

M.S. in Dental Science (MSDS) Program  
Manual for Students, Faculty, and Administration

July 2016

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# 1. Committee on Graduate Studies (COGS) By-laws

## **UTHSCSA M.S. in Dental Science Program Committee on Graduate Studies By-Laws**

Approved by MSDS COGS November 19, 2013

Revised, and approved by Graduate Faculty Council, June 13, 2014

Revisions approved by MSDS COGS August 19, 2014

### A. Appointed Members (with vote)

- Chair (voting only in case of tie).
- One faculty member from each Advanced Dental Education Program offering an M.S. in Dental Science Option, selected by the Director of that Program.
- The Dean of the U.S. Air Force Postgraduate Dental School.

An absent voting member may designate a voting alternate.

### B. Appointed Members (without vote)

- One student representative.
- A faculty member with expertise in statistics and study design, appointed by the Committee.
- One faculty member from any Advanced Dental Education Program actively planning an M.S. in Dental Science Option, appointed by the Director of that Program.

### C. Members by Position (without vote)

- Associate Dean for Academic Affairs, School of Dentistry
- Associate Dean, Graduate School of Biomedical Sciences

### D. Charge

- a. Establish specific requirements for admission, in addition to the general requirements of the Graduate School of Biomedical Sciences, and establishing procedures for review of applications to the graduate program.
- b. Establish academic curricula consistent with the approved program goals of the graduate program.
- c. Review the students' progress towards the degree at least two times a year.
- d. Review thesis and dissertation research proposals and the composition of Supervising Committees.
- e. Arrange for COGS representation for final oral presentation of each degree candidate and review the recommendation of the student's supervising committee.
- f. Recommend the allocation of state funds provided to the M.S. in Dental Science Program.
- g. Review and make recommendations to the Dean of the GSBS concerning the qualifications of potential new members of the Graduate Faculty.
- h. Review the roster of members of the Graduate Faculty for continuations and deletions; each faculty member's credentials must be evaluated every 3 years.
- i. Establish, maintain, and distribute Program Guidelines to all students and faculty.

### E. Officers

Chair – Appointed by Dean of the School of Dentistry.

Vice-Chair - The Chair shall appoint a Vice-Chair from the voting faculty members of the committee.

Secretary - The Chair shall appoint a Secretary to take Minutes of all

meetings. F. Terms

Chair shall serve at the discretion of the Dean of the School of Dentistry. Other appointed members shall serve 3 year terms, renewable at the discretion of their Specialty Track Director.

G. Meetings

The committee shall meet throughout the year as needed to conduct the Committee's business. Additional meetings may be called by the Dean of the School of Dentistry, the Associate Dean for Academic Affairs of the School of Dentistry, the Chair, or by written request to the Chair signed by three members of the committee. Routine activities of the Committee may be conducted by written or e-mail communication.

H. Quorum

A majority of the voting members shall constitute a quorum.

I. Minutes

The approved Minutes shall be electronically forwarded to the Dental Dean's Office and will be retained according to Health Science Center policy. Minutes of each committee meeting shall be distributed to each member of the committee, with a copy forwarded to the Chair of the Curriculum Committee.

J. Final Report

The Chair shall submit an annual electronic report to the Dean of the School of Dentistry, summarizing the committee's activities over the past year, and containing recommendations for actions.

