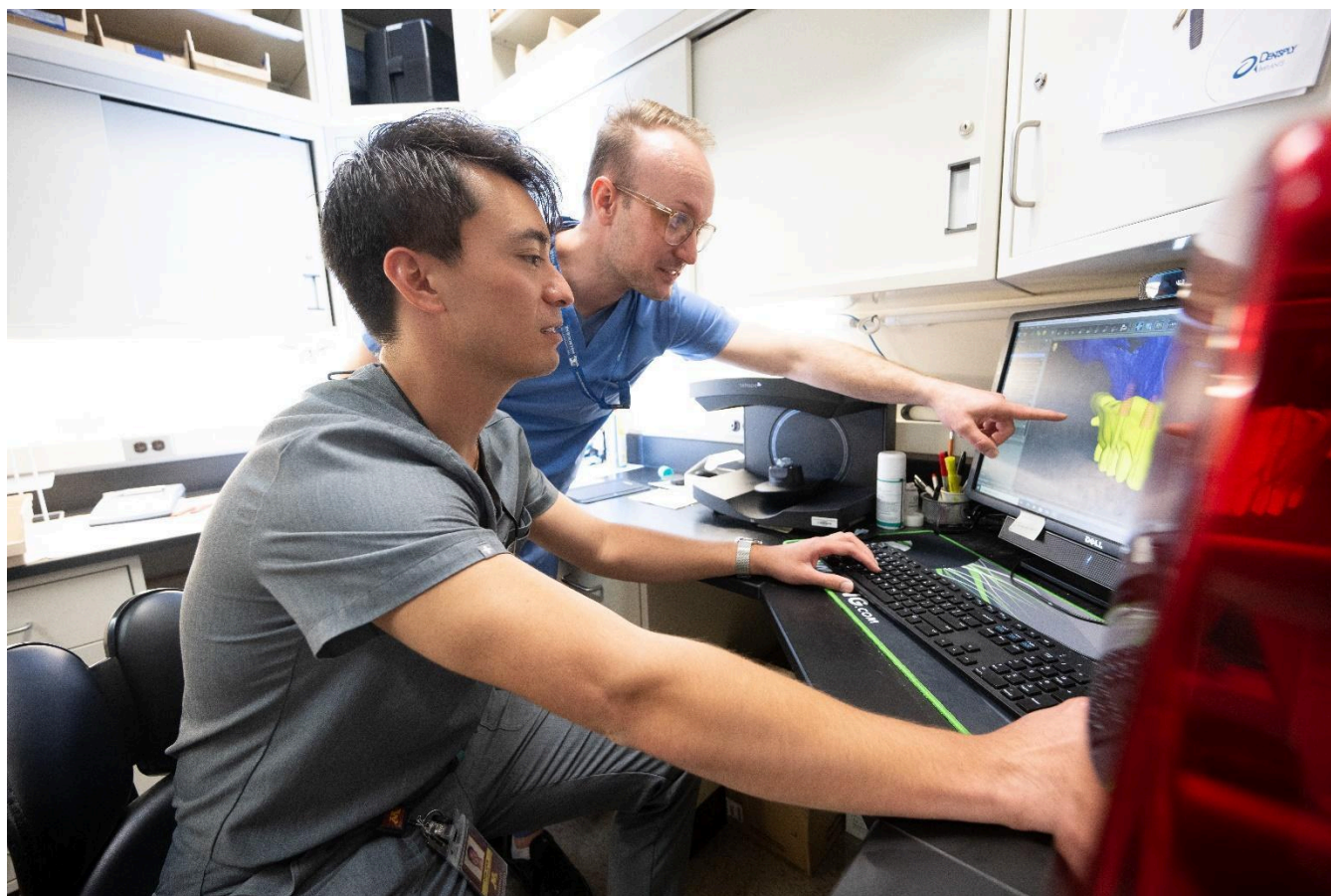


# Master of Science in Dentistry

## GRADUATE STUDENT HANDBOOK



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## **CONTACTS**

### **Master of Science in Dentistry Program**

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Shelby LaFreniere, MA

Graduate Program Coordinator (GPC)

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### **Graduate School**

321 Johnston Hall

[grad.umn.edu](http://grad.umn.edu)

### **One Stop Student Services**

333 Robert H. Bruininks Hall

[onestop.umn.edu](http://onestop.umn.edu)

### **Graduate Student Services & Progress (GSSP)**

333 Robert H. Bruininks Hall

[gssp@umn.edu](mailto:gssp@umn.edu)

### **Graduate Assistant Employment Office**

200 Donhowe

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*The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice. University offices can provide current information about possible changes.*

## **STATEMENT OF GENERAL PURPOSE**

This handbook contains essential information for graduate students in the Master of Science (MS) in Dentistry program. All students are responsible for understanding and following the information and policies contained in this document.

## **PROGRAM OVERVIEW**

The MS in Dentistry program offers training to prepare dentists in advanced dental education programs with an increased breadth and depth of knowledge about dental sciences and to provide expertise for positions of leadership in education, research, and program administration in the oral health field.

