HARCUM COLLEGE
DENTAL HYGIENE PROGRAM
STUDENT HANDBOOK
2016/2017
Dear Student,

On behalf of the faculty and staff we would like to welcome you to the Dental Hygiene Program at Harcum College.

The course of study you are undertaking will be both demanding and challenging. I'm sure you will find this to be a rewarding experience.

A degree in Dental Hygiene will offer you excellent career opportunities. Upon completion of the two-year program, you will be eligible to take national and regional licensing boards. During your two years at Harcum, you will study the theory and practice of dental hygiene along with basic science and liberal arts courses. The clinical component of the curriculum will span three semesters and will take place in a variety of settings including Harcum College, Community Volunteers in Medicine, St. Christopher’s Hospital for Children, the Veteran’s Administration Hospital and other excellent clinical rotation sites. The Program has a strong emphasis on community service to Harcum College, professional dental organizations and the local communities.

This handbook is designed to provide you with the important information you will need while you are a student in the Dental Hygiene program. You are expected to read and abide by the information and policies written here. You will receive a separate Clinic Manual, which contains information and policies for the clinical educational experience. The College Catalog and College Student Handbook contain additional information and policies and can be accessed at www.harcum.edu. If you have any questions or concerns, please feel free to discuss them with your dental hygiene faculty or myself.

Sincerely,

Jean Byrnes-Ziegler, RDH, MS
Dental Hygiene Program Director
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSION STATEMENT OF HARCUM COLLEGE</td>
<td>3</td>
</tr>
<tr>
<td>DENTAL HYGIENE PROGRAM MISSION STATEMENT</td>
<td>4</td>
</tr>
<tr>
<td>DENTAL HYGIENE PROGRAM GOALS/STUDENT LEARNING OUTCOMES</td>
<td>4-5</td>
</tr>
<tr>
<td>DENTAL HYGIENE PROGRAM ESSENTIAL FUNCTIONS</td>
<td>6</td>
</tr>
<tr>
<td>DENTAL HYGIENE PROGRAM GRADUATE COMPETENCIES</td>
<td>7-9</td>
</tr>
<tr>
<td>RESPONSIBILITIES OF THE FACULTY</td>
<td>10</td>
</tr>
<tr>
<td>RESPONSIBILITIES OF THE STUDENT</td>
<td>11</td>
</tr>
<tr>
<td>DENTAL BUILDING POLICIES</td>
<td>12</td>
</tr>
<tr>
<td>ACADEMIC POLICIES:</td>
<td>12-14</td>
</tr>
<tr>
<td>Emergency School Closing</td>
<td></td>
</tr>
<tr>
<td>Course Withdrawal</td>
<td></td>
</tr>
<tr>
<td>Grading System</td>
<td></td>
</tr>
<tr>
<td>Academic Warnings</td>
<td></td>
</tr>
<tr>
<td>Incomplete Grades</td>
<td></td>
</tr>
<tr>
<td>Grade Appeal Policy</td>
<td></td>
</tr>
<tr>
<td>TUTORING</td>
<td>14</td>
</tr>
<tr>
<td>ACADEMIC CONDUCT AND VIOLATIONS:</td>
<td>14-16</td>
</tr>
<tr>
<td>Appeals</td>
<td></td>
</tr>
<tr>
<td>Cheating and Plagiarism</td>
<td></td>
</tr>
<tr>
<td>Examination Procedures</td>
<td></td>
</tr>
<tr>
<td>Academic Accommodations</td>
<td></td>
</tr>
<tr>
<td>Writing Policy</td>
<td></td>
</tr>
<tr>
<td>Student Code of Conduct/Classroom Disruption</td>
<td></td>
</tr>
<tr>
<td>Professionalism</td>
<td></td>
</tr>
<tr>
<td>HARCM POLICY ON SUBSTANCE ABUSE</td>
<td>17</td>
</tr>
<tr>
<td>DENTAL HYGIENE PROGRAM POLICIES:</td>
<td>17-21</td>
</tr>
<tr>
<td>Admissions</td>
<td></td>
</tr>
<tr>
<td>Child Abuse Clearance/Criminal Records Check</td>
<td></td>
</tr>
<tr>
<td>CPR Certification</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td></td>
</tr>
<tr>
<td>Additional Requirements</td>
<td></td>
</tr>
<tr>
<td>Dental Hygiene Course Transfer</td>
<td></td>
</tr>
<tr>
<td>Accident and Health Insurance</td>
<td></td>
</tr>
<tr>
<td>Grades</td>
<td></td>
</tr>
<tr>
<td>DH Professional Organizations</td>
<td></td>
</tr>
<tr>
<td>Dismissal</td>
<td></td>
</tr>
<tr>
<td>Licensure Examination</td>
<td></td>
</tr>
<tr>
<td>Personal Appearance</td>
<td></td>
</tr>
<tr>
<td>Articulation Agreement</td>
<td></td>
</tr>
<tr>
<td>Health Clearance</td>
<td></td>
</tr>
<tr>
<td>Cell Phone Policy</td>
<td></td>
</tr>
<tr>
<td>PROCEDURE TO FILE COMPLAINTS-COMMISSION ON DENTAL ACCREDITATION</td>
<td>21</td>
</tr>
<tr>
<td>LEGAL LIMITATION ON QUALIFICATION FOR LICENSURE IN PENNSYLVILLA</td>
<td>22</td>
</tr>
<tr>
<td>SOCIAL MEDIA / NETWORKING</td>
<td>22</td>
</tr>
<tr>
<td>PROFESSIONAL STANDARDS</td>
<td>23</td>
</tr>
<tr>
<td>DENTAL HYGIENE CODE OF ETHICS</td>
<td>23-28</td>
</tr>
<tr>
<td>CLINIC DRESS CODE</td>
<td>29</td>
</tr>
<tr>
<td>ACKNOWLEDGEMENT SIGNATURE PAGE</td>
<td>30</td>
</tr>
</tbody>
</table>
MISSION STATEMENT - HARCUM COLLEGE

