

Dental Sciences Program Manual

Academic Year 2021-2022



Speir Dental Complex
Grand Strand Campus-Myrtle Beach, SC 29577

Horry-Georgetown Technical College
Department of Dental Sciences

This program manual will provide 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. These policies, practices and procedures can be found @ [HGTC Policies and Procedures](#). Students are responsible for understanding and adhering to both the program and college policies and procedures manuals.

TABLE OF CONTENTS

Horry-Georgetown Technical College Mission and Philosophy	4
Dental Sciences Program Philosophy	4
Program Goals and Learning Outcomes	5
Dental Sciences Program Standards	6
Dental Hygiene	7
Expanded Duty Dental Assistants	8
Department Policies	9
Attendance Policy	9
Cell Phone Policy	10
Talking During Class	10
Social Media	10
Textbook Policy	11
Clinical Policies	11
Grading Scale	14
Academic Alert	15
Remediation Policy	15
Academic Probation	15
Incomplete Policy	16
Makeup Test Policy	16
Advanced Placement	16
Withdrawals	16
Re-Admittance Policy	17
Student Success and Teaching Center	18
Academic Honesty	18
Professional Behavior	19
Chain of Command	19
Grievance	20
Communication	20
Infection Control Policy	20
Criminal Background Check/Drug Screen/Immunizations	21
Dental Sciences Programs of Study	21-25
Certification of Review/Understanding of Dental Sciences Policies	27

HORRY-GEORGETOWN MISSION AND PHILOSOPHY

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; 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.

HORRY-GEORGETOWN PHILOSOPHY

The College endeavors to fulfill its mission by fostering the belief that all people should have an equal opportunity for personal and professional growth, and to develop skills, knowledge, and values necessary for a productive and meaningful life.

In order to promote achievement by ethnically, socially and economically diverse individuals, the College maintains open admissions. The College values inclusiveness and embraces diversity. The College provides students with the knowledge, skills, and experiences necessary for success in achieving their career and educational goals.

DENTAL SCIENCES PROGRAM PHILOSOPHY AND GOALS

PHILOSOPHY

Horry-Georgetown Technical College Department of Dental Sciences understands how a dental hygienist and dental assistant contribute to the overall health and well-being of individuals treated in a dental setting. They are an extremely important member of the dental team in all aspects of patient care. This program fosters students to become a dental professional who is a highly skilled clinician, a lifelong learner, and a valuable member of the dental team. With the use of state-of-the-art technology and equipment, this program provides students with a well-rounded evidenced-based professional education.

All dental sciences faculty and staff are highly skilled bringing many years of clinical and educational expertise. Their goal is to create an environment in which students will develop the professional skills to become an effective, dedicated health care provider. Faculty and staff encourage students to critically think, utilize self-assessment methods, and build positive attitudes to graduate highly sought-after members of the dental community.

MISSION

- 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://www.ada.org/en/coda/current-accreditation-standards>

DENTAL HYGIENE STUDENTS WILL BE COMPETENT IN THE FOLLOWING:

- 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 better 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. Intra and Extra Oral 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

EXPANDED DUTY DENTAL ASSISTANTS STUDENTS WILL BE COMPETENT IN THE FOLLOWING:

- 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. When students miss lecture/lab, it affects others negatively. You must make every effort to attend all clinical and lecture sessions.

Horry-Georgetown Technical College has a mandatory attendance policy. However, the Dental Sciences Program adheres to a much stricter attendance policy to assure students meet accreditation standards.

