

**Texas Woman's University
Dental Hygiene Program
Grade Appeal Procedures**

Academic Requirements

- These prerequisite courses: science courses, nutrition and statistics, must be passed with a C or better before progressing to junior level dental hygiene courses.
- A student who has been admitted to the sophomore year of the dental hygiene program must maintain a cumulative overall grade point average (GPA) of 2.8 or higher to remain in the program. Any student whose overall GPA drops below 2.8 any semester after program admission is ineligible to continue in the program.
- Students must earn a grade of B or higher in freshman dental hygiene courses and C or higher in all other required dental hygiene courses. If a student earns less than C in any other required dental hygiene course, the student will be ineligible to continue in the program regardless of the overall GPA.
- Dental hygiene didactic courses may not be repeated. A grade of below C in a clinical course will require a student to repeat that course. Only one clinic course can be repeated only one time.
- A student who has been admitted to the sophomore year of the dental hygiene program must progress through the program in consecutive semesters. If a student does not register for the current semester of dental hygiene course work once enrolled in the program, the student will be ineligible to continue in the program and must reapply to enter a new class.
- An appeal process is available through a committee made up of dental hygiene faculty and the Vice President for Student Life.

Appeal of a Grade on an Assignment or Test in a Course

- The appeal must be made prior to the end of course in accordance with the course syllabus.
- Within the same semester, the student contacts the instructor for an appointment to review the assignment or test in question.
- The instructor is responsible for the decision regarding appeals for course assignments and tests.
- If the student desires, the DH Program Director may be asked to attend the meeting between the faculty member and the student for whom the assignment or test is being reviewed.

Appeal of a Course Grade

1. The appeal must be made by contacting the DH Program Director within 48 hours of receiving notification of the grade. Notification is considered to be complete when students are informed in writing or verbally of their final grades or on the date when grades are posted by the University whichever is later.
2. In the event the grade is below a C, the student will be notified by letter by the DH Program Director that they are unable to progress in the program. In the event of a grade of D or F in a didactic course, the student will not be allowed to

- continue in the program and will be administratively dropped from all courses if preregistered for the next semester. In the event of a grade of D or F in a clinic course, and if all didactic courses are passed, the student will be allowed to continue in the program but will not be allowed to progress to the next clinic course and will be administratively dropped from the next clinic course if preregistered for the next semester. In this case, the student will be allowed to repeat the clinic course. Only one clinic course may be repeated only one time.
3. If the DH Program Director is unable to contact the student because the student is out of town and has left no way to be reached, then a timely appeal may not be possible prior to the beginning of the subsequent semester. Therefore, students are expected to leave contact information with the DH Program Office if they believe they might receive a grade to be appealed.
 4. The student's appeal to the DH Program Director must be written and include justification for the appeal and documentation supporting the appeal (i.e., why the grade should be changed). The written appeal must be received by the Program Director within a week of official grade notification as described in #1 above.
 5. The DH Program Director may ask the student to first discuss the reasons for the appeal with the instructor of the course. If discussion is not possible or if no satisfactory agreement is reached between student and instructor, the DH Program Director will review the appeal and make a decision.
 6. Every attempt will be made by the DH Program Director to conclude the appeal process prior to the next semester because of the policies stated above regarding progression in the event of a grade of D or F. In the event such a grade is upheld, the student will be unenrolled from the next semester if the student has preregistered, as described above. The final appeal decision will be sent in writing to the student from the DH Program Director or the designee.

Appeal to Continue in the Program

1. GPA and successful passing of courses will be reviewed by the Chair of the Progression Committee at the end of each semester.
2. The student who is unable to continue in the program for academic reasons will be notified by the DH Program Director by certified return letter.
3. The student who is unable to continue in the program for academic reasons may appeal within two weeks of notification.
4. The written appeal should include a self-analysis of why the student did not successfully complete the course(s) or maintain the required 2.8 GPA, an indication of how the student plans to spend the interim time if allowed to repeat a course to continue in the program, the plan the student has for remediation, and why the student will be successful when repeating the course and in future courses.
5. The DH Program Director will review the appeal with a committee of program faculty and the Vice President for Student Life, and make a decision regarding continuation in the program.
6. The decision of recommendation on the appeal shall be made within 45 days of receiving the written appeal from the student.

7. In the event the student is allowed to repeat a course to continue in the program, a satisfactory grade (C or above) must be earned. The student can only retake the course the next time it is offered. The student may not enroll in any subsequent dental hygiene courses until that course is retaken with a satisfactory outcome. The student must progress consecutively after completing the course.
8. If a student is allowed to repeat a course or continue in the program with a GPA below 2.8, the student may be required by the faculty committee to repeat course(s) that have been successfully passed in order to prepare for smooth continuity in the program.
9. If the student is dissatisfied with the decisions made within the academic component, then he/she should appeal to the Dean of the College of Health Sciences.

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