

# **Course Information**

Course Number: 3120

Course Title: Dental Anatomy

Section: Fall 2024

Time: Wed 8:30-10:00/Thu 2:00-3:00

Location: Room 310

Credit Hours: 2

### **Instructor Details**

Course Director: Eric Fox, RDH, MS

Office: 136A

Phone: 214-828-8319 E-Mail: efox@tamu.edu

Office Hours: As needed or by appointment

# **Additional Participating Faculty**

# **Course Description**

Form and function of the primary and permanent human dentition; laboratory and seminar emphasis on morphology and comparisons of teeth.

# **Course Prerequisites**

None

# **Special Course Designation**

None

# **Course Learning Outcomes**

The material presented in this course is primarily foundational to supporting competencies as defined in Caruth School of Dental Hygiene's *Competencies for the Dental Hygienist*:

- 6.2 Perform an extraoral and intraoral examination of the patient including assessment of vital signs and radiographic examination and distinguish normal from abnormal findings.
- 7.4 Communicate the plan for dental hygiene services to the dentist or other interdisciplinary health team members to determine its congruence with the overall plan for oral health care.

Upon completion of this course, the student will be able to:



- Demonstrate sufficient knowledge in and successfully communicate using appropriate dental terminology. The student should know the meaning of terms generally used by dental practitioners while describing the morphological characteristics and structure of human teeth and their surrounding tissues.
- 2. Describe the detailed morphology of the primary and permanent dentitions. Have an appreciation of the relationship of correct tooth form and position to the proper functioning of the teeth.
- 3. Describe the eruption sequence of both the primary and permanent dentitions.
- 4. Describe the detailed relationship of each tooth to adjacent and opposing teeth when all teeth are in normal position as well as describe types of malocclusion.
- 5. Describe the intra-arch relationship of the teeth and their effect on the health of the supporting structure.
- 6. Describe the morphological characteristics of the root structure for each of the primary and permanent teeth.
- 7. Describe the evolution of the primary and permanent dentitions.
- 8. Describe the common tooth anomalies of human dentition.

In addition to these general course objectives, each unit of study has its own specific set of objectives listed at the beginning of the corresponding power point presentation. Test questions for the mastery exams are designed to specifically test knowledge of these objectives. Lesson objectives can be found at:

https://docs.google.com/document/d/1sjgwEyDZMhZBnxCdKcwMFhZ7gbJUwqWd2RaTf1nHkCU/edit?usp=drive\_link

# **Reading Assignment:**

**Anomalies Handout** 

# **Specific Objectives**

At the completion of this unit, the student will be able to:

Indicate a knowledge of any of the anomalies, by defining or describing them, or by selecting the correct information about the anomaly or its features from a list when given all, or significant portions of the etiology, clinical or x-ray manifestations, implications, or alternative names. Further, the student will be able to make comparisons between the various anomalies studied.

# Chapter 1 – Introduction to Dental Anatomy

# **Specific Objectives**



At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the nomenclature (terms) as emphasized in the bold type in this and each following chapter.
- 2. Be able to identify each tooth of the primary and permanent dentitions using the Universal, Palmer, and Fédération Dentaire Internationale (FDI) systems.
- 3. Correctly name and identify the surfaces, ridges, and anatomic landmarks of each tooth.
- 4. Understand and describe the methods used to measure anterior and posterior teeth.

Chapter 2 Development and Eruption of the Teeth pgs. 21-34

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Understand prenatal, perinatal, and postnatal tooth human tooth development.
- 3. List and discuss average ages of initial calcification, crown completed, emergence, and root completed for the primary and permanent dentitions.

The student is also responsible for any material which was to have been mastered in previous units.

#### Chapter 3 – The Primary (Deciduous) Teeth (pgs. 43-63)

## **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. List the major contrasts between the primary and permanent teeth.
- 3. Describe the individual primary teeth from a facial, lingual, mesial/distal and incisal/occlusal views.
- 4. Compare the similarities and differences between the tooth types (maxillary vs. mandibular, centrals vs. lateral incisors, first vs. second molars)
- 5. Correctly identify the individual teeth by sight, image, or line drawing from all views.

The student is also responsible for any material which was to have been mastered in previous units.

## Chapter 4 – Forensics, Comparative Geometries, and Form and Function (pgs. 64-72)



# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Discuss how dental anatomy and physiology may be used in forensic science
- 3. List two differences and two similarities when comparing human dentition with other vertebrates.
- 4. Draw the geometric outline form for all permanent tooth crowns from facial, lingual, mesial/distal, and incisal/occlusal views.
- 5. Discuss the importance of interproximal form, root form, and occlusal curvatures related to the function of the permanent dentition.

## **Chapter 5 – Orofacial Complex: Form and Function**

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Discuss the relationship between interproximal contacts and embrasure form.
- 3. Describe the location and form for all interproximal contacts in the permanent dentition.
- 4. Describe the curvatures of cementoenamel junction for each tooth on the facial, lingual, mesial, and distal surfaces.
- 5. Describe the general locations of the coronal heights of contour for each tooth surface.

