

Dental Sciences Program Manual

Academic Year 2024-2025



Speir Dental Complex
Grand Strand Campus
Myrtle Beach, South Carolina

**Horry-Georgetown Technical College
Department of Dental Sciences**

This program manual provides the Dental Hygiene and Expanded Duty Dental Assisting student with information regarding the policies and procedures they are expected to follow while enrolled in their professional program. Additionally, the Dental Sciences follows the policies and procedures of Horry-Georgetown Technical College. Students are responsible for understanding and adhering to the Dental Sciences program manual and HGTC college policies and procedures. The HGTC 2024-2025 Catalog & Student Handbook can be accessed via <https://www.hgtc.edu/devcatalog/current/catalog.pdf>

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HORRY-GEORGETOWN TECHNICAL COLLEGE MISSION

HORRY-GEORGETOWN MISSION

The mission of Horry-Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce development through traditional and distance learning delivery methods; to provide a student centered environment and inspire lifelong learning; to promote learning through teaching excellence; to promote community service and embrace diversity; to promote economic growth; and to embrace technological innovation in instruction and workplace applications.

DENTAL SCIENCE PROGRAMS MISSION

MISSION STATEMENT

The Horry-Georgetown Technical College Dental Hygiene and Expanded Duty Dental Assisting programs believe that the dental hygienist and dental assistant are extremely key members of the dental health team who make significant contribution to the total health care of all people. Using state-of-the-art technology in lecture and clinical instruction, it is the mission of this program to provide the student with a well-rounded general education as well as an evidenced-based professional education. In so doing, the student will be prepared for his/her role as a successful dental professional, as well as an enlightened and contributing citizen to the community.

It is the aim of the dental sciences faculty to create a supportive environment in which the student will develop self-confidence, expertise in clinical skills and the desire to learn to become a successful, dedicated healthcare provider. Using problem solving, planned experiences, goal setting, and self-assessment, the graduate is expected to become a purposeful, critically thinking, and self-directed member of the profession, able to make pivotal judgments in both personal and professional roles. To fulfill our mission, core mission goals include:

- 1) Prepare graduates to be confident, successful, and ethical members of the dental team.
- 2) Foster students who value interprofessional collaboration which focuses on patient-centered care.
- 3) Assure students are aware of current technologies and practices which prepares them for the ever-changing dental practice.
- 4) Promote community service, professional growth, lifelong learning, and engaging in evidence-based practices.

DENTAL HYGIENE PROGRAM LEARNING OUTCOMES/GOALS

GOAL 1. *The dental hygiene student will demonstrate knowledge in the fundamental components of the Dental Hygiene curriculum.*

1.1 Demonstrate working knowledge of the general education component of the curriculum.

- Display effective interpersonal, written, and communication skills with individuals and groups from diverse cultural populations.
- Demonstrate critical thinking skills.
- Demonstrate technology literacy.
- Demonstrate quantitative reasoning.

1.2 Demonstrate a working knowledge of the biomedical sciences and their relationship to total body health.

1.3 Demonstrate essential knowledge of the dental sciences focusing on oral health and disease to effectively apply the dental hygiene process of care and prevention methodologies to all patients.

GOAL 2. *The dental hygiene student will demonstrate competency in the clinical and interpersonal skills necessary for the provision of evidenced based comprehensive preventive, educational, and ethical dental hygiene services within a diverse patient population.*

2.1 The student will demonstrate core values in ethics, skills, and knowledge in relationship to the dental hygiene process of care (assessment, diagnosis, planning, implementation, and evaluation).

GOAL 3. *The dental hygiene student will exhibit attributes of professional growth and development.*

3.1 Continuously perform self-assessment for life-long learning and professional growth.

GOAL 4. *The dental hygiene student/graduate will participate in community service activities promoting oral health initiatives.*

4.1 Advance dental hygiene and the dental profession through service activities and affiliations with professional organizations.

EXPANDED DUTY PROGRAM LEARNING OUTCOMES/GOALS

GOAL 1. *The dental assisting student will demonstrate an extensive understanding of infection control procedures and practices, to include biomedical sciences.*

1. Demonstrate a working knowledge of bloodborne pathogens and hazard communications standards.
2. Display a working knowledge of dental sciences including the development and function of the oral cavity, oral pathology, anatomy, and pharmacology.

GOAL 2. *The dental assisting student will demonstrate competency in various aspects of radiation health and safety.*

1. Demonstrate working knowledge and competence in the skills required to produce diagnostic image surveys.
2. Display adherence to radiation health protection techniques.
3. Demonstrate competence in identifying anatomical landmarks and pathologies.