- 1) Attendance will be taken at the beginning of each class session/lab. You must sign in each day. It is not acceptable to have another classmate sign in for you. It is mandatory for you to attend all sessions. The only excused absence is a death of a student's immediate family member or a student's illness, with a doctor's excuse for the day class, lab or clinic was missed. Acceptable excused absences are approved by the Program Director only.
- 2) Students are expected to be in class/clinic prior to the start of class/clinic. 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 clinic day when the student is scheduled to see a patient, a 15-point deduction will be given on the patient grade sheet, clinical assistant evaluation, or radiology evaluation. If a student is tardy two (2) times to class/clinic, it will be recorded as an absence. If a student arrives 15 minutes late, they will not be admitted to class and are to be marked absent. Students who leave class/lab for an extended period (over 10 minutes), will be marked absent.
- 3) Chronic tardiness (more than 6 tardy arrivals) will result in disciplinary action for violation of professional behavior. Tardy arrivals greater than 6 times may result in being withdrawn from the program for excessive absences.
- 4) If a student leaves class or clinic early, it will be recorded as an absence and will count toward the accumulative absences for the clinic.
- 5) To meet accreditation standards, all students must attend 100% of clinic even if the absence is considered excused. This includes Radiology Assistant (RA) and Clinical Assistant (CA). If a student misses any scheduled clinical, he/she must make up the time missed. Make-up times will be determined by the Program Director. Students will be required to make up missed days during finals week. As a reminder, if the number of hours of missed clinic time exceeds the available hours during finals week to make up the time, the student will be withdrawn from the program.
- 6) No absence is excused unless it's to attend the funeral of an immediate family member, jury duty or due to an illness with a doctor's note. The doctor's note must include the amount of time the student will miss due to the illness, with specific dates. For example: If you have a doctor's note dated 9/8/2021 you are only allowed to miss 9/8/2021. Excused absences will be determined by the Program Director. Even if an

absence is excused, the student is still required to make up the missed clinic and/or lab time that was missed to meet accreditation standards.

- 7) If a student is unable to attend class, lab/clinic or office rotation, it is mandatory that the Program Director or instructor is notified prior to the start of the students scheduled time. If a student fails to notify the Program Director or instructor prior to the start of clinic or office rotation, a 5-point deduction for each session will be deducted from the final grade overall grade. For example: If you have an 80 for your final grade the student will now have a 75 for his/her final grade.
- 8) Personal, medical, and dental appointments, except emergencies, must not be made during scheduled class or clinic sessions.

CELL PHONE POLICY

Cell phone use and use of a smart watch is strictly forbidden during clinic, lab, lecture, or office rotations. This includes texting or use of earbuds. All cell phones must be powered off prior to entering lab or lecture. Students may use cell phones during lecture breaks or over lunch breaks only. 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.

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.

If a student is using or possessing a cellphone during clinical time they will be asked to leave immediately and will be marked as an unexcused absence. Additionally, if a student is found to have their cell phone in clinic, it will result in a 5-point deduction from the student's final grade for that class, for each violation.

Clinical hours and clinical rotation must be made-up at a later date determined by the instructor and Program Director.

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 conversation, not related to the class topic, is inconsiderate to both the instructor and fellow classmates. If this happens the students will be asked to leave the class or lab and be marked absent.

SOCIAL MEDIA

- 1) Dental Science students must not transmit or place online individually identifiable patient, student, faculty, adjunct faculty, or staff information and/or photos. Students are not permitted to contact news media unless previously approved by the Program

Director, HGTC Marketing Department and College Administration. The college policy on academic misconduct will be followed if the social media policy is violated.

- 2) Dental Science students must not publish libel or make slanderous remarks or insinuations about patients, peers, adjunct faculty, faculty, staff, or the institution of HGTC, even if they are not identified.
- 3) Students must not transmit or place online any test questions or test content that could be identified as cheating.
- 4) Students have a responsibility to promptly report any identified breach of confidentiality on social media by classmates and/or faculty and staff. This infraction must be reported to the Program Director immediately.
- 5) Horry-Georgetown Technical College name, photos, trademark, etc., cannot be used in social media groups. For example, if a group, class, or classmate makes a Facebook page named HGTC's Class of 2020, this would be an infringement on trademark rights.
- 6) Students who share confidential information utilizing social media do so at the risk of disciplinary action, including failure in a course and/or dismissal from any program within the Dental Science Department.
- 7) Violations of patient privacy using an electronic device will be subject to HIPPA guidelines and consequences which may be federal fines and/or prison time.

