

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

**STUDENT POLICIES AND PROCEDURES**



**2020-2021**

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

The Department of Dental Hygiene, an educational program in the College of Health Professions 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 Competencies 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 didactic and clinical education, the dental hygiene program will prepare graduates with the knowledge, skills, and attitudes to be competent and qualified dental professionals.

Dental hygiene program will:

- Offer an educational program sufficient in scope and depth to prepare graduates for competent professional practice.
- Utilize faculty expertise and current educational methodologies to provide quality and contemporary didactic and clinical dental hygiene education through a competency-based curriculum.
- Provide a positive environment that leads to maximized learning as well as professional and ethical development.

## Goal 2 (Patient Care)

Dental hygiene graduates will possess the clinical skills and knowledge fundamental to providing high quality dental hygiene care to diverse populations in an ethical and professional manner.

Dental hygiene graduates will:

- Provide contemporary and quality dental hygiene care for patients with a variety of oral health needs using the four phases of assessment, planning, implementation, and evaluation as described below:
  - Assessment – Systematic collection and analysis of data to identify needs and oral health problems to include assessment of the general and oral health of the patient via review of medical/dental histories, vital signs, extra/intra-oral examinations, periodontal assessment, dental charting, radiographs, indices, risk assessments, and consultations and/or referrals.
  - Planning – Establishment of realistic patient care goals and strategies to facilitate delivery of appropriate treatment to include dental hygiene diagnosis, interpretation of radiographs, treatment planning, case presentation, informed consent, emergency preparedness, individualized oral hygiene instructions, and supportive care.
  - Implementation – Provision of the treatment as identified in the assessment and planning phases to include infection control, periodontal debridement and scaling, pain control management, application of chemotherapeutic agents, fluoride therapy, application of pit and fissure sealants, coronal polishing, care of oral prostheses, care of fixed and removable appliances, study models, nutritional counseling, and oral hygiene instructions.
  - Evaluation – Measurement of the extent to which goals identified in the planning phase were achieved and modify as needed. This includes periodontal reevaluation, indices, subsequent treatment needs, periodontal maintenance, referral, and patient satisfaction.
- Demonstrate professional ethics and appropriate conduct as established by the American Dental Hygienists' Association.
- Comply with state and federal laws governing the practice of dentistry and dental hygiene.

## 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 graduates will:

- Respond to the evolving oral health care needs of a racially and culturally diverse society by demonstrating a sense of commitment to the community.
- Assess, plan, implement, and evaluate community-based oral health care programs including health promotion and disease prevention activities.
- Participate in and support service activities and affiliations with organizations that advance the mission of the University, College, and profession.

#### Goal 4 (Life-Long Learning and Scientific Activity)

Dental hygiene graduates and faculty will value the profession through career growth and development and commitment to life-long learning.

Dental hygiene graduates and faculty will:

- Assume responsibility for evidence-based decision-making and life-long learning.
- Participate in professional organizations and advance the profession through leadership and service activities.
- Advance the science of dental hygiene practice through participation in scholarly and research activities.

#### **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**

In order to accomplish the objectives of the dental hygiene program, students must be able to meet the following performance requirements:

- Professional attitude during all phases of the application process. If at any time during the process, it is determined that your attitude or actions are unprofessional, your application may not be considered for acceptance.
- Visual acuity with corrective lenses to identify oral tissue changes and evaluate treatment effectiveness.
- 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.
- Physical ability to sit for prolonged periods of time, perform repetitive wrist motion for instrumentation, and move from room to room or maneuver in limited spaces.
- Written and verbal communication skills to succinctly describe patient conditions, document findings in a patient record and implement oral health teachings.
- Manual dexterity to use a variety of instruments in the small, confined space of the oral cavity.
- Function safely under stressful conditions with the ability to adapt to an ever-changing environment inherent in clinic situations involving patient care.
- Computer skills to use a variety of software programs and the Internet for research and course projects.

- Time management skills in order to effectively and efficiently sequence treatment needs.

**Non-Cognitive Performance Standards**

Non-cognitive performance standards is Policy # 02.00.02 in the College of Health Profession Guide.

**Technology Recommendations**

Exams and lectures will be administered via student’s personal laptop.

GENERAL: The Dental Hygiene Program’s computer specifications are not based on specific manufacturers or brands but upon the ability to access and run core programs and databases utilized throughout the curriculum. As a guideline, the following represents the minimum specification which should meet the guidelines:

- Laptop (Chromebooks and iPads will not work with ExamSoft)
- Windows PC running Windows 10
- Apple running MacOs 10.6 or better (recommended 10.9)
- 1 GB Ram
- Screen resolution 1024 x 768

**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 \$400.00 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 DHY 3145 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 excepted. 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**

STUDENT agrees that the UAMS Department of Dental Hygiene has the right to withhold from the STUDENT, or from any other person and/or

DEPARTMENT OF DENTAL HYGIENE TO WITHHOLD GRADES 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 and/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 \_\_\_\_\_

### **Refund of Tuition**

#### Students Withdrawing from UAMS – Non Financial Aid Recipients

The refund amount for students withdrawing from UAMS shall be based on the following schedule. The schedule applies to both tuition and University/College fees paid. Dental Hygiene Program fees are non-refundable.