GOAL 3. *The dental assisting student will exhibit and interpret important concepts of General Chairside Assisting.*

1. Demonstrate laboratory/preclinical/clinical knowledge and competence in essential dental assisting skills and functions at the program facility and clinical setting.
2. Demonstrate laboratory/preclinical/clinical knowledge and competence in performing advanced/expanded dental assisting functions.
3. Demonstrate competence in the knowledge of dental practice management to include software systems, ethics, communication, and management of patient information.

DENTAL SCIENCES PROGRAM STANDARDS

Horry-Georgetown Technical College Department of Dental Sciences follows strict guidelines mandated by the Commission of Dental Accreditation (CODA). The following are standards faculty must adhere to when developing clinical, laboratory and didactic instruction.

A full list of Dental Hygiene and Expanded Dental Assisting Accreditation Standards can be found at <https://coda.ada.org/standards>

DENTAL HYGIENE STUDENTS WILL BE COMPETENT IN:

- 1) Providing dental hygiene care for children, adolescents, adults, geriatric, and special needs patients.
- 2) Be proficient in collecting patient data and utilize critical thinking skills to provide evidence-based patient-centered care.
- 3) Complete accurate documentation to provide optimal patient care.
- 4) Be competent in providing dental hygiene care to all levels of periodontal care.
- 5) Providing patient-centered care based on interprofessional collaboration.
- 6) Planning oral health education events and programs that targets community-based needs.
- 7) Apply ethical, professional, and evidence-based research to deliver optimal patient care.
- 8) Develop strategies to problem solving.
- 9) Demonstrate clinical competency in the following areas by the completion of DHG 165/175:
 - a. Care of Removable Appliances
 - b. Calculus detection
 - c. Care plan development (child, adolescent, adult)
 - d. Debris index
 - e. Dental and Periodontal Charting
 - f. Taking a Dental and Medical History
 - g. Exposing and Evaluating a Panoramic, Full Mouth, Periapical, and Bitewing Radiographs
 - h. Oral Health Education.
 - i. Intraoral and Extraoral examinations
 - j. Placing Fluoride Varnish and Fluoride Trays
- 10) Demonstrate additional clinical competency in the following areas by the completion of DHG 255/265
 - a. Periodontal Antimicrobial Therapy (Arestin)
 - b. Calculus Detection
 - c. Care of Removable Appliances
 - d. Care Plan (Child, Adolescent, Adult)
 - e. Debris Index
 - f. Dental Charting
 - g. Hard Tissue Desensitizing
 - h. Health History
 - i. Intraoral Radiographic Exposures
 - j. Local Anesthesia
 - k. Oral Health Education
 - l. Oral Inspection
 - m. Periodontal Charting
 - n. Root Planing
 - o. Dental Sealants
 - p. Fluoride Varnish Application
 - q. Use of Ultrasonic Instrumentation & Air Flow

* *TalEval Software* has been implemented as a comprehensive, objective grading format for the dental hygiene program which gathers data about the student's performance on specific procedures on a variety of patients of various levels of difficulty. *TalEval Software* identifies skills performed at a level of competency and which need improvement, focusing on patient care and individual skill development. *TalEval Software* is utilized to provide equal student opportunities in treating all classifications of periodontal disease and all types of patient populations in the clinical setting.

EXPANDED DUTY DENTAL ASSISTANT STUDENTS WILL BE COMPETENT IN:

- 1) Understanding and utilizing dental office software.
- 2) Managing inventory systems, supply ordering, patient information, and recall systems.
- 3) Displaying professional and ethical standards for both personal and professional settings.
- 4) Providing oral health education to improve the oral health of others.

- 5) Working as a “team player” in the dental office.
- 6) The following skills:
 - a. Taking medical and dental patient histories
 - b. Taking and recording vital signs
 - c. Assist with Intra/extra oral exams.
 - d. Perform dental charting, pit and fissure sealant application, polishing coronal tooth surfaces and amalgam restorations, suture removal, pulp vitality test, remove periodontal dressing, and various orthodontic functions.
 - e. Managing infection control standards in the dental setting
 - f. Prepare the dental operator for all types of dental procedures.
 - g. Patient management
 - h. Operate oral evacuation devices and air/water syringe.
 - i. Utilize proper ergonomics while performing instrument transfers and keeping a clear field of vision.
 - j. Provide patient pre/post-operative instruction and oral health education.
 - k. Maintain clear, accurate patient treatment records.
 - l. Identify and respond to medical and dental emergencies.
 - m. Assist with or apply topical anesthetic, desensitizing agents, fluoride agents, bases, liners, and bonding agents.
 - n. Assist with and/or place rubber dam, provisional restorations, matrix retainers, matrix bands, gingival retraction cords, wedges, and remove excess cement.
 - o. Assist with a direct permanent restoration.
 - p. Take a preliminary/final impression and fabricate trays.
 - q. Clean removable dental appliances
 - r. Take impressions for study models.
 - s. Place and remove socket dressing.
 - t. Fabricate and cement temporary crowns and bridges.

