

# **Guidelines for Graduate Education at the School of Dentistry**

**University of Louisville**

## **Minimum Guidelines for Graduate Education**

To ensure high quality graduate education programs, the University of Louisville and the School of Dentistry maintain minimum guidelines for admission and performance of graduate students, for faculty involvement in graduate education and for proper academic administration. The faculty of the University of Louisville School of Dentistry has the academic authority and responsibility to establish rigorous and effective: admission requirements, curricula, instruction, examinations, and recommendations to the Board of Trustees for granting of degrees for programs within the unit. (Redbook Article 3.3.2.)

The faculty of each Unit is responsible for establishing and publishing its own set of policies and procedures for its non-professional graduate programs in the University catalog. Individual academic units and graduate programs may establish policies and procedures that are more stringent than those set forth in the Board of Trustees approved **Minimum Guidelines for Graduate Education**, but may not establish standards that are lesser. Currently, the School of Dentistry offers a Master of Science in Oral Biology program but does not offer an independent PhD program. In accordance with these regulations, the Minimum Guidelines for Graduate Education in Masters of Science in Oral Biology are as follows:

### **I. Academic standards for students in Masters of Science in Oral Biology program of the School of Dentistry**

#### ***A. Admissions standards***

1. All applications for graduate program admissions shall include:
  - (a) A completed application form.
  - (b) An application fee.
  - (c) Results from the General Test Section of the Graduate Record Examination (GRE); Part I of the National Dental Board Examinations; or the Dental Admissions Test (DAT).
  - (d) Official transcript(s) for all previous post-secondary coursework.
  - (e) Documentation of proficiency in English.
  - (f) A personal statement of purpose.
  - (g) At least two letters of recommendation.

All transcripts not in English must be certified as authentic and translated verbatim into English by an approved agency.

2. The minimum requirement for admission is the baccalaureate degree or its equivalent from an accredited institution.
3. The minimum undergraduate grade point average that will be considered for unconditional acceptance and admission is GPA 3.0 (on a 4-point scale). Applicants with DMD degrees from dental schools that do not provide grades are still eligible to apply.

4. The minimum scores that will be considered for unconditional acceptance and admission are as follow: GRE - greater than the 50th percentile for the Quantitative and Analytical Writing sections of the examination; NDBE Part 1 – a passing grade; or DAT – at or above the national average in test category # 8 (Academic Average).
5. Students for whom English is not their primary language must show English language proficiency by providing evidence of (1) a total score of 100 with a minimum of 26 in both speaking and listening sections of the iBT test; (2) successful completion of the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville; or (3) a degree award from an acceptable English language institution.
6. Only complete applications that meet the minimal guidelines for graduate education will be considered. Acceptance into the MS in Oral Biology program is competitive and based on capacity constraints. Meeting the minimal guidelines for graduate education does not guarantee admission to the MS in Oral Biology program.
7. Provisional acceptance to the program may be offered to an applicant under consideration of special circumstances in which the potential for high quality graduate performance by the individual has been clearly demonstrated by other means. It shall require a written statement of the rationale for the exception, plans for monitoring progress and performance and stated success criteria. Such justification must be accepted by the Program Director and Dean of the enrollment unit.
8. Students who fail to meet performance goals or who do not meet other requirements as outlined in the admission letter, program requirements or the university's catalog may be subject to academic dismissal from the Masters of Science in Oral Biology program.
9. The Admissions Committee may request an in person or telephone interview with applicants.

### ***B. Academic Performance***

1. Current curricular and program offerings, including all requirements for degrees are published in the university catalog, which is currently available at:  
<http://louisville.edu/graduatecatalog>
2. The minimum grade point average requirement and other performance criteria for maintenance of good standing and progress toward a degree in the Oral Biology and the individual academic programs are found in the university catalog, which is available at: <http://louisville.edu/graduatecatalog>
3. Any student who does not satisfy the published performance criteria shall be placed in probationary status. Any student who remains in probationary status for two consecutive semesters may be considered for dismissal from the program.

4. Students receiving graduate assistantships (teaching, research or service) shall be provided adequate training and shall be required to understand and adhere to University policies related to these areas. The performance of teaching, research and service duties by such students shall be periodically evaluated. Students with teaching assistantships shall be evaluated annually.

***C. International students***

1. All international students shall comply with regulations of the U.S. Department of Immigrations and Customs, its Student and Exchange Visitor Program and all related policies of the University of Louisville International Center.
2. All international students must be registered with the University of Louisville International Center including presentation of evidence of financial resources adequate to support their educational and living expenses in the United States for the duration of their studies.