## 2. MSDS Program Policies and Procedures

UTHSCSA M.S. in Dental Science Committee on Graduate Studies

**Policies and Procedures**

Approved by MSDS COGS November 19, 2013

Revised, and approved by Graduate Faculty Council, June 13, 2014

Revisions approved by MSDS COGS August 19, 2014

1. Graduate Faculty Membership
  - a. The initial membership of MSDS Graduate Faculty will be drawn from among those currently serving as Graduate Faculty in the various Specialty Tracks. Each Specialty Track Director will make such recommendations. A memo from the Specialty Track Director to the COGS listing these names will be sufficient for admission to the MSDS Graduate Faculty.
  - b. Each Graduate Faculty Member will be designated by the recommending Specialty Track Director as belonging to that Specialty Track. This designation will be used to meet the Graduate School requirement of a Supervising Committee's having at least one "outside" member. "Outside," for the MSDS Program, will mean "a different Specialty Track than the student's own Track" or "an At-Large Graduate Faculty member."
  - c. Each Specialty Track will keep a current record of the name, Track designation(s), and contact information for each faculty member. The original "Nomination to Membership in the Program Graduate Faculty" will be retained by the Graduate School Dean's office. A new form need not be completed for current Graduate Faculty members transferring to the new combined MSDS Program.
  - d. COGS shall systematically conduct reviews of its Graduate Faculty at least once every three years, assessing each member's participation and qualifications, and shall certify continued membership on the Graduate Faculty. Changes to composition of the Graduate Faculty shall be forwarded to the GSBS Dean.
  - e. Nominations for new Graduate Faculty members may be made to the MSDS COGS by any COGS member, using the form "Nomination to Membership in the Program Graduate Faculty". A "Track Designation" note will be added to this form, specifying which Track(s) the nominee will be considered for, or when appropriate, that the Nominee will be designated as "At Large."
2. Supervising Professor
  - a. Any current UTHSCSA Graduate Faculty member is eligible to supervise the research of an MSDS student, and may serve upon approval by the MSDS COGS. It is expected that this Supervising Professor will typically be the student's Supervising Committee Chair, but exceptions to this may be considered by the COGS.
3. Supervising Committee Chair
  - a. Any current UTHSCSA Graduate Faculty member is eligible to chair an MSDS Supervising Committee, and may serve upon approval by the MSDS COGS.
4. Supervising Committee Member
  - a. Any current UTHSCSA Graduate Faculty member is eligible to belong to an MSDS Supervising Committee upon invitation by a student and Supervising Professor, and may serve upon approval by the MSDS COGS.

- b. Any extramural faculty member currently Graduate Faculty at another institution is eligible to belong to an MSDS Supervising Committee, if agreed to by the other members of the student's Supervising Committee, and upon approval by the MSDS COGS.
  - c. At least one Supervising Committee member must, in addition to the above qualifications, be from outside the student's Specialty Track. Such an "outside" member may belong to one of the other Advanced Dental Education Specialty Tracks, or another School of the UTHSCSA, or otherwise qualified as described below.
  - d. Intramural or extramural experts who are not members of a Graduate Faculty may be nominated to Supervising Committee membership by the Supervising Committee chair. The nomination should be made in the form of a letter to the MSDS COGS, with justification and accompanied by a current CV. COGS will review the nomination and either accept or decline this appointment. Such an appointment would grant membership on the Supervising Committee only, and not to the UTHSCSA Graduate Faculty.
  - e. Changes to Supervising Committee membership and/or Supervising Professor must be requested in writing to, and approved by, the MSDS COGS and then by the Graduate Faculty Council.
5. Student admissions and progress.
- a. All student applications for admission to the MSDS programs will be received by, processed by, and retained by, the appropriate Specialty Track offices.
  - b. A table common to all Specialty Tracks, recording each student's progress through the stages required by the Graduate School, will be maintained by the Specialty Track offices. A summary of each student's progress will be sent to COGS for review every six months.
  - c. All student forms required by the Graduate School (31, 40, 41, 42, Manuscript Approval Form, etc) will be initiated within the Specialty Track.
  - d. Requests for COGS action regarding student progress will be presented to the COGS Chair for distribution at least 5 business days prior to the date on which COGS action is requested.
6. Student records initiated and maintained by each Specialty Track
- a. Records of student progress, including semiannual report on each student to COGS.
  - b. Thesis research proposal and composition of Supervising
  - c. (when applicable) "Publishable Manuscript approval Form for School of Dentistry M.S. Programs."
7. Student records maintained by COGS chair:
- The MSDS COGS chair will maintain a table tracking the following items for each student admitted to the M.S. in Dental Science program, the data to be contributed by the student's Track academic program coordinator:
- a. Date of admission to the M.S. in Dental Science Program (copy of GSBS Dean's letter retained by Track academic program coordinator).
  - b. Date of selection of supervising professor, supervising committee chair, and supervising committee. (form from Track academic program coordinator to COGS chair).
  - c. Date of submission (to Track office) of research proposal. (abstract retained by Track academic program coordinator).
  - d. Semiannual progress report (June 1 and December 1) consisting of
    - i. Date of most recent Supervising Committee meeting.
    - ii. Outcome of most recent Supervising Committee meeting.