Refund for Tuition and Fees Only:

1-5 Class Days: 100%

6 – 10 Class Days: 50%

11th Class Day and after: 0%

#### Withdrawing from UAMS – Financial Aid Recipients

According to Federal Regulations, a Title IV Return of Funds calculation will be processed for those students who withdraw after receiving federal financial aid (Pell Grant, SEOG, subsidized Stafford Loan, unsubsidized Stafford Loan, parent PLUS loan or Perkins). The calculation is based on the number of days the student attended divided by the number of days in the term. The results of the calculation determine how much financial aid the student has earned. After 60% of the term has passed, the student is considered to have earned 100% of his/her aid. If the student has not earned 100% of his/her aid, the portion of the "unearned" aid is returned to the Title IV programs stated above. After the Return of Title IV financial aid calculation is processed, a student may owe a balance to UAMS. It is the student's responsibility to make arrangements for payment of the balance with the Bursar's Office. Housing refunds for students who withdraw shall be subject to the rules established by Campus.

### **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**

ALL ACCEPTED APPLICANTS MUST CONSENT TO A CRIMINAL BACKGROUND CHECK AND DRUG SCREEN PRIOR TO MATRICULATION. BACKGROUND CHECKS AND DRUG SCREENS ARE REQUIRED BY MOST CLINICAL SITES DURING THE DIDACTIC AND CLINICAL PHASE OF THE PROGRAM. MATRICULATION INTO THE DENTAL HYGIENE PROGRAM IS CONTINGENT UPON ACCEPTABLE BACKGROUND CHECK AND DRUG SCREEN RESULTS. ADVERSE RESULTS OF A BACKGROUND CHECK WILL BE CONSIDERED ON AN INDIVIDUAL BASIS AND MAY RESULT IN AN INABILITY TO MATRICULATE INTO THE PROGRAM. CLINICAL SITES MAY REQUIRE ADDITIONAL OR UPDATED BACKGROUND CHECKS.

In that event, the costs of those additional or updated background checks or drug screens are the sole responsibility of the student. The Dental Hygiene Program strives to provide a professional environment that is safe and drug-free for our students, faculty, staff and patients. The Dental Hygiene Program prohibits the possession, use, solicitation or sale of illicit substances or prescription medications by students. The program also prohibits students from being impaired or intoxicated by alcohol or prescription medication while on university premises or at clinical sites. To ensure drug-free educational and clinical experiences, all accepted applicants must consent to a drug screen prior to matriculation. Enrolled students will also be randomly drug tested throughout the enrollment in the program. In addition, clinical affiliates may require drug screening prior to accepting students for specific clinical rotations. Students who refuse random drug testing or drug testing required by clinical affiliates will be subject to disciplinary action which may lead to dismissal from the program. All costs associated with drug testing are the responsibility of the student.

## **NOTICE REGARDING DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

A critical part of health professions education involves learning experiences in hospitals and other health care facilities. Use of these facilities for instruction is essential, and students must be able to complete their assigned rotations. Many hospitals and other health care facilities have policies requiring drug testing and/or criminal background checks for employees, students, and volunteers. Facilities that provide instruction to College of Health Professions students may have, or may adopt in the future, drug testing and/or criminal background check policies. Some facilities stipulate that students who test positive for drugs, or who have certain types of information in their criminal background checks, are ineligible to work in that facility.

Because the use of these health care facilities is part of the curriculum and essential to health professions education, students should be prepared to comply with the policies and procedures at any facility where they engage in rotations or other learning experiences. Students may not request facility assignments in an effort to avoid criminal background checks or drug screening requirements. Students may not refuse to participate in educational activities at these facilities because they do not want to submit to drug testing and/or criminal background checks. Students who fail to attend assigned activities, or who are terminated from rotations in these facilities because they violate the drug testing or drug use policies of the facilities, or who are found to have objectionable information in their criminal background checks, will be unable to complete

the college requirements for graduation and will be subject to dismissal from the College of Health Professions on academic grounds.

## **Background Checks for Applicants and Students**

### Purpose

The purpose of this policy is to establish guidelines and procedures for conducting criminal background check(s) for applicants who have been offered admission or students enrolled in the Dental Hygiene Program.

### Rationale

The policy is adopted because it is incumbent on the CHP and Dental Hygiene Program to: (a) meet contractual obligations contained in affiliation agreements between the college and clinical education affiliates, (b) exercise due diligence and assess the qualifications of all individuals who may have contact with patients and/or research participants, (c) ensure compliance with clinical education affiliate standards and regulations pertaining to human resource management, and (d) meet public demands for greater diligence in light of the national reports on injury and deaths resulting from medical malpractice and medical errors.

### Applicability

This policy applies to all applicants who have been offered admission to the program and enrolled students who may be required to obtain additional background checks following matriculation.

### Policy

Applicants or students must obtain a criminal background check from a vendor approved by the Dental Hygiene Program, College of Health Professions, the University of Arkansas for Medical Sciences, or the University of Arkansas System. Results of the background check must be deemed satisfactory as a condition of the student's admission or continuation in the program. An offer of admission will not be final until the completion of the background check with results deemed satisfactory. Admission may be denied based on the results of the background check. Only students with satisfactory results will be allowed to register for classes.

At times, a currently enrolled student may be required to obtain an additional background check for a variety of reasons, e.g., clinical affiliate requirements, contradictory findings from a clinical affiliate's background check, suspicion or reports of violation of laws, etc. In those instances, currently enrolled students will be barred from participating in clinical education experiences at clinical affiliates until a background check clearance is obtained. Failure to obtain an additional background check may be cause for suspension or dismissal from the program.

### Scope of Background Checks

Background checks typically include the following criteria and cover the past seven years:

- Social Security Number verification
- Criminal search, including felonies, Class A, Class B, and Class C misdemeanors (7 years)

- Violent Sexual Offender and Predator Registry search
- Office of the Inspector General (OIG) List of Excluded Individuals/Entities
- General Services Administration (GSA) List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

(Note: The time period and the types of searches are subject to change without notice. Changes will be approved by the College of Health Professions Executive Committee.)

#### Timing of the Background Checks

An applicant offered admission must obtain a background check prior to enrollment into the degree program. Background checks must be completed within the six months prior to matriculation.