## **PREREQUISITES FOR ADMISSION**

Applicants must hold a DDS or DMD degree from an accredited U.S. institution or foreign equivalent and be enrolled or accepted in a School of Dentistry advanced dental education program (specialty residency or fellowship). An undergraduate grade point average (GPA) of 3.0 is the preferred performance level for admission. Applicants for whom English is a second language must provide proof of English language proficiency. Exam options and score requirements can be found on the [Graduate School's English Language Proficiency web page](#).

Applications are received and reviewed throughout the year. Students may enter the program in any semester at the discretion of program faculty.

## **CONCURRENT RESIDENCY AND MASTER'S STUDIES**

The MS in Dentistry program requires concurrent enrollment, or previous successful completion, of an advanced dental education program at the School of Dentistry. Students must carefully plan their studies with their faculty advisor and the Director of Graduate Studies so that their residency and MS programs are appropriately integrated and satisfy Graduate School registration and degree requirements.

## **COMMITMENT TO DIVERSITY**

The MS in Dentistry program and the Graduate School embrace the University of Minnesota's position that promoting and supporting diversity among the student body is central to the academic mission of the University. A diverse student body enriches graduate education by providing a multiplicity of views and perspectives that enhance research, teaching, and the development of new knowledge. A diverse mix of students promotes respect for, and opportunities to learn from, others with the broad range of backgrounds and experiences that constitute modern society. Higher education trains the next generation of leaders in academia and society in general, and such opportunities for leadership should be accessible to all members of society. The MS in Dentistry program and the Graduate School are therefore committed to providing equal access to educational opportunities through recruitment, admission, and support programs that promote diversity, foster successful academic experiences, and cultivate the leaders of the next generation.

## **PROGRAM DESCRIPTION**

The MS in Dentistry program is designed to prepare dentists with knowledge that will complement their areas of clinical expertise. The specific objectives of the program are to develop skills in:

- Designing and conducting research;
- Teaching;
- Administration of clinical and educational programs; and
- Advanced multidisciplinary clinical care.

The program is housed in the School of Dentistry and taught by multidisciplinary graduate faculty of dental educators, researchers, and clinicians. Core elements of the program include courses in teaching and evaluation, research methods, biostatistics, and program administration. Additional coursework may be taken in one of various topic areas, as well as selected areas of clinical and oral science that are of multidisciplinary concern, including anatomy, conscious sedation, craniofacial pain, geriatrics, oral biology, oral medicine and radiology, oral pathology, physical diagnosis, practice administration, and psychology. Flexibility is encouraged in planning individualized programs that will accommodate students' specific areas of interest, and courses from other disciplines may be included for credit in the major area.

## **DEGREE REQUIREMENTS**

The program will require a minimum of 18 months of study and may be completed as either Plan A (with thesis) or Plan B (without thesis). Students in both plans must complete a total of 30 credits, which includes credit for four core courses in dental education, basic research methodology, introductory biostatistics, and fundamentals of healthcare administration. At the discretion of the student's advisor and the Director of Graduate Studies, core course requirements may be waived upon demonstration of previous completion of equivalent course(s) at the University of Minnesota or elsewhere. All students must complete training in research ethics per Graduate School requirements. Courses for credit in the major may also be taken from other disciplines other than dentistry with the approval of the student's advisor and the Director of Graduate Studies.

### **Plan A Program**

(requires 14 major credits, 6 credits outside the major, and 10 thesis credits)

Students in the Plan A program will complete a research project under the guidance and supervision of a faculty advisor and write and successfully defend a thesis. The Graduate School requires that Plan A students register for at least 10 Master's Thesis credits before receiving the degree. A final oral examination is required. A majority vote of an examining committee is required to pass the final examination.

## **Plan B Program**

(requires 24 major credits and 6 credits outside the major)

Students in the Plan B program will not complete a thesis but take an additional 10 credits of coursework and submit three Plan B papers. Titles of the three Plan B papers should be submitted with the student's program registration no later than the second semester of enrollment. Papers may consist of critical reviews of literature, comprehensive clinical case reports, or research papers. At least one of the three Plan B papers must involve the reporting of research conducted under the guidance of a faculty member. Research papers may be based on experimental work and discussions conducted as part of a tutorial experience arranged with the faculty. There is no specified format or length for Plan B papers, but they must be of professional quality as determined by supervising faculty. Their content and scope will be determined in consultation with the faculty supervising the Plan B papers. The student will defend the three Plan B papers via an oral examination.

The Graduate School does not have an official policy regarding collaborative final projects at the Plan B level. Collaborative projects are at the advisor's discretion and the project proposals must be reviewed and accepted by the advisor before the start of the project. Joint projects or Plan B papers are expected to be twice as extensive as a similar project carried out by a single graduate student.

## **S/N Courses**

Students are permitted to have up to one-third of course credits from courses with S/N grading basis:

Plan A - 6 credits

Plan B - 10 credits

## **4000-Level Courses**

Inclusion of a limited number of 4xxx courses is subject to Advisor and Director of Graduate Studies approval. The Graduate School does not allow courses below 4000 level for graduate degree credit.

## **Program Courses<sup>1</sup>**

Below are the required core courses for the MS in Dentistry program together with the interdisciplinary graduate level courses in the various topic areas that will be taught by program faculty. Descriptions of these courses may be found in the [University of Minnesota Catalogs](#).

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<sup>1</sup> Course availability is subject to change and should be verified by students at least one semester in advance of planned registration.

