



College of Nursing & Health Sciences

Admitted Student Policies

Bachelor Science in Dental Hygiene

Approval Date: October 22, 2020

Effective Date

These policies become effective immediately upon approval and shall remain in effect until revoked or revised.

Responsibility

Each student is responsible for knowing and adhering to the current admitted student policies for the College of Nursing and Health Sciences (CNHS) and their specific program. These policies are made available to students upon admission and are published on the CNHS website. Students are notified by Metropolitan State email when policies are updated. Students are responsible for knowing and learning about changes in policies and must sign a declaration of receipt and review. The responsibility for the implementation of these policies is assigned to the Dean and faculty of the CNHS.

Petition for Exceptions to Policies

A student seeking an exception from a policy or requirement may do so through the College of Nursing and Health Sciences Petition process. Exception requests are considered on an individual basis considering the strength of the submitted evidence or rationale. Students should contact their advisor for information on the petition process.

1. Matriculation Requirements

- 1.1. Students are expected to adhere to the progression, academic, and graduation standards and current policies for the University and this program.

- 1.2. Students must establish and maintain a university email account. This account is free of charge and is active as long as a student remains enrolled at the university. The university assigned student email account is the official means of communication with all students enrolled at Metropolitan State. No other email account may be used as means of communication with faculty or staff. This policy is enforced to protect faculty, staff, and student privacy.
- 1.3. Students are expected to read their email on a regular basis to ensure that they are aware of information circulated by the CNHS. Changes in policy and procedures, reminders of important dates, and announcements about financial aid are all transmitted via Metropolitan State email. It is the students' responsibility to create accounts to use university services such as the library databases and online course management systems.

2. Advising

Students will have an assigned advisor(s) throughout their time in the program. Academic advisors are available to help students with questions or issues while they progress through their degree program. Academic advisors can assist with issues such as course registration, petitions, graduation planning, or other concerns. Advisors are either full-time Professional Academic Advisors or Resident Faculty Advisors in the CNHS. They provide information, advocacy, information about program requirements, and referrals to available university services to support student and their success.

3. Accessibility/Learning Needs

- 3.1 Our institution values diversity and inclusion; we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive and welcoming. Metropolitan State University is committed to providing educational opportunities to students with disabilities. In accordance with the Americans with Disabilities Act of 1990 as amended and Section 504 of the Rehabilitation Act other applicable state and federal laws, 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. The Center for Accessibility Resources, in collaboration with the student will determine a student's eligibility and recommend eligibility and appropriate accommodations and services.

3.2 The Center for Accessibility Resources is located in New Main, Suite L223. Phone number is 651-793-1549, TTY (651) 772-7723, and email is accessibility.resources@metrostate.edu.

4. **Grading**

4.1 Course grades are derived according to the scale displayed below. Grades are not rounded up.

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

4.2 Incompletes

An incomplete grade may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty if they desire an incomplete.

5. **Progression**

5.1 Students must enroll in and successfully complete all requirements in the Bachelor of Science in Dental Hygiene (BSDH) Program Progression received upon admittance.

5.1.1 Transfer Credits: A student may petition to transfer a maximum of three semester credits of equivalent dental hygiene coursework into the BSDH program.

5.1.2 Students with a prior Bachelor's degree are waived from WRIT 331 Writing in the Major.

5.2 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 BSDH Degree Plan upon admittance

5.3 The minimum passing grade for all DENH and supporting courses is C. A letter grade is required in all major courses. Pass/No Credit (S/NC) grading is not allowed.

5.3.1 Grades below C (C- and below) may prevent progression in subsequent courses until which time the failed course is repeated. Students who receives a grade of less than C (C- or below) may repeat the course one time. Consideration for repetition of a course or courses will be considered on an individual basis. If the request to repeat a course is approved, a course may be repeated only one time. Failure of the second attempt of a course will result in dismissal from the program. A student may repeat no more than two dental hygiene major courses.

5.4 The College will monitor the academic standing of all students each semester and forward relevant information to the CNHS Dean. The CNHS Dean or designee will take action as needed.

Students in the BSDH program are subject to the University Satisfactory Academic Progress standards outlined in Academic Standing Policy #2050 and Academic Standing Procedure #205. Based on this policy definition of Good Academic Standing, a student must maintain a cumulative grade point average (GPA) of a 2.0 or above and a cumulative course completion rate of 67%. The completion rate is calculated using credits transferred to and courses attempted at Metropolitan State University

Students who do not meet the minimum standards for Good Academic Standing outlined in Policy #2050 are placed in Academic Warning status.

5.5 BSDH students must complete the dental hygiene program within five years of admission. Students who do not complete the program within five years must submit a petition requesting an extension of the time limit. The petition must include a detailed plan and time table for completion of the program.

5.6 The enrollment status of students who have been inactive for three consecutive years will lapse. All such students must apply for readmission to the university in accordance with university procedures. Readmitted students will be held accountable for any interim changes including any changes to course prerequisites and/or major requirements. Students who have been readmitted to the BSDH program will be expected to adhere to current admission, progression, scholastic standards, and graduation policies. Students must also complete a new degree plan

6. Active Military Duty:

The CNHS 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 system.

