

# REQUIREMENTS FOR PROMOTION AND GRADUATION

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## Freshmen

All students will be reviewed by the Student Performance Committee each quarter. Possible outcomes of this review may include, but not be limited to:

1. promotion,
2. continuation of current status,
3. probation,
4. repetition of an academic year,
5. dismissal, or
6. any other recommendation deemed appropriate according to the guidelines set out below:
  - a. Semester: a student is expected to earn a 2.00 GPA in didactic and a 2.00 GPA in technique courses for each semester.
  - b. Year: a student is expected to earn a 2.00 GPA in didactic and a 2.00 GPA in technique courses for the academic year.
  - c. Failure of one or more courses may result in recommendation(s) for, but not be limited to:
    - i. dismissal from School,
    - ii. repeating the failed course(s)
    - iii. repeating the entire freshman curriculum
    - iv. placement on probation.
  - d. Failure to obtain a 2.00 GPA in didactic and/or a 2.00 GPA in technique courses for each semester and/or for the year may result in recommendation(s) for, but not be limited to:
    - i. dismissal from School
    - ii. repeating the entire freshman curriculum
    - iii. placement on probation.
  - e. A student who has failed one or more courses and who is allowed to continue must convert those grades to passing grades prior to registration for the Fall Semester of the next academic year.
  - f. Incompletes: didactic and technique incomplete grades occurring during the first semester must be converted to passing grades within thirty calendar days after the first day of the second semester. Didactic and technique incomplete grades occurring during the second semester must be converted to a passing grade within thirty calendar days after completion of the second semester. Failure to remove an incomplete grade within the specified period of time will result in the assignment of a grade of "F"
  - g. All competency examinations must be successfully completed prior to being allowed to register for the Fall Semester of the next academic year regardless of the outcomes of courses taken and GPAs attained.
  - h. All non-academic obligations (i.e. surveys, etc.) must be completed prior to being allowed to register for the next academic semester regardless of the outcomes of courses taken and GPAs attained.

## Sophomores

All students will be reviewed by the Student Performance Committee each quarter. Possible outcomes of this review may include, but not be limited to:

1. promotion,
2. continuation of current status,
3. probation,
4. repetition of an academic year,
5. dismissal, or
6. any other recommendation deemed appropriate according to the guidelines set out below:
  - a. Semester: a student is expected to earn a 2.00 GPA in didactic and a 2.00 GPA in technique courses for each semester.
  - b. Year: a student is expected to earn a 2.00 G.P.A. in didactic and a 2.00 GPA in technique courses for the academic year as well as obtain a cumulative GPA of 2.00 in didactic courses and a cumulative GPA of 2.00 in technique courses.
  - c. Failure of one or more courses may result in recommendation(s) for, but not be limited to:
    - i. dismissal from School,
    - ii. repeating the failed course(s),
    - iii. repeating the entire sophomore curriculum, or
    - iv. placement on probation.
  - d. Failure to obtain a semester or cumulative 2.00 GPA in didactic courses and/or obtain a semester or cumulative 2.00 GPA in technique courses may result in recommendation(s) for, but not be limited to:
    - i. dismissal from School,
    - ii. repeating the entire sophomore curriculum,
    - iii. placement on probation.
  - e. A student who has failed one or more courses and who is allowed to continue must convert those grades to passing grades prior to registration for the Fall Semester of the next academic year. Participation in summer clinic activity prior to the removal of the failure(s) will be subject to the recommendation of the Student Performance Committee.
  - f. Incompletes: didactic and technique incomplete grades occurring during the first semester must be converted to passing grades within thirty calendar days after the first day of the second semester. Didactic and technique incompletes occurring during the second semester must be converted to passing grades within thirty calendar days after completion of the second semester. Failure to remove an incomplete grade within the specified period of time will result in the assignment of a grade of "F" Participation in summer clinic activity prior to the removal of the incomplete(s) will be subject to the recommendation of the Student Performance Committee.
  - g. All competency examinations must be successfully completed prior to being allowed to participate in clinical activities and being allowed to register for the Fall Semester of the next academic year regardless of the outcomes of courses taken and GPA's attained.
  - h. All non-academic obligations (i.e. surveys, etc.) must be completed prior to being allowed to register for the next academic semester regardless of the outcomes of courses taken and GPAs attained.

