

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 Hygiene Program

Dear Students,

Welcome to the Dental Hygiene Program at West Georgia technical College! As you begin this exciting journey, you are joining a profession dedicated to improving the oral and overall health of individuals and communities.

This handbook is designed to give the entering dental hygiene student an overview of the Dental Hygiene Program serves as your resource guide for academic polices, clinical expectations, professional standards, and available support services. The Handbook contains information that should be helpful for students throughout the program – from the first day of class to graduation and in preparation for the dental hygiene licensure examinations.

Our program is committed to fostering excellence in education, patient-centered care, ethical decision making, and life-long learning. Through a combination of classroom instruction, laboratory experiences, community outreach, and clinical practice you will develop the knowledge, skills, and professional values necessary to succeed as a dental hygienist.

The path ahead will challenge you to grow academically, clinically, and personally. With the support of faculty, staff, and your peers, you will build the confidence and competence needed to become a skilled healthcare professional and advocate for oral health.

We look forward to partnering with you as you work toward achieving your goals and making a positive impact on the lives you will serve!

Sincerely,

Melondy Martin RDH, BASDH, MDH

Program Director, Dental Hygiene



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Program Overview

The Dental Hygiene associate degree program is a sequence of courses that prepare students for positions in dental practices, public health agencies, community, and educational institutions. Learning opportunities develop academic, technical, professional knowledge and skills required for job acquisition, retention, and advancement. Over the 5 semesters in the program, didactic and clinical instruction prepares students for successful employment. Program graduates receive an associate of applied science degree, have qualifications of a dental hygienist, and are eligible to sit for the National Board Dental Hygiene Exam and Central Regional Dental Testing Services (CRDTS) clinical board exam as part of the requirements for licensure.

West Georgia Technical College offers a program of study leading to an Associate of Applied Science Degree with a major in Dental Hygiene (AAS).

To receive a variety of experience, students will receive clinical assignments in several clinical environments where they become a part of healthcare teams and will clinically perform under the direction of a licensed dentist or dental hygienist.

Travel will be required to all clinical sites.

WGTC Dental Hygiene program is a unit of Health Sciences with the administrative offices of the Program Director located on the Douglas campus Building A, 216. The Department of Dental Hygiene at West Georgia Technical College is accredited by the American Dental Association Commission on Dental Accreditation. Information on accreditation standards and/or the policy and procedure for submission of complaints may be obtained by contacting the Commission on Dental Accreditation.

- Name: Commission on Dental Accreditation (CODA)
- Address: 211 East Chicago Avenue, Chicago, IL 60611-2678
- Email: www.coda.ada.org
- Phone number: 1-800-232-6108
- Accreditation status: Reporting without requirements

Our Program Mission

The mission of the Dental Hygiene Program at West Georgia Technical College is to educate, prepare, and graduate highly skilled dental hygiene professionals committed to promoting total health and wellness through the prevention and control of oral disease. Through a structured, student-centered curriculum, the program fosters the development of strong clinical, technical, and critical thinking skills. The program's commitment to excellence ensures that students are thoroughly prepared to graduate and be well equipped to provide comprehensive oral health care and education in private dental practices, public health, community, and educational settings.

Our Program Goals

Patient Care: Goal 1: Prepare graduates with the knowledge, clinical competencies, professional behaviors, and ethical standards necessary to be eligible for licensure and to provide safe, effective, and patient-centered dental hygiene care in the State of Georgia.

Teaching and Learning Goal 2: Promote excellence in teaching and learning through continuous faculty development, evidence-based instructional practices, and ongoing evaluation of teaching effectiveness to support student achievement and program improvement.

Service: Goal 3: Provide meaningful community-based oral health education and preventive dental services that enhance student learning while addressing the oral health needs of the community.

Research and Evidence-Based Practice Goal 4: Foster the integration of evidence-based decision-making in teaching, learning, and patient care through the evaluation and application of current research and best practices in dental hygiene.

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 Hygiene Program Learning Outcomes:

1. Identify and understand professional codes and ethical conduct appropriate in the practice of clinical dental hygiene.
2. Identify individual and group guidance and problem-solving techniques which encourage and teach appropriate critical thinking skills required for clinical dental hygiene care
3. Develop appropriate curricula instructional practices and assessment strategies that prepare dental hygiene graduates to meet licensure requirements of dental governing boards
4. Identify and maintain a safe and healthy learning environment that ensures safe and health techniques for competency in clinical dental hygiene practice
5. Develop procedures and protocols that ensure quality assurance for all procedures during the practice of clinical dental hygiene

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

Applicant Must:

1. Submit an application to WGTC before submitting a Dental Hygiene application.
2. Information regarding admission requirements may be found at:
<https://westgatech.smartcatalogiq.com/en/2025-2026/student-catalog/admissions/health-sciences-and-nursing-programs-general-procedures>
3. Submit a Dental Hygiene application by June 1st.
4. Students must complete all requirements for admission to be considered for selection.
5. Must attend a Mandatory Information Session with WGTC Advising Coach. (advising@westgatech.edu)
6. The following courses must be completed prior to application to the program:
 - ENGL 1101, MATH 1111, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117 and BIOL 2117L are used to calculate the competitive GPA.
 - BIOL and CHEM courses must be completed within seven (7) years of the program cohort start date.
7. Possess a 3.2 grade point average on a 4.0 scale.

Selection and Notification

1. The Dental Hygiene program admits 10 students annually each Fall Semester.
2. Students must complete all requirements for admission to be considered for selection.

3. The selection process involves the applicant's overall GPA.
4. In the event of a tie of ranking score, in order to fill all available seats, the following criteria will be used as the tiebreaker to determine student acceptance into the program: completion of all program general education courses, student with the highest GPA for courses Biology 2113/2113L and Biology 2114/2114L will be selected.
5. The date an application was received will be selected if a tie remains.
6. Applicants may receive a bonus point added to their application score according to the Competitive Selection Checklist for completing the observation hours.
7. Students must respond to the email, confirming their intent to enroll, within the time frame in their acceptance letter via email. A student who fails to respond to the email will result in forfeiting their place in the class.
8. Students accepted must attend a mandatory orientation session. Failure to do so will result in forfeiting their place in the class.
9. Upon acceptance into the program students must submit a dental exam and physical examination form (current within one year), which includes documentation of immunizations along with evidence of having begun the Hepatitis B vaccinations. Proof of current certification in BLS for Health Care Providers must be presented by the first day of class. Only courses from the American Heart Association are acceptable. Online CPR courses are not acceptable. Current CPR certification must be maintained throughout the program.
10. A background check must be completed by the first day of class.

Students are encouraged to review the most current program requirements information before applying. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/getting-started/competitive-selection-process/>

Physical & Dental Examination Report, Hepatitis B Vaccination, and Other Vaccination Requirements

The WGTC Dental Hygiene Program is a competitive selection program. All information regarding complete selection process and general admission are located on the WGTC site in Admission section. In addition to the requirements set forth by WGTC, there are program specific requirements that must be met before a student is officially admitted into the program. These specific requirements are:

Orientation: Orientation is scheduled in mid to the end of July and attendance is mandatory. You must stay for the entire duration of orientation.

All students must submit a complete physical and dental examination report (current within one year). Also required is the Hepatitis B vaccine or signed waiver. Because dental personnel may be exposed to a wide variety of microorganisms in the blood and saliva of patients they treat in the dental operatory, arrangements should be made to receive a series of Hepatitis B vaccinations if not completed previously. Students must provide evidence of having begun the Hepatitis B vaccinations and/or titer. This form must be signed by the provider of the vaccinations when administered. Students must also show proof of Measles, Mumps, Rubella and Varicella immunizations, have a 2-step Tuberculin skin test, and current tetanus vaccination. Students who have not completed the HBV series may not begin patient care.

The physical examination report including the results of the 2-step Tuberculin skin test and vaccination/titer records must be submitted to the Administrative Assistant via email by the first day. Students must update their Tuberculin Skin Test and Flu Vaccine yearly.

Students are not permitted to attend preclinical, laboratory, and clinical courses unless or until the medical clearance required by the program has been submitted to the Administrative Assistant via email and this will be considered an absence. This includes but may not be limited to the physical exam, results of the 2-step Tuberculin

skin test, validation of immunity by acceptable documentation of immunization or titer levels, Hepatitis B immunization or waiver, and annual requirements of Flu vaccine and TB skin tests.

Students with a positive TB test must submit the results of a chest x-ray and proof of treatment, if applicable. Due to contractual agreements with various clinical agencies and required rotation requirements, there are no vaccine exemptions. Non-compliance is an indication that the student forfeits their position in the program.

All absences due to noncompliance with this policy will result in an unexcused absence(s) until compliance is achieved. Course, preclinical, and clinical syllabi policies on unexcused absences will be followed in this event.

Student Health Record

All students are required to complete and submit student information packet, physical exam, dental exam, and vaccination documentation prior to entering the program. Please provide all updated materials to the Program Administrator. The Department of Dental Hygiene must maintain an accurate record of this material.

Students must keep copies of all records for themselves. Copies will be needed every semester for clinical facilities. No materials will be removed from student's records. Any student missing health information will be prohibited from all clinical attendance with an unexcused absence.

