



**College of Nursing & Health Sciences**  
**Master of Science in Advanced Dental Therapy (MSADT) Program**  
**Admitted Student Policies**  
**Effective: February 1, 2018**

**Effective Date**

These policies become effective immediately and will remain in effect until revoked.

**Responsibility**

Each student is responsible for knowing and adhering to the current admitted student policies for the Master of Science in Advanced Dental Therapy (MSADT) Program. These policies are made available to students upon admission and as policies are updated. Students are responsible for knowing and learning about changes in policies. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the MSADT Program.

**1. Matriculation Requirements**

- 1.1. Students are expected to adhere to the curriculum progression, academic and graduation standards and current policies published at the time of their full admission to the MSADT program.
- 1.2. Upon admission, students must submit a signed Computer Skills Proficiency form acknowledging they must be proficient in use of the identified computer skills prior to beginning MSADT courses. The student may choose how to obtain necessary skills. The student's signature on this form indicates awareness of and an agreement to meeting the technical skill requirements.
- 1.3. Students must establish and maintain a University e-mail account; they must also frequently check this e-mail account for the MSADT program communications and course information regularly via e-mail. Students must also take any other necessary actions to create accounts to use the University's services such as the library databases and online course management systems.

**2. Advising**

Students are assigned an advisor throughout their time in the program. Advisors are available to help with questions or issues while students progress through the degree program. Advisors can assist with issues such as course registration, petitions, graduation planning, or other concerns.

**3. Center for Accessibility Resources**

Metropolitan State University is committed to providing educational opportunities to students

with disabilities. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act, the school provides reasonable accommodations to otherwise qualified students with disabilities. The decision regarding appropriate accommodations will be based on the specifics of each case.

Students who seek reasonable accommodations for disabilities must contact the Center for Accessibility Resources via email [accessibility.resources@metrostate.edu](mailto:accessibility.resources@metrostate.edu) or call 651-793-1549 to set up an intake appointment. The Center for Accessibility Resources will determine a student's eligibility and recommend appropriate accommodations and services.

#### **4. Academic Standards**

- 4.1. Students are required to obtain letter grades in all MSADT courses.
- 4.2. To remain in good standing and to be qualified for graduation, a student must maintain a cumulative grade point average of at least 3.0.
- 4.3. Students must maintain a semester and cumulative program GPA of 3.0 or above. Students must enroll in and successfully complete courses in their MSADT Program Progression received upon admittance. The minimum passing grade for all courses is B minus. A student who receives a grade of less than B minus in a DENH course may repeat the course upon permission from MSADT Program Director, lead course faculty and MSADT advisor. Consideration for repetition of a course or courses will be considered on an individual basis. Each course may be repeated one time only.

#### **5. Monitoring of Academic Standards**

The college will monitor the academic standing of all MSADT students each semester and forward relevant information to the Dean of the College of Nursing and Health Sciences. The Dean will take the following actions after reviewing student grades.

#### **6. Academic Warning**

Academic Warning letters will be sent at the end of each semester to MSADT students who have a semester or cumulative grade point average of less than 3.0.

#### **7. Academic Probation**

- 7.1. If, at the end of the semester of being on academic warning, the student continues to have a semester or cumulative GPA less than 3.0, the student is placed on academic probation. Students on probation whose semester and cumulative GPA are above 3.0 at the end of the semester on probation are returned to good academic standing. During a second semester of academic probation, the cumulative GPA must return to 3.0 in order to graduate from the MSADT program.
- 7.2. Students sent a letter of Academic Warning or Probation must contact their advisor or the MSADT Program Director to determine ability to progress in the program and eligibility for graduation.

7.3. The student's advisor and MSADT Program Director will communicate with the Dean regarding the student's likelihood for graduation. Students who are unable to meet the graduation requirements will be dismissed from the MSADT Program.

## **8. Academic Remediation**

The MSADT program curriculum is based upon a progression of classes that sequentially build upon one another from admission until program completion. There are limited opportunities for students to remediate entire courses or significant portions of courses which are unsuccessfully completed. MSADT courses are offered once a year. Consideration for repetition of a course or courses will be considered on an individual basis by the MSADT Program Director, the lead course faculty, and the MSADT advisor. Space availability in subsequent cohorts will also play a role in determining course repetition.

