

School of Health Sciences Program Handbook



Beginning Your Journey

Welcome to the School of Health Sciences at West Georgia Technical College. We are honored that you have chosen to pursue your educational and professional goals with us. By entering one of our health sciences programs, you are preparing to join a profession founded on knowledge, compassion, integrity, accountability, and service to others.

A career in healthcare is both challenging and deeply rewarding. The programs within the School of Health Sciences are designed to prepare students to meet the academic, clinical, ethical, and professional standards required in today's healthcare environment. Throughout your journey, you will develop not only technical competence, but also critical thinking skills, professionalism, effective communication, teamwork, and a commitment to lifelong learning.

As a Health Sciences student, you are expected to conduct yourself in a manner that reflects the values and standards of your chosen profession. Professionalism, respect, integrity, punctuality, dependability, preparedness, accountability, and ethical behavior are essential to student success and progression. While faculty and staff are committed to supporting and guiding you throughout your educational experience, each student is ultimately responsible for maintaining academic excellence, demonstrating professional conduct, communicating effectively, and fulfilling all program requirements.

Success in health sciences education requires dedication, discipline, resilience, and personal responsibility. We encourage you to take advantage of the many resources available to support your success, communicate openly with faculty, seek assistance when needed, and remain fully engaged in your learning experiences. Every classroom, laboratory, simulation, and clinical experience provides an opportunity to strengthen the knowledge, skills, and professional behaviors necessary to deliver safe, competent, and compassionate care.

At West Georgia Technical College, we take great pride in preparing future healthcare professionals who will make a meaningful difference in the lives of patients, families, and communities. We believe that every student has the potential to succeed when they commit themselves to excellence, embrace lifelong learning, and uphold the standards and values of the profession they represent.

On behalf of the faculty and staff of the School of Health Sciences, welcome to West Georgia Technical College. We are excited to be part of your educational journey and wish you every success as you begin this important step toward a rewarding career in healthcare.

Best wishes for a successful and fulfilling experience,

Dr. Phyllis Ingham

Dr. Phyllis Ingham, EdD, MEd, MLS(ASCP)cm, AHI(AMT)

Dean, School of Health Sciences

West Georgia Technical College



Dental Assisting Program



Welcome to the Dental Assisting Program

Dear Students,

Welcome to the Dental Assisting (DENA) Program at West Georgia Technical College! I am delighted that you have chosen to pursue your educational and career goals with us, and I look forward to accompanying you on this exciting journey.

The decision to enter a healthcare profession reflects a commitment to serving others and making a meaningful difference in the lives of individuals and communities. Throughout your time in the program, you will be challenged to grow academically, professionally, and personally as you develop the knowledge, skills, and behaviors essential for success in your chosen field. Our faculty and staff are dedicated to providing a supportive and engaging learning environment that promotes academic excellence, professionalism, ethical practice, and lifelong learning. We are committed to helping you achieve your goals and preparing you to become a competent and compassionate healthcare professional.

This handbook has been developed to serve as a guide throughout your program of study. It contains important information regarding program requirements, policies, expectations, and available resources. I encourage you to review this information carefully and refer to it often during your educational experience.

As you begin this journey, I encourage you to remain focused, embrace new opportunities, and strive for excellence in all that you do. There will be challenges along the way, but with dedication, perseverance, and the support of your faculty and classmates, you can achieve your goals.

On behalf of the faculty and staff, I extend a sincere welcome to the Dental Assisting (DENA) Program. We are honored to be part of your educational journey and look forward to celebrating your accomplishments and future success.

Best wishes for a rewarding and successful experience at West Georgia Technical College.

Kimberly Nolan

*Program Director, Dental Assisting
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Program Overview

The purpose of the Dental Assisting program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of dental assisting. The Dental Assisting program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage. The Dental Assisting program is intended to produce graduates who are prepared for employment as dental assistants. Program graduates are to be competent in the general areas of communications, mathematics, and interpersonal relationships. Program graduates are to be competent in the technical areas of preventive dentistry; four handed dentistry; chairside assisting with emphasis in diagnostics, operative, fixed prosthodontics, pediatric dentistry, orthodontic procedures, endodontic procedures, surgical specialties, and Expanded Duties; dental practice management; and dental radiology.

The mission of the Dental Assisting Certificate program is to provide instruction in dental theory, infection control, and clinical experiences for Coweta and Douglas County high school students and adult students. Graduates of the Dental Assisting program are prepared for employment as dental assistants in general and specialty dental offices and are eligible to sit for DANB's (Dental Assisting National Board) NELDA (National Entry Level Dental Assistant) exam. Graduates can also obtain their Expanded Duties Certificate once meeting the requirements.

The goals of the Dental Assisting Program are to provide three separate technical certificates in Basic Dental Assisting, Advanced Dental Assisting, and Coronal Polishing that include instruction in dental theory, infection control, and clinical experiences to prepare the team members to meet the needs of the dental community within two to three semesters.

West Georgia Technical College and School of Health Sciences Mission, Vision, Values, and Goals

Our Mission at West Georgia Technical College

West Georgia Technical College, a unit of the Technical College System of Georgia, proudly serves the communities of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether, and Troup counties. Through the delivery of relevant, high-quality education and training, the College supports student success, workforce development, economic growth, and community advancement.

West Georgia Technical College provides multiple pathways for lifelong learning and career preparation, including high school equivalency programs, associate degrees, diplomas, technical certificates of credit, and corporate and continuing education opportunities. Through these programs, the College is committed to developing a skilled workforce and empowering individuals to achieve their educational and professional goals.

Our Vision at West Georgia Technical College

West Georgia Technical College aspires to be a recognized leader in technical education, serving as a model of innovation and excellence. We are committed to being a valued economic and community partner while providing responsive, high-quality pathways that prepare students for rewarding careers and lifelong success.

Our Core Values at West Georgia Technical College

At West Georgia Technical College, our commitment to excellence is guided by four core values: **Integrity, Professionalism, Student Success, and Academic Excellence**. These values serve as the foundation for all interactions, decisions, and educational experiences within the college community. We are dedicated to fostering an environment characterized by honesty, ethical behavior, respect, accountability, and commitment to high standards. Through professionalism and academic excellence, we strive to empower students to achieve their educational and career goals while preparing them to become competent, compassionate, and responsible members of the workforce and the communities they serve.

School of Health Sciences Mission

The Health Sciences Division at West Georgia Technical College is committed to providing cutting-edge education and training that prepares students to excel in healthcare careers. Through partnership with local healthcare providers, we deliver hands-on experience, promote lifelong learning, and support student success, while contributing to the overall well-being and economic development of our communities.

School of Health Sciences Goals

To be a leader in health sciences education, fostering innovation, excellence, and collaboration to develop a highly skilled workforce that improves healthcare outcomes in our communities. We will empower students to pursue rewarding careers while serving as a vital partner in advancing economic growth and public health across the region.

School of Health Sciences Program Learning Outcomes

Each Health Sciences program has established Program Learning Outcomes (PLOs) that define the knowledge, skills, behaviors, and professional competencies students are expected to achieve upon completion of the program. These outcomes are aligned with TCSG and West Georgia Technical College for institutional goals, accreditation standards, and workforce expectations and serve as the foundation for curriculum development, assessment, and continuous quality improvement. Students are expected to demonstrate achievement of the Program Learning Outcomes as part of the requirements for successful program completion.

Dental Assisting Program Learning Outcomes:

- Prepare dental operatory for dental procedures.
- Maintain infection and hazard control procedures in accordance with published professional guidelines.
- Prepare the patient for dental procedures, review vital signs, review medical history and answer questions.
- Assist with general dental procedures.

- Maintain OSHA standards for infection control.
- Prepare the patient for dental procedures, review the medical history, take vital signs and answer questions.
- Assist with general or specialty dental procedures.
- Assist with preventive dental techniques.

West Georgia Technical College Admission Requirements

West Georgia Technical College maintains an open admissions policy and welcomes applicants who are seeking technical certificates, diplomas, and associate degrees. Applicants are generally required to complete an online application, submit official transcripts, and provide documentation verifying lawful presence and residency for tuition purposes. Placement requirements may be satisfied through prior college coursework, standardized test scores, or qualifying high school GPA.

For detailed information regarding admission requirements and application procedures, please visit: <https://www.westgatech.edu/admissions/>

Admission to many of the Health Sciences programs at West Georgia Technical College is competitive and based on established institutional and program-specific criteria. Applicants must meet all general college admission requirements and any additional requirements established by the individual program, which may include prerequisite coursework, minimum GPA standards, competitive selection processes, and submission of required documentation. Meeting minimum admission requirements does not guarantee acceptance into a program. Students are responsible for reviewing current admission criteria and deadlines and ensuring that all requirements are completed prior to the application deadline.

Program Admission Requirements

1. High School Diploma or GED
2. Each team member must maintain a 2.0 GPA in order to maintain the HOPE grant offered in a certificate program.
3. If entrance testing needed: Reading- 224, Writing- 236, an Arithmetic- 229

Immunizations- Team members must provide proper documentation for vaccinations or declination forms.

1. Tuberculin Skin Test (PPD)
2. MMR (Required with documentation **or** evidence of immunity to Measles, Mumps, and Rubella) MMR's not required for students born before 1957; after 1957, two MMR's required
3. Tdap (Required with documentation)
4. Hepatitis B (Required with documentation) (Series of 3)
5. Varicella (Must have proof of immunization **or** positive varicella titer)
6. Annual Flu (Our Dental Sites DO Not Require the Flu vaccine at this time)

Background checks & Drug screening- Basic Dental Assisting team members must provide a drug and background screening through Advantage Student which is an approved WGTC School of Health Science agency. Advanced Dental Assisting team members must provide a drug test only if both certificates are taken with in the same school year, starting August to July. If an Advanced student is completing in a different school year, they will be reasonable for a

new background check and drug screen. This documentation must be completed by calendar deadline. Students who do not complete the screening are not allowed to participate at a clinical facility. Students who do not pass the drug screening will not be able to attend clinicals. Students are required to complete clinical courses to complete the certificate. Students who are unable to participate in clinical courses it will hinder progression in the program. (Team members are responsible for these fees)

CPR certification- CPR will be taught in DENA 1340

Physical exam requirements- Basic Dental Assisting team members must provide a physical. Advanced Dental Assisting team members will not need to provide a physical as long as student is completing Basic and Advanced in the same academic school year. If an Advanced student is completing in a different school year, they will be reasonable for a new physical. This documentation must be completed by calendar deadline. Students who do not complete the screening are not allowed to participate at a clinical facility.

West Georgia Technical College Tuition and Fees

Students enrolled in programs within the School of Health Sciences are responsible for paying all tuition, mandatory fees, and any program-specific expenses required for enrollment and participation. Tuition and fee rates are established by the Technical College System of Georgia (TCSG) and are subject to change without prior notice. In addition to standard tuition and institutional fees, Health Sciences students should anticipate additional costs associated with their specific program of study, which may include, but are not limited to, textbooks, uniforms, clinical supplies, liability insurance, background checks, drug screening, immunizations, certification examinations, and other required educational materials.

West Georgia Technical College offers competitive tuition rates and a variety of financial assistance opportunities for eligible students. Current tuition for Georgia residents is assessed on a per-credit-hour basis, with additional mandatory institutional fees. Students residing outside the state of Georgia may be subject to out-of-state tuition rates unless they qualify for an approved residency exception. Tuition and fee schedules, payment deadlines, and refund policies are determined by the College and are updated periodically.