#### Cost of Background Checks

The applicant or student will pay the cost of required background checks.

#### Period of Validity

A background check is honored for the duration of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the certificate or degree program. An officially approved leave of absence is not considered a break in enrollment.

#### Significant Findings in Background Checks

Re-verification – An applicant or student has the right to request that the vendor who performed the background check re-verify that the background check is correct. Any costs associated with the re- verification will be paid by the applicant or student. The college may require the applicant or student to produce additional documentation to verify or re-verify findings.

Evaluation of Significant Findings – If significant findings are reported in a background check, the applicant or student may be referred to the specific program or discipline’s professional licensing board to obtain clearance. The College of Health Professions will concur with the licensing board’s decision. The dean or dean’s designee will review the findings in consultation with the department chair and make a recommendation to the program’s admission committee as to whether the applicant should be admitted or the student should be allowed to participate in clinical education experiences.

False or misleading information supplied by the applicant or student, or omission of required information with regard to a background check, will result in (1) rescindment of an offer for admission or (2) dismissal from the certificate or degree program.

Adverse Actions Based on Background Checks – Consistent with the Fair Credit Reporting Act, if an applicant is denied admission or if an adverse action is taken against an enrolled student, based on findings of a background check (e.g., denial of participation in clinical education

experiences, dismissal, or suspension), the applicant or student will be informed: (1) how to obtain a copy of the background check report, (2) how to contact the vendor to challenge the accuracy of the report, and (3) that the vendor was not involved in the decision that resulted in the adverse action.

Appeal Procedures for Enrolled Students – Ordinarily, a student who is unable to complete clinical education experiences will be unable to complete the certificate or degree program, and the student may withdraw or be dismissed from the program. Therefore, a student who is denied participation in clinical education experiences because of significant findings on a background check may request consideration following the College of Health Professions Grievance Procedures.

Deferred Matriculation or Participation – If a background check reveals matters that may be cleared by the applicant or student, matriculation or continuation in the certificate or degree program may be deferred up to one year while the matter is being resolved.

### **Approved Vendor(s)**

Background checks must be conducted by a vendor approved by the College of Health Professions, the Department of Dental Hygiene, the University of Arkansas for Medical Sciences, or the University of Arkansas System. Background check reports from other sources will not be accepted.

### **Confidentiality and Disposition of Background Check Reports**

Background check reports are maintained securely, confidentially, and separately from other academic files in the office of the dean for a period of time established by guidelines or policy.

### **Dental Hygiene Drug Testing**

The Dental Hygiene Program strives to provide a professional environment that is safe and drug-free for our students, faculty, staff and patients. The Dental Hygiene Program prohibits the possession, use or solicitation of illicit substances or prescription medications by students. The program also prohibits students from being impaired or intoxicated by alcohol or prescription medication while on university premises or at clinical sites. To ensure drug-free educational and clinical experiences, all accepted applicants must consent to a drug screen prior to matriculation that will be conducted through a vendor designated by the program. Enrolled students may be subject to drug testing throughout enrollment in the program if students are suspected of impairment due to substance abuse. In addition, students are subject to the policies and procedures of the clinical affiliates, which may include drug screening prior to accepting students for specific clinical rotations, as well as random drug screens. Students who do not consent to pre-matriculation drug testing will not be permitted to enroll in the program. Students who refuse drug testing required by clinical affiliates will be subject to disciplinary action which may lead to dismissal from the program. All costs associated with drug testing are the responsibility of the student.

### **Student Liability Insurance**

All students enrolled in the program are required to be covered for professional liability through the approved UAMS policy at no charge to the student.

## **Student Health Insurance**

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. Students are urged to research for themselves the policy best suited to meet their individual needs.

Health insurance policies must meet minimum standards set forth by the Student Government Association and the Office of the Vice Chancellor for Academic Affairs. Coverage must meet the following criteria:

- Plan must provide at least \$100,000 in coverage (for each covered injury or sickness incident)
- Policy must have no major exclusions. Plan must include: major medical, pharmacy, emergency medical, mental health, and diagnostic x-rays/laboratory services
- Student must be covered the entire semester for which the waiver is requested
- Individual plan must have a policy year deductible of \$1,000 or less; a family/employer plan must have a policy year deductible of \$2,500 or less
- Plan must provide identification card or policy with student name and/or policy information allowing student insurance monitors to confirm eligibility
- Plan documents must be in English with currency amounts converted to U.S. dollars and an insurance company contact phone number in the U.S. must be provided

Full-time students must provide proof of adequate health insurance coverage by inputting insurance information into the UAMS online waiver system at [www.uams.edu/studentlife](http://www.uams.edu/studentlife). The waiver offers three (3) proof of coverage options:

1. **Proof of Purchase** – Students may purchase the university sponsored insurance plan: Academic Health Plans (AHP). For AHP benefits and enrollment information, call 855-247-2273 or visit [www.academichealthplans.com/uams/2011-2012/](http://www.academichealthplans.com/uams/2011-2012/).
2. **Proof of Other Coverage** – If a student has personal health insurance, the individual or employer/family policy must meet UAMS required standards. To verify coverage, insurance information must be inputted into the on-line system.
3. **Appeal** – Once the student's current personal health insurance information is entered into the waiver system, it will be analyzed to determine if it meets the minimal standards. If the policy does not meet required standards, students must revise their insurance policy **OR** purchase the university sponsored plan **OR** file an appeal with UAMS insurance administrators (501-686-5850).

## **Dental Hygiene Program Course Load**

The UAMS Dental Hygiene Program is a full-time, weekday commitment. The majority of classes, laboratory sessions, and clinical sessions are scheduled Monday through Friday between the hours of 7:30am and 5:30pm.

