

COLLEGE OF HEALTH PROFESSIONS  
DENTAL HYGIENE

# STUDENT HANDBOOK



2024-2025 Academic Year

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## **Mission of the Dental Hygiene Program**

The Department of Dental Hygiene, an educational program in the College of Health Profession at the University of Arkansas for Medical Sciences, derives its purposes and functions from the established missions of the University and the College.

The mission of the University of Arkansas for Medical Sciences is to provide excellent educational opportunities for students of the health care professions in a stimulating environment of basic and clinical research, integrated with the delivery of superb, comprehensive health care services. This four-pronged mission, which includes education, service, research, and patient care, is echoed in the mission of the College of Health Professions. The College offers education opportunities for students to prepare them as graduates to be effective and competent allied health professionals who can provide quality health care. Additionally, the College is committed to community and professional service, patient care, and research in a quest to address the health and health care educational needs of the state, and the sharing of this information with the scientific community.

The mission of the Department of Dental Hygiene is to provide high quality educational opportunities for qualified students to prepare them as graduates to assume and maintain the role of ethical, competent, and progressive professional practitioners. We are committed to providing a curriculum that facilitates instructional strategies that enhance student learning and provides graduates a learning environment that fosters a commitment to scientific inquiry, life-long learning, community service, and professional development. Additionally, we are dedicated to addressing the oral health care needs of the community by providing quality patient care, promoting community and professional oral health education through service activities, and contributing to the research base in order to advance the art and science of dental hygiene and the dental hygiene profession.

## **Goals and Objectives of the UAMS Dental Hygiene Program**

The following dental hygiene program goals reflect the mission of the University and College. Reflected in the curriculum, the program competencies support the attainment of the program goals.

### **Goal 1 Education**

Through appropriate evidenced-based education, graduates will be equipped with the knowledge, skills, and attitudes to be competent and qualified dental professionals that value life-long learning.

Dental hygiene students will:

1. Complete a curriculum that is aligned with CODA Standards and the ADEA Compendium Guidelines.
2. Advance the science of dental hygiene practice through participation in scholarly and research activities to include completion of Seminar I and II that focus on evidenced-based practice and review of scientific literature.
3. Complete a theory course that incorporates the importance of life-long learning.

Goal 1 outcome measures: course grades, course evaluations, NBDHE pass rates, graduation rates, portfolio, evidence-based decision-making assignment, self-directed learning project

### **Goal 2 Clinical Patient-centered Care**

Dental hygiene graduates will possess the clinical skills and knowledge fundamental to providing high quality patient-centered care to all populations in an ethical and professional manner.

Dental hygiene students will:

1. Utilize and complete a non-graded clinical competency-based program incorporating the dental hygiene process of care to demonstrate competence.
2. Employ ethical and professional attributes as well as patient-centered care throughout the clinical program.

Goal 2 outcome measures: clinic competencies, clinic course grades (pass rates), student self-assessments, mock boards, alumni surveys, employer alumni surveys

### **Goal 3 Professional Service**

Dental hygiene graduates will promote oral health as an integral part of the health and welfare of the community through involvement in oral health care programs and activities for diverse populations.

Dental hygiene students will:

1. Participate in professional organizations and community dentistry projects to advance the profession through leadership and service activities.

Goal 3 Outcome Measures: student professional organization membership and participation, community dentistry lesson plan, community dentistry team project, community dentistry lab portfolio, and management of patients with special needs in-service presentation

### **Goal 4 Interprofessional Collaboration**

Dental hygiene graduates will possess skills to engage in interprofessional collaboration.

Dental hygiene students will:

1. Participate in the interprofessional collaboration at the university.

Goal 4 outcome measures: UAMS IPE Milestones, clinical hours at the 12th Street Health and Wellness Center

### **Competencies of the UAMS Dental Hygiene Program**

1. Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.
2. Continuously perform self-assessment for lifelong learning and professional growth.

3. Systematically collect, analyze, and record diagnostic data on the general, oral, and psychosocial health status of a variety of patients using methods consistent with medicolegal principles.
4. Recognize the relationships among systemic disease, medications, and oral health that impact overall patient care and treatment outcomes.
5. Use patient assessment data, diagnostic technologies, and critical decision-making skills to determine a dental hygiene diagnosis to reach conclusions about the patient's dental hygiene care needs.
6. Collaborate with the patient and other health professionals as indicated to formulate a scientific evidence and professional judgment.
7. Provide specialized treatment that includes educational, preventive, therapeutic services designed to achieve and maintain oral health.
8. Determine outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient self-reports as specified in patient goals.
9. Record accurate, consistent, and complete documentation of oral health services provided.
10. Assess the oral health needs and services of the community to determine action plans and availability of resources to meet the health care needs.
11. Provide community oral health services in a variety of settings.
12. Apply a professional code of ethics in all endeavors.
13. Evaluate and integrate best research outcomes with clinical expertise and patient values for evidence-based practice.

## **ADHA Code of Ethics**

Students will be held accountable to the ADHA Code of Ethics. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege is based.

### Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

### Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgment and conduct.

- to provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

### Key Concepts

Our beliefs, principles, values and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics and are interrelated and mutually dependent.

### Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

### Fundamental Principles

These fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

### Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

### Complementarity

The principle of complementarity recognizes the existence of an obligation to justice and basic human rights. In all relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

### Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote

good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

### Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

### Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

### Core Values

We acknowledge these values as general for our choices and actions.