Basic Life Support (CPR Certification)

All Health Science students must be CPR certified at the Health Provider level and must maintain such certification while enrolled in the program. Prior to the first day of class, the student must take the Basic Life Support course in order to obtain CPR certification through the American Heart Association. Current CPR certification **MUST** be maintained throughout the program. Students will not be permitted to attend preclinical, clinical, or laboratory courses if the CPR certification has expired. Online courses will not be acceptable. All CPR certifications must be submitted to the via email Administrative Assistant by the first day of classes.

Students are not permitted to attend preclinical, laboratory, and clinical courses unless or until the current CPR certification is submitted to the Administrative Assistant via email and this will be considered an absence. All absences due to noncompliance with this policy will result in an unexcused absence(s) until compliance is achieved. Course, preclinical, and clinical syllabi policies on unexcused absences will be followed in this event.

Drug and Alcohol Testing/ Background Screening

All WGTC Dental Hygiene Program students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WGTC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Science program.

No alcoholic beverages or drugs which may cause cognitive impairment will be consumed during preclinic or clinic or up to 12 hours prior to scheduled sessions. Any evidence of alcohol or drug use while in the dental clinic or evidence of impairment due to drugs/alcohol prior to starting the preclinical or clinical assignment will result in sending the student for a drug test for cause and if positive, immediate suspension. The impaired student will only be allowed to leave with a designated driver.

All Health Science students must have submitted the initial and yearly background and check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the program director, course coordinator, or Dean of Health Sciences in the absence of the instructor or program director. If a student has a criminal history, it is the responsibility of the student to contact the board of dental examiners in the state(s) where the student plans to apply for licensure to discuss the criminal charges or convictions. State dental boards may deny license applications for any felony convictions, misdemeanor convictions, or even arrests.

Drug and alcohol testing and background screening policies, including the appeal of program dismissal based on background screening, drug testing results, or other circumstances, located in the college catalog will be followed.

Student Responsibility

Students are responsible for the cost associated with the dental and physical exams, vaccinations, background check, drug screening, and any program related costs which are provided by email upon acceptance into the Dental Hygiene program and at the mandatory orientation. Additional program costs will occur.

Submission of Documents

All students are required to complete and submit student information packet, physical exam, dental exam, and vaccination documentation prior to entering the program to the Program Administrator. Any updated documentation must be submitted on time and prior to expiration to the Program Administrator.

Insurance

WGTC Dental Hygiene preclinical and clinical courses require students to carry accident and malpractice insurance, which is available through the College. A student may purchase additional accident and malpractice insurance.

Healthcare Responsibilities

Students are responsible for all expenses related to their own health care while they are students in the Dental Hygiene Program.

Universal Precautions

Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.

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.

Estimated Dental Hygiene Program Cost

Estimated Expenses Related to the Program

- a. Student Member of the American Dental Hygiene Association Fee: Dental Hygiene students are required to become a Student Member of the ADHA and GDHA paying the 2-year membership fees. \$160
- b. Books: Each semester there will be required textbooks for each course in addition to optional supplemental textbooks. Most textbooks are used throughout the program.
- c. Instruments and Supplies: Students are required to purchase instruments and supplies during the freshman year. Dental Hygiene students will receive the instrument and supply list information each semester. In addition, students are required to purchase additional supplies each semester and instruments in the Spring semester of freshman year and Summer semester of sophomore year.
- d. Uniforms and other required dental hygiene supplies: At the First Year Orientation session, the Dental Hygiene students receive further information concerning the purchase of uniforms. See clinical dress code for specific requirements; refer to the Dental Hygiene Clinic Manual.
- e. Dental Hygiene School Pin: Pins are awarded to the graduates at the Dental Hygiene Pinning Ceremony.
- f. NBDHE/CRDTS Fee: Applications and information will be provided during the semester prior to graduation. There are two application fees required:
 - NBDHE Application \$500-\$700* *(Costs are subject to change)
 - CRDTS Examination Application... \$900-\$1200* *(Costs are subject to change)
 - Following graduation and successful completion of the NBCHE and CRDTS, graduates must apply to the Georgia Board of Dentistry and successfully complete a jurisprudence examination as required.
- g. A final transcript of grades must be sent as a part of the Georgia Board of Dentistry application. Final transcripts will be provided to the graduates following completion of the CRDTS testing session. *(Costs are subject to change)

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, CAHIM, ABFSE, 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 Hygiene Program Credit Hours 84 Suggested Course Sequence

Students should refer to the College Catalog and/or the Dental Hygiene Department website at <https://www.westgatech.edu/program-explorer/nursing-allied-health-sciences/dental-hygiene/> for the Dental Hygiene Program of Study. Students must complete general and dental hygiene courses for graduation from the Dental Hygiene Program and certification for eligibility for licensure by the Program Director. The fees are per credit hour and the number of hours vary by semester in the dental hygiene program.

The Dental Hygiene curriculum is a very challenging and time intensive curriculum and success **requires** that all students participate in additional hours scheduled **outside** of the required course times. All students were notified of this requirement at the orientation.

GENERAL EDUCATION	34
ENGL1101(a).....	3
MATH 1111 or MATH 1101(a).....	3
BIOL2113 & BIOL2113L (a,b).....	4
BIOL2114 & BIOL2114L (a,b).....	4
BIOL2117 & BIOL2117L (a,b).....	4
CHEM1211 or CHEM 1151 (a,b).....	4
SPCH 1101(c).....	3
PSYC1101(c).....	3
SOCI 1101(c).....	3
Area IV Core Class(c,d)	3

Upon selection for admission to the Dental Hygiene program the student will complete the following didactic and clinical program courses as a cohort:

Dental Hygiene Curriculum			
Semester 1	S	CR	Notes and Milestones
DHYG 1040 Preclinical Dental Hygiene Lecture	FA	2	Program Admission, Corequisite DHYG 1050
DHYG 1050 Preclinical Dental Hygiene Lab	FA	2	Program Admission, Corequisite DHYG 1040
DHYG 1020 Head and Neck Anatomy	FA	2	Program Admission

DHYG 1000 Tooth Anatomy and Root Morphology	FA	2	
DHYG 1010 Oral Embryology and Histology	FA	1	Program Admission
		9	Program Semester Hours
Semester 2	S	CR	Notes and Milestones
DHYG 1110 Clinical Dental Hygiene I Lecture	SP	2	Prerequisite DHYG 1040, Corequisite DHYG 1111
DHYG 1111 Clinical Dental Hygiene I Lab	SP	3	Prerequisite DHYG 1050, Corequisite DHYG 110
DHYG 1090 Radiology Lab	SP	2	Prerequisite DHYG 1020
DHYG 2050 General and Oral Pathology/Pathophysiology	SP	3	Prerequisite DHYG 1010, DHYG 1020
DHYG 1070 Radiology Lecture	SP	2	Prerequisite DHYG 1020
DHYG 1206 Pharmacology and Pain Control	SP	3	Program Admission
		15	Program Semester Hours
Semester 3	S	CR	Notes and Milestones
DHYG 2010 Clinical Dental Hygiene II Lecture	SU	2	Prerequisite DHYG 1070, DHYG 1110 Corequisite DHYG 2020
DHYG 2020 Clinical Dental Hygiene II Lab	SU	2	Prerequisite DHYG 1070, DHYG 1090, DHYG 1111
DHYG 2200 Periodontology	SU	3	Prerequisite DHYG 1010
DHYG 1030 Dental Materials	SU	2	Program Admission
		9	Program Semester Hours
Semester 4	S	CR	Notes and Milestones
DHYG 2080 Clinical Dental Hygiene III Lecture	FA	2	Prerequisite DHYG 2010 Corequisite DHYG 2090
DHYG 2090 Clinical Dental Hygiene III Lab	FA	4	Prerequisite DHYG 2020 Corequisite DHYG 2080
DHYG 2070 Community Dental Health	FA	3	Prerequisite DHYG 1110
DHYG 2110 Biochemistry/Nutrition Fundamentals for the Dental Hygienist	FA	2	
		11	Program Semester Hours
Semester 5	S	CR	Notes and Milestones
DHYG 2130 Clinical Dental Hygiene IV Lecture	SP	2	Prerequisite DHYG 2080
DHYG 2140 Clinical Dental Hygiene IV Lab	SP	4	Prerequisite DHYG 2140
		6	Program Semester Hours

Professional Curriculum50

Students must pass all courses each semester with minimum of a “70” C and clinic to progress and all semester requirements completed successfully at 75% or higher for progression in the to the next semester. Failure to do so will result in dismissal from the program.

Course Descriptions

DHYG 1000 Tooth Anatomy and Root Morphology

Provides the student with a thorough knowledge of external and internal morphological characteristics of human primary and secondary dentition. Also introduces the student to various tooth identification systems, classifications of occlusion and dental anomalies. Topics include oral cavity anatomy, dental terminology, external and internal tooth anatomy, tooth nomenclature and numbering systems, individual tooth and root morphology, occlusion and dental anomalies.

