Department of Dental Hygiene
Student Handbook
2013-2014

Minnesota State University, Mankato
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Dear Dental Hygiene Student:

Congratulations on being accepted into the Dental Hygiene Program! You have worked hard to achieve your goal of being accepted into the program and you will need to continue to work hard during the next two years as you work toward the attainment of your ultimate goal of becoming a dental hygienist.

This student handbook was designed to:

1. Assist you in understanding the policies and philosophy of the Dental Hygiene Program.

1. Enhance your probability for success in completing the program and becoming a licensed dental hygienist

2. Outline program expectations of you while working as a team with other students and the faculty.

Please read the following material carefully and ask questions when clarification is needed. Your signature at the end of the document will signify your understanding and acceptance of these policies and guidelines.

Respectfully,

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  Mary Roy, RDH, BS
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Adjunct Dentists:
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  James Kalina, DDS
  Kara Heisler, DDS
  Garrett Starr, DDS

Externship Faculty:
  Hillcrest/Luther Nursing Home
  Luther Memorial Home, Madelia
  Open Door
  Waseca Federal Prison
  Mary Roy, RDH, BS
  Mary Roy, RDH, BS
  Cindy Degner, RDH, BS
  Sam Petrie, DDS
PHILOSOPHY AND MISSION
1. Preamble
As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public’s health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

2. Purpose
The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are

- to increase our professional and ethical consciousness and sense of ethical responsibility.
- to lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- to establish a standard for professional judgment and conduct.
- to provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public’s expectations of our profession and supports existing dental hygiene practice, laws, and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public’s trust on which our professional privilege and status are founded.

3. Key Concepts
Our beliefs, principles, values, and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

4. Basic Beliefs
We recognize the importance of the following beliefs that guide our practice and
provide context for our ethics:

- The services we provide contribute to the health and well being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall healthcare and we function interdependently with other healthcare providers.
- All people should have access to healthcare, including oral healthcare.
- We are individually responsible for our actions and the quality of care we provide.

5. Fundamental Principles

These fundamental principles, universal concepts, and general laws of conduct provide the foundation for our ethics.

**Universality**
The principle of universality assumes that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

**Complementarity**
The principle of complementarity assumes the existence of an obligation to justice and basic human rights. It requires us to act toward others in the same way they would act toward us if roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

**Ethics**
Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

**Community**
This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

**Responsibility**
Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.
6. Core Values
We acknowledge these values as general guides for our choices and actions.

**Individual autonomy and respect for human beings**
People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

**Confidentiality**
We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

**Societal Trust**
We value client trust and understand that public trust in our profession is based on our actions and behavior.

**Nonmaleficence**
We accept our fundamental obligation to provide services in a manner that protects all patients and minimizes harm to them and others involved in their treatment.

**Beneficence**
We have a primary role in promoting the wellbeing of individuals and the public by engaging in health promotion/disease prevention activities.

**Justice and Fairness**
We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high-quality, affordable oral healthcare.

**Veracity**
We accept our obligation to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

7. Standards of Professional Responsibility
We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

**To Ourselves as Individuals...**

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.
To Ourselves as Professionals…

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own life-long professional development.

To Family and Friends

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Patients…

- Provide oral healthcare utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all patients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional patient relationships confidential.
- Communicate with patients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of patients.
- Provide patients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer patients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate patients about high-quality oral healthcare.

To Colleagues…

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy of preventive oral care.
- Inform other healthcare professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other healthcare professionals.
To Employees and Employers…

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession…

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society…

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by any healthcare provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care and for modifying and improving the care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation…

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of
experimental subjects. We acknowledge our ethical obligations to the scientific community:

- Conduct research that contributes knowledge that is valid and useful to our patients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specifications published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

Approved and ratified by the 1995 ADHA House of Delegates.

Minnesota State University, Mankato Dental Clinic Philosophy

The Minnesota State University, Mankato Dental Clinic is dedicated to the patients it serves and to the students who learn by providing its services.

The **PATIENTS** - The students, instructors and staff strive to provide the best possible oral health care in a pleasant but professional atmosphere. The care is based on the individual needs of the patient. By emphasizing the patient’s needs and by maintaining high professional standards students will receive the best possible experience to prepare them for their chosen profession.
The **STUDENTS** - Students must strive toward the goal of true professionalism by ethical conduct, appearance and performance of duties. They will thereby earn the confidence and trust of their patients.

The **FACULTY** - The faculty are committed to helping all students achieve their goal of becoming effective dental hygienists prepared to function in all six roles, defined by the American Dental Hygienists’ Association (ADHA): clinician, educator, consumer advocate, researcher, change agent and manager/administrator. Students completing the dental hygiene program will be awarded a Bachelor of Science degree and be prepared to pass the national, regional and state board examinations required for licensure.

The **DENTAL TEAM** - The dental team composed of dental assisting students, dental hygiene students, registered dental hygienists, licensed dentists and clinic receptionists are committed to working towards a positive environment where ethical and professional treatment of their patients is the first priority. All members of the team will treat each other with respect.

**Professional Student Behavior:**
- Taking personal responsibility for his/her own actions relative to behaviors, which facilitate, impede, or interfere with the achievement of learning objectives.
- Utilizing faculty as resource persons.
- Communicating with an appropriate faculty person when absence is necessary.
- Communicating with an appropriate faculty person when progress toward learning is impaired.
- Taking personal responsibility for managing information about course requirements, announcements and assignments.
- Completing all assignments on time and in a neat professional manner.
- Maintaining a positive attitude throughout the curriculum, focusing on learning rather than grade achievement.
- Offering constructive criticism or alternatives to faculty or classmates when learning activities are perceived as in need of change.

**Mission Statement Minnesota State University, Mankato**

*Minnesota State University, Mankato promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community.*

**Statement of Goals**

**Environment.** The University will foster an actively engaged and inclusive learning community based upon civility, trust, integrity, respect, and diversity in a safe, welcoming physical environment.
Learning. The University will prepare students for careers and for life-long learning by providing a clearly defined general education program and focused undergraduate pre-professional, professional, and liberal arts programs.

Graduate. The University will strengthen its role as a major provider of graduate education, offering intensive, scholarly graduate programs including collaborative efforts with other institutions and professionals, culminating in student expertise at professional levels.

Support. The University will enhance advising, support services, and learning experiences that aid students in identifying life goals, planning academic careers, and achieving timely graduation.

Services. The University will increase the quantity and quality of service to the state, region, and global community through collaborations, partnerships, and opportunities for cultural enrichment and continuous learning.

Professional Development. The University will invest in the professional development of all members of the University Community and in the appropriate technologies necessary to achieve excellence in learning through teaching, research, and service.

Resources. The University, as a whole and in all of its parts, will establish priorities through planning and assessment processes that anticipate our needs and focus our efforts and resources in support of our mission and goals.

Allied Health and Nursing (College) Mission Statement

The College of Allied Health and Nursing (CAHN) is dedicated to promoting wellness and improving quality of life through education, scholarship and service to the state, region, and global community.

Allied Health and Nursing (College) Vision Statement

The College of Allied Health and Nursing is recognized at the state, regional, and national level for excellence in providing innovative and flexible high quality educational programs/models responsive to student learning needs through service-education partnerships and distance technology that meets the extra ordinary challenges and opportunities in the allied health and nursing fields.

Dental Hygiene Vision Statement

The Department of Dental Hygiene strives to prepare leaders in oral healthcare education for the 21st century through Bachelor of Science education.
Dental Clinic Philosophy Statement

The Minnesota State University, Mankato Dental Hygiene Clinic is dedicated to the community and our students who actively learn by providing comprehensive dental hygiene services.

Dental Hygiene Program Goals 2013-2014

The Department of Dental Hygiene will support a learning community that assumes the existence of an obligation to justice and basic human rights. It requires us to act toward others in the same way they would act toward us if roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

The Department of Dental Hygiene will advance the art and science of dental hygiene by ensuring access to quality oral health care, increasing awareness of the cost-effective benefits of prevention, promoting the highest standards of dental hygiene education, licensure, practice and research and representing and promoting the interests of dental hygienists.

The Department of Dental Hygiene will enhance professional competencies through continuous learning in order to practice according to high standards of care while developing collaborative professional relationships with other institutions of dental hygiene and exchange knowledge to enhance life-long professional development.

The Department of Dental Hygiene will support dental hygiene students in pre career, major and post graduate advising, scholarship and advance learning that prepares the student for successful completion of the National Board Dental Hygiene Examination as the minimum educational preparation necessary for dental hygiene licensure and practice.

The Department of Dental Hygiene will increase access to preventive and therapeutic dental hygiene care by maximizing the services that dental hygienists are educated to provide and expand dental hygiene practice settings while working the reduce disparities in access to oral health care services can be found today among various population groups according to socioeconomic levels, race and ethnicity, age and sex.