Students are encouraged to review the most current tuition and fee information, payment options, and financial aid resources before registering each semester. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/tuition-and-fees/>

Information regarding estimated total educational expenses, including books, supplies, transportation, and other costs of attendance, may also be found at:

<https://www.westgatech.edu/financial-aid/cost-of-attendance/>

Students with questions regarding tuition, fees, payment plans, or financial aid should contact the West Georgia Technical College Financial Aid Office or Business Office for additional assistance.

Dental Assisting Program Cost

	Basic Dental Assisting	Advanced Dental Assisting
Tuition	1,498.00	1,605.00
Textbooks – est. does not include tax	235.00	0
Lab fee (school)	40.00	40.00
Radiology Badge Fee	12.00	12.00
Other Fees (school)	421.00	421.00
Uniforms (2 tops, 2 pants, one jacket w/ embroidery)	154.00	0
Shoes	50.00	0
Background Check/ Drug Test	99.95	43.00
CPR Card	7.75	0
Immunizations with no Insurance	509.00-Estimate	0
Physical	75.00	0
ADAA Membership w/insurance	0	60.00

West Georgia Technical College School of Health Sciences Technical Standards and Essential Functions

Students enrolled in the West Georgia Technical College School of Health Sciences must possess the physical, cognitive, sensory, communication, behavioral, and technological abilities necessary to safely and effectively participate in classroom, laboratory, simulation, clinical, and other applied learning experiences.

These technical standards identify the essential functions considered necessary for successful completion of Health Sciences curricula and for providing safe, competent, and ethical patient care and professional services. Students must be able to perform these essential functions with or without reasonable accommodation.

Consistent with the expectations of applicable institutional policies, clinical affiliates, professional licensing boards, and programmatic accrediting agencies, including but not limited to JRCERT, CODA, NAACLS, CAAHEP, ARC/STSA, ABFSE, CAHIM, and other recognized accrediting organizations, students are expected to demonstrate the following abilities throughout their enrollment.

I. Physical Requirements

- Stand, sit, walk, bend, stoop, kneel, reach, twist, climb, and maintain required positions for extended periods.
- Perform repetitive physical activities throughout laboratory and clinical experiences.
- Maintain sufficient endurance to complete classroom, laboratory, simulation, and clinical assignments.
- Safely function in environments that may require rapid physical response.

II. Observation and Sensory Abilities

- Observe patients, specimens, images, equipment, instruments, and demonstrations.
- Read printed materials, digital displays, monitors, gauges, and instrumentation.
- Distinguish colors, contrast, depth, movement, texture, size, and shape when required.
- Detect visual changes that may indicate abnormal findings or unsafe conditions.
- Hear and interpret verbal communication, equipment alarms, patient responses, and environmental sounds with or without assistive devices.
- Utilize touch appropriately to assess patients, specimens, equipment, and procedural outcomes.

III. Communication Abilities

- Communicate clearly, accurately, respectfully, and professionally using verbal, written, and electronic methods.
- Read, understand, interpret, and follow written and verbal instructions.
- Accurately document patient, laboratory, imaging, procedural, or technical information.
- Effectively communicate with patients, families, faculty, peers, clinical instructors, healthcare providers, and members of the interdisciplinary healthcare team.
- Demonstrate communication that reflects professionalism, compassion, empathy, cultural humility, and respect for individuals from diverse backgrounds.

IV. Cognitive Abilities

- Learn, retain, recall, and apply knowledge from classroom, laboratory, simulation, and clinical instruction.
- Demonstrate critical thinking, sound clinical judgment, analytical reasoning, and effective problem-solving.
- Interpret laboratory findings, diagnostic images, patient information, technical data, and other discipline-specific information.
- Perform mathematical calculations accurately, including measurements, dosages, ratios, calculations, and data interpretation appropriate to the profession.
- Organize, prioritize, and manage multiple responsibilities simultaneously.
- Recognize changes in patient condition or technical findings requiring intervention.
- Respond appropriately to emergency situations within the student's level of education and responsibility.

V. Motor Skills

- Demonstrate fine motor coordination and gross motor function.
- Possess manual dexterity sufficient to manipulate instruments, equipment, controls, and supplies.
- Perform procedures requiring precision, coordination, steadiness, and control.
- Position patients safely and operate discipline-specific equipment.
- Demonstrate tactile abilities necessary to perform assessments and procedures.
- React promptly and appropriately in situations requiring immediate physical response.

VI. Infection Prevention and Safety

- Consistently utilize Standard Precautions.
- Apply infection prevention and control practices.
- Safely utilize appropriate personal protective equipment (PPE).
- Safely handle blood, body fluids, specimens, hazardous chemicals, sharps, biological materials, and biomedical waste.
- Follow laboratory, clinical, radiation, chemical, and environmental safety procedures.
- Comply with emergency preparedness and institutional safety protocols.

VII. Technological Competence

- Use computers and educational technologies required for coursework.
- Utilize electronic health records, laboratory information systems, imaging systems, or other electronic documentation platforms appropriate to the discipline.
- Safely operate program-specific equipment following instructions and established procedures.
- Demonstrate the ability to learn and adapt to evolving healthcare technologies.

VIII. Emotional and Behavioral Expectations

- Demonstrate professionalism, honesty, integrity, accountability, and ethical conduct.
- Maintain emotional stability while working in stressful, rapidly changing, or emotionally challenging environments.
- Exercise sound professional judgment.
- Recognize personal limitations and seek assistance when appropriate.
- Accept constructive feedback and demonstrate continuous improvement.
- Maintain patient confidentiality and comply with HIPAA, FERPA, and all applicable privacy regulations.
- Demonstrate respect, compassion, empathy, and cultural responsiveness.
- Maintain appropriate professional boundaries.
- Work cooperatively with faculty, staff, classmates, patients, and members of the healthcare team.
- Meet attendance, punctuality, and participation expectations.
- Comply with all College, program, laboratory, simulation, clinical, and clinical affiliate policies.

IX. Environmental Requirements

- Blood and body fluids
- Infectious diseases
- Hazardous chemicals
- Cleaning and disinfecting agents
- Latex or latex-free products
- Radiation (where applicable)
- Medical gases
- Strong odors

- Noise
- Temperature variations
- Deceased human remains (where applicable)
- Extended use of personal protective equipment

Reasonable Accommodations

The School of Health Sciences is committed to providing equal educational opportunities to qualified students with disabilities in accordance with applicable federal and state laws.

Students who believe they may require reasonable accommodations should contact the College's designated Accessibility Services Office as early as possible to initiate the accommodation process. <https://www.westgatech.edu/contact-us/accessibility-services/>

Requests for accommodation are reviewed on an individualized basis. Approved accommodations will be implemented provided they do not fundamentally alter the essential requirements of the curriculum, compromise patient safety, or prevent the student from meeting required educational outcomes.

The technical standards outlined above represent the essential functions necessary for successful participation in School of Health Sciences programs. They are not intended to identify every requirement associated with every discipline. Individual Health Sciences programs may establish additional technical standards or essential functions to meet unique professional competencies, accreditation standards, clinical affiliate requirements, or licensing expectations.

Curriculum Plan

School of Health Sciences Dental Assisting 29 Credit Hours Suggested Course Sequence

DENA 1080- Dental Anatomy
DENA 1050- Microbiology & Infection control
DENA 1340- Dental Assisting I: General Chairside
DENA 1460- Dental Practicum I
DENA 1350- Dental Assisting II: Dental Specialties
DENA 1390- Dental Radiology
DENA 1030- Preventive Dentistry
DENA 1400- Dental Practice Management
DENA 1470- Dental Practicum II

Clinical/lab hours: DENA 1460 & DENA 1470 each require at least 45 hours

Kimberly Nolan, CDA, EDDA- Program Director
Mia McLendon, EDDA- Instructor

Coweta Campus Calendar

Fall Semester	Spring Semester	Summer Semester
DENA 1080	DENA 1030	DENA 1030
DENA 1050	DENA 1350	
DENA 1340	DENA 1390	
DENA 1460	DENA 1400	
	DENA 1470	

Douglas Campus Calendar

Fall Semester	Spring Semester	Summer Semester
DENA 1080	DENA 1350	DENA 1030
DENA 1050	DENA 1390	DENA 1400
DENA 1340		DENA 1470
DENA 1460		

West Georgia Technical College Academic Policies

West Georgia Technical College establishes academic policies designed to promote student success, academic integrity, and satisfactory progress toward program completion. Students are expected to comply with policies related to attendance, grading, academic standing, course progression, withdrawals, and graduation requirements. To remain in good standing, students must maintain satisfactory academic progress and adhere to the standards outlined in the College Catalog and Student Handbook. Additional requirements may apply to specific programs, particularly those in the School of Health Sciences. Students are responsible for becoming familiar with all current academic policies and procedures and are encouraged to consult the College Catalog and Student Handbook for detailed information.

For complete academic policies, please visit:

- **West Georgia Technical College Student Catalog and Handbook:**
<https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>
- **West Georgia Technical College Academic Policies:**
<https://www.westgatech.edu/admissions/registrars-office/policies/>
- **Program Completion Checklists:**
[West Georgia Technical College Program Completion Checklists](#)

Dental Assisting Protocols and Progression Requirements

Students accepted into the Dental Assisting program must pass all courses with a grade of “C” or above to progress to the next semester and remain on track. Those who receive a grade below a “C” will remove themselves from the track progression in the program; and therefore, may have to wait until the course is offered again (usually the next year) to apply to repeat the course. Admission back into the program is dependent upon space available at the time the course is offered. Technical competency is required all of students in the program. Therefore, the student must receive no less than a final grade of “C” in any academic or clinical course to be able to progress to the next level of dental assisting courses. Students unable to meet the

academic requirements for continuation in any Health Sciences program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt at any campus.

To remain in good standing with West Georgia Technical College and to be eligible for continued progression within a Health Sciences program, students must satisfy the following academic, clinical, and professional expectations:

Minimum Grade Requirements

- Students must earn a minimum final course grade of “C” (70%) or higher in all required program courses to progress.
- Any course grade below 70% will be considered unsuccessful and may impact progression in the program.

GPA Requirements

- Students must maintain a minimum cumulative GPA as required by the institution and program to remain eligible for progression.
- Failure to maintain the required GPA may result in academic probation, suspension, or dismissal in accordance with institutional policy.

Clinical Performance Expectations

- Students must demonstrate safe, competent, and professional performance in all clinical and laboratory settings.
- All required clinical competencies must be completed successfully and within the designated timeframe.
- Students are expected to:
 - Follow all clinical site policies and program requirements
 - Demonstrate professionalism, accountability, and ethical behavior
 - Provide safe patient care under appropriate supervision
- Unsatisfactory clinical performance, including unsafe practice or unprofessional behavior, may result in clinical failure and/or program dismissal, regardless of academic standing.
- Clinical experiences are provided through the cooperation and support of affiliated healthcare facilities. As guests of these clinical agencies, students are expected to adhere to all program, institutional, and clinical site policies and to demonstrate safe, ethical, and professional behavior. The Health Sciences Division is under no obligation to secure or provide an alternative clinical placement for a student who is removed or dismissed from a clinical site due to unsafe clinical practice, unprofessional or inappropriate behavior, failure to comply with clinical policies, or any other reason determined by the clinical agency.

Students who fail to meet established academic, clinical, or professional progression requirements may be subject to program review and will be managed in accordance with applicable institutional and departmental policies regarding remediation, withdrawal, suspension, or dismissal.

