



**OREGON HEALTH AND SCIENCE UNIVERISTY  
SCHOOL OF DENTISTRY  
ADVANCED EDUCATION COMMITTEE (AEC)  
CHARGE, RULES, AND PROCEDURES**

**I. GENERAL**

**a. Purpose**

The Advanced Education Committee (AEC) is a standing committee, established through the School of Dentistry Faculty Bylaws, whose purpose is to address academic and/or professionalism issues involving student learners/residents in the Advanced Education programs. The charge, rules, and procedures contained herein are separate from, yet in alignment with the Oregon Health & Science University (OHSU) Academic Policies and Procedures.

**b. Charge**

The AEC shall:

- i.** Review annually, and as necessary, update the School of Dentistry's Advanced Education programs on policies regarding master's degree, promotion, probation, remediation, retention of students, suspension, dismissal, readmission, transfer, Individualized academic achievement plans, issues related to professionalism, and graduation of Advanced Education students;
- ii.** Promote, place on academic probation, plan remediation, recommend suspension or dismissal, recommend readmission, review for transfer, approve leaves of absence, and recommend for graduation, Advanced Education students/residents in the School of Dentistry;
- iii.** Recommend policies and procedures related to the retention of students and other academic matters;
- iv.** Monitor student/resident clinical performance and take action consistent with any deficiencies noted. This may include the immediate suspension of a student/resident's privilege to treat patients;

- v. Meet at least once per term to monitor, discuss, and make decisions and/or recommendations related to student progress in the Advanced Education programs;
- vi. At the end of each academic year, deliver a summary of committee actions and recommendations to the extent permitted in the FERPA statutes of 1974 as amended, to the Dean and to the Faculty Council; and,
- vii. In making any determination that may affect the academic status of a student/resident, consider all relevant information, including but not limited to, the student's personal circumstances, grades, evaluations, skill level, and behavior.

**c. Membership**

- i. The AEC shall be comprised of:
  - 1. Voting Members:
    - a. Advanced Education Program Directors;
    - b. Associated Department Chairpersons;
    - c. Associate Dean for Clinical Informatics & Learner Engagement: and,
    - d. Senior Associate Dean for Clinical Systems.
  - 2. Non-voting Members
    - a. Senior Associate Dean for Academic Systems;
    - b. Director, Student Services; and,
    - c. Director, Assessment & Institutional Outcomes.

**d. Minutes of AEC Meetings**

- i. Once approved, minutes of each AEC meeting involving student/resident actions and/or recommendations shall be kept in a confidential file in the Office of Academic Systems. Minutes of meetings related to policy or procedure matters shall be posted on the faculty intranet.

**e. Hearing Recordings**

- i. Audio/video recordings and documents related to each AEC hearing involving students shall be kept in confidential files within the Office of Academic Systems.

**f. Notification of AEC Action**

Actions of the AEC shall be made known in a timely manner to affected students/residents, appropriate course directors of the School of Dentistry, and to others who have a legitimate educational interest as determined by the Chairperson of the AEC.

- i. Such actions include awarding of the MS degree, acknowledgment of superior performance, determination of academic probationary status, repetition of a course, term, or year, suspension, dismissal, or any other action specifically involving a student.
- ii. The Chair of the AEC shall notify the student/resident who is the subject of any AEC action either in person or virtually, or if the student is not available, in writing to the OHSU Banner address of record, or through the student's OHSU email within five business days after the action is determined. Such notification shall include formal written documentation for the student with a copy sent to the student/resident's academic file.
- iii. In the case of an absent student/resident, notification shall be sent to the student/resident via the student/resident's OHSU email and by certified mail with a receipt requested to the address of record as found in the OHSU Banner system. Enclosures shall include a copy of the Advanced Education Committee (AEC): Charge, Rules, and Procedures.

## **II. POLICIES AND PROCEDURES**

### **a. Minimum Standards for Graduation**

- i. In order to be recommended for graduation, a student/resident must meet OHSU and program-level graduation requirements in the following ways:
  - 1. Earn an official OHSU recorded grade of P or letter grade of B or better in every required course in the student's academic course catalog.
  - 2. Any student who has not remediated an "NP" (failing) or successfully completed an "I" grade (incomplete) shall not be recommended for graduation.

### **b. Time to Completion**

- i. The time from matriculation to granting of the Advanced Education degree/certificate shall be limited to one year beyond the standard length of the program. A documented Leave of Absence OHSU Policy 02-70-030 may extend the time to degree/certificate by no more than one year. Only one leave of absence is allowed during the prescribed academic program

and for no more than one year. Joint Degree Programs are excluded from this provision.

**c. Probation**

- i. A student/resident must be placed, or continued, on academic probation by the AEC when the student/resident's official OHSU academic record has a final grade of NP or letter grade of C or F recorded for any course. While on probation, a student is not eligible to hold office in any recognized OHSU or School of Dentistry organization including all forms of student government, unless an exemption is granted by the AEC. The student will remain on academic probation until remediation is complete.