The Department of Dental Hygiene will enhance dental hygiene education for all dental hygienists to expand the scientific knowledge and practice modalities to develop the their knowledge and skills to meet the future oral health care needs of the public through the use of research and technology.

The Department of Dental Hygiene will support the competency based education as a minimum set of national standards as defined by the ADA Commission on Accreditation to promote and assure quality education and programming to protect and service the public.
CURRICULUM POLICIES
MSU Dental Hygiene Program Competencies

Competency 1: Content Knowledge. The graduating DH must be able to…

**General Education**
1.1 Understand principles of oral and written communication, psychology, and sociology.

**Biomedical Science**
1.2 Understand principles of biomedical science content including anatomy, physiology, chemistry, biochemistry, microbiology, immunology, general pathology, nutrition and pharmacology.

**Dental sciences**
1.3 Understand principles of dental sciences content including morphology, head, neck and oral anatomy, oral embryology and histology, oral pathology, radiography, periodontology, pain management, and dental materials.

**Dental hygiene science**
1.4 Understand principles of dental hygiene science including oral health education and preventive counseling, health promotion, patient management, clinical dental hygiene, provision of services for and management of patients with special needs, community dental/oral health, medical and dental emergencies including basic life support, legal and ethical aspects of dental hygiene practice, infection and hazard control management, and the provision of oral health care services to patient with blood borne infection disease.

Competency 2: Professionalism. The graduating DH must be able to…

2.1 Advance the values of the profession by affiliation with professional and public organizations.
2.2 Develop self-assessment skills to prepare for lifelong learning necessary to maintain competency and quality assurance in all dental hygiene endeavors.
2.3 Evaluate scientific literature to make evidence based decisions that advance the profession. (DH 2d)
2.4 Practice and communicate, verbally, nonverbally, and written with diverse populations, peers, faculty, staff and patients according to ethical standards insuring patient privacy and confidentiality. (DH 1b)
2.5 Manage the patient record as a private legal document and maintain its accuracy and consistency. (DH 5f)
2.6 Apply ethical, legal and regulatory concepts to the provision and/or support of oral health care services. (DH 5f)
2.7 Apply critical thinking and problem solving to every day practice including comprehensive patient care and management of patients. (DH 5f)
2.7.1 Develop self-efficacy and responsibility skills to take ownership on one’s actions. (DH 1b, DH 5e, DH 5f)

Competency 3: Patient Care. The graduating DH must be able to…

**Assessment**
3.1 Systematically collect, analyze and accurately record data to identify patient needs and oral health problems including medical and dental histories, vital signs, extra/intra oral examination, periodontal and dental examination, radiographs, indices and risk assessments (i.e., tobacco, systemic caries). (DH 5f)
**Planning**

3.2 Establish realistic goals and treatment strategies to facilitate optimal oral health related to dental hygiene diagnosis, dental hygiene treatment plan, informed consent, and dental hygiene case presentation. (DH 5f)

**Implementation**

3.3 Provide treatment as identified in the assessment and planning phase through infection control, periodontal debridement and scaling, pain management, application of chemotherapeutic agents, fluoride therapy, application of pit and fissure sealants, coronal polishing, care of oral prostheses, care and maintenance of restorations, health education and preventive counseling, and nutritional counseling. (DH 5f)

3.4 Manage dental and medical emergencies including basic life support that may be encountered in dental hygiene practice. (DH 5f)

**Evaluation**

3.5 Measure the extent of which goals identified in the treatment plan were achieved as related to indices, re-evaluation of oral and periodontal health status, subsequent treatment needs, continuing care (recall), referral and patient satisfaction. (DH 5f)

**Patients Populations**

3.6 Provide dental hygiene care for all types of classifications of periodontal disease including patients who exhibit moderate to severe periodontal disease. (DH 1b, DH 5e, DH 5f)

3.7 Provide dental hygiene care for the child, adolescent, adult, geriatric, special needs and medically compromised patients. (DH 5e, DH 5f).

3.8 Assess, plan, implement and evaluate community based oral health programs including health promotion and disease prevention activities. (DH 1b, DH 5e, DH 5f)

**Undergraduate Bulletin 2013-2014**

The dental hygiene curriculum is designed to provide opportunities for the student to develop a sound clinical and theoretical foundation for the practice of dental hygiene. The graduate is prepared to fulfill the dental hygiene roles as clinician, change agent, educator, researcher and consumer advocate as put forth by the American Dental Hygienists’ Association.

The program is accredited by the American Dental Association’s Commission on Dental Accreditation, and meets by the American Dental Association’s Commission on Dental Accreditation Standards for Dental Hygiene. A Bachelor of Science degree is earned upon completion of the program.

**Admission to Major**

Application for admission to the Dental Hygiene program is a separate process in addition to being admitted to the University. It is highly recommended to meet with a Dental Hygiene advisor to formulate a plan of study as soon as possible. Requirements for application for admission to the traditional dental hygiene major include:

1. Completion of at least 36 semester credits.
2. A minimum career grade-point average of 2.5.
3. Successful completion of prerequisites of: DHYG 100, CMST 100 or 102, ENG 101, DHYG 219 or 225, PSYC101, SOC 150 or 101, BIOL 220, STAT 154 and **two of these three courses**: BIOL 270, BIOL 330, or CHEM 106 or 111.
The application form may be obtained from the Dental Hygiene Department website. The number of students admitted to the Dental Hygiene major is limited to 20 students admitted each fall semester. Applicants are accepted primarily based on academic achievement in prerequisite courses with an emphasis placed on the science prerequisites.

### DENTAL HYGIENE BACHELOR OF SCIENCE PROGRAM

**Required General Education (33 credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition (4)</td>
</tr>
<tr>
<td>CMST 100</td>
<td>Fundamentals of Speech Communication (3) ~</td>
</tr>
<tr>
<td>Or</td>
<td>CMST 102 Public Speaking (3) ~</td>
</tr>
<tr>
<td>CHEM 111</td>
<td>Chemistry of Life Processes (5) ^</td>
</tr>
<tr>
<td>Or</td>
<td>CHEM 106 Introduction to Chemistry (for Allied Health) (3) ^</td>
</tr>
<tr>
<td>BIOL 270</td>
<td>Microbiology (4) ^</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychological Science (4) ~</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Social Problems (3) ~</td>
</tr>
<tr>
<td>Or</td>
<td>SOC 101 Introduction to Sociology (3) ~</td>
</tr>
<tr>
<td>HLTH 101</td>
<td>Health and the Environment (3) *</td>
</tr>
<tr>
<td>PHIL 222(W)</td>
<td>Medical Ethics (3) *</td>
</tr>
<tr>
<td>Or</td>
<td>PHIL 120(W) Introduction to Ethics (3) *</td>
</tr>
<tr>
<td>STAT 154</td>
<td>Elementary Statistics (3) ~</td>
</tr>
<tr>
<td>Or</td>
<td>SOC 202 Introductory Social Statistics (3) ~</td>
</tr>
</tbody>
</table>

**Required for Major (16 credits):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHYG 219</td>
<td>Head and Neck Anatomy (2) #</td>
</tr>
<tr>
<td>DHYG 225</td>
<td>Oral Anatomy (2) #</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>Human Anatomy (4) ~</td>
</tr>
<tr>
<td>BIOL 330</td>
<td>Principles of Human Physiology (4) ^</td>
</tr>
<tr>
<td>DHYG 100</td>
<td>Perspectives in Dental Hygiene (1) ~</td>
</tr>
<tr>
<td>FCS 242</td>
<td>Nutrition for Healthcare Professionals (3) *</td>
</tr>
</tbody>
</table>

**Recommended for Major**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTH 321</td>
<td>Medical Terminology (3)</td>
</tr>
</tbody>
</table>

**KEY**

~ Must be completed prior to applying to Dental Hygiene Program  
* Must be completed prior to starting Dental Hygiene Program  
^ Two of these three courses must be successfully completed prior to submitting an application to the Dental Hygiene Program. The third course must be successfully completed prior to starting the dental hygiene program.  
# One of these two courses must be completed prior to applying to Dental Hygiene Program and the other must be completed prior to starting Dental Hygiene Program.
Dental Hygiene Core (62 credits):
DHYG 311 DHYG 313 DHYG 321 DHYG 322 DHYG 326
DHYG 327 DHYG 328 DHYG 329 DHYG 331 DHYG 332
DHYG 333 DHYG 334 DHYG 335 DHYG 420 DHYG 421
DHYG 422 DHYG 423 DHYG 424 DHYG 425 DHYG 426
DHYG 427 DHYG 428 DHYG 431 DHYG 432 DHYG 435
DHYG 437 DHYG 438 DHYG 439 DHYG 440

Required Electives:
Electives to yield a total of 120 semester credits are required; depending on the undergraduate bulletin followed.
Required Minor: None

POLICIES/INFORMATION
P/N Grading Policy. All courses required for Dental Hygiene must be taken for a letter grade and a letter grade of “C” or higher must be achieved. A grade of “D” or “F” in a Dental Hygiene course will result in academic suspension from the program. Completion of didactic course numbers DHYG 326 forward requires successful completion of previous Dental Hygiene courses obtaining a “C” or better in order to continue in the Dental Hygiene program. Students must achieve a “C” or higher in DHYG 219 and DHYG 225. A grade of “D” or “F” in either of these courses will result in academic suspension from the program and the student’s position in the fall class will go to another individual on the waiting list.