DEPARTMENT POLICIES

ATTENDANCE POLICY

You are now a student in a professional program, and it is important you attend all clinical and lecture sessions. Missing lecture, clinic, or lab negatively affects student success. You must make every effort to attend all clinical and lecture sessions. "If you aren't here, you aren't learning."

Horry-Georgetown Technical College has a mandatory attendance policy requiring students be present for a minimum amount of time to be eligible for financial aid, tuition promotions, and to receive credit for their class. The Dental Sciences Program adheres to a stricter attendance policy to assure students meet accreditation standards.

For the Dental Sciences Programs, students may not miss more than 10% of a lecture class (equals one (1) class) or lab/clinic (equals one (1) session). If lecture time is

missed it is the student's responsibility to meet with faculty to review content missed and to determine when the lab/clinic activity will be made up. You MUST make up all lab/clinic hours.

Students must complete 100% of all lab/clinical hours required in the program of study.

If a student misses more class or clinic than is allowable, they will be withdrawn from the program, unless extenuating circumstances apply. It will be at the discretion of the Program Director to determine if a student can continue based on the circumstances.

- 1) Attendance is taken at the beginning of each class/lab/clinic. You must sign in using blue or black ink and cannot have another classmate sign in for you. If extenuating circumstances occur regarding attendance, documentation will be required from the student and the Program Director will determine the best class of action.
- 2) Students are expected to be in class/lab/clinic prior to the start of the session. If the student comes to class/clinic late (8:01am for an 8:00 am class is considered late), they will be recorded as tardy. If the tardy occurs on a clinical day when a student is scheduled to see a patient (dental hygiene or dental assisting clinical rotation), points will be deducted for the day per faculty who are supervising those experiences.
- 3) If a student is tardy two (2) times to class/lab/clinic, it will be recorded as an absence. If a student arrives 15 minutes late, they will be marked absent. Students who leave class/lab/clinic for an extended period (over 10 minutes), will be marked absent.
- 4) Chronic tardiness (considered more than six (6) tardy arrivals across all classes per semester) will result in disciplinary action for violation of professional behavior. Tardy arrivals greater than six (6) times over the class of a semester may result in being withdrawn from the program for excessive absences.
- 5) If a student leaves class/lab/clinic early, it will be recorded as an absence.
- 6) To meet accreditation standards, **students must complete 100% of all lab/clinical hours** required in the program of study regardless of the reason for the absence.

In dental hygiene clinic, this includes Radiology Assistant (RA) and Clinical Assistant (CA) days for dental hygiene students in clinic. If a student misses any scheduled clinical including RA or CA days, he/she must make up the time missed and will do so rendering patient care. Make-up lab/clinic times will be determined by faculty for the session missed and students will be required to make up missed days during finals week.

If the number of hours of missed lab/clinic time exceeds the available hours during finals week to make up the time, the student may receive an incomplete with the possibility to make up missed time the next semester or the student may be withdrawn from the program.

The circumstances surrounding an absence will determine the class of action taken by the Program Director.

- 7) If an extended absence occurs, documentation from a physician is required and cannot be a Telehealth document.
- 8) If a student is *anticipating late arrival* or is *unable to attend class/lab/clinic*, or office rotation, it is mandatory for the student to notify faculty for the class missed prior to the start of the students scheduled time. If a student fails to notify faculty prior the start of class/lab/clinic or office rotation, a 5-point deduction for the session will be deducted from the final grade overall grade. *For example: A final grade of eighty-five will be changed to an eighty (80).
- 9) Personal, medical, and dental appointments, except emergencies, cannot be scheduled during scheduled class/lab/clinic sessions.
- 10) HGTC's Learning Portal, D2L, contains all class documents, grades, attendance rosters, and announcements. Students are required to check D2L and College email daily for important announcements pertaining to classwork. In the Dental Sciences programs, all learning takes place via didactic and clinical learning in a face-to-face format.

COMMUNICATION

Faculty and the College often send important email correspondence. Students are expected to check their HGTC student email daily. With regards to emails sent by faculty, students are expected to respond in a timely manner, which is no more than 24 hours later. Ignoring emails is not acceptable and displays a lack of respect. If lack of communication is an ongoing issue, it is at the instructor's discretion to enforce the disciplinary policy on professionalism.

