



College of Nursing & Health Sciences

Admitted Student Policies

Master of Science Advanced Dental Therapy (MSADT)

Approval Date: April 28, 2022

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. 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.

CNHS Communication Acknowledgement

In accordance with FERPA, communication related to student academics, program progression, and student support may occur throughout the program among faculty, advisors, administration and staff.

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. Official notification and announcements 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. Insert program specific unencumbered license information here. Students must have and maintain an unencumbered MN Dental Hygiene license.
- 1.5. Students may transfer up to of 3 credits of equivalent coursework into the MSADT program. Coursework completed as part of an Associate of Science/Associate of Applied Science in Dental Hygiene and/or Bachelor of Science will not be considered for transfer to fulfill MSADT program requirements. Coursework must be at the graduate level.

2. Advising

Students will have an assigned advisor(s) throughout their time in the program. Advisors are available to help students with questions or issues while they progress through their degree program. They 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, and referrals to available university services to support students and their success.

3. Accessibility/Learning Needs

- 3.1 Metropolitan State University 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 and 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 Information about the Center for Accessibility Resources can be found on the website: <https://www.metrostate.edu/accessibility>
- 3.3 Insert program specific information here and/or technical standards. Students must have the visual acuity and physical dexterity to perform dental therapy functions.

4. **Grading**

- 4.1 Insert program specific information Students are required to obtain letter grades in all MSADT program courses.
- 4.2 The minimum acceptable grade for all program courses is B minus (B-).
- 4.3 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 Minimum passing grade
73-74.9	C-
71-72.9	D
< 70.9	F/No Credit

4.4 Grades are not rounded up.

4.5 Remediation, although rare, may be granted at the discretion of the faculty if a student earns a grade on an assignment of less than 75%. The highest score that can be earned on the remediated assignment is 86%.”

4.6 Incompletes

Per University policy, a grade of ‘incomplete’ may be granted at the discretion of faculty if significant progress has been made in the course. Students should consult with their faculty to request a grade of incomplete. A grade of ‘incomplete’ may affect progression in the program.

5. Curriculum Changes

5.1 Currently enrolled students whose program is amended due to curricular changes shall not be required to fulfill more credits than those in their original plan. Students will not be required to duplicate course content already completed.

5.2 Students who enroll in courses after a gap in enrollment must adhere to current program pre-requisites, requirements, and policies.

6. Progression

6.1 Insert program specific information here. 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 course may need to withdraw from the program unless the course can be repeated.

6.2 The MSADT program curriculum is based upon a progression of classes that sequentially build upon one another from admission until program completion. 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.

6.3 MSADT students who fail to complete terms 1 or 2 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.

6.4 MSADT students who do not enroll in courses in terms 3, 4, or 5 according to the published program plan will be required to submit a Request for Reinstatement following the Reinstatement Procedure. If reinstated, the student will be held accountable for any interim curriculum changes, including any changes in course prerequisites. Upon reinstatement to the program, students must successfully meet all reinstatement conditions.

6.5 Students whose active student enrollment status is closed by the University due to inactivity must apply for admission to the University and the MSADT program. Students who have been readmitted to the program are expected to adhere to current admission, progression, program, scholastic standards, and graduation policies.

6.6 Monitoring Academic Standards

The college will monitor the academic standing of all advanced dental therapy students each semester and forward information regarding academic status to the CNHS Dean.

6.7 Academic Standing

The Dean will take the following actions after reviewing student grades.

6.7.1 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.

6.7.2 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.

6.7.3 Students sent a letter of academic warning or probation must contact the MSADT Program Director and advisor to determine ability to progress in the program and eligibility for graduation

6.7.4 The MSADT Program Director and advisor 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 program.

7. Active Military Duty:

The CNHS is committed to ensuring learning opportunities for members of any branch of the US military in accordance with Board procedure (5.12.1) of the Minnesota State System.

8. 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.

9. Academic Integrity

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. 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.

10. Student Behaviors

10.1 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.

10.2 Professional behavior includes:

- Taking actions that are consistent with (fill in program specific information here, e.g., the Nursing Code of Ethics and the Minnesota Nurse Practice Act). American Dental Hygiene Association (ADHA) and the Minnesota Board of Dentistry rules.
- Understanding and maintaining confidentiality consistent with HIPAA, professional ethics, and other regulations.
- Attending all learning experiences regularly and punctually.
- 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. Use of electronic devices should be limited to class or lab activities and/or assignments.

10.3 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.

10.3.1 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 appropriate University office to authorize a conduct investigation under University Student Code of Conduct Policy #1020 and Procedure #112.

10.4.2 During clinical experiences, students who possess a professional role license (RN, Dental Hygienists) 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.

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

11.1 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.

11.2 **Insert program specific information here:** The packet of information for clinical facilities and practicum sites includes but is not limited to:

- Current dental hygiene licensure in good standing. (Must meet Minnesota requirements, including nitrous oxide and local anesthesia certification)
- Authorization for the Release of Education Records to Clinical Facility
- Important Notices Form
- Current CPR certification at Health Provider Level, including the "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
- Evidence of professional liability insurance that complies with Minnesota State-Metropolitan State University student professional liability insurance requirements
- Medical clearance for N95 fit test
- Record of current immunizations and TB screening
 - Required immunizations or titer indicating immunity: Mumps, Rubeola, Rubella, Hepatitis B, Tetanus Diphtheria/TD/Tdap, Varicella, annual Seasonal Influenza Vaccine, completed COVID-19 Pfizer or Moderna series or 1 Johnson and Johnson COVID-19 vaccine

- Tuberculosis Screening. Students with a positive screening test must provide documentation of a negative chest x-ray and clearance from a healthcare provider within the past five years.

12. Complaints and Conflicts

12.1 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).

12.2 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.

13. Graduation Requirements and Process

- 13.1** Insert program specific information here. The student must complete all program course requirements with a grade of **B-** or better and earn an overall cumulative GPA of 3.0 or better.
- 13.2** The student must complete all tests required by the MSADT Program, including competency exams and Objective Structured Clinical Exams (OSCE).
- 13.3** The student must complete all standardized tests required by their Department.
- 13.4** Students must apply for graduation in accordance with university procedures.

13.5 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.