Costs. A student in the dental hygiene program should be prepared to spend about $375 each semester for books and supplies. An additional $2,400+ will be spent for instruments, gloves, etc. An additional $850.00 will be spent at the beginning of the program to purchase scrubs, lab coats and loupes. Approximately 50 percent is paid before beginning the program. Upon acceptance to the program a deposit of $500 is required. The remainder is due in July of the same year.

Vaccinations and Blood Tests: Dental hygienists are at risk for exposure to blood borne pathogens (BBP). Accepted students will be required to be vaccinated against hepatitis B and will also be required to have their blood tested following any exposures to BBP through needle sticks, cuts, or splashes that occur at the Minnesota State Mankato Dental Clinic or any off-site clinical sites. The vaccination series costs approximately $150. You will also be required to receive an annual Monteux test. Both can be obtained at the student health services on campus. Vaccinations and blood tests are the financial responsibility of the students or may be submitted to their health insurances.

Medical Histories: Students’ medical histories will be reviewed by fellow students and faculty members prior to having dental hygiene procedures performed on them. Students needing premedication will not be used as patients for certain procedures.
COURSE DESCRIPTIONS

DHYG 100 (1) Perspectives in Dental Hygiene
This course will give the student an introduction to Dental Hygiene as a profession and career. Exploration of dental hygiene practice and an overview of the dental hygiene curriculum and conceptual framework will be covered.
F, Sp

DHYG 219 (2) Head and Neck Anatomy and Histology
Head and Neck Anatomy is the study of the hard and soft tissues of the head and neck including bones, muscles, nerves, blood supply, glands and how they function. Histology is the study of cells and cell layers.
Pre: None; can be taken prior to admission to the dental hygiene program.
F, Sp, Su (100% online)

DHYG 225 (2) Oral Anatomy
This course includes the study of the permanent, mixed and primary dentitions including each individual tooth’s morphology, function and occlusion.
Pre: None; can be taken prior to admission to the dental hygiene program.
F, Sp, Su (100% online)

DHYG 311 (3) Preclinical Orientation
This course includes an introduction to dental terminology and clinical aspects of dental hygiene treatment including care and use of equipment/instruments, infection control, and preparation of patient records.
Pre: Admission to Dental Hygiene Program
F

DHYG 313 (3) Clinical Skills Development
This course will teach the operative techniques needed to perform oral prophylactic procedures and health education through laboratory/clinical practice.
Pre: Admission to Dental Hygiene Program
F, V

DHYG 321 (3) Radiography I
This course includes production of dental radiographs, physics of x-radiation, biologic effects, processing, mounting of radiographs, and digital radiography. Laboratory practice is done on mannequins and patients. Special attention is given to infection control, safety precautions, and patient selection.
Pre: Admission to Dental Hygiene Program
F

DHYG 322 (2) Biomaterials I
This course is the first of two courses that studies the fundamental elements, purposes and uses of dental materials in the modern dental office. In addition it will give the dental hygiene student a fundamental understanding and skill level of basic dental assisting techniques utilized in the dental office.
Pre: Admission to Dental Hygiene Program
F

**DHYG 326 (2) Biomaterials II**
This course is the second of two courses that studies the fundamental elements, purposes and uses of the materials used in the modern dental office. The student will develop laboratory or clinical competency in functions using dental materials that are legal duties for Minnesota dental hygienists.
Sp

**DHYG 327 (2) Periodontology I**
This course will include a study of supporting tooth structures, identification, classification, etiology, progression and treatment of periodontal diseases.
F

**DHYG 328 (2) Radiography Interpretation**
This course will study the normal anatomical structures featured on intraoral and extra oral radiographs. Interpretation of dental caries, periodontal disease and pathology are among the topics this course will cover. Lab concentration is on digital radiography.
Sp

**DHYG 329 (3) Oral Embryology and Pathology**
Development of human body from conception through birth, with a focus on development of the face and hard and soft tissues of the oral cavity. Causes and mechanisms of disease with special emphasis on common oral lesions, neoplasm’s, etiology and clinical manifestations.
Sp

**DHYG 331 (2) Clinical Dental Hygiene I**
This course provides an opportunity for dental hygiene students to develop their roles as clinician, change agent, educator, researcher and consumer advocate educators in a clinical setting.
Sp, V

**DHYG 332 (2) Clinical Seminar I**
This course includes the study of treatment planning, oral health education, ultrasonic scalers, cariology, sealants, and new products. Library use and writing a research paper are also included.
Sp

**DHYG 333 (2) Clinical Dental Hygiene IS**
This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.
Su, V
**DHYG 334 (1) Dental Computer Software Management**
This course is designed to equip the dental hygiene students with the skills necessary to manage a dental computer software program. A focus on networking, dental resource codes and insurance protocol will also be covered.
F

**DHYG 420 (1) Local Anesthesia**
This course is designed to be a study of the fundamental elements, purposes, and uses of local anesthesia for the dental hygienist. This course meets the educational criteria established by the Minnesota Board of Dentistry.
F

**DHYG 421 (3) Clinical Dental Hygiene II**
This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.
F, V

**DHYG 422 (1) Clinical Seminar II**
This course includes the study of advanced clinical procedures, treatment planning, and patient care counseling as it relates to dental hygiene practice. Students develop a peer reviewed educational presentation based on a research paper completed in DHYG 332.
F

**DHYG 423 (3) Pharmacology**
Pharmacology is the study of drugs used in dentistry or medicine for the treatment, prevention, and diagnosis of disease.
F (100% online)

**DHYG 424 (1) Nitrous Oxide Sedation**
The course is designed to be a study of the fundamental elements, purposes, and uses of nitrous oxide sedation in the practice of dental hygiene. This course meets the educational criteria established by the Minnesota Board of Dentistry.
Sp

**DHYG 425 (3) Community Dental Health**
This course introduces second year students to the basic principles of community dental health, measures of disease, and epidemiology methods. Preventive oral health measures and program development provides a background for the application of dental public health in the community.
F

**DHYG 426 (1) Dental Hygiene Jurisprudence and Ethics**
This course focuses on legal and ethical issues as applied to the patient dental hygiene provider relationship.
F (100% online)
DHYG 427 (2) Periodontology II  
This course is a continuation of DHYG 327 with more advanced topics being covered. Topics include root morphology, advanced instrumentation, diagnostic and therapeutic procedures involved in treating periodontal diseases. Periodontal surgical techniques and implants are also areas of focus.
Sp

DHYG 428 (1) Teledentistry Technology  
This course is designed to prepare the dental hygiene student in the use of new technologies in the modern dental office. Students will learn to integrate these new technologies into the teledentistry model.
F

DHYG 431 (3) Clinical Dental Hygiene III  
This course offers the student continued practice of dental hygiene treatment procedures in the Minnesota State Mankato Dental Clinic.
F, V

DHYG 432 (2) Clinical Seminar III  
This course focuses on the areas of social issues, the business of dental hygiene, preparing a resume and cover letter, acquiring interviewing skills, articulating into professional life, understanding financial planning, discovering professional development, and applying treatment planning skills into practice.
Sp

DHYG 435 (2) Community Practicum  
This course focuses on the role of dental hygiene practitioners in promoting optimal oral health at the individual level and in the community.
Sp

DHYG 437 (2) Dental Management of the Medically Compromised Patient  
The course is designed as survey of common medical/dental disorders preparing the dental hygienist to understand, recognize, and make a dental management decisions providing patient centered care.
Sp

DHYG 438 (1) Advanced Community Practice I  
First clinical course designed to utilize the assessment, planning, implementation, and evaluation process in a community based setting to reduce incidence and severity of oral diseases resulting in improved access to community oral health. It includes several mandatory off-campus experiences.
F

DHYG 439 (1) Advanced Community Practice II  
Second clinical course designed to utilize the assessment, planning, implementation and evaluation process in a community based setting to reduce incidence and severity of oral diseases
resulting in improved access to community oral health. It includes several mandatory off-campus experiences.