TEXTBOOK POLICY

It is mandatory for all students to purchase the required textbooks for their classes. If a student does not purchase/rent and possess textbooks within two (2) weeks of the beginning of the semester, the student may be withdrawn from the program.

Beginning classes without books puts the student at a serious disadvantage. This is strong support for planning ahead and purchasing textbooks in advance of a new semester. It is at the discretion of the instructor to assign an open book activity during the beginning of the semester.

USE OF TECHNOLOGY

Use of cell phone, computer, or smart watches is prohibited during clinic, lab, lecture, or office rotations. This includes texting or use of earbuds. Student

engagement and participation is our top priority. Use of technology can be an unwelcome distraction and therefore is not allowed during class sessions.

All cell phones must be powered off prior to entering lab or lecture. Students may use cell phones and smart watches during breaks. Students are not allowed to have cell phones in the HGTC dental clinic or dental offices during his/her rotation. If a student has an extenuating emergency which requires them to have their cellphone on, they must disclose the reason to their instructor prior to that class or lab session. Cell phones are permitted for recording lecture only; students must ask for permission prior to doing so.

Lecture

- If a student is using or possessing a cell phone on their person during class lecture, the student will be warned to put away the phone. If a second warning is required, the student will be dismissed from lecture and marked absent.

Clinicals & Lab

- If a student is using or possessing a cellphone during clinical time and/or lab they will be asked to leave immediately and will be marked as absent for that session. The absence is required to be made up before the end of the semester.
- Additionally, if a student is using or possessing a cellphone during clinical time and/or lab it will also result in a 5-point deduction from the student's final grade for that clinical or lab for each violation.

Faculty will periodically plan class/lab activities which allow use of technology and will advise students accordingly that use of technology is permissible.

PROFESSIONALISM & ACADEMIC HONESTY POLICY

Professionalism is a way of conducting oneself that includes respect for others. Courtesy and respect for others are fundamental elements of professional behavior in the dental profession. A professional also takes responsibility for his or her actions with care for consequences that might evolve and for how their actions will affect others. Integrity is defined as being honest and having good moral character, ethics, truthfulness, and trustworthiness.

Students must conduct themselves in a professional manner displaying integrity during school hours and when representing themselves as an HGTC student during non-school hours. Failure to conduct yourself in a professional manner will result in disciplinary actions.

The HGTC Student Code of Conduct is enforced while students are enrolled in our programs. The program reserves the right to contact the Office of Student Affairs for any professionalism infraction. Students may be subject to the disciplinary policy of the Dental Sciences Program and/or the College.

The seriousness of a professionalism infraction will determine which disciplinary action(s) may be required. For example, if multiple unprofessional behaviors are displayed, it

may constitute a verbal and written warning at the same time. It may also constitute immediate expulsion depending on the seriousness of the situation as determined by the Office of Student Affairs.

Unprofessional behavior includes but is not limited to violation of academic honesty policy such as cheating, plagiarizing, or misuse of patient information; use of profanity; speaking disrespectfully to an instructor, classmate, or staff member; bullying behaviors; making racial remarks; refusing to participate in lab/clinic activities when asked; repeated tardiness; and leaving lab/clinic without informing an instructor where you are going. Engaging in cheating, plagiarism, or misuse of patient information violates the academic honesty policy and may result in immediate dismissal from the Dental Sciences Program.

- Cheating is defined as the giving or taking of information before, during, and after a test, using crib sheets or any other type of illegal information during a test, or altering or fabricating any class work for self-gain or for the benefit of others.
- Plagiarism is defined as the act of copying, stealing, or using another person's ideas or words as one's own without giving credit to the source. This applies to any work that is taken from texts, discussion boards, or internet research.
- Misuse of Patient Information is defined as presenting patient information that violates the Health Insurance Portability and Accountability (HIPAA) Act of 1996. Additional information can be found at <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

HGTC Policy on Academic Misconduct can be found at <https://www.hgtc.edu/devcatalog/current/catalog.pdf>

DISCIPLINARY POLICY ON PROFESSIONAL VIOLATIONS

- First offense: If faculty determine a student's behavior is unprofessional, a verbal warning will be given for the first offense, and the incident will be documented and signed by student and Program Director. The student is required to meet with the Program Director and faculty member; to ensure open communication between the student and faculty, as well to discuss program expectations.
- Second offense: If the student engages in another unprofessional behavior, they will be given a written warning, marked absent for the lab, lecture, clinic and must write a 2-page paper on professionalism as it relates to the student's offense. The incident will be documented and signed by student and Program Director. The student is required to meet with the Program Director and faculty member.
- Third offense: If the student engages in unprofessional behavior the third time, they will be dismissed from the program after consulting with the Office of Student Affairs and the Dean of Allied Health.