Class and Laboratory Responsibilities

1. Maintain clean classrooms, laboratories, and clinic areas.
2. No food or beverages are permitted in classrooms except bottled water. No food, beverages, smoking, chewing gum, or cosmetics are permitted in laboratory or clinic areas.
3. Smoking while in uniform is prohibited. The odor of cigarette smoke may affect clinical placement or employment opportunities.
4. Cell phones, tablets, and other electronic devices must be stored away during class, laboratory, and clinic sessions. Computers may be used for note-taking with instructor approval.
5. Wear required Personal Protective Equipment (PPE) during all laboratory and clinical procedures. Do not leave work areas wearing contaminated PPE. Failure to comply will result in failure (F) of the skill.
6. Hair must be secured away from the face and off the collar.
7. Use all materials, instruments, equipment, and dental supplies only as instructed, for their intended purpose, and under instructor supervision.
8. Follow manufacturer instructions and all CDC and OSHA guidelines.
9. Keep work areas clean before and after use. Use surface barriers, clean spills immediately, properly dispose of waste, and clean mixing equipment only in sinks with plaster traps.
10. Report all accidents, injuries, or equipment malfunctions to the instructor immediately.
11. Remain on task, act professionally, and show respect to instructors and classmates. Do not interfere with another student's work.
12. Students may not interrupt or observe another student's skill check-off. Interrupting a check-off will result in a 15-point deduction.
13. Practice each skill at least five times before check-off. Failure to use practice time productively will result in a zero for the assigned skill.
14. Photography of patients or confidential information is prohibited.

Dental Equipment

The laboratory and clinic contain equipment including dental chairs, handpieces, suction systems, sterilizers, ultrasonic cleaners, curing lights, radiographic imaging systems, x-ray units, film processors, model trimmers, vibrators, vacuum systems, laboratory handpieces, etchers, workstations, vacuum mixers, investing machines, dental lathes, water distillers, and computers.

Equipment

1. Operate equipment only after receiving instruction and instructor approval.
2. Perform required maintenance and operate equipment according to manufacturer guidelines.

3. Use electrical equipment only with dry hands.
4. Clean, disinfect, and return equipment to its proper storage after use.
5. Misuse, loss, or damage of equipment may result in Work Ethics point deductions, replacement costs, and/or additional disciplinary action.

Instruments

1. Clean, disinfect, and/or sterilize instruments after use.
2. Students are responsible for replacing instruments damaged through misuse.

Typodonts/Manikins

1. Store manikins in their manufacturer's box (with bubble wrap if appropriate) and clean them after each use.
2. Students are responsible for all assigned manikins and teeth and must replace any that are lost or damaged.
3. Manikins may not be removed from campus.

Dexter (X-ray Manikin)

1. Dexter may only be used under instructor supervision.
2. Only one student may expose radiographs on Dexter at a time.
3. Handle Dexter carefully and do not remove it from the x-ray chair without instructor permission.

Dental Materials and Supplies

1. Prevent cross-contamination and conserve all materials and supplies.
2. Materials may only be dispensed with instructor permission.
3. All remixes must be dispensed and mixed under the instructor's direct supervision.

West Georgia Technical College Attendance Policy

West Georgia Technical College strongly encourages regular and punctual attendance. Research consistently demonstrates a strong relationship between class attendance and academic success. Absences may hinder a student's ability to fully benefit from instructional activities, disrupt the continuity of learning, diminish engagement with classmates and faculty, and negatively impact comprehension of course content. Students are most likely to achieve academic success when they attend and actively participate in all scheduled learning experiences throughout the semester.

Although West Georgia Technical College is a non-attendance-taking institution, students are responsible for all material, assignments, and learning experiences missed due to absences or tardiness. Students who anticipate being absent or arriving late are expected to notify their instructor as soon as possible. Because many Health Sciences courses include participation-

based learning, instructors may incorporate attendance-dependent activities such as quizzes, classroom discussions, laboratory exercises, simulations, clinical experiences, and other in-class assignments into the course grade. Missed participation activities may not be eligible for make-up unless permitted by the instructor and consistent with program or course policies. Absences or tardiness during these activities may adversely affect the student's grade. The opportunity to complete make-up work is at the discretion of the instructor and must be addressed in the course syllabus and applied consistently to all students.

Students enrolled in online courses are required to complete the Course Agreement Form during the first week of class. Failure to do so may result in being administratively withdrawn from the course as a no-show.

Students who are called to military service or jury duty should notify their instructors and, when applicable, the Financial Aid and Veterans Affairs offices prior to their absence and provide appropriate documentation.

In the event of class cancellations or campus closures resulting from severe weather or other emergencies, students are expected to continue participating in instructional activities through Blackboard, official College email, or other methods identified by the instructor. Information regarding continuity of instruction will be provided in the course syllabus.

Certain courses and programs may have attendance and participation requirements that are mandated by accrediting agencies, state or federal regulations, TCSG contact hour requirements, or eligibility requirements for licensure and certification. These requirements are essential for successful progression and completion and will be outlined in individual course syllabi and program handbooks. Students enrolled in such courses are expected to comply with all attendance and participation requirements. All School of Health Sciences programs usually require stricter attendance protocols.

West Georgia Technical College Grading Policy & the School of Health Sciences Protocols

West Georgia Technical College and the School of Health Sciences are committed to maintaining fair, consistent, and academically rigorous standards that promote student learning and professional competence. Grades are intended to reflect a student's mastery of course objectives and achievement of the knowledge, skills, and behaviors required for successful progression and completion of the program. Students are responsible for understanding grading criteria, evaluation methods, and course requirements as outlined in the course syllabus and program materials. Because the School of Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade requirements, competency expectations, and progression standards that exceed those required by the College. Students are expected to familiarize themselves with these requirements and maintain satisfactory academic performance throughout their educational experience.

Grading is in accordance with the current West Georgia Technical Institute policy. The grading scale is:

A=90 - 100

B=80 - 89

C=70 - 79

D=60 - 69

F=below 60

***Grades will not be rounded for any grade, including final grades.**

Methods of Evaluating Exams, Quizzes, and Assignments:

Evaluation and testing are an integral component of an educational program. Methods of evaluation and testing will vary with each Dental Assisting course. Methods for didactic evaluation **and** testing will include but are not limited to:

- Quizzes
- Homework assignments (Due date determined by instructor)
- Multiple choice examinations
- Independent study papers
- Work ethics evaluation
- Competency (Skill) evaluations
- Dental Film critique evaluations
- Participation

ALL EXAMS/IN CLASS ASSIGNMENTS MUST BE COMPLETED WITHIN THE CLASS TIME.

- It is the student's responsibility to participate in class – both in person and online – on a good-faith basis that demonstrates the student's desire to be a genuine partner in the educational process. **Participation will impact your grade.** A tardy is defined as arriving to class more than 5 minutes late and/or leaving more than 5 minutes before the instructor dismisses the class. Students will be required to clock in and clock out of a Timeclock each day. This will be graded as a participation for each course specified in the syllabus. Participation will be counted as 20% of your courses weighted grades. Participation will be graded each five days totaling 100%.
- Make-up of missed work due to an absence will only be provided with advance notice to the instructor and only with documentation that excuses the absence.
- **Team members must personally report ALL absences or tardies to their instructor prior to the beginning of class. Team members must consult with the instructor regarding course work missed due to absences or tardies.**
- **Failure to report absences or tardies will result in a zero for any class work, laboratory check offs, and exams given during the absence or tardy. Failure to call in an absence or tardy is considered unexcused and no makeup work will be allowed. All make-up work will be scheduled at the instructors' discretion if the absence is excused. (ex. legitimate/verifiable doctors note, obituary, or at the discretion of instructor) HAND WRITTEN NOTES (FROM PARTENTS) WILL NOT BE ACCEPTED.** Team members must notify the instructor and the clinical site if absent or tardy. **NO EXCUSES ACCEPTED.** Team members absent from clinical without notifying the instructor and the clinical site supervisor, **prior to your shift**, will be subject to WGTC non-academic code of conduct. The required clinical hours are considered minimal and therefore, all clinical absences will require makeup time
- **Any Dual enrolled student who obtains ISS during instructional time; their assignments will be considered late with a 20-point deduction for each assignment.**
- Please refer to instructor's late assignment policy regarding makeup work.

- Per WGTC Policy Children are **NOT** allowed in the classroom. Please see the student catalog for more information.

Methods of Evaluations for the Clinical Evaluations:

Methods and forms for the evaluation process in the clinical area are provided in each course syllabus, which will be given to each student prior to the beginning of that course.

- Participation evaluations
- Homework assignments
- Independent study papers
- Clinical performance evaluations

Clinical makeup hours must be scheduled at the convenience of the clinical site. Instructor must be notified of scheduled makeup dates by the student. No call/No Show will impact your grade and progression in the program.

- Students must successfully demonstrate competency in and pass all required skill assessments associated with each programmatic, laboratory, simulation, and clinical course as a condition of successful course completion and continued progression within their Health Sciences program.
- A grade of Incomplete ("I") will not be awarded solely due to a missed final examination. Students who miss a final examination must contact the instructor and, when approved, arrange to complete the examination prior to the end of the semester. Failure to complete the final examination before the close of the grading period may result in a grade based on work completed and may adversely affect course progression.

West Georgia Technical College Grading System

West Georgia Technical College utilizes a standardized grading system to evaluate student performance and achievement of course learning outcomes. Letter grades are assigned based on the quality of work completed and serve as an indication of a student's mastery of course objectives. Students are responsible for understanding the grading scale and any additional program-specific requirements that may apply. Because Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade and skill competency requirements that enhance institutional standards. Specific grading and progression requirements are outlined in individual course syllabi and program handbooks.

Grading System

Numerical Grade	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

*A minimum grade of 70 is required for all occupational courses and for any course that is a prerequisite for a subsequent course. Refer to the college catalog, website, and specific program manuals for additional information regarding program course progression requirements.

West Georgia Technical College Student Resources

West Georgia Technical College is committed to supporting student success by providing a variety of academic and personal support services. Available resources include academic advising, financial aid assistance, tutoring through Upswing, library services, computer labs, disability services, counseling and wellness resources, career services, student organizations, and access to online learning tools such as Blackboard Ultra and Banner Web. These services are designed to help students achieve their educational goals, promote personal growth, and enhance overall success both inside and outside the classroom. Students are encouraged to take advantage of these resources throughout their academic journey at West Georgia Technical College.

For additional information regarding student resources, please visit:

- **Student Affairs and Support Services:**
[West Georgia Technical College Student Affairs and Support Services](#)
- **Student Portal (Blackboard, Email, Upswing Tutoring, Scholarships):**
[MyWGTC Student Portal](#)
- **Student Life and Campus Engagement:**
[West Georgia Technical College Student Life](#)
- **General College Website:**
[West Georgia Technical College](#)
- **Library Resources Website:**
[West Georgia Technical College Library Resources](#)
- **Student Counseling Connection:**
[Student Counseling Connection](#)
- **Financial Aid Website:**
<https://www.westgatech.edu/financial-aid/>
- **Financial Aid Application Process:**
<https://www.westgatech.edu/financial-aid/financial-aid-application-process/>
- **Financial Aid FAQs:**
<https://www.westgatech.edu/financial-aid/faq/>
- **Graduation Information Website:**
[West Georgia Technical College Graduation Information](#)

Programmatic Student Resources

In addition to the support services provided by West Georgia Technical College, individual School of Health Sciences programs may offer specialized resources designed to enhance student learning and promote academic success. These resources may include program-specific laboratories, simulation experiences, tutoring and remediation opportunities, review materials, professional organization information, certification examination preparation resources.

