

# DOCTOR OF DENTAL SURGERY (DDS)

The Doctor of Dental Surgery degree program offers a course of instruction that includes basic sciences, behavioral sciences, preclinical sciences, and clinical sciences. The instruction in basic and preclinical sciences, along with initial clinical experiences, are the primary focus in the first two years of study, with more emphasis placed on clinical sciences during the latter two years.

## Essential Skills for Dentists and Dental Hygienists

To be successful, dentists and dental hygienists must demonstrate cognitive skills in critical and logical/analytical thinking. Dentists and dental hygienists must possess and demonstrate psychomotor skills (fine motor dexterity and coordination) and observational skills (vision, hearing and tactile abilities) sufficient to master the clinical procedures essential in the treatment of dental disease.

All individuals who apply for admission and all individuals admitted to UTSD, without exception, must be able to perform essential functions, with or without reasonable accommodation. Essential functions are the basic activities that a student must be able to perform to complete the curriculum. An applicant who cannot perform the following essential functions will not be considered for admission nor permitted to continue in the program. Students can obtain information concerning program-related accommodations from the school's Section 504 Coordinator. See also HOOP 101, Disability Accommodation, <https://www.uth.edu/hoop/policy.htm?id=1448050>.

**Communication:** Students must be able to communicate effectively with patients and patient family members, peers, staff, faculty and other members of the health care team. Communication requires the ability to assess all information provided by the patient including non-verbal responses, within safety-related timeframes. Students must be able to communicate in oral and written format that is succinct, organized and complete. These communications will include assessments, prescriptions and dental record notes. Students must be able to demonstrate sensitivity to cultural, emotional, and societal issues.

**Sensory and Psychomotor Skills:** Students must be able to gather patient information needed for a diagnosis through adequate visual, tactile, smell, and auditory senses. Students must have sufficient physical abilities and stamina to provide dental care and respond to emergency situations. Students must have the manual dexterity to execute both gross and fine motor movements required to provide dental care for their patients within the mandated time frame established by the curriculum and or licensing boards.

**Cognitive Abilities:** Students must have the cognitive abilities to master the dental curriculum, including the basic, behavioral, and clinical sciences. Students must be able to measure, calculate reason, analyze, synthesize, integrate, and apply information. In addition, students must be able to comprehend three-dimensional relationships and to understand the spatial relationships required to provide dental care. Students must be able to demonstrate critical thinking and problem solving and decision-making skills required in the practice of dentistry.

**Behavioral and Social Attributes:** Students must be able to demonstrate professional behavior and function with integrity and responsibility

while maintaining a high ethical standard. In addition, the students must be able to demonstrate the ability to be compassionate, empathic, and tolerant. Students must be able to interact in a collegial manner and demonstrate the ability to participate in teamwork. Students must possess the emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive, and effective relationships with patients. Students must be able to tolerate physically taxing workloads and to function effectively under stress. Students must be able to adapt to changing environments, respond appropriately to unpredictable circumstances, and to display flexibility.

**Chronic Conditions:** Students must not be subject to any chronic or recurrent illnesses that would interfere with quality patient care or safety and that are not compatible with dental practice or training.

## Expenses

### Tuition

Beginning 2023-2024, the annual resident tuition is \$34,527; non-resident tuition is \$54,534. Attendance during any part of an academic year will require payment of full tuition subject to the refund provisions. Tuition for each academic year is due at the time of registration. Tuition and fees are subject to change according to the actions of the UTHealth or UT System Board of Regents. Changes become effective when enacted.

### DDS Program Incidental Fees

- **Anatomy Course DENS 1512 Fee:** \$500 for first year.
- **ASDA Fee:** A fee of \$145 for first, second, third- and fourth-year students.
- **Laboratory Fee:** An annual laboratory fee will be \$50 for the first- and second-years DDS classes
- **Library Resource Fee:** \$300 annually
- **Simulation Fee:** \$350 annually for DDS Program.
- **Digital Dentistry Fee:** \$425 annually (second, third- and fourth-year DDS classes)
- **Technology Resource Fee:** A fee of \$2,200 annually

**Instrument Rental and Sterilization Fee for DDS Program:** It is mandatory that all undergraduate students participate in the dental instrument rental program. Instrument Rental and Sterilization fee for the 2022-2023 academic year is:

- First Year Student: \$1,735
- Second Year Student: \$1,735
- Third Year Student: \$2,750
- Fourth Year Student: \$2,750

The instrument rental program does not provide all of the instruments required by the student. Additional instruments and supplies must be purchased by the student.

