

Faculty of Dental Medicine and Oral Health Sciences: Promotion Guidelines

Health Sciences e-Calendar 2016-2017 (Pg. 150-153)

3.7 Promotion

3.7.1 Standards of Behaviour

The teacher/learner relationship is based on mutual trust, respect, and responsibility. The Faculty of Dental Medicine and Oral Health Sciences therefore has many legitimate expectations related to the behaviour of students and faculty members. A Code of Conduct for the undergraduate medical program is printed in the *Student Handbook*. The Faculty is committed to providing a learning environment which respects this Code. Student/faculty harassment, abuse, and mistreatment are not tolerated. An evaluation protocol for professional behaviour is in the development phase. Students who demonstrate inappropriate professional conduct or are found guilty of a criminal offence may be dismissed from the program.

3.7.2 General Principles of Evaluation and Promotion

All issues related to student promotion and graduation are the responsibility of the Student Promotion Committee.

The Evaluation System is under constant review by the Faculty of Dental Medicine and Oral Health Sciences. The Faculty reserves the right to change rules and regulations at any time, although in general such changes will not come into effect in the middle of an academic year/promotion period.

3.7.2.1 Dent-P Program

A student accepted to the Dent-P program will be required to register for a full year in the Faculty of Science. In that year, the student must take courses totalling 30 credits. Following the successful completion of this year as determined by a Student Promotion Committee, students will proceed into the first year of the four-year D.M.D. program. Students must obtain a minimum cumulative GPA of 3.5 with all individual grades of B or higher for required courses (including complementary science courses) and passing grades for all complementary non-science courses to be promoted into the first year of the D.M.D. program.

Please note that a grade of B in all courses would lead to a GPA of 3.0, and that a grade of B in required courses and grades below B in complementary courses would lead to a GPA below 3.0.



Note: Students failing to meet these requirements will be able to transfer into B.Sc. and may reapply to the D.M.D. program following completion of the undergraduate degree.

3.7.2.2 D.M.D. Program

1. In the first 16 months of the program, a student's promotion is governed by the rules and regulations of the Faculty of Medicine. See *Academic Policies*, and particularly www.mcgill.ca/ugme/academic-policies/promotion-regulations and www.mcgill.ca/ugme/academic-policies/absences-and-leaves.
2. The passing grade for all course requirements is 60%, including an overall final grade of 60%. The passing grade on any remedial activity or supplemental examination is 60%. A supplemental exam may not be repeated. Final grades are reported as "Satisfactory/Unsatisfactory".
3. Students will be required to attend all small group sessions and apprenticeship group meetings. Each absence must be substantiated by written documentation. Sessions missed for reasons that are not valid or approved will be graded as "0" for those sessions.
4. The Committee on Student Promotion and Curricular Outcomes (CSPCO) will review the entire record of any student in academic difficulty.
5. Students are required to attend all clinical activities and laboratory sessions. The requirements for clinical attendance are indicated in the course outlines of the clinical courses. Repeated absences could result in a failure in the course.
6. A student must pass both components of a course comprising a didactic and a practical/clinical component.
7. Students must maintain a GPA of 2.90 during the Preclinical program, third year, and fourth year to be promoted.
8. A student with a GPA of less than 2.90 during the Preclinical program, third year, or fourth year will be permitted to write a maximum of two supplemental examinations each year to raise his/her GPA.
9. A student who fails a maximum of two courses during the Preclinical program, third year, or fourth year will be permitted to write supplemental examinations in the courses failed.
10. A student who fails a component of a course comprising a didactic and a practical/clinical component will be required to take a supplemental examination in the component failed. A fee may be attached to these requirements.