- iii. "Progress is Satisfactory" or "Progress is Unsatisfactory" and, if "Unsatisfactory", plan to remedy.
  - e. Choice of Research Documentation method (thesis or article).
  - f. Date of request for Final Oral Examination (and form submitted to COGS chair).
  - g. Report of Final Oral Examination (and form submitted by supervising committee to COGS chair).
  - h. Date of COGS meeting recommending granting of degree (and form submitted by COGS chair to GSBS Dean).
- 8. As maintained in the Graduate School Bylaws, the COGS will make, as appropriate, recommendations to the Graduate Faculty Council including those for:
  - a. Admission to a graduate program of an applicant whose credentials are below those minimum requirements established by the Graduate Faculty Council.
  - b. Thesis research proposals and Supervising Committee composition.
  - c. Granting of the M.S. in Dental Science degree, with report on the final oral examination, when appropriate. GSBS Form 41.
  - d. Review of the UTHSCSA catalog entry for the M.S. in Dental Science Program and the overall description for the Graduate School prior to publication.
- 9. As maintained in the Graduate School Bylaws, COGS will make, as appropriate, recommendations to the Dean of the Graduate School of Biomedical Sciences including those for:
  - a. Rejecting an applicant to a graduate program.
  - b. Granting a leave of absence to a student in the program.
  - c. Granting membership to the Graduate Faculty of the M.S. in Dental Science Program.
  - d. Admitting students who meet the minimum criteria previously established by the Graduate Faculty Council.
  - e. Admitting a student to candidacy for a degree. GSBS Form 31.
  - f. Terminating student classification for an individual.
  - g. Revisions of the guidelines of the M.S. in Dental Science Program. Guidelines should be reviewed annually.
  - h. Report of composition of Supervising Committee for M.S. Degree, GSBS Form 42.
  - i. Request for final defense and oral examination, due to GSBS Dean at least 14 days prior to defense date. GSBS Form 40.

### 3. Sequential Procedures

# Master of Science Degree in Dental Sciences: Sequential Procedures

Approved by M.S.D.S. COGS November 19, 2013

## Phase I - From matriculation to admission to candidacy

1. **Admission to candidacy:** Recommendation by the Dental School Committee on Graduate Studies that the student be admitted to candidacy for the Master of Science degree requires the following:
  1. Satisfactory completion of all required courses;
  2. Cumulative grade point average of at least 3.0 in all coursework undertaken since matriculation in the program;
  3. Report by the student's research advisor and other graduate faculty members, as appropriate, that the student has clearly evidenced the potential for productive and independent investigation. GSBS Form 31 should be submitted to the Graduate School Dean's Office for approval.

## Phase II - From admission to candidacy through granting of the degree

1. **Selection of the supervising professor:** No later than three months after the student's admission to candidacy, the member of the graduate faculty of the program who will serve as the supervising professor of the thesis research shall be decided upon by mutual agreement among the candidate, the faculty member, and the Committee on Graduate Studies.
2. **Draft of thesis research proposal:** No later than three months after admission to candidacy, the candidate shall submit a draft of a proposal for the thesis research to the supervising professor for review and modification. Subsequent drafts of the proposal may then be submitted for review and modification to other faculty members who have knowledge and expertise in the area of the research proposal. After approval of the final proposal draft by the supervising professor, the proposal is submitted to the Committee on Graduate Studies for consideration of approval.
3. **Appointment of the supervising committee:** After approval of the thesis proposal by the Committee on Graduate Studies, the supervising professor and the candidate shall make recommendations to the Committee on Graduate Studies regarding the composition of the Supervising Committee for the thesis research. The Supervising Committee must consist of at least four persons, as follows:
  1. The supervising professor, also a member of the Graduate Faculty of the student's Specialty Track, designated as Supervising Professor and Chair of the Supervising Committee;
  2. Two members must be members of the Graduate Faculty of the Specialty Track;
  3. One member must be a faculty member of the Health Science Center in a supporting area outside the Specialty Track or a person outside the Health Science Center who is an expert in the field of the proposed thesis.
    1. The Chair of the Committee on Graduate Studies will submit to the Graduate School Dean's Office a completed GSBS Form 42, *Composition of Supervising Committee-The Master of Science Degree*. A copy of the

proposed work in electronic form must accompany the form. Each member of the Supervising Committee is required to sign the form to certify her/his approval to serve on the committee. Any subsequent change in the Composition of the Supervising Committee must be communicated to the COGS at its next meeting and noted in the minutes. The change would also be noted in a cover memo accompanying submission of GSBS Form 40 *Request for Final Oral Examination*.