DHYG 1010 Oral Embryology and Histology

Focuses on the study of cells and tissues of the human body with emphasis on those tissues that compose the head, neck, and oral cavity. Topics include cellular structure and organelles; histology of epithelium; histology of

connective tissue; histology of muscle tissue; histology of nerve tissue; histology of oral mucosa and orofacial structures; embryological development of the head and neck; tooth development; and development of tooth supporting structures.

DHYG 1020 Head and Neck Anatomy

Focuses on anatomy of the head and neck. Emphasis is placed on those structures directly affected by the practice of dentistry. Topics include terminology; anatomic landmarks; osteology of the skull; temporomandibular joint; muscles of mastication; muscles of facial expression; nervous system; blood supply of the head and neck; lymphatic system and immunology; endocrine and exocrine glands of the head and neck; nasal and paranasal sinuses; fascial spaces and the spread of dental infections; and anatomy concerning local anesthesia.

DHYG 1030 Dental Materials

Focuses on the nature, qualities, composition and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Topics include: dental materials standards, dental materials properties, impression materials, gypsum products, mouthguards and whitening systems, dental bases, liners and cements, temporary restorations, classifications for restorative dentistry, direct restorative materials, indirect restorative materials, polishing dental restorations, removable dental prostheses, sealants, and implants.

DHYG 1040 Preclinical Dental Hygiene Lecture

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include patient assessment, instrumentation, charting, occlusion, caries, emergencies, ethics and professionalism, asepsis, and patient and clinician positioning

DHYG 1050 Preclinical Dental Hygiene Lab

Provides fundamental skills to be utilized in the delivery of optimum patient care by the dental hygienist. Topics include asepsis, ethics and professionalism, emergencies, patient assessment, patient and clinician positioning, instrumentation, charting, occlusion and caries.

DHYG 1070 Radiology Lecture

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation physics principles, radiation biology, radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, legal issues of dental radiography, and digital radiography techniques and principles.

DHYG 1090 Radiology Lab

Emphasizes the application of radiology principles in the study of the teeth and their surrounding structures. Topics include radiation safety, radiographic quality assurance, imaging theory, radiographic interpretation, radiographic need, and digital radiography principles and techniques.

DHYG 1110 Clinical Dental Hygiene I Lecture

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, and dental hygiene care planning.

DHYG 1111 Clinical Dental Hygiene I Lab

Continues the development of knowledge in patient care. Topics include: prevention, instrumentation, patient management, dental appliances, dental hygiene care planning, and applied techniques.

DHYG 1206 Pharmacology and Pain Control

Introduces principles of basic pharmacology as they pertain to the practice of dentistry and dental hygiene. Emphasizes actions and reactions of medications commonly used in the dental office or taken by dental patients. Topics include pharmaceutical referencing, legal and ethical considerations, drug effects, contraindications, drug related emergencies, dental related anesthesia, and pain control.

DHYG 2010 Clinical Dental Hygiene II Lecture

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; local anesthesia; treatment of hypersensitivity; whitening; implant care; smoke cessation; pit and fissure sealants, scaling, debridement and root planning; ultrasonic and air polishing and dietary analysis.

DHYG 2020 Clinical Dental Hygiene II Lab

Continues the development of student knowledge in treating patients and preventing oral disease. Topics include: instrument sharpening; patient assessment; antimicrobial use; local anesthesia; treatment of hypersensitivity;

whitening; implant care; tobacco cessation; pit and fissure sealants; scaling, debridement and root planning; ultrasonics and air polishing; and dietary analysis.

DHYG 2050 General and Oral Pathology/Pathophysiology

Introduces pathology as a specialty of dentistry and includes the etiology, pathogenesis and recognition of various pathological conditions. Emphasis is placed on oral and paraoral pathology and systemic conditions affecting the head and neck. Topics include terminology and biopsy procedures; inflammation, repair, and regeneration; soft tissue and dental anomalies; pathogenesis of caries and pulpal pathology; cysts and tumors of the head and neck; systemic conditions that affect the oral structures; infectious diseases; diseases of the salivary glands; diseases of bone; blood dyscrasias; vesiculo-erosive and autoimmune diseases; and genetic diseases and syndromes of the head and neck.

DHYG 2070 Community Dental Health

Provides students with a broad understanding of the healthcare system and an objective view of the significant social, political, psychological and economic forces directing the system. Prepares students to promote oral health and prevent oral disease in a community, by meeting specific dental health needs of community groups. Topics include epidemiology, community dental care assessment, community dental care provision, preventive counseling for groups, group oral health education, terminology, dental care systems, biostatistics, and concepts of dental research.

DHYG 2080 Clinical Dental Hygiene III Lecture

Continues the development of student knowledge necessary for treatment and prevention of oral diseases. Topics include treatment of patients with special needs.

DHYG 2090 Clinical Dental Hygiene III Lab

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include special needs patients and applied techniques.

DHYG 2110 Biochemistry and Nutrition Fundamentals for the Dental Hygienist

Provides a basic introduction to organic chemistry and biochemistry. Familiarizes students with the role of nutrition in the human body with an emphasis on the dental hygienist's role as a nutritional educator. Topics include molecular structure, carbohydrates, proteins, nutrition and digestion, bioenergetics, nutritional aspects, nutritional disorders, and diet assessment.

DHYG 2130 Clinical Dental Hygiene IV Lecture

Focuses on the dental hygiene field and presents the fundamental concepts and principles necessary for successful participation in the dental profession. Topics include employability skills, State of Georgia Dental Practice Act, office management, expanded duties, legal aspects, ethics, dental hygiene practice settings, and dentistry and dental hygiene regulation.

DHYG 2140 Clinical Dental Hygiene IV Lab

Continues the development of student skills necessary for treatment and prevention of oral disease. Topics include applied techniques and time management.

DHYG 2200 Periodontology

Provides fundamental information on periodontal anatomy, pathogenesis of the periodontal diseases, and an introduction to modern rational periodontal therapy, including preventive, non-surgical, and surgical methods. Topics include tissues of the periodontium, periodontal pathology, periodontal diseases, assessment and treatment planning, periodontal disease therapy, and periodontal emergencies.

Graduation requirements

Students in the Associates of Science in Dental Hygiene program are expected to meet the minimum clinical performance evaluations/competencies each semester and prior to program graduation. Students are required to demonstrate competence throughout program progression and are evaluated on a semester basis. It is the student's responsibility to be conscious of their need to complete requirements.

Please refer to the course syllabus to learn more about the requirements that must be met by the end of the course/semester.

Patient Clinic Classifications

Students must successfully complete the minimum number of patient experiences in each category listed below

Requirement (total)	Semester Minimum Requirements Effective		
	DHYG 2020	DHYG 2090	DHYG 2140
Class I (12)	2	5	5
Class II (19)	3	8	8
Class III (10)	1	3	6
Class IV/V (4)	0	2	2
Complete FMX (8)	2	3	3
Horizontal BWX (10)	2	3	5
Vertical BWX (2)	0	1	1
Panoramic (4)	1	1	2

Graduation Patient Experience

Students must successfully complete the minimum number of patient experiences in each category listed below.

Clinic Class	Minimum No. Patients	Patient Type	Minimum Experiences
I	12	Child (0-11)	4
II	19	Adolescent (12-17)	4
III	10	Adult (18-64)	20
IV/V	4	Geriatric (65+)	8
Total	45	Med/Phy Comp/Special Needs	6

Graduation Performance Experience

Students must successfully complete the minimum number of radiology experiences listed below prior to graduation.

Radiograph Type		Experience
Complete Series (FMX)*		8
Horizontal Bitewings (HBW)*		10
Vertical Bitewings		2
Panoramic		4
Mixed or Primary Dentition (Pano/FMX)		2
Mixed Dentition HBW		2
Primary Dentition HBW		2
Edentulous or Partially Edentulous PAN/FMX (Must be 12 or more missing teeth)		1
<i>*Vertical bitewings must be recommended for all Class IV or V patients and for any patient with a history of periodontal disease or clinical signs of bone loss, regardless of their calculus classification.</i>		
Manikin Surveys	FMX	3
	HBW	3
	VBW	3
<i>Note: Manikin surveys include student practice or exams taken in other courses.</i>		

Graduation Clinical Evaluations/competencies and Clinical Experiences

Students are required to complete clinical evaluations/competencies for several dental hygiene services.

Graduation clinical evaluations/competencies or patient experiences may be completed on another dental hygiene student; however, this should be done only if a clinic patient has not been acquired to perform the procedure. All

clinical performance evaluations/competencies and patient experiences must be completed before the student will be allowed to graduate.

