



**College of Nursing and Health Sciences
Department of Dental Hygiene
Applicant Policies
Bachelor of Science in Dental Hygiene (BSDH) and
Post Baccalaureate Certificate in Dental Hygiene (PBCDH) Programs
Approved Date: October 23, 2019**

Effective Date

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

Purpose

Applicant policies are provided to inform prospective applicants regarding admission requirements. The most current policies are posted in the Dental Hygiene Program section of the Metropolitan State University, web site and are subject to change.

Responsibility

Each applicant is responsible for knowing and adhering to the current applicant policies for the Bachelor Science in Dental Hygiene Program. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the Department of Dental Hygiene.

1. Application Requirements for Full Admission

- 1.1 Full admission to the department is required before the Bachelor of Science in Dental Hygiene is awarded.
- 1.2 The following are requirements for full admission to the Bachelor of Science in Dental Hygiene (BSDH) Program at Metropolitan State University:
 - 1.2.1 A completed Metropolitan State University application.
 - 1.2.2 Evidence of current unencumbered MN dental hygiene license or dual admission in an AAS/AS degree program leading to licensure through one of our partner institutions.
 - 1.2.3 Official transcripts from all undergraduate and graduate, accredited and non-accredited institutions attended. This includes courses completed through College in the Schools (CIS) and Post-Secondary Enrollment Options (PSEO).
 - 1.2.3.1 Transcripts for Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), International Baccalaureate (IB), and other alternative credit options are required.

- 1.2.3.2 Applicants with a Dental Hygiene license must provide a transcript reflecting completion of an AS/AAS degree in dental hygiene from an accredited institution.
- 1.2.4 Applicants to the BSDH/PBCDH programs who attended non-U.S. schools are required to have transcripts evaluated by a credential evaluation service. The evaluation report will serve as the basis for the transcript evaluation needed for admission to the program.
- 1.2.5 Individuals who have completed a degree from an accredited institution that did not assign grades or confer an official GPA may apply to the BSDH or PBCDH program. If official grades are available for any course work, those grades will be evaluated. If no grades have been assigned the applicant will be evaluated based on remaining application criteria.
- 1.2.6 A minimum cumulative GPA of 2.5.
 - 1.2.6.1 The GPA used for admission assessment is the cumulative GPA calculated from all coursework and evaluation of all transcripts (undergraduate and graduate, accredited and non-accredited).
 - 1.2.6.2 Applicants may petition to have a transcript where the final term is older than seven years from the application deadline individually reviewed for exclusion from the cumulative Grade Point Average (GPA) calculation.
 - 1.2.6.2.1 Transcripts for elimination must not include any courses from the Dental Hygiene department required for the applicant's AS or AAS degree. This does not include supporting liberal arts courses.
 - 1.2.6.2.2 Credentials from an excluded transcript may not be used to satisfy program admission requirements.

2. **Conditional Admission Recommendations**

Conditional admission may be recommended for applicants whom the Department of Dental Hygiene believes could successfully complete the program even though one or more admission requirements have not been met. Students will be fully admitted when the following reason(s) for conditional admission is satisfied.

- 2.1 Applicants in the process of completing an AS or AAS in Dental Hygiene degree may petition the college for approval to apply prior to AS or AAS degree completion.
 - 2.1.1 Student must be entering their final year of their course of study or be within 15 credits of completion. If the petition is approved, applicants must provide an official transcript showing completion of an AS or AAS in Dental Hygiene degree with at least a 2.5 cumulative GPA in order to be fully admitted. The degree in dental hygiene must be earned from a CODA accredited institution.
 - 2.1.2 Students with a cumulative GPA of 2.0 – 2.49 may petition for conditional admission. Petitions are approved on a case by case basis. If the petition is approved, students must complete the requirements set forth in the petition response before they will be fully admitted to the BSDH or PBCDH Program.

- 2.1.3 Students offered conditional admission for other reasons must satisfy the requirements outlined in the offer of conditional admission.

3. **Coursework completed prior to full admission**

Individuals may request permission to register for Dental Hygiene courses prior to applying for full admission to the BSDH or PBCDH Program.

3.1 The student must meet any course prerequisites.

3.2 Contact the Dental Hygiene academic advisor to initiate the approval process.

3.3 Approval is based on demonstration of academic and experiential background to successfully complete the course and capacity in the requested course.

3.4 If approved, individuals must complete the non-degree seeking student application process.

3.5 Successful completion of coursework does not guarantee admission to the program.

3.6 No more than 10 credits may be completed prior to full admission.