- 11.** Supplemental examinations will be held during the month of August. There is a fee for each supplemental examination; refer to the [Student Accounts](#) website for more information.
- 12.** Deferred examinations will be held as soon as possible after the original examination. There is a fee for each deferred examination; refer to the [Student Accounts](#) website for more information.
- 13.** A student who fails more than two courses per year will be required to repeat the year.
- 14.** Failure in any supplemental examination or remedial evaluation will require the student to repeat the year.
- 15.** The Student Promotion Committee will review the entire record of any student in the following circumstances: academic difficulty, unprofessional behaviour, drug or substance abuse, criminal activity, illness interfering with performance, etc. This could result in the student being dismissed from the program or a suspension from the program for up to one year. The Student Promotion Committee has the right to dismiss any student who is considered unsuitable or incompetent for the practice of dentistry.
- 16.** Cheating on examinations, including examinations administered by the Faculty of Dental Medicine and Oral Health Sciences on behalf of external agencies, is an academic offence.
- 17.** A student will be placed on “probation” by the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee for any of the following reasons:
- Student obtains a final grade of “fail” in any course.
 - Students who receive 2 independent evaluations indicating a “Problem” or “Concern” in one or more evaluation categories in a single evaluation period will be required to meet with the course director to discuss the problem and means of resolving it.
 - Where appropriate, a student may be assigned additional work/exercises/readings to help them correct the deficiency(ies).
 - Students with a “Problem” or “Concern” in 2 evaluation periods or in the last evaluation period of the year are at risk of failing the course.
 - Unprofessional behaviour and/or disciplinary action resulting from violations of the Code of Ethics of the Order of Dentists of Quebec.
- 18.** Once placed on probation, students will remain on probation until completion of the program. “Probation” means the following:
- Specific remedial activity may be required to address areas of weakness.
 - Specific performance criteria may be imposed.
 - Student will be required to meet on a regular basis with the Associate Dean and/or delegate.
- 19.** A student who is placed on probation is automatically monitored by the Student Promotion Committee. The subsequent course is determined by that body; options include continued probation, remedial activity, repeat of a promotion period, or dismissal from the program.
- 20.** A student may not repeat more than one year in the curriculum.
- 21.** A student who is repeating a year must attain passing final grades in all courses and sections and a GPA of 2.9 or higher in the repeat year. If this standard is not achieved the student will be dismissed from the program.
- 22.** A student has the right to state his/her case before the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee; this is accomplished by a written submission. In certain circumstances, e.g., issues of credibility or in cases where the student may be dismissed, the student may be invited to appear in person. The student may be accompanied by an adviser who must be a member of the McGill community and cannot be compensated for this in any way. The proceedings will be conducted in a manner consistent with principles of natural justice (See [Student Rights and Responsibilities](#)).

Decisions made by the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee may be reviewed upon receipt of substantive, new information.

3.7.3 Grade Point Average (GPA)*

The Faculty of Dental Medicine and Oral Health Sciences has adopted a grade point average system similar to the one used by the undergraduate faculties. Official transcripts will show the letter grade and the class average for each course offered by the Faculty of Dental Medicine and Oral Health Sciences.

**Please note that the [reporting mechanism](#) of our faculty has been changed to pass/fail as of 2017. Official transcripts will only show (P/F).*

Listed below are the letter grades and their grade point equivalents:

Grades	Grade Points	Numerical Scale of Marks
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
F (Fail)	0	0 – 59%

For more information, see [University Regulations and Resources > Undergraduate > Student Records > section 1.5.3: Grading and Grade Point Averages \(GPA\)](#).

3.7.4 Examinations

For information on Examinations, see [University Regulations and Resources > Undergraduate > section 1.6: Examinations: General Information](#).

3.7.5 Attendance

Students are very strongly encouraged to attend all lectures. Attendance is mandatory for small groups, clinical sessions, laboratories, and rotations.

Students who have failed to attend 75% of the lectures in any course may be refused the right to attempt the final examination in that course. Students failing to attend mandatory activities as described in the course outline risk failing the course.

3.7.6 Reread Policy

Consultation

In accordance with the [Charter of Student Rights](#), and subject to the conditions stated therein, "every student has the right to consult any written submission for which he or she has received a mark and a right to discuss this submission with the examiner". Students have seven calendar days after receiving their mark to ask for a consultation. Requests for consultations should be addressed directly to the examiner. The examiner has the option of meeting with the student to answer any questions that the student may have about the grading of the paper, or may supply the student with the correct answers to the examination questions in writing. The student may review these in the presence of the Faculty member or designate, but may not take any document away.

Verification

In a case where a student feels that an error has been made in arriving at the final grade, the student can request that the examiner verify that all questions have been marked and that the final grade has been computed correctly.

Reread

In accordance with the Charter of Student Rights, students have the right, subject to reasonable administrative arrangements, "to an impartial and competent review of any mark". The request for a reread must be received within seven calendar days after the consultation. Please see [Student Accounts](#) for the reread fee amount that will be charged to the student's McGill account. This fee will be reimbursed if there is a change upwards in the letter grade for the course.