Dental Hygiene Graduation Evaluations/Competencies and Clinical Experiences	
Type of Evaluation	Achievement Criteria
Air Powder Polishing	Two (2) prophy jet experiences on 2 different patients with satisfactory score counts as a requirement
Local Anesthesia Setup	One (1) experience with satisfactory score counts as a requirement.
Local Chemotherapy	Two (2) applications on 2 different patients with satisfactory score counts as a requirement.
Nutritional Counseling	Two (2) experiences on 2 different patients with completion of all parts counts as a requirement.
Oral Irrigation	Two (2) applications on two (2) different patients with satisfactory score counts as a requirement.
Oraqix	One (1) application with one (1) patient with satisfactory score count as a requirement.
Sealants	Twelve (12) Sealant applications with satisfactory score counts as a requirement.
Tobacco Cessation	One (1) experience with satisfactory score counts as a requirement.
Study Models	Two (2) experiences on 2 different patients satisfactory with score counts as a requirement.
Whitening Trays	Two (2) experiences (impressions, trimming, and delivery) on 2 different patients with satisfactory score counts as a requirement.
Periodontal Case Study Patient	1 patient (DHYG 2090 or DHYG 2140 course) • Nutritional counseling chair-side • Alginate impressions /Study Model – (1 case study) • Intra Oral Camera include 5 views, plus intra oral lesion (hard or soft tissue) -1 • Reevaluation (4-6 weeks post txt
Community Hours	Minimum of 5 during any semester...does NOT include project requirement in Community Health course DHYG 2070.

If a student attempts a competency/evaluation and a passing score is not achieved during the first attempt, the student must complete remediation first and retake the competency evaluation within 2 weeks following the WGTC remediation policy. All attempts are averaged for the final grade.

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 Hygiene Protocols and Progression Requirements

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 and complete ALL required course competencies and requirements in order to continue in the Dental Hygiene Program.
- Any course grade below 70% will be considered unsuccessful and failure to do so will result in dismissal from the program.

GPA Requirements

- Dental Hygiene students must maintain a grade point average of 2.0 for the academic year or semester.
- 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 at 75% or higher and within the designated timeframe as outlined in the syllabus.
- 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.
- Failure to meet each clinical requirement by the assigned date will result in the student receiving a grade of “F”. If a student has incomplete requirements close to the assigned date, the clinical coordinator will inform the student of the date that clinical requirements must be completed. If the requirements are not completed by the assigned dates, a student will receive a grade of “F” in the clinical course and will be dismissed from the Dental Hygiene Program regardless of any other grades. Students MUST be prepared to provide their own clinic patients. The clinic has a base of patients that will be assigned to students, when possible, but students CANNOT depend solely on these patients to meet their clinic requirements.

- Students must attain a “C” in general and major required courses. Enrollment in Dental Hygiene courses is contingent upon concurrent enrollment in all co-requisites courses listed in the course syllabi. Withdrawal from a Dental Hygiene course will require immediate withdrawal from all Dental Hygiene co-requisite courses.
- Successful completion of all required courses is necessary for progression in the WGTC Dental Hygiene program. Successful completion of all Dental Hygiene program courses is evidenced by: a course grade of 70% or higher, AND a grade of 75% or higher on the clinical competency/evaluation exams, and/or successful completion of the semester clinical requirements as designated in the course syllabi. A course average of less than 70% and/or grade less than 75% on a clinical evaluation will result in a course grade of "D" or "F", based on the course average or clinical requirements. This will also result in dismissal from the WGTC Dental Hygiene program. All Dental Hygiene courses are prerequisites to subsequent Dental Hygiene courses, therefore if a student makes a “D” or “F” or withdraws from a Dental Hygiene course, they may not progress in the program. Students whose progression is interrupted and who desire to re-enter the program must follow the readmission policies and procedures. (See Remediation Policy and Procedures)
- 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.

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 Scale for the Dental Hygiene Program is as follows:

90 – 100 A
 80 – 89 B
 70 – 79 C
 60 - 69 D
 Below 60-F

- Clinical Performance Grading System: clinic performance is evaluated using a competency-based evaluation system.
- Final grades are rounded up from 0.5 and higher. For example, if your final average grade is 89.49, it will be recorded as a B (89), however if your final average grade is 89.74, it will be recorded as an A (90).
- A student must earn a "C" or better in all dental hygiene courses.
- In order to earn a grade of "C" in any dental hygiene course, a student must:
 - Maintain an average of 70% or higher on all graded course requirements.
 - Successfully complete all clinical requirements.
 - Fulfill all course requirements according to timeline in course syllabus.

WGTC Dental Hygiene Program Clinical & Graduation Requirements

Procedures	DHYG 1050 (pre-clinic)	DHYG 1111 (clinic)	DHYG 1030 Summer Dental Materials	DHYG 2020 Summer (first semester in Clinic)	DHYG 2090 Fall (second semester in Clinic)	DHYG 2140 Spring (third semester in Clinic)	Total Required for Graduation
	DHYG 1050						
Clinical Attire Competency	1						1
Handwashing Competency	1						1
MH/DH/Vitals Competency	1						1
EO/IO Exam Competency	1						1
Probe & CPA Competency	1						1
Explorers Competency	1						1

Op Setup Competency	1						1
Op Breakdown Competency							
Inst Proc & Sterilization Competency	1						1
DHYG 1111							
Appl Care Competency		1					1
Explorers Competency		1					1
Calculus Charting Competency		1					1
Procedures	DHYG 1050 (pre-clinic)	DHYG 1111 (clinic)	DHYG 1030 Summer Dental Materials	DHYG 2020 Summer (first semester in Clinic)	DHYG 2090 Fall (second semester in Clinic)	DHYG 2140 Spring (third semester in Clinic)	Total Required for Graduation
Universals Curets Competency		1					1
Area Specifics Competency		1					1
Sickle Scalers Competency		1					1
Ultrasonic Mnt Competency		1					1
Ultrasonic Technique Competency		1					1
Rubber Cup Polishing Competency		1					1
Fluoride Varnish Competency		1					
Clinical Assistant Competency		1					1
DHYG 1030							
Sealants Competency			1				1
Alginate Impressions Competency			1				1
Study Model Competency			1				1
Whitening Tray Fabrication Competency			1				1
Whitening Tray Delivery Competency			1				1
SDS Competency			1				1
DHYG 2020							
Mixed Dentition Charting Test				1			1

Inst Sharpening Competency				1			1
Class II debridement Competency				1			1
Local Anes Setup Competency				1			2
Calculus Charting Competency				1			3
DHYG 2090							
Adult Charting Competency					1		1
Class III debridement Competency					1		1
Local Anes Setup Competency					1		2
Calculus Charting Competency					1		3
Procedures	DHYG 1050 (pre-clinic)	DHYG 1111 (clinic)	DHYG 1030 Summer Dental Materials	DHYG 2020 Summer (first semester in Clinic)	DHYG 2090 Fall (second semester in Clinic)	DHYG 2140 Spring (third semester in Clinic)	Total Required for Graduation
Ultrasonic Competency					1		1
Int Oral Camera Competency					1		2
Arestin Competency					1		2
Oral Irrigation Competency					1		2
Hypersensitivity Competency					1		2
Sealants Competency					1		12 Applications
Perio Case Patient					1		1
Reevaluation					1		3
DHYG 2140							
Class IV/V Competency						1	1
Special Need Patient Competency						1	1
Calculus Charting Competency						1	3
Oraqix Competency						1	1
Piezo Competency						1	1
Air polishing Competency						1	2
Local Anes Setup Competency						1	1
Sealants Competency						1	12 Applications
Recare						6	6
Reevaluation						2	3

Private Practice						10	10
	Graduation Requirements						
Perio Case Patient					DHYG 2090	DHYG 2140	1 patient
Air Powder Polishing Competency				Any Semester	Any Semester	Any Semester	2 Different Patients
Local Anesthesia Setup				Any Semester	Any Semester	Any Semester	1 Patient Experience
Local Chemotherapy (Arestin) Competency				Any Semester	Any Semester	Any Semester	2 Different Patients
Nutritional Counseling				Any Semester	Any Semester	Any Semester	2 Different Patients
Oral Irrigation Competency				Any Semester	Any Semester	Any Semester	2 Different Patients
Oraqix Competency				Any Semester	Any Semester	Any Semester	1 Patient Experience
	Graduation Requirements						
Sealants Competency				Any Semester	Any Semester	Any Semester	12 Applications
Tobacco Cessation Competency				Any Semester	Any Semester	Any Semester	1 Patient experience
Study Models Competency				Any Semester	Any Semester	Any Semester	2 Different Patients
Whitening Trays Competency (alginate, trim, & delivery)				Any Semester	Any Semester	Any Semester	2 Different Patients
Community Hours				Any Semester	Any Semester	Any Semester	5 minimum not including DHYG 2070 project
Mixed or Primary Dentition (Pano/FMX)				Any Semester	Any Semester	Any Semester	2
Mixed Dentition HBW				Any Semester	Any Semester	Any Semester	2
Primary Dentition HBW				Any Semester	Any Semester	Any Semester	2

Edentulous or Partially Edentulous Pan0/FMX (Must be 12 or more missing teeth)				Any Semester	Any Semester	Any Semester	1
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Course Examinations

- a. Attendance/Tardiness: Each student is expected to attend all exams as scheduled. A student who will be tardy or absent must notify the course instructor via WGTC email and/or office phone number.
- b. Procedure for Taking Exams: This procedure may be modified to meet the needs of each course. Examinations in some courses are administered via the computer. Refer to course syllabus for exam policies.
 - Seating: Students may be assigned to specific seats and classrooms for exams. It is the responsibility of the student to sit in the correct room and/or seat.
 - Placement of Personal Items: Students are not allowed to have personal belongings, notebooks, cell phones, or other electronic devices, etc., at their desks during exams. All personal belongings must be placed at the front or back of the room during the test or test review. Turn cell phones off.
 - Talking and Disruption: There will be no talking or disruptions while exams are handed out or during the exam period.
 - Questions/Problems: Students are required to adhere to the course instructor's policy for examination criteria stated in the course syllabus and/or on the examination directions.
If a student has a problem during a test, the student should raise his/her hand for possible assistance by the course instructor. No readmittance to an exam if a student asks to be excused.
 - Time Allowed for Test: Students are expected to arrive on time for all examinations.
 - Illegal reproduction of Exam or Standard Test Items: Test questions from course exams or standardized tests may not be written down, or reproduced in any way. Such a reproduction of test items represents academic dishonesty and can result in failure of the course associated with the exam/test, and possible permanent dismissal from the Dental Hygiene program.