Students are encouraged to consult with their program faculty regarding resources available within their respective programs.

West Georgia Technical College Academic Integrity Policy

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors **may** include, but are not limited to, the following:

- Plagiarizing any assignment. “Plagiarism” means using someone else’s ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person’s work.
- Unauthorized taking of someone else’s work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient’s medical record or a student’s clinical record.
- Using another person’s personal electronic file or copying another student’s computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which **may** include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written

consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the West Georgia Technical College [Student Handbook](#)) is enforced for all courses, regardless of whether the course is taught on campus, virtually, or at an offsite location.

School of Health Sciences Clinical Education Protocols & Expectations

Clinical Education Overview

Clinical education experiences are an integral component of the School of Health Sciences programs and provide students with opportunities to apply classroom, laboratory, and simulation learning in supervised healthcare and professional settings. These experiences, which may include clinical rotations, practicums, internships, fieldwork, or externships, are designed to foster the development of professional competence, critical thinking, effective communication, ethical decision-making, and the skills necessary for safe and compassionate practice within the student's chosen profession.

Students participating in clinical education serve as representatives of both the School of Health Sciences and their respective programs. As such, they are expected to consistently demonstrate professionalism, accountability, integrity, respect, and adherence to all West Georgia Technical College, program, and clinical agency policies. Students are expected to maintain the highest standards of conduct and to contribute positively to the learning environment and patient care experience.

Specific requirements related to clinical education, including schedules, competencies, attendance expectations, performance standards, and additional policies, are established by individual programs and will be outlined in the applicable program handbook, clinical manual, and course syllabus.

Clinical Placement Process

Clinical placements are arranged through the School of Health Sciences Division and/or program faculty in cooperation with approved clinical affiliates. Students are not permitted to independently arrange clinical assignments unless specifically authorized by the program director.

Clinical placements are dependent upon:

- Availability and location of clinical sites
- Student eligibility and academic standing
- Successful completion of required prerequisite coursework and skill competency
- Compliance with clinical affiliate requirements
- Availability of qualified clinical instructors or preceptors

Clinical affiliates may require documentation prior to placement, including but not limited to:

- Immunization records
- Drug screening
- Criminal background checks
- CPR certification
- Health examinations

- Proof of health insurance
- Liability insurance
- Additional site-specific requirements as required

Drug screens and criminal background checks are valid for up to one year from the date of completion. Students who undergo a legal name change during that period may be required to complete a new background check and drug screen. Additional screenings may also be required and requested by clinical affiliates. All costs associated with repeat screenings are the responsibility of the student.

Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.

In compliance with Technical College System of Georgia (TCSG) policies, all clinical affiliate sites reserve the right to deny, refuse, or remove a student from clinical placement for reasons including, but not limited to, failure to meet site requirements, unsafe or unprofessional behavior, inability to demonstrate required clinical competencies, unsatisfactory skill performance, or violation of facility or program policies. Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program. Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

Program-Specific Requirements:

Each team member must secure a clinical site off-campus by due date given by instructor. Parents are not allowed to contact potential clinical sites for clinical placement of their child, nor should parents contact the clinical site regarding the student's progress, attendance, or professional/non-professional behaviors.

Each team member must have transportation to and from the clinical site. Team members are responsible for contacting the clinical site and completing the necessary paperwork on or before the calendar deadline.

Any team member who cannot personally secure a clinical site by the calendar deadline will earn a zero for dental practicum and will not receive a certificate of completion.

Students are required to follow all medical clearance policies designated by the clinical and/or practicum sites, which may include mandatory vaccinations for influenza, hepatitis B, MMR, Tdap, and Varicella.

Each clinical site will have requirements of students prior to the first clinical rotation. It is each student's responsibility to meet these requirements, which may exceed WGTC's requirements, and remain in compliance.

The Facility may request the College withdraw any Student from the educational experience at the Facility whose work or conduct may have a detrimental effect on patients or personnel; and/or reserves the right not to accept any Student who has previously been discharged by the Clinical Institute for non-discriminatory reasons, including but not limited to criminal or fraudulent activity, perceived lack of competency or failure to comply with the policies, procedures and rules of the College or Facility.

The College may request the withdrawal from the Facility of any Student whose progress, achievement, or adjustment does not justify continuance in the educational experience at the Facility.

Transportation Expectations

Students are responsible for arranging and maintaining reliable transportation to and from all assigned clinical, practicum, internship, or fieldwork sites. Clinical assignments may occur during daytime, evening, night, weekend, or holiday hours and may require travel outside the immediate service area.

West Georgia Technical College and clinical affiliates are not responsible for transportation, parking fees, towing expenses, traffic citations, or vehicle-related issues. Transportation difficulties are not considered an excused absence from clinical experiences.

Students must report to clinical assignments on time and be prepared for participation. Excessive tardiness or absenteeism may result in disciplinary action and/or clinical failure or may not progress further in the program of study.

School of Health Sciences Clinical Schedules and Clinical Assignments

Clinical education is an essential component of all School of Health Sciences programs. Clinical schedules and assignments are determined by the program in collaboration with its clinical affiliates to ensure students meet required educational outcomes, accreditation standards, and clinical competency requirements.

Clinical schedules vary by program, course, and clinical affiliate and are based on the specific educational and clinical requirements of each Health Sciences discipline. **Not all scheduling options listed below apply to every program or course.** Depending on the program, students may be assigned clinical experiences during one or more of the following times:

- Days – Tuesday, Wednesday, Thursday possibly any time in between 7:00am – 5:00pm
Extended or variable shifts, when applicable

Students are expected to report to all assigned clinical experiences as scheduled and to comply with all attendance, punctuality, and professional conduct requirements established by the College, the Health Sciences program, and the clinical affiliate.

Clinical schedules and assignments are subject to change at any time based on program needs or circumstances beyond the College's control, including, but not limited to, clinical site availability, patient census, staffing levels, accreditation requirements, weather conditions, public health concerns, or other unforeseen circumstances. Students are responsible for regularly monitoring their official West Georgia Technical College email, Blackboard Ultra, and other approved communication methods for schedule changes and program announcements.

Clinical placements are based on programmatic and clinical affiliate needs and are assigned at the discretion of the program. While reasonable student requests may be considered when feasible, the College cannot guarantee specific clinical sites, geographic locations, schedules, instructors, shifts, or clinical partners. Personal obligations including employment schedules, childcare arrangements, transportation limitations, vacations, family responsibilities, or individual preferences generally will not be considered when assigning or modifying clinical placements.

Students are responsible for arranging reliable transportation to and from all assigned clinical sites and for any costs associated with travel, parking, meals, uniforms, or other clinical requirements unless otherwise specified by the program.

Students are expected to maintain the flexibility necessary to meet all clinical education requirements. Failure to report to assigned clinical experiences or an inability to meet assigned clinical schedules may adversely affect course completion and progression within the Health Sciences program in accordance with program policies.

School of Health Sciences Student Substitution for Employees and Reportable Work Protocol

Clinical and applied learning experiences are designed to provide educational opportunities that facilitate the development of knowledge, skills, professional behaviors, and competencies required for entry into the healthcare profession. Students participating in clinical, laboratory, simulation, externship, practicum, internship, or other applied learning experiences are present

for educational purposes and shall not be used to substitute for, replace, or augment the staffing needs of a clinical affiliate or employer.

Students may perform procedures, tasks, and patient care activities appropriate to their level of education and demonstrate competency under the supervision required by program policies, accreditation standards, and clinical affiliate requirements. However, students shall not be assigned responsibilities that are intended to fulfill the duties of paid personnel or be used in lieu of qualified staff members.

Services provided by students during clinical and applied learning experiences are educational in nature and are not intended to generate billable or reportable work for the clinical affiliate or employer. Students may participate in patient care and other professional activities only when such experiences contribute to the achievement of program learning outcomes and competency requirements and are performed under appropriate supervision.

Clinical affiliates and participating agencies are expected to provide learning experiences that support student achievement of educational objectives while maintaining compliance with applicable accreditation standards, regulatory requirements, and patient safety expectations.

School of Health Sciences Programmatic Dress Code & Professional Appearance

Students are expected to maintain a professional appearance that reflects the standards of the healthcare profession and complies with the policies of their assigned clinical affiliate.

Professional attire and appropriate grooming contribute to patient safety, infection prevention, public confidence, and the professional image of both the student and the School of Health Sciences.

General expectations include, but are not limited to, the following:

- Clean, neat, and approved program attire worn in accordance with program requirements; Scrubs, uniforms, or other dress ware applicable to program
- Display of the appropriate West Georgia Technical College or clinical identification badge at all times;
- Closed-toe, non-slip footwear, when required;
- Maintenance of good personal hygiene;
- Jewelry and accessories that are limited and consistent with patient safety and infection control practices;
- Tattoos and body piercings that comply with program and clinical affiliate policies;
- Natural hair color only (such as brown, black, blonde, gray, white, auburn, chestnut, red hair [not unnatural red shades], cosmetics, nails (acrylic, gel, tips, or other types of glue/press on nails), false eye lashes or extended eyelashes of any type are not permitted. All fragrances should be limited and maintained in a manner that does not interfere with patient care, safety, or infection prevention standards.

Clinical affiliates may establish dress and appearance standards that are more restrictive than those of West Georgia Technical College or the individual School of Health Science program. Students are required to comply with the most stringent standards applicable to the clinical setting.

Failure to adhere to established program dress code and appearance requirements may result in dismissal from the clinical site or learning activity. Such occurrences may be considered an

absence and may affect the student's ability to meet attendance, clinical, or program progression requirements.

Program-Specific Requirements:

Clothing:

1. Scrub uniforms will be worn for all classroom/clinical activities.
2. A long-sleeved turtleneck may be worn under scrub tops during cold weather. Men may wear white t-shirt under scrub tops, however; no graffiti please.
3. **Uniforms may not be worn over regular clothes (no jeans or garments other than underclothing is acceptable underneath uniforms).**
4. T-shirts may not be longer than the scrub tops and the sleeves should not hang below the length of the sleeve top.
5. Uniforms must be pressed and in good repair. **Not Wrinkled**
6. Clinic gowns or lab jackets must be worn for all clinical procedures
7. Socks must be solid colored and hose must be in good repair.
8. **No skin showing including but not limited to ankles.**
9. **White or Black leather** tennis shoes without bold colors is acceptable to wear when in uniform. Crocs, Sperry shoes, ballet flats, flip flops, high top tennis shoes with graffiti, rain boots, tennis shoes with perforations, or any other non-professional shoe are considered unacceptable to wear while in uniform.
10. **Hoodie sweat shirts are unacceptable uniform attire.**
11. Hats or head apparel may not be worn to class, laboratory, or clinical sites. - Surgical Caps may be worn.
12. Uniforms must be odor free and free of cigarette odors.

Hair: Applies to laboratory and clinical sessions:

1. Hair must be clean and neatly groomed.
2. Long hair must be pulled up and away from the face and **OFF** the collar. Hair must be pulled back away from the sides of the face and secured. Hair below the shoulders must be pulled back in a non-swinging ponytail or braid and wisps must be secured or pinned. - Testing will involve having the individual tilt their head forward. If any hair falls toward the face or over the shoulders, it will be considered noncompliant.
3. Ribbons, scarves, combs, clips, and fancy barrettes are not acceptable as clinic attire.
4. Perm rods or rollers may not be worn to class, laboratory, or clinical.
5. Hair must be kept away from the treatment fields.
6. No hair color that is not a natural shade for hair (ex. Purple, pink, blue, green, orange, and more)

Cosmetics:

1. Makeup should be light and natural looking. (If it comes off on the mask, it is too heavy.)
2. Colognes, perfumes, and hairsprays should not be worn in excess.
3. Eyeliner, mascara, and eye shadow should be kept to a minimum.
4. No false eyelashes or lash extensions permitted.

