



College of Nursing & Health Sciences

Admitted Student Policies

Master of Science in Advanced Dental Therapy

Approval Date: July 8, 2020 (Dean Approval)

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.
- 1.4. The MSADT program admits licensed dental hygienists. Students of this program are expected to maintain an active, 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.

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 students 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 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 the courses in their MSADT Degree Plan at the time of admission.

5.1.1 Transfer Credits: A student may petition to transfer a maximum of eight (8) semester credits of equivalent coursework into the MSADT program.

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 MSADT Degree Plan upon admittance.

5.3 The minimum passing grade for all DENH and supporting courses is B minus (B-). Students in the MSADT program must earn a letter grade in all courses required for the program. Pass/No Credit (S/NC) grading is not allow.

5.3.1 A student who receives a letter grade of less than a B- in a DENH course may need to withdraw from the program.

The MSADT program curriculum is a sequential progression of classes that build on one another. There are limited opportunities for students to repeat entire courses or significant portions of courses which are unsuccessfully completed. MSADT courses are offered once per year. Permission requests to repeat courses must be made in writing and are considered on an individual basis by the MSADT Program Director and lead course faculty. Space availability in subsequent cohorts plays a role in determining eligibility for repetition of an entire course.

5.4 The College monitors academic standing. To remain in good academic standing and qualified for graduation, students must maintain a per term and cumulative grade point average (GPA) of 3.0 or above.

5.4.1 Students with per term or cumulative GPAs below 3.0 are subject to Academic Warning, Probation, and Dismissal. Students receiving Academic Warning or Probation letters must consult their advisor and MSADT Program Director to determine ability to progress in the program and eligibility for graduation.

5.4.1.1 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.

5.4.1.2 Academic Probation: 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.

5.4.1.3 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 academic record

5.5 Students must complete the program within 5 years. Students may be required to repeat courses that are more than 5 years old.

5.6 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.

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) Code 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/patient care.

9.3 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.

9.3.1 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.

- 9.3.2 During clinical experiences, students who possess a professional role license (Dental Hygienists) are providing care as students. However, licensed students are accountable for their professional behavior 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:
- 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
- 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 MASDT program requirements with a grade of B minus (B-) or above and earn a cumulative program GPA of 3.0 or above
- 12.2 Students must complete all tests required by the MSADT program including competency exams and Objective Structured Clinical Exams (OSCE).
- 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.