Clinical Grading

- Each patient experience is graded and the clinic grade sheets are kept in the student's grade folder in the locked office. No files will be removed from this room. Daily patient experience grades are issued by the end of that day's clinical session. Faculty will document all clinic grades, requirements, and radiographs on the tracking form. A student may request a faculty member to pull their personal file to check its contents. Students are not allowed to write on their tracking sheets. Patient's charts are to be kept in the receptionist office. Do not keep patient charts in your locker or take them home. This is a HIPAA violation.
- Two grades per patient: Overall Patient Care Grade & Patient Care Category Grade
 - Student required to pass both Patient Care Category and Overall Patient Care Grade at 75% to receive credit for the patient.
- All completed patient grades will be averaged in the final grade. All clinic classes must have a satisfactory score of 75% or higher. If students have met and surpassed requirements in higher classifications, the surplus requirements may be downgraded (see master clinic syllabus)
- If a student attempts a competency/evaluation and a passing score of 75% or higher is not achieved during the first attempt, the student must complete remediation first and retake the competency evaluation within 2 weeks following the WGTC remediation policy. All attempts are averaged for the final grade. (See Clinic Remediation Policy and Procedures)
- All radiographs require critique and submission in Blackboard Ultra. All grades will be averaged in the final grade. All radiographs must have a satisfactory score of 75% or higher to count towards the semester and graduation requirement. (see master clinic syllabus)

- Grades will be reported to students only by the course instructor or West Georgia Technical College registrar via Blackboard Ultra. Grades will not be given over the telephone.
- 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

Clinical rotation sites are selected and contracted by the dental hygiene program. Students' participation, noted by full attendance, is required for all scheduled rotation site sessions. Students must notify the Clinical Site manager, Course Instructor, and Program Director of any absences to ensure provider coverage.

Students are required to participate in supplemental activities, events, and/or educational experiences at external clinical sites, which may entail two (2) hours or more of driving. Housing, travel, parking, and meal expenses while at clinical are the responsibility of the student.

All Dental Hygiene students must attend assigned clinical agency orientation appropriate to the clinical assignment. Failure to do so may prohibit the student from completing the clinical assignment and therefore failure in the course.

Students must wear assigned black scrubs at clinical sites and are required to have a photo identification badge to utilize clinical agencies.

Students are required to bring an Observation Form and have it completed by the Clinical Site Manager at each session. The hardcopy is submitted to the Course Instructor. (See syllabus for more information)

The student will not communicate unprofessionally (argue, solicit professional advice for an illness or disability, other) with any physician, nurse, fellow student, staff member, or preceptor during rotations.

The ultimate responsibility for patient care lies with the staff of the rotation site. If a conflict arises between the student and anyone at the rotation site the student will immediately retire from the conflict and notify the Clinical Coordinator or Clinical Instructor as soon as possible or no later than at the completion of the shift.

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.

Clinical Affiliates

Coweta Samaritan Clinic
160 Martin Luther King Dr.
Newnan, Ga 30263

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
- Evenings
- Nights
- Weekends
- Holidays
- 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.

Dental Hygiene Clinic hours vary depending on the number of enrolled students. Students are responsible for attending all scheduled classes, laboratory, preclinical, and clinical sessions.

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.

Dental Hygiene Program-Specific Requirements:

- Clean pressed Assigned uniform color at WGTC Dental Hygiene Clinic
- Black color at clinical rotations and community service activities.
 - No tight uniforms or visible undergarments
- Solid white t-shirt or flesh colored under uniform
- White leather closed toe, rubber sole shoes.
- Long socks half way your calf.
- Hair off shoulders
- Short clean nails without polish or acrylic
- Plain wedding band
- 1 set of smooth 6mm non pronged stud earrings permitted
- No watches
- No visible tattoos
- No visible piercings including oral cavity

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, decedents, 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.

Dental Hygiene Program-Specific Requirements: Professional Integrity

- A. Displays honesty and integrity.
- B. Any action which places the patient at risk and/or compromises total patient care may result in dismissal from the program.
 - Examples: patient abandonment, attempt or use of non-sterile instruments, etc.
- C. Any dishonest or illegal activity, including the use of alcohol and/or drugs, while on campus or off campus at an educational site will result in dismissal from the program. Examples: HIPAA violation, impaired student, etc.
- D. Students should refrain from open displays of affection toward other individuals while in uniform, on the clinic floor, or attending professional functions.
- E. Success in the Dental Hygiene Program is dependent upon the ability of the student to function effectively in the clinical setting. Disruptive behavior may result in the dismissal of the student from the program, even though grades in the didactic courses are acceptable.

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.

Dental Hygiene Program-Specific Requirements:

Clinical Requirements

Failure to meet each clinical requirement by the assigned date will result in the student receiving a grade of "F". If a student has incomplete requirements close to the assigned date, the clinical coordinator will inform the student of the date that clinical requirements must be completed. If the requirements are not completed by the assigned dates, a student will receive a grade of "F" in the clinical course and will be dismissed from the Dental Hygiene Program regardless of any other grades. Students MUST be prepared to provide their own clinic patients. The clinic has a

base of patients that will be assigned to students, when possible, but students CANNOT depend solely on these patients to meet their clinic requirements.

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.

Signing of the Memo of Understanding to Indicate Reading of Course Syllabus

It is required by the College and by the Department of Dental Hygiene that students indicate that they have received and read their course syllabus. A Memo of Understanding document will be submitted to the course instructor at the beginning of each semester. Each student must sign her/his name indicating he/she has read the course syllabus.

Employment while in the Dental Hygiene Program/DH Practice Policy

Many students find it necessary to take part-time jobs in order to help with school expenses. School schedules cannot be arranged to suit your working hours. Your schedule will vary from semester to semester. Should you become employed part-time in a dental office, we hope you will consider this an opportunity to further develop your skills and not to terminate your education.

The Dental Hygiene Program requires a great deal of time, concentration and productive commitment. To enhance the success in the program, students should limit outside employment. Special considerations cannot be given because of working hours.

Patient safety in the clinical area is of primary importance. Students who work excessive hours per week are considered to be at high risk for providing unsafe dental hygiene care. Faculty who determines that a student's fatigue and lack of alertness is placing patients in jeopardy have the prerogative to send the student home. It is the student's responsibility to arrange working hours to avoid unsafe situations.

If a student is impaired for any reason and removed from clinical responsibilities for safety, a doctor's note will be required before return to the clinic session and/or clinical rotation.

Each student is required to sign the West Georgia Technical College Dental Hygiene Practice Policy (APPENDIX B) stating that they understand that if they engage in the practice of dental hygiene or any other inappropriate clinical duties without a license, the Program Director will make an official report to the Georgia Board of Dentistry which may impact the issuance of a license to the student in the future. In addition, the Program Director will dismiss student for non-academic (Administrative) dismissal from the dental hygiene program based on violation of professional ethics in clinical work.

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.

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 prohibited from attending clinical unless or until medical clearance required by the program has been submitted. This includes but may not be limited to physical exam, drug testing, and validation of immunity by acceptable documentation of immunization or titer levels, and hepatitis B immunization or waiver. Clinical agencies have the right to deny access to the facility based on refusal of immunization by the student.
- All Dental Hygiene students must submit to initial and continuing drug testing at specified intervals, for cause, or at random. Should the student refuse to abide by agency/ WGTC policy he/she will be administratively withdrawn from the course and may be denied readmission to the same or any other Dental Hygiene program.
- All Dental Hygiene students must have submitted the initial background and yearly background check. Should a legal incident occur in which the student is involved, the student has 48 hours to disclose the incident to the program director, course coordinator or Dean of Health Sciences in the absence of the instructor or program director.
- 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. **(APPENDIX K)**

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 \(Bloodborne Pathogens\)](#)

Accidents

All accidents occurring in the DHYG Program are to be promptly reported to the faculty member in charge of class or clinical instruction.

Dental Hygiene Program Radiation Safety, Lab, & Requirements

It is a program requirement for graduation that dental hygiene students take and pass dental radiography, and all clinic courses in sequence. While taking dental x-rays, the student may be exposed to low levels of ionizing radiation, and patients with communicable disease. During the course of the radiology class, the student will be provided with the proper safety knowledge and shown how to practice safely and follow policies in accordance with all standards and regulations while at the same time assuring the performance of assigned tasks. All tasks, x-rays, tests, etc. must be completed as assigned and outlined in the syllabus in order to successfully pass Dental Radiography and complete necessary competencies.