## **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 2211 Introduction to Dental Hygiene Theory
- DHYG 2517 Periodontal Instrumentation
- DHYG 2217 Dental Radiography I
- DHYG 2231 Dental Hygiene Theory I
- DHYG 2223 Dental Radiography II
- DHYG 3246 Local Anesthesia
- DHYG 3231 Dental Hygiene Theory II
- DHYG 3241 Dental Hygiene Theory III

## **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:

### In-Course Remediation

The “trigger” for remediation while a course is in session will be a score of less than 75% on any exam or other “high-percentage” quiz/homework/project in a course. Remediation will be offered to ensure content knowledge or skill proficiency, but the student’s original score will stand as the official grade. If accepted, a remediation plan will be developed by the course

instructor and may include a 1) review of course content that was misunderstood by the student, 2) study and test-taking techniques used by the student and 3) a remediation plan. The remediation plan will define what will be required for “successful” remediation.

- In all cases, “successful” remediation constitutes the acquisition of defined knowledge and/or skills measured objectively in a manner and at a time to be determined at the discretion of the course instructor.
- The student and course instructor must sign the remediation plan. A copy will be given to the student and a copy will be filed in the student’s program file. If a student declines to participate in the remediation plan, he/she must so indicate in writing on a form provided for that purpose. A copy will be given to the student and a copy will be filed in the student’s program file.

The following student and faculty expectations apply to remediation:

- Students can expect course instructors to make every effort possible to aid the student in remediation through one-on-one and/or small group tutoring or through the identification of university or additional resources that may be deemed appropriate.
- Students are expected to closely adhere to the remediation details as provided in the remediation plan.
- Generally, students and faculty should expect that content knowledge and/or skill deficiencies will be remediated prior to sitting for the subsequent unit examination.
- Program faculty expect that students will not require excessive remediation within a single course or across multiple courses in the dental hygiene curriculum.
- 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 or otherwise demonstrates a lack of dedication or attention to the goals of the remediation plan.
- Students are expected to adhere to the College of Health Professions (CHP) Policy on Professionalism and Professional Conduct, which can be located on the CHP website. These requirements can be found on the CHP website under “Current Students” and “Policies and Forms”.

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 he/she earned according to the grading scale. All clinical courses are designed to be cumulative also. A faculty member will request clinical remediation of any clinical procedure, which is observed to be performed at less than the minimal competency level. It is the student’s responsibility (within two days) to contact the instructor if the student earns a grade below a 75.

#### End-Course Remediation

When the course grade is less than 75.0% at the end of the course and the student is passing all other courses, he/she may appeal to a program faculty panel for consideration of his/her individual circumstances. This may result in a recommendation to the course instructor to either 1) develop a remediation plan or 2) award the earned grade.

## Clinical Remediation

1. The Dental Hygiene (DH) Chair will review with the student any element of the Clinical Professional Attributes and Judgment Plan that is marked Needs Improvement or Standard of Care not Met three times.
2. Using the Six Step Problem Solving method, the student will work with the clinic coordinator to develop a remedial plan that addresses each element marked Needs Improvement or Standard of Care not Met. The DH Chair will establish a time line with the student and clinic coordinator to finalize the remediation plan.
3. The student, clinic coordinator and the Chair 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 Chair.
4. Once an acceptable remedial plan has been developed, the DH Chair and the student will sign and date the plan to indicate the student is ready to implement the plan. 5. 4. Subsequent conferences will be scheduled with the DH Chair, 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.

## 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 he/she 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, however, a student on probation because of insufficient PGPA at the end of the first semester must raise his/her PGPA to at least 2.0 by the end of the next (probationary) semester in order to remain in the program. Students failing to do so will be dismissed from the dental hygiene program.
2. For a student who is in the **second or subsequent semester** of the program to continue to progress, he/she must maintain a PGPA of not less than 2.0 for all courses taken since entering the program, including both professional and concurrent courses.

These students, therefore, are not eligible for probation if their PGPA falls below 2.0. Students who fail to meet this requirement will be dismissed from the dental hygiene program.

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

Students who are dismissed from the 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.

**\*\*All accepted applicants must consent to a criminal background check and drug screen prior to matriculation. Background checks and drug screens are required by most clinical sites during the didactic and clinical phase of the program. Matriculation into the program is contingent upon acceptable background check and drug screen results. Adverse results of a background check will be considered on an individual basis and may result in an inability to matriculate into the program. Enrolled students may be randomly drug tested throughout the curriculum and clinical sites may require updated background checks. More information about the requirement will be provided to accepted applicants.**

### **Academic Appeal Policy and Procedures**

The purpose of academic appeals is to provide students with an objective hearing of a wide range of issues related to the students' professional education. The appeal procedures below provide opportunities for students to request a review of recommendations and decisions made by the department faculty, submit information not previously available to the faculty, or suggest alternative remedies.

These procedures apply to circumstances and events related to the students' education programs, including academic issues and professional conduct or judgment. Policies and procedures for scholastic dishonesty or other non-academic disciplinary matters differ from these procedures and are addressed in a separate policy. Established college or program policies themselves cannot be appealed.