Harcum College provides its students with an opportunity for outstanding academic, career, and life preparation. We teach, mentor, and prepare students for success in their chosen profession in an experiential environment. Harcum’s core values of excellence, civility, empowerment, integrity, community service, and respect for diversity assure that every student is valued and supported.

DENTAL HYGIENE PROGRAM MISSION STATEMENT

The Dental Hygiene Program provides a comprehensive education designed to provide the students with the knowledge and skill to perform as a competent dental hygiene practitioner. The Program seeks to create an educational environment that facilitates the development of an ethical, self-directed, problem-solving dental health care professional that is prepared to function competently within the changing health care delivery system of the future.

DENTAL HYGIENE PROGRAM GOALS/STUDENT LEARNING OUTCOMES

Through the utilization of various educational principles and by providing a variety of on-site clinical and community-based experiences, the Dental Hygiene Program endeavors to facilitate the development of an individual who as an entry-level graduate with an Associate of Science in Dental Hygiene from Harcum College will be able to:

1. Provide comprehensive dental hygiene services to a diverse population based on the current standards of care.
   - Demonstrate proficiency in the performance of dental hygiene procedures and techniques based on the current standard of care, to include:
     - Assessment
     - Planning
     - Implementation
     - Evaluation
     - Provide community oral health services in a variety of settings

2. Explain/demonstrate the importance of professional development within the changing environment of the health care profession.
   - Integrate student professional activities with their ongoing professional growth.
   - Prepare professional table clinics, attend continuing education courses and/or participate in community service projects.
   - Access professional and social networks and resources for professional growth. The student will recognize the benefit for active membership in the Professional Dental Hygiene Association, participation in community service projects, attendance at professional continuing education courses, and continued educational advancement.
3. Integrate knowledge from general education, basic science and dental hygiene courses.
   - Demonstrate the integration of information from the physical, biological and dental science courses.
   - Integrate the principals of behavior sciences and dental sciences in determining the appropriate provision of comprehensive dental hygiene care.

4. Incorporate ethical and professional judgment into the practice of dental hygiene.
   - Integrate the principals of ethics and their personal values in providing dental hygiene care.
   - Demonstrate professional ethics and appropriate conduct as stated in the American Dental Hygiene Association Code of Ethics.

5. Demonstrate effective communication skills, written, oral and interpersonal.
   - Communicate effectively in written and oral assignments.
   - Establishes effective communication with individuals and groups from diverse populations.

   - Provide dental hygiene care to promote patient health and wellness using critical thinking and problem solving.
   - Continuously perform self-assessment as a means of promoting life-long learning and professional growth.
HARCUM COLLEGE DENTAL HYGIENE PROGRAM ESSENTIAL FUNCTIONS

The essential functions, as distinguished from academic standards, refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the dental hygiene curriculum. The essential abilities required by the curriculum are in the following areas: intellectual, motor, sensory, communication, environmental and the behavioral and social aspects of the performance as a dental hygienist. These are attributes that each student must possess and the use of a third party for the fulfillment of these attributes is not adequate.

**Intellectual:** The program requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, demonstrations, independent study, clinical experiences, written material, material presented through computer imaging and projected images. The student must have the ability to complete reading assignments and to search and evaluate scientific literature. The ability to comprehend three-dimensional relationships and understand the spatial relationship of structures is important. Further, the student must be able to complete computer-based assignments and use the computer for searching, recording, storing, and retrieving information. The student must have the ability to recall, comprehend, integrate, calculate reason, analyze, and synthesize. Problem solving skills are essential.

**Motor/Sensory:** Student must have fine motor function and the manual dexterity to provide dental hygiene care to the patients. Students must be able to negotiate and function in the clinical patient care environment. Functional vision, hearing and tactile sensation must be adequate to perform a clinical examination, including, gathering of information on texture, color, palpable changes, and fine changes on tooth surfaces. The student must possess the visual ability to assess and provide services in the oral cavity and interpret radiographs.

**Communication:** Students must be able to communicate clearly and effectively in both the academic and clinical setting. The student must demonstrate the ability to write coherently, using appropriate grammar, mechanics, punctuation, spelling, and diction. Written communication in the clinical setting must be complete, legible and accurate. The student must be able to verbally communicate in a professional manner with patients, faculty and other members of the dental care team.

**Environmental:** Students must be able to work in a clinical environment that is required to follow guidelines for infection control. This may include chemical solutions and aerosols for surface disinfection. Protective gloves, masks, eyewear and clinical attire must be worn.