Nuclear Regulatory Commission (NRC)

The Nuclear Regulatory Commission (NRC) Standards for Protection Against Radiation (10 CFR 20) require licensees to limit exposure to the embryo/fetus of an occupationally exposed individual to 500 mrem (5 mSv) or less during pregnancy for a declared pregnant worker who is exposed to radiation from licensed radioactive materials (10 CFR 20.1208) including radionuclides. Under NRC's definitions (10 CFR 20.1003), a declared pregnant worker is a worker who has voluntarily informed the employer, in writing, of the pregnancy and the estimated date of conception. The declaration remains in effect until the declared pregnant worker withdraws the declaration in writing or is no longer pregnant.

- a. The NRC's Instruction Concerning Prenatal Radiation Exposure, Regulatory Guide 8.13, provides information to pregnant women, and other personnel, to help them make decisions regarding radiation exposure during pregnancy.
- b. Retrieved from <https://www.osha.gov/ionizing-radiation/pregnant-workers>
- c. Students who voluntarily declare pregnancy will be offered the option of wearing a fetal radiation monitoring badge during radiography laboratory or clinic activities. The program will assume the associated cost.

Use of Protective Devices

Lead aprons provided by the clinical site or by the school must be worn at all times by the student who receives radiation exposure. The student must take care to reduce and eliminate unnecessary exposure.

Requirements

1. All radiographs may only be taken by licensed dental professionals or WGTC DH students operating under the general supervision of licensed dental faculty.
2. In October 2024, the recommendation by ADA that the use of lead abdominal aprons or thyroid collars on patients when conducting dental X-rays is no longer recommended. <https://www.ada.org/about/press-releases/ada-releases-updated-recommendations-to-enhance-radiography-safety-in-dentistry>
3. WGTC Dental Hygiene clinic will continue to follow our state guidelines including the following during lab and patient care:
 - Use of the lead apron including the thyroid collar
 - At least 6 feet distance with traditional xray beam
 - Patients have the option to not wear the lead apron upon request

Pregnancy Policy

When a student becomes pregnant the student must inform the Dental Hygiene Program Director immediately and provide a note from their physician stating there are no contraindications to continue in the Dental Hygiene program. The program director at that time will review compliance with occupational safety concerning dental radiography. Occupationally exposed women who are pregnant are allowed a maximum permissible dose of only 0.005 Sv throughout the duration of the pregnancy. Therefore, during their pregnancies, female radiation workers will follow guidelines set by the National Council on Radiation Protection and Measurements. Dosimeter badges and wearing lead aprons will be an option for pregnant students as a protective measure.

<https://www.nrc.gov/reading-rm/doc-collections/cfr/part020/part020-1208.html>

West Georgia Technical College students must all adhere to the absentee/tardy policies of the college (see catalog). Should a student need time off due to pregnancy, that student can continue in the regular curriculum sequencing should no more than three weeks total be missed during pregnancy, including postpartum. The student should meet with all faculty to discuss the coursework, clinical requirements, and clinical time and develop a plan for completion. All coursework, clinical requirements, and clinical time must be made up before the end of that semester. If not, the student will receive a grade of "I" which must be resolved by the date relayed by the clinical coordinator and/or instructor. If not completed by the defined date, the student will receive a grade of "F" in the course(s).

Should the student be absent for more than three weeks, that student would discontinue the professional phase of DHYG to be readmitted, if a slot is available, into the program at the beginning of the same semester one year later.

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.

Complaints & Grievance Procedures

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program or a program which has an application for initial accreditation pending, may not be in substantial compliance with Commission standards or required accreditation procedures.

Notice of Opportunity to File Complaints

In accord with the U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission. Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice, to be distributed at regular intervals, but at least annually, must include but is not

necessarily limited to the following language:

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800- 621-8099 extension 4653. The accredited program must retain in its files information to document compliance with this policy so that it is available for review during the Commission's on-site reviews of the program.

Required Record of Complaints

The program must maintain a record of student complaints received since the Commission's last comprehensive review. Student complaints forms should be placed in the green box on the shelf in the radiology hallway and will be accessed by the program director weekly. A confidential meeting will be scheduled with the student. All forms are kept on file in the Program Directors office. **(APPENDIX K)**

All accepted students are assigned a Dental Hygiene Faculty Advisor. This is a fulltime faculty that guides students from the beginning of the program until they graduate. Faculty Advisors are assigned during the first week into the dental hygiene program.

Purpose of Dental Hygiene Faculty Advisor:

Provide open communication for students, faculty, and staff. During the Advisory group meetings, faculty and students will have open group discussion with an agenda of discussion points for consistency between the various groups. The role of a faculty advisor assists with guidance of time management, navigating through the program, and/or answering additional questions you may have.

Organized semester meeting will occur: In-person meeting with entire group of students, staff, and advisors. Week before mid-point of semester.

Additional meetings: Scheduled as needed by the student. Please contact your advisor anytime by email but please allow 24-48 hours for response.

Concerns that affect a large number of students should be addressed with your Dental Hygiene Faculty Advisors. Please refer to your course for assigned Dental Hygiene Faculty Advisors.

Concerns of an Individual student should be addressed as follows:

The student should first discuss concerns with the faculty member involved. Concerns taken to the Program Director should be in writing using the Dental Hygiene Department Student Complaint Form. **(APPENDIX K)**

Lecture Course Issues and Concerns:

1. First to Course Instructor
2. Second to Program Director

Clinic Course Issues and Concerns:

1. First to Clinic Instructor
2. Second to Clinic Coordinator
3. Third to the Program Director

Staff Issues and Concerns:

1. First to Staff Member
2. Second to the Program Director

Faculty Office Hours/Phone Numbers/Appointments

Office hours are posted on each Faculty/Advisor's office door at the beginning of each semester. Faculty, full and part time, are available to help you with clinical or didactic issues. Faculty may not be compensated for providing additional help. Faculty contact is listed here and in the syllabus. Students should contact individual Faculty/Advisor for appointments. All faculty may be contacted by WGTC e-mail or through Blackboard Ultra. Consult faculty as to the best method of contact.

Program Withdrawal

- Students may withdraw from any course and receive a grade of **"W"** until the withdrawal deadline listed on the West Georgia Technical College academic calendar.
- A grade of "W" does **not affect the student's GPA**.
- Students are strongly encouraged to discuss withdrawal decisions with their instructor(s) and the Program Director to understand how this may impact their progression in the program.

Withdrawal of Student from Facility

The Facility may require the TCSG College to withdraw any Student from the educational experience at the Facility for any reason at the Facility's discretion. This may include, but is not limited to, reasons such as students whose work or conduct may have a detrimental effect on patients or personnel. The Facility reserves the right not to accept any Student for any reason at their discretion, including but not limited to, students who has previously been discharged by the Internship 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 TCSG College or Facility.

- The TCSG 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.

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.

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.

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.

Additional Considerations:

- Readmission is not guaranteed and depends on program capacity, cohort structure, and accrediting standards.
- Students will be required to re-apply through competitive selection.
- 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 competency in all didactic course at 70% or higher.
 - A student will have one opportunity to pass the final exams.
- Students must complete clinical competency/assessments at 75% or higher 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.

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;
- Students must pass all dental hygiene courses with minimum of a “70” C and successfully complete all competencies and requirements at 75% or higher.
- Satisfy all financial obligations to the College, including the graduation fee, if applicable;
- 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.

Program graduates receive an associate of applied science degree, have qualifications of a dental hygienist, and are eligible to sit for the National Board Dental Hygiene Exam and Central Regional Dental Testing Services (CRDTS) clinical board exam as part of the requirements for licensure.

NBDHE/CRDTS Fee: Applications and information will be provided during the semester prior to graduation. There are two application fees required:

- NBDHE Application \$500-\$700* *(Costs are subject to change)
- CRDTS Examination Application... \$900-\$1200* *(Costs are subject to change)

Following graduation and successful completion of the NBCHE and CRDTS, graduates must apply to the Georgia Board of Dentistry and successfully complete a jurisprudence examination as required. A final transcript of grades must be sent as a part of the Georgia Board of Dentistry application. Final transcripts will be provided to the graduates following completion of the CRDTS testing session.

2025 Program Statistics

100% of graduates will report satisfaction with the quality and efficacy of instruction, curriculum, assessment, teaching pedagogies, and instructional resources.

- As evidenced by the Class of 2025 graduate survey, 100% of students reported satisfaction with quality of instruction.

80% of entering new students will graduate.

- 80% of the Class of 2025 graduated.

90% of graduates will be pursuing a higher degree or employed in the field of dentistry within 6 months of completion.

- 100% of graduates of the class of 2025 were employed in the field of dentistry within ninety days of completion

90% of graduates will pass the Dental Hygiene National Board and Regional Board exams on the first attempt.