TEXTBOOK POLICY

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

CLINICAL ATTIRE

Students are expected to follow the guidelines for clinical and pre-clinical dress during all sessions. These regulations have been established to promote maximum infection control and safety for all clinical operations and present the most professional appearance for the dental science student.

Student and faculty/staff adherence are expected. Anyone not adhering to the following guidelines will be asked to leave the clinic area and remedy the problem with deduction points corresponding to the appropriate section on the grade sheet. If the problem cannot be resolved, the student will receive one unexcused absence for the infraction and will count toward the department attendance policy.

- 1) The designated clinic uniform must be worn at all times during clinical sessions. Uniforms and lab jackets must be clean, neatly pressed, and of proper fit with the appropriate undergarments. If at any time uniforms becomes too tight, you will be asked to purchase new uniforms at the students' expense.
- 2) Department approved grey long-sleeve shirts may be worn under scrub tops.
- 3) During professional presentations, students must wear the scrub jacket approved by the department. These jackets are purchased at the start of your professional program and must be kept clean. If at any time they become soiled, stained, or discolored, the student is responsible for purchasing a new jacket.
- 4) Scrub pants must be hemmed so they do not touch the floor. They cannot be rolled up, they must be hemmed
- 5) Clinic shoes must be solid white, with no shoe laces, closed toed and heels must be covered. Shoes must be cleaned and polished including the heels and side of soles. They must be made of a material easily cleaned of blood and infectious materials.
- 6) Hair must be off the collar and away from the face. Bangs must not fall into the eyes and obscure vision. Long hair must be put up in a neat manner. Ponytails must be secured and not allowed to hang down. Barrettes, headbands or scrunchies matching hair color may be worn. All hair accessories must be no thicker than ¼ inch and made of plastic.
- 7) Extreme hair colors and hairstyles will not be allowed. Colors that are allowed are blondes, brunettes, reds, and grey colors only. If hair does not meet the regulations, the student must wear a clinical hair covering approved by faculty.
- 8) Solid white socks are the only color allowed. Socks should be long enough to avoid showing bare legs. Ankle socks are not acceptable as part of the clinic uniform. If you are unsure if your socks meet the qualifications, please consult the clinical coordinator.
- 9) Nails must be clean, short (when your hand is held up toward the light with palm toward you, the nails should not extend beyond the end of the fingers) and polish

free. False nails must not be worn. Even though gloves are being worn, micro-pores do exist in the gloves and bacteria could penetrate and cause a serious infection around the false nails. This can also happen if there are any cuts on the cuticle or hand area.

- 10) Small single, solid design stud earrings may be worn. Only 1 earring per earlobe is allowed.
- 11) Absolutely no other piercings of any kind (nose, tongue, eyebrow, etc.) can be worn during clinic sessions, or other school sponsored professional events. If a piercing exists for a medical reason, documentation must be provided by the student's physician.
- 12) Absolutely no ring of any kind may be worn in clinic.
- 13) Watches can be worn if they are completely covered by gloves and lab jacket sleeves. Waterproof watches are recommended. Smart watches are not allowed in clinic for any reason.
- 14) Nametags will be worn at all times. If lost, you will be responsible for paying for an additional nametag.
- 15) If a student needs to enter the clinic during clinic operating hours, a clinical lab jacket must be worn over street clothes. This rule also applies when taking x-rays during non-clinic times.
- 16) Perfume, scented lotions and sprays should not be worn during clinic sessions. The fragrance may be pleasant to you but may not be pleasing to the patient. Also, some patients are highly allergic to fragrances.
- 17) Students with tattoos must have them covered during clinical and school sponsored events.
- 18) Chewing gum is not permitted during clinical or laboratory sessions.
- 19) Tobacco products are not allowed during clinical/laboratory experiences. A uniform that smells of smoke is offensive to patients – remember, you are a dental healthcare professional and should be setting an example. Students will be asked to change uniforms or leave the clinic with an unexcused absence if tobacco odor is noticed.
- 20) Safety glasses are mandatory and should be part of the clinical uniform. They must have side shields for your safety

BLS/IMMUNIZATIONS

Per College policy, current training in BLS/AED is mandatory for faculty and students involved in indirect provision of patient care.

