Advanced Education Programs
Dental College of Georgia
Discipline, Grievances, Academic Review and Appeals

RESIDENT DISCIPLINE

All residents are expected to act in a manner which will be a credit to themselves and to the institution. Additional information regarding resident responsibilities and the judicial system is contained in the student handbook under “Student Conduct Code and Procedures.” Advanced Education students may simultaneously be Augusta University Health System Housestaff and/or enrolled in the School of Graduate Studies. Such students will have the rights and responsibilities enumerated in the documentation of these programs in the Augusta University catalog and Augusta University Housestaff policies.

GRIEVANCES

For a resident who reasonably believes he/she has been discriminated against on the basis of race, sex, handicap or religion or who has been subjected to sexual harassment, AU Employee Manual Appendix 3.5 outlines grievance procedures he/she must follow in seeking redress.

ACADEMIC REVIEW AND APPEALS

A. **Review of Academic Progress**

Academic progress of Advanced Education students is monitored by the respective program directors. At the end of each semester, and at any other time deemed appropriate, the program director reviews and evaluates each resident's performance and may take the following actions:

1. continue enrollment as a regular resident;
2. continue enrollment as a resident on academic probation;
3. continue enrollment as a special resident;
4. repeating of course work in any deficient areas, as appropriate;
5. repeating of a portion of the curriculum;
6. dismissal; or
7. promotion to the next year of the program (effective July 1 of each year), as appropriate.

B. **Failing Grades and Incompletes**

1. Failing grades
Residents must pass all required courses within the respective program to be eligible to receive a certificate. When a failing grade is received, an F is recorded. The resident must be re-registered in the course before a passing grade can be earned. In order to earn a second grade for a course previously failed, residents must participate in additional learning experiences under the supervision of the program director. Promotion to the next year of the program is precluded until all courses in the preceding year have been completed with a passing grade.

2. Incompletes

If a resident receives an ‘Incomplete’, the program director will notify the resident in writing of the time limitations and requirements to remove the ‘Incomplete’. When the resident completes the course, the course director is responsible for submitting the grade earned by the resident to replace the Incomplete. Grades changes should be submitted within 3 days of course completion. Promotion to the next year of the program is precluded until all Incomplete grades have been removed. Responsibility for monitoring resolution of incomplete grades rests with the program director.

C. *Definitions*

1. Special Residents

Any resident who, as a result of academic deficiencies, is required to study in an altered curriculum (e.g., more courses, fewer courses, or different courses than the resident's class would normally be taking) will be considered a special resident. Special residents would normally not be expected to complete the program on time.

2. Time Limitations

In all policies of this document regarding time limitations, working days shall include the five days of the work week (Monday through Friday) regardless of whether classes are in session, and shall exclude all official holidays of the Georgia Regents University. Exceptions to this definition will be listed as calendar days.

D. *Academic Probation*

Any resident whose cumulative grade point average (GPA) is below 2.80 at the end of any semester shall be considered on academic probation. Residents on academic probation are subject to the Academic Dismissal policies of the program and the Dental College of Georgia. Programs may set additional standards for satisfactory progress in courses related to the specialty discipline. Residents are expected at all times to respond to assignments and research projects with original data, manuscripts and papers. Any deviation from this could result in a grade of F for the assignment and course and possible dismissal from the Advanced Education Program. Individual programs shall set policies concerning academic probation and dismissal in regard to residents who receive a grade of U (unsatisfactory) in courses graded S or U. With approval of the dean, individual programs may also establish higher GPA standards for probation or dismissal, in which cases the higher standards shall apply.
E. **Academic Dismissal**

1. Authority to dismiss advanced residents from the College of Dental Medicine rests with the Dean. Any resident who fails to meet the standards of academic progress listed in this section of the Dental College of Georgia policies and/or those of the respective advanced education program may be dismissed for academic reasons (each program director is responsible for developing and publishing any additional program policies). The program director has the responsibility for monitoring resident academic progress, and recommending to the Advanced Education Committee the dismissal of any resident who does not make satisfactory academic progress through the respective program. The Advanced Education Committee shall not recommend the dismissal of any resident until the resident has been provided an opportunity for a hearing before the Advanced Education Committee. The Advanced Education Committee may support the program director’s recommendation or offer alternative recommendations. If the Advanced Education Committee supports the recommendation of the program director these two recommendations shall go forward to the Dean. If the Advanced Education Committee does not support the program director’s recommendation they will inform the program director and the Dean of their decision and may recommend alternative actions.