Sp

**DHYG 440 (4) Restorative Functions**

This course meets the requirements of the Minnesota Board of Dentistry for dental hygienists and assistants to legally perform new expanded duties including the placement, contouring, and adjustment of amalgam, glass ionomer, and composite restorations and the placement and adjustment of stainless steel crowns.

Sp

**DHYG 499 (1-6) Individual Study**
Department Policies
1. Students are expected to attend all lectures with the required materials.
2. Classes will begin on time and students are expected to be on time and ready to begin.
3. Students are expected to read the assigned readings listed on the instructional outline before class.
4. Exams are given as scheduled. Students unable to take the exam when scheduled must contact the instructor and refer to course syllabus for testing guidelines.

Academic Dishonesty
Cheating is not tolerated at any time. If a student commits acts of plagiarism, cheating, or collusion on a quiz, exam, or assignment, all points associated with that quiz, exam, or assignment will be lost; 0 points. The student will be referred to Student Affairs for University sanctions.

Disabilities
Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see the instructor as early in the semester as possible to discuss the necessary accommodation, and/or contact the Disability Services Office.

Office of Disability Services
117 Armstrong Hall
507-389-2825, (V)
800-627-3529, (MRS/TTY)

The Office of Disability Services facilitates accommodations, for individuals with disabilities, which ensure equal access to programs, services and activities offered by Minnesota State University, Mankato. The office can assist with advocacy; alternative format of printed materials, alternative testing services, assistive technology, early registration, note taking, sign language interpreters, and text on tape. The office also acts as a resource and referral agent for community contacts and disability related information.

Emergency assistance is also available on a 24-hour basis through the Security Department. Grievances, questions or requests related to equal opportunity for individuals with disabilities should be presented to the American Disabilities Association coordinator, phone 507-389-2986, Voice/TTY.

Off Campus Sites
Harry Meyering Center

Distance from campus

3 miles
Hillcrest Healthcare Center 6 miles
Luther Memorial Nursing Home, Madelia 25 miles
Open Door Health Care Center 3 miles
Waseca Federal Correctional Institution 35 miles

Through our externship programs, students have an opportunity to practice dental hygiene in a variety of community settings serving diverse populations. Transportation to and from the sites is the student’s responsibility. Carpooling is recommended to minimize costs. Generally two to four students are assigned to the site for each session. All sites have Dental Hygiene faculty supervision except for Harry Meyering Center and Federal Correction Institution. Harry Meyering Center will provide staff supervision at each location and the Waseca Federal Correctional Institution will provide a supervising, licensed staff dentist/medical officer.

*Externships are subject to change according to availability of patients.

**Harry Meyering Center**
Harry Meyering Center (HMC) was organized in 1973 by parents looking for alternative services for their adult children with disabilities. HMC consists of three programs offering differing levels of support and services for individuals serves. Intermediate Care Facility is a 24 hour supervised setting including nursing staff available 24 hours a day. Supportive Living Service supports persons who live in homes scattered throughout the community. Semi-Independent Living Service serves people who live in their own homes/apartments located thought the community. Staff assist persons to be successful within their home and community providing a wide variety of personal cares. Students will rotate each semester of their senior year as assigned in DHYG 425 Community Dental Health, DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

**Hillcrest Health Care Center, Mankato**
Since 1984, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to the residents of the Hillcrest Nursing Home in Mankato. At this rotation students provide oral health education, a dental hygiene oral assessment and referrals to the appropriate health professionals. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

**Luther Memorial Nursing Home, Madelia**
Senior students from the MSU Dental Hygiene Department utilize their time and talents to promote better oral care to the residents of the Luther Memorial Nursing Home, Madelia. At this rotation students provide oral health education, a dental hygiene oral screening and make referrals to the appropriate health professionals. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

**Open Door Health Care Center**
Since 1995, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to underinsured and uninsured people in the region.
The Open Door clinic is a prevention and wellness oriented health center designed to meet medical and dental health needs. Students provide preventive dental hygiene care and education to children. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II.

**Waseca Correctional Institution**
Since 1999, senior students from the MSU Dental Hygiene Department have donated their time and expertise to promote better oral care to the residents of the correctional institution in Waseca. Students will rotate each semester of their senior year as assigned in DHYG 438 Advanced Community Practice I and DHYG 439 Advanced Community Practice II. A federal background check is required of all participating students and staff before prior to entrance into the facility.

**Posting of Grades**
Students will have the opportunity to see their scores and review their quizzes and exams as directed by the instructor/professor. Final grades for most courses will be posted in D2L; clinic grades will be presented at final clinical evaluation.

**Policy for Registered Dental Assistants Enrolled in Dental Hygiene**
1. All Dental Hygiene courses must be taken if Dental Assisting courses are more than five years old.
2. A RDA may test out of the following courses: Biomaterials I and II (4), DHYG 321 Radiography I (3) and DHYG 328 Radiographic Interpretation (2), DHYG 219 Head and Neck Anatomy and Histology (2), and DHYG 225 Oral Anatomy (2).
3. The RDA should meet with each individual course instructor prior to pre-registering to make necessary arrangements for testing or auditing. If any portions of the course have changed significantly due to changes in the legal duties of MN RDH’s or the ADA’s accreditation standards, additional lectures/requirements may need to be completed. In this case, the RDA would register for the appropriate number of credits using the 499 Individual Study code.
4. The fee for examination for credit is $5/credit hour. The maximum number of Dental Hygiene credits allowed by examination is 12.
STUDENT INFORMATION
Class Offices
President
Vice President
Secretary/Treasurer
Minnesota Dental Hygienists’ Association (MnDHA) Representative
Historian/Slide Show Presentation
Advisory Board Representatives - CAHN and DH
Pinning/Awards Co-chair

Each year, the students select members to represent their class in various ways.

- The class president is responsible for organizing class meetings, fundraising events and helping with Student American Dental Hygienists’ Association (SADHA) meetings, awards and the pinning ceremony. The class president also introduces the faculty and classmates at the pinning and graduation ceremonies.

- The vice president assists the president with each of those roles.

- The secretary/treasurer monitors the class’s checking account and helps organize fundraising events.

- The Minnesota Dental Hygienists’ Association (MnDHA) representative attends the MnDHA House of Delegates Meeting held in the metro area during Fall semester.

- The DH Advisory Board representative represents the class during Wednesday night meetings once per semester.

- The CAHN Advisory Board member meets once a month at 7 am in MF 129 with the primary duty being to plan homecoming.

- The pinning and award co-chairs help the faculty and class president organize this ceremony.

- In general, three students are selected to take photographs during the junior and senior years. They design a slideshow/PowerPoint presentation with photos and memories for the awards ceremony.

Complaint Policy
American Dental Association’s (ADA’s) Commission on Dental Accreditation: The Dental Hygiene Program is responsible for developing and implementing a procedure demonstrating that students are notified annually of the opportunity and the procedures to file complaints with the Commission. Additionally, the program must maintain a record of student complaints received since the Commission’s last comprehensive review of the program. Site visits are conducted every seven years. The last site visit at Minnesota State University, Mankato was conducted on April 14th - 15th, 2009. Students may write to the ADA’s Commission on Dental Accreditation at 211 East Chicago Avenue, Chicago, IL 60611-2678.
Tuition: Fall 2013, Spring 2014, & Summer 2014

Undergraduate Tuition and Fees Per Semester – Minnesota Resident

Tuition
- Tuition for 1 - 11 credits is $262.34 per credit.
- Banded tuition is $3333.79 (from 12 - 18 credits)
- Tuition for 19 credits and above is the banded tuition rate plus $320.00 for each credit above 18 credits.

Student Fees
- Student Fees from 1 - 11 credits is $36.98 per credit
- Banded student fees from (12 - 18 credits) is $445.10
- Student fees for 19 credits and above is the banded amount of $445.10 plus $0.43 for each credit above 18 credits.

Undergraduate Tuition and Fees Per Semester – Non Resident

Tuition
- Tuition for 1 - 11 credits is $564.04 per credit.
- Banded tuition is $7073.04 (from 12 - 18 credits)
- Tuition for 19 credits and above is the banded tuition rate plus $575.00 for each credit above 18 credits.

Student Fees
- Student Fees from 1 - 11 credits is $36.98 per credit
- Banded student fees from (12 - 18 credits) is $445.10
- Student fees for 19 credits and above is the banded amount of $445.10 plus $0.43 for each credit above 18 credits.