**Behavioral and Social:** The student must be able to work in a cooperative professional manner with individuals of differing personalities and background. Being able to participate effectively as an integral part of a team is important.
HARCUM COLLEGE DENTAL HYGIENE PROGRAM
GRADUATE COMPETENCIES

The Dental Hygiene Curriculum at Harcum College is designed to prepare students to graduate as competent, entry-level dental hygiene practitioners. This document states the abilities expected of the graduating dental hygiene student. As participating members of the health-care team, the dental hygienists play an integral role in providing dental hygiene services to a variety of patient populations including pediatric, youth, adult, geriatric, special needs, medically compromised and socially or culturally disadvantaged. The competencies required are based on the Accreditation Standards for Dental Hygiene Programs from the Commission on Dental Accreditation and the “ADEA Competencies for Entry Into the Profession of Dental Hygiene,” developed by The American Dental Education Association, Section on Dental Hygiene.

Core Competencies (C)
These competencies include ethics, values, skills, and knowledge integral to all aspects of the profession. These are the foundation competencies.

C.1 Apply the dental hygiene professional code of ethics in all endeavors

C.2 Adhere to state and federal laws, recommendations and regulations in the provision of dental hygiene care.

C.3 Use critical thinking skills and comprehensive problem-solving to identify oral health care strategies that promote patient health and wellness.

C.4 Assume responsibility for professional actions utilizing evidence based decision making to evaluate treatment modalities and care based on accepted scientific theories and research as well as the accepted standard of care.

C.5 Continuously perform self-assessment as a means of promoting life-long learning and professional growth.

C.6 Promote the values of the dental hygiene professions through service-based activities, positive community affiliations, and active involvement in local organizations.

C.7 Communicate effectively with diverse individuals and groups, serving all persons without discrimination by acknowledging and appreciating diversity.

C.8 Provide accurate, consistent and complete documentation for assessment, diagnosis, planning, implementation and evaluation of dental hygiene services.

C.9 Initiate a collaborative approach with all patients when developing individualized care plans that are specialized, comprehensive, culturally sensitive, and acceptable to all parties involved in care planning.
C.10 Apply quality assurance mechanisms to ensure continuous commitment to accepted standards of care.

C.11 Initiate consultations and collaborations with all relevant health care providers to facilitate optimal treatments.

C.12 Manage medical emergencies by using professional judgment, providing life support, and utilizing required CPR and any specialized training or knowledge.

Health Promotion and Disease Prevention (HP)
Changes within the health-care environment require the dental hygienist to have a general knowledge of wellness, health determinants, and characteristics of various patient communities. The hygienist needs to emphasize both prevention of disease and effective health-care delivery.

HP.1 Promote the value of oral and general health and wellness to the public and organizations within and outside the profession.

HP.2 Respect the goals, values, beliefs and preferences of the patient while promoting optimal oral and general health.

HP.3 Recognize patients who may have a physiologic, psychological, and/or social problems and refer for comprehensive patient evaluation.

HP.4 Evaluate factors that can be used to promote patient adherence to disease prevention and/or health maintenance strategies.

HP.5 Evaluate and utilize methods to ensure the health and safety of the patient and the dental hygienist in the delivery of dental hygiene care.

HP.6 Identify individual and population risk factors, and develop strategies that promote health-related quality of life.

Community Involvement (CM)
The Dental Hygienists must appreciate their role as health professionals at the local, state and national levels. This role requires the graduate dental hygienists to assess, plan, and implement programs and activities to benefit the general population. In this role, the dental hygienist must be prepared to influence others to facilitate access to care and services.

CM.1 Assess the oral health needs of the community to determine action plans and availability of resources to meet the health care needs.

CM.2 Provide screening, referral, and educational services that allow patients to access the resources of the health care system.

CM.3 Provide community oral health services in a variety of settings, including underserved populations
CM.4  Evaluate the outcomes of community-based programs and plan for future activities

**Patient Care (PC)**
The patient care competencies address the graduate’s abilities to provide dental hygiene care. The dental hygienist’s role in patient care is ever changing, yet central to the maintenance of health, the dental hygienists must use their skills to assess, diagnose, plan, implement and evaluate treatment.

**Assessment**
PC. 1  Systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of patients using methods consistent with medical/legal principles. Includes recognition of risk factors, relationships among medications and oral health of the overall patient and care and treatment outcomes.

**Diagnosis**
PC. 2  Use critical decision making skills to reach conclusions about the patient’s dental hygiene needs based on all available assessment data.

**Planning**
PC. 3  Collaborate with the patient, and/or health professionals, to formulate a comprehensive dental hygiene care plan that is patient centered and evidence based and includes informed consent and referrals.

**Implementation**
PC. 4  Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health. Assist in achieving oral health goals formulated in collaboration with the patient.

**Evaluation**
PC. 5  Evaluate the effectiveness of the implemented clinical, preventive, and educational services and modify as needed.

**Documentation**
PC. 6  Document complete and accurate recording of all documents relevant to patient care.

**Professional Growth and Development (PGD)**
Dental Hygienist must be aware of a variety of opportunities for professional growth and development. Some opportunities may increase clients’ access to dental hygiene; others may offer ways to influence the profession and the changing health-care environment. A dental hygienist must possess transferable skills, e.g., in communication, problem-solving, and critical thinking, to take advantage of these opportunities.

