Dental Hygiene Program
Academic Policies
10-31-12

Attendance

- Attendance is mandatory in all major subjects except for excused absences and illness.

- Permission for excused absences should be obtained before the date of absence if at all possible.

- Notify your instructor in case of illness.

- Unexcused absences may result in your withdrawal from that class and/or program. Check with the policy of the individual instructor.

- Students can be withdrawn from a class by their instructor for excessive absences. Check the individual instructor’s requirements for each class.

- Arrangements must be made promptly with the instructor to make up for excused and unexcused absences in labs, clinics and classes.

Examinations, Tests, Quizzes

- Students are expected to take examinations, tests and quizzes at the times they are scheduled unless previously excused or the student is ill.

- Make-up examinations, tests, and quizzes will be given according to the policy of the individual instructor. If there are make-up examinations, tests, and quizzes, they will be given at a time selected by the involved instructor.

CPR Certification Requirement

- All students will be required to have CPR Certification before being able to start any of the Dental Hygiene 500 level core courses. Students will need the Professional Level CPR (Level C) which is two-person CPR, infant through adult.
**Student Health Status**

- In meeting the objectives for the classroom and clinical and laboratory courses, the Dental Hygiene Program students will come in contact with patients/clients.

- All students are expected to follow recommendations intended for preventing transmission of hepatitis, AIDS, and other infectious diseases caused by fluid-borne microorganisms.

- It is required that all entering and continuing dental hygiene students receive the Hepatitis B vaccine. This position is consistent with the recommendations of the Center for Disease control of the U.S. Department of Health and Human Services.

- All students must meet mandatory requirements for health testing and immunizations as specified on the Madison College Personal History Form for all students in the School of Health Education. Documentation of the completed health history form must be submitted to the School of Health Education office located at the Truax Campus, Room 300, before students start their clinical experience.

- When changes in health status occur (pregnancy, surgeries, infections, injuries, etc.), there must be written verification that the student may engage in the rigors of clinical dental hygiene and not endanger the safety of themselves and/or others.

**Student Discipline and Dismissal Policy**

- Any student who displays dishonesty by cheating, plagiarism, or falsifying quizzes, exams, radiographic interpretation, individual projects, group projects, or any clinical evaluations, procedures or records may be subject to dismissal from the Dental Hygiene Program.

- Further information on discipline, dismissal and academic integrity policies can be found on the MATC website at [http://madisoncollege.edu/academic-probation-dismissal-suspension](http://madisoncollege.edu/academic-probation-dismissal-suspension) and [http://madisoncollege.edu/academic-integrity](http://madisoncollege.edu/academic-integrity)

**Code of Conduct**

- All students will be expected to maintain professional standards and behavior during enrollment in the Dental Hygiene Program.

- Further information on Code of Conduct can be found on the MATC website at [http://madisoncollege.edu/code-conduct](http://madisoncollege.edu/code-conduct)


**National Board Examination and Central Regional Dental Testing Service (CRDTS) Examination**

- Recommendation by program director is necessary for students to take the National Board Examination. No student will be recommended for this examination until they have successfully completed the first three semesters of the Dental Hygiene Program.

- Recommendation by the faculty is also necessary for the student to take the CRDTS Examination. There must be reasonable assurance that the student is meeting all requirements of the second year, second semester clinic before this recommendation will be given.

**Grade Policy**

- All students are required to maintain a cumulative grade point average of 2.0 (C) or higher in order to be eligible for graduation from the program. Within this requirement, all dental hygiene students must earn a grade of “C” or better in all major courses for the Dental Hygiene program.

- The grading scale used in all program courses follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-96%</td>
</tr>
<tr>
<td>AB</td>
<td>95-91%</td>
</tr>
<tr>
<td>B</td>
<td>90-86%</td>
</tr>
<tr>
<td>BC</td>
<td>85-81%</td>
</tr>
<tr>
<td>C</td>
<td>80-76%</td>
</tr>
<tr>
<td>D</td>
<td>75-71%</td>
</tr>
<tr>
<td>F</td>
<td>70-0%</td>
</tr>
</tbody>
</table>
**Progression Policy**

Major subjects for the Dental Hygienist Program are listed below:

- 508-109 Cariology
- 508-101 Dental Health Safety
- 508-107 Dental Hygiene Ethics and Professionalism
- 508-103 Dental Hygiene Process 1
- 508-106 Dental Hygiene Process 2
- 508-112 Dental Hygiene Process 3
- 508-117 Dental Hygiene Process 4
- 508-113 Dental Materials
- 508-116 Dental Pain Management
- 508-114 Dental Pharmacology
- 508-103 Dental Radiography
- 508-111 General and Oral Pathology
- 508-110 Nutrition and Dental Health
- 508-102 Oral Anatomy, Embryology, Histology
- 508-108 Periodontology
- 508-115 Community Dental Health

- Students must achieve at least a letter grade of “C” (2.0) in each of the major subjects listed to continue in the program.