Dental Hygiene Expenses

Kits $3100 (approximate)
Loupes (optional) $900
Uniforms $300 (approximate)

Additional Senior Year Expenses
National Board Review (Optional) $300 (sites vary per year)
National Board Exam $390 (taken at ProMetric)
CRDTS Regional Exam $950 (plus patient’s expenses)
CRDTS Site Rental $300-$500
Application for MN licensure $75

Graduate Expenses
University Graduation See Webpage for more information
Licensure Annual Renewal $118.00 (every two years)
ADHA/MnDHA Membership (Optional) $250.00

Professional Liability Insurance
Students are required to purchase liability/malpractice insurance through Dale Plemmons, MSU Safety Officer, and cost is attached to DHYG 313 and DHYG 421 registration fees. The student policy cost is $7 annually.
Policy on Responsibility for Injury or Illness
The cost of care for injury or illness resulting from clinical experience is the responsibility of the individual students. This includes any testing necessary for significance exposure to blood borne diseases. The college and extramural clinical sites assume no responsibility for providing such services. It is recommended that each student carry a voluntary health insurance plan including medical-surgical coverage and hospital benefits. If this is not done, cost of service needed must be paid directly by the student.

Policy on Work Illnesses/Returning to Work
The Department of Dental Hygiene has a policy outlining the reasonable/mandatory length of time a student, faculty or staff member will or may be excused from clinic and classes. See policy manual for details.

Policy on Smoking
The Surgeon General of the United States has issued a statement that smoking is injurious to one’s health. It has also been demonstrated that “second hand smoke” may be even more damaging. In addition, the odor of tobacco products emanating from the health care provider may result in a variety of adverse effects upon the patient. These effects may include an allergic reaction and/or refusal to accept care. It is for these reasons that the faculty has adopted the following smoking policy:

If, in the judgment of the faculty, the odor of smoking impacts the clinical environment, the student will be asked to leave the clinical setting.

Policy on Cell Phone
In all education settings in the Department of Dental Hygiene, cell phones must be on vibrate or turned off. No texting during class.

Graduation
The Department of Dental Hygiene participates in the College of Allied Health and Nursing pre-commencement gathering and ceremony at Minnesota State University, Mankato.

Locker Assignments
The females’ locker room is located on the left side of the main hallway. Female dental hygiene and assisting students will share this locker room.

Students will need to purchase a padlock with either a combination or key for their assigned locker. The locker will be used to store scrubs, lab coats, clinic shoes, books, backpacks, coats, and instruments/supplies. It is recommended that any jewelry removed for clinic/lab should be kept in a separate compartment locked in the locker.

An extra key or combination will be kept in the adjunct faculty office on the student’s permanent file card. No one except the student assigned to the locker may enter it. Maintenance may be called to cut off locks when necessary.
Cardiopulmonary Resuscitation (CPR)
All students must have current CPR training including rescue procedures for conscious and unconscious infants, children and adults. The department requires the students complete a two-year certification course in August prior to starting the program. The current cost is approximately $75.

The Board of Dentistry will only accept the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer CPR courses for Professional Development and licensure requirements. This change was effective immediately beginning September 21, 2012. Any CPR course that is not the American Heart Association’s Healthcare Provider course or the American Red Cross’s Professional Rescuer course will not be accepted.

Mentor Program
Each incoming dental hygiene student will be a “mentee” to a “mentor” from the senior dental hygiene class. The mentors give the first year students support, encouragement, and friendship during the first year of the dental hygiene program. The mentors present the dental hygiene pins to their mentees at the pinning ceremony in April. The mentees will also have the opportunity to purchase their mentors’ books.

Pinning/Graduation Ceremony
A reception and award ceremony will be held the Friday night before graduation spring semester honoring senior students. This will be combined with a pinning ceremony for junior students who have successfully passed their first year of courses. Junior students will be awarded dental hygiene pins from their senior mentors in front of family and friends signifying this accomplishment. An optional tour of the Dental Clinic follows the ceremony.

Research Papers/Poster Presentations
During second semester, junior students meet with a reference librarian and learn how to use the internet to find dental and dental hygiene journals and how to access journals using interlibrary loans. They then choose a topic for their search paper and collect a minimum of ten sources to use when writing the paper. The paper must follow the American Psychological Association’s (APA) Manual; 6th edition. In addition, they submit a one-page research proposal for original research they could conduct on their topic.

Each year Procter and Gamble (P & G) and Nancy Geistfeld Thomas recognize the best paper by giving that student a $200 cash award.

The research and reference lists are used for the senior poster presentations, which are prepared in DHYG 422 Clinical Seminar II. The presentations are presented to the faculty and local dental hygienists in component six as a continuing education course. The top five presentations advance to competition at MnDHA’s student day in March.

Student Member of the American Dental Hygienists’ Association
Students will participate as a student member of the American Dental Hygienists’ Association (ADHA). Student members are provided with invaluable opportunities to preview their careers
as dental hygienists. SADHA provides scholarships, leadership, networking, community service, employment assistance, and continuing education opportunities. Membership dues currently cost $65 and are included in the instruments/kit fees.

**Scholarship Opportunities**
The Dental Hygiene Department awarded scholarships for a combination of the following: academic achievement, professional commitment, and financial need.

Scholarship opportunities for dental hygiene students include:
- Alice K. Weed Endowment for Dental Hygiene
- Sigma Phi Alpha/Chi Chi Omicron Scholarships
- Dr. Deborah O. Strand Dental Hygiene Endowment
- MSU Foundation Scholarship
- MDHA Student Awards Scholarship
- Immanuel St. Joseph's Auxiliary Scholarship

Complete criterion requirements and applications can be located on the Department of Dental Hygiene web page. [http://ahn.mnsu.edu/dental/scholarships/](http://ahn.mnsu.edu/dental/scholarships/)

**The American Dental Hygienists’ Association (ADHA) Scholarship: ADHA Institute Scholarship Program**
The primary focus of the program is to provide financial assistance to dental hygiene students and dental hygienists who can demonstrate a commitment to further the discipline of dental hygiene through academic achievement, professional excellence, and a desire to improve the public’s overall health.

The applications are available January 1 of each year; the deadline for Institute Scholarship applications is May 1. All students who meet the requirements listed under the Eligibility section of the website are encouraged to apply. Award recipients will be notified no later than October 31.

Complete criterion requirements and applications can be located on the American Dental Hygienists’ Association web page. [http://ahn.mnsu.edu/dental/scholarships/](http://ahn.mnsu.edu/dental/scholarships/)

**Minnesota Dental Convention - Star of the North Meeting**
The Minnesota Dental Association’s Star of the North Meeting is the premier dental meeting of the Upper Midwest. With 50 continuing education seminars and an exhibit floor featuring over 250 innovative companies, the Star of the North Meeting provides current clinical and practice management information to the dental community. Every spring, 9,000 dental professionals attend this event at the River Centre in Saint Paul, Minnesota.

As a dental hygiene student at Minnesota State University, Mankato, attendance is **recommended** at the Star of the North Meeting in the spring of both your junior and senior year. The registration, travel, lodging and meal expenses are the student’s responsibility.
GUIDELINES FOR CONTINUATION IN THE PROGRAM
Academic Standards for Dental Hygiene Students

Cumulative GPA and Grades in Dental Hygiene
Students enrolled in the Minnesota State University Department of Dental Hygiene must earn at least a 2.5 (C) in all required courses, general education classes, and maintain a cumulative GPA of 2.5.

Dental Hygiene Dismissal Policy
Students earning a grade of “D” or “F” in a required dental hygiene course(s):

First Semester:
During first semester, failure of 1 to 2 DHYG courses will result in dismissal from the program.

Application to re-enter the program can be made the following year. No spot will be reserved the following year; student will compete with all other applicants.

Failure of 3 or more DHYG courses during first semester will result in dismissal from the program with NO possibility of re-entry into the program.

Subsequent Semesters:
Failure of a DHYG didactic course in subsequent semesters will result in repeating the failed course the next time (next year) the course is offered.

Any student who has failed a DHYG course and re-entered the DHYG program will be on academic probation within the department for a one-year period. During DHYG probation the student will:
1) Maintain a 2.5 cumulative GPA
2) Meet monthly with academic advisor
3) Submit a written study plan for success developed in conjunction with academic advisor and appropriate course faculty
4) Obtain a C or better in all DH courses

- Failure to complete terms of academic probation will result in dismissal from the DHYG program with no chance of re-entry.
- Failure of a repeated DHYG course will result in dismissal from the program with no chance of re-entry.
- Failure of 3 or more courses throughout the DHYG program will result in dismissal from the program with no chance of re-entry.

Failure of clinical courses DHYG 331, 333, 421 and 431 are as follows:

DHYG 331 taken spring semester junior year may be repeated spring of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 331 is successfully completed with a C or better.
**DHYG 333** taken first summer session may be repeated the first summer session of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 333 is successfully completed with a C or better.