The student is also responsible for any material that was to have been mastered in the previous unit.

## **Chapter 6 - The Permanent Maxillary Incisors**

## **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent maxillary central and lateral incisors.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent maxillary central and lateral incisors.



The student is also responsible for any material which has been mastered in previous units.

## **Chapter 7 - The Permanent Mandibular Incisors**

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent mandibular central and lateral incisors.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent mandibular central and lateral incisors.

The student is also responsible for any material which has been mastered in previous units.

# Chapter 8 – The Permanent Canines: Maxillary and Mandibular

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent maxillary and mandibular canines.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent maxillary and mandibular canines.

The student is also responsible for any material which was to have been mastered in previous units.

# **Chapter 9 – The Permanent Maxillary Premolars**

## **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. 2. Correctly label the anatomic landmarks of permanent maxillary first and second premolars.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent maxillary first and second premolars.



The student is also responsible for any material which was to have been mastered in previous units.

#### **Chapter 10 – The Permanent Mandibular Premolars**

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent mandibular first and second premolars.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent mandibular first and second premolars.

The student is also responsible for any material which was to have been mastered in previous units.

# **Chapter 11 – The Permanent Maxillary Molars**

# **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent maxillary first, second, and third molars.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. List similarities and differences between permanent maxillary first, second, and third molars.

The student is also responsible for any material which was to have been mastered in previous units.

## **Chapter 12 – The Permanent Mandibular Molars**

## **Specific Objectives**

At the completion of this unit, the student will be able to:

- 1. Correctly define and pronounce the new terms as emphasized in the bold type.
- 2. Correctly label the anatomic landmarks of permanent mandibular first, second, and third molars.
- 3. Discuss common anatomic variations seen in each tooth type.
- 4. 4. List similarities and differences between permanent mandibular first, second, and third molars.

The student is also responsible for any material which was to have been mastered in previous units.



# Textbook and/or Resource Materials

Wheeler's Dental Anatomy, Physiology, & Occlusion by Nelson, DDS, MS. 11th ed. (Required)

Each student will be loaned a set of large tooth models.
Eruption stage models.
Occlusion handout/models.
Learning Management Software <a href="https://canvas.tamu.edu/">https://canvas.tamu.edu/</a>
Dental-Lite BoneBox App
Dental-Atlas.com

# **Grading Policy**

#### **Grade Scale**

A = 90.0-100 B = 80.0-89.99 C = 75-79.99 D = 70-74.99 F = <70

#### Grades including the final course grade will not be curved or rounded.

The course director can adapt/modify the syllabus, as needed. The course director will provide written notice to all students in as advance as possible for any changes that may arise.

Thirteen (13) chapters of study will be covered in this course. Unit exam performance is 76% of the final grade. There are twelve (12) multiple choice exams. Chapters 1&2 will be combined and tested by the first exam. All following exams will cover only one chapter. Each examination is weighted the same (6.3%). During the exams, I will not answer any questions. If you have a question about the exam question, please email me your question or use the feedback function in Examsoft, why you challenge it, what you believe the answer to be and where you found this answer. Exams will not be moved.

Practical examinations are 24% of the final grade. There are three (3) practical examinations, which are each worth 8% of your grade. The first practical is made up of 40 multiple choice questions over the previous weeks' material. Questions are asked next to pictures of models of teeth for you to identify structures. In addition, some multiple choice/true and false questions without pictures are included. Each student will have **1 minute** to correctly identify the answer to each question. The other two practical examinations are written examinations (30 to 40 questions) primarily involved with identifying specific teeth from pictures from your text. Some multiple-choice questions are also included. Questions from the Occlusion handout are included on the 3<sup>rd</sup> practical.

#### Graded Attendance



Texas A&M University views class attendance as an individual student responsibility. In the Caruth School of Dental Hygiene regular and punctual attendance is <u>mandatory</u> for scheduled or rescheduled classes, clinics and related activities/events. The course director will check attendance at the start of the class/activity. Students who are not present at that time will be marked absent. The Office of Student Affairs (OSA) will determine if the absence or tardiness is excused or unexcused.

For any absences (excused or unexcused), it will be the student's responsibility to review the lecture recordings for the class(es) missed. Additionally, the student must complete a make-up assignment(s) within 10 calendar days (including weekends) after returning to school. The make-up assignment will require the student to thoroughly answer the learning objectives for the class session(s) and define any listed terminology. The assignment must demonstrate the student has listened to the recording(s) and read the assigned reading. Make-up assignments may be typed or hand written, contain the title of the missed class session(s) and be sent via email within the 10-calendar-day deadline. Failure to complete the make-up assignment(s) within this time frame will result in TWO points being deducted from student's final grade.

**IMPORTANT:** Failure to remediate all absences (excused or unexcused) by the final exam or end of semester may result in an "F" for the course.

To review the comprehensive Texas A&M University student attendance rule, go <a href="http://student-rules.tamu.edu/rule07">http://student-rules.tamu.edu/rule07</a>.