- Students must achieve an overall average of at least a “C” (2.0) in their other subjects.

- If a student earns a “D” or an “F” in a major course as listed, this course must be repeated and the student must earn a minimum grade of “C” before the student will be allowed to take the course for which it is a prerequisite. This means the student may have to interrupt the normal sequence of courses until this deficiency is corrected.

- If a student earns a “D” or “F” in Dental Pharmacology, General & Oral Pathology, Community Dental Health, Dental Pain Management, or Ethics and Professionalism, the student will be allowed to continue in the program, however, the student will be required to retake the course the next semester that it is offered with an additional semester of a clinical refresher course to be taken concurrently.

- After repeating any Dental Hygiene course listed, if a student does not earn a grade of “C” or better in that same course when it is retaken, the student will be withdrawn from the program.
Continuing Courses

Knowledge gained in certain courses in the major field is a prerequisite for subsequent courses in the major field. In such cases satisfactory completion (grade of “C” or better) of the primary course is necessary before the student may take the subsequent courses. Courses and their prerequisites are listed below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite Course</th>
</tr>
</thead>
</table>
| 508-105  Dental Hygiene Process 1 | 806-177 General Anatomy & Physiology  
|                     | 806-201 Chemistry                           806-197 Microbiology  |
| 508-106  Dental Hygiene Process 2 | 508-101 Dental Health Safety  
|                     | 508-102 Oral Anatomy, Embryology and Histology  
|                     | 508-103 Dental Radiography                  508-105 Dental Hygiene Process 1 |
| 508-112  Dental Hygiene Process 3 | 508-106 Dental Hygiene Process 2  
|                     | 508-108 Periodontology                       508-109 Cariology  
|                     | 508-110 Nutrition and Dental Health          508-113 Dental Materials  |
| 508-117  Clinical Dental Hygiene 4 | 508-111 General and Oral Pathology   
|                     | 508-112 Dental Hygiene Process 3            508-114 Dental Pharmacology  
|                     | 508-115 Community Dental Health              508-116 Dental Pain Management  |
| 508-101  Dental Health Safety  | Same as 508-105  |
| 508-102  Oral Anat., Emb. & Hist. | Same as 508-105  |
| 508-103  Dental Radiography | Same as 508-105  |
| 508-107  Dental Hygiene Ethics | Same as 508-117  |
| 508-108  Periodontology | Same as 508-106  |
| 508-109  Cariology | Same as 508-106  |
| 508-110  Nutrition and Dental Health | Same as 508-106  |
| 508-111  General and Oral Pathology | Same as 508-112  |
| 508-113  Dental Materials | Same as 508-106  |
| 508-115  Community Dental Health | Same as 508-112  |
| 508-114  Dental Pharmacology | Same as 508-112  |
| 508-116  Dental Pain Management | Same as 508-112  |
**Pre-requisite Courses**

Before being accepted from the wait-list, students must have completed and earned a “C” in the following courses:

**Pre-Dental Hygienist courses:**
The following courses **must be completed** prior to acceptance into dental courses:

- 20-806-206 General Anatomy and Physiology* OR .......... 4 ............... 5-4
- 20-806-207/208 Anatomy & Physiology 1 & 2* ................. (8) .......... (6-4)
- 20-806-201 General, Organic and Biological Chemistry* .......... 5 .......... 4-2
- 20-806-273 Microbiology* OR ........................................ 4 ............... 3-3
- 20-806-274 General Microbiology * .................................. (5) .......... (3-4)

**Semester Total** 13

**Advanced Standing**

Students may receive advanced standing toward the Dental Hygiene curriculum for previously completed Arts and Sciences courses. Credit for courses completed at an accredited institution may be granted in accordance with Madison College policies. It is the responsibility of the student to provide the Dental Hygiene program with official transcripts to verify the courses previously taken.

**Use of Recorders**

Dental Hygiene instructors and guest speakers need to be aware of recorder use and may refuse to grant requests on occasion. There are instances when taping is inappropriate, for example, when tests are reviewed or when anecdotes are shared. Therefore, students who wish to use audio-tapes during class must obtain the instructor’s permission before each class session.

**Cell Phones/Pagers**

Cell phones and personal pagers must be silenced during classroom, laboratory and clinical sessions.

**Alcohol and Other Drug Abuse**

Students need to refer to the sections on Alcohol and Drugs and Student Code of Conduct in the Madison College Catalog and Student Handbook.
Dental Hygiene Program Policies  
Sign Off Form  
Policies effective for Fall 2013  rev: 10-31-2012

I have received a copy of and read the Dental Hygiene Program Policies. I understand that additional policies and procedures are contained in the Madison College Catalog and Student Handbook (online), Dental Hygiene Clinic Manual and individual course syllabi.

__________________________________________
Signature

__________________________________________
Printed Student Name

__________________________________________
Date