PGD.1  Identify alternative career options within health-care, industry, education and research.
PGD.2  Access professional and social networks and resources for professional growth.
RESPONSIBILITIES OF THE FACULTY

Education is a partnership between a faculty member and a student. In order for this partnership to succeed, there are responsibilities for which each is accountable. The following list designates the responsibilities of the faculty to the student:

- The faculty will develop and maintain a program curriculum that meets the standards established by the Commission on Dental Accreditation for Dental Hygiene Education.

- The faculty will provide the students with didactic instruction that includes a wide diversity of treatment philosophies, as well as the most current theories related to the clinical practice of Dental Hygiene.

- The faculty will provide the students with an opportunity to explore current theory and practice through research projects and “Hands-on" training of clinical skills.

- The faculty will assess the student's didactic knowledge and clinical skills on an ongoing basis to insure that students meet the program requirements for entry-level clinicians.

- The faculty will conduct themselves in a manner that facilitates a collegial atmosphere and presents the students with positive role models.
RESPONSIBILITIES OF THE STUDENT

In order for a partnership to succeed, both parties must make an active effort. The faculty will expect each student to accept the following responsibilities.

"It is not the responsibility of your teachers to make it convenient for you to carry on with your life like it was before you enrolled in school. It is your responsibility to modify your life so that you can successfully complete the requirements of the program."

Bill Hendricson

- The student will attend each class (lecture and lab) promptly as scheduled. In the event a student is unable to attend a regularly scheduled class, he or she will inform the instructor of the reason prior to missing any classes. The student also accepts the responsibility for obtaining class notes and assignments from classmates. Students should refer to attendance policy in each course syllabi.

- The student will complete and hand in all assignments on time as outlined in the course syllabi.

- The student will dress in a professional and appropriate manner for all classes. The student should follow guidelines stated in the course syllabi or clinic laboratory manuals for clinic attire.

- The student is responsible for abiding by all College and Dental Hygiene policies with regard to academic performances and clinical education.

- The student will follow the appropriate chain of command when voicing concerns about the program. The chain of command is outlined below:

  1. The student will discuss the concern individually with the appropriate lecture or lab instructor. If the matter is not satisfactorily resolved the student may then go to the next level of administration, "2".

  2. The student may make an appointment to discuss the concern with the Program Director. The Program Director will set-up and attend a meeting with the student and the Instructor. If the matter is not satisfactorily resolved, the student may then go to the next level of administration, "3".

  3. The student may go to the Vice President of Academic Affairs if matters cannot be resolved by the Program Director. This level of intervention may also include a group discussion with all appropriate parties.
DENTAL BUILDING POLICIES

1. No eating, drinking or unprofessional conduct in the building. The dental building is a clinical site.

2. Clinic attire must be worn in the clinic at all times.

3. Phones at the front desk are not for student use. Students may use the college phone in the dental classroom for contacting patients and use personal cell phones for personal calls. Red Emergency phones are located in the building to contact security.

4. Cell phones are not allowed in the clinic.

5. We request that small children not be brought to classes, clinics or labs in the dental building. This is due to issues of safety, consideration to the learning environment, and to maintain a professional clinical environment. Since supervision of young children is necessary to avoid any issues with safety, it is appreciated that all dental students adhere to this policy.

6. The photocopying machine in the dental building is not for student use. There are photocopying machines in the library. Students must check with Clinic Manager prior to making any copies.

7. Students must check-in with the Dental Clinic Manager and sign-in prior to use of Dental Labs. Students are responsible for cleanup of the laboratory after use and must sign out with Clinic Manager.

ACADEMIC POLICIES:
Each student is advised to refer to the Harcum College Catalog and College Student Handbook for a full description of all Academic Policies.

Emergency School Closing

In the event of inclement weather, it may be necessary to close the College. The school closing numbers are 300 (daytime) and 2300 (Evening). Harcum School closings are announced by way of the following methods:

- KYW 1060 AM - Radio station
- www.KYW1060.com – Internet
- WTXF-TV(Fox 29)
- NBC10

1 hour delay is a 10:00 start
2 hour delay is an 11:00 start

Students are required to sign up for the e2Campus emergency notification system. Students can choose to receive notifications about closings and other emergencies via text or email. To register, go to https://www.e2campus.net/my/harcum

See the Clinic Manual for additional clinic closure policies.
Course Withdrawal

A student, due to medical or personal problems, may request to withdraw from a course, with a “W” during the first eight weeks of the semester (see official college calendar). After the posted withdrawal period students withdrawing from a course will receive a “WP” withdrawal passing or “WF” withdrawal failing. Official withdrawal from the course must be approved on the appropriate college form by the Program Director, Vice President of Academic Affairs and Course Director. A student who fails to officially withdraw from a course will receive an "F" failure grade. Withdrawing from courses can affect some student’s financial aid, students should check with the financial aid office for their individual information.

Grading System

The Dental Hygiene Program does not use the standard grading system established by the College. Please Note: Students need a minimum of 75% to pass each of their Dental Hygiene Courses.