Hands:

1. Nails must be short and clean with smooth tips (tips should not be visible from the palm side of the hand).
2. Nail polish and or acrylic nails are not acceptable for delivering patient care due to their ability to harbor bacteria and microorganisms that may be infectious to the patient.

Jewelry:

3. Watches may be worn, preferable waterproof, with a second hand.
4. **Jewelry must be removed from arms, hands, neck, and face/ears (1 pair post stud earrings on the lower ear lobes are permissible). Gauges, tongue/oral piercings and any visible facial, neck, or hand piercings must be removed while in uniform for class and clinical setting. (1 pair of earrings on the lower ear lobe is allowed 6 mm or less)"**
5. **No Permanent Jewelry allowed**
6. Rings- Only 1 ring on left hand (ring finger) (preferred no stone) ex. Wedding band.
7. **Daith piercing is only approved with medical document.**

Other Dress Code Issues:

1. Visible, exposed body piercings (other than ears) are prohibited while performing laboratory/clinical skills or while in uniform. Visible body piercings are strictly prohibited while in uniform. This includes eyebrow piercings, multiple ear piercings, tongue piercings, nose piercings, tragus, and upper ear cartilage and lip piercings. **Exposed body piercings present a potential infection control issue and may serve as a portal for the transmission of an infectious disease.**
2. Visible body tattoos must be fully covered while performing laboratory/clinical skills or while in uniform.
3. Passion marks (hickies) are discouraged and will be covered while in uniform (includes the campus and clinical site).
4. Good personal hygiene is expected for class, lab, and clinical sites at all times. Good personal hygiene includes daily bathing, use of deodorant, and proper dental hygiene. "Reasonable accommodations will be made for students with medical conditions, or cultural or religious beliefs consistent with class and clinical necessity to present a neat, clean, and professional image"
5. Please be advised that the above issues may result in a person's inability to secure a clinical site or possibly affect their ability to secure employment.
6. Purses and bags are not allowed to be worn in clinical areas.

School of Health Sciences Confidentiality, HIPAA Compliance, and Electronic Device Policy

Protection of patient privacy and confidentiality is a fundamental professional responsibility and an essential component of safe, ethical healthcare practice. Students enrolled in the School of Health Sciences are expected to uphold the highest standards of confidentiality, professionalism, and appropriate use of electronic devices throughout all classroom, laboratory, simulation, and clinical experiences.

Students are required to maintain strict confidentiality regarding all patient, resident, client, student, employee, and facility information encountered during classroom, laboratory, simulation, and clinical experiences.

Students must comply with all applicable privacy and confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as West Georgia Technical College policies and the policies and procedures of affiliated clinical facilities.

Confidential or protected information may **not** be:

- Discussed in public areas;
- Shared with unauthorized individuals;
- Posted on social media or electronic platforms;
- Photographed, recorded, copied, or removed from clinical facilities without authorization;
- Stored on personal electronic devices or transmitted through unsecured methods.

Any breach of confidentiality may result in disciplinary action, including removal from the clinical site, dismissal from the program, and/or legal consequences.

Electronic Devices, Wearable Technology, and Cell Phone Usage

Students are expected to use electronic devices only for educational purposes and only if authorized by the Program Director, faculty instructor, clinical affiliate, and supervising clinical instructor. Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically approved by faculty or required for instructional purposes.

Students shall **not**:

- Make personal phone calls, send text messages, or access social media during assigned learning activities;
- Use electronic devices in patient care areas unless expressly permitted by the clinical facility and supervising instructor;
- Photograph, video record, or audio record patients, residents, clients, decedants, employees, facilities, documents, or equipment;
- Access, store, or transmit protected health information using personal devices;
- Wear earbuds, headphones, or other listening devices while participating in patient care activities unless authorized for educational purposes and permission given by instructor or preceptor;
- Use smart glasses, AI-enabled glasses, wearable cameras, smart watches with recording capabilities, or other wearable technology to capture, record, store, transmit, or access confidential or protected information;
- Use artificial intelligence applications or devices in a manner that violates patient privacy, confidentiality requirements, clinical affiliate policies, or College policies.

Cell phones and other personal electronic devices must be silenced and stored out of sight during instructional and clinical experiences. Students may use personal devices only during scheduled breaks or in designated areas, provided such use is permitted by the clinical affiliate.

The use of AI-enabled devices, including smart glasses and wearable technology capable of recording, photographing, transmitting, or storing information, is prohibited in clinical patient care areas and during all educational activities unless specifically authorized by the program director, clinical affiliate and supervising instructor.

Failure to comply with this policy may result in disciplinary action, including removal from the clinical site, possible program dismissal, and/or additional sanctions imposed by the clinical affiliate or the West Georgia Technical College.

School of Health Sciences Professional Conduct and Behavioral Expectations Protocol

Professional conduct is an essential component of safe, ethical, and effective healthcare practice. Students enrolled in the School of Health Sciences are expected to demonstrate professionalism, integrity, accountability, and respect in all classrooms, laboratory, simulation, clinical, and community settings. Students serve as representatives of both their profession and West Georgia Technical College and are expected to conduct themselves in a manner that promotes patient safety, fosters positive relationships, and reflects the standards of the healthcare profession.

Students are expected to conduct themselves in a professional, ethical, respectful, and responsible manner in all educational and clinical settings. Professional conduct includes interactions with patients, families, faculty, staff, peers, and members of the healthcare team.

Examples of **expected professional behaviors** include:

- Accountability and dependability;
- Respectful communication;
- Ethical decision-making;
- Compliance with College, program, and clinical affiliate policies and procedures;
- Acceptance of constructive feedback;
- Maintenance of patient safety;
- Appropriate boundaries and professional relationships;
- Timely completion of assignments, documentation, and responsibilities;
- Demonstration of integrity, honesty, and ethical behavior;
- Cooperation and collaboration with faculty, staff, peers, and members of the healthcare team;
- Adherence to professional standards and codes of ethics applicable to the discipline.

Examples of **unacceptable professional behaviors** may include, but are not limited to:

- Unsafe clinical practice;
- Breach of confidentiality or violations of privacy regulations;
- Falsification of records, documentation, or clinical experiences;
- Academic dishonesty, including cheating, plagiarism, or misuse of artificial intelligence technologies;
- Insubordination or failure to follow directions from faculty, staff, preceptors, or clinical personnel;
- Harassment, discrimination, bullying, threatening behavior, or disruptive conduct of any kind;
- Possession, impairment, or use of drugs or alcohol during educational or clinical experiences;
- Theft, misuse, or destruction of college, clinical affiliate, or personal, others personal property;
- Unprofessional communication or behavior, including inappropriate use of social media or electronic devices;
- Excessive absenteeism, tardiness, or failure to meet attendance requirements;

- Violation of program, West Georgia Technical College, or clinical affiliate policies;
- Failure to maintain professional boundaries or behaviors that compromise patient safety or the learning environment.

Students are expected to comply with all West Georgia Technical College policies, School of Health Sciences program-specific protocols, and clinical affiliate regulations while participating in educational and clinical experiences.

Failure to adhere to professional conduct and behavioral expectations may result in disciplinary action, including warning, probation, clinical suspension, course failure, dismissal from the program, and/or other sanctions deemed appropriate by West Georgia Technical College or the clinical affiliate.

Program-Specific Requirements:

Critical Incident:

1. Stealing or willfully destroying or damaging any property of the dental department, clinic, patient's, college or clinical personnel, instructors, or fellow students.
2. Reporting for or attempting to work (includes attending classes or clinical) while under the influence of alcohol, drugs or narcotics or physical condition making it unsafe or unsatisfactory to continue clinical practice.
3. Patient neglect: not reporting to the dental office, clinical site or classroom while assigned to those areas for didactic instructions.
4. Altering, falsifying or making a willful misstatement of facts on any patient chart or any student record.
5. Submitting work that is not your own, or submitting work that was previously submitted for another course requirement.
6. Speaking negatively, gossiping or making libelous statements about the clinical facility, faculty, staff or fellow students.
7. Patient abuse, (physical, mental or verbal)
8. Sleeping while at the clinical site.
9. Violating patient rights as defined by law. (i.e., Confidentiality)
10. Failure to report any activity or incident that adversely affects the patient, such as failure to remove any potential hazard that may issue harm to the patient, including, but not limited to, disregarding standard OSHA guidelines.
11. Any act that is committed and is deemed insufficient, unsafe, or unprofessional which hinders the quality of instruction, interferes with student learning, and the delivery of patient care caused by a student of WGTC.
12. Repetitive requests to leave early from the class, laboratory or clinical site.
13. **Abandonment can be defined as leaving the classroom, laboratory, and/or the clinical site during assigned hours without intending to return. Students who are excessively tardy, absent, or leave the class, laboratory or clinical site without the knowledge or permission of the instructor and/or the site supervisor (if applicable) will be charged with abandonment.**
14. **NO SMOKING** is allowed while in uniform. If the student smells of smoke while at the clinical site, the student (if asked to leave) will be dismissed from the clinical site and must make up time that is missed.
15. Administering medications, treatments, and procedures without the approval of the clinical instructor or site supervisor.
16. Disobedience or insubordination to an instructor, a clinical instructor or a site supervisor, a clinical site staff member, and/or faculty or staff.

17. Disorderly, unethical, or indecent conduct in the classroom, laboratory, or clinical setting.
18. Discussing personal issues or problems with your classmates, patients or clinical staff.
19. Consuming food or beverages at unauthorized times or in unauthorized areas.
20. Failure to comply with the dental assisting dress code for WGTC.
21. Failure to follow the chain of command as outlined in the WGTC Student Handbook.
22. Failure to address faculty or staff by their last name
23. Failure to abide by the policies and procedures of the clinical facility (such as smoking, no name tag, proper and complete PPE) Failure to have these items will result in being sent home and the day will be counted as an absent day.
24. Failure to observe the specified times for meals and/or breaks.
25. Failure to follow appropriate safety/biohazardous precautions when handling sharps, dental materials, and biohazardous waste

School of Health Sciences Clinical Removal and Program Dismissal Protocol

Patient safety, professional accountability, and ethical practice are fundamental responsibilities of all healthcare students. Clinical education requires students to consistently demonstrate competence, professionalism, and adherence to West Georgia Technical College, School of Health Sciences program, and clinical affiliate expectations. When a student's conduct or performance jeopardizes patient safety, violates established West Georgia Technical College policies, Health Science program protocols, or fails to meet professional standards, immediate action may be necessary to protect patients, students, faculty, staff, and clinical personnel.

A student may be removed from a clinical experience, course, or program when behavior or performance compromises patient or personal safety, violates West Georgia Technical College, Health Science program, or clinical affiliate policies, or fails to meet professional, ethical, or academic standards.