2. The composition of the Supervising Committee should, in principle, provide a group of research scientists who constitute an important resource to the candidate and her or his thesis research. Their functions are, with the Supervising Professor, to guide the candidate through the thesis research and to certify to the Committee on Graduate Studies that the candidate has, in fact, carried out a meritorious research investigation of the caliber appropriate for an M.S. thesis and, in their opinion, defended it satisfactorily.
4. **Supervision of the thesis research:** Within one month after appointment of the Supervising Committee, the Supervising Professor shall convene the Supervising Committee to discuss with the candidate the progress of the thesis research and the projected future work. At appropriate intervals thereafter, the Supervising Committee shall meet with the candidate for progress reports (written and/or oral) so that current status of the research may be evaluated and direction of future work planned. It is essential that the Supervising Committee be fully informed of the research progress and be able to provide continued supervision throughout.
5. **Choice of research documentation option:** The Graduate School of Biomedical Sciences allows the use of a submitted, publishable manuscript as an alternative to the traditional thesis for documentation of a student's Master of Science research efforts. The supervising professor makes this choice, in consultation with the student.
  1. **If the thesis option is chosen:** After members of the Supervising Committee agree that the research has progressed sufficiently for submission of the thesis, a draft of the thesis shall be submitted to the Supervising Professor and then to the other members of the Supervising Committee for review and recommendations for modification of content. After any recommended modifications have been completed, an electronic copy will also be submitted to the Graduate School Dean's Office for review of formatting and recommendations for modification. It is the responsibility of the candidate to follow the guidelines for preparation of the thesis provided by the Graduate School Dean's Office in the *Instructions for Preparation and Submission of Electronic Theses, Dissertations and Dissertation Abstracts*. If an alternative chapter format is preferable, the candidate must obtain approval for such format from the Supervising Committee and the Committee on Graduate Studies. The candidate also has the responsibility to ensure adequate time for review and modification of the thesis.
  2. **If the publishable manuscript option is chosen:** The procedures in "*Guidelines for Use of Publishable Manuscript Option for Documenting Master of Science Research (in lieu of Traditional Thesis Option) – Dental School M.S. Programs*" will be followed.

6. **Final oral examination:** The Graduate School requires that the thesis be defended by the candidate in a Final Oral Examination conducted by the Supervising Committee.
  1. The *Request for Final Oral Examination* Form (GSBS Form 40), signed by the Supervising Committee members, should be submitted to the Chair of the Committee on Graduate Studies, who shall indicate approval by signature and transmit the Request to the Graduate School Dean's Office for approval by the Dean.
  2. Three copies of the Abstract and the Vita should be submitted with the request for the candidate's file in their respective department, the Registrar's Office, and the Graduate School Dean's Office.
  3. The Supervising Committee members vote on the candidate's success or failure on the Examination; more than one vote for failure signifies failure on the Final Oral Examination. The Supervising Committee submits the *Report on Final Oral Examination* (GSBS Form 41) to the Committee on Graduate Studies. In the event of a failing performance by the candidate, the Supervising Committee shall also submit to the Committee on Graduate Studies a recommendation regarding remedial action or further examinations; in such cases, the Committee on Graduate Studies shall decide upon the recommendation or other action to be taken. In the event of a successful performance by the candidate, the Committee on Graduate Studies shall vote on whether to approve the recommendation by the Supervising Committee for granting of the degree.
7. **Recommendation for granting of the degree:** If the Committee on Graduate Studies approves the favorable recommendation by the Supervising Committee, the Chair of the Committee on Graduate Studies shall so indicate by signature on the *Report on Final Oral Examination* and submit the Report to the Graduate Faculty Council for consideration. If the Thesis Option is chosen, the candidate shall submit to the Graduate School Dean's Office the final electronic version of the thesis either by e-mail or on a disk or USB drive. The thesis Approval Page signed by the Supervising Professor and Committee members must also be submitted to the Graduate School Dean's Office. When the Report, the Approval Page and the electronic thesis have all been received in the Graduate School Dean's Office, the Graduate Faculty Council will consider the recommendation for granting the degree. If the Publishable Manuscript Option is chosen, the Manuscript Approval Form and the Supervising Professor's Cover Letter must be presented to the Graduate Faculty Council, with the recommendation for granting the degree. If the Council does not approve the recommendation, it will refer the matter to the Committee on Graduate Studies with a recommendation for remedial action. If the Council does approve the recommendation, the Dean of the Graduate School of Biomedical Sciences will notify the President of The University of Texas Health Science Center at San Antonio that the candidate has fulfilled all requirements for the degree Master of Science. Upon the candidate's certification by the President, the degree is conferred by the Board of Regents of The University of Texas System.