Individual autonomy and respect for human beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

### Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

### Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

### Non-maleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them, and others involved in their treatment.

### Beneficence

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

### Justice and Fairness

We value justice and support the fair and equitable distribution of health care resources. We believe all people should have access to high-quality, affordable oral healthcare.

### Veracity

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.



### Standards of Professions Responsibility

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

#### **To Ourselves as Individuals...**

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

#### **To Ourselves as Professionals...**

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures. Develop collaborative professional relationships and exchange knowledge to enhance our own lifelong professional development.

#### **To Family and Friends...**

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

#### **To Clients...**

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client decisions.

#### **To Colleagues...**

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.

- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

#### **To Employees and Employers...**

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

#### **To the Dental Hygiene Profession...**

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

#### **To the Community and Society...**

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our

profession is a part.

- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

### **To Scientific Investigation...**

- We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:
- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specification published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

### **Required Technical Standards**

The technical standards outlined below are the physical, cognitive and behavioral abilities required for students to successfully complete the Dental Hygiene Program. These requirements must be met by all students, with or without reasonable accommodations, entering the program.

Students have the responsibility to self-identify as a person with a disability with a need for accommodation(s). Students who have or believe they may have a disability requiring accommodation(s) should contact the UAMS ADA Coordinator at [DisabilityServices@uams.edu](mailto:DisabilityServices@uams.edu) or (501)526-5641.

#### Communication:

- Effectively communicate with faculty, classmates, patients, and other health care personnel in a professional, positive, and tactful manner.
- Follow verbal and written instructions in English in order to correctly and independently perform dental hygiene services.
- Demonstrate adequate communication skills to succinctly describe patient conditions, document findings in a patient record and implement oral health teachings.

#### Sensory and Motor:

- Possess visual acuity with corrective lenses to identify oral tissue changes and evaluate treatment effectiveness.
- Possess hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face and take/hear blood pressure with a stethoscope.
- Possess physical ability to sit for prolonged periods of time, perform repetitive wrist motion for instrumentation for extended periods of time, and move from room to room or maneuver in limited spaces.
- Exhibit bi-manual dexterity to use a variety of instruments in the small, confined space of the oral cavity.
- Utilize foot-controlled equipment such as a rheostat pedal.

#### Intellectual:

- Read and comprehend technical and professional materials (i.e. textbooks, journal articles, handbooks, and instruction manuals).
- Independently prepare papers, prepare case study reports, and take paper, computer-based, and practical examinations.
- Possess computer skills to use a variety of software programs and the Internet for research and course projects.

#### Behavioral and Social:

- Professional attitudes and behaviors must be demonstrated at all times.
- Students must perform in an ethical manner while interacting with others.
- Personal integrity and adherence to standards that reflect the values and ethics of the dental hygiene profession are required.
- Function safely under stressful conditions with the ability to adapt to an ever-changing environment inherent in clinic situations involving patient care.
- Exhibit constructive time management skills to effectively and efficiently sequence treatment needs.

## **Student Academic Professional Standards Policy**

Student Academic Professional Standards encompass principles that embody the ethical foundation of health professions practice. Students are expected to maintain unwavering integrity in all professional interactions. To achieve this, students should show a dedication to fulfilling their professional duties and adhering to ethical principles.

You can find the Student Academic Professional Standards at the following link:

[https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Academic-Prof-Standards-Policy\\_FINAL\\_1-11-24.pdf](https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Academic-Prof-Standards-Policy_FINAL_1-11-24.pdf). Unprofessional behavior may result in different academic repercussions.

## **Technology Recommendations**

Exams will be conducted using the student's laptop.

Students and exam-takers downloading the test-taking software, Exemplify, should review these Minimum System Requirements (MSRs) to ensure their devices are supported. Exemplify works with most modern computers, both Mac and Windows operating systems. To keep Exemplify current in the rapidly evolving market, when new technology is introduced, Exemplify works hard to timely implement updates that accommodate changes in technologies. It is not always possible, however, to support all hardware or software, unless and until we test and certify updated technologies, including chipsets and operating systems.

Exemplify will not run on Chromebooks, Android, or Linux operating systems. Exemplify does not support touchscreen input on Mac or Windows laptops. Complete system requirements can be found at the following link. <https://examsoft.com/resources/exemplify-minimum-system-requirements>

## UAMS Instrument/Equipment Lease Policy

**University of Arkansas for Medical Sciences  
College of Health Professions  
Dental Hygiene Student Instrument/Equipment Lease Agreement**

DATE \_\_\_\_\_

PARTIES University of Arkansas for Medical Sciences Department of Dental Hygiene hereby grants usage of certain dental equipment and supplies to \_\_\_\_\_, a \_\_\_\_\_ year dental hygiene education student (hereinafter referred to as STUDENT).

EQUIPMENT Dental hygiene equipment kits and handpieces (hereinafter referred to as KIT(S)) which are a part of the dental hygiene program. Each KIT(S) contains the items listed on an inventory sheet which specifies the items which are contained within a particular kit.

TERM This Use Agreement shall be for a term commencing the \_\_\_\_\_ day of \_\_\_\_\_ and ending on the final day of the UAMS academic calendar for the \_\_\_\_\_ school year.

EXTENDED TERM In the event that STUDENT shall need any part or all of the KIT(S) for summer or remedial clinic use (“extended term”) extending beyond the original term of this lease (above), the “extended term” shall terminate on the final day of such a clinic.

