

Progression Requirements – Dentistry

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GUIDELINES FOR THE ORGANIZATION OF THE ACADEMIC YEAR: DENTISTRY

Dentistry has adopted a two-term curriculum with an examination week(s) at the end of each term as follows:

- For Years 1, 2 and 3, a fall term shall normally comprise 14 weeks of classes plus a one week examination period*.
- For Years 1 and 2, a winter term shall normally comprise 16 weeks of classes plus a three week examination period.
- For Year 3, a winter term shall normally comprise 16 weeks of classes plus 8 weeks of Spring Clinic training, with final examinations normally scheduled on Mondays during the Spring Clinic.

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- For Year 4, a fall term shall normally comprise 15 weeks of classes and a winter term shall normally comprise 16 weeks of classes with final examinations interspersed in weeks 9 and 10 of that term.

The fall term, including the examination week, shall not extend beyond December 22 in any year.

The winter term shall begin on the Monday of the first full week in January.

No lectures, seminars, laboratory or clinical sessions shall be scheduled for Years 1, 2 and 3 during the examination week(s).

Term tests that are not mid-terms are to be scheduled at times normally assigned to a course for lectures, seminars and/or laboratories but not within two weeks of the examination week(s).

A conference or study week shall be scheduled to coincide with the Reading Week of the Faculty of Medicine.

* During this examination period, only mid-term and/or final written and/or practical examinations will be held.

DOCTOR OF DENTAL SURGERY (DDS)

Time Limitation for Completion of Program

The four-year program of studies leading to the degree of Doctor of Dental Surgery (DDS) must be completed in no more than five consecutive full years (sixty months) from the date of initial registration in the Faculty of Dentistry. A student who fails to complete the program in five years must withdraw from the School of Dentistry.

In the event that students fail to complete satisfactorily his/her course of study within the stipulated period of five years, it would be under only extenuating circumstances that readmission would be granted and this only after an application for readmission had been approved by the Director of Dentistry.

Progression without Condition

To complete a year's work and be permitted to register in the succeeding year of the dental program, a student must:

- a) Satisfactorily complete the prescribed assignments for both credit and non-credit courses;
- b) Obtain at least a Pass level (60%) of performance in each credit course.

Notes:

- i) A course shall be defined as a discrete division of a general subject and is characterized by specific instruction and by examination specific to the said course. Where a general subject is not divided into discrete divisions it shall, for the purpose of these regulations, be considered a course.
- ii) In each course, the ratio of term grades to final examination grades is determined by the teaching staff of the department concerned.

A student who obtains an average at the Honours level (80%) in a year's work is considered to have passed that year with Honours.

Eligibility for Awards

Students in the Faculty of Dentistry are required to achieve a passing grade without benefit of supplemental examination(s) in all courses of the academic year, to be eligible for Professional Awards (excluding Scholarships and Bursaries) in that year.

Conditional Progression

A student may be given permission by the Director of Dentistry to progress or continue in the dental program with conditions as noted below:

First and Second Years

A first or second year student who fails either the written and/or preclinical laboratory component(s) of a course, may be granted permission to write a supplemental examination in either or both components of that course, provided the student's overall average in all courses taken that year is at least 65%.

Third and Fourth Years

A third or fourth year student who fails the written component of a course, may be granted a supplemental examination in that component, provided his/her overall average in the written components of all courses taken that year is at least 65%.

If, by the end of the academic year, a student in third or fourth year has not completed all clinical cases, requirements and other assignments prescribed in a clinical component of a course, but has an overall passing grade in those activities that have been done, the Clinical Division may recommend that a grade of 'Incomplete' be given. The recommendation will include:

- 1) The type and extent of the work to be completed;
- 2) The date on which it must be completed;
- 3) The name of the Division who will evaluate the student's work;
- 4) The date by which the final grade will be forwarded to the Registrar's Office.

No supplemental examinations will be permitted in the clinical component of third or fourth year courses 5320 and 5420. If, by the end of the academic year, a student in third or fourth year has a failing grade in a clinical discipline within 5320/5420, that student shall be given a grade of "Fail" in 5320/5420.

Unsatisfactory Standing

A student shall be considered to have failed the year if the student attains:

1. Less than a Pass level of performance (60%) in one or more courses or components of courses where supplemental examination(s) are not granted;
2. Less than a Pass level of performance (60%) in a supplemental examination.

Readmission

A student who fails to complete the program in five years will be required to withdraw from the dental program and will not normally be readmitted. Readmission to the dental program following withdrawal for unsatisfactory standing is subject to the following conditions:

1. A student may be permitted to repeat that year. Permission to repeat first year is seldom given, and then only under extenuating circumstances. Permission to repeat one of the subsequent years is normally given, but is subject to a vacancy being available in the year to be repeated.
2. Applications for readmission must be submitted in writing to the Director of Dentistry on or before August 15 of the year in which readmission is being sought.
3. A student who is granted permission to repeat a year is required to repeat all courses of the failed year that have a clinical component, regardless of the achievement level. All prescribed work must be completed satisfactorily or the student will be required to withdraw from the Faculty of Dentistry. Supplemental examination privileges are not normally extended to students repeating a year.

A student who voluntarily withdraws from a specific year of instruction before the end of the Fall-Term may apply for readmission to the Director of Dentistry by July 1 of the following year. In such event, the year from which the student withdrew would not be counted within the sixty-month period allowed to complete the program.