- 87.5% of the class of 2025 passed the National Board on the first attempt
- 78% of the class of 2025 passed the Regional Board on the first attempt

100% of employers will report satisfaction with readiness skills and content preparation of graduates.

- Employer survey response rates were lower than desired during the reporting period. The program distributed surveys to all identified employers of graduates; however, only a limited number of responses were received. Despite multiple contact attempts and follow-up reminders, participation remained low.
- Although response rate is low, 12.5% of employers of the class of 2025 reported satisfaction with graduates. The lack of responses may be attributable, in part, to the large number of graduates employed through temporary or contract-based arrangements.

Application Statistics

- Average GPA for top 10 accepted: 4.0

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.

Appendices

- A. Physical Examination Form
- B. Dental Examination Form
- C. Dental Hygiene Practice Act
- D. Health Science Infection Control Informed Consent
- E. Dental Hygiene Bloodborne Pathogens Informed Consent
- F. Exposure Incident Report Form
- G. Health Science Lab Acknowledgement
- H. Health Science Confidentiality Acknowledgement
- I. Dental Hygiene Confidentiality Acknowledgement
- J. Drug and Alcohol Test Policy Acknowledgement
- K. Dental Hygiene Student Compliant Form
- L. Student Counseling & Discipline Form

M. Dental Hygiene Handbook Acknowledgement

(APPENDIX A)



Physical Examination – Nursing and Health Science Student
(TO BE COMPLETED BY A PHYSICIAN OR NURSE PRACTITIONER)

176 Murphy Campus Blvd.
Waco, GA 30182
Carroll 770-836-6000
Coweta 678-821-3800
Douglas 770-947-7300
LaGrange 706-845-4323
Murphy 770-537-6000

Patient/Student Name _____ Student ID # _____

Patient/Student Home Phone Number _____ Cell phone _____

Height _____ Weight _____ Blood Pressure _____ Pulse _____

Eyes: Gross Vision R _____ L _____ Ears: Hearing R _____ L _____
Corrected Vision R _____ L _____ Ears: Drums R _____ L _____
Color Vision R _____ L _____

Mouth: Normal _____
Abnormal _____ Recommendations: _____

Please check (✓) if normal and (x) if abnormal:

☐ Abdomen ☐ Extremities ☐ Heart ☐ Nose ☐ Throat ☐ Lungs
☐ Neck ☐ Skin ☐ Thyroid (absence or presence of enlargement)

Details of positive findings: _____

Is the applicant currently taking ANY medication? If yes, please list: _____

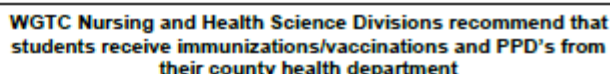
Does the applicant have a musculoskeletal problem that would prevent lifting or standing for long periods of time? If yes, please explain: _____

In your opinion, is this person in suitable physical and emotional health for successful participation in and completion of a health occupation program? _____

If not, please explain below. Include in your explanation any condition which could limit the person's ability to participate in a particular health occupation. _____

Name and address of physician or practitioner: _____ Date of Examination _____

Signature (Physician, Healthcare Practitioner)



Patient/Student Name _____ Student ID # _____

Note: Students are required to have a PPD every 12 months. Some sites require yearly chest x-rays.

Tuberculin Skin Test (PPD) Two-Step: Date 1st Results: Date 2nd Results:

Chest X-ray (if positive PPD) Results

If received BCG Vaccine, QuantiFERON Gold test administered? ☐ YES ☐ NO Date:

Treatment with Anti-Tubercular Medication(s): ☐ YES ☐ NO Date: _____

Vaccination Requirements:

MMR (Required with documentation: Proof of two doses of MMR or evidence by titer)

Tdap (Required with documentation)

Hepatitis B (Required with documentation: Series of 3 Vaccines and/or evidence by titer)

Varicella (Required with documentation: proof of two doses or evidence by titer)

Flu (Required yearly in the fall with documentation)

COVID (Required with documentation: Proof of all doses)

Comments:

[illegible]



West Georgia Technical Department of Dental Hygiene
DENTAL EXAMINATION REPORT

Applicant _____
Last First Maiden/Middle

Address _____
Street City State Zip Code

Telephone _____ Date of Examination _____

Services Rendered _____

Is this person on a regular preventative program in your practice? _____

Does this patient require premedication prior to dental treatment? If so, please describe:

	Good	Fair	Poor
Oral Hygiene	☐	☐	☐
Condition of Teeth	☐	☐	☐
Condition of periodontium	☐	☐	☐
Occlusion	☐	☐	☐

Other dental related comments you wish to make regarding this patient: _____

Please Print Dentist Name

Dentist Signature

Address: _____

(Area Code) Telephone Number

2024

(APPENDIX B)



DENTAL HYGIENE PRACTICE POLICY

The practice of dental hygiene in the state of Georgia is defined by the Georgia Board of Dentistry Rules (150- 5-.01 through .08). <https://rules.sos.ga.gov/gac/150-5>

I acknowledge that I have gone to the BOD website and read the Georgia Dental Board of Dentistry rules and Georgia law provisions pertaining to the practice of dentistry, dental hygiene have reference the rules in this handbook.

Print name _____

Signature _____

Date _____

As a dental hygiene student at West Georgia Technical College in the Department of Dental Hygiene, I understand that if I engage in the practice of dental hygiene or other inappropriate clinical duties, without a license, the Program Director will make a recommendation for my non-academic (administrative) **dismissal from the dental hygiene program** based on violation of professional ethics in clinical work.

Print name _____

Signature _____

Date _____

As a dental hygiene student in the Department of Dental Hygiene, I understand that if I engage in the practice of dental hygiene, without a license, the Program Director **will make an official report to the Georgia Board of Dentistry which may impact the issuance of a license to me** in the future.

Print name _____

Signature _____

Date _____

This agreement does not include dental hygiene practice through formal Clinical contracts between **WGTC** and clinical entities while I am enrolled in required courses as a student in the Dental Hygiene Program.

Certain misdemeanors and/or felonies could prevent state dental hygiene licensure. Students with felonies or misdemeanors are advised to contact the state licensing board prior to program entry. Please visit the Georgia Board of Dentistry website for additional information on requirements and restrictions for dental hygiene licensure in Georgia. Applicants wishing to practice in other states should check with the Board of Dentistry in that particular state for specific requirements. West Georgia Technical College and faculty and staff are not responsible in the event a student successfully completes program requirements and boards but is unable to obtain licensure due to misdemeanors and/or felonies.

This signed and dated agreement must be returned to the Dental Hygiene Administrative Assistant and will become part of your permanent student record



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: _____

(APPENDIX D)



Dental Hygiene Program

BLOODBORNE PATHOGENS/HAZARD COMMUNICATION POLICY

The Department of Dental Hygiene at West Georgia Technical College is committed to addressing issues related to blood borne pathogens, such as Human Immunodeficiency (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) in order to protect patients, students, faculty and staff, as well as protect the rights of individuals who may have a blood borne infectious disease. Students are required to treat all patients assigned and as a result, the potential exists for transmission of blood borne and other infectious diseases during patient care services. The purpose of the department's Bloodborne Pathogen Policy (BPP) and Exposure Control Plan (ECP) is to minimize the risk of transmission of blood borne pathogens, as well as, minimize the risk to other environmental hazards. Policies will be reviewed annually and changes recommended as appropriate.

Admission/Employment

West Georgia Technical College Department of Dental Hygiene will not discriminate against employees, students, applicants for admission or patients based solely on health status. Applicants who test positive for infectious disease or who are carriers of an infectious disease should seek counsel from their physician and the program director prior to application.

Immunizations

The risk for exposure to Hepatitis B is higher for Dental Health Care Providers (DHCP) than the general population, therefore, it is recommended that students start the vaccination process for Hepatitis B as soon as they receive acceptance into the program. A comprehensive medical history, physical examination, dental exam, negative Tuberculin (Mantoux) skin test (negative chest x-ray if positive or contraindicated) and immunizations are additional requirements outlined in the ECP.

HIV testing

HIV testing of DHCP and students is not required by the Department of Dental Hygiene. However, health care workers and students who perform exposure-prone procedures on patients are encouraged to be tested voluntarily in order to know their HIV status.

Obligation to report

A student will be allowed to continue his/her education as long as his/her medical condition permits patient care and other individual's health are not jeopardized or at risk. In the event that an individual poses a risk to others, the Dental Hygiene Program Director will assist the individual in obtaining counseling and advisement regarding his/her health and education.

Confidentiality

All information regarding the health status of an individual is confidential and protected by the Family Education Rights and Privacy Act of 1994 and the 1996 Health Insurance Portability and Accountability Act.

Bloodborne Pathogen & Infection Control Training

The dental hygiene program complies with all local, state and federal infection control policies including the application of Standard Precautions as stipulated by current CDC Guidelines. Written policies and instruction on infection control protocol to minimize the risk of disease

transmission is provided in courses throughout the curriculum, at yearly required bloodborne pathogen training sessions and through documents such as the Dental Hygiene Clinic Manual and the Department of Dental Hygiene Exposure Control Plan. Compliance of safety practices is evaluated throughout the students' clinical experience to ensure a safe educational and work environment. The Department of Dental Hygiene Exposure Control Plan, which outlines infection control protocol, is available to all applicants upon request.