***D. Academic program administration***

1. Policies for administration of academic programs shall be promulgated by the Dean of the School of Interdisciplinary and Graduate Studies (SIGS) following appropriate consultation with: (1) an advisory body of deans or their designees, (2) directors of graduate programs, (3) representatives of the Graduate Student Council and/or (4) the Graduate Council. Final approval of these guidelines shall be made by the University Provost.
2. These administrative policies shall be published in the university catalog, which is available at <http://louisville.edu/graduatecatalog> and shall include policies and procedures for: the academic calendar and catalog maintenance, requirements for maintenance of good academic standing, course, credit and degree requirements, grades and grading policies, honors and awards, requirements for theses and dissertations, residency policies, and policies for award of stipends, benefits, tuition and fee remission.

***E. Conflict resolution***

Any student who believes that he or she has been treated unfairly, discriminated against, or has had rights abridged may seek resolution of this conflict. Students, faculty and administrators shall first seek to resolve the matter through informal discussion and through administrative channels, and through the University Student Grievance Officer. Should this fail, a student may initiate a grievance at the unit level within one year of the event giving rise to the complaint. The Graduate Student Academic Grievance committee (Graduate Bylaws 2.3.5) will hold original jurisdiction for students enrolled in the School of Interdisciplinary and Graduate Studies and appellate jurisdiction for all other graduate students. All grievance procedures shall be conducted in accord with Redbook Section 6.8.

## II. Faculty Participation in Graduate Education

- A. **TEACHING:** Faculty who participate in teaching graduate level courses shall meet the requirements of the University of Louisville Faculty Credentials Policy. This policy is consistent with the guidelines of the Southern Association of Colleges and Schools which state that faculty teaching graduate and post-baccalaureate course work should have an earned doctorate/terminal degree in the teaching discipline or a related discipline. However, units may consider other qualifications (e.g., work experience, research) when determining whether a person is qualified to teach graduate level courses. Such exceptions must be documented and approved by the Dean of the appropriate academic unit and recorded by the Dean of the School of Interdisciplinary and Graduate Studies.
- B. **MENTORSHIP:** Faculty who serve as thesis committee members shall in addition show evidence of experience in independent research, scholarship or creative activity, or may be appointed because of specific professional expertise of value to the student's program. Such evidence shall include senior authorship on peer-reviewed publications; research grants; service on academic committees including review committees and editorial boards; and technical skills or academic expertise not available within the faculty.
- C. Faculty certified for participation in graduate education shall be evaluated every five years for continuation of such status.
- D. **COMMITTEES:** Masters' thesis committees shall be composed of a minimum of three qualified members. One of the members shall come from outside the Departmental unit of the primary mentor. If the outside member does not have a primary appointment to a University of Louisville faculty, but is otherwise qualified, this person shall be granted ad hoc approval to participate in graduate education for the specific course or committee in question. In the case of joint programs with other universities, a committee member from the other institution may fulfill this requirement.

- E.** All theses committees shall provide sufficient expertise in the area of study and sufficient faculty availability for necessary student guidance.
  
- F.** Academic units shall certify eligibility of faculty for participation on theses committees and shall forward committee rosters upon appointment and upon any changes to the Dean of the School of Interdisciplinary and Graduate Studies.
  
- G.** Exceptions to these guidelines for involvement with graduate education at the masters' level must be documented and approved by the Dean of the enrollment unit and by the Dean of the School of Interdisciplinary and Graduate Studies.

## ITEMS FOR INCLUSION IN UNIVERSITY CATALOG

### Academic standards for students in the **Master of Science in Oral Biology program**

#### *Admissions standards*

1. **Standardized test(s) required: GRE; NDBE or DAT**
2. **Minimum scores or general guideline for standardized test scores:**  
GRE - greater than the 50th percentile for the Quantitative and Analytical Writing sections of the examination  
NDBE Part 1 – a passing grade; or  
DAT - at or above the national average in test category # 8 (Academic Average).
3. The minimum undergraduate grade point average that will be considered for unconditional acceptance and admission is GPA 3.0 (on a 4-point scale).
4. Students for whom English is not their primary language must show English language proficiency by providing evidence of (1) a total score of 100 with a minimum of 26 in both speaking and listening sections of the iBT test; (2) successful completion of the exit examination for the advanced level of the Intensive English as a Second Language Program at the University of Louisville; or (3) a degree award from an acceptable English language institution.

#### *Academic Performance*

1. The minimum grade point average requirement for good standing is 3.0
2. To remain in good standing, an acceptable annual evaluation from the thesis committee must be obtained.
3. To remain in good standing, no more than six hours of course work may be carried with a grade of **C** or lower