Registration is not complete and the student is not entitled to University privileges until all tuition and fees are paid.

### Instruments, Supplies and Books

Students are required to purchase supplies, books, computer and some instruments necessary to complete the dental curriculum. Students should take into account the cost of these items when planning for financial support.

Textbook and supplemental materials information, including the maximum extent practicable the International Standard Book Number (ISBN) and retail price information, is available on the DDS Curriculum Web site. Visit the Website at: [https://dentistry.uth.edu/students/docs/official\\_textbook\\_list.pdf](https://dentistry.uth.edu/students/docs/official_textbook_list.pdf)

A School of Dentistry student is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer, at lower price than the price charged for that textbook by a university-affiliated bookstore.

Under a four-year plan, approximate costs, depending upon fluctuations in market price and changing needs in the curriculum, are as follows:

- First Year: \$7191 Instruments and Supplies; \$1562 Books
- Second Year: \$4897 Instruments and Supplies; \$1555 Books
- Third Year: \$100 Instruments and Supplies; \$537 Books
- Fourth Year: \$555 Instruments and Supplies

The above includes the estimated cost for the 2023-2024 academic year.

## DDS Program Scholarships

UTSD is able to offer a limited number of competitive academic scholarships to each entering class of DDS degree candidates. These scholarships are made possible through the generous donations of the UTSD Alumni Endowment Fund, The Mu Mu Chapter of Omicron Kappa Upsilon Honorary Dental Society, and the Greater Houston Dental Society via the Daniel C. Kamas Memorial Fund. The scholarships, by direction of the sponsors, are primarily competitive academic scholarships, with the primary designation for superior academic performance and financial need. Additional criteria for scholarship consideration include all those factors utilized by the Scholarship Committee.

## Educational Requirements for Doctor of Dental Surgery (D.D.S.)

- Applicants must have completed a minimum of 90 semester hours (or 134 quarter hours) at a regionally accredited (<https://www.chea.org/about-accreditation/#what>) US or Canadian college or university.
- All undergraduate course requirements listed in the table below must have been completed at a regionally accredited US or Canadian university/college. Foreign coursework will **not** count towards meeting any of the prerequisites, even if transfer credit has been given for them by a US or Canadian school.
- Each required course, listed in the table below, must be completed with a grade of C or better. Courses taken Pass/Fail or Credit/No Credit will **not** count towards meeting the requirement.
- Advanced placement credit is accepted **only** if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. Lump sum credit is not accepted.
- Graduate courses **do not** satisfy the 90-hour requirement **or** the required coursework.
- All required course work must be completed before **or** by the time of enrollment into UTSD.
- Baccalaureate degrees are highly desirable. However, exceptionally mature students without a degree, who have outstanding academic records, superior performance on the respective admissions test

and highly desirable personal qualifications, may be considered for admission.

- The prescribed course requirements are the **minimum** requirements for admission to UTSD. Applicants are best served to take additional upper-level course work so they are better prepared for the academic rigors of dental school.

## Undergraduate Course Requirements

Courses for non-science majors or for health career majors (nursing, pharmacy, allied health sciences, etc.) will **not** satisfy the required coursework. All required coursework must be applicable towards a traditional science degree.

**Biological Sciences** 14 semester hours (12 semester hours of lecture & 2 semester hours of formal lab) or 21-quarter hours (18 quarter lecture hours & 3-quarter lab hours) of Biological Science are required.

Includes all Biological Science courses applied toward Baccalaureate degree in traditional science fields, such as General Biology, Biochemistry, Microbiology, Molecular Biology, Genetics, Ecology, Immunology, Parasitology and Anatomy & Physiology.

**UTSD requires 3 semester hours (or 5 quarter hours) of Microbiology. This requirement will count toward fulfilling part of the 14-semester hour Biological Science requirement.**

**General Chemistry** 8 semester hours or 12 quarter hours of General (Inorganic) Chemistry, as required for college science majors, including the corresponding laboratory experience are required. (8 semester hours = 6 hours of lecture & 2 hours of lab; 12 quarter hours = 9 hours of lecture & 3 hours of lab).