GRADE SCALE:

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<th>Percentage</th>
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<td>A</td>
<td>95-100</td>
<td>90-94</td>
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<tr>
<td>A-</td>
<td>87-89</td>
<td>83-86</td>
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<tr>
<td>B+</td>
<td>80-82</td>
<td>77-79</td>
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<tr>
<td>B</td>
<td>75-76</td>
<td>70-74</td>
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<tr>
<td>C+</td>
<td>70-69</td>
<td>67-69</td>
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<tr>
<td>C</td>
<td>63-66</td>
<td>60-62</td>
</tr>
<tr>
<td>D+</td>
<td>BELOW 60</td>
<td>F</td>
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Failure in the laboratory component requirements of a Dental Hygiene Course will result in failure of the entire course. Both laboratory and didactic portions of the courses must be successfully completed.

Academic Warnings

An academic warning may be issued electronically for students who are in danger of receiving a grade of less than “C”. Academic warnings may be distributed in the first few weeks of a course indicating excessive absences or academic performance below the “C” level. A student who receives an academic warning should make an appointment to discuss his/her academic performance with the course instructor. An academic warning does not indicate the student will fail the course, but is meant to be a warning that the student's academic performance is not meeting the minimum program standards. A student can fail a course without receiving an academic warning if their performance does not meet the standards stated in the course syllabus. It is the student’s responsibility to track their academic progress.
Incomplete Grades

On occasion, due to prolonged illness or other personal problems, a student may be unable to complete the course requirements. At this point, the student may request an "incomplete" grade for the course. The decision to grant an incomplete is determined by the course instructor.

In the event that an "incomplete" is granted, the student will need to make arrangements with the course instructor for completion of the course requirements. The final course grade may be lowered due to the extra time given to complete the course work. Students are allowed 6 weeks to complete the course requirements. After 6 weeks an "I" becomes a failure.

Grade Appeal Policy

The student can appeal grading by a faculty member up to within two weeks of the semester following the assignment of the grade. The student must document in writing the reasons he/she considers the grade to be unfair and present the documentation to the faculty member who will respond within ten business days. The student must present supporting evidence such as, tests and papers. If the faculty member denies the appeal, the student may appeal to the Program Director in writing within ten days. If this appeal is denied, the student then may appeal to the Vice President for Academic Affairs in writing who will respond within ten business days. If still denied, the student may appeal to the President who will respond within ten business days.

TUTORING
Academic Enrichment Center

Tutoring for registered Harcum students is available on an individual and small group basis for most courses through the Academic Enrichment Center. Students are responsible for tracking their own academic progress and can contact the Academic Enrichment Center at any time to use the available academic resources. Students’ progress can be tracked through evaluation tools such as quizzes, assignments and exams. The Dental Hygiene Program Director is available to assist with any concerns regarding tutoring. It is the student’s responsibility to request tutoring.

ACADEMIC CONDUCT AND VIOLATIONS:

The College Policy on academic conduct and violations is stated in the Harcum College Student Handbook. The Dental Hygiene program strictly enforces the college policies.

In addition to the College’s Student Code of Conduct, the following behaviors may result in disciplinary actions by the Dental Hygiene Program Director and/or faculty. Even a single incident of one of the following acts may result in dismissal. This may mean permanent separation from the Dental Hygiene Program and/or the College. These issues of professionally related conduct may include but are not limited to:

- A breach of confidentiality
- A breach of policy and/or procedure of any clinical site
- A behavior that jeopardizes a patient, student or Harcum College personnel
- Cheating, forging any signatures or misrepresenting any clinical work
- Any other unacceptable behaviors, based on the Dental Hygiene faculty judgment

Personal integrity is a goal Harcum fosters. Students should be guided by the fundamental ideals of honor and integrity in the personal conduct of their lives. The Harcum degree represents not only the fulfillment of academic requirements but also the development of character and personal conduct.

Members of an academic community have an unequivocal responsibility to present as their own work only, that which is truly theirs. Dishonest means of obtaining information in examinations or by duplicating the works of other students is a most serious offense and one, which strikes at the foundation of academic integrity. The responsibility of the faculty in this area is four-fold:
- To explain the importance of academic integrity
- To explain the consequences of academic dishonesty to those they teach.
- To minimize temptation by careful supervision of all assignments/tests.
- To report all academic violations to the Vice President for Academic Affairs, so that cumulative incidents may be recorded.

If an academic violation is reported or the question of plagiarism arises, it shall be handled first by the instructor with the individual student.

The penalties for violations are as follows and cumulative:
- **First offense** - failure in the test or assignment
- **Second offense** - failure in the course of instruction
- **Third offense** - expulsion from the College

**Appeals**
Appeal of any penalty may be made to the Vice President of Academic Affairs (VPAA) who will hear the student's plea in the presence of the instructor who reported the incident. The VPAA will determine the guilt or innocence of the student. The VPAA will keep records of all cases of academic violations and will carry out penalties as described above.

The cumulative effect of violations is for the entire enrollment period to graduation and not merely for a semester or school year.

**Examination Procedures**
Students are expected to follow explicitly all directions provided by the faculty or proctor regarding conduct during all examinations. Students should review individual course syllabi for examination policies. Students must take examinations at the scheduled time. Not taking an examination will result in a failure of the examination.