**DHYG 421** taken fall semester senior year may be repeated the following spring semester or fall semester of the next academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 421 is successfully completed with a C or better.

**DHYG 431** taken spring semester may be repeated fall semester or spring semester of the following academic year. A student may continue with didactic coursework, but will not continue with the clinical series until DHYG 431 is successfully completed with a C or better.

Failure of any of these clinical courses a second time will result in dismissal from the DH program with no chance of re-entry.

*Students must realize that failure of a didactic or clinical DHYG course will result in extending the time to complete the DHYG program by one to two additional semesters.*

All students with a grade lower than a 75 percent at mid-semester will receive written notice. A sample letter follows:
Midterm Memo

To: Dental Hygiene Student
From: Course Instructor/Professor
Date: Month, Date, Year
Re: Midterm Grade for DH Course Number and Name

The total points possible for the semester so far are ____. You currently have ____ points. That equals ___ % in the course. All Dental Hygiene courses require achievement of a letter grade of C or higher. A grade of D or F in a Dental Hygiene course will result in academic suspension from the program. If there is anything I can do to help you be more successful in this course or if you just need to talk about a plan, please let me know.

Sincerely,

Please sign all three copies of this memo. Return two copies to the course instructor by _____________________________. One copy is for your own records.

Student Signature___________________________ Date______________

Faculty Signature___________________________ Date______________

Dept. Chair Signature _________________________ Date______________
Departmental Academic Appeal

Grade Appeals Policy
Students have the right to ask an instructor for an explanation of any grade received. Grade appeals are reviewed in instances where students perceive that a final grade is unfair, arbitrary, or capricious. Appeals must be filled within two weeks of university notification of a final grade. Students needing assistance at any step in appealing or filing a complaint may contact the Academic Affairs Coordinator of the Student Senate (280 Centennial Student Union; phone 389-2611). Note: Students are encouraged to talk to their instructors before beginning this process to attempt to resolve the matter informally.

Review Process

Step 1: A written petition will be submitted by the student to the instructor of the class. This petition should contain the nature of the problem, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records. Within two weeks, the instructor will respond to the student in writing. If the student is not satisfied with the response provided by the instructor, he/she may proceed to Step 2. In cases where the departmental chairperson is the faculty member whose grade is being appealed, the student shall proceed to Step 3.

Step 2: A written petition will be submitted by the student to the departmental chairperson with a copy to the instructor. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with the instructor, relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records. The student, instructor, and chairperson may meet to discuss the complaint, if necessary. Within two weeks, the departmental chairperson will respond to the student in writing with a copy to the instructor of the class. If the student is not satisfied with the response provided by the chairperson, he/she may proceed to Step 3.

Step 3: A written petition will be submitted by the student to the dean of the college with a copy to the departmental chairperson and instructor of the class. This petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue directly with both the instructor and the departmental chairperson, all relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Copies of all materials presented in this matter shall be forwarded to the dean, upon request, by the chairperson. The dean may convene a college grade appeals committee, which shall serve in an advisory capacity to the dean. The manner of appointment and number of members on the College Grade Appeals Committee shall be determined within the college. The chairperson of the College Grade Appeals Committee shall be appointed by the dean. Within two weeks, the chairperson of the College Grade Appeals Committee will make a recommendation to the dean who will respond to the student in writing of the decision reached, with a copy to the instructor.
and departmental chairperson. If the student is not satisfied with the response provided by the dean, he/she may proceed to Step 4.

Faculty Right to Appeal - The instructor of the class who is not satisfied with action at either Step 2 or 3 may appeal by submitting a written statement to the dean if the complaint involves the departmental level, or Vice President for Academic Affairs if the complaint involves the college level.

Step 4: For undergraduate student complaints, a written petition will be submitted by the student to the Vice President for Academic Affairs with a copy to the instructor of the class, departmental chairperson, and dean. For graduate student complaints, a written statement will be submitted by the student to the Dean of Graduate Studies with a copy to the instructor of the class, departmental chairperson, and dean. The petition should contain the nature of the problem, a statement that an attempt was made to resolve this issue according to Steps 1 through 3, all relevant information that supports the appeal, and the remedy sought. The student should retain a copy for his/her records.

Use of the University Grade Appeals Committee - During consideration at Step 4, the Vice President for Academic Affairs may convene the University Grade Appeals Committee, which shall serve in an advisory capacity. This Committee shall consist of a pre-selected panel comprised of a faculty member from each college selected by the Faculty Association and one student from each college selected by the Mankato Student Senate Association. Faculty serve a two-year term of appointment, and students serve a one-year term. The Vice President of Academic Affairs determines the chair of the committee.

In order for the University Grade Appeals Committee to review an appeal, two faculty members and two students will be randomly selected by the vice president to serve on the panel in addition to the chair of the committee. For undergraduate students, the chair of the committee shall be the Assistant Vice President for Academic Affairs. For appeals involving graduate students, the chair shall be the Dean of Graduate Studies. Panel representatives shall not review grade appeals when the instructor and/or student involved in the case are from their own college. The University Grade Appeals Committee shall have the right to all relevant information and will request all relevant instructor records.

For undergraduate student complaints, the chairperson of the University Grade Appeals Committee will respond to the vice president in writing within two weeks, with a copy each to the instructor, departmental chairperson, student, and dean. For graduate student complaints, the chairperson of the Grade Appeals Committee will respond to the vice president in writing within two weeks, with a copy to the instructor, chairperson, student, dean of the College, and the dean of the College of Graduate Studies.

Both the student and faculty member shall be permitted to make a rebuttal to the written record compiled by the committee. Intent to present a rebuttal should be made in writing within one week of notification to the Vice President for Academic Affairs. The rebuttal should be presented to the vice president within two weeks and should provide specific information that addresses the items in objection.
The decision of the Vice President for Academic Affairs/Dean of Graduate Studies shall be communicated in writing to the student with copies to the instructor, departmental chairperson, and college dean. This decision is final.

**PETITION FOR RE-ADMISSION**

Readmission to the dental hygiene program is not automatic. A student who has withdrawn, or been dropped from the dental hygiene program, may petition to the Chair of Dental Hygiene for readmission. Such petitions will be reviewed by the dental hygiene faculty.

**Steps in the re-admission process are as follows:**

1. Make an appointment to discuss the readmission with the Chair of Dental Hygiene
2. Write a Petition for Readmission addressed to the Chair of Dental Hygiene.

   The primary components most essential to include in the petitions are:

   - Written work reflecting thought and sincerity
   - Insight into the reason for academic difficulty
   - Comprehensive planning for academic success

   In your plan include your goals, specific steps to reach each goal, obstacles to reaching your goals, and a plan for overcoming each obstacle. This petition should be typed with no spelling or grammatical errors.

3. Return the completed petition no later than two days prior to the team meeting at which you wish it to be considered. Committee meeting dates may be obtained from the Chair of Dental Hygiene.
4. The Committee’s decision regarding readmission will be sent to the student in writing.
5. Students who are readmitted will be accommodated for needs associated with make-up work. This accommodation may include extending time in the program when necessary to achieve program competencies.
GRADE APPEAL PROCESS FORM

Student Name: __________________________________________________________

Department/Course Number: ____________________________Semester/year: _________

1. Have you discussed your complaint with the faculty?
   ____ Yes   ____ No   If no, why?

2. Please explain your concern regarding your grade:

3. Please explain any steps you have taken so far to try to resolve this issue.

4. What resolution do you seek?

Date Instructor/Assistant Professor/Associate Professor was seen: _____________
Define Resolution

Date Chair of Dental Hygiene was seen: _____________
Define Resolution

Date Dean of College of Allied Health and Nursing was seen: _____________
Resolution:
Academic Honesty
In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation, and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating, or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided:

Plagiarism – Submission of an academic assignment as one's own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.

Plagiarism includes but is not limited to:
- submitting the work of others as your own
- submitting others work as your own with only minor changes
- submitting others work as your own without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor's permission, or making minor revisions on work which has received credit and submitting it again as new work.

Cheating: Use of unauthorized material or assistance to help fulfill academic assignments. This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

Collusion: Assistance to another student or among students in committing the act of cheating or plagiarism.
QUALIFICATIONS FOR GRADUATION

To qualify for graduation from the Department of Dental Hygiene each student must acquire the ability to function appropriately as a dental hygienist in the dental environment and community as outlined in the document Competencies for Dental Hygiene Graduates. The three domains in which the graduates must show competence are: Professionalism, Health Promotion and Disease Prevention, and Patient Care.

Professionalism
The dental hygienist provides care using contemporary professional knowledge, judgment, and skills. The ADHA Code of Ethics provides the framework for ethical decision-making. The dental hygiene practitioner must be capable of discerning and managing ethical issues and problems in the practice of dental hygiene that occur in a rapidly changing environment where therapy and ethical issues are influenced by regulatory action, economics, social policy, cultural diversity, and health care reform.

