

WVU Dental Hygiene Academic Standards Document

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

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WVU Dental Hygiene Academic Standards

SECTION 1. PURPOSE & SCOPE

1.1 Purpose

Health care professions occupy a unique position in American society in that they are accorded certain privileges not given to the population at large. In return for these privileges, society demands that each profession maintain certain standards in the preparation, licensing, and practice of its members. These standards are especially significant in health professions, such as dental hygiene because the members of the profession are licensed to engage in activities that directly affect the physical and emotional well-being of other human beings.

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 knowledge and skills, professionalism, integrity, and their suitability for the practice of dental hygiene. These standards also reflect the Accreditation Standards for Dental Hygiene Programs published by the Commission on Dental Accreditation of the American Dental Association.

- 1.2. The WVU Dental Hygiene Professional Performance Standards are in accordance with the [WVU Academic Standards in the Undergraduate Catalog](#) and the [Graduate/Professional Catalog](#) with Program specific standards as delineated in this document.

1.3. Jurisdiction:

1.3.1. Dental Hygiene Academic Standards Scope

The policy set forth in this section applies to all intramural and extramural academic settings of the dental hygiene 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 all on campus and off campus activities, and are in conformity with the West Virginia University Board of Governors Governance Rule 1.6, Academic Rule 2.5, and Student Life Rule 6.1.

1.3.1.1 The WVU Dental Hygiene Academic Standards are limited to all students (undergraduate and graduate) enrolled in the dental hygiene program and organizations at West Virginia University School of Dentistry. By enrolling in the Dental Hygiene program of West Virginia University, the student agrees to abide by this policy outlined herein as requisite for continued enrollment in this curriculum and graduation. Knowledge of and conformity to this policy is the student's responsibility.

1.3.1.2. In order to reach the goals and fulfill the mission of the WVU Dental Hygiene Program, 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.

1.3.2. WVU Statement on Academic Rights, Penalties, and Appeal:

The policies described in this section are based on the [Board of Governors Rules and Policies](#) Academics Rule 2.5, Student Rights and Responsibilities. This section expands the general policy to include procedures for undergraduate, graduate, and professional students at WVU (including the divisional campuses in Beckley and Keyser, but subject to exclusions as defined in individual policies).

A student, by voluntarily accepting admission to West Virginia University (WVU) or enrolling in a class or course of study offered by WVU, accepts the academic requirements and criteria of the institution. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time with reasonable notice provided to students. It is the student's responsibility to fulfill coursework and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program. Students are expected to adhere to academic requirements and standards in all academic settings, such as classrooms, laboratories, and clinics, and during any activities that are part of academic requirements. Further, WVU students are citizens of a broader academic community. As such, the University expects that every member of its academic community shares its historic and traditional commitment to honesty, integrity, and the search for truth. To meet these standards, academic dishonesty is prohibited and is subject to both academic and disciplinary penalties. Information on these penalties, as well as all associated procedures, are found in the [West Virginia University Academic Integrity Policy](#). Please note that, to the extent there is any inconsistency with the language in the catalog and the BOG Academics Rule 2.5 or the WVU Policy on Student Academic Integrity, the BOG Rule and the WVU Policy govern, please refer to the BOG Rule and WVU Policy for the most current language.

Any question of interpretation regarding student rights and responsibilities, academic penalties, or appeal processes for final grades or other academic penalties shall be referred to the Provost and Vice President of Academic Affairs, the Vice President for Health Sciences, or the divisional campus President, as appropriate, for final determination.

Any behaviors not academic in nature but related to student conduct should be referred to the Campus Student Code as stipulated in [Board of Governors Rules and Policies](#) Student Life Rule 6.1.

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

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

- 2.1.1. Achieve an integrative mastery of the discipline of dental hygiene, maintain the motivation to gain such mastery, develop the professional skills required for dental hygiene degree, and demonstrate the professional responsibility necessary for the practice of dental hygiene;
- 2.1.2. Be considerate toward patients, instructors, staff, and each other;
- 2.1.3. Fulfill the criteria and requirements for satisfactory academic and clinical progress and successful completion of the dental hygiene curriculum as stated in the following policies and documents:
 - West Virginia University Catalog;
 - Syllabus of each course;
 - Dental Hygiene Clinical Manual;
 - Dental Hygiene Academic Standards;
 - Dental Hygiene Professional Performance Standards;
 - Dental Hygiene Academic Integrity Policy
 - 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 and West Virginia University for all academic and clinical settings and all on campus and off campus behavior and activities.