**Writing Policy**
Students should use great care when preparing all written work and must acknowledge the source of all ideas, language, diagrams, charts, etc. which are not their own work. A student who intentionally appropriates the work of another person and presents it without providing the source is guilty of plagiarism. When in doubt, students should consult with their instructors. The following must be observed:
Written assignments are to be prepared according to the specifications provided by the instructor and should demonstrate the following conventions of academic writing: a focused thesis or central idea; development that supports and is unified around the thesis; coherence between paragraphs and ideas; and appropriate grammar, mechanics, punctuation, spelling, and diction. Research assignments are expected to conform to MLA, APA or NLM guidelines for utilization and documentation of sources, with emphasis on bibliographic entries and in-text references.

**Professionalism**

Enrolling in a professional program should reflect a serious commitment to professional behavior. Respect must be demonstrated toward fellow classmates, guest speakers and the instructors. Failure to comply with appropriate professional behavior will result in being asked to leave the class. This occurrence will be considered an unexcused absence. See attendance policy. Unprofessional or unethical behavior can result in dismissal from the Dental Hygiene Program.

**Cheating and Plagiarism**

Integrity is a very important part of the Harcum College ideals. All academic work submitted to fulfill course requirements is expected to be the result of each student’s own thoughts, research and self-expression. Plagiarism (using all or part of a previously published or unpublished work that is not the student's own work without crediting the source) or any form of cheating (e.g. looking at someone else’s paper, using crib sheets during an exam, falsifying information, talking and/or exchanging examination questions, permitting a test paper to be viewed by others) will result in a zero for the assignment and may subject the student to possible dismissal from the program.

**Academic Accommodations**

If you have a documented disability for which you are or may be requesting reasonable academic adjustments, you are encouraged to contact Dr. Richard Cooper in Room B6 on the ground floor of the Academic Center. Dr. Cooper’s phone number is 610-526-6036.

**Harcum’s Student Code of Conduct/Classroom Disruption**

Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering a classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting to physical threats or personal insults. Students are responsible to comply with an instructor’s individual requests regarding appropriate classroom behavior as listed in the class syllabus.
HARCUM POLICY ON SUSTANCE ABUSE:

Refer to Harcum College Student Handbook for comprehensive policy for Alcohol Policy Violations and Drug Policy Violations.

Regardless of age, Dental Hygiene students are not permitted to use alcohol or drugs at any time during any college or clinical activity. This includes lunch hours between clinic or laboratory sessions. Positive drug testing will result in dismissal from the Dental Hygiene program.

DENTAL HYGIENE PROGRAM POLICIES:

Listed below are the specific policies for the Dental Hygiene Program at Harcum College. If you have any questions, please contact the Director of the Dental Hygiene Program. Students are advised that policies may be revised and an updated policy statement will be provided in an expedient manner.

Admissions

All students whether current Harcum students or transfer students, must meet the current admissions criteria for the Dental Hygiene program. Students currently attending Harcum College who wish to enter the Dental Hygiene program must submit appropriate materials to the Office of Admissions for consideration. Admissions criteria and curriculum are available at www.harcum.edu

Child Abuse Clearance and Criminal Record Check

Prior to beginning the dental hygiene program students must completed the required medical and background check clearance. The clearances are done through an online system from Castle Branch. Information is available on the Harcum Web site at www.harcum.edu. All required information should be completed by July 15th. Students must report to the Dental Hygiene Program Director immediately if for any reason the clearance status would change during the time the student is enrolled in the program.

Copies of Child Abuse Clearance and Criminal Record Check must be kept in students’ clinic notebook and available to rotation coordinators at all times.

A positive criminal check may and a positive child abuse clearance will prevent students from entering the clinical portion of the dental hygiene program and therefore dismissal from the program.
Attendance

Regular and punctual attendance of classes is mandatory. In order to provide for the event of illness or other extenuating circumstances, students are allowed to miss one hour of class per course credit, e.g. one hour in a one-credit course, three hours in a three-credit course. If a two-credit course meets once a week, two absences are allowed. The course instructor must be notified of absence before class, or as soon as possible thereafter in the event of an emergency situation. Significant lateness (more than 10 minutes) or leaving the class before it is over counts as one-hour absence.

Enrolling in a professional program should reflect a serious commitment to professional behaviors; therefore, any further absences will result in a final grade reduction of one full letter grade per hour absent. Exceptions may be made in emergency situations only, at the discretion of the instructor. The student is responsible for making up missed work, obtaining handouts, class notes, and other information.

Dental Hygiene Course Transfer

All program specific courses for the Dental Hygiene Program must be taken at Harcum College. No Dental Hygiene courses may be transferred into the program. There are three Dental Courses, which can be challenged, Dental Materials, Dental Anatomy and Dental Radiology.

Grades

Students are required to achieve a "C" or higher in all science and dental hygiene courses and maintain a grade point average of 2.0 or higher throughout the program. A failing grade (C- or lower) or a grade of W/F in 2 dental hygiene or science courses on the first attempt will result in dismissal from the program. Reentry into clinical courses is on a space available basis.

Dismissal

A student, who fails or receives “W/F” in any two Dental Hygiene, Dental Education, or Program Specific Science courses, defined as two different courses or failing the same course twice, will be dismissed from the Dental Hygiene Program.

A student who maintains a G.P.A. less than 2.0 will be dismissed from the Dental Hygiene Program.