Courses such as Physical Chemistry and Quantitative Analysis may also satisfy the requirement.

**Organic Chemistry** 8 semester hours or 12 quarter hours of Organic Chemistry, as required for college science majors, including the corresponding laboratory experience are required. (8 semester hours = 6 hours of lecture & 2 hours of lab; 12 quarter hours = 9 hours of lecture & 3 hours of lab).

**Biochemistry** 3 semester hours or 5-quarter hours of Biochemistry are required. This requirement is in addition to the Biological Science requirement of 14 hours and may not be used to fulfill the Biological Science requirement.

The course may be taught in the Biology, Biochemistry or Chemistry department.

**Physics** 8 semester hours or 12-quarter hours of Physics, as required for college science majors, including the corresponding laboratory experience are required. (8 semester hours = 6 hours of lecture & 2 hours of lab; 12 quarter hours = 9 hours of lecture & 3 hours of lab)

Includes all physics courses applied toward a baccalaureate degree in any traditional science field.

**English** 6 semester hours or 9-quarter hours of college English are required.

Any course accredited by the English Department that fulfills a general education English requirement of a baccalaureate degree will be accepted. Remedial or developmental courses or "English As a Second Language" courses **are not accepted**.

**Statistics** 3 semester hours or 5-quarter hours of Statistics are required.

The Statistics course should be taught in a Math or Statistics Department.

## Dental Admission Test

In addition to the scholastic requirements for admissions, all candidates are required to take the Dental Admission Test (DAT). The DAT should be taken in the spring of the year in which the application is initiated. It is given at several testing centers in the state by the Division of Educational Measurements, Council on Dental Education of the American Dental Association. An application to take the DAT and a brochure describing the testing program may be obtained from the American Dental Association's website (<https://www.ada.org/en/education-careers/dental-admission-test>) (<https://www.ada.org/education/testing/exams/dental-admission-test-dat/>) or by calling them at 312-440-2689.

## Procedure and Criteria for Dental School Admissions

The Dental Admissions Committee at UTSD is composed of faculty members, student members, and ex officio members. The Dental Admissions Committee considers, selects, and recommends to the Dean applicants for admission to the D.D.S. program.

Applicants to be offered positions are selected through the collective judgment of the Dental Admissions Committee members. The decisions are made by evaluation of the record of the applicant and comparative study with other applicants' records that reflect academic qualifications and personal attributes that contribute to success as a dental professional. Qualified legal residents of Texas are given preference.

The members of the Dental Admissions Committee serve as a resource to applicants in all programs by

1. participating in a yearly pre-professional advisors conference;
2. making visits to area Texas colleges to provide information about dentistry and dental education;
3. conducting programs at the School of Dentistry for groups of applicants; and
4. participating in Health Career Days at Texas universities and colleges.

Initial screening factors considered by the Committee include:

### Academic achievement

- Overall grade point average
- Science grade point average
- Academic progression or regression
- Educational experience as reflected by the total credit hours

Aptitude for dentistry as predicted by the Dental Admissions Test (DAT).

- Survey of the Natural Sciences (Biology, Inorganic and Organic Chemistry)
- Reading Comprehension (Natural and Basic Sciences)
- Test of Perceptual Ability

Scores used in the Dental Admissions Testing range from 1 to 30. While there is not a "passing" or "failing" score, a score of 18.5 on the academic average was representative of average performance on a national basis in 2013. If the exam is retaken, only the most recent score is used in the

applicant management model. The DAT Academic Average mean has been above 19 for recent entering classes.

## Application and Acceptance Procedures

Application to UTSD may be made through the TMSAS or the Associated American Dental Schools Application Service. Application is preferred through TMSAS and is required of Texas resident applicants. Application information can be obtained from

Texas Medical and Dental Schools Application Service  
P.O. Box 2175  
Austin, TX 78768

On-line application and information is available at: <http://www.tmsas.com/> (<https://www.tmsas.com/>)

The following requirements are stipulated for official consideration of an application for admission to the School of Dentistry