2. **Standards of Academic Progress**

Residents whose level of academic achievement falls below the standards of academic progress set forth below will be identified by the program director and may be scheduled for an academic dismissal hearing before the Advanced Education Committee to be considered for dismissal. A resident may be considered for dismissal if:

a. The resident’s cumulative GPA is below 2.80 at the end of any semester; or

b. The resident earns 10 semester hours of F during a single semester; or

c. The resident is on academic probation for two of three consecutive semesters; or

d. The resident fails to achieve academic and clinical standards of the specific program (any additional program specific policies must be written and published by the program director).

e. Individual programs shall set policies concerning academic probation and dismissal in regard to residents who receive a grades of U (unsatisfactory) in courses graded S or U.

3. In addition, the Advanced Education Committee may recommend to the Dean the dismissal of any resident on academic probation. Prior to such a recommendation, any resident being considered for dismissal has the right to a hearing before the Advanced Education Committee.

4. **Hearing Procedures**
The Advanced Education Committee shall use the following procedures for all academic dismissal hearings initiated by the Advanced Education Committee on request of a program director. These procedures are subject to periodic review by the Advanced Education Committee and may be revised accordingly.

a. Notice to Resident

Prior to any hearing before the Advanced Education Committee, any resident who may be subject to dismissal will receive a written notice of the time, date, and place of the hearing and a written notice of the applicable policies which could lead to the resident's dismissal.

b. Hearing Procedure Rules

(1) An audio recording of the hearing proceedings shall be kept and made available to the parties concerned in the event an appeal is filed.

(2) The program director will present the resident's academic record to the Committee and may present witnesses from the faculty to provide information about the resident's performance in courses.

(3) Residents appearing before the Advanced Education Committee will be permitted an advisor of his (her) choice except that a resident may not select an attorney as his or her advisor. If a resident selects an advisor who is not a faculty member of the Augusta University, the resident must sign a written waiver of confidentiality for the advisor to attend the hearing. Any such waiver of confidentiality is intended to permit the non-faculty advisor to attend the hearing, and the resident's right to privacy will otherwise be protected to the extent allowed by law. Advisors may not directly participate in the hearing.

(4) The resident shall have access to his (her) academic record.

(5) The resident shall be afforded an opportunity to obtain and present witnesses and documents or other evidence.

(6) The resident and all members of the Advanced Education Committee shall have the right to question all witnesses.

(7) The decision of the Advanced Education Committee shall be based on the resident's academic record and shall be presented by the Chair of the Advanced Education Committee to the Dean in the form of a written recommendation within 24 hours of the end of the hearing.

(8) In cases where the Chair of the Advanced Education Committee determines that participation of a faculty member in a resident dismissal hearing creates a conflict of interest, the faculty member will be excused from the hearing.
(9) The Dean will appoint a “Hearing Officer” to have the responsibility of directing the dismissal hearing. At least five voting members of the Advanced Education Committee must be present for a dismissal hearing. The Advanced Education Committee will deliberate in executive session to formulate a recommendation regarding the resident's academic standing. The respective program director shall not participate in the Executive session. The recommendation will be voted on by a written, secret ballot. Recommendations must pass by a simple majority of the voting members present.

5. Dean's Responsibilities

The Dean may implement the Advanced Education Committee’s recommendation or modify the recommendation. The Dean may dismiss the resident or continue the enrollment of the resident as a regular resident, a special resident on an altered curriculum, or as a resident on academic probation. The Dean shall advise the resident in writing of his/her decision within 5 days of receiving the written recommendation of the Advanced Education Committee. The Dean’s decision is final for the Dental College of Georgia.