USE FEE AND DEPOSIT This Use Agreement is made for and in consideration of a use fee per semester (including an “extended term”, if applicable) of \$500.00 dollars, payable at the time of registration, In the event of breakage or lost items, STUDENT shall be required to pay these additional charges to UAMS Department of Dental Hygiene. The STUDENT will not be charged a lease fee for DHYG 32342 Dental Hygiene Clinic – Summer.

RETURN OF THE KIT(S) STUDENT agrees to return the KIT(S) daily or at the direction of and at the time and place specified by the UAMS Department of Dental Hygiene. The KIT(S) shall be returned clean and free of defects, missing or unusable parts, and in the same condition as first obtained, reasonable wear and tear accepted. An inventory of the KIT(S) shall be conducted by the UAMS Department of Dental Hygiene to determine the condition of the KIT(S). In the event that STUDENT retention of the KIT(S) for an extended term is necessary, the STUDENT shall make the KIT(S) available for such an inspection and inventory as required by the UAMS Department of Dental Hygiene. STUDENT will be assessed a late charge of \$10.00 per day for each kit that is not returned on the due date.

If Student becomes disassociated from UAMS Department of Dental Hygiene for any reason (failure, suspension, resignation, etc.), STUDENT further agrees to return the KIT(S) clean and free of defects, missing or unusable parts, and in the same condition as first obtained, reasonable wear and tear excepted. STUDENT agrees that no diminution or refund of the use fee shall be due to STUDENT in such a circumstance regardless of the point in time at which such a disassociation occurs.

LOSS OR  
DAMAGES

In the event that the KIT(S) in its entirety or any portion thereof is not returned to the UAMS Department of Dental Hygiene on demand or is determined to be damaged in any fashion, the STUDENT agrees to pay to the UAMS Department of Dental Hygiene an amount sufficient to replace or repair the damaged or unreturned items. The replacement cost for any items not returned and for those items damaged beyond repair shall be established at the retail price for the exact same item on a current dental supply catalogue of national distribution. In the case of items not available through dental suppliers, the replacement cost shall be established by the actual cost incurred by the UAMS Department of Dental Hygiene to replace the item. The STUDENT agrees to pay these replacement costs whether or not the item(s) is (are) in fact replaced by the UAMS Department of Dental Hygiene.

RIGHT OF  
UAMS  
DEPARTMENT  
OF DENTAL  
HYGIENE TO  
WITHHOLD  
GRADES

STUDENT agrees that the UAMS Department of Dental Hygiene has the right to withhold from the STUDENT, or from any other person and/or organization, any and all final or interim grades, progress reports, certificates, or diplomas until any and all financial obligations of the STUDENT arising under this Use Agreement are paid in full.

OTHER

The UAMS Department of Dental Hygiene reserves the right to revise or amend this contract with 30 days' notice.

STUDENT warrants that the student reads and understands this agreement and that the student's signature below attests to his intention to honor each and every portion of it.

Student Signature \_\_\_\_\_

## **Tuition Refund Policies**

Details about tuition refunds are available at the following link:

<https://students.uams.edu/financial-services/tuition-and-fees/tuition-refund-policies/>.

## **Advanced Standing**

The UAMS Dental Hygiene Program does not grant advance standing to any applicant admitted to the program. No didactic or clinical phase courses will be waived and no transfer credit for any previous coursework will be permitted even though it may be similar or identical to coursework in the Dental Hygiene Program. All courses in the curriculum are designated as required and must be completed by every student enrolled.

## **Background Check and Drug Screens for Applicants and Students**

The purpose of this policy is to establish guidelines and procedures for conducting criminal background check(s) and drug screens for applicants who have been offered admission or students enrolled in a College of Health Professions program. The complete policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2021/10/policy-library-02.12.02-background-check-policy-revised-2021-10-13.pdf>

## **Student Liability Insurance**

The CHP requires all students to purchase liability insurance effective during their enrollment in any course requiring active participation in a patient care setting. The fee for liability insurance is included in the tuition and fee statement. Students should contact the CHP Office of Admissions for current information regarding this requirement.

## **UAMS Student Health Insurance Requirement**

Students enrolled at the University of Arkansas for Medical Sciences are required by University of Arkansas Board policy (Policy 1260.1) to have health insurance coverage at all times. The proof of personal health insurance process is required every semester in which a student is enrolled. The responsibility for obtaining health insurance coverage rests with the student. The policy can be found at the following link: <https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2018/12/UAMS-Student-Health-Insurance-Requirement.pdf>

## **Dental Hygiene Program Course Load**

The UAMS Dental Hygiene Program is a full-time commitment during weekdays. Most classes, lab sessions, and clinical sessions take place Monday through Friday between 7:30 AM and 5:30 PM. Occasionally, community events may be scheduled on Saturdays.

## **Grading Scale**

The Department will adhere to the following grading scale:

<u>Grading Scale</u>	
93 – 100	A
86 - 92	B
75 – 85	C



66 – 74	D
<66	F

## **Standards of Academic Progress**

A grade of “F” or a mark of “U” or “NC” is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program. A grade of “D” in the following professional courses is not acceptable for progression to the next semester, nor is it acceptable for graduation if it occurs in the last semester of the program:

- DHYG 21143 Introduction to Dental Hygiene Theory
- DHYG 21181 Periodontal Instrumentation
- DHYG 31102 Dental Radiography I
- DHYG 31243 Dental Hygiene Theory I
- DHYG 31202 Dental Radiography II
- DHYG 32282 Local Anesthesia
- DHYG 42442 Dental Hygiene Theory II
- DHYG 42542 Dental Hygiene Theory III

For clinic courses: DHYG 21134 Dental Hygiene Pre-clinic, DHYG 31232 Dental Hygiene Clinic I, DHYG 32342 Dental Hygiene Summer Clinic, DHYG 42433 Dental Hygiene Clinic II, DHYG 42533 Dental Hygiene Clinic III, the student must complete all requirements and pass 100% of the competencies. The requirements and competencies for clinic courses are found in the Dental Hygiene Clinic Manual and all clinic course syllabi.