## Addendum to Thesis Submission and Approval Procedures

### For the MS in Dental Science Program

Approved by Dr. Nicquet Blake March 1, 2016 and entered into MSDS COGS Minutes April 19, 2016.  
Approved by COGS May 17, 2016.

#### Clarification of MSDS Thesis Submission and Approval Process:

1. The student prepares the thesis under the Supervising Committee Chair's direction.
2. At the same time that the resident sends the thesis to the committee members (or prior to that time if the resident can do so), the resident also sends the draft thesis to Dr. Blake via ProQuest for her review of formatting. The resident should have already formatted the thesis using the thesis formatting rubric provided by Dr. Blake. Dr. Blake will review to ensure that all formatting is correct.
3. The resident does her/his thesis defense. (The thesis defense can take place prior to receipt of Dr. Blake's approval of the formatting).
4. At the time the resident is revising the thesis based on input from the thesis committee members and the results of the thesis defense, the resident takes the formatting rubric provided by Dr. Blake, and does final revisions of the thesis and formatting.
5. The final thesis is submitted via ProQuest to the GSBS for Dr. Blake's final review and approval.

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**Criteria and Method for Appointment and for Continuation:  
Graduate Faculty of the MS in Dental Science Program**

Criteria for appointment to the graduate faculty, and for re/appointment or continuation:

1. Graduate degree (DDS, DMD, MD, MS, PhD, or equivalent).
2. Expertise and experience of relevance to the Track discipline (Perio, Endo, etc).
3. Recommended by Track director or another Graduate Faculty member.
4. Willingness to mentor, or serve as a committee member for, MSDS candidates.

Appointment process:

Track Director will submit for nomination to the MSDS graduate program faculty, the names of only individuals who meet the criteria listed above, unless an exception is proposed, justified, and approved by a majority of voting members of the COGS.

Each appointed graduate faculty will be assigned to one particular Track of the Program.

Review process:

Every 3 years, beginning November 2016, each Track Director will review all current graduate faculty assigned to that Track, for compliance with the above criteria. In January 2017 and every three years thereafter, each Track Director will send a list to the COGS chair of the faculty who are current, and a list of those who have been removed as a result of the most recent review. The COGS chair will submit the current list and the list of those removed, to the Graduate School administration.

## 4. Addendum to Sequential Procedures

## Addendum to Thesis Submission and Approval Procedures

### For the MS in Dental Science Program

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Approved by COGS May 17, 2016.

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2. At the same time that the resident sends the thesis to the committee members (or prior to that time if the resident can do so), the resident also sends the draft thesis to Dr. Blake via ProQuest for her review of formatting. The resident should have already formatted the thesis using the thesis formatting rubric provided by Dr. Blake. Dr. Blake will review to ensure that all formatting is correct.
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## 5. Criteria for Appointment and Continuation of Graduate Faculty

**Criteria and Method for Appointment and for Continuation:  
Graduate Faculty of the MS in Dental Science Program**

Criteria for appointment to the graduate faculty, and for re/appointment or continuation:

1. Graduate degree (DDS, DMD, MD, MS, PhD, or equivalent).
2. Expertise and experience of relevance to the Track discipline (Perio, Endo, etc).
3. Recommended by Track director or another Graduate Faculty member.
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