## Juniors

All students will be reviewed by the Student Performance Committee each quarter. Possible outcomes of this review may include, but not be limited to:

1. promotion,
2. continuation of current status,
3. probation,
4. repetition of an academic year,
5. dismissal, or
6. any other recommendation deemed appropriate according to the guidelines set out below:
  - a. Semester: a student is expected to earn a 2.00 GPA in didactic and a 2.00 GPA in clinical courses for each semester.
  - b. Year: a student is expected to earn a 2.00 GPA in didactic and a 2.00 GPA in clinical courses for the academic year as well as obtain a cumulative GPA of 2.00 in didactic courses and a cumulative GPA of 2.00 in technique/clinical courses.
  - c. Failure to obtain a semester or cumulative 2.00 GPA in didactic courses and/or obtain a semester or cumulative 2.00 GPA in technique/clinical courses may result in recommendation(s) for, but not be limited to:
    - i. dismissal from School,
    - ii. repeating the entire junior curriculum,
    - iii. placement on probation.
  - d. Failure of one or more didactic courses may result in recommendations(s) for, but not be limited to:
    - i. dismissal from School,
    - ii. repeating the failed course(s),
    - iii. repeating the entire junior curriculum, or
    - iv. placement on probation.
  - e. A student who has failed one or more didactic courses and who is allowed to continue must convert those grades to passing grades prior to registration for the Fall Semester of the next academic year. Continued participation in clinical activity prior to the removal of the failure(s) will be subject to the recommendation of the Student Performance Committee.
  - f. Failure of one or more clinical courses may result in recommendation(s) for but not be limited to:
    - i. dismissal from School,
    - ii. repeating the entire junior curriculum,
    - iii. continuation in the curriculum on a limited basis or as a "special student" or
    - iv. placement on probation.
  - g. A student who has failed one or more clinical courses and who is allowed to continue without repeating the entire junior curriculum will have the degree of participation in the senior curriculum determined by the Student Performance Committee as defined in the Policy for Students who Fail to Meet Clinical Performance Standards.
  - h. Didactic incompletes: didactic incomplete grades occurring during the first semester must be converted to passing grades within thirty calendar days after the first day of the second semester. Didactic incomplete grades occurring during the second semester must be converted to passing grades within thirty calendar days after completion of the second semester. Failure to remove an incomplete grade within the specified period of time will result in the assignment of a grade of "F." Continued participation in clinical activity prior to the removal of the didactic incomplete(s) will be subject to the recommendation of the Student Performance Committee.
  - i. Clinical incompletes: clinical incomplete grades are managed in accordance with the Policy for Students Who Fail To Meet Clinical Performance Standards as presented below.
    - i. Junior students who complete third year departmental clinic performance standards may begin to work for senior credit immediately or at the start of the Summer Term / Summer Clinic (departmental option).
      1. Junior students who have not met departmental clinic performance standards by the final clinic session of the Spring Term will receive a grade of "I" in all courses where obligations remain. They will be given until the conclusion of the Summer Term with no penalty to complete them. They may work for senior credit in all departments in which they are done while they are converting the "I" grade(s) to passing marks.
      2. Junior students who have not successfully completed all clinical competency examinations by the final session of the Spring Term will be given until the final session of the Summer Term to complete them. They may work for senior credit in all departments in which they are done while they are working on successfully completing their clinical competency examinations.
      3. Junior students who have not met all departmental clinic performance standards or successfully completed all clinical competency examinations by the final clinic session of the Summer Term will have all "I" grades automatically converted to an "F" as a permanent grade of record that remains on the transcript. The Student Performance Committee will then meet to make a recommendation to the Dean regarding these students. This recommendation may include, but is not limited to:
        - a. the student may be required to register for a new course(s) to remediate the failing grade(s) and/or competency examination(s). This may delay graduation.
        - b. the Student Performance Committee will determine whether the student will be allowed to work for senior credit in any course except to serve scheduled block rotations until all failing clinic grades have been converted to passing marks and all clinical competency examinations have been successfully completed
        - c. the student may repeat the junior year
        - d. the student may be dismissed from School
        - e. Senior students must meet all departmental clinical performance standards and successfully complete all Dental School Competency Examinations prior to being eligible for certification for graduation.
    - j. All competency examinations must be successfully completed prior to becoming eligible to register for the Fall Semester of the next academic year; prior to becoming eligible to take Part II of the National Board Examination; and prior to becoming eligible to taking the Senior Clinical Examination (Mock Board) regardless of the outcomes of courses taken and GPAs attained.
    - k. All non-academic obligations (i.e. surveys, etc.) must be completed prior to being allowed to register for the next academic

semester regardless of the outcomes of courses taken and GPAs attained.