## **CORE COURSEWORK**

### **Required:**

DENT 8201 - Teaching for Learning in Dentistry (1.0 cr)

OBIO 5001 - Methods in Research and Writing (2.0 cr)

PUBH 6414 - Biostatistical Literacy (3.0 cr)

### **At least one of the following courses is required:**

PUBH 6751 - Principles of Management in Health Services Organizations (2.0 cr) or

PUBH 6724 - The Health Care System and Public Health (3.0 cr)

### **Plan A students must take at least 10 master's thesis credits:**

DENT 8777 - Thesis Credits: Master's (1.0–18.0 cr)

## **TOPIC AREAS**

### **Students must complete one topic area:**

#### **Endodontics**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

ANAT 7999 - Head and Neck Anatomy (3.0 cr)

DENT 5277 - Physical Diagnosis for the Dental Specialist (2.0 cr)

DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)

DENT 7102 - Conscious Sedation (2.0 cr)

DENT 7051 - Advanced Study in the Theory and Principles of Oral Medicine (2.0 cr)

DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)

DENT 7021 - Contemporary Diagnosis and Management of Orofacial Pain (1.0 cr)

DENT 7061 - Special Oral Pathology I (1.0 cr)

DENT 7062 - Special Oral Pathology II (1.0 cr)

### **Oral Health Services for Older Adults**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

DENT 7051 - Advanced Theory and Principles of Oral Medicine (2.0 cr)

DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)

DENT 7061 - Special Oral Pathology I (1.0 cr)

DENT 7062 - Special Oral Pathology II (1.0 cr)

DENT 7102 - Conscious Sedation (2.0 cr)

GERI 7100 - Oral Health Services for Older Adults (2.0 cr)

GERI 7200 - Advanced Clinical Geriatric Dentistry (1.0 cr)

GERI 7210 - Geriatric Hospital Dentistry (1.0 cr)

### **Orthodontics**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

ANAT 7999 - Head and Neck Anatomy (3.0 cr)

DENT 8091 - Interdisciplinary Care of the Cleft Palate Patient (1.0 cr)

DENT 7061 - Special Oral Pathology I (1.0 cr)

DENT 7062 - Special Oral Pathology II (1.0 cr)

DENT 7082 - Craniofacial Growth and Development (2.0 cr)

DENT 8081 - Clinical Topics in TMD (2.0 cr)

OBIO 8012 - Basic Concepts in Skeletal Biology (2.0 cr)

PERO 7321 - Periodontics/Orthodontics Seminar (1.0 cr)

## **Periodontology**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

- ANAT 7999 - Head and Neck Anatomy (3.0 cr)
- DENT 5277 - Physical Diagnosis for the Dental Specialist (2.0 cr)
- DENT 7051 - Advanced Study in the Theory and Principles of Oral Medicine (2.0 cr)
- DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
- DENT 7061 - Special Oral Pathology I (1.0 cr)
- DENT 7062 - Special Oral Pathology II (1.0 cr)
- DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
- DENT 7102 - Conscious Sedation (2.0 cr)
- DENT 8111-8116<sup>2</sup> - Topics in Advanced Periodontology: Literature Review (2.0 cr)
- DENT 8101 - Dental Implantology: A Multidisciplinary Approach (1.0 cr)
- DENT 8102 - Dental Implantology: A Multidisciplinary Approach II (1.0 cr)
- OBIO 8012 - Basic Concepts in Skeletal Biology (2.0 cr)
- PERO 7322-7324 - Multidisciplinary Seminars (1.0 cr)
- PERO 7321 - Periodontics/Orthodontics Seminar (1.0 cr)

## **Prosthodontics**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

- ANAT 7999 - Head and Neck Anatomy (3.0 cr)
- DENT 5277 - Physical Diagnosis for the Dental Specialist (2.0 cr)
- DENT 7051 - Advanced Study in the Theory and Principles of Oral Medicine (2.0 cr)
- DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)
- DENT 7061 - Special Oral Pathology I (1.0 cr)
- DENT 7062 - Special Oral Pathology II (1.0 cr)
- DENT 7101 - Management Philosophy for Dental Practices (1.0 cr)
- DENT 7102 - Conscious Sedation (2.0 cr)
- DENT 7112<sup>2</sup> - Treatment Planning Seminar (2.0 cr)
- DENT 7220 - Prosthetically-Driven Implant Surgery and Treatment Planning (1.0 cr)
- DENT 7123 - Temporomandibular Disorders and Orofacial Pain (1.0 cr)
- DENT 7411 - Dental Biomaterials in Prosthodontics (1.0 cr)
- DENT 8101 - Dental Implantology: A Multidisciplinary Approach (1.0 cr)

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<sup>2</sup> Courses with multiple iterations, including those with different course numbers, should only be counted once toward degree completion.