## **Didactic Remediation**

During the program, students will be enrolled in a number of courses that will provide basic information used the profession. As students progress, they will begin to accumulate information that is critical to the practice of dental hygiene. The faculty has developed the following policies in an effort to ensure students understand and retain the basic principles necessary for safe and competent clinical practice and for subsequent credentialing examination:

1. Each dental hygiene course is designed to be cumulative. Within a course, prior test materials may provide subsequent examination material. As students advance to higher level courses, the faculty will presume a thorough understanding of basic concepts taught in previous courses. Thus, these concepts may be tested again during higher level courses.
2. A formal remediation plan has been developed by the dental hygiene faculty to assist students in obtaining and retaining basic principles required for successful completion of coursework, as follows:

If a student earns less than a 75% on a didactic course exam, a remediation plan is implemented to ensure the student comprehends the content and has acquired the knowledge before proceeding to the next unit content. It is the student’s responsibility (within two days) to contact the instructor if the student earns a grade below a 75.0%. The remediation plan may incorporate study and test-taking strategies that support the student and assist in successfully completing the plan as necessary. As part of the remediation plan, a referral to the Educational and Student

Success Center may be included. The remediation plan is reviewed by the program director. A copy of the plan is given to the student and is filed in the student's program file. If a student declines to participate in the remediation plan, the student must so indicate in writing on a form provided for that purpose. A copy is given to the student and a copy is filed in the student's program file. If the student is unsuccessful with the first remediation plan, another plan is implemented.

The following student and faculty expectations apply to remediation:

- Course instructors will make every effort possible to aid the student in remediation through resources that may be deemed appropriate.
- Students are expected to closely adhere to the remediation details as provided in the remediation plan.
- Content knowledge and/or skill deficiencies will be remediated prior to sitting for the subsequent examination.
- Course instructors have the right to terminate the remediation plan at any time if a student fails to meet deadlines, submits incomplete work, demonstrates unprofessional behavior, and/or demonstrates a lack of dedication or attention to the objectives of the remediation plan.

If a remediation plan has not been successfully completed by the end of the course and the course grade is at least 75.0%, the student will earn the grade according to the grading scale.

## **Preclinical, Clinical, and Laboratory Remediation**

A faculty member will request clinical remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level. Preclinical and clinical remediation steps include the following:

1. The Clinic Coordinator will review the student's progress on Typhon, including requirements, competencies, and faculty feedback given to the student.
2. Using the Six Step Problem Solving Method for Clinical Remediation\*, the student will work with the clinic coordinator to develop a remedial plan. The Program Director will establish a timeline with the student and Clinic Coordinator to finalize the remediation plan to include, but not limited to guided instruction.
3. The student, Clinic Coordinator, and the Program Director will conference to determine if the plan fully addresses the problem(s) and identifies adequate and appropriate solutions. If the plan needs further development, the student will rewrite the plan and re-conference with the Clinic Coordinator and Program Director.
4. Once an acceptable remedial plan has been developed, the Clinic Coordinator, Program Director, and the student will sign and date the plan prior to implementation.
5. Subsequent conferences will be scheduled with the Clinic Coordinator and Program Director, as needed, to document progress on or completion of the plan.

\*Six Step Problem Solving Method for Clinical Remediation:

1. Define your problem.
2. Gather relevant information (facts, values, assumptions).
3. Identify the issues (ethical, legal, social).
4. Identify and evaluate the alternatives that address your problem.
5. Describe how you will implement your choice(s).
6. Evaluate the potential outcome of your choice(s) and plan to achieve the desired end.

The number of clinical remediation plans may vary based upon the student's circumstances. Remediation plans may be adjusted as needed.

### **Progression/Continuing in the Dental Hygiene Program**

For a student to progress in the dental hygiene program from one semester to the next, including progression from one year to the next, each semester the student must achieve a grade of "C" or higher in all professional courses as prerequisite to progression to subsequent course work. In addition, students are required to maintain a program grade point average (PGPA) of at least 2.0 with the following stipulations:

1. A **first semester** student who meets the specific course grade(s) and other dental hygiene program requirements but has **not** maintained a PGPA of 2.0 for all courses taken since entering the program **will** be allowed to progress **on probation** to the second semester. Since a student cannot be on probation for two consecutive semesters, the student must raise their PGPA to at least 2.0 by the end of the next (probationary) semester in order to remain in the program.
2. For a student who is in the **second or subsequent semester** of the program to continue to progress, the student must maintain a minimum of a 2.0 PGPA. Students failing to do so will be dismissed from the dental hygiene program.

### **Dismissal/Withdrawal from the Dental Hygiene Program**

Students who are dismissed from the UAMS Dental Hygiene program for academic reasons or withdraw by their own decision and wish to be considered for readmission for a subsequent semester must reapply to the program as new applicants, adhering to all policies and requirements in effect at the time of their reapplication.

Requirements for readmission are:

- Completing an application by the published application deadline.
- Providing any required information for admission that is not in the student's previous admissions file.
- Paying the admission fee.