See CHP Policy 01.15.01 Student Academic Appeal Procedures

<https://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/01-academic-affairs/>

### **Student Grievance Policy**

The UAMS Student Grievance Policy may be accessed online through UAMS Academic Affairs website (<https://academicaffairs.uams.edu/policy-search/>). UAMS "seeks to resolve student complaints in a fair and expeditious manner. Policies and procedures are available to all students enrolled at UAMS, including those participating in distance or correspondence education. The

first step for resolving a complaint is to contact the Dean’s office of the student’s respective college. The Dean or Associate Dean will guide each student regarding complaints about a course, an academic issue, or allegations of unfair treatment or discrimination. If the issue is not resolved after contacting the Dean’s Office, students are always welcome to contact the Provost...”. “If a complaint cannot be resolved through internal processes, a student may file a complaint with the Arkansas Department of Higher Education at (501) 371-2031, or by contacting the state agency where the student resides.” “Students may also contact the Higher Learning Commission, which is the University’s regional accrediting body.”  
 (https://academicaffairs.uams.edu/irpa/complaint-resolution-process-information/)

**Non-Discrimination Policy**

The Dental Hygiene Program Non-Discrimination Policy is in accordance with the University Policy (Policy #2.1.3) and is as follows:

See Policy: University of Arkansas for Medical Sciences, Division of Academic Affairs  
 Subject: Non-Discrimination Statement  
 Number: 2.1.3

<https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS4cwIe5w4BQH9QZy4iox2jiqS72jEjCEUHmL7He%2fcmrr%2bXeIobz6aurIPbDWOIUq04f5w3DBHDDVosBrzHWEZr143w9J8qGazI3%2bTf%2fc00EgryMGhrPLLmrMbDmOgj2TKq2f50glhvbc6dfqfwLX9db%2bDr5qzdOTDAi3l098zF2AJqL7cDwXIr0LyG0PBCnHC4IML9gP8Idm4Dri2Tf76gtjYzVyz1SC6iq9ZsJQ%2b%2bA8Y1A4TyDffOJGKu56ie0H4%3d>

**Dental Hygiene Program Student Immunization Requirements**

The UAMS Dental Hygiene Program requires specific immunizations and tuberculosis (TB) screening to safeguard the health of students and protect patients and others from being infected with vaccine- preventable diseases or TB. Immunizations and TB screening must be completed by the student prior to matriculation. The requirements have been established according to the CDC Healthcare Personnel Vaccination Requirements. (Reference: UAMS Academic Affairs Policy 1.4.2 Student Health Screening)

Hepatitis B	3 dose series (initial, 1 month, 5 months) Anti-HBs serologic testing should be completed 1-2 months after 3 <sup>rd</sup> dose or serologic proof of immunity
Measles, Mumps, Rubella (MMR)	2 dose series at 4 weeks apart or serologic proof of I immunity
Varicella (Chickenpox)	2 doses of vaccine or serologic proof of immunity or documented history of varicella disease
Tetanus, Pertussis (Tdap)	1 dose of Tdap if greater than 10 years since last booster

Influenza	1 dose annually
PPD (Tuberculosis) Screening	Documentation of placement with reading to be completed with 6 months before enrollment

### **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 Department Chairman with proof of CPR certification prior to beginning DHYG 2521 Clinic I. 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 his/her certification. The Department does not accept on-line CPR certification/recertification courses.

### **TB Skin Test**

It is a requirement that all students enrolled in the CHP receive an annual TB skin test. Students who do not present for a TB skin test (and have it read) will not be allowed to attend class and/or clinic until the test/vaccination is received. Unexcused absences will accrue.

### **Students with Disabilities Policy**

UAMS is committed to providing equal access to learning opportunities to students with disabilities. To ensure access to any class or program, please contact the Americans with Disabilities Act Coordinator to engage in a confidential conversation about the process for requesting accommodations in the classroom and clinical settings. Accommodations are not applied retroactively. Students are encouraged to register with the ADA Coordinator’s Office as soon as they begin their program or as soon as the student recognizes their need for adjustment. UAMS encourages students to access all resources available through the ADA Office for consistent support and access to their program. More information can be found online at <http://students.uams.edu/ada-disability-services/> or by contacting the office at 501-526-5641.

(Reference: UAMS Academic Affairs Policy 2.2.5 Student Request for Academic Accommodations)

<https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS7UuRoEOIB9H7p6339zZtIA Yio5z6MHyXABPbrApMqGTglZ9chPw3SP9kv10zehHydvjPx4TChuJFXCyuj%2fjLRnRY%2bM5W07f%2f3DSum7PFj2PHdmRp2wjLOV2YJ6Z5ibg8pBUaQt2wAwBmqJCYEH0Krxcl1IeKMupC5YKqfufcW3g8tYyOTvMdAXIpo2htyH1VxBIdUOpJBEhAnPbk7ndxLm%2baRgr1N1MqdKDL4zN%2b7Vog8IcxDJJaqfWMMfhdi4U%3d>

### **HIPAA Compliance**

All students must complete Health Insurance Portability and Accountability Act (HIPAA) training. Newly enrolled students must complete the “Required HIPAA Privacy and Security Training” within thirty days of enrollment in the CHP. Continuing students must complete the

“HIPAA Annual Update by July 1. Students who have not completed HIPAA training will not be allowed into any clinic course. The independent tutorials can be found at <http://hipaa.uams.edu>.

### **Child Maltreatment Reporter Training**

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

### **FERPA**

According to the Department of Education, the student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. FERPA Student Guidelines can be found in the CHP catalog. (Reference: UAMS Academic Affairs Policy 2.1.2 FERPA Policy)

### **Faculty Offices**

The Dental Hygiene Program faculty members and staff have a fairly open-door policy in regards to meeting with students. 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 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.

### **Dental Hygiene Program Honor Code Policy**

Trust and honesty are important aspects of any educational program or medical profession. Students are expected to sincerely accept that accountability as future medical providers by accepting responsibility for their own work and establishing trust with fellow students, faculty and clinical preceptors. The Dental Hygiene Program considers breach of this trust and responsibility as a serious offense which includes plagiarism, cheating, lying, and academic theft.