**d. Repetition of the Year or Term**

- i. Repetition of a year or term must include enrollment in all courses, with the possible exception of courses in which a grade of "P" was earned without remediation. Each exception is granted on a case-by-case basis and is at the sole discretion of the AEC.

**e. Matriculation to Patient Care Services**

- i. Students/residents shall not be assigned to direct patient care as the primary provider or be permitted to attend special clinics without passing all appropriate pre-requisite courses.
- ii. The AEC may limit, modify, or suspend a student/resident's patient care activities if information indicates that patient care may be compromised based on a student/resident's lack of academic skills, clinical skills, and or behavioral preparation.

**f. Rectifying No Pass (NP) Course Grades**

- i. The AEC shall assess each student/resident's academic record, receive recommendations from the course director(s) and determine a course of action before a student/resident is allowed to rectify an "NP" exam or course grade.
- ii. In each case, the AEC shall consider the severity of the deficiency, review the student/resident's overall record, determine the academic status of each student, and determine whether course directors should proceed in allowing students/residents to rectify deficiencies:
  1. if performing additional course work or retaking the final exam is successful, the NP/C or F and the Remediated Grade or P will appear on the transcript in accordance with OHSU policy.
  2. if remediation is achieved by repeating the course in its entirety, both the NP/C or F grade and the subsequent earned grade will be entered onto the transcript in accordance with OHSU policy.

- iii. All grades of NP/C or F or Incomplete must be rectified in the manner determined by the AEC Committee. Students/residents will be notified of the AEC remediation plan in a timely manner by the Office of Academic Systems. Failure to remediate accordingly may lead to dismissal or repetition of the appropriate term or year. The AEC has the sole discretion to allow a student/resident to begin the subsequent year's work while the deficiency is being rectified.

**g. Dismissal**

- i. A student may be subject to dismissal by the AEC for reasons such as, but not limited to:
  - 1. Failure to abide by norms of personal deportment, standards of conduct, professionalism or ethics issued by the School of Dentistry, OHSU, and/or generally known in the profession.
  - 2. Failure to successfully remediate a course grade of NP/C or F.
  - 3. Placement on scholastic probation for three terms. The probationary terms need not be consecutive.

**h. Leaves of Absence**

- i. A student/resident in good standing may petition for a Leave of Absence (LOA). A Leave of Absence will not be granted solely because of poor academic performance. Requests for LOA's must comply with OHSU policy and procedures.
- ii. A student/resident can request a LOA for a maximum of one year (four consecutive quarters). Extensions beyond a year require a student/resident to complete a new LOA request, and approval is not guaranteed. LOA's do not obviate time-to-degree parameters.
- iii. The granting of all LOAs must be approved by the AEC as well as the conditions for re-matriculation following a leave of absence. However, the Senior Associate Dean for Academic Systems (or designee) may grant a leave of absence for up to 90 days in situations that require immediate attention. Such actions will be reported to AEC at the next scheduled meeting for further action and determination of conditions for re-matriculation.
- iv. In compliance with OHSU Policy and Procedures additional documentation may be required for students seeking medical leave or students called to active-duty military service.
- v. A student/resident on an LOA must inform the Senior Associate Dean for Academic Systems (or designee) in writing of his/her intention to re-matriculate at least two calendar months prior to the anticipated re-matriculation date; notification must include any supporting documentation required by the conditions of leave. Notification of a

student/resident's intent to return does not guarantee a right to return. Re-admission is at the sole discretion of the AEC based in part upon OHSU policy and space available. A student/resident who fails to return to the program within 12 months of initiating a leave of absence will be administratively withdrawn from the program.

- vi. Students/residents on an approved leave of absence do not register for courses and are not required to pay instructional or other fees. Access to OHSU or program facilities and services and use of faculty or staff time may be restricted according to policies established by the OHSU and the SOD Advanced Education program.

**i. Applications for Transfer**

- i. While it is not the policy of the SOD to accept transfer students/residents, an applicant for transfer must be recommended for admission to the SOD by the Advanced Education Committee. Following such a recommendation, the applicant's curriculum placement must be approved by the AEC. All information required by the Admissions Committee, related to academic credentials shall be available for review by the AEC prior to AEC action. Acceptance and program placement of a transfer student/resident is the sole responsibility of the AEC.

**III. HEARINGS**

**a. General**

- i. By majority vote, the AEC may determine that an in-person/virtual hearing is warranted thus allowing the student to explain relevant circumstances by process of a Review Hearing. This process is one in which student learners who have exhibited a pattern of academic and/or professionalism concerns meet with the AEC for the purpose of developing an Individual Academic Achievement Plan (IAAP). However, in situations where the academic performance or professional/ethical violations are so below standard, the AEC may vote for a more serious action or vote to move directly to a Disciplinary Hearing for the purpose of suspension and/or dismissal from their Advanced Education program.
- ii. In most, but not all cases, students/residents who do not meet the minimum standard expectations for academic performance, will have been identified at one or more of the regular meetings of the AEC.