PERO 7321 - Periodontics/Orthodontics Seminar (1.0 cr)  
PERO 7322 - Multidisciplinary Treatment Seminar in Dentistry Related to Periodontics (1.0 cr)  
PROS 7110<sup>2</sup> – Advanced Prosthodontics Literature Review (2.0 cr)

### **Hospital and Special Care Dentistry**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

DENT 5277 - Physical Diagnosis for the Dental Specialist (2.0 cr)  
DENT 7051 - Advanced Theory and Principles of Oral Medicine (2.0 cr)  
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)  
DENT 7061 - Special Oral Pathology I (1.0 cr)  
DENT 7062 - Special Oral Pathology II (1.0 cr)  
DENT 7102 - Conscious Sedation (2.0 cr)  
GERI 7100 - Oral Health Services for Older Adults (2.0 cr)  
GERI 7200 - Advanced Clinical Geriatric Dentistry (1.0 cr)

### **TMD, Orofacial Pain, and Dental Sleep Medicine**

In consultation with their advisor, Plan A students must select at least 12 credits from the list below. Plan B students must select at least 22 credits from the list below and include other graduate level courses as needed.

ANAT 7999 - Head and Neck Anatomy (3.0 cr)  
DENT 5277 - Physical Diagnosis for the Dental Specialist (2.0 cr)  
DENT 7051 - Advanced Study in the Theory and Principles of Oral Medicine (2.0 cr)  
DENT 7052 - Oral and Maxillofacial Radiologic Interpretation (2.0 cr)  
DENT 7121 - Psychological Issues in Medical and Dental Patient Management (1.0 cr)  
DENT 7123 - Temporomandibular Disorders and Orofacial Pain (1.0 cr)  
DENT 8120 - Advanced Principles and Techniques of Orofacial Pain Disorders (2.0 cr)  
DENT 8131-8135 - Current Literature in TMD and Orofacial Pain (1.0 cr)  
DENT 8221 - Neurobiology of Pain (2.0 cr)

## EXAMPLES OF MINOR PROGRAMS<sup>3</sup>

### **Public Health Minor**

PUBH 6102 - Issues in Environmental & Occupational Health (2.0 cr)

PUBH 6341 - Epidemiologic Methods I (3.0 cr)

PUBH 6414 - Biostatistics I (3.0 cr)

Electives

### **Educational Psychology Minor**

Any graduate level EPSY courses (MS level, 6 semester credits)

A complete list of courses may be found in the [University of Minnesota Catalogs](#).

## CREDIT TRANSFER

Up to 40 percent of the credits required for the MS Dentistry program may be transferred for credit at the discretion of the student's advisor and the Director of Graduate Studies in accordance with university policies if they were taken at another recognized institution or source outside of the University of Minnesota.

## TRAINING IN RESPONSIBLE CONDUCT OF RESEARCH

All graduate students are required to complete formal training in the responsible conduct of research. To fulfill this requirement, MS in Dentistry students must complete an online Collaborative Institutional Training Initiative (CITI) course. Acceptable training courses are as follows:

- University Course: RCR Core Biomedical Sciences (RC4100)
- Collaborative Institutional Training Initiative (CITI) Program Course: Good Clinical Practice and Human Research Protections for Biomedical Study Teams – Basic Course

These online courses can be accessed on the University's Institutional Review Board (IRB) website under "[Required Training](#)." This website also provides guidance on how to choose which training should be completed. Proof of course completion must be submitted to the Graduate Program Coordinator ([shelbyl@umn.edu](mailto:shelbyl@umn.edu)).

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<sup>3</sup> These are examples only. Students must consult with the Director of Graduate Studies for any minor field of interest to them to verify eligibility and specific requirements. **If a minor field is selected, one examiner from that minor must serve on the student's final examination committee.**

## ADVISOR SELECTION

Master's students are not assigned a faculty advisor at the time of matriculation. The Director of Graduate Studies or the Advanced Dental Education Program Director may be listed as the advisor of record for MS in Dentistry students who do not have an assigned faculty advisor.

A faculty advisor is typically determined after taking courses, attending seminars, and engaging in one-on-one discussions with a faculty member. In this way, a student will become acquainted with that faculty member and both parties are able to make an educated advisor selection for their academic program. It is also permissible to have one or more co-advisors.

Only faculty with [graduate education responsibilities](#) are eligible to serve as an academic advisor for graduate students (see [Graduate Education Faculty Role List](#)). The advisor-advisee relationship is a mutual relationship, and the faculty advisor must agree to this role. If the faculty member of the student's choice agrees, then the student will inform the MS in Dentistry program.

Advisor changes are rare but do happen. While such changes typically result in a somewhat longer time to degree, they may be unavoidable, e.g., if a faculty member leaves the University and their student cannot continue to work with them at another institution, or if a student and a faculty member turn out not to be a good match. Students interested in an advisor change are strongly encouraged to get an independent opinion and guidance from the Director of Graduate Studies or another trusted faculty member.

## REGISTRATION

All graduate students must enroll and register for at least one credit every fall and spring semester to maintain active status. [How-to Guides](#) for registration can be found on the [One Stop website](#). Graduate students are encouraged to discuss course enrollment and classes with their Faculty Advisor and Graduate Program Coordinator. Registration dates are found on the [One Stop website](#).

Students who fail to register by the end of the second week of the term will become inactive and will have to [reapply for admission](#) with the program's approval. Readmission requests must go through the Office of Graduate Admissions. Full instructions are available from the [Graduate School](#).