- Applications will be accepted only between May 1 and October 1 of the year preceding expected matriculation.
- Applications are processed by the Texas Medical and Dental Schools Application Service or American Associated Dental School Application Service
- The Texas Medical and Dental Schools Application Service or American Associated Dental School Application Service must receive:
  - All application forms, completed and signed where appropriate;
    - Official transcripts of courses and grades directly from all academic institutions attended;
    - An evaluation of the applicant from the Health Professions Advisor, the Health Profession Advisory Committee, or from two academic professors of the applicant's choosing. If an Advisor or Advisory Committee is on the applicant's undergraduate campus, a letter from them is desired. A letter of evaluation is also required from a practicing dentist;
  - DAT Scores;
    - TMSAS will charge a non-refundable filing fee, based on the number of schools to which you apply and Texas residency. If a doubt exists regarding your residency status, the application will not be processed unless a non-resident filing fee is submitted or until a determination of legal Texas residency can be made. If you submit a non-resident filing fee and it is subsequently determined that you are a resident of Texas, an appropriate refund will be made. If your residency status is questionable, it will be necessary for you to complete a Residency Questionnaire so that a residence determination can be made. The filing fees are published on the Texas Medical and Dental School Application Service web site: <http://www.tmsas.com/> (<https://www.tmsas.com/>)
  - Photographs for each school and the Application Service;

The TMSAS is operated for administrative purposes involving the application process. All actions on admission to a professional program are the prerogative of the admissions committees of the individual professional schools. All questions concerning the status of a completed application should be directed to the Office of Student and Academic Affairs of the School of Dentistry at [sod-studentaffairs@uth.tmc.edu](mailto:sod-studentaffairs@uth.tmc.edu)

Questions concerning the degree of completion of an application should be directed to the Application Service. Applicants are encouraged to

monitor application completion on-line at <http://www.tmdsas.com/> (<https://www.tmdsas.com/>)

Non-resident students will be limited to not more than a certain percentage of the total enrollment per class established by the Texas State Legislature.

## Transfer and Advanced Standing Applicants

UTSD classifies “transfer” students as applicants currently enrolled in good standing in dental schools accredited by the American Dental Association, and “advanced” standing applicants as graduates of dental schools not accredited by the American Dental Association. Both transfer applicants and advanced standing applicants will be considered for admission only if space is available in the appropriate second year class. No transfer will be accepted beyond the second year.

*Requirements that govern the admission of transfer students are as follows:*

- Official transcripts from all colleges and universities attended. Applicant must provide adequate translations (if applicable)
- DAT Scores
- National Board Scores (if applicable)
- A letter of recommendation from the Dean of the dental school in which the applicant is currently enrolled.
- Curriculum of the school attended must be compatible with that of UTSD. The transfer student must ensure that documentation and analysis of program compatibility is provided by the institution attended by the transfer applicant.
- A personal interview is required before the Dental Admissions Committee will consider the completed application.

*Requirements that govern the admission of advance standing applicants to the second year are as follows:*

- Must not have been out of pre-doctoral dental school for more than five years at the time of acceptance or must have completed a two-year postdoctoral program accredited by the American Dental Association within the past five years or have successfully completed a preceptorship program at UTSD within the past five years.
- Official transcripts from all colleges and universities attended. Applicant must provide adequate translations (if applicable).
- Must have passed Part I of the National Board Examination. Part II scores are considered if available.
- Applicants from countries where English is not the native language are required to submit scores on the Test of English as a Foreign Language (TOEFL).
- A letter of recommendation from the chief administrative officer of the college, university, or dental school in which the applicant was last enrolled.
- An interview will be required prior to an offer of admission. Those selected for interview by the committee will be notified.
- A skills assessment bench exam will be administered during the interview process which includes a non-refundable fee and is required prior to an office of admission. Those selected to take the exam by the Committee on Admissions will be notified.
- No admission beyond the second year DDS class for the advanced standing.
- Students accepted as advanced standing participants will pursue the prescribed dental course of study and be required to complete

satisfactorily published graduation requirements for Doctor of Dental Surgery candidates.

No plan for admission or reporting to The University of Texas School of Dentistry at Houston should be made until official notice of acceptance has been received.

## Readmission

A student who voluntarily withdraws or is dismissed from the dental program and subsequently applies for readmission, will be considered on an individual basis by the Dental Admissions Committee.