### **Administrative Withdrawal and Dismissal Policy**

The UAMS Dental Hygiene program adheres to the UAMS Administrative Withdrawal and Dismissal Policy 2.2.13. The Associate Provost for Academics may administratively dismiss or withdraw a student (excluding College of Medicine (COM) students) and place them on an institutional leave of absence for failure to comply with a UAMS Administrative Guide or Academic Affairs policy excluding behavior addressed by the Academic Affairs 2.2.14 Student Code of Conduct policy. The policy can be found at the following link:

<https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2024/03/2.2.13-Administrative-withdrawal-and-dismissal-policy-2024.03.14.pdf>.

### **Student Academic Appeals Policy**

The purpose of the College Health Professions Student Academic Appeals Policy, 01.15.01, is to provide students with an opportunity to dispute the charges and/or penalties related to an academic issue. The appeal procedures below provide opportunities for students to request a review of decisions made by the program faculty, submit information not previously available or suggest alternative remedies. The policy can be found at the following link: [https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Student-academic-appeal-policy\\_FINAL\\_1-11-24.pdf](https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Student-academic-appeal-policy_FINAL_1-11-24.pdf).

### **Informal Complaints**

Complaints about the UAMS Dental Hygiene program regarding the general performance of students or staff or the general quality of the curriculum and practical preparation of the student participants should first be addressed to the Dental Hygiene Program Director, Dr. Claire Tucker. Dr. Tucker can be reached at 501-686-6867 or by email at [ctucker@uams.edu](mailto:ctucker@uams.edu). Should the complaints include the behavior of this individual, the complaints should be addressed to the Associate Dean of Academic Affairs, College of Health Professions, Dr. Tina Maddox. Dr. Maddox can be reached at 501-686-6854. The person receiving the complaint will be responsible for conducting a thorough investigation of the complaint and evaluation of the program as it has been described. The complaining third party will be kept apprised of the process as it evolves and will be notified of the ultimate resolution of the concern in a timely fashion. A record of the complaint will be retained in the Program Director's files with a copy sent to the Associate Dean of Academic Affairs, College of Health Professions.

### **Formal Complaint Resolution Policy**

If a student has a non-academic complaint that is not covered under one of the policies listed below, then they would follow the process for non-academic complaints described in Academic Affairs Policy 2.2.9 Formal Complaint Resolution Policy. If the efforts to resolve a complaint informally are not successful, students must file a formal complaint within 30 days following the incident via the [online complaint form](#). This form is only for student complaints. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/11/2.2.9-Formal-Complaint-Resolution-Policy-2022.11.10.pdf>

### **Non-Discrimination Policy**

The UAMS Dental Hygiene program adheres to the UAMS Academic Affairs Policy 2.1.3, Non-discrimination Statement. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/06/2.1.3-Non-Discrimination-Statement-2023.06.14.pdf>

### **Artificial Intelligence Generative Tool Use Policy**

The UAMS Dental Hygiene program adheres to the UAMS Artificial Intelligence Generative Tool Use Policy 2.1.6. The policy aids in clarifying the use and misuse of artificial intelligence generative tools at UAMS. The policy can be found at the following link:

<https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2024/02/2.1.6-UAMS-AI-Policy-2024.02.09.pdf>

### **Scholastic Dishonesty Policy**

The UAMS Dental Hygiene program adheres to the College of Health Professions Scholastic Dishonesty Policy, 01.000.02. Scholastic dishonesty can undermine the educational process by distorting the true academic performance of individual students and jeopardizing the success of their entire educational program. The policy can be found at the following link:

[https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Scholastic-dishonesty-policy\\_FINAL\\_1-11-24.pdf](https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2024/01/Scholastic-dishonesty-policy_FINAL_1-11-24.pdf)

### **Student Code of Conduct Policy**

The UAMS Dental Hygiene program adheres to the UAMS Student Code of Conduct Policy 2.2.14. The Student Code of Conduct Policy sets forth behavioral standards for students to follow as they live, study, work, and pursue their educational goals in a safe and secure learning environment at the University of Arkansas for Medical Sciences. The Code reflects expectations based on values essential to a flourishing academic environment, such as honesty, integrity, respect, and fairness. The policy can be found at the following link:

<https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/12/2.2.14-Student-Code-of-Conduct-2023.11.17-1.pdf>

### **Student Leave of Absence Policy**

The UAMS Dental Hygiene program adheres to the UAMS Academic Affairs Policy 2.2.10. A Leave of Absence (LOA) is an officially approved period of time during which a student is not enrolled in regular coursework, but is not discontinued from a program of study, and has a predetermined date of anticipated return to regular study. An LOA may have significant implications not only for student academic progression, but also for institutional reporting, financial aid and veterans' benefits. This policy defines three categories of LOA and helps to ensure consistent practice, compliance with federal student aid guidelines, and accurate enrollment reporting to state and national agencies. The policy can be found at the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/08/2.2.10-Student-Leave-of-Absence-Policy-2022.07.26.pdf>.

### **Student Health Screenings/Student Immunization Requirements**

The UAMS Dental Hygiene program adheres to the UAMS Student Health Screening 1.4.2. The purpose of this policy is to help minimize potential exposure to infectious disease for or by UAMS students who are enrolled in classes at UAMS. The policy can be found using the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2023/09/1.4.2-Student-Health-Screening-2023.09.01.pdf>.