### **Readmission**

UMN Policy: [Readmission and Changes to Master's or Doctoral Degree Objectives](#)

In cases where active student status has lapsed and an individual wishes to resume graduate studies, readmission to a University graduate program is required. Express Readmission allows students to rejoin a program after an inactive status without paying the application fee (in certain cases). Express Readmission is up to program discretion with the following conditions:

1. The student was discontinued less than five years ago; and
2. The student will be returning to the same degree objective.

## **GPAS Planner**

Graduate students can plan future courses, view degree progress, and view degree requirements in the [Graduate Planning & Audit System](#) (GPAS). Graduate Program Coordinators and faculty advisors can assist students with navigating the GPAS planner, requesting exceptions, and approving the planned coursework.

## **Special Registration Categories**

Students may need to register solely to meet registration requirements and avoid inactive status. The following [special registration categories](#) are options to remain active.

### **GRAD 999**

GRAD 999 is a zero-credit, zero-tuition registration option intended for graduate students who have completed all coursework and (if applicable) thesis credit requirements, and who must maintain registration to meet the registration requirement.

GRAD 999 enrollment serves only to maintain active student status. Students with GRAD 999 enrollment are not eligible for financial aid, and this status cannot be used for student loan deferment. Students may not hold graduate assistantships while enrolled in GRAD 999 and are not eligible for health benefits. Students registered for GRAD 999 are not required to pay the Student Services Fee; however, they may elect to do so if they wish to use the services covered by the fee.

While registered for GRAD 999, students may:

- Meet the active status requirement;
- File graduate degree plan; petition; application for degree;
- Take master's final exam;
- Submit degree clearance materials (e.g., exam forms, thesis); and
- Use University of Minnesota Library resources.

Master's students may register for GRAD 999 once (one semester) without requesting college permission. For this initial registration, consult with the Graduate Program Coordinator for access to register. To receive permission to register for GRAD 999 beyond this limit, you must submit the [GRAD 999 Registration Request form](#) and document the circumstances that necessitate additional semesters of GRAD 999 registration. GRAD 999 registration is not guaranteed in a given semester until final approval from the Assistant Dean for Advanced Education has been received.

### **GRAD 999 Alternatives**

Students who have exhausted their quota of allowable GRAD 999 credits may be eligible to register for alternate [special registration categories](#), including:

- 8333 Advanced Master's Status
- 8777 Master's Thesis Credits

These registration options carry a credit requirement and may allow students to maintain eligibility for

graduate assistant positions and health benefits. Students may also decide to take a leave of absence from the graduate program. A leave of absence maintains program enrollment and allows a student to pause their graduate studies without needing to reapply upon return.

Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues.

## **LEAVE OF ABSENCE**

UMN Policy: [Leave of Absence and Reinstatement from a Leave: Graduate Students](#)

Graduate students are permitted to take a leave of absence. A leave of absence allows students to return to the University under the same rules and policies that were in place when they left and without affecting their time to degree.

MS in Dentistry students who are enrolled in clinical residency or fellowship programs and/or receive fellowships, stipends, or other financial aid from the University **must** talk with their program director and Student Financial Aid, International Student and Scholar Services, or a One Stop counselor to learn about any effects a leave of absence will have on completion of their advanced dental education and financial support or student loan repayments. Students who receive funding from a source outside of the University should talk with that agency to learn about any effects a leave of absence might have.

During the period of an approved leave of absence, students may not use student amenities and services, laboratories, equipment, and other research facilities, nor may they use the services of faculty or administrative staff, except as needed to return to active status.

## **TUITION AND FEES**

The most up-to-date information on [tuition and fees](#) is found on the One Stop website, including [reciprocity agreements](#).

### **Tuition Waivers**

Non-residents are eligible for [resident tuition rates](#), also referred to as Non-Resident Waiver, if they receive a 25% time or greater graduate assistantship (GA) or fellowship stipend that is equivalent to a 25% time GA salary. The resident rate is automatic for those holding a 25%-time GA, and the Non-Resident waiver can be requested through the Graduate School Fellowship Office. Speak with the Graduate Program Coordinator if you need a Non-Resident waiver filed with the Graduate School.

## **STUDENT PROGRESSION**

UMN Policy: [Credit Requirements for Master's and Doctoral Degrees](#)

UMN Policy: [Master's Degree: Performance Standards and Progress](#)

UMN Policy: [Master's Degree: Completion](#)

### **Evaluation of Student Progress and Maintaining Good Standing**

Students in the MS in Dentistry program must maintain a cumulative GPA of at least 3.0 and no more than 6 incomplete credits to remain in good standing within the program. This standard is higher than the minimum Graduate School requirements for master's candidates.

### **Academic Warning, Probation, and Dismissal**

A student whose cumulative graduate GPA falls below a 3.0 for the first time in a given term will be issued an academic warning to alert them of the performance deficiency. A student whose cumulative graduate GPA falls below 3.0 for a second term will be placed on probation, indicating serious academic performance deficiency. Students who fail to improve their GPA while on probation or have three consecutive semesters with a GPA below 3.0 will be dismissed from the program.

### **Dismissal Appeals**

A student who has been dismissed from the program has the right to appeal the decision. Appeals of academic dismissals follow the [Graduate Student Academic Dismissal and Appeal](#) policy. The student should contact the Graduate Program Coordinator for assistance with this process.