- A. Plagiarism - Plagiarism is the copying of words, facts, or ideas belonging to other individuals without acknowledgement or permission from those individuals
- B. Cheating - Cheating is deliberately submitting another individual's work as your own. Examples include:
  - Using previous exams from past testing periods as study guides

- Possessing written materials not authorized by the professor during an examination
  - Discussing examination contents with other students
  - Providing or receiving any information on an exam that has not been taken yet
  - Students who provide exam information shall be considered as responsible as the student who receives it
- C. Lying- Making a statement that is knowingly false with the intent to deceive others
- D. Academic Theft- Removal of academic materials which prevents others from having the same learning opportunities

**Professionalism**

Professionalism is an essential component of being a good health provider. Professionalism is not knowledge or something that you have, it is a behavior that must be demonstrated. Professionalism is something that must be practiced daily and become a way of life. The journey has begun for you to transition into a medical provider and professionalism is one of the most important elements. It encompasses appearance, attendance, punctuality, preparedness, personal responsibility, integrity, accepting criticism, respecting authority, positive attitude, teamwork, altruism, rapport with others, initiative, self-confidence, confidentiality, compassion, knowing limitations, and respecting diversity.

The Dental Hygiene Program takes professionalism very seriously and students will be continuously assessed for modeling professional behavior throughout enrollment in the program. This policy is meant to be consistent with University and CHP Policies on Professionalism.

See CHP Policy 2.00.02 Non-cognitive Performance Standards  
<https://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/02-student-affairs/>

**UAMS Dental Hygiene Professionalism Evaluation**

Student: \_\_\_\_\_ Evaluation Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Mid/End Semester: \_\_\_\_\_

	Satisfactory	Unsatisfactory
Maintains professional appearance and hygiene		
Punctual and in attendance for classes, seminars, laboratories, examinations, and clinical experiences		
Prepared for lectures and laboratories		
Submits assignments by scheduled deadlines and in professional format		
Takes personal responsibility for self-directed learning		
Possesses academic and ethical integrity		
Demonstrates active learning and is not disruptive during didactic and clinical activities		

Utilizes appropriate verbal and non-verbal communication		
Has ability to accept, apply, and offer constructive criticism		
Assumes personal responsibility for decisions and actions		
Recognizes and respects authority		
Adheres to institutional policies and procedures		
Places interest and needs of others first before self		
Possesses a cooperative attitude and is team oriented		
Maintains composure during adverse situations and in unpredictable environments		
Possesses a positive attitude and rapport with others		
Demonstrates initiative and self-confidence		
Understands limitations and when to appropriately seek guidance		
Understands and respects age, gender, cultural, racial, sexual orientation, religious, disability, and socio-economic diversity		
Treats faculty, staff, students, patients, and patients' family with respect, dignity, and compassion		
Maintains patient confidentiality and HIPAA compliance		

Additional comments:

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Advisor/Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Academic Advising**

All students enrolled in the 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 Dental Hygiene 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 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 counseling, Student Success Center for tutoring, College of Health Professions disability services or assistance with educational skills.

#### Academic Difficulty

The student is encouraged to meet with the course director if experiencing academic difficulty as early as possible in the semester as opposed to waiting until examination time. If the student is identified as having academic difficulty, the student should meet with his/her faculty advisor as soon as possible. This includes addressing personal issues which may impact their academic progress in the program, and referral to the Wellness Center or Student Health Services may be beneficial. In certain circumstances the Director of Didactic Education and Program Director may be involved in these meetings.

Even though students have been academically prepared to enter the program, the intensive and fast-paced curriculum and in-depth material can cause new students to feel overwhelmed initially and struggle academically. Many times learning more efficient study skills, time management, and stress management like, exercise or other activities is the key component to success in the program. The Dental Hygiene faculty are available to assist the students in successfully navigating through this process.

#### **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 Collaborate, 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. For the classroom: upon arrival sign the attendance sheet to document your attendance. Students may not sign for other students as this constitutes academic dishonesty, which has ramifications that may involve dismissal from the dental hygiene program.
- d. When absent from class students will contact Dr. Tucker, the instructor(s) of the courses, and Gloria Johnson.
- e. Notify Dr. Tucker in advance for any absence that is anticipated during the semester.
- f. Class absences in excess of 5 days per semester may result in dismissal from the program.

### Pre-Clinic/Clinic

In order to learn techniques for clinical practice, attendance to clinic/pre-clinic is mandatory. Any clinic/pre-clinic 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.). The written excuse must be emailed or delivered in person to the department chair, clinic coordinator, and front desk administrator within two days of returning to clinic/class. When absent from clinic the student will be required to make the clinic time missed. Consult the clinic coordinator for you class to make arrangements. If a student does not contact the clinic coordinator prior to clinic and/or does not have a written excuse, the student will be required to write a three-page research paper and a conduct and discipline form will be completed.

- a. Clinic/pre-clinic absences in excess of 5 days per semester may result in dismissal from the program.
- b. When absent from clinic/pre-clinic students will contact the clinic coordinators, the chair, and the dental hygiene clinic receptionist, and the rotation site.
- c. Under no circumstances will students leave the clinic area without permission of the section instructor.

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

It is not the responsibility of your instructors to make it convenient for you to carry on with life just like it was before you enrolled in the program. It is your responsibility to modify your life so that you can successfully complete the requirements of the program. Although the faculty are certainly sensitive to your personal concerns such as employment, child care, commuting, and family needs, these are examples of issues that are ultimately your responsibility to manage while meeting the requirements of the dental hygiene program. For example, if your child's school or daycare is closed, this is not an excuse for you to miss class or clinic. You will want to have alternate child care arrangements if the need arises.

We want you to be successful and will assist you in this effort. However, acceptance into the dental hygiene program does not imply that you will complete the program and subsequently graduate. Additionally, completion of the program and subsequent graduation does not necessarily imply that you will be successful on your licensure examinations.