### **CPR Certification**

All students, faculty, and staff involved in the direct provision of patient care must be continuously certified in basic life support procedures, including healthcare provider cardiopulmonary resuscitation with an Automated External Defibrillator (AED). Students must present the Clinic Operations Coordinator with proof of current CPR certification by September 1st. CPR certification must be maintained throughout the student's enrollment in the dental

hygiene program. Students who do not maintain current CPR may not attend clinic (to include all rotation sites) until the certificate is renewed. Unexcused absences will accrue. It is the student's responsibility to maintain their certification.

### **Student Accommodations Policy**

The UAMS Dental Hygiene program adheres the UAMS Student Accommodations Policy 2.2.5. The University of Arkansas for Medical Sciences is committed to a policy of ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to their disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities. The purpose of this policy is to define the process students should follow if accommodations in an academic setting are needed due to a disability. The policy can be found using the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/03/2.2.5-Student-Accommodation-Policy-2022.02.28.pdf>.

### **HIPAA Education and Training Policy**

The UAMS Dental Hygiene program adheres to the UAMS HIPAA Education and Training Policy 2.2.15. The purpose of the policy is to ensure that the University of Arkansas for Medical Sciences ("UAMS") Workforce is properly educated and trained to protect the privacy and security of patients' health care information. The policy can be found using the following link: <https://hipaa.uams.edu/wp-content/uploads/sites/136/2020/12/2-1-15-HIPAA-Education-and-Training-Dec-2020.pdf>

### **Child Maltreatment Reporter Training**

Dental Hygiene students are required to complete the Child Maltreatment Reporter Training prior to starting the program.

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

The UAMS Dental hygiene program adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA), UAMS Policy 2.1.2. FERPA affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age. The policy can be found using the following link: <https://academicaffairs.uams.edu/wp-content/uploads/sites/12/2022/09/2.1.2-UAMS-FERPA-Policy-2022.09.12.pdf>

### **Faculty Offices**

The UAMS Dental Hygiene program faculty members and staff have a fairly open-door policy in regard to meeting with students. Faculty office hours are listed in course syllabi. There will be times, however, when the faculty or staff members are unavailable. The students are expected to email to inquire if the faculty members are available or to sign up for an appointment time if they are not. Students are not allowed in a faculty office without the presence of a faculty member.

## **Student Consent for Photo Release**

Dental Hygiene students are requested to sign a form allowing photographs or videotaped material of students from class, lab and other educational activities to be utilized by the UAMS Dental Hygiene program for educational presentations, website, newsletters, brochures and promotion of the program. Such media may be published, reproduced, exhibited, copyrighted, and used national or internationally.

## **Academic Advising**

All students enrolled in the UAMS Dental Hygiene program are assigned a faculty advisor (core faculty member) for their entire enrollment in the program. An initial advising meeting will occur after the first three weeks of class for the advisor and student to get acquainted. Faculty advisors may be consulted for any reason by the student. Faculty advisors are present to assist the students and be advocates for the students to improve their success in the program.

### Main Responsibilities of the Faculty Advisor:

1. Be an advocate for the student throughout enrollment in the program.
2. Monitor student academic and professional progress throughout the didactic and clinical curriculum.
3. Assist the student with academic and professional issues as they arise.
4. Be available for scheduled academic advising appointments with the students which occur twice a semester (mid and end semester). Also, be available for advising and consultation as needed by appointment.
5. Recommend available institutional resources and student services to the student for both academic and non-academic concerns. Refer the student to appropriate services as needed.
6. Advise the student regarding program requirements, policies, protocols, expectations, or concerns that may affect the academic and professional development of the student.
7. Be an active listener to student concerns with objectivity, empathy and understanding.

### Main Responsibilities of the Student:

1. Possess a working knowledge of all UAMS Dental Hygiene program, College of Health Professions, and University policies and procedures.
2. Arrive in a timely manner to all scheduled advising appointments.
3. Actively contribute in the advising appointment in a clear and concise manner to facilitate the advising process.
4. Actively follow up on any academic or professionalism recommendation provided by advisor or course director.
5. Actively follow up on referrals to any student services including but not limited to student health, student wellness, and the Educational and Student Success Center.

## **Attendance Policy**

### Class

Students are expected to actively engage in their education by attending and/or participating in class activities if class is face-to-face in class, via Blackboard Ultra, or via Zoom. If an absence

occurs, the student is responsible for all material missed. Each instructor may have attendance criteria for their class.

- a. Unannounced quizzes cannot be made up; therefore, this may affect your grade.
- b. Students must follow the examination policy. It is the student's responsibility to contact instructors for any work/tests missed within two (2) days of returning to school, otherwise the work/tests cannot be completed and a grade of zero will be given.
- c. When absent from class, students must contact the Program Director and the instructor(s) of the course(s).
- d. Notify the Program Director in advance for any absence that is anticipated during the semester.
- e. Class absences in excess of 5 days per semester may result in dismissal from the program.

### Pre-Clinic/Clinic

To learn techniques for clinical practice, attendance at clinic/pre-clinic sessions is mandatory. Any clinic/pre-clinic absence must be accompanied by a written excuse, such as a doctor's note or a note from the student describing the circumstances (e.g., death in the family, family emergency). This written excuse must be emailed or delivered in person to the Program Director, Clinic Coordinator, and Clinic Operations Coordinator within two days of returning to clinic/class. Students must make up any missed clinic time by consulting with the Clinic Coordinator to arrange the make-up session. If students will be late, they must inform the Clinic Coordinator, Clinic Operations Coordinator, and the rotation site before the clinic session begins.