## Seniors

All students will be reviewed by the Student Performance Committee each quarter. Possible outcomes of this review may include, but not be limited to:

1. promotion,
  2. continuation of current status,
  3. probation,
  4. repetition of an academic year,
  5. dismissal, or
  6. any other recommendation deemed appropriate according to the guidelines set out below:
    - a. In order to be eligible for graduation, a senior dental student must have
      - i. earned a four year cumulative GPA of not less than 2.00 for all courses,
      - ii. earned no less than a 2.00 GPA in the didactic courses of the senior year,
      - iii. earned no less than a 2.00 GPA in the clinical courses of the senior year,
      - iv. converted all incomplete and/or failing grades to passing grades,
      - v. successfully completed all competency examinations offered during the freshman, sophomore, junior and senior academic years, including the Senior Clinical Examination (Mock Board), and
      - vi. successfully completed all non-academic obligations to the school and to the University. Failure to meet these requirements for graduation may be reviewed by the Student Performance Committee. Recommendations may include, but are not limited to:
        1. dismissal from School,
        2. repeating the entire senior curriculum, or
        3. continuation in a specified curriculum with requirements which, if met, are designed to establish eligibility for graduation.
    - b. Incompletes: didactic incomplete grades occurring during the first semester must be converted to passing grades within thirty calendar days after the first day of the second semester. Failure to remove an incomplete grade within the specified period of time will result in the assignment of a grade of "F." Continued participation in clinical activity prior to the removal of the didactic incomplete(s) will be subject to the recommendation of the Student Performance Committee.
    - c. A senior student having any incomplete or failing grades at the end of the academic year will be considered by the Student Performance Committee. Recommendations may include, but are not limited to, one of the following courses of action:
      - i. dismissal from School,
      - ii. repeating the entire senior curriculum,
      - iii. continuation in the senior curriculum for an additional two week extension from the date of Commencement as provided by the Office of the Registrar to complete one's studies in time to receive a May diploma, or
      - iv. enrollment in the summer session, after registration and payment of required tuition, in a specified program of study designed to establish eligibility for a later graduation.
- Students who receive recommendation (3) above but who fail to complete their academic obligations in the two week "window" provided may be reviewed by the Student Performance Committee for recommendations that may include, but not be limited to (1), (2), or (4) above. Once registration in the summer session occurs, at its conclusion, the student may again be considered by the Student Performance Committee. Recommendations may include, but are not limited to:
1. graduation,
  2. dismissal from School, or
  3. continuation in an additional specified program of study.
- d. Senior Clinical Examination (Mock Board)
    - i. In order to be eligible to take either the patient-based or nonpatient-based sections of the Senior Clinical Examination (Mock Board), the student must have successfully completed all first, second, and third year curriculum requirements and successfully completed all competency examinations offered during the first, second, and third years of study. Certification of eligibility is determined by the Student Performance Committee and is recommended to the Dean. This is generally done during the fall semester near the end of the first quarter or the beginning of the second quarter.
    - ii. Students will be required to take and successfully complete the Senior Clinical Examination (Mock Board) to be eligible for graduation. Failure to take and successfully complete this Examination and any necessary remediation will result in a review by the Student Performance Committee.
    - iii. Any segment of the Senior Clinical Examination (Mock Board) that is not passed will require mandatory remediation in the area(s) not successfully completed (laboratory, clinical or didactic sections). The remediation program will be arranged by the department with academic responsibility for teaching the involved discipline(s), when possible. This program can involve the use of models, typodont teeth or extracted teeth or it may use a lecture/examination format. Its purpose is to assist the student in overcoming identified areas of weakness.
    - iv. After successful completion of the remediation program, the student will be eligible to take a second examination covering the section(s) previously failed.
  - e. Integrated National Board Dental Examination (INBDE)
    - i. To be eligible to take the INBDE, the student must: be registered as a senior student in the School of Dentistry; have successfully completed all first, second, and third year curriculum requirements; and have successfully completed all competency examinations offered during the first, second, and third years of study. Certification of eligibility is determined by the Student Performance Committee and is recommended to the Dean. This is generally done in the fall semester near the end of the first quarter or the beginning of the second quarter.
    - ii. Students may make application to take this examination anytime during the fall semester. If eligibility requirements are met, the Assistant/Associate Dean for Academic Affairs will verify such with the American Dental Association and approval to take the examination will be granted. Creighton University School of Dentistry students will not, however, be allowed to take this examination prior to the conclusion of the