Upon offered admission into the dental hygiene program, 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 may lead to the student being withdrawn from the program.

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 to continue in the program. If a student does not achieve a 77 or higher in either the clinical or laboratory section of the dental core class, he/she will not be able to continue in the program.

Instructional packages and course information sheets for DAT 154, DAT 174, DHG 175, DHG 255, and DHG 265 will contain specific information about grading of required clinical competencies.

For the Dental Hygiene program, it will be at the discretion of the Program Director as to whether clinical competencies can carry over from one semester to the next, as well as number of points deducted from a student's final grade as a result of incomplete competencies. A student will not be permitted to graduate if all clinical competencies are not completed by the end of the semester.

The number of attempts allowable to pass clinical competency assessments is no more than 3 attempts. A student who does not pass a competency or skill check is required to meet with their clinical instructor for further remediation before making further attempts. * See remediation policy below.

Students taking co-requisites courses that are not part of the Dental Hygiene Curriculum sequence (AHS or DHG courses) must pass with a “C” or better, 70% or higher.

Late assignments will not be accepted past the due date unless stated otherwise in the Instructional Package.

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. 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 system will help a student achieve academic success. Students and faculty can access the resource online at: http://www.hgtc.edu/int_b.php?pageid=380

REMEDIATION POLICY

If a student is struggling academically and has scored below 77% on an assessment, it is the student's responsibility and is mandatory to meet with the course instructor for further guidance. The instructor will provide support to the student and refer to resources such as the SSTC.

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 asked to attend a mandatory open lab session(s) to work one-on-one with clinical faculty. The dates/times of the open lab will be at the discretion of the clinical instructor.

ACADEMIC PROBATION

The option to place a student on academic probation at the end of a semester is at the discretion of the Program Director. If a student's final grade in a dental core class is no less than a 75%, 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 course and the Program Director will be required after discussing the stipulations for academic probation.

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

INCOMPLETE POLICY

Incompletes will be given for clinical courses only. This usually occurs when a student has not completed the required number of patients/clinical hours due to extenuating circumstances. If this occurs, the student will receive a grade of "I".

The incomplete must be made up 1 week after the last day of classes or during an agreed upon time frame 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 course.

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.

MAKEUP TEST

Students are expected to be present for all tests. No student has a right to a make-up test. Make-up tests will be provided only in those exceptional cases where the student is able to provide clear and convincing evidence 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 or not 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 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 make-up tests early unless there are extenuating circumstances. All make up and early testing must be approved by the Program Director and will be out of 92%.

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 Selection Committee.

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 course or courses must do so on Wave Net, 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 course on the date last attended, or “WF” if failing the course on the last date attended.

After the two-thirds point, the withdrawal grade of “W” (passing) or “WF” will be assigned by the course instructor. Students should contact the course 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 course loads impact financial aid, veteran’s benefits and other enrollment-related financial situations, it is important that students who anticipate withdrawing from a course(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, books, etc.

NOTE: If a Dental Science student elects to drop any of the core dental program courses, the student will automatically be dropped from the Dental Hygiene or Expanded Duty Dental Assisting curriculum. Due to courses being in a sequential order, the next time the course will be offered is one year from the time the student withdrew. The student may remain at the college to take general education courses 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).

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 course in which he/she was enrolled. These grades will affect the student's overall GPA and will remain on the student’s permanent records.

RE-ADMITANCE POLICY

Any students who fails a core dental class with a 76% or below during the 1st semester of a Dental Science program (Dental Hygiene or Expanded Duty Dental Assisting) must re-apply to the program the next year following the same criteria for all other first-time applicants.