## **9. Academic Dismissal**

A student will be dismissed for failure to progress due to poor academic performance. Additionally, students on probation who earn a semester GPA of less than 3.0 will be dismissed from the MSADT program. Dismissal from the Department of Dental Hygiene MSADT Program for any reason will be recorded on the student's university transcript.

## **10. Incompletes**

An incomplete grade may be granted at the discretion of the instructor if significant progress has been made in the course. Requests for an incomplete must be made in writing prior to the end of the semester. The request must include a proposed plan for completing the course. An incomplete must be resolved prior to the beginning of the following semester in order to progress to subsequent courses. Students may petition to have an alternate completion plan considered. Students who request an incomplete must be mindful about its effect on academic progression.

## **11. Grading**

Course grades are derived according to the scale displayed below.

Percent	Grade
95 -100	A
90 -94.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
75-76.9	C
< 75	F/No Credit

Grades are not rounded.

## **12. Progression**

- 12.1 When a program must be amended due to curricular changes, currently enrolled students shall not be required to duplicate course content already completed or fulfill more credits than those in their MSADT Degree Plan upon admittance.
- 12.2 Students must enroll in and successfully complete the courses in their MSADT Degree Plan at the time of admission. A student who receives a letter grade of less than a B- in a DENH course may need to withdraw from the program unless the course can be repeated as noted in the Academic Remediation section of these policies. A course can be repeated one time only. A student may repeat no more than two DENH courses. Failure of the second attempt of a course will result in dismissal from the program.
- 12.3 MSADT students who fail to enroll in courses according to their MSADT Program Progression will be required to apply for re-admission. If re-admitted, the student's program will be treated as a new admission and such students will be held accountable for any interim curriculum changes, including any changes in course pre-requisites.

## **13. Active Military Duty**

The College of Nursing & Health Sciences is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board policy (5.12.1) of the Minnesota State Colleges and Universities.

## **14. Student Representation**

The experiences, perceptions, ideas, and viewpoints of students are important to the College of Nursing & Health Sciences. Opportunities exist to provide input to the MSADT Program Director, faculty, and committees. This provides for exchange of information and ideas related to continuous evaluation and improvement of the MSADT program.

## **15. Academic Integrity**

- 15.1 Academic integrity is highly valued and upheld under Academic Affairs Procedures #219 and Student Academic Integrity Policy #2190. A violation of academic integrity may also fall under Student Conduct Code, University Policy #1020.
- 15.2 Violations of academic integrity include, but are not limited to, cheating, plagiarism, and providing false information to on-campus or off-campus personnel.
- 15.3 Cheating includes revealing or sharing information about an exam, a simulation exercise, or a skill assessment. Cheating includes turning in another person's work, paper, or examination as one's own. It also includes submitting identical work for separate courses or for two assignments within the same course unless approved by faculty in advance. A student may submit work on the same topic or area of knowledge as long as the assignment guidelines and end product are different.
- 15.4 At Metropolitan State University, plagiarism is defined as using another person's words or ideas and presenting them as one's own, without acknowledging the original source.

Plagiarism may take many forms. Copying information from one source and presenting it in a paper or report without the use of citation or direct mention of the source is one common form of plagiarism. Using another author's ideas, including ideas from fellow students, without proper acknowledgement or failing to use the appropriate citation format, may also be considered plagiarism. Plagiarism is a serious academic offense and will result in academic sanctions. The university subscribes to plagiarism detection software, and student papers may be checked for plagiarism.

- 15.5 Providing false information to on-campus or off-campus personnel is considered a form of academic dishonesty. This can include, but is not limited to providing false statements about absences, clinical hours, or submitting false information to meet clinical documentation or graduation requirements.
- 15.6 Sanctions for violations of academic integrity may include receiving a failing grade for an assignment or an entire course. Allegations of plagiarism or other forms of academic dishonesty are subject to investigation and additional conduct sanctions listed in Metropolitan State's academic policy, 2190.