CHAIN OF COMMAND POLICY

The Program Director and all faculty make every effort to keep open lines of communication with students in the dental sciences programs. If a student has a concern of any kind regarding a specific class, and/or program of study, the chain of command must be followed as detailed:

- The student is advised to speak with the faculty member teaching the class/lab as a first class of action.
- If resolution of the student's concern does not occur, the student and faculty member should next meet with the Program Director/Chair, as the second class of action.
- If further discussion is still required after the second meeting, the student, faculty, and Program Director/Chair will meet with the Dean of Allied Health Programs, to seek resolution.

Within each program, once a class president has been selected, that student representative is encouraged to bring overall class concerns and opinions to the attention of the Program Director. Students are strongly encouraged to follow the chain of command for any concerns related to classwork, faculty, or fellow classmates. Following this protocol allows for student feedback to be heard and addressed in a professional and timely manner.

GRIEVANCE POLICY

Grievances should follow the chain of command and should be addressed as they occur, not at the end of the semester. To provide information regarding students' rights to due process, students are instructed to follow the grievance procedure stated in the HGTC Catalog and Student Handbook.

CLASSROOM ETIQUETTE

The classroom is conducted in an area of mutual respect. Students are encouraged to engage in conversation related to class/lab topics. However, students engaging in conversations during class, not related to the class topic, is inconsiderate to both the instructor and fellow classmates. If this happens the students will be warned and asked to refocus. If the behavior continues the student(s) will be asked to leave the class or lab and will be marked absent.

SOCIAL MEDIA POLICY

Purposes:

1. To promote professionalism with respect to the use of social media within the Dental Sciences program.
2. To provide information to students regarding prohibited social media activity related to disclosure of confidential information and the Dental Sciences program.

Policy:

Participation in the HGTC Dental Sciences program involves a high level of professionalism and respect for the privacy of medical information used in the program.

As a result, students are required to refrain from engaging in social media activity that would result in significant harm to the program, a patient, other students, or program affiliates. Specifically, students must refrain from making any "posts" containing any medical or other confidential information obtained in the clinical or classroom setting. This includes reference to a patient, or a patient's health status. In addition, students should not post anything that contains a threat of physical or mental harm to another individual involved in the program or that significantly impedes the operations of the program or another student's access to the program (e.g., bullying). Students are also prohibited from posting false statements of fact regarding HGTC or the Dental Sciences program. Further, posting pictures of the clinical or classroom setting, or of students, faculty, or program affiliates in the classroom or clinical setting, or in a HGTC identifying uniform, is strictly prohibited unless the student receives express written consent from the College. In addition, students are prohibited from using the Horry Georgetown Technical College (HGTC) name or any HGTC logo in social media posts unless the student receives express written consent from the College.

Violation of this policy may result in disciplinary action, up to and including immediate dismissal from the program.

GRADING & TESTING POLICIES

GRADING

The Dental Sciences Program utilizes the following grading scale:

Grading Scale
A= 100-90
B= 89-80
C= 79-77
D= 76-70
F= 0- 69

Dental Science Students (Dental Hygiene and Expanded Duty Dental Assisting) must earn a 77% or higher in class/lab/clinic to continue in the program. If a student does not achieve a 77% or higher in either the clinical or laboratory section of a dental core class, he/she will not be able to continue in the program. For example, if a student

scores 92% in lecture and 73% in lab, they cannot pass the class and progress in the program.

For dental hygiene co-requisites classes that are not part of the dental hygiene core classwork (BIO 225, PSY, SPC, SOC, HUM) students must pass with a "C" or better, 70% or higher. If a student does not pass a co-requisite class, they will not be permitted to continue in their program of study. Students have the option to re-apply to the program the next academic year following the same criteria for all other first-time applicants.

Late assignments will not be accepted for class. Refer to your Instructional Package for detailed information.

Competencies

- Instructional packages and class information sheets for DAT 154, DAT 174, DHG 175, DHG 255, and DHG 265 will contain specific information about grading of required clinical competencies. It will be at the discretion of faculty to use a professionalism rubric within their class and deduct points as necessary from final grade.
- For the Dental Hygiene program, it will be at the discretion of the Program Director as to whether extraordinary circumstances affected a student's ability to complete clinical competencies. (Example: not treating a patient who needs dental sealants). A student will not be permitted to graduate if all clinical competencies are not completed by the end of their final semester.