Reports

At the end of each academic year, a report will be mailed by the Office of the Registrar to each student showing the numerical (percentage) grade achieved in each course. The key to grades is:

<u>Mark</u>	<u>Grade</u>	<u>Performance</u>
80-100	A	Honours
70-79	B	Pass
60-69	C	Pass
59 and below	F	Fail
SRP	--	Supplemental Examination/Remedial Work passed
IPR	--	In Progress
INC	--	Incomplete

Reports will also show quartile standing (an indication of class ranking).

Graduation Requirements

A student who successfully completes the work of the fourth year of the DDS program shall be recommended for graduation.

THE DDS PROGRAM FOR INTERNATIONALLY TRAINED DENTISTS (ITD)

Time Limitation for Completion of Program

The three-year program of studies leading to the degree of Doctor of Dental Surgery (DDS) must be completed in no more than four consecutive years (forty-eight months) from date of the initial registration. A student who fails to complete the program in four years must withdraw from the Program.

In the event that the student fails to complete their course of study satisfactorily within the stipulated period of four years, it would be only under extenuating circumstances that readmission would be granted and this only after an application for readmission had been approved by the Examinations & Progression Committee and Dentistry Council.

Non-Credit Courses

In addition to the credit courses, students are required to attend the non-credit courses.

Progression Without Condition

To complete a year's work and be permitted to register in the succeeding year of the DDS ITD dental program, a student must:

1. satisfactorily complete the prescribed assignments for both credit and non-credit courses, and
2. obtain at least a Pass level of performance (60%) in each credit course.

Notes:

- i. A course shall be defined as a discrete division of a general subject and is characterized by specific instruction and by examination specific to the said course. Where a general subject is not divided into discrete divisions it shall, for the purpose of these regulations, be considered a course.
- ii. In each course, the ratio of term grades to final examination grades is determined by the teaching staff of the department concerned.

A student who obtains an average at the Honours level (80%) in a year's work is considered to have passed that year with Honours.

Eligibility for Awards

Students in Dentistry are required to achieve a passing grade without benefit of supplemental examinations(s) in all courses of the academic year; to be eligible for Professional Awards (excluding Scholarships and Bursaries) in that year.

Conditional Progression

A student may be given permission by the Examinations & Progression Committee and Dentistry Council to progress or continue in the DDS ITD Program with conditions as noted below:

First Year (DDS ITD1)

A first year (ITD1) student who fails either the written and/or preclinical laboratory component(s) of a course; may be granted permission to write a supplemental examination in either or both components of that course, provided that the student's overall average in all courses taken that year is at least 65%.

Second and Third Year (DDS ITD2, DDS ITD3)

A second or third year DDS ITD student who fails the written component of a course may be granted a supplemental examination in that component, provided his/her overall average in the written components of all courses taken that year is at least 65%.

If, by the end of the academic year, a student in the second or third year of the DDS ITD of the program has not completed all clinical cases, requirements, and other assignments prescribed in a clinical component of a course, but has an overall passing grade in those activities that have been done, the Clinical Division may recommend that a grade of "Incomplete" be given. The recommendation will include:

1. the type and extent of the work to be completed;
2. the date on which it must be completed;
3. the name of the Division that will evaluate the student's work;
4. the date by which the final grade will be forwarded to the Registrar's Office.

No supplemental examinations will be permitted in the clinical components of second or third year courses, Clinical Practice 5320 and 5420.

Unsatisfactory Standing

A student shall be considered to have failed the year if the student attains:

1. less than a Pass level of performance (60%) in one or more courses or components of courses where supplemental examination(s) are not granted;
2. less than a Pass level of performance (60%) in a supplemental examination.

Readmission

A student who fails to complete the program in four years will be required to withdraw from the DDS ITD Program and will not normally be readmitted.

Readmission to the DDS ITD Program following withdrawal for unsatisfactory academic standing is subject to the following conditions:

1. A student may be permitted to repeat that year, subject to a vacancy being available in the year to be repeated.
2. Applications for readmission must be submitted in writing to the Associate Dean, Undergraduate Dental Education on or before August 15 of the year in which readmission is being sought.
3. A student who is granted permission to repeat a year is required to repeat all courses of that year, regardless of the achievement level. All prescribed work must be completed satisfactorily or the student will be required to withdraw from Dentistry. Supplemental examination privileges are not normally extended to students repeating a year.

A student who **voluntarily** withdraws a specific year of instruction may apply to the Associate Dean Undergraduate Dental Education for readmission, subject to a vacancy being available in the year to be repeated. In any such an event, the year from which the student withdrew would not be counted within the forty-eight month period allowed to complete the program.

Reports

At the end of each academic year, a report will be available from the Registrar's Office to each student indicating the numerical (percentage) grade achieved in each course. The key to grades is:

Mark	Grade	Performance
80-100	A	Honours
70-79	B	Pass
60-69	C	Pass
59 and below	F	Fail
SRP	--	Supplemental Remedial Passed
IPR	--	In Progress
INC	--	Incomplete

Exemption from Courses: No exemptions from courses will be permitted to students registered in the ITD Program.

Graduation Requirements

A student who successfully completes the work of the third year of the DDS ITD program shall be recommended for graduation.