Please do not hesitate to discuss with the faculty any questions or concerns you might have regarding your responsibility as a student in the department of dental hygiene.

### **Leave of Absence Policy**

The Leave of Absence Policy exists to bring some standardization to the process of requesting an extended leave of absence in the College. Some programs within CHP also have a Leave of Absence policy. Should there be a difference between the CHP Leave of Absence Policy and that of the program, the program policy takes precedence. With approval of the student's program director and the associate dean for academic affairs, a student may take a Leave of Absence for non-academic reasons such as family care, serious illness or accident, or other extenuating reasons. A Leave of Absence may be granted for up to one year to students in good academic standing. The Leave of Absence offers the student the opportunity to leave school temporarily with the assurance that studies can be resumed with minimal administrative difficulty.

See CHP Policy 2.00.01 Leave of Absence Policy

<https://healthprofessions.uams.edu/faculty-and-staff/policies-and-procedures-guide/02-student-affairs/>

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

Academic freedom is an important component of professional graduate school. 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 behave in a professional manner at all times 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. Eating or drinking during educational activities. Bottled water/soft drinks and covered coffee beverages are acceptable during lecture/seminar unless otherwise requested by an individual instructor. No open containers or containers with straws are allowed.
8. Chewing gum in a loud manner or utilizing tobacco/snuff in class.
9. Wearing any type of head covering in class, unless for religious beliefs.

10. Restroom breaks are scheduled every 50 minutes between lectures. Please make sure you utilize the restroom at this time and not during class time.

### **Children in Class**

Do not bring children to class.

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

While there is no dress code for didactic education, it is expected that students dress appropriately. Pajamas, short shorts, tight t-shirts, and plunging v-cut necklines are not appropriate dress in any didactic setting.

### **Clinic Dress**

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

### **Examination Policy**

Written and practical examinations will begin promptly at the scheduled times. Students will have only the scheduled allotted time to complete the exam. Students will not be allowed extra time for exam completion.

Students arriving after the examination has started will be allowed to complete the examination but only during the scheduled time. No additional time for exam completion will be allowed.

Students must put all personal belongings in the back of the classroom including cells phones. Students are not allowed to wear hats during examinations.

### Makeup Examinations

Makeup examinations are allowed for excused absences; however, 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. Course assignments (including laboratory and clinical assignments) that are not turned in by the established deadline will be given a score of zero (0).

### **UAMS Branding and Copyright**

Dental hygiene students like to make class t-shirts, hoodies, pullover, etc. While certainly encouraged, there are two rules: 1) the design must be submitted to the department chairman who will forward it to UAMS Communications and Marketing for their review; and 2) you need to ask the faculty and staff if they want to order.

## **Social Media**

The Dental Hygiene Program recognizes the interest that students have for using social networking sites such as Facebook, Twitter, Instagram, Snapchat, YouTube, GroupMe, etc. Students are cautioned to utilize extreme care when using this form of media. Future employers, clinical preceptors, faculty members can access your page and information. Certain information could jeopardize future opportunities in the dental hygiene profession. Individuals who you have allowed access to your page can not only post to your site but can take your pictures and information and post them elsewhere on the internet. Students should set high privacy settings, be cautious of what is on their site and manage access to their sites carefully. Remember, once information is on the internet, it is impossible to recall.

The Dental Hygiene Program follows the policy put forth by UAMS regarding Social Networking: See UAMS Policy Academic Affairs Policy# 2.1.1

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For more information regarding this policy, please refer to the UAMS Catalog.

## **Travel to Clinical Experiences**

Students will be required to travel to clinical experiences or service learning activities during the program. Students are required to have transportation to these educational activities. Service learning and clinical experiences will be located in Little Rock and the surrounding area.

Students may not switch clinical rotation assignments without first consulting the clinic coordinator (Dr. Tucker/Mrs. Fitzhugh). The request must be made in writing (e-mail is acceptable). Students are not allowed to make any changes in the UAMS clinic schedules without consulting the clinic receptionists. Students who make changes in the clinic schedules without receiving prior consent will have their clinic privileges suspended (absences and NPs will accrue).

## **Student Parking**

Students at UAMS are asked to not park in the visitor/patient parking decks. Parking on campus is very limited, and these parking areas are needed by patients and their families. Please be respectful of this request. Student parking is provided at War Memorial Stadium and Ray Winder Field and a shuttle bus can transport you to campus.

## **Code Active Shooter**

In the event of an emergency situation requiring a secured campus, a Code Active Shooter Alert will be issued. Code Active Shooter may be called for an active shooter, hostage situation, terroristic threatening, and other scenarios that include violent events or the threat of such events. Any threat or act of violence witnessed or experienced by a member of the campus community (including students) must be promptly reported to UAMS Police. Those reporting a threat or act

of violence should call 686-7777 immediately. Information the caller should provide the dispatcher includes:

- A. Caller's name and location
- B. Description of assailants and location of the incident
- C. Number of assailants (if known)

A Code Active Shooter Alert is issued over the public address system in all buildings and through the external sirens. The announcement will be as follows or similar to:

**The UAMS campus is now in a Code Active Shooter status. Everyone should immediately move out of any hallway or other open areas into the nearest office, patient room, or classroom. Close and lock the door. Do not leave the building. Do not enter stairwells or hallways until further notice. If you are currently off campus, do not come to campus.**

Upon determination by the UNIFIED COMMAND the campus no longer needs to operate within Code Active Shooter status, the public address system will broadcast the following announcement three times.

**Code Active Shooter all clear, Code Active Shooter all clear, please return to normal operations.**

Students are required to complete Code Active Shooter training as part of the new student process.