F. Appeals

Residents dismissed or suspended for academic reasons, and applicants for admission who feel their applications have not been given due consideration, should first appeal to the department and/or school concerned and follow the established appeal procedures. After the above channels have been followed and a final decision has been made by the Dean, any applicant who feels his/her application was not given due consideration, and any expelled, dismissed or suspended resident, shall have the right to appeal to the Augusta University Campus Review Body within five (5) working days. The Campus Review Body ultimately makes a recommendation to the Provost who makes a decision within two (2) working days. The person aggrieved may appeal the Provost’s decision in writing to the President within three (3) working days after the Provost’s decision.

Should the aggrieved person be dissatisfied with the President’s decision, an application may be made to the Board of Regents, without prejudice, for a review of the decision. The application for review shall be submitted in writing to the executive secretary of the board within a period of 20 days, following the decision of the president. This application for review shall state the decision complained of and the redress desired. A review by the board is not a matter of right, but is within the sound discretion of the board. If the application for review is granted, the board, or a committee of the board or a hearing officer appointed by the board shall investigate the matter thoroughly and report their findings and recommendations to the board. The board shall render its decision thereon within 60 days from the filing date of the application for review or from the date of any hearing which may be held thereon. “The decision of the board shall be final and binding for all purposes.”

G. Readmission

Any resident who is dismissed or who withdraws from an advanced program of the Dental College of Georgia may apply for readmission as a first year resident by
submitting a regular application for admission following standard admission procedures. No re-enrollment with advanced standing will be permitted except under the provisions of the Dental College of Georgia’s Leave of Absence policy.

H. **Graduation**

Successful completion of all requirements leads to awarding the appropriate certificate. Approval to graduate rests with the program director and the Dean. Graduation requirements include:

1. The program specific number of semesters in residence; and
2. Completion of the respective program’s curriculum within the program’s published time limits.
3. Passing grades in all required courses; and
4. Overall grade point average of 2.80 or higher; and
5. Satisfactory completion of all clinical services; and
6. Return of assigned institutional property and equipment in acceptable condition; and
7. Payment of all outstanding financial obligations to include tuition and all required resident fees.

I. **Leave Policy**

1. Please refer to [Resident Leave Policy](#)

J. **Advanced Education Resident Academic Grievances Policy**

The following policy relative to academic grievances shall be applicable to all Advanced Education residents enrolled in Augusta University Dental College of Georgia.

1. **Grounds for Academic Grievances**

   A resident may file an academic grievance if (s)he feels one of the following grounds apply:

   a. grading was not in accordance with published program or course grading policy;
   b. grading was arbitrary or capricious; or
   c. grading was determined on the basis of race, disability, gender, ethnicity, or religious affiliation.

2. **Academic Grievance Protocol**
Any resident who has a grievance should attempt to resolve it with the faculty member involved. If the problem is not resolved, the resident should then meet with the appropriate course or program director. If the problem is not resolved at this level, the resident should meet with both the program director and appropriate Department Chairs. If the problem is still not resolved, the resident may request that the grievance be heard by the Advanced Education Committee citing one or more of the grounds listed above. The Chair of the Advanced Education Committee must receive written notification of the grievance within 15 working days of the incident which prompts the grievance. An investigative subcommittee composed of the two members of the Advanced Education Committee will be appointed by the Chair of the Committee to determine whether or not the grievance should be heard by the full Committee. If the grievance is heard by the Committee, a recommendation will be made to the Dean whose decision shall be final for the College of Dental Medicine. The resident has the right to appeal the decision of the Dean to the Campus Review Body, subsequently to the President of Augusta University and finally to the Board of Regents.

3. Resident Academic Grievance Procedures

The Advanced Education Committee shall use the following procedures for all resident grievances initiated under the Advanced Education Discipline, Grievances, Academic Review and Appeals policies of the Dental College of Georgia. These procedures are subject to periodic review by the Advanced Education Committee and may be revised accordingly.

a. Procedures for Requesting a Hearing

(1) After attempting to resolve the grievance with the program director and department chair, a resident who has not received satisfaction must write a letter to the Chair of the Advanced Education Committee. In the letter to the Chair of the Advanced Education Committee, the resident must provide:

(a) Date(s), time(s) and place(s) of events in question;
(b) Names of any witnesses;
(c) Facts of the grievance and action requested;
(d) Outline of efforts and actions already taken by the resident to gain redress indicating dates and names of contacts.