Reasons for immediate clinical removal or dismissal may include, but are not limited to:

- Unsafe, incompetent, or negligent patient care;
- Violation of confidentiality requirements or HIPAA regulations;
- Impairment or suspected impairment due to drugs, alcohol, or other substances;
- Falsification of records, documentation, attendance records, or clinical hours;
- Unprofessional, unethical, or dishonest conduct;
- Refusal to follow instructions, policies, or directions provided by faculty, preceptors, or clinical personnel;
- Physical or verbal abuse, threatening behavior, harassment, discrimination, intimidation, or disruptive conduct of any kind;
- Failure to achieve required clinical objectives, skill competencies, or skill requirements;
- Failure to maintain required health, safety, certification, or clinical documentation requirements;
- Possession of weapons or other prohibited items in clinical or educational settings;
- Dismissal, removal, or denial of access by a clinical affiliate; and
- Any action or behavior that places patients, peers, faculty, staff, or clinical personnel at risk.

Clinical removal or dismissal may result in one or more of the following:

- Clinical failure;
- Course failure;
- Probationary status; Expulsion

- Temporary suspension from clinical participation;
- Administrative withdrawal from a course;
- Dismissal from the program; or
- Ineligibility for readmission, when applicable.

Clinical education is provided through partnerships with affiliated agencies, and students are considered guests within those facilities. Decisions made by clinical affiliates regarding student access, participation, assignment, or placement must be respected. Because successful completion of required clinical experiences is necessary for progression and graduation, students who are removed or dismissed from a clinical site may be unable to successfully complete the program of study.

Students retain the right to utilize applicable West Georgia Technical College grievance and appeal procedures in accordance with the West Georgia Technical College Student Handbook and institutional policies. Nothing in this policy limits the authority of West Georgia Technical College or its clinical affiliates to take immediate action when necessary to protect the health, safety, and welfare of patients, students, faculty, staff, or clinical personnel.

School of Health Sciences Professional Conduct Standards and Purpose

Professional conduct is a fundamental expectation of all students enrolled in the School of Health Sciences programs. Because healthcare professionals are entrusted with the care and well-being of others, students are expected to demonstrate behaviors that reflect integrity, accountability, respect, ethical decision-making, and professionalism in all academic, laboratory, simulation, clinical, and electronic environments. Adherence to professional conduct standards is essential to maintaining a positive learning environment, ensuring patient and personal safety, and preparing students for successful entry into their chosen profession.

West Georgia Technical College's Student Professional Conduct Standards Policy establishes expectations for behavior that foster a safe, respectful, ethical, and professional learning environment. These standards are intended to promote personal accountability, professional integrity, and behaviors consistent with the values and expectations of the healthcare professions. Adherence to these standards is essential for student success and applies to all academic, laboratory, clinical, simulation, online, and West Georgia Technical College-related activities.

School of Health Sciences Expectations

These expectations apply to all students enrolled in the School of Health Sciences programs and governs conduct occurring:

- On College property and at affiliated educational or clinical facilities;
- In classrooms, laboratories, simulation environments, clinical experiences, practicums, internships, and other experiential learning settings;
- In online courses, virtual learning environments, and other electronic communications;
- During College-sponsored events and activities; and
- Whenever students are representing West Georgia Technical College, the School of Health Sciences, their respective programs, or the healthcare profession, whether in person or through electronic or social media platforms.

1. Professional Behavior Expectations

Students are expected to demonstrate professional behavior consistent with academic, workplace, and healthcare standards. Professional behavior includes, but is not limited to:

- Complying with College, program, and clinical affiliate policies, procedures, and codes of conduct;
- Demonstrating accountability and responsibility for personal actions and academic performance;
- Being punctual, prepared, and actively engaged in learning activities;
- Following instructions and directions provided by faculty, staff, preceptors, and supervisors;
- Maintaining a safe and professional learning environment; and
- Refraining from disruptive, threatening, intimidating, or unsafe behaviors.

Examples of unprofessional conduct include, but are not limited to, dishonesty, insubordination, repeated tardiness, misuse of College or clinical resources, failure to comply with safety requirements, or any conduct that compromises the integrity of the learning environment or the healthcare profession.

2. Professional Communication Expectations

Professional communication is expected in all verbal, written, electronic, and digital interactions. Students are expected to:

- Communicate respectfully, clearly, and professionally;
- Respond to communications in a timely and appropriate manner;
- Follow College and program guidelines regarding email, learning management systems, and official communication channels;
- Listen actively and participate constructively in discussions; and
- Demonstrate professionalism when interacting with patients, families, faculty, staff, classmates, and members of the healthcare team.

Unacceptable communication includes abusive language, harassment, intimidation, discriminatory remarks, inappropriate tone, excessive informality in professional settings, or other communications that adversely affect the learning environment.

3. Social Media, Electronic Communication, and Technology Expectations

Professional standards applicable to classroom, laboratory, simulation, and clinical settings extend to online activities and digital platforms. Students are expected to exercise sound judgment and maintain professional, ethical, and respectful conduct when using social media, electronic communication, and emerging technologies.

Students are expected to:

- Uphold the integrity, reputation, and values of West Georgia Technical College, the School of Health Sciences, their program, and the healthcare profession;
- Maintain the confidentiality and privacy of patients, classmates, faculty, staff, and others in accordance with HIPAA and applicable privacy laws;
- Refrain from disclosing confidential, proprietary, or personally identifiable information;
- Obtain appropriate authorization before photographing, recording, or distributing any images, videos, audio recordings, or other media obtained in educational or clinical settings; and
- Ensure that the use of social media and electronic communication does not interfere with academic, laboratory, simulation, clinical, or professional responsibilities.

Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically authorized by faculty or required for instructional purposes.

Students shall not use personal electronic devices to photograph, record, transmit, store, or access protected, confidential, or proprietary information.

The use of AI-enabled devices, including smart watches with recording capabilities, Meta® smart glasses, AI-enabled glasses, wearable cameras, earbuds, headphones, or other wearable technologies capable of recording, photographing, transmitting, storing, or accessing

information, is prohibited in patient care areas and during educational activities unless specifically authorized by the clinical affiliate and supervising instructor. Online conduct or misuse of technology that adversely affects the learning environment, violates West Georgia Technical College or clinical affiliate policies, compromises privacy or safety, or undermines the integrity of the institution or healthcare profession may result in disciplinary action.

4. Respect, Civility, and Professional Relationships

A professional learning environment depends upon mutual respect, courtesy, and civility. Students are expected to:

- Treat others with dignity, courtesy, fairness, and respect;
- Demonstrate professional and cooperative behavior in academic, laboratory, clinical, and online settings;
- Communicate in a respectful and constructive manner;
- Resolve disagreements and conflicts appropriately and professionally; and
- Refrain from behaviors that are disruptive, intimidating, abusive, threatening, retaliatory, or otherwise detrimental to the learning environment.

Bullying, harassment, discrimination, threats, retaliation, or other inappropriate conduct are inconsistent with the standards of the School of Health Sciences and may result in disciplinary action.

5. Ethical Conduct and Academic Integrity

Students are expected to uphold the highest standards of ethical conduct consistent with the values of the healthcare professions, academic integrity, and responsible professional practice. Ethical behavior is essential to maintaining trust, ensuring patient safety, and promoting a culture of honesty and accountability.

Students are expected to:

- Demonstrate honesty and integrity in all coursework, examinations, assignments, and clinical activities;
- Maintain the confidentiality and privacy of patients, classmates, faculty, and others;
- Refrain from plagiarism, cheating, falsification, misrepresentation, or any form of academic or professional dishonesty;
- Use artificial intelligence technologies responsibly and in accordance with West Georgia Technical College and program requirements; and
- Adhere to ethical principles and discipline-specific codes of conduct when applicable.

Violations of ethical standards are considered serious breaches of professional conduct and may adversely affect a student's academic standing, clinical eligibility, progression, or continued enrollment.

Enforcement and Sanctions

Failure to comply with these Student Professional Conduct Standards and Program-Specific Expectations may result in disciplinary action in accordance with West Georgia Technical College policies and program protocols. Depending on the severity, frequency, and circumstances of the violation, sanctions may include warning, probation, clinical suspension, course failure, removal from a clinical site, suspension, dismissal from the program, or other actions deemed necessary to protect the health, safety, and welfare of patients, students, faculty, staff, and clinical personnel.

Student Responsibility and Acknowledgment Forms

Students are responsible for reviewing, understanding, and complying with all West Georgia Technical College policies, School of Health Sciences protocols, program-specific requirements, and clinical affiliate regulations throughout their enrollment. Failure to do so does not relieve

students of their responsibility to adhere to established expectations and professional standards.

Student acknowledgment forms serve to document that students have received, reviewed, and understand important College and program information. Students are expected to become familiar with the policies, procedures, and expectations outlined in these materials and to comply with all applicable requirements throughout their enrollment. Additional acknowledgment forms or documentation requirements may be required by individual programs or clinical affiliates.

School of Health Science Health & Safety Requirements

Health and safety requirements are essential components of Health Sciences education and are intended to protect students, patients, faculty, staff, and the public. Students are expected to comply with all applicable college policies, program requirements, and clinical affiliate standards related to health, safety, infection prevention, and regulatory compliance. Depending on the program and assigned clinical site, requirements may include health screenings, immunization records, background checks, drug screening, certification requirements, personal protective equipment, and training related to bloodborne pathogens, infection control, and workplace safety. Students are responsible for maintaining current documentation and fulfilling all required health and safety obligations necessary for participation in classroom, laboratory, simulation, and clinical applied learning experiences.

- Immunizations
- Exposure procedures
- OSHA standards
- Needle stick procedures
- Infection control
- Pregnancy policy

Vaccination and Health Requirements Statement

Clinical education is an essential component of Health Sciences programs and is made possible through partnerships with affiliated healthcare facilities and agencies. While West Georgia Technical College does not require vaccinations as a condition of admission or enrollment in Health Sciences programs, students should be aware that individual clinical affiliates may establish their own health, immunization, screening, and medical clearance requirements for participation in clinical, practicum, internship, or other clinical applied learning experiences.

- Students are strongly encouraged to consult with their healthcare provider regarding recommended immunizations and preventive health measures appropriate for healthcare personnel. Depending upon the requirements of the assigned clinical affiliate, students may be required to provide documentation of specific immunizations, immunity status, tuberculosis screening, or other health-related requirements. Examples **may include, but are not limited to**, influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing.
- West Georgia Technical College does not control or establish the policies of affiliated clinical agencies. Clinical affiliates reserve the right to determine the health and medical clearance requirements applicable to individuals participating in experiences at their

facilities. Failure to satisfy the requirements established by an assigned clinical affiliate may result in denial of access to the clinical site.

- Because successful completion of required clinical experiences is necessary for program progression and graduation, students who are unable to obtain or maintain access to clinical placements may experience delays in progression or may be unable to complete program requirements. The college is under no obligation to provide an alternative clinical assignment when a student is denied access by a clinical affiliate due to student non-completion or compliance with clinical placement requirements.
- Specific health, immunization, and screening requirements may vary by program and clinical agency and are subject to change. Students are responsible for complying with all applicable program and clinical affiliate requirements and should refer to individual program materials for additional information.
- Nothing contained in this statement should be construed as creating a college vaccination mandate or guaranteeing access to any clinical facility. West Georgia Technical College, the School of Health Sciences, and the Technical College System of Georgia do not establish or control the vaccination, testing, or medical clearance policies of affiliated clinical agencies.

School of Health Sciences Exposure Procedures

Health Sciences students are expected to follow established safety and infection prevention practices at all times. In the event of an exposure to blood, body fluids, infectious materials, hazardous substances, or other potentially infectious agents, prompt reporting and appropriate follow-up are essential to protect the health and safety of students, patients, faculty, and staff.