first semester didactic curriculum, including all associated final examinations.

- f. Licensure Examinations Prior to Graduation
  - i. To be eligible to take a licensing examination prior to graduation, the student must successfully complete the applicable section(s) of the Senior Clinical Examination (Mock Board) that correspond(s) to the portions of the licensure examination being attempted. For those who fail to do this on their initial attempt, successful completion of any necessary remediation as well as successful completion of appropriate re-examination(s) will be required.
  - ii. Certification of eligibility, based upon these criteria, will be determined by the Student Performance Committee and will be recommended to the Dean.

### Advanced Standing Students

All advanced standing students will be reviewed individually by the Student Performance Committee each quarter. Possible outcomes of this review may include, but not be limited to:

1. promotion,
2. continuation of current status,
3. probation,
4. repetition of an academic year,
5. dismissal, or
6. any other recommendation deemed appropriate according to the guidelines set out below:
  - a. In order to be eligible for promotion to the next academic year, an advanced standing dental student must meet the same standards as the traditionally enrolled students who are participating in the same academic year.
  - b. In order to be eligible for graduation, an advanced standing dental student must have
    - i. earned cumulative G.P.A. of not less than 2.00 for all courses,
    - ii. earned no less than a 2.00 G.P.A. in the didactic courses of the final year,
    - iii. earned no less than a 2.00 G.P.A. in the clinical courses of the final year,
    - iv. converted all incomplete and/or failing grades to passing grades,
    - v. successfully completed all competency examinations offered during the academic years attended, including the Senior Clinical Examination (Mock Board),
    - vi. completed a OneWorld block rotation, and
    - vii. successfully completed all non-academic obligations to the School and to the University. Failure to meet these requirements for graduation may be reviewed by the Student Performance Committee. Recommendations may include, but are not limited to:
      1. dismissal from School,
      2. repeating the entire final year curriculum, or
      3. continuation in a specified curriculum with requirements which, if met, are designed to establish eligibility for graduation.
  - c. Incompletes: didactic incomplete grades occurring during any first semester must be converted to passing grades within thirty calendar days after the first day of the second semester. Failure to remove an incomplete grade within the specified period of time will result in the assignment of a grade of "F." Continued participation in clinical activity prior to the removal of the didactic incomplete(s) will be subject to the recommendation of the Student Performance Committee.
  - d. An advanced standing student having any incomplete or failing grades at the end of an academic year will be considered by the Student Performance Committee. Recommendations may include, but are not limited to, one of the following courses of action:
    - i. dismissal from School,
    - ii. repeating the entire affected year's curriculum,
    - iii. continuation in the final year's curriculum for an additional two week extension from the date of Commencement as provided by the Office of the Registrar to complete one's studies in time to receive a May diploma, or
    - iv. enrollment in the summer session, after registration and payment of required tuition, in a specified program of study designed to establish eligibility for a later graduation. Students who receive recommendation (3) above but who fail to complete their academic obligations in the two week "window" provided may be reviewed by the Student Performance Committee for recommendations that may include, but not be limited to (1), (2), or (4) above. Once registration in the summer session occurs, at its conclusion, the student may again be considered by the Student Performance Committee. Recommendations may include, but are not limited to:
      1. graduation,
      2. dismissal from School, or
      3. continuation in an additional specified program of study.
  - e. Senior Clinical Examination (Mock Board)
    - i. In order to be eligible to take either the patient-based or nonpatient-based sections of the Senior Clinical Examination (Mock Board), the student must have successfully completed all curriculum requirements and successfully completed all competency examinations offered during the period of study prior to the final year. Certification of eligibility is determined by the Student Performance Committee and is recommended to the Dean. This is generally done during the fall semester near the end of the first quarter or the beginning of the second quarter.
    - ii. Advanced standing students will be required to take and successfully complete the Senior Clinical Examination (Mock Board) to be eligible for graduation. Failure to take and successfully complete this Examination and any necessary remediation will result in a review by the Student Performance Committee.
    - iii. Any segment of the Senior Clinical Examination (Mock Board) that is not passed will require mandatory remediation in the area(s) not successfully completed (laboratory, clinical or didactic sections). The remediation program will be arranged by the department with academic responsibility for teaching the involved discipline(s), when possible. This program can involve the use of models, typodont teeth or extracted teeth or it may use a lecture/examination format. Its purpose is to assist the student in overcoming identified areas of weakness.
    - iv. After successful completion of the remediation program, the student will be eligible to take a second examination covering the section(s) previously failed.
  - f. Part II National Board Examination