### **Program Departure**

On occasion, students may decide that it is in their best interest to withdraw from the MS in Dentistry program. Before withdrawing, students should speak first with their advisor, Director of Graduate Studies, or Graduate Program Coordinator about the following alternative options:

- [Leave of absence](#)
- [Change in degree objective](#)
- Change in advisor

If the student decides that withdrawal is the best option, the student should inform the Graduate Program Coordinator in writing about the withdrawal and complete the following steps:

1. Internal and external funding: Check with the Graduate Program Coordinator.
2. Health benefits: Speak with the Office of Student Health Benefits to determine the current status.
3. Loan deferrals: Speak with One Stop Student Services if there are loans on deferral.
4. Visa status: International students must consult with International Student & Scholar Services.
5. Registration: Students must withdraw from current and future courses.

One Stop Student Services offers a [Withdrawal guide](#) to help students through the withdrawal process.

If at a later date, [readmission](#) into the existing program or a new program is considered, the students should speak with the Graduate Program Coordinator of the original program. Readmission is not guaranteed. If readmitted, conditions may be placed on readmission including, but not restricted to, a different advisor, a different or no funding package, additional coursework, and/or expectations for academic progress.

### **Degree Completion Procedures**

All degree components and completion procedures are the responsibility of the student. Students are advised to regularly consult with program staff regarding next steps, paperwork, and milestones. One Stop provides a checklist of mandatory [degree completion steps](#) for students to work through.

- [Master's Plan A Completion Steps](#)
- [Master's Plan B Completion Steps](#)

All students must also work through [graduation steps](#).

### **Time Limit for Earning the Master's Degree**

All requirements for the master's degree must be completed and the degree awarded within five years. The five-year period begins with the earliest coursework included on the official degree program form, including any transfer work.

Students unable to complete the degree within this time limit may submit a request for extension of the time limit for approval by their advisor(s), Director of Graduate Studies, and collegiate unit. The request must be submitted by the student prior to the end of the term in which the time limit expires. Master's students may request one extension of up to 12 months. Extensions beyond one year are considered only in the most extraordinary circumstances. To ensure timely consideration, requests should be filed early in the term in which the time limit expires.

If the request is approved, the student is notified of the expectations for progress and completion of the degree. If the request is denied, the student is terminated from the graduate program.

Students who have been terminated under such circumstances may apply for readmission to the Graduate School; however, readmission under these circumstances is not assured. The faculty in the major field and the Graduate School set any readmission conditions on the student's resumption of work toward the degree, such as registering for additional coursework, retaking written examinations, completing the degree within a specified time period, or other appropriate terms.

### **MASTER'S THESIS**

UMN Policy: [Master's Degree: Completion](#)

Students must demonstrate familiarity with the tools of research or scholarship in their major field, the ability to work independently, and the ability to present the results of their investigation effectively, by

completing a master's thesis. The thesis must be written in English and adhere to the University of Minnesota's [formatting and submission guidelines](#). The Graduate School's website includes [additional writing resources](#) for graduate students.

The thesis may include materials that students have published while University of Minnesota graduate students, provided the research was carried out under the direction of the graduate faculty and approved by the advisor for incorporation into the thesis. Such publication is welcomed as the best demonstration of quality in a student's research, and the Graduate School encourages the practice. The advisor should notify the Graduate Student Services & Progress office in writing of the intention to publish part of the thesis material, but the Graduate School's approval is not required.

The thesis is read by the entire examining committee. To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their advisor and other members of the final oral exam committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered. These are minimum standards; students are encouraged to give committee members additional review time.

The entire committee must be unanimous in certifying that the thesis is ready for defense, as indicated on the thesis reviewers report form. The thesis reviewers' report form is requested [online](#). This form will be released only if the student has an approved Graduate Degree Plan/GPAS on file and has maintained active status.

### **Plagiarism**

Copying of text and figures without full credit to the source is plagiarism and is gravely unethical both scientifically and in fulfillment of coursework. Faculty are required to report cases of suspected plagiarism to the Director of Graduate Studies and the Office for Community Standards. If a student wants to use whole phrases and sentences from others, the copied text passages need to be clearly identified by indentation or quotation marks. Simply adding a reference to the original text at the end of a copy-pasted sentence is not sufficient to show that a phrase or sentence was copied without modification, as a reader will typically expect that the reference refers to the topic but not that it is the source of the copied sentence.

## **Use of Artificial Intelligence in Scientific Writing**

Artificial intelligence (AI) has resulted in tools that are able to generate text about scientific topics. When considering the use of AI for your thesis, students should ask their advisor and/or collaborators **before** using AI tools to analyze data, summarize papers, and help with writing text describing results. If the advisor approves the use of AI for thesis writing, students must be transparent about AI usage and openly state that AI was used with permission and in what capacity. For example, state that "AI (model and version if possible) was used for grammatical assistance on pages 3-5 and for data analysis on page 7."

The University has developed a [site devoted to AI topics](#), including proper usage, and specifically links a page on [Appropriate Use of Generative AI Tools](#). These will provide further guidance on how and when to use AI tools.

The School of Dentistry policies [Generative Artificial Intelligence Use in Didactic Education](#) and [Generative Artificial Intelligence Use - Research](#) provide guidelines for the effective use of generative AI in the dental school environment.