Re-entry into clinical courses is on a space available basis and subject to approval of Program Director.
Personal Appearance Policy

The student must dress in a professional and appropriate manner for all classes. The student must follow the guidelines for laboratory and clinic attire stated in the course syllabi, clinic or laboratory manuals. Standards for attire are based on the standards required to maintain appropriate safety and infection control in the dental setting. Personal hygiene is an important link in the prevention and spread of disease.

Health Clearance

Prior to beginning the dental hygiene program students must complete the required medical and background check clearance. The clearances are done through an online system from Castle Branch. Information is available on the College Web Site, www.harcum.edu.

All students must meet all of the required medical clearance criteria which includes, but is not limited to:
1. Physical examination
2. A new PPD test and flu shot must be done yearly and additional drug testing will be done prior to pediatric rotation.
3. Hepatitis B vaccination (Series must be completed in first semester).
4. Fulfill all of the requirements of the College for Health Clearance including the Medical History, Physician Health Report, immunizations and titters.

Students must keep copies of all required medical information and clearance to submit to clinical rotations.

CPR Certification

Proof of completion of an approved Health Care Provider CPR course, such as American Red Cross or American Heart Association:
- All students must show proof of completion of an approved Health Professional CPR (Cardio- Pulmonary Resuscitation) course including adult, adolescent and child and AED prior to beginning the program.
- It is the students’ responsibility to renew and maintain certification throughout their clinical education. Failure to do so will result in suspension from the clinical education assignments.

Additional Requirements

Students are responsible for purchase of all required books, instruments, and uniforms. All travel to and parking at clinical sites is the responsibility of the student. If used textbooks are purchase, students should check on which edition is used by the online bookstore-Course Instructor. Complete instrument kits must be purchased from the bookstore. Uniforms must be purchased from the designated distributor. Dress code is defined in the clinic manual. Additional fees will be incurred in the clinical educational experience include clinical supplies.
The college does have a patient population which is assigned to students. It is ultimately the students’ responsibility to appoint patients to complete necessary requirements.

**Accident and Health Insurance**

All students are required to have Accident and Health Insurance. If a student is not covered under another plan (parent, individual, etc.) must purchase a policy prior to starting the program.

Students participating in clinical education experiences, athletics and other activities do so at their own risk. The College provides reasonable supervision but will not be responsible for injuries, hospital charges or other expenses incurred by reason of such injuries.

The college is not responsible for any medical costs incurred by the student as a result of injuries during sports, intramural, classroom or laboratory activities, clinical educational activities, student activities, or in the residence halls.

**Dental Hygiene Professional Organizations**

**American Dental Hygienists Association Student Chapter**

A goal of the Dental Hygiene Program is to create an environment that fosters professional development and lifelong learning. All students are required to become members of the student dental hygiene professional organization, the Student chapter of the American Dental Hygienists Association (SADHA). Yearly dues will be collected every fall. SADHA will sponsor many activities throughout the two-year program.

**Sigma Phi Alpha – Chi Xi Chapter**

Sigma Phi Alpha is the national honor society of the dental hygiene profession. Membership in Sigma Phi Alpha is comprised of elected dental hygiene educators and graduates from accredited dental hygiene programs with high scholastic achievement. The purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, leadership, and service among dental hygiene students and graduates of dental hygiene programs. Harcum Chapter, Chi Xi, inducts two to three students per year. The chapter offers a Harcum Student Scholarship.

**Licensure Examination**

Harcum College is not responsible for any portion of the licensure testing. Students are advised that it is their own responsibility to prepare for the examinations. Passing licensure examinations are not mandatory for graduation from the Dental Hygiene Program.

The State of Pennsylvania requires that all graduates of Dental Hygiene programs apply and receive licensure prior to practicing as a dental hygienist. The requirements include successful completion of all licensure examinations. Graduates who expect to practice in other states are advised to contact the appropriate state licensing boards for complete information regarding registration/licensure.

For licensure all students must successfully pass the Dental Hygiene National Board Examination.
given by the American Dental Association, Commission on Dental Licensure Examinations. Information on the examination can be found at www.ada.org. The Harcum College Dental Hygiene Program Director will verify student eligibility to take the National Board examination on or after March 1st. Pennsylvania also requires applicants to the ADEX Dental Hygiene Examination, a clinical and computer-based examination given by the Commission on Dental Assessment, www.cdca.org, Harcum College is a site for the clinical examination.

Articulation Agreements

The Dental Hygiene Program prepares the dental hygiene graduates for a variety of career opportunities including private dental practice settings and alternate settings for students wishing to continue their education. The Dental Hygiene Program has developed Articulation Agreements with institutions offering Dental Hygiene Bachelor Completing Programs.

Cell Phone Policy

No cell phones are allowed in clinics or laboratories. Cell Phones should be turned off during lectures and classroom activities.

Class syllabus should be reviewed for cell phone policy. There should be no texting during class time. Your attention should be given to the speaker.

PROCEDURE TO FILE COMPLAINTS WITH THE COMMISSION ON DENTAL ACCREDITATION:

The Harcum College Dental Hygiene Program maintains a full accreditation status from the Commission of Dental Accreditation of the American Dental Association. The Accreditation Standards for Dental Hygiene Education document is available to faculty and students in the Harcum College Library reserved section and upon request from the Dental Hygiene Program Director.

