2., 5.1.3. and 5.1.4. below.**

#### **5.1.1 Grade Reduction, a Final Grade of Failure (F), an Unforgivable Grade of F (UF), or Exclusion from Further Participation in the Class, Lab or Clinic**

A grade reduction, final grade of Failure (F), or an Unforgivable Grade of F (UF) penalties are imposed only by the instructor(s) of a course, lab or clinic. These penalties do not preclude sanctions by the Dean of the School of Dentistry.

#### **5.1.2 Academic/Professional Probation:**

Academic probation is determined on the basis of the following criteria:

1. Dental hygiene/science, and/or overall grade point average below 2.5 in any of the categories noted in Section 3.3.1;
2. Final grade of “D” or “F” in any course;
3. Violations of the Student Code of Academic and Professional Behavior.

*\*If a student maintains a dental hygiene/science and overall grade point average of 2.5 or higher, but earns a semester grade point average below 2.5, the student will receive a warning letter.*

This sanction of probation is imposed by the DHAPS Committee and is accompanied by a statement of conditions that must be met in order for the student to have the sanction removed. The conditions of probation must be satisfied by the end of the next academic term or the student may be subject to further sanctions, up to and including dismissal from the program.

**No student will be permitted to hold an office of any kind in a student organization or to serve on a School of Dentistry committee during probationary periods or at the discretion of the DHAPS Committee. Any student being considered for participation**

**in a School-sanctioned event must be approved by the DHAPS Committee in advance of the experience.**

#### **5.1.3 Academic/Professional Suspension:**

The Dean imposes this sanction after receipt of recommendations from the DHAPS Committee. Suspension may not exceed one year. During the period of suspension, the student must petition the DHAPS Committee for reinstatement by the Dean.

The DHAPS Committee reviews the petition, determines if the conditions of the suspension have been met and whether or not the student has the potential to successfully complete the dental hygiene degree, and recommends to the Dean whether or not the student should be reinstated, and at what level in the program.

#### **5.1.4 Dismissal from the Dental Hygiene Program:**

The DHAPS Committee imposes this sanction. Dismissal is imposed as a result of deficiencies in meeting the academic and/or professional standards considered by the Committee to be serious enough to terminate the student's continuation in the dental hygiene curriculum.

In the event that a student's overall and/or dental hygiene science GPA falls below 2.5 in any given semester, the student may be subject to dismissal. Normally, a student who is dismissed from the dental hygiene program at any point in the curriculum must re-apply for readmission. However, in certain circumstances, the DHAPS Committee may recommend that a student who is dismissed be given the option to repeat an academic year. A student who repeats an academic year must successfully complete all scheduled courses for that academic year in which a grade of "C" or below was earned and must maintain full-time enrollment status. The DHAPS Committee may also recommend the retake of any additional course(s) as a means to enhance the student's academic progress and psychomotor skills. When an academic year is repeated, all clinical procedures completed by the student during enrollment will be counted.

All grades earned while enrolled in the dental hygiene program, including the dismissal year, will be calculated into the overall and dental hygiene/science grade point average. In addition, the same academic year may only be repeated once and only one of four years may be repeated as a result of failure to maintain academic and professional standards.

## **SECTION 6. DETERMINATION OF SANCTIONS**

### **6.1 Preamble:**

The DHAPS Committee is a standing committee of the School of Dentistry appointed annually by the Dean to review student progress. The DHAPS Committee meets at each midterm and at the end of every term in order to evaluate the progress of each student and makes appropriate recommendations to the Dean. The Committee may be convened at any other time, if warranted by specific circumstances.

The Committee is composed of membership from the Department of Dental Hygiene. Course directors from other departments and/or schools are invited, as appropriate. Non-voting members are required to be present for the initial discussion regarding all students enrolled in the curriculum at mid-semester and at the end of the semester. In addition, they can attend informal hearings and special meetings and be involved in the deliberation, but are excused prior to the Committee vote.

#### **6.2 Academic and Professional Performance:**

At each midterm and at the end of each term, and additionally if warranted by special circumstances, each student's academic performance is evaluated against the standards set forth in **Sections 3 and 4**.

Based on the outcome of this evaluation, decisions are made concerning the student's promotion to the next academic term, probation, suspension, dismissal, retaking a course, repeating a year or one of the sanctions outlined in **Section 5**.

Decisions regarding enrollment and promotion to the next academic term, graduation, and remedial changes in a student's curriculum are based on a comprehensive review of the student's academic and professional performance.