2.2. Statement of Student's Rights

Each student at West Virginia University has the following academic rights (as well as others (see BOG Academics Rule 2.5 – Student Rights and Responsibilities and the BOG Student Life Rule 6.1 – Student Rights and Responsibilities):

- 2.2.1. Right to be graded or have his/her performance evaluated solely according to performance in the course as measured against academic 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 [WVU BOG Student Life Rule 6.1](#) that include (1) freedom of expression and assembly, (2) freedom of association, and (3) privacy.

- 2.2.2. Right to appeal any final grade, charge of academic dishonesty, or other academic penalty.
- 2.2.3. Right to access a copy of the University catalog and program documents in which all current program requirements and standards are described (e.g. required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade point average, probation standards, professional standards, etc.). See [WVU Dental Hygiene Program Policies and documents](#)
- 2.2.3. Right to receive course syllabi with descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).
- 2.2.4. Right to assigned grades issued from the instructor of each course to students enrolled in the course consistent with the academic rights set out in the preceding sections.

2.3. Obligations of Faculty

Instructors must immediately report all alleged violations of the Dental Hygiene Academic Standards to the Chair of the Dental Hygiene Academic and Professional Standards Committee (DHAPS). 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 academic 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 please refer to the [WVU Academic and Professional Standards for Graduate Students](#).

SECTION 3. EVALUATION

3.1 Definition of Grading System

Please refer to the [WVU Grading System](#) for more information and definitions.

3.1.1. 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 = 4 points

B = 3 points

C = 2 points

D = 1 point

F/FNA/FSA/IF/UF = 0 points

3.1.1.1. Institutional GPA

The institutional GPA is computed based on all work taken in the West Virginia University system for which a student received a letter grade (A-F) except for grades excluded under the provisions of the D/F Repeat Policy.

3.1.1.2. Transfer GPA

3.1.1.2.1. The transfer GPA is computed for all domestic and international transfer work from properly accredited institutions.

3.1.1.2.2. The transfer GPA is used to decide eligibility for admission to the WVU system and individual majors. Please review Rules Governing Transfer Work in the [Coursework Done Out of Residence](#) Policy.

3.1.1.3. Overall GPA

3.1.1.3.1. The overall GPA is calculated from the combined institutional and transfer GPA.

3.1.1.3.2. The overall GPA is used for graduation status, programmatic standards, academic awards, Latin honors, probation and suspension, and state and federal financial aid eligibility. Please review information on the [Student Financial Support and Services](#) page for detailed information regarding financial aid eligibility.

3.1.1.4. Dental Hygiene/Science GPA

The Dental Hygiene/Science GPA is calculated from the average of grades earned in all attempts of the following courses, or their equivalent:

- Biology 102 and 104
- Chemistry 111 and 112
- Human Nutrition and Food 171
- Microbiology 200
- Pathology, Anatomy, and Laboratory Medicine 107, 207, 300, 302, and 309
- Pharmacology 260
- All additional science courses completed
- All dental hygiene courses

3.1.1.5. GPA Calculation Exceptions

The GPA is computed on all work for which a student registers, with the following exceptions:

- 3.1.1.5.1. Courses with a grade of CR, H, PR, P, S, W, I, U, and X carry no grade value.
- 3.1.1.5.2. When a student receives the grade of "I" and the incomplete grade is replaced, the GPA is calculated on the basis of the replacement grade. If the "I" grade is not changed within the next semester, the grade is replaced with a grade of IF, which is included in the GPA.

3.1.2. Incomplete (I) Grade

A grade of I (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from the final examination, or because assignments are unavoidably incomplete, as determined by the instructor. Generally, the student will have been active in the course up until the last day of the 13th week of classes and earned at least a D- to be eligible to request an incomplete.

3.1.2.1. Incomplete Grade Policy

- 3.1.2.1.1. An instructor may not assign a grade of I without the student's agreement and an [Incomplete Contract](#). If a student has not requested an Incomplete, or the request for an Incomplete grade has been denied, the instructor should assign the grade earned in the course.
- 3.1.2.1.2. Within the Incomplete Contract, the instructor is required to indicate a grade earned for the course assuming no

additional work will be completed. Should the signed contract not be fulfilled, the instructor must either submit a grade of F or the grade indicated in the contract.