## **16. Student Conduct**

- 16.1 All students are held responsible for meeting course and clinical requirements as well as consistently demonstrating behavior reflective of professional advanced dental therapy practice in all University and public environments. Behaviors which endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable. Professional conduct includes but is not limited to:
  - 1.1 Taking actions that are consistent with the American Dental Hygienist Association (ADHA) Code of Ethics and the Minnesota Board of Dentistry rules.
  - 1.2 Attending all learning experiences regularly and punctually.
  - 1.3 Informing course faculty in advance if unable to attend scheduled classroom meetings, exams, lab or clinical experiences; or if unable to meet project deadlines.
  - 1.4 Complying with contracted requirements of on-campus and off-campus facilities. Demonstrating behavior that is professional and respectful to faculty, peers, patients, visitors, and staff in the University and public environments.
  - 1.5 Demonstrating awareness that the classroom, lab, and clinical environments are learning environments. Unless otherwise directed, this includes turning off all media devices and arranging for emergency contacts in a manner that does not disrupt class or patient care.
  - 1.6 Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, instructors, and/or community members are unacceptable.
- 16.2 Students serve as representatives of the College of Nursing & Health Sciences in the on-campus and off-campus environments. Students, as licensed dental hygiene professionals,

must practice in a manner consistent with the ADHA Code of Ethics for Dental Hygienists and the expectation of licensure.

- 16.3 Students exhibiting unprofessional behavior will be notified by faculty that such behavior is unacceptable. Depending upon the nature of the incident or the number of incidents, the faculty will have the option to dismiss the student from the learning experience or recommend to the MSADT Program Director that the student be placed on academic probation. Additional sanctions may be imposed at the discretion of the Dean. Any behaviors that violate the Student Code of Conduct are subject to investigation under University Student Code of Conduct Policy #1020 and Procedure #112.
- 16.4 Students are required to provide evidence of and maintain an unencumbered license to practice dental hygiene including the ability to deliver local anesthesia and nitrous oxide analgesia in Minnesota. Students shall notify the MSADT Program Director if the Minnesota Board of Dentistry implements an action against their license to practice dental hygiene. Students who violate the ADHA Code of Ethics and/or Minnesota Board of Dentistry rules will also have those actions reported to the Board.

## **17. Contract Requirements of Clinical, and On-Campus and Off-Campus Environments**

- 17.1 Legal contracts are arranged with clinical sites. These contracts specify information that the college must collect from students. Students must submit the required packet of clinical documentation prior to the deadline. Failure to submit this information prior to the deadline will result in students' inability to attend clinical courses. All requirements must remain valid for the duration of all clinical and practicum experiences. It is the student's responsibility to maintain these records. This packet of information includes, but is not limited to:  
Current Minnesota dental hygiene licensure in good standing. Must meet Minnesota requirements, including nitrous oxide and local anesthesia certification.

Authorization for the Release of Educational Records to Clinical Facility

Important Notices Form

Current CPR certification at Health Provider Level, including a "hands on" component

Minnesota Department of Human Services background study

Evidence of current health insurance

Evidence of completion of Health Insurance Portability and Accountability Act (HIPAA) training

## **18. Other Clinical Requirements**

Students must adhere to all on-campus and off-campus clinical site policies and procedures. Students are assigned specific clinical dates and times and are not allowed in community practice sites on other dates unless approved by the off-site personnel and the MSADT Program Director.

- 18.1 Students are required to complete simulation, laboratory and clinical hours and successfully demonstrate related laboratory and clinical competencies.

## **19. Student Complaints and Grievances**

Whenever possible, complaints, disagreements, and misunderstandings should be settled between the individuals involved and at the lowest possible level. Students who believe they have been unfairly treated by department faculty or staff, or have a complaint related to a course that is not covered by the academic appeal procedure should use the following protocol, University Policy and Procedure, section III-b (Student Affairs Procedures), Procedure #303 Student Complaints and Grievances.

The student should discuss the matter with the faculty member/staff directly involved and attempt to resolve the issue(s).

If the matter is not resolved, the issue(s) should be brought to the MSADT Program Director and or Dean of the College of Nursing and Health Sciences.

## **20. Academic Appeal**

Students who believe they have been unfairly evaluated concerning grades, program requirements, or graduation requirements may appeal such concerns in accordance with the University's Academic Appeals Procedure located in University Policy and Procedure, section II-b (Academic Affairs Procedures), Procedure #202 Academic Appeal Procedure.

## **21. Graduation Requirements and Process**

The student must complete all DENH course requirements with a grade of B- or better and earn an overall cumulative GPA of 3.0 or better.

The student must complete all tests required by the MSADT Program, including competency exams and Objective Structured Clinical Exams (OSCE).

Students must apply for graduation in accordance with university procedures.