Clinic/pre-clinic absences exceeding five days per semester may result in dismissal from the program. Students must notify the Clinic Coordinator, Program Director, Clinic Operations Coordinator, and the rotation site when they are absent from clinic/pre-clinic. Under no circumstances should students leave the clinic area without the permission of the section instructor.

Students must leave the clinic by 5:30 p.m. unless supervised by clinical faculty or staff. Students are not permitted in the clinic on non-clinic days.

### **Responsibilities as a Dental Hygiene Student**

It is not the responsibility of your instructors to accommodate your previous lifestyle once you enroll in the program. Rather, it is your responsibility to adjust your life accordingly to meet the requirements of the program successfully. While faculty members understand and empathize with personal challenges such as employment, childcare, commuting, and family obligations, managing these issues ultimately falls on you while fulfilling the demands of the dental hygiene program. For instance, if your child's school or daycare is closed, it is expected that you arrange alternative childcare to ensure attendance in class or clinic.

We are committed to supporting your success, but it's essential to recognize that admission to the dental hygiene program does not guarantee completion and graduation. Furthermore, graduating from the program doesn't necessarily ensure success in licensure examinations.



If you have any questions or concerns about your responsibilities as a student in the Department of Dental Hygiene, please feel free to discuss them with the faculty.

### **Classroom/Distance Classroom Etiquette**

Students are transitioning from an educational environment to a professional environment and are expected to embrace the expectations placed on them. Individuals are expected to always behave in a professional manner and refrain from disruptive or unacceptable behavior which includes:

1. Repeatedly arriving late to or leaving early from any educational activity.
2. All cellular phones will be turned off before entering any educational activity. Answering phones and texting are not permitted. Anyone not complying will be asked to leave the educational activity immediately and will receive a mark for professionalism.
3. Using social media. Social media will not be used during any educational activity. This includes email, instant messaging, Facebook, Twitter, Instagram, Snapchat, YouTube, TikTok, Pinterest, blogs, surfing the internet, online shopping, computer games, and other similar social media sites.
4. Talking to fellow students during educational activities.
5. Dominating classroom discussion, asking excessive questions or interrupting the instructor or fellow students. This behavior is disruptive to the class, the instructor and the learning environment.
6. Arguing with or openly confronting the course instructor during lecture. Questions should be asked during the break. Concerns should be addressed after class or by appointment with the instructor.
7. Wearing any type of head covering in class, unless for religious beliefs.
8. Use of headphones/earbuds during class or clinic time.
9. Restroom breaks are scheduled every 50 minutes between lectures. Please make sure you utilize the restroom at this time and not during class time.
10. Do not bring children to class.

### **Dress Code for Didactic Education (Classroom, Zoom, Blackboard Ultra)**

Students are required to wear black scrubs for all didactic courses. A UAMS t-shirt/sweatshirt may be worn in place of a black scrub top.

See the clinic manual for the full clinic dress code guidelines.

### **Examination Policy**

#### **Course Examinations**

It is recommended that faculty members modify all exams so that each exam is not exactly the same as the previous semester.

#### **Examination Download**

Students must download all exams prior to the exam. If there is an issue with downloading the exam, the student is responsible for informing the instructor and contact ExamSoft support at 866-429-8889.

#### **Examination Upload**

Students are not allowed to leave the classroom until the exam has been successfully uploaded. The student is required to show the instructor confirmation that the exam uploaded properly.

### **Examination Administration**

Didactic written exams will be administered via Examplify. Students with approved testing accommodations will be proctored in the Educational and Student Success Center's testing space.

### **Student Review of Administered Examinations**

It is recommended that faculty review the general subjects that were missed on the examination with the class. Students who wish to review their exams will do so by appointment only, if permitted by the faculty member. When viewing the exam the student will remain in the faculty office, and the faculty member will monitor the student closely. Faculty members are advised to reduce distractions that prevent proper monitoring such as working on their computer, etc. Cell phones will remain outside of the office area. Requests to review exams must occur within 5 business days after the grade has been posted.

### **Proctoring of Classroom Examinations**

During classroom exams and proctored exams, faculty members will collect students' phones and smartwatches, particularly if email access is available on the watch. Additionally, hats are not permitted during exams. Proctors are expected to remain attentive and closely monitor students to prevent distractions.

### **Examination Protocol**

Students will place all personal belongings in the back of the classroom. This includes book bags, papers, purses, keys, cell phones (turned off), smart watches, etc. Please sit with an empty chair between you and the next student, if possible. Upon uploading of the exam, please quietly pick up your belongings and exit the room. Once the exam is turned in, you may not re-enter the room during the remainder of the testing time. Do not congregate outside of the classroom door and talk as it is disruptive to the students still taking the examination as well as classes in adjacent classrooms. See the CHP's *Scholastic Dishonesty Policy*.

Makeup examinations are allowed for excused absences. Any class absence that occurs must be accompanied by a written excuse, such as a doctor's note or a note written by the student describing the circumstances (death in the family, family emergency etc.). It is the student's responsibility to consult the course instructor immediately upon his/her return to school. Failing to contact the course instructor within two (2) days of returning to school to makeup the missed examination will result in a score of zero (0) for that examination. The instructor reserves the right to give a makeup examination in an alternate format from the original examination. This policy does not apply to missed quizzes. Makeup quizzes are only allowed at the discretion of the course instructor. Please consult individual course syllabi.

### **UAMS Branding and Copyright**

When creating dental hygiene class t-shirts, hoodies, pullover, etc., the design must be submitted to the Clinic Coordinator who will forward it to UAMS Communications and Marketing for their review.