3.1.2.1.3. If the student is unable to complete the work during the following term for non-academic reasons, the term of the contract may be extended with permission of the Dean. Additionally, the term of the contract can be extended if the instructor is not available or a portion of the course, for some legitimate reason, cannot be completed within the original time frame.

3.1.2.1.4. An Incomplete grade not changed by the end of the next regular term, (fall and spring semesters) will be replaced with a grade of IF, and the class must be retaken to satisfy degree requirements as necessary. Under legitimate, extraordinary circumstances, with supporting documentation and the approval of the Dean, an instructor can submit a grade change for an IF within five years of when the course was taken.

3.1.2.1.5. All grades of I must either be resolved or replaced with an IF in order to graduate from West Virginia University.

3.1.2.2. Incomplete Grade Procedures

3.1.2.2.1. Students who wish to be considered for an Incomplete must request the incomplete form prior to the end of the term. If the instructor agrees, they will set the contractual conditions under which the grade of I will be changed to a letter grade and the student will sign the online contract. The grade of incomplete is not granted until the Incomplete Contract has been approved by the department and college.

3.1.2.2.2. The instructor should establish the date by which all work must be completed. Ideally, the date will be prior to the mid-semester point of the following regular term but may not be later than the last day of class of that term.

3.1.2.2.3. If the student does not complete the terms of contract, the instructor will assign the earned grade recorded on the contract at the time the Incomplete was assigned.

3.1.2.2.4. The student is not permitted to re-register for the course to complete the missing work and remove the grade of I.

- 3.1.2.2.5. Students may appeal any final grade imposed by a course instructor/coordinator, institution, or its constituent academic units through the procedures described in the [Academic Standards](#) section of the catalog.

3.1.3. Course Repeat

- 3.1.3.1. Dental Hygiene 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, but are not limited to, 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 repeated course (See [WVU Repeat Policy](#) for more information).
- 3.1.3.2. The Dental Hygiene Program will acknowledge West Virginia University's D/F repeat policy in relationship to determining the overall GPA, hours attempted, and hours earned. The Program will utilize both grades (original and repeat) to determine the dental hygiene/science GPA. 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.

3.1.4. 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 performance. This evaluation includes, but is not limited to:

- Assignment of grades by the teaching faculty;
- Review of academic performance by the Dental Hygiene Academic and Professional Standards Committee (DHAPS); and
- Review of academic integrity and adherence to all requirements noted in the Dental Hygiene Academic Standards, the Dental Hygiene Academic Integrity Policy, and corresponding WVU documents.

- 3.2.1. 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.

- 3.2.2. 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.
- 3.2.3. Upon receipt of the Notice of Outcome from the Director of Academic integrity, the Chair or designee shall review the information to determine if the sanction(s) should be handled through the Academic Standards process, or the Professional Performance Standards Process.
 - 3.2.3.1. The outcome will first be reviewed to determine if the University sanction result in a violation of the Dental Hygiene Academic Standards.
 - 3.2.3.2. The outcome will only be reviewed against the Dental Hygiene Professional Performance Standards if the sanction(s) does not result in a violation of the Dental Hygiene Academic Standards.
- 3.2.4. The DHAPS Committee will follow the processes and sanctions as determined in the Dental Hygiene Academic Standards document and the Dental Hygiene Professional Performance Standards document. The outcome(s) from these processes are separate sanctions from those imposed by the University.
- 3.3 The Department of Dental Hygiene reserves the right to withhold the baccalaureate or graduate 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 or graduate degree or has demonstrated unwillingness to accept the professional responsibility necessary to the practice of dental hygiene.**

SECTION 4. ACADEMIC STANDARDS

- 4.1** The Dental Hygiene Program 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 or graduate degree in dental hygiene.
- 4.2. Enrollment Standards**

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.