**Passing grades must be achieved in all courses before a student can be considered for promotion to the following year or graduation.**

### **SECTION 7. APPEAL OF ACADEMIC PENALTIES OR SANCTIONS**

The primary purpose of the appeal procedure is to allow review of a final grade, charge of academic dishonesty, or academic penalty in cases where a student believes that due process was not followed or that the grade, charge, or penalty was imposed unfairly or inconsistently with course, program's standards and regulations delineated in this policy, and university standards and regulations. Students have the right to appeal a final grade, charge of academic dishonesty, or academic penalty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on criteria listed in West Virginia University Board of Governors' Governance Rule 1.6. Additional grounds for appeal may include: unreasonable severity of the penalty; demonstrable prejudice in the decision-making process; a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty; or additional evidence or new information that was not considered in determining the penalty. An appeal may allege that (1) the Department of Dental Hygiene and/or the School of Dentistry does not have exclusive jurisdiction over the alleged violations; and/or (2) the findings of facts and conclusions were not properly based upon the evidence as a whole; and/or (3) the sanctions imposed are not appropriate under the circumstances or not within the DHAPS Committee's discretion.

If the student requires materials from their file for the appeal, the student must provide the Dental Hygiene office with a written itemized request at least 48 hours in advance.

Students are allowed to continue progression in the dental hygiene curriculum during the appeal process until the student accepts a final decision during the appeal process or the student has exhausted all levels of appeal. Students who are unsuccessful in the appeal process will be withdrawn from current classes within the dental hygiene program consistent with the University's deadlines and policies. Additionally, the refund of tuition and fees depends on the individual student's situation, semester, date of withdrawal from course(s), etc. Determination of what, if any, refund of tuition the student may be eligible to receive, can be found at the WVU website for Reduction (Refund) Schedule: [http://studentaccounts.wvu.edu/refunds/reduction\\_schedule](http://studentaccounts.wvu.edu/refunds/reduction_schedule).

If a student does not appeal a final grade, charge of academic dishonesty, or academic penalty, fails to follow the appeal procedures described below, or does not attend a scheduled meeting regarding the appeal, the final grade, charge of academic dishonesty, or academic penalty will be upheld, regardless of whether or not the student is still enrolled in the course or program.

### **7.1 General Appeal Information**

- Students are notified of final grades, charges of academic dishonesty<sup>1</sup>, and other academic penalties.
  - Students are informed of final grades for courses at the end of each academic term through the WVU Portal.
  - The person making a charge of academic dishonesty must notify the student in writing via WVU e-mail of the charge and penalty within 10 business days\* of discovering the infraction.
  - The individual or chair of the committee who imposed an academic penalty must notify the student in writing via WVU e-mail of the academic penalty.
- Prior to filing an appeal, students are strongly encouraged (but not required) to contact the individual or chair of the relevant committee who reported a final grade, made a charge of academic dishonesty, or imposed an academic penalty to express their concerns and attempt to resolve the issue. The individual or committee chair, or another informed individual, must meet with the student to provide information and evidence forming the basis for the grade, charge, or penalty. The course instructor reviews the evidence provided by the student, makes a decision to uphold or overturn the penalty, and informs the student within 10 business days following the meeting with the student. If the student is satisfied with the outcome or penalty, the case is closed. If the student is dissatisfied with the decision or outcome from the meeting with the instructor, the student must file a formal appeal with the instructor's Chair within 10 business days of receipt of the instructor's decision.

### **7.2 Appeal of a Penalty (e.g., A Grade Reduction, a Final Grade of Failure (F), an Unforgivable Grade of F, or Exclusion from Further Participation in the Course, Lab or Clinic):**

- Level 1 appeal (for final grades, charges of academic dishonesty<sup>1</sup>, and academic penalties):

- The student may begin an appeal by submitting a written appeal via WVU e-mail to the Chair\* within 10 business days of receipt of the instructor's decision. The student's appeal must include the documentation and evidence forming the basis of their appeal. In the case of a charge and/or penalty for academic dishonesty, the student may appeal the charge, the penalty, or both.
- The instructor that gave the grade, made the charge, or imposed the penalty must provide all relevant documentation (including the criteria for determining the student's final grade in the case of a final grade appeal) to the Chair upon their request.
- The Chair assesses the available evidence and makes a decision about the appeal based on that evidence. The Chair communicates the decision in writing via WVU e-mail to the student and other individuals that have been involved in the grade, charge, penalty, or appeal to that point and reports the outcome of the appeal via the University Academic Penalty and Appeal Repository. In the case of a final grade appeal, the Chair ensures that a grade modification is submitted if necessary.
- If the student accepts the Chair's decision, the appeal is concluded.

\*If the course director and the Chair are the same individual, the Associate Dean for Academic and Postdoctoral Affairs will serve as the Chair's level of review.