Competency Attempts

- Students have a maximum of three (3) attempts to pass a competency.
 - First attempt: students who pass on the first attempt receive the grade they earned.
 - If required, a second competency attempt requires remediation prior to scheduling and must be initiated by the student. Additional attempts will be given during office hours only and when the instructor deems appropriate.
 - Second attempt: students will be graded out of a maximum score of 92%. Notes will be made in the gradebook to clarify the documented score after calculating the reattempt penalty.
 - If required, the third and final competency attempt requires further remediation prior to scheduling and must be initiated by the student. Additional attempts will be given during office hours only and when the instructor deems appropriate.
 - Third attempt: students will be graded out of a maximum score of 77%. Notes will be made in the gradebook to clarify the documented score after calculating the reattempt penalty. The third attempt is still deemed

“passed” if the student can complete the required skills.

- If a student cannot pass the third attempt, a grade of “D” will be assigned for the class, and the student cannot progress in the program.

EXAM POLICY:

Exam grades will be posted within 48 hours of taking the exam. Any inquiries about attempts prior to posting will result in professionalism deductions. Faculty require time post-test to review questions and statistics, to ensure no errors were made on their part.

Exam reviews are welcomed and encouraged but must be completed within 2 weeks of taking the exam. No exam reviews will be permitted after this period. (Ex: reviewing a semester's worth of assessments the week before finals will not be permitted).

- Quality learning occurs immediately after an assessment is taken; students must learn content and not simply attempt to memorize questions. It is not logistically possible for faculty to review multiple assessments in a brief period of time for numerous students. This is strong support to meet with your faculty after an assessment for clarification/review of content.

In-Class Exam Policies

- At the start of every in-class assessment, students are required to sign and date their understanding of academic misconduct and an honesty statement as related to the departmental and college policies. See the document shown below:

Academic Misconduct/Honesty Statement
<p>I understand that all forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information <u>will call for discipline according to department and college policies</u>. Cheating on tests is defined and includes, but is not limited to, the following:</p> <ul style="list-style-type: none">• Copying from another student’s test.• Using testing materials before, during, and after a test not authorized by the person giving the test.• Collaborating with any other person during a test without permission.• Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.• Bribing any other person to obtain tests or information about tests.• Substituting for another student or permitting any other person to substitute for oneself.• Cooperating or aiding in any of the above. <p>Signature _____</p>

- Once students complete in-class exams, they should quietly leave the room until all other peers complete testing. Students are not permitted to reenter until all testing is complete and should not congregate directly outside the classroom, as the noise impacts those still testing.

MAKEUP EXAMS

Students are expected to be present for all tests. Make-up tests will be provided only in those exceptional cases where the student is able to provide clear and convincing documentation of a severe illness or emergency. The burden of proof rests with the student requesting the make-up test. If you have an exceptional circumstance and are going to miss an exam, you must call the instructor before the class meets. The final decision on whether to allow a make-up test is at the instructor's discretion.

If make-up examinations are given, the highest obtainable score will be a 92%. The student is required to make-up the missed exam in person and on the first day they return to school after the initial exam date occurred. If a student does not make up the test on the first day, they return to school they will be given a zero for the test. The format of the make-up test will be at the discretion of the instructor.

If a student has a test in the afternoon, is absent in the morning for class or lab, and shows up for the afternoon test, the student will still be considered absent for the entire day and the grade will be based on the 92%.

Students will not be allowed to take tests early unless there are extenuating circumstances, such as a funeral or serious illness. All make-up or early testing must be approved by the Program Director and will be out of 92%.

Students who are given the option to take a test at home (with permission of Program Director) will do so using the *Honorlock* proctoring program and will be responsible for the cost incurred.

ACADEMIC ALERT SYSTEM

The purpose of the Academic Alert System is to provide faculty and staff members with an opportunity to supply early feedback on a student's academic behavior and progress so that the student has the best chance of success. This alert may be sent at mid-semester or sooner, if necessary.

When a faculty member chooses to refer a student through the Academic Alert System, the Department of Student Services at Horry-Georgetown Technical College will ensure that the student receives the support services that he or she needs to develop a plan of support and/or correction. It is important for the faculty and staff members to be cognizant that the timeliness of the referral and the amount of information provided enhances the chance that this notification system will help a student achieve academic success.

REMEDIATION POLICY

If a student is struggling academically and has scored below 77% on an assessment, it is the student's responsibility to meet with the class instructor for further guidance. This meeting is mandatory. The instructor will provide support to the student and refer to resources such as the SSTC (link above) or to a designated dental tutor.

As noted above, an academic alert will be issued for a student who is struggling by mid-semester, if not sooner.