- i. To be eligible to take Part II National Board, the advanced standing student must: be registered as an unclassified student in the School of Dentistry; have successfully completed all curriculum requirements for the year(s) prior to the final year; and have successfully completed all competency examinations offered during the year(s) of study prior to the final year. Certification of eligibility is determined by the Student Performance Committee and is recommended to the Dean. This is generally done in the fall semester near the end of the first quarter or the beginning of the second quarter.
- ii. Students may make application to take this examination anytime during the fall semester. If eligibility requirements are met, the Assistant/Associate Dean for Academic Affairs will verify such with the American Dental Association and approval to take the examination will be granted. Creighton University School of Dentistry students will not, however, be allowed to take this examination prior to the conclusion of the first semester didactic curriculum, including all associated final examinations.
- g. Licensure Examinations Prior to Graduation
  - i. To be eligible to take a licensing examination prior to graduation, the advanced standing student must successfully complete the applicable section(s) of the Senior Clinical Examination (Mock Board) that correspond(s) to the portions of the licensure examination being attempted. For those who fail to do this on their initial attempt, successful completion of any necessary remediation as well as successful completion of appropriate re-examination(s) will be required.
  - ii. Certification of eligibility, based upon these criteria, will be determined by the Student Performance Committee and will be recommended to the Dean.

Registration as a special/unclassified student will be managed by the Office of the Assistant / Associate Dean for Academic Affairs. For those students who need more time to become eligible for graduation, this process is mandatory. For those students who apply to become special/unclassified students after they have graduated, the request will only be honored in order to provide the student an opportunity to complete procedures that are in progress. The status of special/unclassified student will not be granted, nor should it be requested, in order to start new clinical procedures. In order to be enrolled as a special/unclassified student, a form requesting such action must be completed by both the student and a faculty member in the affected discipline(s). This form is available in the Office of the Assistant / Associate Dean for Academic Affairs and, once completed, should be returned to that office where it will be kept on file and a copy forwarded to the Assistant / Associate Dean for Clinical Services.

The Office of the Assistant / Associate Dean for Academic Affairs will provide all full-time clinical faculty with a list of the names of those students who have been granted special/unclassified student status on the first day the clinic is open following the University's issuance of diplomas and on the first day the clinic is open following any applicable grace period.

## Degree of Doctor of Dental Surgery

The Student Performance Committee may refuse to recommend for the degree of Doctor of Dental Surgery any student who has not:

1. met all financial indebtedness to the University,
2. satisfactorily completed all the prescribed courses,
3. complied with laboratory or clinical performances standards,
4. successfully completed all competency examinations, and/or
5. exhibited moral qualities appropriate to the profession of dentistry.

## Post Graduation Special/Unclassified Student Status

Students whose efforts to complete requirements for graduation extend beyond the University established date to have such work done to be eligible for a degree must apply for special/unclassified student status in order to continue their studies at the School of Dentistry because they are now considered by the Registrar as having entered the next academic term, an occurrence for which registration as a student is required. No grace period will be offered to complete work in order to maintain eligibility for a degree/diploma.

Students who complete their academic and non-academic obligations in a timely manner and who receive a diploma on the scheduled date must register as special/unclassified students if they are to continue to provide patient care at the School of Dentistry following graduation. Their status as student ended when the degree was conferred and, unless they register as a special/unclassified student, they will not be covered by the School of Dentistry's liability insurance policy.