- Level 2 appeal (for final grades, charges of academic dishonesty<sup>1</sup>, and academic penalties):
  - If the student does not accept the Chair's appeal decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Dean of the School of Dentistry (Level 2 reviewer) within the 10 business days after the receipt of the Chair's decision.
  - The Chair forwards all materials included in the appeal to the Dean. Both the student and other individuals or committees may provide additional information if they wish.
  - The Dean assesses the available evidence and makes a decision about the appeal based on that evidence. The Dean communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the grade, charge, penalty, or appeal to that point, including the Level 1 appeal reviewer, and reports the outcome of the appeal via the University Academic Penalty and Appeal Repository. In the case of a final grade appeal, the Dean ensures that a grade modification is submitted if necessary.
  - If the student accepts the Dean's decision, the appeal is concluded. If the appeal concerned a final grade, a charge of academic dishonesty without a penalty of program suspension or dismissal, or an academic penalty other than program dismissal, **the appeal is concluded and the Dean's decision is final.**

### 7.3 Appeal of a Sanction (i.e., Probation, Suspension, or Dismissal):

- Level 1 appeal (for suspension or dismissal from a program for academic dishonesty<sup>1</sup> or other academic penalties):



- The student may begin an appeal by submitting a written appeal via WVU e-mail to the DHAPS Committee within 10 business days of receipt of the Committee's decision. The student's appeal must include the documentation and evidence forming the basis of their appeal. In the case of a charge and/or penalty for academic dishonesty, the student may appeal the charge, the penalty, or both.
  - The Committee that made the charge or imposed the penalty must provide all relevant documentation (including the criteria for determining the student's final grade in the case of a final grade appeal) to the Chair upon their request.
  - The Committee will assess the available [evidence](#) and makes a decision about the appeal based on that evidence. The Committee communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the charge, penalty, or appeal to that point and reports the outcome of the appeal via the University Academic Penalty and Appeal Repository.
  - If the student accepts the Level 1 appeal decision, the appeal is concluded.
- Level 2 appeal (for suspension or dismissal from a program for academic dishonesty<sup>1</sup> or other academic penalties):
    - If the student does not accept the DHAPS Committee's decision, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Dean of the School of Dentistry (Level 2 reviewer) within the 10 business days after the receipt of the Committee's decision.
    - The Committee forwards all materials included in the appeal to the Dean. Both the student and other individuals or committees may provide additional information if they wish.
    - The Dean assesses the available [evidence](#) and makes a decision about the appeal based on that evidence. The Dean communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the DHAPS Committee, and reports the outcome of the appeal via the University Academic Penalty and Appeal Repository.
    - If the student accepts the Dean's decision, the appeal is concluded.
- Level 3 appeal (for suspension or dismissal from a program for academic dishonesty<sup>1</sup> or other academic penalties):
    - If the penalty is suspension from a program for academic dishonesty or dismissal from a program, the student may continue their appeal by submitting a written appeal via WVU e-mail to the Associate Provost for Undergraduate Education (Level 3 appeal reviewer) within the 10 business days after the receipt of the Dean's decision.
    - The Associate Provost may appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal. In the case of an academic penalty of program suspension or dismissal based on academic dishonesty, a hearing is required. SAHC procedures follow.
      - Members are appointed to the SAHC at the discretion of the Associate Provost and shall comprise at least three faculty members. At least one SAHC member should be from the program offering the course or the

student's program; at least one should be from outside the program offering the course or the student's program.

- The SAHC holds a joint hearing with the student and any individuals involved in making the academic dishonesty charge or imposing the academic penalty and may also convene additional individual meetings or request additional materials to collect further evidence. The hearing is set outside of the student's scheduled classes; should the student choose not to appear, the meeting will proceed as scheduled.
  - The student may be accompanied to the hearing or meetings or be advised by a person of his or her choice from the institution. Likewise, the faculty member, academic officer, or committee recommending academic suspension (for academic dishonesty) or dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.
  - In addition, for cases involving program suspension or dismissal based on academic dishonesty, the student may be accompanied to the hearing or meetings by an attorney, who may question witnesses and make arguments on behalf of the student.
  - Witnesses may be called by any of the parties involved.
  - A record of the SAHC hearing shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.
- The Associate Provost assesses the available evidence, including the recommendation of the Student Academic Hearing Committee, when available, and makes a decision about the appeal based on the evidence and recommendation. The reviewer communicates the decision in writing via WVU e-mail to the student, and other individuals or committees that have been involved in the charge, penalty, or appeal to that point, including the Levels 1 and 2 appeal reviewers.
  - The appeal is concluded. **The decision of the Associate Provost for Undergraduate Academic Affairs is final.**

<sup>1</sup> Charges of academic dishonesty must follow the Academic Dishonesty Form (ADF) available: [https://salesforceintegration.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhAeJPaz-enyrR3yhR0t5Y7-HJbG11MAqJnDcbVydRdt4c3wKNSUXGGWi5XPeMaUViI\\*](https://salesforceintegration.na1.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLblqZhAeJPaz-enyrR3yhR0t5Y7-HJbG11MAqJnDcbVydRdt4c3wKNSUXGGWi5XPeMaUViI*)  
This form must be completed and included as part of the student's academic file.