The dental curriculum has been designed to maximize the student's learning experience. There is intentional integration of the various disciplines to aid the student in assimilating the knowledge base necessary for developing a sound decision-making process and the technical skills necessary in dentistry. The building blocks of this model are the various courses, laboratories, and clinics offered at the School of Dentistry.

Each course is overseen by a course director, who has the responsibility of organizing the educational material contained in the course as well as the efforts of the other faculty who act as course contributors. The ultimate responsibility for each course lies with a specific department chairperson (usually the chairperson of the department of which the course director is also a member).

Each course utilizes a variety of educational instruments to aid the student in learning. These may include traditional lectures, textbooks, and other printed materials, non-printed media accessed through Canvas (the school's learning management, web-based interface), and other web-assisted instruction.

Each of the courses in the curriculum is overseen by a specific department chairperson. The School of Dentistry academic departments are as follows: **Diagnostic and Biomedical Sciences, Endodontics, General Practice and Dental Public Health, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics and Dental Hygiene, and Restorative Dentistry and Prosthodontics.**

The educational program in the School of Dentistry continues throughout the calendar year with approximately four (non-consecutive) weeks off in the Summer, three weeks at the end of the Fall Semester and one week during the Spring Semester.

## Courses of Instruction/Description

Courses of instruction are identified by an eight-character number. The first four characters indicate the type of course and semester. The first digit indicates the year, the second and third digits indicate the department and section, and the last digit is a unique number assigned to each course in the respective department and section.

**Note:** Course descriptions are intended to represent skills and knowledge that should accompany successful completion of the course and should not be construed as a guarantee or warranty by UTHealth Houston of the required level of achievement by every student.

## Third Year

The CLIN 3000 series listed below are third-year courses that provide an opportunity for clinical experience in the indicated clinical discipline. Students perform comprehensive dental care under the supervision of faculty from all clinical departments. There are four, two-year clinical courses which begin during the third year of matriculation and will



be listed only on the Fourth-Year course list, the year course credit is awarded: CLIN 4002 Endodontics Clinic, CLIN 4006 Operative Dentistry Clinic, CLIN 4008 Periodontics Clinic and CLIN 4014 Clinical Practice II.

## Fourth Year

The CLIN 4000 series listed below are fourth year courses, which provide an opportunity for clinical experience in the indicated clinical discipline. Students perform comprehensive dental care under the supervision of faculty from all clinical departments.

Course	Title	Hours
<b>First Year</b>		
DENF 1504	Neurosciences	2
DENF 1510	Biomedical Science Core	5
DENF 1511	Oral Biology I	4
DENS 1512		4
DENS 1513	Human Biology	4
DENS 1514	Oral Biology II	2
DENF 1543	Clinical Applications I	2.5
DENF 1543	Clinical Applications I	2
DENS 1544	Clinical Applications II	2.5
DENU 1561	Principles of Pharmacology	1
DENU 1562	Local Anesthesia	1
DENF 1601	Dental Anatomy I	2
DEPF 1602	Dental Anatomy Lab I	1
DEPS 1604	Dental Anatomy Lab II & Occlusion	2
DEPS 1614	Operative Dentistry I	4
DENF 1621	Ethics in Dentistry	0.5
DENS 1624	Practice Management I	0.5
DENF 1651	Foundational Skills for Clinic I	1
DENS 1652	Foundational Skills for Clinic II	1
DENS 1672	Biomaterials I	1.5
DENU 1703	Oral and Maxillofacial Radiology I	1.5
DENU 1704	Introduction to Clinic	1
DENU 1721	Perio I: Introduction to Periodontology	1
DENU 1931	Basic & Applied Nutrition	1
DENF 1934	Introduction to Population Health	1.5
DENF 1991	Introduction to Dental Informatics	0.5
<b>Hours</b>		<b>50</b>
<b>Second Year</b>		
CLIN 2502	Second Year Fall Clinic	2
CLIN 2503	Second Year Spring/Summer Clinic	2
DENF 2564	Dental Therapeutics	2
DEPF 2614	Operative Dentistry II Simulation	4
DENU 2624	Practice Management II	0.5
DEPU 2625	Digital Dentistry	1
DENF 2703	Oral & Maxillofacial Radiology II	1
DENF 2705	Pathobiology	6
DENS 2706	Oral Diseases	4
DEPS 2712	Endodontics I: Simulation	2
DENF 2722	Perio II: Nonsurgical Periodontal Therapy	1
DENS 2801	Preclinical Oral & Maxillofacial Surgery	1
DENS 2804	Essentials in Medicine I	3
DENU 2811	Dental Anesthesiology	1
DEPS 2908	Fixed Prosthodontics	2
DEPF 2912	Indirect Single Unit Restoration	4
DEPF 2913	Removable Prosthodontics I	2
DEPS 2914	Removable Prosthodontics II	1
DENS 2915	Implantology I	1.5
DENS 2936	Behav Context-Dent Patient Mgmt	1
DENS 2961	Growth & Development	0.5