The request for a formal reread must be made by the student, in writing, to the Faculty of Dental Medicine and Oral Health Sciences, Office of the Administrative Assistant (Student Affairs), and include reasons to justify the request. It must include a statement that the student has already met with the examiner to review the mark or indicating why this has not been possible. In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. Rereads for computer-scored examinations are not possible, but students may ask for verification. There are no re-evaluations of oral examinations and laboratory examinations.

A list of possible rereaders will be obtained by the Office of the Administrative Assistant (Student Affairs) by contacting the Director of the Division involved in the reread. The Associate Dean (Academic Affairs) selects the second reader. The Office of the Administrative Assistant (Student Affairs) conducts all communication with the second reader. The second reader is given the original documents, with marginalia, summary comments, and mark intact, as well as pertinent notes from the first examiner describing issues such as the general nature of the course or the assignment and grading schemes. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirements of the Charter of Student Rights. The rereader's name will not be made known to the student or examiner at any time. The second reader will provide an assessment of the work, in writing, to the Faculty of Dental Medicine and Oral Health Sciences. This assessment will also be transmitted to the first examiner.

As a result of the reread process, the grade may become higher, lower or remain unchanged. The grade submitted by the second reader replaces the original grade and cannot be challenged. The new grade will be communicated to the student in a letter from the Office of the Administrative Assistant (Student Affairs) with a copy to the first examiner.

Appeals

A decision of the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee may be appealed for two reasons:

- dismissal from the program;
- perceived procedural irregularities.

The student has fourteen (14) working days in which to appeal the decision of the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee. The following procedures are to be followed:

1. The student files a letter of appeal to the Dean.
2. The Dean will appoint an *ad hoc* Student Promotion Appeal Committee consisting of three members of the Faculty's academic community who preferably have no previous knowledge of the student or the case under appeal. One member will be designated as Chair.
3. In order to give the student time to prepare for the meeting, there will be a minimum two-week notice period. The meeting can be scheduled earlier if the student requests it, or agrees in advance to the shorter notice period. The names of the members of the *ad hoc* Student Promotion Appeal Committee will be communicated to the student.
4. The Student Affairs Officer will request a detailed dossier from each party, which will be circulated to the *ad hoc* Student Promotion Appeal Committee members and student prior to the meeting. The dossiers should be made available at least two (2) working days prior to the meeting.
5. The Associate Dean (Academic Affairs) or designate, presents the Faculty's evidence in written form and/or verbally to the Committee, after which the student is invited to present.
6. Both parties (the student and the Associate Dean) may be accompanied by an adviser. Such advisers must be members of the McGill community and must not be paid for these services (e.g., McGill Legal Aid Office). The role of the adviser is to advise and help the student and/or Associate Dean present his/her case. It is important for the Committee to hear directly from the student and Associate Dean. The adviser(s) will speak at the invitation of the Committee Chair. The Student Affairs Officer must be informed of the names of the advisers at least two (2) working days prior to the hearing.
7. The *ad hoc* Student Promotion Appeal Committee listens to all evidence and may ask questions of the student and/or adviser, and of the Associate Dean and/or adviser. The parties may also question each other in order to clarify points.
8. The Student Affairs Officer acts as a technical adviser and secretary to the Committee in an *ex officio* capacity. Any notes of the meeting are for the use of the Committee in arriving at their decision, and are destroyed after they have completed their deliberations.
9. When both parties feel that all the information pertaining to the case has been presented, the Chair will ask both to retire and the Committee meets further to make a decision on the matter. All members of the *ad hoc* Student Promotion Committee, including the Chair, may vote. Decisions are made by simple majority.
10. The *ad hoc* Student Promotion Appeal Committee may uphold or overturn the decision of the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee. If the decision is to overturn the decision, the *ad hoc* Student Promotion Appeal Committee may choose to offer recommendations on a course of action to be considered by the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee.
11. The parties are informed verbally by the Faculty of Dental Medicine and Oral Health Sciences Student Promotion Committee as soon as reasonably possible after the decision has been made, and in writing as soon as possible, with a copy to the Associate Dean.

Decisions of the *ad hoc* Student Promotion Appeal Committee can be appealed to the University Senate Committee.