- 4.2.1. All undergraduate students enrolled in the dental hygiene program must maintain full-time status:
 - 12 or more credit hours in the fall and spring semesters, and
 - Four or more credit hours in the summers between their sophomore/junior year and junior/senior year.
- 4.2.2. Meet with the Chair or Dental Hygiene Academic Advisor 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.
- 4.2.3. Attend all advising appointments as scheduled.
 - 4.2.3.1. If students are unable to attend the meeting as originally scheduled, the appointment will be rescheduled after all other students have completed their appointments.
 - 4.2.3.2. Students will not be able to register for classes until they have successfully completed this advising session.
 - 4.2.3.3. Students who cannot attend their advising appointment due to recognized circumstances as outlined in the [Dental Hygiene Attendance Policy](#) will not be penalized for their absence and will be able to reschedule as the advisor's and the student's schedule permits.

4.3. 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, meetings, and activities as scheduled. Students are expected to be knowledgeable professionals, provide high quality patient care, and must achieve competency in all areas which necessitates **mandatory attendance**.

- 4.3.1 Comply with the [Dental Hygiene Attendance Policy](#).
- 4.3.2. Absences or tardiness for any reason must be reported to the Dental Hygiene Office.
- 4.3.3. Vacations should be planned during school breaks according to the Dental Hygiene Program's curriculum and required activities and the School of Dentistry's and the University's Academic/Events Calendars.
- 4.3.4. A leave of absence for medical reasons, bereavement, or military leave may be granted during the semester. Contact the Dental Hygiene Program's office immediately if such an issue should arise. (Please refer to the [Advising, Enrollment & Evaluation](#) for more information).

4.4. Scholastic Achievement

- 4.4.1. Students must maintain both overall and Dental Hygiene/science GPA of 2.50 or higher. These GPAs will be reported to hundredths place with the average rounded from the thousandth place. Averages with a thousandths place of 0.005 or higher will be rounded up to the nearest hundredth value. Conversely, averages with a thousandths place of 0.0049 will be rounded down to the nearest hundredth value. For example, a GPA of 3.377 would round to a 3.38, and a GPA of 2.373 would round to a 2.37.
- 4.4.2. A grade of D or F in a required dental hygiene course or failure to attain a 2.50 or higher overall or Dental Hygiene/science GPA in any semester will result in placing a student on academic probation for one semester.
 - 4.4.2.1. To have the academic probation rescinded, students have one semester to meet all terms and conditions of their probation, as defined by the DHAPS Committee.
 - 4.4.2.2. Students who fail to resolve any probationary conditions or fail to raise their overall or Dental Hygiene/science GPA to 2.50 or higher, risk sanctions up to and including dismissal from the Dental Hygiene Program.
- 4.4.3. The Dental Hygiene Program will utilize all grade attempts to determine the Dental Hygiene/science GPA. (See Section 3.1.3.2.)
- 4.4.4. 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.
- 4.4.5. A student who earns 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 the second attempt will result in dismissal from the dental hygiene program.
- 4.4.6. Dental Hygiene/science courses in which students fail to earn a grade of C or higher 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.

- 4.4.7. A student may repeat only **two** Dental Hygiene/science courses throughout the Dental Hygiene curriculum.
- 4.4.7.1. 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.
- 4.4.7.2. **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.
- 4.4.8. Only one of the four academic years may be repeated due to failure to meet Dental Hygiene academic standards and requirements.
- 4.4.9. 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.
- 4.4.9.1. The DHAPS Committee may also prescribe any additional course(s) to enhance the student's academic progress and psychomotor skills.
- 4.4.9.2. All grades earned during the repeated academic year must be C or higher, and the student must maintain an overall and Dental Hygiene/science GPA of 2.50 or higher.
- 4.4.10. Prior to entrance into the fall semester of the sophomore (2nd) year, a student must have successfully completed all science courses required in the first year of the curriculum.
- 4.4.11. 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.
- 4.4.12. Prior to entrance into the fall semester of the junior (3rd) 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.
- 4.4.13. 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 3rd and 4th 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.

4.5 Licensure Examinations

4.5.1. National Dental Hygiene Board Examination

National Dental Hygiene Board Examination (NDHBE) must be taken by all students as a requirement for graduation.

4.5.1.1. Approval for the NDHBE will be based on several factors including, but not limited to pending academic and professional sanctions, successful completion of all Program requirements through the fall semester senior year, and fulfillment of the requirements for NDHBE approval as stated in the DTHY 440 Senior Integration Seminar syllabus.

4.5.1.1.1. Students who have met all the aforementioned requirements, will be approved by the Chair and are eligible for the NDHBE after the conclusion of their fall semester senior year through the end of March.