Health Promotion and Disease Prevention
The dental hygienist serves the community in both practice and public health settings. Public health is concerned with promoting health and preventing disease through organized community efforts, and is an important component of any interdisciplinary approach. In the practice setting, the dental hygienist plays an active role in the promotion of optimal oral health and its relationship to general health. The dental hygienist, therefore, must be competent in the performance and delivery of oral health promotion and disease prevention services in the public health, practice and alternative settings.

Patient Care
The dental hygienist is a preventive oral health professional who provides education and clinical services in the support of oral health. The dental hygiene process of care applies principles from the biomedical, clinical, and social sciences to diverse populations that may include the medically compromised, medically or physically challenged, or socially or culturally disadvantaged.

Failure to Meet Qualifications for Graduation
If a dental hygiene student fails to acquire the ability to function appropriately as a dental hygienist and/or fails to fulfill or violates the professional standard of conduct in the pursuit of a degree in dental hygiene, an academic determination can be made that results in corrective action, up to and including dismissal from the program.
Violations of the professional standards may include, but are not limited to:

Breach of the Minnesota State University Code of Student Conduct - A full copy of this document can be found on the University Web site

http://www.mnsu.edu/students/basicstuff/policies.html

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.
2. Individuals will respect and foster the academic endeavors of others.
3. Individuals will respect the integrity of the University’s academic and administrative records. Those records are the property of the University and must be treated as such.
4. Individuals will adhere to all policies and regulations of Minnesota State Mankato and the MnSCU system along with federal, state and local laws that govern individual actions and relationships among community members.
5. Individuals will protect and support the personal safety of self and others.
6. Individuals will demonstrate civility for others in all their interactions.
7. Individuals will show respect for personal and University property.
8. Individuals will contribute to a safe environment within the University community.
9. Individuals will comply with the University in enforcing its administrative responsibilities.

Patient Care
1. Breaching confidentiality of patient information either verbally (informal conversation or formal presentation), written (paper for class or publication), or otherwise make known, except when authorized by law.
2. Engaging patients in discussions that are not applicable or suitable in the dental work place or to dental hygiene treatment.
3. Failing to engage in appropriate dialog, which is necessary for total dental hygiene treatment.
4. Academic cheating, plagiarism, or aiding and abetting cheating/plagiarism.
5. Forgery, deliberate misrepresentation of fact, or alternation of college/patient documents.
6. Inattentiveness, inability or failure of student to follow instructions, such as those related to student/patient safety or patient care.
PROCESS RELATED TO VIOLATION OF PROFESSIONAL STANDARDS

Faculty and Academic Department Decisions
Allegations of academic dishonesty, e.g. cheating and plagiarism are addressed by the instructor. The matter will be referred to the Office of Student Affairs for possible disciplinary action with possible additional academic consequences imposed by the department.

The University Student Conduct Board or Director of Student Rights and Responsibilities has jurisdiction in original hearings and may hear appeals of cases from other units. Academic dishonesty addressed by a faculty member or a violation of administrative procedure formally addressed by staff or an administrator entitle students to the following due process considerations:

1. Oral or written notice of the allegations.
2. An explanation of the evidence supporting the complaint.
3. An opportunity to present their side of the story.
4. A written notice of the decision and any applicable sanction(s).
5. An opportunity to appeal the decision and sanction(s).

Disciplinary actions addressed by a hearing officer within the Office of Student Affairs entitle students to the following due process considerations:

1. Written notice of the allegations and the Responsibility(ies) allegedly violated.
2. An explanation of the evidence supporting the complaint.
3. The opportunity to present a defense and witnesses. All witnesses in a hearing have the right to be accompanied by one advisor - student, faculty, staff member, attorney, family member or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
4. The opportunity for an accused student to be accompanied by one advisor - student, faculty, staff member, attorney, family member, or other support person not involved in the same incident. The advisor may not participate in questioning or presentation of information.
5. A written notice of the decision and any applicable sanction(s).
6. An opportunity to appeal the decision and sanction(s).

Student conduct proceedings are not analogous to courtroom proceedings; the technical procedures and rules of evidence applicable to civil and criminal cases shall not apply.
Minnesota State University, Mankato Alcohol and Other Drug Policy  
(Effective July 1, 2010)  

Introduction and Philosophy  
Minnesota State University seeks to create a campus environment that promotes healthy, responsible living; affirms civility; supports the well-being of each of its members and is respectful of state and federal law and institutional regulations governing behavior. Respect for campus and community standards and regulations are expected. Alcohol abuse and illicit drug use will minimize an individual’s abilities to develop their academic or social relationships and is contrary to the educational process and goals of higher education. Minnesota State University recognizes that students, faculty, and staff are responsible for their own conduct and for the consequences of their behavior as well. The purpose of this policy statement and subsequent information is to provide the campus community with the information needed to make responsible, healthy choices.

The possession, consumption, manufacture, sale, and/or distribution of alcohol or illicit drugs are prohibited on the Minnesota State University, Mankato campuses. This policy applies to:  
- all campus facilities, grounds, property, and University sanctioned events.  
- all persons whether or not he or she is a member of the University community.  
- individuals of all ages, even though they may be of legal age to consume or possess alcohol.

The jurisdiction of the policy shall be consistent with the criteria established in MnSCU Policy 3.6 Student Conduct, Part 2 and shall be applied to the off–campus behaviors of both students and employees for the violation of the Alcohol and Other Drugs Policy when:  
- Hazing is involved; or  
- The violation is committed while participating in a University sanctioned event or sponsored activity; or  
- The victim of the violation is a member of the University community; or  
- The violation constitutes a felony under state or federal law; or  
- The violation adversely affects the educational, research, or service functions of the University.

The determination of violations that adversely affect the educational, research, or service functions of the University shall include:  
- Significant first time alcohol or drug–related legal violations (including but not limited to providing alcohol to minors, social host violations, distribution of illicit drugs)  
- Repeated alcohol or drug–related legal violations;  
- Situations where the student or employee's (while performing job duties) substance use results in a need for medical assistance; or  
- Situations where the alcohol or drug use prevent the student or employee from being able to fulfill essential functions designated in their role associated with the University or creates a direct threat to the safety of others in their role associated with the University.

The jurisdiction of this policy applies to all students as defined by the current MnSCU Procedure 3.6.1: Student Conduct and to any employee while performing job duties in their role associated with the University) during the term of any employment contract at Minnesota State Mankato. Jurisdiction applies to any violation of the Alcohol and Other Drugs Policy that is submitted by formal written report to the University.
University Sanctions: Students
Students who violate the “Policy on Alcohol and Other Drugs” are subject to University sanctions which may include, but are not limited to:
- Referral for assessment or counseling;
- University disciplinary warning, probation, suspension and/or expulsion;
- Restitution; and
- Termination of Residence Hall contract.

Exceptions
The only exceptions to the Alcohol and Other Drugs Policy are:
- The one–time use of alcoholic beverages at specific University events when authorized by the President.

These exceptions shall be consistent with the current MnSCU Procedure 5.18.1: Alcohol Use and Controlled Substances on Campus;
- Authorized laboratory and classroom instruction;
- The possession or use of alcoholic beverages in an alcohol use awareness program that is sponsored by the University and the possession or use is limited to persons 21 years or older.
- Use of alcohol while attending University–sanctioned events when the use of alcohol has been approved by the sponsoring organization and does not violate any state or federal laws.

Subordinate Policies
The Alcohol and Other Drugs Policy shall provide guidance and authority for any subordinate policies related to alcohol and drugs at Minnesota State Mankato (i.e. Residential Life, Business Office, Athletics, Vehicle Use, etc.,). While subordinate policies may be more specific, they must, at minimum, adhere to the University alcohol and drug policy and maintain its integrity.

Marketing, Advertising & Promotions
This section pertains to, but is not limited to the following:
- University publications, media, or advertising;
- Distribution of University literature, posters, and/or other printed materials;
- Event registration, sponsorships;
- Raffles and sales; and
- University office, departments and contracting agents.

The University does not regulate the content of advertisements in autonomous student publications (i.e. student newspaper).

The following specific advertising, promotional, and marketing activities are prohibited:
- On–campus advertising that portrays drinking as a solution to personal, academic, or professional problems or as necessary for social, sexual, or academic success.
- Any advertising promoting the use of alcoholic beverages which places an emphasis on quantity and frequency of use.
- Using alcoholic beverages as awards, prizes, or promotional items in connection with University sponsored events.
- Advertising and other promotional campus activities associating alcoholic beverage consumption with the performance of tasks that are unlawful while under the influence of alcohol such as operating a motor vehicle.
Procedures

University Sanctions: Individual Students
Alleged violations of the Alcohol and Other Drugs Policy will be adjudicated through the Dean of Students or identified designees. In addition to educational sanctions for violations of this policy, University Warning, University Disciplinary Probation, Suspension, or Expulsion will occur. Residence hall students may have their housing contracts terminated for on or off campus behavior.