## **Social Media**

The UAMS Dental Hygiene program adheres with the UAMS Use of Social Networking Sites Policy 2.1.1. The following policy can be found using the following link:

<https://healthprofessions.uams.edu/wp-content/uploads/sites/9/2022/04/2.1.1-Social-Networking-Policy.pdf>

## **Student Parking**

Students at UAMS are asked to not park in the visitor/patient UAMS parking decks. After hours parking is available in Parking 2A deck. Student parking is provided at War Memorial Stadium and Ray Winder Field and a shuttle bus can transport you to campus. Parking is available at the Freeway Medical Tower when students attend the UAMS Dental Hygiene Clinic. Students are required to park on the back two rows of the parking lot.

## **Title IX Policy**

The University of Arkansas for Medical Sciences (UAMS) does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

The UAMS Title IX Coordinator can be contacted at (501) 526-5641. She is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. You may also contact the UAMS Police Department, 501-686-7777 (non-emergency) or 911 (emergency). If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1.

The United States Department of Education's Office of Civil Rights ("OCR") is responsible for enforcing Title IX, as well as other federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial aid. Inquiries and complaints may also be directed to OCR at 1-800-421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

## **Inclement Weather Policy**

The UAMS Dental Hygiene program abides by the UAMS Inclement Weather Policy. Notifications will be emailed to students, communicated through local media and posted on the front pages of [www.uamshealth.com](http://www.uamshealth.com), [www.uams.edu](http://www.uams.edu), and the UAMS intranet. Please refer to the UAMS Academic Catalog for more information.

## **Email**

Students are provided with a UAMS e-mail account. The University, College, dental hygiene faculty and staff use student e-mail to disseminate information and establish communication with students. Students are responsible for checking their UAMS e-mail accounts regularly. It is unacceptable to miss announcements or updates due to not checking your UAMS email. If a student has a problem accessing their account, please call (501) 686-8555. It is the student's responsibility to maintain their UAMS mailbox.

## **Course Syllabi**

Course syllabi include grading protocols, course credits, instructor information, course outline, meeting dates, course and instructional objectives, program competencies, and required/recommended textbooks. Syllabi are posted on Blackboard in the corresponding course.

## **Textbooks**

Didactic textbooks are a required component of the program. Every course has required readings from the core textbooks. Information from the readings will be utilized as testable material for written examinations and quizzes. Students are required to purchase their own copy of the required textbooks. Required textbooks can be found in the UAMS Bookstore online.

## **Blackboard**

Blackboard is an online learning management system for all of the courses in the program. Course materials found on Blackboard are the property of the faculty and guest(s) lecturers. These materials are not to be shared with anyone outside of the program or utilized for any personal presentations. To log in to Blackboard use the following link:

<https://uams.blackboard.com/ultra/>

## **Student Identity Verification**

In order to ensure that each student who registers for a course is verified as the one who participates in, completes, and receives academic credit for the course, students have to access Blackboard by entering their unique username and password. If a course is taught via ZOOM, instructors utilize the waiting room feature to ensure student identity. Attendance is taken, and students are required to keep their video on throughout the entire class. If students are on-site, secure testing is performed via Examplify.

## **UAMS Student Wellness Clinic**

UAMS Student Wellness Clinic is a preventative service created to provide short term, confidential assistance for students who are actively enrolled at UAMS. Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties and numerous other issues interfering with their maximal functioning. Seeking care through the service is absolutely confidential. For short term treatment, there is no financial cost to students seeking care. The Student Wellness Clinic can be reached between 8:00 AM & 5:00 PM Monday through Friday. To schedule a confidential appointment, call (501) 686-8408. The Student Wellness Clinic is located at 227 Jack Stephens Drive, on the street level. Parking is available in front of the clinic in spots reserved for the 'Student Wellness Program' for the duration of the appointment. To learn more about the Student Wellness Program use the following link:

<https://students.uams.edu/wellness/about-us/location/>

## **Third Party Comments**

**University of Arkansas for Medical Sciences  
College of Health Professions  
Department of Dental Hygiene**

***Opportunity to Submit Third Party Comments  
To the American Dental Association, Commission on Dental Accreditation***

The dental hygiene program at the University of Arkansas for Medical Sciences is accredited by the American Dental Association, Commission on Dental Accreditation. You have the opportunity to submit third-party comments pertaining to the standards for the dental hygiene program or policies and procedures used in the Commission's accreditation process. The Commission on Dental Accreditation will review complaints that relate to the program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653. Comments must pertain only to the standards for the program or policies and procedures used in the Commission's accreditation process.

Commission on Dental Accreditation  
American Dental Association  
211 East Chicago Avenue  
Chicago, Illinois 60611  
800-621-8099  
[www.ada.org](http://www.ada.org)

Signature Page

University of Arkansas for Medical Sciences  
College of Health Professions  
Department of Dental Hygiene  
Departmental Policies and Procedures Manual  
*Revised Summer 2024*

My signature below indicates that I have received a copy of the *UAMS Department of Dental Hygiene Policies & Procedures*. Furthermore, I have carefully read each policy and statement, have had the opportunity to ask questions and for clarification, understand their meanings and my responsibility, and agree to abide by the principles set forth.

_____ Student name (print)	_____ Student ID
_____ Student signature	_____ Date
_____ Witness signature	_____ Date

After signing this statement, please return it to the Clinic Coordinator. The student may request a signed copy.