Limitation of Activity

The Department of Dental Hygiene will follow CDC suggested work restrictions for health- care personnel infected with or exposed to major infectious diseases in the dental hygiene clinic. A copy of work restriction recommendations is found within the ECP.

Enforcement of Practice Limitations or Modifications

Any student or DHCP who engages in unsafe and/or careless clinical practices, which create risks to the health of patients, employees, or students, will be subject to disciplinary action.

When such actions are brought to the attention of the Program Director, the students or DHCP may be suspended immediately from all patient care activities pending a full investigation of the matter.

Exposure to Bloodborne Pathogens

DHCP or students who are exposed to a bloodborne pathogen in the course of their clinical care are expected to follow the procedures set forth in the ECP. If a student is exposed to a patient's body fluids in a manner that may transmit a bloodborne or infectious disease, the patient will be asked to be tested for disease.

Environmental Hazards

Environmental hazards of dental hygiene practice include; disorders associated with repetitive activities, exposure to high decibel sounds, exposure to hazardous chemicals or substances, accidental injury, exposure to radiation and allergic reactions to latex or other chemical agents.

Communication of Bloodborne Pathogen Policy to Dental Hygiene Clinic Patients

Patients of the Dental Hygiene Clinic are informed of bloodborne pathogen policies at their initial appointments in the clinic. Patients are asked to read the "Patient Responsibilities" and "Your rights as a Patient" The patients are asked to sign the Patient's Right and Responsibilities Form which acknowledges they have received and read this information. The West Georgia Technical College Bloodborne Pathogens Policy and Exposure Control Plan is available upon request in the dental hygiene clinic.

Please sign and return this form at orientation, indicating that you have read the West Georgia Dental Hygiene Program Policies on Infectious Diseases information.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____

(APPENDIX E)



INCIDENT

REPORT

This form is to be completed and a copy forwarded to the West Georgia Technical College Safety Committee Chairperson and Dr. Phyllis Ingham no later than by the close of business on the day that the incident occurs, or as soon as possible thereafter.

1. Person involved _____
Last First Middle Initial
Age _____ Sex _____ Status _____ (Student, Instructor, etc.)
Length of time at this status (in this department) _____
2. Program in which accident occurred _____
Name of person in charge at time of incident _____
3. Time of incident _____
Time Date
4. Nature and extent of injury _____
5. Cause of injury _____
6. Unsafe mechanical/physical condition _____
7. Unsafe act _____
8. Corrective action taken to prevent similar occurrence from taking place _____
9. On back of form, detail/describe how the incident occurred (explaining who, what, when, why and how). Also, provide names of individuals who were witness to the incident.
10. Disposition of injured:

First Aid provided: _____
Injured person taken to _____
(Treatment Facility)
11. Report prepared by: _____
12. Injured person's signature: _____

Revised August 2024

(APPENDIX F)

Academic Year 2026-2027

Exposure Incident Evaluation and Follow-Up Form
Accident Exposure to Blood or Other Potentially Infections Body Materials
Technical College System of Georgia

Institute <u>West Georgia Technical College</u>	Program/Course _____
Name of Person Exposed _____	SSN# _____
Job or Student Title _____	
Location of Incident _____	

Describe Circumstances of Exposure Incident

Name of Person Preparing Report _____

Route of Exposure _____

Date Occurred _____

Date Reported _____

Follow-Up

Blood/OPIM ____ Person involved is referred to Physician, Health Department or other Licensed HCP for status assessment, testing, counseling ____ Documentation of follow-up is on file at the institute and clinical/worksite (as appropriate) <i>Person Involved in Incident is informed of:</i> ____ potential risk of HIV/HBV transmission ____ explanation of the follow-up process ____ test results from source individual (when available) ____ results of blood tests and medical evaluation ____ any medical conditions which may result from the incident that may require further evaluation ____ medical information is to be strictly confidential ____ need for blood testing and immunization therapy ____ advice to report any illness to HCP occurring in the follow-up period ____ need to refrain from donating blood or organs during follow-up period ____ need to refrain from or use protective measures during sexual activities during follow-up period ____ if female, not to breast feed infant ____ to keep all medical appointments	Airborne ____ Person involved is referred to physician, Health Department or other licensed HCP for status assessment, testing, counseling ____ Documentation of follow-up is on file at the institute and clinical/worksite (as appropriate) <i>Person involved in incident is informed of:</i> ____ potential risk of TB exposure ____ explanation of the follow-up process <i>If post-exposure activities are indicated:</i> ____ base-line PPD status ____ post-exposure PPD ____ prophylactic chest x-ray ____ person has been medically cleared (either not contagious or treatment begun) ____ if active TB is diagnosed, person is placed on voluntary work restriction
--	--

Revised August 2024



INCIDENT FOLLOW UP REPORT

This form is to be completed after the individual has received an evaluation/treatment from a healthcare provider. Please submit copy of report(s) to Dr. Phyllis Ingham EC Coordinator.

1. Individual _____
Last First Middle Initial

- Status _____ (Student, Instructor, etc.)

-

- Length of time at this status (in this department) _____

2. Program in which original incident occurred: _____

- Date of original incident: (MM/DD/YYYY) _____

- Nature of original incident: _____
(Injury, exposure to infectious agent, etc.)

3. Name and address of facility where evaluation was performed:

- Name of physician seen for evaluation /treatment after incident: _____

4. Has the individual been released from care? _____

- If yes, please list date of release from care: (MM/DD/YYYY) _____
- If no, please list date of next scheduled visit: (MM/DD/YYYY) _____

5. Please attach any documentation concerning the physician's plan of care
And /or release of care prior to submitting this form.

6. Report prepared by: _____

7. Incident Individual's signature: _____



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: _____

(APPENDIX G)



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: _____

(APPENDIX H)



Dental Hygiene Program Confidentiality Statement

I recognize and acknowledge that certain services provided by **West Georgia technical College Dental Hygiene Clinic** may give access to confidential information. I acknowledge that any patient who seeks services from the **West Georgia Technical College Dental Hygiene Clinic** has a right to expect that those services will be provided in a way that will protect their confidential nature. I also understand that certain personal information including but not limited to medical information, must be treated in a confidential manner. I understand that by reason of my duties I may become aware of information concerning the services performed for patients even though I may not take any direct part in the provision of such services and that I may become aware of confidential personal information of a fellow student. Therefore, I understand and agree that I must protect each patient's right to confidentiality.

I will not at any time disclose any confidential information as described above except in the performance of my duties. I agree to follow the policies of **West Georgia technical College Dental Hygiene Clinic** when disclosing information in the performance of my duties.

I understand that any violation of a patient or fellow student's right of confidentiality and/or the **West Georgia Technical College Health Division 's** policies relating to the protection of said right may result in disciplinary action which could include termination from the program.

I have read all of the above policies of this Confidentiality Statement and understand that I must abide by them.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____ Date: _____

Witness Signature: _____ Date: _____

(APPENDIX I)



ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL TESTING POLICY

I certify that I have received a copy of West Georgia Technical College Drug Testing Policy and Guidelines. I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Date

Student's Signature

Student Acknowledgment

Student Number

Student's Name Printed

Parent's/Legal Guardian's Signature (If student is a minor)

(APPENDIX J)

Academic Year 2026-2027

Dental Hygiene Program STUDENT COMPLAINT FORM

Student Instructions: Complete your name and nature of complaint. Submit form in green box outside of door of administrative assistant office. Confidential forms are retrieved weekly by the Program Director.

Student Name _____ Date _____

Person noting complaint _____

Nature of complaint: _____

Faculty Instructions: Signature and date received

Signature _____ Date _____

Step 1:

Date Received _____

Step 2-Routed to

Dentist

☐

Clinic Coordinator

☐

Administrative Assistant/Receptionist

☐

Other: _____

Routed to Program Director

☐

Always route to Dental Hygiene Program Director for further action.

Action/s taken:

Resolution:

Signature _____ Date _____

(APPENDIX K)

Academic Year 2026-2027

Dental Hygiene Program
Student Counseling & Disciplinary Action Form

Student Name: _____ Date: _____

☐ VERBAL ☐ WRITTEN

Reason for Counseling:

- | | | | |
|---|---|--|------------------------------------|
| ☐ Failure to follow rules/policies | ☐ Insubordination | ☐ Clinical Competencies | ☐ Academic |
| ☐ Professional Conduct | ☐ Clinical Evaluations | ☐ Dress Code Violation | ☐ Tardiness |
| ☐ Attendance | ☐ Ethics | ☐ Other _____ | |

Faculty
Comments:

Action Taken:

- ☐ Warning ☐ Suspension for _____ days ☐ Probation ☐ Dismissal from the Program

Program Director Signature: _____ Instructor

Signature: _____

Student Signature: _____

Student Comments (please indicate plan for improvement and/or your response):

(APPENDIX L

Academic Year 2026-2027



Dental Hygiene Student Handbook Acknowledgment

I acknowledge that I have received access to and/or a copy of the Dental Hygiene 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 (Program Name) 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: _____

(APPENDIX M)