The Chair of the Advanced Education Committee will provide a copy of the resident's grievance letter to the program director and department chair.

(2) The Chair of the Advanced Education Committee will appoint an investigative subcommittee to determine whether the grievance warrants a hearing by the full Advanced Education Committee. The investigative subcommittee will be composed of two members of the Advanced Education Committee. The subcommittee will
make its recommendation to the Chair of the Advanced Education Committee within 10 working days of being appointed. The Chair of the Advanced Education Committee will notify the parties concerned in writing of the subcommittee's determination including the time and place of the hearing if one is granted.

(3) If the Advanced Education Committee denies a resident request for a hearing, the resident may appeal that action to the Dean who may uphold the Advanced Education Committee’s denial or remand the matter back to the Advanced Education Committee for a full hearing.

b. Hearing Procedure Rules

(1) A record of the hearing proceedings shall be kept and made available to the parties concerned in the event an appeal is filed.

(2) In cases where a Committee member is a party to the grievance, where the Chair of the Advanced Education Committee determines a Committee member will have a conflict of interest, and in cases where a Committee member is to serve as a witness, that member shall not participate in the hearing of those grievances as a member of the Committee. Members of the investigation subcommittee will not participate in the formal Advanced Education Committee hearing except as witnesses.

(3) Whenever each of the parties concerned appears before the Committee, (s)he will be permitted to have present an advisor of his (her) choice who is a member of the AU academic community. The role of the advisor will be to advise the resident. Advisors may not directly participate in the hearing. A resident may not select an attorney as his or her advisor.

(4) The resident shall have access to his (her) academic record.

(5) The parties concerned shall be afforded an opportunity to obtain and present witnesses and documents or other evidence.

(6) The parties concerned shall have the right to question all witnesses.

(7) The decision of the Committee shall be based on the evidence introduced at the hearing and shall be made within three (3) working days after the date of the hearing.

(8) The Chair shall notify the Dean in writing of the Committee's recommendation. The recommendation shall include a brief statement of facts, the Committee's decision, and the reasons therefore.

(9) A “Hearing Officer” appointed by the Dean shall have the responsibility of directing the academic grievance hearing. At least five voting members of the Advanced Education Committee
must be present for an academic grievance hearing. The Advanced Education Committee will deliberate in executive session to formulate a recommendation regarding the resident's academic grievance. The recommendation will be voted on by a written, secret ballot. Recommendations must pass by a simple majority of the voting members present.

(10) After receipt of written notification of the recommendation of the Committee, the Dean shall advise the resident and other parties concerned in writing of his (her) decision and the reasons supporting this decision within 7 days.

(11) The resident has the right to appeal the decision of the Dean to the Campus Review Body, subsequently to the President of the Augusta University and finally to the Board of Regents.

K. **Grading Models, Course Failure Policies, and Attendance Policies in Course Syllabi**

1. **Grading Models**

Each course syllabus must contain a grading model clearly stating how the final course grade will be determined. The procedure for determining numerical values should include the rounding procedure.

2. **Course Failure Policies**

All course syllabi shall have a clearly written policy for treatment of residents receiving a failing grade as described in the course grading policy. The course syllabus should also include any limitations which will be placed on the resident in subsequent course work or clinical activity as a result of failing the course. When considering treatment of such residents, the course director should take into account:

   a. the other courses for which the present course is a prerequisite;

   b. whether there will be adequate time in the resident's schedule for the course to be repeated the next time the course is regularly scheduled to be offered;

   c. the emphasis for areas of deficiency (cognitive vs. manual dexterity);

   d. whether it is appropriate to provide additional training or self-teaching to resolve the specific resident's deficiencies in lieu of complete repetition of the course; and

   e. that residents be re-registered for any course failed and that residents must participate in additional learning experiences under the supervision of the course or program director and other involved faculty before a grade for the second attempt at the course can be assigned.

3. **Attendance Policies**
Each course syllabus must contain a clearly written description of the course's attendance policy. If attendance is mandatory, a clearly stipulated policy must be present which outlines the implications for the resident for non-compliance.