4.5.1.1.2. Students who are unsuccessful in meeting the aforementioned requirements will be delayed in receiving approval from the Chair.

4.5.1.2. Students must submit evidence completing the NDHBE to the Department Chair by April 1 of the spring semester senior year. Failure to produce evidence will result in academic sanctions up to and including repeating the year or dismissal from the program.

4.5.1.3. **Successful completion (passing)** of the NDHBE is **not** a requirement for graduation; however, it is a requirement for licensure.

4.5.2. Clinical/Regional Boards

4.5.2.1. All students are required to complete a Dental Hygiene clinical board for licensure prior to graduation.

4.5.2.2. Students must submit evidence of sitting for a clinical/regional board to the Department Chair by the last academic day (last day of class) of the spring semester of the senior year. Failure to produce evidence will result in academic sanctions up to and including repeating the year or dismissal from the program.

4.5.2.3. **Successful completion (passing)** of a Clinical/Regional Board is **not** a requirement for graduation; however, it may be a requirement for state licensure.

- 4.5.3. **The School of Dentistry, Department of Dental Hygiene reserves the right to declare a student ineligible, prior to and after registration, for any licensure examination (national, regional, or state boards).**

SECTION 5. CONSEQUENCES OF FAILURE TO MEET ACADEMIC STANDARDS

5.1 Definition of Sanctions

A student enrolled in the WVU Dental Hygiene Program who fails to meet academic requirements or standards will be subject to one or more of the following academic penalties/sanctions:

5.1.1. A lower final grade, including failure of a course

A lower grade or failure of the course can be imposed by the course instructor/coordinator. If a student appeals a final grade, the grade shall remain in effect until the appeal is completed. These penalties do not preclude sanctions by the Dean.

5.1.2. Exclusion from a course/class, lab, clinic, and/or activities

Exclusion of a student from further participation in class prior to any appeal proceedings requires that the course instructor/coordinator obtain approval of the Dean.

5.1.3. Repeat Requirements

Students are required repetition or revision of a program requirement, or termination of the student's participation in specific program-related activities.

5.1.4. Failure of Program Requirement or Failure to Meet Academic Standards

Program requirements and standards must be described in the catalog or other program documents provided or available to students. Program requirements may include such items as passing a qualifying exam, maintaining progress on research, developing required technical skills, or meeting professional standards of conduct (including the avoidance of academic dishonesty).

5.1.5. Academic Probation at the Program or School Level for failure to Meet Program Requirements and Academic Standards

This sanction of academic 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, unless a different time period is specified by the DHAPS Committee, or the student may be subject to further sanctions, up to and including dismissal from the program.

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

- Dental Hygiene/science, and/or overall GPA is below 2.50 in any of the categories noted in Section 3.3.1;
 - *If a student maintains a Dental Hygiene/science and overall GPA of 2.50 or higher, but earns a semester GPA below 2.50, the student will receive a warning letter.
- Final grade of "D" or "F" in any course; and/or
- Other reasons, as determined by the DHAPS Committee.

5.1.5.2. 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 academic 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.

5.1.5.3. This is the minimal academic sanction imposed by the DHAPS Committee after receipt of a Notice of Outcome from the Director of Academic Integrity.

5.1.6. Academic Suspension at the Program or School Level for Failure to Meet Program Requirements and Academic Standards

The DHAPS Committee imposes this sanction. Suspension may not exceed one year unless specific circumstances dictate a longer time period. During the period of suspension, the student must petition the DHAPS Committee for reinstatement.

5.1.6.1. 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 will determine if the student should be reinstated and at what level in the program.

5.1.6.2. If a graduate or professional student appeals a penalty of program suspension, the dean of the college or school offering the student's program will determine if the student shall be allowed to continue in the program, and the conditions of that continuation until the case is determined.

5.1.7. Dismissal from the Dental Hygiene Program

Dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. The DHAPS Committee imposes this sanction. Dismissal is imposed as a result of deficiencies in meeting the academic standards considered by the Committee to be serious enough to terminate the student's continuation in the Dental Hygiene curriculum. A student may be academically dismissed from the Dental Hygiene Program and

remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution, including other divisional campuses ([BOG Academics Rule 2.5](#)).