If a student fails a course in any other semester in the Dental Hygiene of Expanded Duty Dental Assisting Program (excluding the 1st semester), they will be withdrawn from the course which was failed and only allowed to re-apply to the program if a seat is available. Upon re-admittance, a student must pass skill competencies 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 is withdrawn from a core dental class for violation of the Code of Conduct, it will be at the discretion of the instructor as to whether the student is ultimately removed from the program of study altogether.

STUDENT SUCCESS & TUTORING CENTER

The Student Success & Technology Centers have been established to provide students with assistance in achieving academic success. Materials in many subject areas will be housed in the “Centers” with available assistance from College staff and faculty to provide the students with alternative modes of study. The Student Success & Technology Centers provide such services as tutoring for mathematics sciences, reading and English; supplemental materials and learning tools for many college courses; and a study area and special assistance for reading and writing assignments. On the Conway Campus, the Center is located in the 1100 Building, Library; on the Grand Strand Campus, the Center is in the 200 Building, Room 1115; and on the Georgetown Campus, Building 100, Room 149 (Student Lounge).

ACADEMIC HONESTY POLICY

As a student of HGTC and the Dental Sciences program, you are to conduct yourselves in a manner that portrays a professional with integrity. Faculty will not allow any student to cheat, plagiarize, or misuse of patient information.

Integrity is defined as being honest and having good moral character, ethics, truthfulness, and trustworthiness.

Cheating is defined as the giving or taking of information during a test, using crib sheets or any other type of illegal information during a test, or altering or fabricating any course 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 and/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>

Any violation of the Academic Honesty Policy will result in immediate dismissal from the Dental Sciences Program.

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

PROFESSIONAL BEHAVIOR

Professionalism Defined:

“Professionalism is a way of conducting oneself that includes respect for others. Courtesy and respect for others are fundamental elements of professional behavior. 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.”

Students must conduct themselves in a professional manner 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.

- 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 at this time; to ensure open communication between the student and faculty, as well as a means 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 at this time.
- Third offense: If the student engages in unprofessional behavior the third time, they will be dismissed from the program.

The seriousness of the offenses will determine which disciplinary actions are 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, use of profanity, speaking disrespectfully to an instructor or classmate, bullying behaviors, making racial remarks, refusing to participate in lab/clinic activities when asked, and leaving lab/clinic without informing an instructor where you are going.

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 course, and/or program of study, the chain of command should be followed as detailed:

The student is advised to speak with the faculty member teaching the course/lab as a first course of action. If resolution of the student’s concern does not occur, the student and faculty member should next meet with the Program Director, as the second course of action. If further discussion is still required after the second meeting, the student, faculty and Program Director will meet

with the Chair of the Dental Sciences department, followed by the Dean of Allied Health Programs, if even further resolution is required.

Within each program, once a class president has been selected, that student 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 coursework, 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 Student Catalog.

COMMUNICATION

Important email correspondence is sent often by faculty and the College. You are expected to be checking student email on a daily basis. With regards to emails sent by faculty, you are required 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 communication is an ongoing issue, it is at the instructor's discretion to enforce the policy on professionalism.

INFECTION CONTROL POLICY

In Health Science Programs, infection control policies **MUST** be followed for the safety of students, patients, and faculty. If a student violates a serious infection control policy, they must meet with the Clinical Coordinator or Course Instructor and Program Director to discuss the seriousness of the offense. Serious infection control violations could lead to dismissal from the program.

If an infection control issue arises during a clinical rotation, the student who exhibits lack of knowledge in proper infection control while on clinical rotation will be immediately asked to leave the clinical site. A meeting with the Supervising Instructor and Program Director will be required to discuss possible dismissal from the course/program. When appropriate infection control procedures are not followed it endangers the safety of both the student and staff/patients present at the clinical site.

Please refer to the Dental Sciences Clinical Manual for further detailed information about the infection control policies of the Dental Sciences Program.

CRIMINAL BACKGROUND CHECK/DRUG SCREENING/IMMUNIZATION 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 course registration and clinical/field placements.

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 ultimately result in the student being withdrawn from the program.