## **Harassment**

The education experience should be free from harassment of any type which includes bullying. If a student has concerns about harassment from other students, faculty, staff, mentors, instructors, or clinical preceptors, the student should contact the Program Chair/Director of the program immediately. If the student is on a clinical rotation off campus and a harassment concern arises, the student should contact the Director of Clinical Education or Program Chair/Director immediately. UAMS has a specific policy regarding sexual harassment and formal complaints which is located in the UAMS Academic Affairs Policy catalog (Policy #2.2.1 Student Grievance; Policy #2.2.9 Formal Complaint Resolution Policy).

See UAMS Policy #2.2.1 Student Grievance

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See UAMS Policy #2.2.9 Formal Complaint Resolution Policy

<https://secure.compliance360.com/Common/ViewUploadedFile.aspx?PD=PbRt%2bA78MS7UuRoEOIB9H3ucdMygmRJktGsU%2bYMNNQu3bvGtPViVICTvhoP5y5UBtjDfOhjeXZYrfpy3hwBNWNixdIXuLZO0y4iOnIQ7gpSPYFKlyKGfXG5auIEduS3T61fj%2b0rXJtvcGAu4LjKdmJMY2Qbqofhw3CXgoN0AHrrDgyFd152oQty%2boLatZ10dQKxZ1%2fg8sxy1q9VVUHB0VQq6bVmyF3hA8IaMZOWN7g%2bwDZvq8WcCZbfJ%2fX6A%2f06GgdWwRib9o8%3d>

## **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 Associate Dean for Academic Affairs is the Title IX Deputy Coordinator for the College of Health Professions. 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 contact the deputy coordinator at 501-686-5730. 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 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 CHP Catalog for more information.

## **Email**

Students are provided with a UAMS e-mail account. The University, College, and Dental Hygiene faculty and administration use student e-mail to disseminate information and establish communication with students. Students are responsible for checking their UAMS e-mail accounts regularly. Not being aware of announcements or updates because one's UAMS e-mail was not checked is not acceptable. If a student has a problem accessing his/her account, please call (501) 686-8555. It is your responsibility to maintain your UAMS mailbox and keep it cleaned out so messages can be received.

## **Textbooks**

Didactic textbooks are a required component of the Dental Hygiene 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.

## **Course Syllabi**

Each course has a syllabus that includes grading protocol, grading system, course credits, instructor information, meeting dates, course objectives, Dental Hygiene competencies, and required and recommended textbooks. Syllabi are posted on Blackboard in the corresponding course. The course outline will also be posted on Blackboard.

## **Learning Objectives**

Each course has learning objectives for each lecture. Learning objectives are reviewed by the faculty annually. It is extremely important to know the learning objectives because each examination question is linked to a specific learning objective. No questions will be used that do not correspond to a learning objective. This allows the student to focus the area of study and provides the instructional faculty with guidance in preparing the lecture. Lecture material that is not a learning objective will not be covered on the examination.

## **Blackboard**

Blackboard is an online system for all of the courses in the dental hygiene program. The majority of the PowerPoint lecture presentations will be posted before the scheduled lecture. A syllabus, course outline, lecture and lab objectives, lecture modules and miscellaneous documents and folders will be posted for each course. To log in to Blackboard type in the URL address of: <https://uams.blackboard.com/>.

It is recommended that you save the document onto the hard drive of your computer. Most students will save the document, open it in PowerPoint and type into the notes section of the document during lecture. Some students will print the document and take notes by hand.

## **Blackboard Lectures**

The lectures posted onto Blackboard are the property of the faculty and guest lecturers. The lectures are available for you to enhance your learning experience. Copies of the lectures are not to be shared with anyone outside of the program or to be utilized for any personal presentations. Inappropriate use of a lecture presentation is a violation of the Professional Code of Conduct.

## **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 ExamSoft. If students are unable to take their examinations on-site, secure testing is performed via ExamSoft monitoring or Respondus Lockdown browser with monitoring (webcam).

## **Examination Grading/Return**

Students are required to set up a meeting with the course director to review the examination. Students are not allowed to carry backpacks or a phone into the meeting.

## **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 7:15 AM & 4:30 PM Monday through Friday. To schedule a confidential appointment, call (501) 686-8408. The Student Wellness Clinic is located at 201 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.

## **Facilities**

The Dental Hygiene Program will be assigned a designated classroom that meets the social distancing requirements. Students are required to wear a mask while participating in the classroom and lab. Please push your chair under the table in the classroom. Please make sure that the classroom is free of garbage when leaving at the end of the day. Please refer to the policy regarding Classroom Etiquette.

## UAMS Dental Hygiene Clinic

The UAMS Dental Hygiene Clinic is located in the Shorey Building on campus. Students will participate in all clinical courses in the clinic. The sterilization and radiography rooms can be found at the same 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 2020***

**My signature below indicates that I have received a copy of the *UAMS Department of Dental Hygiene Policies & Procedures and Clinic Manual*. 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.**

_____ Signature	_____ Date
_____ Witness Signature	_____ Date

**By signature below, student acknowledges that: I have been trained in 1) recognizing the signs and symptoms of child abuse and neglect; 2) the legal requirements of the Child Maltreatment Act and the duties of mandated reporters under the act; and 3) methods for managing disclosures regarding child victims.**

_____ Student Name (please print)	_____ Student ID Number
_____ Student Signature	_____ Date
_____ Faculty/Advisor Signature	_____ Date

**I, \_\_\_\_\_ have read and understand the UAMS Substance Abuse Policies.**

**I understand that an outcome of a positive drug screen will constitute immediate suspension from the Dental Hygiene program.**

*After signing this statement, please return it to the Department of Dental Hygiene administrative office. You will be provided with a copy of your signed statement. The original signed statement will be kept in your confidential student record in the administrative office.*