- 5.1.7.1. In the event that a student's overall and/or Dental Hygiene/science GPA fall(s) below 2.50 in any given semester, and/or fails to meet academic standards and requirement, the student may be subject to dismissal.
- 5.1.7.2. A student who is dismissed from the Dental Hygiene program at any point in the curriculum must re-apply for readmission unless specifically not permitted, as specified by the DHAPS Committee.
- 5.1.7.3. 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;
 - Maintain full-time enrollment status (See Section 4.1.1);
 - Successfully repeat any additional course(s), as recommended by the DHAPS Committee, 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 for the corresponding year.
- 5.1.7.4. All grades earned while enrolled in the Dental Hygiene Program, including the dismissal year, will be calculated into the overall and Dental Hygiene/science GPA.
- 5.1.7.5. If a student appeals a penalty of program dismissal, the dean of the college or school offering the student's program will determine if the student shall be allowed to continue in the program, and the conditions of that continuation, until the case is determined.
- 5.1.7.6. Dismissal from the program must be communicated to the Associate Provost for Undergraduate or Graduate Academic Affairs And the Associate Vice President for Academic Affairs (Health Sciences Center students only) once the time limit for a student appeal has expired or the appeal process has been completed. The Associate Provost submits a request to the appropriate office to change the student's status to non-degree. Academic dismissal from the University requires consultation and approval from the Dean, the Associate Vice President for Academic Affairs (Health Sciences students only), and the Provost's Office.

SECTION 6. DETERMINATION OF SANCTIONS

6.1. DHAPS Committee

The DHAPS Committee is a standing committee of the School of Dentistry appointed annually by the Dean to review student progress. 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 recommended to be present for the initial discussion regarding all students enrolled in the curriculum at mid-semester and at the end of the semester. Non-voting members can attend informal hearings and special meetings and be involved in the deliberation but are excused prior to the Committee vote.

6.2. Academic Performance

6.2.1. At each midterm, the end of each term, the end of the summer session, and if warranted by special circumstances, each student's academic performance is evaluated against the standards set forth in Section 3.

6.2.2. 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 4.

6.2.3. 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.

6.2.4. Passing grades (i.e. grades of C or higher) must be achieved in all courses before a student can be considered for promotion to the following year or graduation.

6.3. Academic Integrity

Any outcome of the Academic Dishonesty Conduct Process that results in a Dental hygiene/science, and/or overall grade point average below 2.50 or receive a final grade of "D" or "F" may result in academic sanctions in accordance with this document.

SECTION 7. GENERAL INFORMATION REGARDING APPEALS OF ACADEMIC SANCTIONS

7.1. General Information

7.1.1. Students may appeal any final grade or other academic penalty described above and imposed by a course instructor/coordinator, the institution, or its constituent academic units through the procedures described in the WVU catalog Academic Standards section with the following exceptions:

- 7.1.1.1. Grades for individual course assignments cannot be appealed except in the context of a final grade appeal or a charge of academic dishonesty.
 - 7.1.1.2. University, college/school, or program probation based on failure to meet minimum GPA standards may not be appealed.
 - 7.1.1.3. University suspension of undergraduate students based on GPA may be appealed as described in the [Academic Standards section of the undergraduate catalog](#).
- 7.1.2. If a student appeals the penalty of program dismissal, the Dean will determine if the student shall be allowed to continue in the program, and the conditions of that continuation until the case is determined.
- 7.1.2.1. 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.
 - 7.1.2.2. Dismissal from the WVU Dental Hygiene Program must be communicated to the Associate Provost for Undergraduate or Graduate Academic Affairs and the Health Sciences Associate Vice President for Academic Affairs once the time limit for a student appeal has expired or the appeal process has been completed.
 - 7.1.2.3. The Associate Provost submits a request to the appropriate office to change the student's status to non-degree.
 - 7.1.2.4. Academic dismissal from the University requires consultation and approval from the Dean, the Associate Vice President for Academic Affairs (Health Sciences students only), and the Provost's Office.
 - 7.1.2.5. Additionally, the refund of tuition and fees depends on the individual student's situation, semester, date of withdrawal from course(s), etc. For more information and determination of what, if any, refund of tuition the student may be eligible to receive, please see [WVU Student Accounts](#) and [WVU Student Accounts Refunds](#).

7.2. Purpose

The primary purpose of the appeal procedure is to allow review of a final grade, charge of academic dishonesty, or other 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, and University standards and regulations.