7. Student Representation

The experiences, perceptions, ideas, and viewpoints of students are important to the CNHS. Opportunities exist to provide input to the Program Coordinators, Department Chair, faculty, and department committees. This involvement provides for exchange of information and ideas related to continuous evaluation and improving of the programs.

8. Academic Integrity

8.1 Academic honesty is highly valued. Metropolitan State University's position regarding academic honesty is found in the Academic Integrity Policy and Procedures, #2190 and #219 and is provided to students on the University Website and in course syllabi. Students are expected to uphold student integrity and standards when fulfilling program requirements and assignments. Violations of academic honesty include, but are not limited to, cheating, plagiarism, and providing false information to faculty, staff, or clinical preceptors. Allegations of plagiarism or other forms of academic dishonesty are subject to investigation and sanctions under the University Student Academic Integrity Policy and Procedures, #2190 and #219, respectively.

8.1.1 Cheating includes revealing or sharing information about an exam, a simulation exercise, or a skill validation. 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.

8.1.2 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. This is a serious academic offense and will result in sanctions commensurate with the course syllabus. These may include but are not limited to: (a) assigning a zero for the assignment; (b) requiring a make-up assignment; (c) requiring an additional assignment about the ethical implications of breaches of academic integrity; and/or (d) assigning additional practice in proper citation methods. Other sanctions may be assessed by the Provost/Executive Vice President of

Academic and Student Affairs according to university procedure #219. The university subscribes to plagiarism detection software, and student papers may be checked for plagiarism.

- 8.1.3 Providing false information to faculty, staff, or clinical preceptors 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 requirements.

9. Student Behaviors

9.1 All students are held responsible for meeting course and clinical requirements. Students must consistently demonstrate behavior reflective of professional practice at the University and in public environments. Failure to demonstrate professional behavior may result in dismissal from the program.

9.2 Professional behavior includes:

- Taking actions that are consistent with American Dental Hygienist Association (ADHA) and American Dental Assistant Association (ADAA) Codes of Ethics and the Minnesota Board of Dentistry rules.
- Attending all learning experiences regularly and punctually.
- Informing course faculty in advance if unable to attend scheduled classroom meetings, exams or clinical experiences, or if unable to meet project deadlines.
- Complying with contracted requirements of clinical facilities and practicum sites.
- Demonstrating behavior that is professional and respectful to faculty, peers, patients, and staff in the classroom, within online courses, and in clinical facilities and practicum sites.
- Demonstrating awareness that the classroom, lab, and clinical environments are learning environments. Unless otherwise directed, this includes turning cell phones off and arranging for emergency contacts in a manner that does not disrupt class or client care.

9.4 Students or organizations may be subject to university discipline for any of the misconduct noted in university procedure #112 that occurs at any time on university-controlled premises or at university approved or sponsored functions, including clinical sites. Behaviors that endanger the physical or psychological safety of patients, family members, staff, peers, or instructors are unacceptable.

- 9.4.1 Students exhibiting unprofessional behavior will be notified by faculty that such behavior is unacceptable. Faculty members or others in the position of authority may take any immediate and temporary actions necessary to protect the classroom or program atmosphere, to uphold established policies, regulations, and laws. Any behaviors that violate the Student Code of Conduct may also be subject to investigation. Depending upon the nature of the incident or the number of incidents, the faculty may consult with the Office of the Dean of Students or the Student Conduct Office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112.
- 9.4.2 During clinical experiences, students who possess a professional role license (RN, Dental Hygienists, Dental Assistants) are providing care as students. However, licensed students are accountable for their professional behavioral as related to licensure. For example, the Minnesota Nurse Practice Act (148.263 Sub. 3) includes an obligation to report violations that are likely to result in disciplinary action. Such violations will be reported to the Minnesota Board of Nursing.

10. Practicum and Contract Requirements of Clinical Facilities and Practicum Sites

- 10.1 Legal contracts are arranged with clinical and practicum sites. These contracts specify information the college must collect from students. Students must submit the required pre-practicum and clinical documentation prior to the deadline. Failure to submit this information prior to the deadline will result in students' inability to enroll and 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 the records. The pre-practicum requirements are determined with clinical agencies and, in general, there are no exceptions. Information on clinical requirements can be obtained on the CNHS website.
- 10.2 Requirements include but are not limited to:
- 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

- 10.3 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.
- 10.4 Students are required to complete simulation, laboratory and clinical hours and successfully demonstrate related laboratory and clinical competencies.

11. Complaints and Conflicts

11.1 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 Appeal Procedure (University Policy and procedure, section 2-b, Procedure #202).

11.2 Student Complaints and Grievances

Whenever possible, complaints, disagreements, and misunderstandings should be settled between the individuals involved and at the lowest possible level. Student who believe they have been unfairly treated by department faculty or staff, or who 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 3-b, Procedure #303.

12. Graduation Requirements and Process

- 12.1 Students must complete all university requirements to be awarded a baccalaureate degree.
- 12.2 Students must complete all dental hygiene major requirements with a grade of C or above and earn a cumulative GPA of 2.0 or better.
- 12.3 The student must complete all standardized tests required by their Department.
- 12.4 Students must apply for graduation and register for and complete the Graduation Workshop in accordance with university procedures.
- 12.5 Advisors nominate students for graduation after all degree requirements have been met or are in progress. The Graduation Office clears students for graduation after confirming that all outstanding degree requirements have been completed.