The Commission on Dental Accreditation will review complaints that relate to a 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 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.

The Dental Hygiene Program Director is available to discuss any concerns regarding the Harcum College accreditation compliance.
LEGAL LIMITATION ON QUALIFICATION FOR LICENSURE IN PENNSYLVANIA:

The complete Dental Law # 216 is available online at the Pennsylvania State Board of Dentistry or from the Dental Hygiene Program Director.

If any student questions their eligibility for licensure in Pennsylvania, they should check directly with the Pennsylvania State Board of Dentistry. If any student questions their eligibility for licensure in other states they should contact the state dental boards in those individual states.

The Dental Law #216 of the State Board of Dentistry, Commonwealth of Pennsylvania in Section 4.1 Reason for Refusal, Revocation or Suspension of License or Certificate, states:
(a) The board shall have authority, by majority action, to refuse, revoke or suspend the license of any dentist or dental hygienist or certificate of an expanded function dental assistant for any or all of the following reasons:

For entire list review the Dental Law # 216.

(4) Having been found guilty of a crime or misdemeanor involving moral turpitude or having been found guilty of a felony in violation of the laws of this Commonwealth or any other state, territory or country. For purposes of this clause (4), the phrase "having been found guilty" shall include a finding or verdict of guilt, an admission of guilt or a plea of nolo contendere.

Additionally, Section 3 (c) prohibits the Board from issuing licenses to persons convicted of certain drug-related offenses.

SOCIAL MEDIA / NETWORKING:

The use of social networking by students and health care professionals should be done with careful consideration. In order to avoid any potential biases, students are STRONGLY discouraged from initiating or accepting friend requests from anyone associated with the clinical experience. This includes but is not limited to clinical instructors, professional staff, patients, and/or family members of patients or staff. This allows students to be evaluated solely on clinical performance and not on personal information from social networking sites.

As both a professional ethic and legal requirement, students are expected to maintain patient confidentiality. Due to the public nature of social networking sites, privacy and professionalism may potentially be compromised. Students may not post anything that compromises patient confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, pictures of any part of the patient’s body, and any information that may identify the patient. No photographs should be taken or posted of any patients, staff or the facility. Students should refrain from posting any comments about their clinical experience, site, clinical instructor, patients, or any other staff member on their personal social networking profile. Failure to comply with the policy stated above may result in the student being removed from the program immediately.
PROFESSIONAL STANDARDS:

All students in the Dental Hygiene Program are expected to read and abide by the Professional Standards established by the American Dental Hygienists Association.

CODE OF ETHICS FOR DENTAL HYGIENISTS:

1. 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.

2. 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.

3. 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.

4. 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 healthcare and we function interdependently with other healthcare providers.
- All people should have access to healthcare, including oral healthcare.
- We are individually responsible for our actions and the quality of care we provide.

5. **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 perspective 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.

6. **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.

Nonmaleficence
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.

7. Standards of Professional 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 life-long 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 of preventive oral care.
- Inform other healthcare 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 any healthcare 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 specifications 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.

From the American Dental Hygienists’ Association: Code of Ethics for dental hygienists, Chicago, 2012
**CLINIC DRESS CODE**

1. Disposable gown purchased from designated supplier *
2. V neck scrub top and pants purchased from designated supplier.
3. White uniform shoes or all white washable leather sneakers with white high socks or black uniform shoes or all black washable leather sneakers with black socks. Open-back shoes not advised.
4. White cotton or nylon knee socks or white pantyhose. Ankles/legs may **not** be exposed.

**PERSONAL APPEARANCE**

1. Scrubs should be kept clean and neat at all times.
2. Hair is to be pinned back, away from the face and off the collar, while in clinic facility.
3. Fingernails are to be kept short and well-manicured. Clear polish only.
   - **No acrylics, gels or tips.**
4. Shoes should be kept clean at all times. Shoelaces must be clean and replaced or washed when soiled.
5. Goggles or face shields are to be worn for protection of the eyes. Goggles should be washed regularly throughout the day.
6. Small plain stud earrings (**one earring per ear**) are the only jewelry permitted. (Only gold, silver or pearl ball, **no stones permitted**) No rings, necklaces or bracelets. Watches must be kept under clinic gowns.
7. No facial piercings, no oral piercings.
8. Visible tattoos must be covered.
9. No sweaters will be permitted; however, solid **white** cotton long sleeve jersey cotton shirts may be worn under the uniform scrub top in winter. (No thermal tops or turtle neck tops or tank tops).
10. No perfume or scented body lotion permitted.
11. Maintain personal hygiene (including any strong odors that patients may be sensitive to)
12. Smoking and gum chewing are not permitted during clinical hours.

*THE ABOVE STANDARDS ARE REQUIRED IN ORDER TO MAINTAIN APPROPRIATE INFECTION CONTROL IN THE DENTAL SETTING. Personal hygiene is an important link in the prevention and spread of disease and provides for the safety of student operators, patients, faculty and staff.*

*If purchasing new scrubs in addition to the one purchased from the designated supplier, they must be identical in color and basic style*

Revised 7/2014
I, ____________________________, read the Student Handbook and
understand its contents

______________________________
Student Dental Hygienist Signature

______________________________
Date