DENTAL SCIENCES PROGRAMS OF STUDY

DENTAL HYGIENE

The Associate in Applied Science in Dental Hygiene degree prepares students to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist, as required by law. The dental hygienist's major role is as an educator and includes designing dental hygiene treatment and education for patients on an individual basis. Graduates of this program will be qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral-cancer screening examinations, educate the patient on the latest techniques of oral home care, and perform a thorough cleaning of the patient's teeth. A dental hygienist is also qualified to apply sealants and fluoride for the prevention of decay, to expose and develop radiographs, and to provide nutritional counseling for dental patients. Students in the Dental Hygiene program

receive their education in a brand-new, state-of-the-art Dental Clinic on the Grand Strand Campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national and state board examinations. After successful completion of these examinations, you will be licensed and recognized as a Registered Dental Hygienist.

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

SPECIFIC ADMISSION REQUIREMENTS

Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A waiting list of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must resubmit the Dental Hygiene Application by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available on the Health Science web page.

- 1) Criminal Background Check prior to acceptance and repeated annually. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program.
- 2) Urine Drug Screening prior to acceptance and repeated annually.
- 3) Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to second semester.
- 4) Complete the online Dental Hygiene Student Information Session.
- 5) Complete 15 hours of clinical observation observing a practicing dental hygienist in a private dental office. Forms must be completed by the supervising dentist/dental hygienist verifying observations. Forms must be completed and returned to HGTC admissions.
- 6) Proof of CPR certification for Health Care Providers prior to and throughout curriculum
- 7) Review and acknowledge the Technical Standards of the Dental Sciences Department
- 8) Completion of the four prerequisite courses with a grade of "C" or higher and a cumulative GPA of 2.75 or higher: BIO 210 Anatomy Physiology I, CHM 105 General, Organic and Biochemistry, MAT 101 Beginning Algebra, and ENG 101 English Composition I. Some of these courses may have time limits, so please refer to the transfer credit limit section in the catalog.
- 9) May not have more than two unsuccessful attempts in a Dental Hygiene curriculum General Education course within a 5-year timeframe.
- 10) Payment of a non-refundable tuition deposit must be paid within the timeframe identified in the acceptance letter.
- 11) All applicants must be at least 18 years of age at the time of admission to the program.
- 12) For students seeking transfer credits from other institutions, please consult with the Registrar's Office.
- 13) In addition to tuition and fees, the Dental Hygiene program includes other expenses. Please go to the program website for a list of additional fees.

COURSE SEQUENCE AND PROGRESSION

A minimum grade of "C" or better is required for all DHG-prefixed courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Dental Hygiene course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. The Dental Hygiene Program does not accept advanced placement students. All courses with a DHG prefix, as well as AHS 113, are reserved for Dental Hygiene majors.

CURRICULUM SEQUENCE

First Semester Fall

AHS 113	Head and Neck Anatomy	1
BIO 211	Anatomy Physiology II	4
BIO 225	Microbiology	4
DHG 125	Tooth Morphology and Histology	2
DHS 151	Dental Hygiene Principles	5
	TOTAL	16

Second Semester Spring

DHG 121	Dental Radiography	3
DHG 141	Periodontology	2
DHG 165	Clinical Dental Hygiene I	5
DHG 243	Nutrition	2
SPC 205	Public Speaking	3
	TOTAL	15

Third Semester-Summer

DHG 175	Clinical Dental Hygiene II	5
DHG 239	Dental Assisting for Dental Hygienists	2
PSY 201	General Psychology	3
	TOTAL	10

Fourth Semester-Fall

DHG 140	General and Oral Pathology	2
DHG 143	Dental Pharmacology	2
DHG 230	Public Health Dentistry	3
DHG 241	Integrated Dental Hygiene I	1
DHG 255	Clinical Dental Hygiene III	5
	TOTAL	13

Fifth Semester-Spring

DHG 242	Integrated Dental Hygiene II	1
DHG 265	Clinical Dental Hygiene IV	5

SOC 101	Introduction to Sociology	3
Humanities**		3
TOTAL		12
TOTAL CREDIT HOURS		80

Students interested in transferring to a senior institution to complete a bachelor's degree may elect to take the following courses: MAT 110 in lieu of MAT 101 and CHM 110 in lieu of CHM 105. Please note that BIO 210 has a prerequisite of BIO 112, BIO 101 or CHM 110. It is the responsibility of students who plan to transfer to verify the transferability of credits and other transfer issues with the receiving institution prior to enrolling in classes at HGTC.

**Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110, MUS 105.

EXPANDED DUTY DENTAL ASSISTING

The Expanded Duty Dental Assisting (EDDA) certificate prepares dental assistants to perform chair-side assisting; expose and process radiographs; perform basic business-office procedures; manage asepsis, infection, and hazard-control protocols; perform laboratory procedures; assist in the management of emergencies; provide oral-health instruction; and function as a member of the dental team. High-school courses in biology, chemistry, and algebra are recommended to prepare for the program's science-based curriculum. Students will be required to travel to various dental offices in Horry and Georgetown counties as part of their office-rotation courses. Students in the Expanded Duty Dental Assisting program receive their education in a brand-new, state-of-the-art Dental Clinic on the Grand Strand campus, under the direct supervision of licensed dentists and hygienists. Graduates are eligible to take national board certification exams. After successful completion of these examinations, you will be certified as a Dental Assistant.

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements." The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

PROGRAM INFORMATION

Specific Admission Requirements for Program Applicants will be accepted into the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Once all requirements for admission into the program have been completed, the applicant will be offered a seat for the next available semester and there may be a waiting list.

- 1) Criminal Background Check 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable CBC may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical studies based on their policies.
- 2) Urine Drug Screening 30 days prior to students enrolling in the EDDA Program. An applicant with an unfavorable UDS may result in student being removed from desired program. Clinical sites/facilities determine applicant's eligibility to participate in clinical

studies based on their policies.

- 3) Submit a Health Sciences Division Student Health Record Form indicating the candidate has the ability to perform the physical tasks required in the program prior to the start of the final semester.
- 4) Complete 15 hours of observation in private dental office(s). Forms which must be completed by the supervising dentist verifying observations will be emailed to student after completion of the online Department Information Session.
- 5) May not have more than two unsuccessful attempts in an Expanded Duty Dental Assisting Curriculum General Education course.
- 6) Payment of a non-refundable tuition deposit.
- 7) For re-acceptance guidelines, see the Expanded Duty Dental Assisting Student Information Packet.
- 8) For students seeking transfer credits from other institutions, see the Expanded Duty Dental Assisting Student Information Packet.
- 9) For a complete list of Technical Acceptance Standards, see the Expanded Duty Dental Assisting Student Information Packet.
- 10) In addition to tuition and fees, the Expanded Duty Dental Assisting program includes other expenses. For a detailed list see the Expanded Duty Dental Assisting Student Information Packet.

Course Sequence and Progression Requirements:

A minimum grade of "C" or better is required for all courses for progression and graduation. Grades below "C" are considered course failures. Failure of one Expanded Duty Dental Assisting course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. The Expanded Duty Dental Assisting Program does not currently accept advanced placement students. All courses with a DAT prefix are restricted to Expanded Duty Dental Assisting majors.

CURRICULUM SEQUENCE

First Semester Fall

DAT 113	Dental Materials	4
DAT 118	Dental Morphology	2
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures	4
DAT 174	Office Rotations	4
TOTAL CREDIT HOURS		18

Second Semester Spring

DAT 115	Ethics Professionalism	1
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 183	Expanded Functions/ Specialties	3

DAT 177	Dental Office Experience	7
TOTAL CREDIT HOURS		18
TOTAL PROGRAM CREDIT HOURS		36

*Students interested in advancing into the Associate Degree Dental Hygiene program may elect to take the following courses: ENG 101, SPC 205, SOC 101 and PSY 201.

Certification of Review of Dental Sciences Policy and Procedures Manual

By signing this form I certify that I have read the Dental Sciences Policy and Procedures Manual. 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