Students who experience an exposure incident must:

- Immediately perform appropriate first aid measures in accordance with established safety protocols;
- Notify the supervising instructor, preceptor, or clinical representative as soon as possible and comply with all applicable clinical affiliate policies and procedures;
- Immediately notify their Program Director regarding the exposure incident;
- Report the incident to the West Georgia Technical College Exposure Control Coordinator;
- Complete all required incident reports and documentation; and
- Participate in any recommended medical evaluation, treatment, counseling, or follow-up procedures.
- Participate in any required remediation safety training provided by the Program Director, Clinical faculty, and faculty of the program.

All exposure incidents involving blood, body fluids, or other potentially infectious materials must be reported promptly/immediately to the clinical site preceptor, the Program Director, Program Clinical Coordinator, and the West Georgia Technical College Exposure Control Coordinator. Timely reporting is essential, as certain post-exposure interventions are most effective when initiated as soon as possible following the exposure.

Students are required to notify their Program Director first, followed by the Exposure Control Coordinator. Delays in reporting may compromise appropriate medical evaluation and treatment and may affect the college's ability to provide assistance and maintain required documentation.

Additional procedures related to bloodborne pathogens, post-exposure management, and incident reporting are outlined in program-specific materials and the college's Exposure Control Plan.

Exposure Control Plan:

[WGTC Exposure Control Plan \(Bloodborne Pathogens\)](#)

School of Health Sciences Student Grievance and Appeal Procedures

West Georgia Technical College encourages students to address concerns promptly and professionally. Whenever possible, students are expected to seek resolution through informal communication and follow the established chain of command before initiating a formal grievance. Nothing within this policy supersedes or limits a student's rights under applicable College policies or procedures.

Informal Resolution and Chain of Command

Students are encouraged to attempt to resolve concerns on an informal basis whenever possible. Students have ten (10) business days from the date of the incident to seek informal resolution.

Students are expected to follow the established chain of command when addressing concerns, complaints, questions, or requests related to Health Sciences programs, courses, faculty, clinical experiences, or program policies. Professional communication and appropriate procedural steps are expected at all times.

Students should first attempt to resolve concerns directly with the appropriate course instructor, when applicable, or with the Program Director. Many issues can be resolved effectively through timely and respectful communication at the program level.

If a concern remains unresolved following consultation with the Program Director, the student may request additional review by submitting a Dean Consultation Form to the Dean of Health Sciences. Students who bypass the established chain of command without reasonable cause may be referred to the appropriate level for resolution.

Students are expected to present concerns in a respectful, factual, and professional manner. Hostile or disruptive behavior, inappropriate communications, social media complaints, or circumvention of the chain of command may constitute violations of professional conduct standards and may result in disciplinary action.

The recommended chain of command is as follows:

1. Course Instructor (if applicable)
2. Program Director
3. Dean Consultation Form Submission
4. Dean School of Health Sciences
5. Institutional Grievance Process (when applicable)

Nothing within this section prohibits students from utilizing institutional grievance, discrimination, or other complaint procedures available under official College policies.

Formal Grievance Process

Students who are unable to resolve concerns informally may file a formal grievance in accordance with West Georgia Technical College policy. Formal grievances must be submitted to the Vice President for Student Affairs (VPSA) or the College's designee within fifteen (15) business days of the incident.

The grievance must include:

- Student name;
- Date of submission;
- A brief description of the incident or concern;
- The requested remedy or resolution;
- Student signature; and
- A description of any informal resolution of efforts and the outcome of those efforts.

If the grievance involves the Vice President for Student Affairs, the grievance shall be submitted to the President of the College.

The VPSA or designee will investigate the grievance and provide a written response within ten (10) business days. If additional time is necessary to complete the investigation, the student will be notified and an extension of up to fifteen (15) additional business days may be granted.

Grievances involving allegations of unlawful harassment, discrimination, or retaliation will be processed in accordance with the College's applicable policies and procedures. If a grievance is related to an ongoing harassment, discrimination, or disciplinary proceeding, those procedures shall take precedence, and review of the grievance will occur upon completion of those proceedings.

Appeals Process

Only the student may appeal a grievance decision. Appeals must be submitted in writing to the President of the College within five (5) business days of receipt of the decision.

Appeals are based solely upon the information and documentation submitted by the student and the administration. It is the responsibility of the student to ensure that all relevant information is included at the time the appeal is submitted.

At the discretion of the President, the appeal may be reviewed either by:

- The President, who will render a final decision; or
- A cross-functional committee appointed by the President, which will review the appeal and issue a final decision.

A written decision will be issued within ten (10) business days following receipt of the appeal. Decisions rendered through the appeal process are final.

Students are encouraged to review the complete West Georgia Technical College grievance and appeal procedures contained in the College Catalog and Student Handbook. Additional information is available at:

Student Right to Grade Appeal:

[Student Right to Grade Appeal Policy](#)

Withdrawal / Readmission Policies

Students who are considering withdrawal from a Health Sciences program are encouraged to consult with their Program Director, academic advisor, and appropriate College personnel to fully understand the academic, financial aid, and progression implications associated with withdrawal. Withdrawal from a course or program may affect a student's ability to continue in the program and may require reapplication or readmission at a later date.

Readmission to a Health Sciences program is not guaranteed and is subject to program-specific policies, space availability, and satisfaction of all applicable College and program requirements. Students are responsible for familiarizing themselves with the withdrawal and readmission policies outlined in their respective program handbook and the West Georgia Technical College Catalog and Student Handbook.

Program Withdrawal

- Students may withdraw from a course and receive a grade of **"W"** through the withdrawal deadline published in the West Georgia Technical College Academic Calendar.
- A grade of **"W"** does not affect the student's grade point average (GPA). However, withdrawing from a course may affect progression within the program, financial aid eligibility, graduation timelines, and future enrollment.
- Before withdrawing, students are strongly encouraged to consult with their course instructor(s), Program Director, and a Financial Aid representative to fully understand the academic and financial implications of their decision.

Re-Entry Procedures

General Requirements:

- Readmission to any Health Science program is not automatic.
- Students may repeat a course only once.
 - A second failure in the course or an additional failure in the program will result in permanent dismissal and ineligibility for readmission.
- Students dismissed for disciplinary issues, Student Code of Conduct violations, or removal from a clinical site are not eligible for readmission.

Restriction on Admission Following Program Dismissal

- Students who fail a course or are dismissed from a School of Health Sciences program due to academic failure, clinical dismissal, or violations of behavioral, ethical, or professionalism standards are **not** eligible for admission to another School of Health Sciences program at West Georgia Technical College.

Approved Re-Application Process:

- A readmission request form must be submitted to the Program Director at least three months prior to the anticipated return date.
- Readmission requires approval from the Dean of Health Sciences.
- If readmission is not granted, the student must reapply through the competitive selection process.

Additional Considerations:

- Readmission is not guaranteed and depends on program capacity, cohort structure, and accrediting standards.
- Students may only return during the semester when the course is offered (many courses are offered once per year).
- Students must have successfully completed at least one full semester (or equivalent, as determined by the Program Director).

- Previously completed courses may not need to be repeated, unless required by program or accrediting standards.
- All current program policies in effect at the time of re-entry process will apply.

Time Limit for Readmission

- Students must request readmission within one (1) year of withdrawal.
- Students who exceed this time limit will be ineligible for readmission due to extended time away from clinical and academic practice.

Skill Competency Requirements for Return

- Students must complete clinical competency/assessments before returning to clinical sites.
- The Program Director will determine which competencies/assessments must be completed by the student.
- Students must demonstrate successful clinical skill competency and readiness:
 - If a student is determined to be clinically incompetent, they will not be allowed to continue the readmission process.

Graduation Requirements

Graduation from a Health Sciences program signifies that a student has successfully met the academic, clinical, and professional standards established by West Georgia Technical College and the respective program. Students are responsible for completing all institutional and program requirements, maintaining satisfactory academic standing, and fulfilling all obligations necessary for graduation. Specific graduation requirements, including grade point average requirements, curriculum completion, and application procedures, are outlined in the West Georgia Technical College Catalog and individual program information provided on the Colleges Programmatic webpage.

Participation in the WGTC Dental Assisting Pinning Ceremony is dependent upon the student maintaining a 2.5 GPA for all DENA courses and having no code of conduct reprimands for WGTC or high school.

Credentialing Examination Statement

Successful completion of all West Georgia Technical College and School of Health Sciences program requirements qualifies students for graduation from their respective program of study. Graduation is based upon satisfactory completion of the curriculum and all applicable academic, laboratory, clinical, and program requirements.

Students are not required to pass a national certification, registry, credentialing, or licensure examination as a condition for graduation from a School of Health Sciences. Eligibility to sit for a credentialing examination and successful attainment of professional credentials are separate from graduation requirements.

Although many Health Sciences programs prepare graduates to pursue national certification, registration, or licensure, successful completion of such examinations is not required for the awarding of a degree, diploma, or technical certificate of credit by West Georgia Technical College. Students are encouraged to consult their individual program requirements and the

appropriate credentialing or licensing agencies regarding examination eligibility and professional practice requirements.

- Prior to graduation, students pursuing a degree, diploma, or technical certificate of credit must satisfy all applicable institutional and program requirements. To be eligible for graduation, students must:
- Be admitted to their program of study in regular program admission status;
- Successfully complete all curriculum requirements for the degree, diploma, or certificate program;
- Earn a minimum graduation grade point average (GPA) of 2.0 in the program of study;
- Be in good academic standing with West Georgia Technical College and not be subject to academic probation or suspension;
- Complete a minimum of twenty-five percent (25%) of the required coursework for the program at West Georgia Technical College;
- Satisfy all financial obligations to the College, including the graduation fee, if applicable; and
- Submit an online Graduation Application by the published deadline.
- Students are encouraged to consult with their academic advisor and program faculty to ensure all graduation requirements have been met. Additional information regarding graduation procedures, deadlines, and application instructions is available on the West Georgia Technical College website.
- **West Georgia Technical College Graduation Information**
[WGTC Graduation Application Information](#)

Certification / Licensure Information

Many Health Sciences programs prepare students for national certification examinations and/or state licensure required for employment and professional practice. Eligibility requirements for certification or licensure are established by the respective credentialing or regulatory agencies and are subject to change. Successful completion of a Health Sciences program does not guarantee eligibility for certification or licensure, passage of a certification examination, or employment.

Students are responsible for understanding the requirements established by the applicable certifying or licensing body and for complying with all eligibility criteria. Specific information regarding certification and licensure requirements for each program is available through program faculty, individual program handbooks, and the appropriate credentialing or regulatory agencies.

- I. In addition to other assignments for course DENA 1350, students will be required to maintain an 80% on all clinical check offs, 95% attendance for course DENA 1350, and obtain the Advanced Dental Assisting Certificate in order to be eligible to receive the Expanded Duties Certificate.
- II. In addition to other assignments for course DENA 1390, students will be required to maintain an 80% or above on the Radiation Safety & Hygiene Exam, 95% attendance for course DENA 1390, and obtain the Advanced Dental Assisting Certificate in order to be eligible to receive the Radiation Safety and Hygiene Certificate.

WGTC Dental Assisting Student who complete Basic, Advanced, and Coronal Polishing Certificates are eligible to sit for the national exam NELDA (National Entry Level Dental Assisting) with DANB.