If a student is struggling with clinical skills or competencies, they will be assigned to work one-on-one with a clinical faculty member during lab or clinic. If additional remediation time is required, the clinical faculty member will select a date/time and it will be mandatory for the student to attend. Open labs may be offered as needed. The dates/times of any open lab will be at the discretion of the clinical instructor.

ACADEMIC PROBATION-EDDA

The option to place a student on academic probation at the end of a semester is at the discretion of the Program Director and applies to students in the Expanded Duty Dental Assisting program only. If a student's final grade in a dental assisting class is within two percentage points of 77%, (final grade of 75%-76%) the Program Director will meet with the student to discuss academic probation and the parameters for the probation.

A signed contract between the student, faculty member teaching the class and the Program Director will be required after discussing the stipulations for academic probation.

A student cannot be placed on academic probation after their final semester. A student cannot be placed on academic probation if they were unsuccessful in more than one class.

INCOMPLETE POLICY

Incompletes will be given for clinical classes only. This may occur when a student has not completed the required number of patients/clinical hours due to extenuating circumstances, such as illness. If this occurs, the student will receive a grade of "I" (incomplete).

The incomplete must be made up as soon as possible after the last day of classes or during an agreed upon period between the Program Director and the student. A contract will be drawn up between the student and Program director, which outlines the terms of what is required of the student to complete the clinical class. An incomplete grade negatively affects financial aid and tuition promotion benefits.

Failure to complete this work in the agreed upon amount of time will result in an "F" and the student will be dismissed from the program.

WITHDRAWALS

The College maintains that it is the responsibility of the student to apply for honorable withdrawal. This protects the student's records, his/her right to re-enroll and the right to transfer credits. The academic calendar shows each of the dates mentioned below.

Students needing to withdraw from a class or class must do so on myHGTC, on

the College website, if prior to the two-thirds point of the semester.

During the add/drop period for the term, the student will perform a Web Drop. If a student withdraws during this period, classes do not appear on the transcript and no tuition is charged. After the add/drop period and before two-thirds points for the term, the student may perform a withdrawal which results in a grade of "W."

After the two-thirds point, a student will receive a "W" if passing the class on the date last attended, or "WF" if failing the class on the last date attended.

After the two-thirds point, the withdrawal grade of "W" (passing) or "WF" will be assigned by the class instructor. Students should contact the class instructor to initiate withdrawal after the two-thirds point. Students should discuss their withdrawal plans and the grade with the instructor(s) prior to withdrawal.

Because changes in class loads impact financial aid, veteran's benefits, and other enrollment-related financial situations, it is important that students who anticipate withdrawing from a class(s) investigate the impact of this withdrawal with the appropriate College office. Students who do not attend or withdraw from classes may be required to repay funds allocated for financial assistance for tuition and/or books.

NOTE: If a Dental Science student elects to drop any of the core dental program class, the student will automatically be dropped from the Dental Hygiene or Expanded Duty Dental Assisting curriculum. Due to class being in a sequential order, the next time the class will be offered is one year from the time the student withdrew. The student may remain at the college to take general education class required in the Dental Sciences curriculum; however, the student must re-apply for admission to the program the next Fall Semester. Readmission will be on a space available basis. (Refer to Readmission Policies).

RE-ADMITANCE POLICY/DENTAL HYGIENE

If a dental hygiene student fails one or more classes during the first semester of their program (EDDA or DH) the student cannot progress in the program. Students have the option to re-apply to the program the next academic year following the same criteria for all other first-time applicants.

If a student fails one class in any other semester in the Dental Hygiene program beyond the first semester, they will be assigned their final grade or withdrawn from the class which was failed and encouraged to re-apply to the program if a seat is available at the recurring semester.

- Upon re-admittance, if granted and a seat is available, a student must pass skill competencies and examinations based on class content previously completed,

as determined by the Program Director. Any expenses incurred to administer such skill competencies will be at the expense of the student. These fees are determined by HGTC, the Continuing Education Department.

If a student fails more than one class in any other semester in the Dental Hygiene program beyond the first semester, they will be assigned their final grades or withdrawn from the class which were failed. For students failing more than one class, it will be at the discretion of the Program Director and Dean of Allied Health to determine if the student is eligible to be readmitted the recurring semester when those class are offered.

RE-ADMITANCE POLICY/DENTAL ASSISTING

If a dental assisting student fails a class during the first semester of the Dental Assisting program and does not qualify for academic probation (final grade below 75%) the student cannot progress in the program and is encouraged to reapply in the future.