## **Thesis Submission**

A copy of the thesis must be submitted to the University. The student's advisor(s) must confirm that it is complete and satisfactory in all respects and that all revisions required by the final examining committee have been made. Guidelines<sup>4</sup> for preparing and submitting the master's thesis can be found at: <https://onestop.umn.edu/academics/thesisdissertation-submission-and-formatting>.

Students may request the University embargo publication of the dissertation for a limited period of time after submission. Contact the Graduate Student Services & Progress office for assistance with an embargo.

The University publishes and stores theses in the Digital Conservancy. The Digital Conservancy is a program that provides reliable long-term open access, broad dissemination, and preservation for works produced by individuals and programs affiliated with the University of Minnesota. Materials in the Digital Conservancy are freely available online to the world. Works contributed to the Digital Conservancy serve as a permanent University of Minnesota record of scholarship.

## **FINAL ORAL EXAMINATION**

UMN Policy: [Master's Degree: Completion](#)

MS in Dentistry students must pass a final oral examination. The final examination consists primarily of a defense of the thesis, but may cover the major field and the minor or related fields, and may include any work fundamental to these fields. The thesis defense portion of the examination is open to the public. The

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<sup>4</sup> The Graduate School will only accept theses that meet these guidelines. For questions, contact Graduate Student Services and Progress (GSSP) at [gssp@umn.edu](mailto:gssp@umn.edu) or 612-625-3490.

final oral examination is conducted as a closed examination, attended by only the student and the examining committee.

To be eligible for the final oral examination, a student must have completed all coursework listed on the Graduate Degree Plan/GPAS, must have maintained active status, and must have satisfied the thesis credit requirement. In addition, the thesis must have been certified by the committee members as ready for defense.

A majority vote of an examining committee is required to pass the final examination. If the student fails the final examination, the student may retake the examination only if all committee members, or all committee members save one, approve this option.

The second attempt to pass the final examination must use the same committee members as the first examination unless an extraordinary or emergency situation necessitates a substitution. If the committee does not approve a retake, or if the student fails the second attempt, the student will be dismissed from the program.

## **EXAMINATION COMMITTEE**

UMN Policy: [Eligibility to Serve on Graduate Examination Committees](#)

UMN Policy Table: [Committee Responsibilities](#)

UMN Policy FAQs: [FAQs on Committee Eligibility](#)

The MS in Dentistry program requires that all examination committee members have graduate education responsibilities in the field they represent (i.e., major field or minor/outside field). Note that not all faculty members teaching in the School of Dentistry have graduate education responsibilities. The most up-to-date listings of graduate faculty can be found by searching the [Graduate Education Faculty Role List](#) by faculty name or graduate program.

### **Committee Composition**

The master's final examination committee must consist of at least three members, including the advisor(s).

- At least two committee members must represent the student's major field (i.e., Dentistry).
- At least one committee member must represent a graduate degree program that is outside of the major field (e.g., Oral Biology, Public Health; **not** another dental school department, residency program, etc.).
- If the student has declared a minor, the outside member must be from the minor field.
- Members cannot satisfy the requirement with respect to more than one field.

It is the student's responsibility to discuss appropriate committee members with their faculty advisor, establish contact with potential committee members, and formalize a final examination committee.

On the examination committee, the primary advisor must represent the major field and may serve as chair for the final examination. A co-advisor may represent the major field or the outside/minor field.

All examination committee members must have UMN email addresses. The University only sends examination forms to [umn.edu](http://umn.edu) addresses. Any committees submitted with non-UMN email addresses cannot be approved. All members of the committee and the student must participate in the final examination.

The [One Stop Student Services website](#) walks students through the steps of assigning or updating members to their final examination committees.

### **External Committee Members**

Individuals outside of the UMN system who have an earned doctorate degree, a terminal degree in their field of study, or significant experience related to the student's research are eligible to serve as external reviewers on master's examination committees but may not serve as (co-)advisor or (co-)chair.

Any external committee member needs advisor, Director of Graduate Studies, and college approval and must be set up with a one-time external appointment. This appointment is student- and exam-specific, and does not provide membership to the graduate program. External appointees can be considered within or outside the field of study, depending on their graduate degree and career. All external member accounts expire one year after appointment.

Individuals with "non-academic relationships" with the student are not eligible to serve on the final examination committee. A "non-academic relationship" refers to an individual's personal or financial relationship with the student (e.g., the individual is a member of the student's family; the student's spouse, partner or friend; or employs the student in a capacity not related to the student's education). It does not include professional relationships (e.g., an individual who supervises the student's research at a company where the student is employed).

### **Committee Approval**

Once members have agreed to serve, the student must submit their names on the [Examination Committee site](#). This electronic form is routed for Director of Graduate Studies and college approval and is then sent to Graduate Student Services & Progress for final University processing. Committee members cannot be appointed until after the GPAS Planner has been approved and recorded in the student's record.

Substitutions on the examining committee may be necessitated by such circumstances as a faculty member's temporary absence on leave from the University. The advisor must request Director of Graduate Studies approval of such substitutions well in advance of the examination. Substitutions for an oral examination that are necessitated by emergency situations must also be approved in advance. In such cases, the advisor should consult with the Graduate Student Services & Progress office staff before the start of the examination.