- 7.2.1. 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](#).
- 7.2.2. An appeal may allege:
 - 7.2.2.1. The Dental Hygiene Program and/or the School of Dentistry does not have exclusive jurisdiction over the alleged violations; and/or
 - 7.2.2.2. The findings of facts and conclusions were not properly based upon the evidence as a whole; and/or
 - 7.2.2.3. The sanctions imposed are not appropriate under the circumstances or not within the DHAPS Committee's discretion.
- 7.2.3. 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.
- 7.2.4. Further guidance for students on preparing an appeal can be found in [Academic Standards Resources](#).
- 7.3.** If a student does not appeal a final grade, charge of academic dishonesty, or other 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 other academic penalty will be upheld, **regardless of whether or not the student is still enrolled in the course or program.**
- 7.4. Communication about appeals**

All communication with a student concerning an appeal must come directly from, or be directed to, the student.

 - 7.4.1. Although students and others involved in the appeal process may consult with third parties, appeals and communication about appeals should be conducted between the student and individuals or committees charged with reviewing the appeal.
 - 7.4.2. Communication may take place through written documents, email (using official University e-mail accounts whenever possible), and direct contact (telephone, face-to-face meetings, etc.).
 - 7.4.3. Decisions at each level of appeal must be communicated to the student and other individuals involved with the appeal at prior levels in writing transmitted via WVU e-mail.

7.5. Responsibility for appeal decisions

Detailed information about which individuals or committees are responsible for handling different types and levels of appeals is available in [Academic Standards Resources](#). These individuals may delegate this responsibility to a designee or to a standing or ad-hoc committee.

7.5.1. If an appeal reviewer was involved in the determination of a sanction or otherwise has a conflict of interest relevant to the appeal, a different appeal reviewer must be identified.

7.5.2. When necessary, decisions about who is responsible for appeal decisions will be made by the Associate Vice President for Academic Affairs in Health Sciences, the Provost, or the designee of any of these.

7.6. Evidence and meetings concerning appeals

Individuals and committees reviewing appeals may convene individual or joint meetings or request additional materials to collect further evidence.

7.6.1. The student may be accompanied to meetings concerning the grade, charge, penalty, or appeal by a person of his or her choice from the institution.

7.6.2. 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.

7.6.3. No attorneys, operating in that capacity, may participate in appeals involving academic standards. (See WVU [Academic Standards](#) document)

7.7. Summary

The following is a summary of the steps in the appeal process for failure to meet academic requirements or standards. In addition, a detailed list of the steps involved in each type of appeal is available on the Academic Standards Resources webpage on the [Detailed Appeal Procedures](#).

7.7.1. Students are notified of final grades and other academic penalties.

7.7.1.1. Students are informed of final grades for courses at the end of each academic term through the WVU Portal accessible at <https://portal.wvu.edu>.

7.7.1.2. 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.

7.7.1.3. 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 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 or penalty.

- 7.7.2. If the student requires materials from their file for the appeal, the student must provide the Dental Hygiene office with a written itemized request, via the WVU email system, at least two (2) academic days in advance.

SECTION 8. THE APPEAL PROCESS FOR ACADEMIC PENALTIES OR SANCTIONS

8.1. Level 1 Appeal (for final grades and other academic penalties)

- 8.1.1. The student may begin an appeal by submitting a written appeal via WVU e-mail to the DHAPS Committee Chair* within the time limit outlined below. The student's appeal must include the documentation and evidence forming the basis of their appeal.

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

8.1.1.1. Appeal of Final Grade:

The student must file the initial appeal within ten (10) academic days after the grade is posted.

8.1.1.2. Other Academic Penalties:

The student must file the initial appeal within ten (10) academic days of the date when the Charge was sent via email.

- 8.1.2. The course instructor that assigned the grade or Committee that 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 DHAPS Committee upon their request.
- 8.1.3. The DHAPS Committee assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Committee.
- 8.1.4. The Chair of the DHAPS committee 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 within ten (10) academic days after the student submits the appeal. The DHAPS Committee retains all

documentation related to the appeal for five (5) years. In the case of a final grade appeal, the Chair ensures that a grade modification is submitted if necessary.

8.1.5. If the student accepts the DHAPS Committee decision, the appeal is concluded.

8.2. Level 2 Appeal (for final grades and other academic penalties)

8.2.1. If the student does not accept the DHAPS Committee'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 ten (10) academic days of the date when the Level 1 appeal decision was sent via email.