**b. Review/Disciplinary Hearing Notification and Procedure**

- i. The Senior Associate Dean for Academic Systems must notify the student/resident of the action and expectations of the AEC, in writing, at

least ten (10) business days prior to the proceedings. If the student/resident is not present, this notification will be sent as an email attachment to the student/resident's OHSU email address and/or by registered courier and/or U.S. mail to the student/resident's address of record in the OHSU Student Information System.

- ii. The Senior Associate Dean for Academic Systems (or designee) shall assume the role of non-voting chairperson, act for the AEC, and shall determine the date for a review or disciplinary hearing to be convened. Such hearing date shall be no sooner than ten (10) business days after the notice of the hearing is sent to the student. Written notification to the student from the Senior Associate Dean for Academic Systems (or designee) shall include the following points:
  - 1. The committee's intention to review the student/resident's complete academic status and consider adverse action;
  - 2. A full description of the issues to be discussed;
  - 3. Referral to the Director, Student Services for counsel and to develop a plan for presentation of the relevant information;
  - 4. The student/resident's right to inspect the student/resident's personal educational records as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA);
  - 5. The date, time, and place of the hearing;
  - 6. The student/resident's entitlement to present relevant information to AEC; and,
  - 7. The Director, Student Services (or designee) will serve as the student/resident's advocate and will be present at the AEC review to act in an advisory role to the student/resident.

**c. AEC Determination Process**

In order to achieve an appropriate determination of the student's status, the AEC shall review all relevant information in the education record.

- i. The Senior Associate Dean for Academic Systems (or designee) will act as a non-voting chairperson, except as provided for in # v. below.

- ii. Relevant information from the student/resident's academic file will be available to members of the AEC for inspection during the meeting.
- iii. The student/resident will be invited to attend and to present relevant evidence to the Committee and to answer questions posed to the student/resident.
- iv. The AEC may interview School of Dentistry faculty, staff, and students, as deemed appropriate, who have information relevant to the student/resident's academic and professional knowledge, skill, and behavior.
- v. In executive session, a majority vote of the membership shall determine the outcome. In the event of a tie vote, the Senior Associate Dean for Academic Systems must cast the deciding vote.

**d. Notification to Student/Resident of Review Hearing Action**

- i. The Senior Associate Dean for Academic Systems must notify the student/resident of the Review hearing action, in writing, within five (5) business days following the AEC determination. If the student/resident is not present, this notification will be sent as an email attachment to the student's official OHSU email address and/or by registered courier and/or U.S. mail to the student/resident's address of record in the OHSU Student Information System.

**e. Notification to Student/Resident of Disciplinary Hearing Action**

- i. Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), in the event of an AEC recommendation for suspension or dismissal from the DMD program:
  - 1. Within 10 business days of the deliberations, the committee will submit the recommendation in writing to the Dean of the School of Dentistry for consideration, along with all supporting documentation.
  - 2. The Dean will consider the recommendation of the AEC and make a decision regarding the suspension or dismissal proceedings. The appropriate Dean will notify the student in writing within 10 business days of the decision. The decision is the final action for the Dean.



- ii. The notification will include one of the following decisions:
  - 1. Support the recommendation of the Advanced Education Committee (AEC);
  - 2. Grant another hearing by the same body if sufficient evidence has emerged since the original hearing to justify re-opening the case; or,
  - 3. Grant a new hearing by a body different from the AEC if the original procedure is judged to have been deficient.

#### **IV. PROCEDURES FOR APPEAL**

- a. Per [OHSU Policy No. 02-30-050, Student Suspension, Dismissal, and Appeal](#), a student has the right to appeal the decision of the School of Dentistry to the Provost within ten (10) business days from the time the student was notified of the decision (normally this would be the date of the letter given to the student from the appropriate Dean at the School of Dentistry). The student may not continue in the Advanced Education program pending the outcome of the appeal.
- b. The appeal must be in writing and must state explicitly the reasons why the student believes that the decision is unjust and should be reversed. Appeals may be made on the following grounds:
  - i. Failure of the SOD to follow established procedures with respect to the decision appealed from and the error resulted in prejudice to the student;
  - ii. New material information is available that could not have been presented at the time of the Disciplinary Hearing; or,
  - iii. The decision is in conflict with applicable law, rules, or OHSU Policies.
- c. The Provost shall review the matter and notify the student in writing of a final decision within 30 calendar days. The decision of the Provost is final.

#### **V. CUSTODY OF RECORDS**

- a. All records pertaining to formal hearings and appeals on matters related to the dismissal of students will be secured in the Office of Academic Systems at the School of Dentistry, for a minimum of seven (7) years.