## GRADUATION

A minimum cumulative GPA of at least 3.0 in MS in Dentistry Program coursework is required for graduation. Per the Graduate School's policy [Master's Degree: Performance Standards and Progress](#), only courses with grades of A, B, C (including C-), and S can be counted toward a degree.

Graduate School degrees are awarded monthly; the [Application for Degree](#) must be submitted on or before the first working day of the intended month of graduation. All other Graduate School requirements must be completed by the last working day of the intended month of graduation. The award of the degree should appear on transcripts within one month following graduation. The diploma is mailed from the Office of the Registrar three to four months after graduation.

Students can check their graduation date in MyU or email [gssp@umn.edu](mailto:gssp@umn.edu) for assistance. Updated diplomas and transcripts are usually available 2-4 weeks after that date.

[Graduation steps](#) for graduate students are listed on the One Stop Student Services website.

## COMMENCEMENT

The School of Dentistry hosts one commencement ceremony for all graduate students each spring. Commencement is a ceremony only and has no bearing on actual degree conferral dates. Information on the ceremony is available at the beginning of spring semester.

## GRIEVANCES

The MS in Dentistry program strives to make each student's progress and path to success as straightforward as possible. Some students may encounter miscommunications and problems along the way. The program and the University offer several ways to handle these situations.

If a student cannot work through the problem directly with the other party, the graduate program suggests meeting with the Graduate Program Coordinator to discuss the issue. Traditionally, many issues can be resolved at this level. If additional discussion is needed, the Graduate Program Coordinator or the student can initiate a meeting with the Director of Graduate Studies. If a conflict does not resolve with the assistance of the Director of Graduate Studies, the Director of Graduate Studies may recommend meeting with the relevant department chair, the School of Dentistry's Associate Dean for Academic Affairs, or a University office.

The University of Minnesota offers the following conflict resolution services:

- The [University Office for Conflict Resolution](#) provides various services for faculty, staff and student employees who are experiencing employment-related conflicts.
- The [Student Conflict Resolution Center](#) (SCRC) provides a full range of services to students with campus-based complaints or concerns. An *ombudsman* helps students resolve problems informally. An *advocate* is also available to assist students in formal grievance or disciplinary hearings. SCRC can help students deal with university regulations and policies, or misunderstandings between students

and instructors or administrators. Students may also have concerns about unfair treatment or may have been accused of a violation of the student conduct code.

## **CONDUCT**

All students at the University of Minnesota must follow the [Student Conduct Code](#). Further, students employed at the University are governed by the University's [Code of Conduct](#).

## **SCHOLARSHIPS**

Scholarships are available for advanced education students at the School of Dentistry. Detailed descriptions of these scholarships are available in the [Advanced Education Scholarships](#) section of the School of Dentistry website.

### **Dr. Fanny N. Freund Advanced Education Scholarship**

The Dr. Fanny N. Freund Advanced Education Scholarship was established to provide support to advanced education students enrolled at the University of Minnesota School of Dentistry and who are pursuing a career in academics. Dr. Fanny N. Freund immigrated to America from Poland in 1950 and was a Holocaust survivor. She would go on to earn DDS and MSD degrees from the University of Minnesota School of Dentistry and practiced as an orthodontist in Minnesota for almost 50 years.

### **School of Dentistry Advanced Education Scholars' Award**

The Office of Academic Affairs Advanced Education Scholars' Award is intended to assist advanced education students with differing backgrounds and experiences derived from, for example, different ethnicities, gender identities, nationalities, socioeconomic backgrounds, veteran status, and/or disabilities, etc. receiving research-based graduate degrees at the School of Dentistry. This opportunity is open to all eligible persons regardless of any protected characteristic.

### **Inclusive Excellence Scholarship**

The Inclusive Excellence Scholarship aims to support students who are actively working to foster greater diversity, equity, and inclusion through their academic work, campus leadership, or volunteer initiatives through the University of Minnesota. The scholarship will provide funding to offset educational expenses for students tackling projects or research focused on understanding different groups and bringing people together across backgrounds.

## **GRADUATE STUDENT RESEARCH FUNDING**

Funding is available to support MS in Dentistry student projects and activities promoting successful completion of program objectives including:

- Project supplies, equipment, materials and other reasonable and justifiable student project expenses;
- Presentation of student projects and papers at local, regional, national or international seminars or professional meetings; or

- Support for preparation and/or submission of student projects for awards or publication in recognized professional journals.

### **Submission of funding requests:**

1. Prepare your request for funding including a detailed budget and supporting documentation to justify your request.

Travel requests should be pre-approved as follows:

- Submit program announcement, copy of abstract, and proposed travel budget as early as possible for review and pre-approval contingent on acceptance of abstract for presentation. Travel budgets must be in compliance with [university travel policies](#).
  - Submit confirmation of abstract acceptance as soon as received so that travel funds can be released.
2. **First**, submit your request and supporting documentation to your Program Director or advisor for approval.
  3. After Program Director/Advisor approval, forward your request to: Shelby LaFreniere, MS in Dentistry Graduate Program Coordinator ([shelbyl@umn.edu](mailto:shelbyl@umn.edu)).

### **APPENDIX: Degree Completion Steps**

- [Master's Plan A \(Thesis\) Completion Steps](#)
- [Master's Plan B \(Three Papers\) Completion Steps](#)