8.2.2. The Chair of the DHAPS 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.

8.2.3. The Dean assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Dean.

8.2.4. 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, penalty, or appeal to that point, including the DHAPS Committee within ten (10) academic days after the student submits the Level 2 appeal. The Dean retains all documentation related to the appeal for five (5) years. In the case of a final grade appeal, the Dean ensures that a grade modification is submitted if necessary.

8.2.5. If the student accepts the Dean's decision, the appeal is concluded.

8.2.6. If the appeal concerned a final grade or an academic penalty other than program dismissal, the appeal is concluded and the Dean's decision is final.

8.3. Level 3 Appeal (dismissal from a program)

8.3.1. If the penalty is 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 ten (10) academic days of the date when the Level 2 appeal decision was sent via email.

8.3.2. The Dean forwards all materials included in the appeal to the Associate Provost and the student upon request from the Associate Provost. Both the student and other individuals or committees may provide additional information if they wish.

8.3.3. The Associate Provost may (but is not required to) appoint and convene a Student Academic Hearing Committee (SAHC) to hear the case and review the appeal.

- 8.3.3.1. 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, and at least one SAHC member should be from outside the program offering the course or the student's program.
- 8.3.3.2. 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.
- 8.3.3.3. 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 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.
- 8.3.3.4. Witnesses may be called by any of the parties involved.
- 8.3.4. A record of the SAHC hearing shall be prepared in the form of summary minutes or an audio recording. This record and relevant attachments will be provided to the student upon request.
- 8.3.5. 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.
- 8.3.6. The Associate Provost 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 the Dean at the discretion of the Provost's office.
- 8.3.7. The appeal is concluded. The decision of the Associate Provost is final.

SECTION 9. DEFINITIONS

- 9.1. "Academic Days" means any day that the University is open for instruction of students, which includes finals and summer terms, but does not include the winter term. If classes are canceled for the entire campus, for any portion of a day, the day will not be deemed an academic day.

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- 9.2.** “West Virginia University Board of Governors” (BOG) is the Board 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.
- 9.3.** “President” is 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).
- 9.4.** “Associate Provost” means the Associate Provost of West Virginia University or designee or undergraduate or graduate academic affairs.
- 9.5.** “HSC Associate Vice President for Academic Affairs” refers to the WVU Health Sciences Center Associate Vice President for Academic Affairs or designee.
- 9.6.** “Dean” means the Dean of a College or School or designee, including a committee.
- 9.7.** “Faculty” are those employees of the Board of Governors, as defined in BOG Policy 2, who are assigned to the West Virginia University Health Sciences Center.
- 9.8.** “Staff” are those employees not defined as faculty, who are assigned to the West Virginia University Health Sciences Center.
- 9.9.** “Chair” means the Chair of the Dental Hygiene Academic and Professional Standards Committee or designee.
- 9.10.** “DHAPS Committee” means the Dental Hygiene Academic and Professional Standards Committee.
- 9.11.** “Student” means all persons taking or auditing courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies; persons who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission; or persons who are living in University supervised housing at any time, even if not enrolled at the University. A person will continue to be a “Student” until such status is terminated upon the occurrence of one or more of the following events:
- 9.11.1.** Graduation (without any indication of intent to pursue post graduate activities at the University during the following semester);
 - 9.11.2.** Voluntary withdrawal of the student from West Virginia University; or
 - 9.11.3.** Involuntary dismissal (or other withdrawal of the student initiated by the University) from all programs and activities of the University, and the

exhaustion of all internal grievance procedures to redress the dismissal or withdrawal (if applicable).

- 9.12.** "Intramural" refers to 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.
- 9.13.** "Extramural" refers to all settings external to the West Virginia University Health Sciences Center or its affiliates.
- 9.14.** "On Campus" refers to any building, space, or other University owned or leased properties.
- 9.15.** "Off Campus" refers to any building, space, or other non-University owned or leased properties.
- 9.16.** "Required Dental Hygiene Courses" are all courses required by the WVU Dental Hygiene Program as outlined in the curricular plan. In order to reach the goals and fulfill the mission of the Dental Hygiene Program and the School of Dentistry, the curricular plan is 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 required courses and curricular plan without prior notice.