DENF 2962	Pediatric Dentistry I	1
DENS 2964	Pediatric Dentistry II: Treatment Concepts	1
DEPS 2965	Pediatric Dentistry II Lab: Simulation	1
<b>Hours</b>		<b>45.5</b>
<b>Third Year</b>		
CLIN 3001	Pediatric Dentistry Clinic	2
CLIN 3003	Radiology Clinic	1
CLIN 3005	Prosthodontics Clinic	6
CLIN 3007	Oral Surgery Clinic	2
CLIN 3011	Orthodontics Clinic	0.5
CLIN 3013	Urgent Care Clinic	1
CLIN 3016	Clinical Simulation I	1
CLIN 3017	Assess, Diagnosis, Treatment Plan Clinic	3
DENF 3541	Emergency Procedures I	1
DENS 3622	Practice Management III	1
DENF 3672	Biomaterials II	1
DEPF 3673	Advanced Restorative & Esthetics	2
DENS 3705	Oral Oncology	0.5
DENU 3706	Differential Diagnosis-Soft Tissue	1
DENU 3707	Differential Diagnosis-Hard Tissue	1
DENF 3710	Endo II: Biological Applications in Endo	0.5
DENS 3711	Endo III: Advanced Endodontics	1
DENF 3721	Perio III: Surgical Perio Therapy	0.5
DENS 3723	Advanced Periodontics	1
DENS 3806	Implant II: Treatment Planning	0.5
DENF 3807	Advanced Oral & Maxillofacial Surgery	0.5
DENF 3808	Essentials in Medicine II	2
DENS 3809	Essentials in Medicine III	2
DENF 3901		1
DENS 3902	Advanced Prosthodontics	1
DENS 3932	Dental Public Health	1
DENF 3961	Pediatric Dentistry III	1
DENF 3971	Orthodontics	1
DENS 3991	Integrated Board Review	1
<b>Hours</b>		<b>38</b>
<b>Fourth Year</b>		
CLIN 4001	Pediatric Dentistry Clinic	2
CLIN 4002	Endodontics Clinic	2
CLIN 4003	Radiology Clinic	1
CLIN 4004	Special Patient Care Clinic	1
CLIN 4005	Prosthodontics Clinic	8
CLIN 4006	Operative Dentistry Clinic	4
CLIN 4007	Oral Surgery Clinic	1
CLIN 4008	Periodontics Clinic	3
CLIN 4011	Orthodontic Clinic	0.5
CLIN 4012	Assess, Diagnosis, Treatment Plan Clinic	2
CLIN 4013	Urgent Care Clinic	2
CLIN 4014	Clinical Practice II	3
CLIN 4016	Clinical Simulation II	0.5
DENS 4541	Emergency Procedures II	0
DENS 4622	Laws and Regulations Affecting Dentistry	0.5
DENF 4623	Practice Management IV	0.5
<b>Hours</b>		<b>31</b>
<b>Total Hours</b>		<b>164.5</b>

## Electives and Continuing Dental Education

The electives program at UTSD is designed to offer enrichment courses in a variety of areas beyond the scope of the required pre-doctoral curriculum. A listing of electives is provided in the *Student Guide to*

*Academic Studies* at <https://dentistry.uth.edu/students/docs/student-guide-academic-studies.pdf>

Each student must complete **four** semester credit hours of elective courses, plus **two** Continuing Dental Education Courses, to be eligible for graduation. A description of the elective courses offered, eligibility requirements, and associated information are listed in the current *Student Guide to Academic Studies*.