Specific sanctions will be determined by adjudicating officers appointed as designees by the Office of the Dean of Students. Training of adjudicating officers will be the responsibility of the Office of the Dean of Students or their designee.

An MSSA representative will be invited to participate in the annual consultation process used to determine the educational sanctions and fees associated with this policy. The consultation process will be convened by a designee of the Dean of Students. Educational sanctions and their costs will be provided to all students each academic year.

Direct costs associated with sanctions shall be the responsibility of the student violating the Alcohol and Other Drugs Policy. Students who fail to complete their sanctions in a timely manner will be subject to progressive disciplinary action including but not limited to an administrative hold on registration and records.

Students repeatedly held accountable for a violation of this policy and students involved in behaviors such as providing alcohol to minors, hosting events in their place of residence involving alcohol or drugs, engaging in alcohol or drug use that requires medical assistance and distribution of illicit drugs may be subject to more serious University sanctions. Sanctions are both cumulative and progressive over the course of a student's entire education at the University.

University Sanctions: Recognized Student Organizations
Student groups violating the Alcohol and Other Drugs Policy are subject to organizational review and sanctioning in accordance with Minnesota State Student Association (MSSA) procedures.

University Sanctions: Employees
Employees who violate the Alcohol and Other Drugs Policy may be subject to disciplinary action, up to and including termination of employment. Adjudication and sanctioning for violations of the Alcohol and Other Drugs Policy will be managed by the Office of Human Resources and must be consistent with the employee's respective bargaining contract. Employees with alcohol or other drug use problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling. All University employees must adhere to these policies.

Implementation
This policy shall be implemented immediately following approval and will apply to any violation that occurs on or following the date of implementation.
**Rationale**

The purpose of this policy statement is to maintain a campus environment that promotes healthy, responsible living; affirms civility; supports the well-being of each of its members, and is compliant with state and federal law and institutional regulations governing behavior. Respect for campus and community standards and regulations is expected.

Alcohol and other drug use potentially affect the safety, health, and quality of life of all students and employees. Additionally, alcohol and drug use frequently affects the image of the University and restricts the ability of Minnesota State Mankato to carry out its mission. Alcohol misuse and illicit drug use minimize an individual's abilities to develop his/her academic or social relationships and is contrary to the educational process and goals of higher education. Minnesota State Mankato recognizes that students and employees are responsible for their own conduct and for the consequences of their behavior.

The University acknowledges the rights of businesses that produce, sell and/or serve alcoholic beverages to advertise their products and services to the University community. The University reserves the right to protect its educational mission and learning environment from inappropriate product promotions and irresponsible merchandising and advertising. In regard to marketing, University offices, departments and contracting agencies must give careful consideration to the University's mission to determine the consistency of the message being sent when involved in advertising and/or other promotional activities related to alcoholic beverages and alcohol and other drug paraphernalia. University–affiliated publications should be aware that they are representatives of the institution as a whole.

Advertising practices that violate the standards established by the industry itself and which encourage misuse of the alcohol or other drugs as interpreted by University policy will meet with appropriate University action.

This Alcohol and Other Drugs Policy shall provide guidance and authority for any subordinate alcohol and drug related policy at Minnesota State University Mankato. The following laws, ordinances, policies, and procedures relating to alcohol and drugs provide guidance and authority for this policy.

- Minnesota State Statutes, Laws, and Rules
- Minnesota State Colleges and Universities Procedure 1.C.0.1 Employee Code of Conduct
- Minnesota State Colleges and Universities Policies 3.6 Student Conduct
- Minnesota State Colleges and Universities Policies 5.18 Alcoholic Beverages or Controlled Substances on Campus
- Department of Dental Hygiene Policy on Student Substance Abuse

**General Policy Statement**

All students are expected to perform their clinical/lab/classroom activities efficiently and safely, without the influence of drugs or alcohol. The following actions/conditions are prohibited:

1. Deficient performance due to use of drugs and/or alcohol.
2. Reporting for a clinical/lab/classroom session with the odor of alcohol or illegal chemical on the breath.
3. Possessing any illegal narcotic, hallucinogen, stimulant, sedative, or similar drug while in clinic/lab/class.
4. Using any intoxicating liquor within 24 hours prior to or while on clinical/lab/class time.
5. Removing any drug from the Department of Dental Hygiene Clinic or patient supply for any reason.

All students have a responsibility to notify their clinical/lab lead instructor if they are taking any medications.

**Purpose**
To protect the welfare of patients, student, faculty, and Minnesota State University, Mankato.

**Procedure**
All suspected violations of the student substance abuse policy will be dealt with according to the following procedure:

1. If clinical/lab performance is adversely affected by a prescribed medication, the student will be dismissed and considered ill for make-up purposes.
2. When faculty/Chair of Dental Hygiene has reason to believe that a student has violated the policy/rules the appropriate law enforcement agency will be notified when there is reasonable suspicion to believe that an individual may have illegal drugs in his/her possession on University premises.
3. Any student suspected of violating the policy/rules and referred for testing may be suspended from attendance in clinic.
4. A refusal to submit for drug/alcohol testing as directed shall be deemed to be a failure to cooperate with the investigation of a violation and subject to appropriate disciplinary procedures.
5. All tests and rest results will be considered confidential and will not be shared with anyone not directly involved in the student’s academic program except when they become the subject of a disciplinary proceeding. Test results will be filed in the office of the dental hygiene program chair and in the student’s academic files.
6. If test results are negative, the student may return to clinic.
7. If test result are positive, the student shall be subject to dismissal from the dental hygiene program and/or disciplinary suspension.
   - The student is entitled to a copy of the positive test results.
   - The student is entitled to present an explanation or to refute the positive test results.
   - The student may obtain a second independent confirmatory test which is more specific and forensically reliable, at the student’s expense.
8. Any student dismissed from the dental hygiene program for violation of this policy may apply for readmission upon the production of evidence that an appropriate treatment program has been successfully completed. Other aspects of the readmission process will be handled under the standard published procedures.
Central Region Dental Testing Service (CRDTS) PROTOCOL
LOCATING A PATIENT
It is the student’s responsibility to locate and prepare a patient for any state or regional board examination. The dental hygiene department will aid in this endeavor as much as possible. Faculty will give only very limited information/opinion as to whether a particular patient is suitable to be a board patient as penalty points may be assessed in the Treatment Selection for a patient that does not meet the described criteria.

It is not possible for all students to locate board patients through MSU- Department of Dental Hygiene. It is imperative that each student begin early spring semester to screen for board patients outside the MSU University patient pool. Once a suitable board patient is found the student should consider looking for a backup patient.

PATIENT CHARTS
All board patients must sign a Treatment Consent Form. If the patient receives any treatment in the MSU Dental Hygiene clinic, the patient is considered a patient of record and all clinic policies apply to this patient. This includes the completion of all appropriate clinic forms and procedures.

CLINIC FEES
Board Patient Clinic fees

- Radiographs only: $50.00 ($25.00 if student if paying for them)
- Duplicate of Radiographs: $10.00
- Completion of Scaling: Regular Periodontal Scaling Fees per Quadrant ($30/ quad if student is paying for the patient’s treatment)

Patient Information (CRDTS)
1. Department of Dental Hygiene at MSU is not responsible for any work provided by the student during the licensing examination.
2. The patient will not receive an original set of radiographs.
3. The patient may return to the MSU dental clinic to have treatment completed (i.e. scaling and root planing). Fees for service are required.
Dental Hygiene Licensure Fees

Application Fee: $60.50
Initial Licensure Fee: $129.80 (prorated depending on time of application and renewal
Jurisprudence Exam Fee: $65.00
**MSU Clinic Disclosure**

1. Clinical Supervision will occur in an open bay style clinical setting with all students and patients visible.
2. Clinical direction to the student will be presented in front of the patient, which may include corrective/directional contact instruction from the instructors. A quiet voice control and discretion will be used in all clinical settings.
3. If a student does not want hands touched during instrumentation guidance, faculty should be alerted.
4. **I have read the Student Handbook and agree** to follow to policies and guidelines while I am a student in the Minnesota State University, Mankato’s Dental Hygiene Program.

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Student’s Name (Print)

__________________________

Student’s Signature Date

Starting date of Dental Hygiene program: Fall _________
Anticipated completion date: Spring _________

Department’s Copy