- Costs- \$400.00
- Requirements- Successful completion of a dental assisting program within a post-secondary institution and High school graduation or equivalent
- Program Benchmark information:

Graduation Rates BDA1

AY2022	91.4%
AY2023	97.8%
AY2024	91.1%

Graduation Rates AD21

AY2022	100%
AY2023	97.1%
AY2024	98.3%

Retention Rates from BDA1 to AD21

AY2022	87%
AY2023	69%
AY2024	69%

Placement Rates BDA1

AY2022	84.2%
AY2023	98%
AY2024	100%

Placement Rates AD21

AY2022	75.9%
AY2023	94.7%
AY2024	100%

School of Health Sciences Protocol for Teach Out Plan (Temporary and Permanent Closure)

School of Health Sciences Teach-Out Plan Protocol

Purpose

The School of Health Sciences is committed to providing currently enrolled students with a reasonable opportunity to complete their educational program while maintaining academic quality and compliance with institutional, Technical College System of Georgia (TCSG), accreditation, licensing, and regulatory requirements. This protocol provides the overarching framework for managing temporary interruptions in program delivery resulting from emergency events, as well as permanent program closures. Each Health Sciences program maintains a program-specific teach-out plan addressing discipline-specific curriculum, accreditation, clinical education, and licensure requirements.

Temporary Program Interruption Due to Unanticipated Circumstances

A temporary program interruption occurs when instruction is disrupted due to circumstances beyond the control of the College, such as severe weather, tornadoes, flooding, utility outages, public health emergencies, natural disasters, or other emergency events that temporarily prevent normal program operations. The intent of a temporary interruption is to resume

instructional activities as soon as conditions permit while ensuring students are able to complete program requirements.

During a temporary program interruption, the School of Health Sciences may:

- Provide timely communication regarding program status and schedule changes.
- Adjust instructional, laboratory, simulation, and clinical schedules, as appropriate.
- Utilize alternative instructional methods or learning activities, when feasible.
- Coordinate with clinical affiliates to reschedule required clinical experiences, when possible.
- Provide academic advising and ensure students are able to complete all required coursework and competencies for program completion.

Permanent Program Closure

If a Health Sciences program is permanently discontinued, the School of Health Sciences will implement a teach-out plan designed to provide currently enrolled students with a reasonable opportunity to complete program requirements following all Technical College System of Georgia and West Georgia Technical College policies. Students will receive timely notification, individualized academic advising, and information regarding available completion or transfer options, as appropriate.

General Teach-Out Principles

- Maintain compliance with TCSG, institutional, accreditation, and regulatory requirements.
- Provide timely communication to students and stakeholders.
- Maintain qualified faculty, instructional resources, and clinical education.
- Ensure students complete all required coursework, laboratory, simulation, clinical, and competency requirements for graduation.
- Maintain student records in accordance with institutional record-retention policies.

Program-Specific Teach-Out Plans

Each School of Health Sciences program maintains a program-specific teach-out plan that supplements this protocol and addresses discipline-specific curriculum sequencing, accreditation requirements, clinical education, licensure or certification eligibility, and estimated completion timelines.



Dental Assisting Student Handbook Acknowledgment

I acknowledge that I have received access to and/or a copy of the Dental Assisting Student Handbook and that the handbook has been reviewed with me by program faculty.

I understand that the handbook contains important information regarding program protocols, expectations, procedures, academic and clinical requirements, professional standards, safety expectations, student responsibilities, progression requirements, and graduation requirements. I understand that I am responsible for reading the handbook in its entirety and for complying with all West Georgia Technical College policies, and the School of Health Sciences, and Dental Assisting protocols and expectations throughout my enrollment in the program.

I understand that questions regarding the handbook or program policies should be directed to program faculty before participating in classroom, laboratory, simulation, or clinical activities.

I acknowledge that the policies, protocols, expectations, and procedures contained within the handbook may be revised during my enrollment to comply with changes in institutional policies, accreditation standards, state or federal regulations, or clinical affiliate requirements. I understand that I will be notified of substantive changes and that it is my responsibility to remain informed of current program requirements.

I further understand that failure to comply with the policies, protocols, expectations, procedures, professional standards, outlined in the handbook may result in disciplinary action, removal from laboratory or clinical experiences, course failure, dismissal from the program, and/or other actions as outlined in the handbook and West Georgia Technical College policies.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding the handbook, that my questions have been answered to my satisfaction, and that I understand and agree to comply with the policies and expectations outlined therein.

I understand that my signature indicates acknowledgment of receipt and understanding of the handbook and does not constitute a contract between myself and West Georgia Technical

College. The College reserves the right to modify policies and procedures as necessary to comply with institutional, accreditation, regulatory, or legal requirements.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____ Date: _____

Student ID Number: _____

Instructor Signature: _____ Date: _____

If Dual Enrolled Student:

Parent Signature: _____ Date: _____



STATEMENT OF INFORMED CONSENT

FOR PREVENTION OF COMMUNICABLE DISEASES

Place initials by each statement you understand and agree to:

_____ I understand that Health Science programs at WGTC involve the study and care of individuals and that these individuals may be ill. I understand that by participating in laboratory/clinical/practicum activities, I may be exposed to infectious diseases, such as Hepatitis B (HBV), Hepatitis C (HCV), Hepatitis A (HAV), Human Immunodeficiency Virus (HIV), COVID-SARS Cov 2 and other infectious and/or communicable diseases.

_____ I agree to participate in HBV/HIV education experiences as required by WGTC Health Science programs and according to CDC and OSHA guidelines. I understand that testing, diagnosis and treatment of any infectious and/or communicable disease other than those contracted as a result of an accidental blood borne or air borne pathogen incident will be my financial responsibility.

_____ Hepatitis B vaccine and/or demonstrated proof of immunity is required prior to beginning clinical experience or activities with direct client/patient care. I will sign a refusal to consent form and release WGTC from liability should I refuse to be immunized.

_____ As required by the contractual agreement with the clinical facilities, I will provide documentation of up-to-date immunizations or proof of immunity prior to placement in the clinical internship/practicum. Immunization record will include MMR, TB skin, HBV, HAV, Varicella (Chickenpox), Tetanus or DPT. (and COVID vaccination if required by Clinical Affiliate) and yearly flu shot. Additionally, some clinical affiliates may require proof of health insurance in order to be admitted to the site for the clinical applied learning experience. Failure to provide appropriate documentation will prevent the student from participation in the clinical internship/practicum.

_____ In the event I am exposed to blood while giving patient/client care or participating in lab activities/clinical experience, I agree to follow the WGTC Exposure Control Plan established by the college (see WGTC Exposure Control Plan). I understand that this may involve diagnostic testing for one year and counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for HIV/AIDS at this time.

_____ I am aware the federal regulations provide for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the college and used only to provide counseling, health information and referral.

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease, including active TB. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to contact with patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions and should seek medical advice for changes in my health status.

This document has been read and explained to me. I fully understand the potential risks and safeguard options associated with learning opportunities in my role as a health science student at West Georgia Technical College. I consent to follow policies and procedures as explained herein.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____



School of Health Sciences Laboratory Expectations Acknowledgment

I acknowledge that I have received, read, and understand the laboratory policies, safety procedures, and professional expectations established by the School of Health Sciences at West Georgia Technical College.

I understand that these expectations are designed to promote the safety of students, faculty, staff, patients, visitors, and the learning environment. I agree to comply with all laboratory safety requirements, infection prevention practices, equipment operating procedures, personal protective equipment (PPE) requirements, hazardous materials guidelines, emergency procedures, and faculty instructions while participating in laboratory, simulation, and related educational activities.

I understand that I am responsible for asking questions whenever I do not understand a procedure or instruction before performing any laboratory activity.

I further understand that failure to comply with program laboratory protocols and expectations or engaging in unsafe, disruptive, or unprofessional behavior may result in immediate removal from the laboratory, disciplinary action, a reduction in course grade, failure of the laboratory activity or course, dismissal from the program when warranted, and/or additional disciplinary action in accordance with the Technical College System of Georgia and West Georgia Technical College policies and School of Health Sciences Program expectations.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding these policies and understand that it is my responsibility to comply with all laboratory requirements throughout my enrollment in the School of Health Sciences program.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____ Date: _____

Student ID Number: _____

Instructor Signature: _____ Date: _____

Additional Laboratory Expectations

- No food, beverages, gum, or tobacco products are permitted in laboratories unless specifically authorized for instructional purposes.
- No unauthorized use of laboratory equipment or supplies.
- Students may perform procedures only after receiving instruction and faculty authorization.
- Required PPE must be worn at all times as directed.
- All injuries, spills, exposures, equipment malfunctions, or unsafe conditions must be reported immediately to the instructor.
- Students must follow the WGTC Exposure Control Plan, Chemical Hygiene Plan (if applicable), and Emergency Action procedures.
- Photography, video recording, audio recording, and social media posting are prohibited in laboratory and clinical settings.
- Artificial intelligence (AI) recording devices, smart glasses (e.g., Meta/Ray-Ban), wearable cameras, and unauthorized electronic devices are prohibited in laboratories to protect privacy, confidentiality, and instructional integrity.
- Students are expected to maintain professional conduct and respect for classmates, faculty, and College property at all times.



School of Health Sciences

CONFIDENTIALITY AND PRIVACY AGREEMENT

As a student enrolled in a Health Sciences program at West Georgia Technical College (WGTC), I understand that I may have access to confidential, sensitive, and protected information during classroom, laboratory, simulation, clinical, practicum, internship, and other educational experiences.

Confidential information includes, but is not limited to, patient/client/decedent/resident information, medical records, diagnostic results, images, financial information, personal identifiers, student records, employee information, and any other information protected by federal or state law, institutional policy, or clinical affiliate policy.

I understand that all patient/client information, whether written, verbal, electronic, photographic, or otherwise communicated, is confidential and protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, applicable state and federal privacy laws, and the policies of West Georgia Technical College and its affiliated clinical agencies.

As a Health Sciences student, I agree to the following:

- Maintain the confidentiality of all protected information to which I am exposed during my educational experiences.
- Access confidential information only as necessary to fulfill assigned educational responsibilities.
- Not discuss patient, client, decedent, resident, student, employee, or clinical affiliate information with unauthorized individuals, including family members, friends, classmates without a legitimate educational need to know, or through public conversations.
- Not remove, copy, photograph, video, screenshot, download, transmit, or retain confidential information except as specifically authorized for educational purposes.
- Not post or share confidential information or photographs through social media, text messaging, email, artificial intelligence (AI) platforms, cloud storage, or any other electronic communication unless expressly authorized by the clinical affiliate and program faculty.
- Not use personal electronic devices, wearable recording devices, smart glasses (including Meta/Ray-Ban glasses), or other recording technology in clinical or laboratory settings unless specifically authorized.

- Immediately report any actual or suspected breach of confidentiality to my instructor or clinical supervisor.

I understand that maintaining confidentiality is both a legal obligation and a professional responsibility expected of all healthcare professionals.

I further understand that any violation of this agreement, HIPAA regulations, College policies, or clinical affiliate confidentiality requirements may result in disciplinary action, including removal from the clinical or laboratory setting, course failure, dismissal from the Health Sciences program, civil penalties, criminal penalties, and any additional action deemed appropriate by West Georgia Technical College and/or the clinical affiliate.

Student Acknowledgment

By signing below, I acknowledge that I have read and understand this Confidentiality and Privacy Agreement. I understand my legal, ethical, and professional responsibilities regarding confidential information and agree to comply with all applicable federal and state laws, institutional policies, and clinical affiliate confidentiality requirements throughout my enrollment in a Health Sciences program.

Student Printed Name: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____