Although some electives are offered during the first and second year of the curriculum, the majority of elective courses are offered in the third and fourth years of the curriculum. There are several types of elective courses offered: general information courses, Table Clinics, lecture/seminar courses, laboratory or clinic courses, investigative research projects, extramural courses, and honors courses. The latter usually requiring a vetting process.

All elective course grades are Pass ("P") or Fail ("F").

## Academic Standards

### Grading System

**Passing:** Final course grades are numerical. A grade of 70 or above is considered passing; students are required to obtain a passing grade in every course. An overall average of 76 for all course work during each year must be maintained for promotion and graduation. Failure to maintain a passing status can result in remediation of the course, a repetition of an academic year, or action up to and including dismissal.

**Failing:** A course grade of 69 or below is considered failing. Failure of any course during any semester or failure to maintain a passing status may result in repetition of a course, repetition of an academic year, dismissal, or other action. Failure of more than one course in any semester may result in dismissal. If repetition or other remediation is approved by the respective Student Evaluation and Promotion Committee, only one attempt may be made to improve the grade (absent compelling circumstances).

If a student successfully remediates a course by obtaining a minimum grade of 70, the student will receive a grade of 70. Students receiving a grade of less than a 70 for remediation will receive the failing grade. Students who are unsuccessful in their attempt to remediate a course failure will be subject to appropriate academic action by the Student Evaluation and Promotion Committee.

**Registration:** Qualification for registration requires that each student satisfy institutional policy with respect to successful completion of courses, clinical procedures, and grade averages. Registration may be denied if stated requirements have not been fulfilled.

### Progress Evaluation and Academic Actions

UTSD Student Evaluation and Promotion Committee consists of four subcommittees: The First Year Dental Student Evaluation and Promotion Subcommittee, the Second Year Dental Student Evaluation and Promotion Subcommittee, the Third/Fourth Year Dental Student Evaluation and Promotion Subcommittee, and the Dental Hygiene Student Evaluation and Promotion Subcommittee. Each Subcommittee has a Chairperson. One of the four Chairpersons also serves as Chair of the School of Dentistry Evaluation and Promotion Committee.

Student progress is evaluated at least five times annually by the respective Student Evaluation and Promotion Subcommittee. This committee is charged with reviewing student progress and recommending action to the Associate Dean for Student and Academic

Affairs. The ultimate decision in matters of academic standing lies with the Dean based on recommendations of the respective Student Evaluation and Promotion Subcommittee (and any ad hoc Appeals Committee, if appropriate), and the Associate Dean for Student and Academic Affairs. The respective Student Evaluation and Promotion Subcommittee base its recommendation on the following academic criteria:

- Didactic performance
- Preclinical lab performance
- Clinical performance
- Course failure
- Professional Development, professionalism, and ethical conduct

Students who fail to perform satisfactorily in any of the above listed areas will be recommended for corrective action to the Associate Dean for Academic Affairs by the respective Student Evaluation and Promotion Subcommittee. These students will receive written notification defining their deficiencies and the corrective action they must take, if any. Failure to meet standards established in any corrective action plan will result in further academic action, including dismissal.

**End of Fall Semester Evaluation:** At the end of the Fall Semester, every student is expected to have successfully completed all courses and clinic expectations for the Fall Semester with a cumulative average of 76 or above.

**End of Year Evaluation:** At the end of an academic year, every student is expected to have successfully completed all courses and clinic expectations for the year with a cumulative average of 76 or above.

Students who exhibit exemplary professional behavior and whose academic performance ranks them in the upper 10 percent of the semester, based on the semester GPA, will be considered for the Dean's Student Excellence List.

**Promotion:** In order to be considered for promotion, a student must maintain a minimum cumulative grade average of 76 with successful completion of all courses and clinical expectations for a given year as outlined in course syllabi, the *Student Guide to Academic Studies*, Clinical Procedures and Operation Manual, and School of Dentistry Catalog.

## Examinations

Clinical, laboratory, and course examinations may be administered each semester to provide both students and faculty the opportunity to evaluate the student's level of achievement. The date and time of examinations are published in course syllabi and student schedule.