ADVANCED PLACEMENT

HGTC Dental Sciences does not take students from other institutions. If a student wishes to attend the Dental Sciences Programs, they must start with the application process and will be scored with the criteria set forth by the Admissions Selection Committee. If a student decides to withdraw from the program, it must be done officially by notifying the Program Director and the Registrar's office. The proper paperwork must be completed; otherwise, the student will receive a grade of "F" for each class in which he/she was enrolled. These grades will affect the student's overall GPA and will remain on the student's permanent records.

STUDENT SUPPORT

STUDENT SUCCESS & TUTORING CENTER

The Student Success & Technology Centers (SSTC) have been established to provide students with assistance in achieving academic success. The Student Success & Technology Centers provide such services as tutoring for mathematics sciences, reading and English; supplemental materials and learning tools for many college class; and a study area and special assistance for reading and writing assignments. Tutoring appointments may be scheduled one-on-one, meet in-person or online, and scheduled weekly support is available. Tutoring is available on all three campuses and online. You can also meet online with tutors via TutorMe, a free 24/7 service provided to all HGTC students, or schedule an appointment in Penji.

*The Dental Sciences department has a dedicated dental tutor, Jennifer Hall, who is available to tutor students using the Penji app found on your Student Dashboard in myHGTC.

https://www.hgtc.edu/current_students/studentsuccesscenter/index.html

ACCESSIBILITY & DISABILITY SERVICES

At Horry-Georgetown Technical College your success is our highest goal. The Office for Accessibility and Disabilities provides students with disabilities an equal opportunity to participate in and benefit from programs and services offered at HGTC. HGTC provides appropriate services and accommodations to students with documented

disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and other applicable regulations.

https://www.hgtc.edu/current_students/disabilityservices.html

To access services and accommodations, students must first self-identify, obtain documentation of the disability, and make an appointment with an appropriate staff member. To obtain services, please email disabilityservices@hgtc.edu.

For pregnant and parenting students: Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. § 1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex - including pregnancy and parental status - in educational programs and activities.

According to guidance received from the Department of Education's Office of Civil Rights ("OCR"), under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs. Students do not have to drop out of classes or academic programs or change educational plans due to pregnancy.

https://www.hgtc.edu/about_hgtc/titleix-pregnant-and-parenting-students.html

CLINICAL ADMISSIONS PROGRAM REQUIREMENTS

BASIC LIFE SUPPORT (BLS) & IMMUNIZATIONS

Per College policy, current training in BLS/AED is mandatory for faculty and students involved in direct provision of patient care. Upon admission into the dental programs, students receive email correspondence regarding clinical admission requirements, including immunizations.

Students are informed that they will not be permitted to begin the program and/or to have clinical patient contact until immunization documentation is complete. These policies are found on the College website and within the Dental Sciences Clinical Policies Manual.

- Failure to complete BLS/Immunizations in a timely manner will lead to the student being withdrawn from the program.

CRIMINAL BACKGROUND CHECK/DRUG SCREENING POLICIES

Students offered acceptance into a Dental Sciences Program require successful completion of a Criminal Background Check (CBC), Urine Drug Screen (UDS), and/or submission of health and immunization histories prior to class registration and clinical/field placements. All questions and concerns about Clinical Admission requirements prior to and during the program of study must be directed to HGTC-clinical@hgtc.edu

Students whose Criminal Background Checks and/or Urine Drug Screening disqualify them from placement will be declared ineligible for continued enrollment and removed from the programs. All costs related to Criminal Background Checks, Urine Drug Screening and compilation of health and immunization histories are solely the responsibility of the student.

Students must complete a Criminal Background Check yearly at their expense. If a student has ANY criminal charges during their enrollment in the Dental Sciences Programs, they MUST disclose their charges to the Program Director. The student must contact the Program Director to disclose the criminal charges within 7 days of the offense. Failure to disclose any criminal charges within 7 days of the offense can lead to dismissal from the program, as criminal charges negatively reflect on the professionalism our program aims to uphold.

All students must complete a drug screening at the start of each school year. However, if faculty or staff suspect a student may be under the influence of drugs or alcohol during lecture, lab, or clinic, the Program Director has the right to mandate a drug urine-screening test within 12 hours of the suspected behavior. This test will be at the expense of the student if the student is found to be under the influence of drugs or alcohol. If the student was falsely accused of being under the influence of drugs or alcohol, based on the test results, the program will pay the expense of the test.

Failure of a student to complete and submit documentation of required health and immunization records in a timely manner will prevent the student from having clinical patient contact and may result in the student being withdrawn from the program.

Acknowledgement of Review of Dental Sciences Program Manual

By signing this form, I certify that I have read the Dental Sciences Program Manual, outlining required policies and procedures. I also certify that I understand the manual content and consequences in place for non-compliance to program policies.

Student Name (printed)

Student Name (Signature)

Date