Students are expected to complete the Doctor of Dental Surgery Program in four academic years. Due to extenuating circumstances, including leaves of absence, repeating a year, clinical activities, and academic performance, students may need more than four academic years to complete the program. If additional time to complete the program is granted, the program must be completed in no more than six academic years from the time of a student's initial enrollment. Under extremely unusual circumstances, a student may petition in writing for an exception to this policy. The petition must be sent to the Associate Dean for Student and Academic Affairs; the request shall be reviewed by the Dental Student Evaluation and Promotion Committees; the decision of the Committees is final.

## Appeal Process

A UTSD student may appeal any academic corrective action and/or recommendation of dismissal by an Evaluation and Promotion (“E & P”) subcommittee to the Associate Dean for Student and Academic Affairs, in writing, within three calendar days after receipt of notice of the academic action. The student must provide the Associate Dean for Student and Academic Affairs a “complete” appeal, which includes at least a written statement clearly explaining all rationale for the appeal and any additional documentation the student possesses that the student believes supports the student’s rationale for the appeal.

The Associate Dean for Student and Academic Affairs will refer each complete appeal to an Ad Hoc Appeal Committee (“Appeal Committee”). The Office of the Associate Dean for Student and Academic Affairs will assist by scheduling the meetings of the Appeal Committee.

- The Chair of the Appeal Committee will be selected and appointed by the School of Dentistry Committee on Committees and approved by the Faculty Senate (an alternate Chair will also be selected from among the faculty of the School of Dentistry). The Chair will preside over the Appeal Committee. The length of the Chair’s term will be three years. The alternate will preside over the Appeal Committee in the event that the Chair is unable to attend.
- The Appeal Committee will be made up of the chairs of each of the E & P subcommittees not involved in the academic action being appealed. Vice chairs of the E & P subcommittees may serve in this role in the event a subcommittee Chair is unable to participate. In addition, an additional member of the Appeal Committee will be selected by the Associate Dean of Student and Academic Affairs from among School of Dentistry faculty. This member of the Appeal Committee cannot be the student’s faculty advisor or a member of the E & P subcommittee making the decision being appealed.
- Each of the Appeal Committee members will have one vote. In the case of a tie vote, the Chair of the Appeal Committee will vote to break the tie.

The Appeal Committee will review the student’s written statement and documentation, if any, submitted by the student, meet with the student, the student’s faculty advisor, the Chair of the E & P subcommittee taking the academic action being appealed, and other individuals at the discretion of the Chair of the Appeal Committee. The Chair of the Appeal Committee shall submit a final recommendation to the Dean within seven calendar days of the final Appeal Committee meeting. The Dean shall consider the recommendation of the Appeal Committee, may review the materials submitted to the Appeal Committee, and may interview other individuals. At his or her discretion, the Dean may meet with the student. The student will be notified of the Dean’s decision within 10 calendar days after the Dean’s receipt of the Appeal Committee recommendation. The Dean’s decision regarding the academic action of the E & P subcommittee is final. The results of the Appeal Committee may be shared with the Chair of the Department involved.

The student, upon written request to and approval in writing from the Associate Dean for Student and Academic Affairs, may continue academic studies while the appeal of an academic action is under review and until the student receives notification of a final decision by the Dean.

If after the appeals process is completed an academic action of dismissal is upheld, a dismissed student must immediately discontinue participating in all School of Dentistry educational activities. All personal belongings must be removed from the School of Dentistry facilities immediately upon following receipt of the final decision of the Dean.

If the decision is to repeat the year then the student must arrange for enrollment, financial payments, registration, and the removal of any holds on their records.

## Graduation Requirements

In order to be eligible for graduation, a student must complete the following requirements:

- Successful completion, of the School of Dentistry curriculum as validated by the departments, the Student Evaluation and Promotion Committees, and the Administration, of all courses and clinical procedures.
- Maintenance of a minimum cumulative grade average of 76 for didactic courses.
- Maintenance of a minimum cumulative grade average of 76 for preclinical laboratory courses.
- Maintenance of a minimum cumulative grade average of 76 for clinical courses.
- Satisfactory completion of all required competency examinations.
- Satisfactory completion of all extramural rotations.
- Satisfactory completion of a minimum of four semester hours of Electives and satisfactory completion of two School of Dentistry Continuing Dental Education Courses.
- Passing score on Part I and II of the National Board Dental Examinations.
- Payment of all outstanding fees and return of all loaned equipment.
- Sustained record of satisfactory moral, professional, and ethical behavior.