#### Canvas:

Each student is encouraged to complete End of Course Surveys administered by the University. These are completely anonymous and optional but do aid faculty and administration greatly in their assessment and planning for future courses and program changes. We value your opinions and recommendations.

# Late Work Policy

The designation of excused or unexcused absence will be determined on an individual basis by the Program Director and Student Affairs.



# 3120 Dental Anatomy Course Outline 2024 - Session Title/Topic

			,	•
Wed 8/14	8:30	Course explanation/ Re Lecture (Ch 1) – introd Eruption patterns, num General Oral and Dent Models distributed Co	luction, dentitions, bering systems, tal Anatomy	pgs. 1-10 worksheets for tomorrow
		Wodels distributed.	mpiete Germinar T	Worksheets for tomorrow
Thu 8/15	2:00	Seminar 1 – Worksheet topics from Ch 1.		
Wed 8/21	8:30	Lecture (Ch 2)		
		Development and Erup Seminar 2 worksheet in		pgs. 21-34 me-
		go over answers today	or tomorrow.	
Thu 8/22	2:00	Seminar 2- Worksheet Practice test for Unit 1.		and color the ridges exercise
Wed 8/28	8:45	EXAM 1 – Ch 1&2	•	
Thu 8/29	2:00	Lecture (Ch 3) P	Primary Teeth	pgs. 43-63
Wed 9/4	8:45	<b>EXAM 2</b> – (Ch 3)	•	. 0
Th 9/5	2:00	, ,	Form & Function	pgs. 64-72
Wed 9/11	8:45	<b>EXAM 3-</b> (Ch 4)		
Th 9/12	2:00	Lecture Ch 5	Orofacial Complex	
Wed 9/18	8:45	<b>EXAM 4-</b> (Ch 5)		
Th 9/19	2:00	Lecture Ch 6	Permanent Maxillar	y Incisors
Wed 9/25	8:45	<b>EXAM 5</b> (Ch 6)		
Th 9/26	2:00	Lecture Ch 7	Permanent Mandibu	ılar Incisors
Wed 10/2	8:45	<b>EXAM 6</b> (Ch 7)		
Th 10/3	2:00	Lecture (Ch 8)	Canines	
Wed 10/9	8:45	<b>EXAM 7</b> (Ch 8)		
Th 10/10	2:00	Review for Practical 1	& practice test	
Wed 10/16	8:45	PRACTICAL 1		
Th 10/17	2:00	Lecture (Ch 9)	Maxillary Premolars	(Prof Graham)
Wed 10/23	8:45	<b>EXAM 8</b> (Ch 9)		
Th 10/24	2:00	Lecture Ch 10 N	Mandibular Premola	irs
Wed 10/30	8:45	<b>EXAM 9</b> (Ch 10)		
Th 10/31	2:00		Maxillary Molars	
Wed 11/6	8:45	<b>EXAM 10</b> (Ch 11)		
Th 11/7	2:00	Review Practical 2 Too	oth ID anteriors and	premolars
Wed 11/13		PRACTICAL 2	A 19 1 NA 1	
Th 11/14	2:00	Lecture Ch 12 N	Mandibular Molars	
Wed 11/20		<b>EXAM 11</b> (Ch 12)		
Th 11/21	2:00	Anomalies Lecture		. 44/20 Enjay the helidey but name and any ray beyon
		a test on Wednesday w		5-11/29 – Enjoy the holiday but remember you have
Wed 12/4	8:45	EXAM 12 Anomalies		
Th 12/5	2:00	Review Practical 3		
Wed 12/11	2:00	PRACTICAL 3		



# \*\*\*Turn in plastic case of large tooth models to Pam!!\*\*\*

date prepared 7/24

# **Optional Course Information Items**

#### **Technology Support**

Students are responsible for maintaining their devices and ensuring that they are in proper working order throughout the semester. This includes maintaining access to the college wireless network, access to all accounts (both TAMU and TAMU Health) and keeping passwords up to date. Students are expected to keep their devices up to date regarding patches and OS updates.

#### Division of IT

If the student experiences issues with an electronic device, wifi access, axiUm, Zoom, or user accounts, their first point of contact should be the Division of IT Central Help Desk or the local Division of IT at SOD. The Central Helpdesk provides 24-hour support.

Division of IT Central Help Desk
Website: https://it.tamu.edu/help/
Room: 519

Phone: 1-979-845-8300 Phone: 214-828-8248

Email: helpdesk@tamu.edu

#### **COD Instructional Design Team**

For electronic exam support or problems concerning other academic technology, such as the LMS (Canvas), ExamSoft, or Examplify, students should contact the Instructional Design team.

Room: 516 through Academic Affairs

Carmina Castro <u>ccastro@tamu.edu</u> (214-828-8316)
Jeff Lowry <u>lowryj1@tamu.edu</u> (214-828-8243)

# **University Policies**

# **Attendance Policy**

Texas A&M University views class attendance as an individual student responsibility. In the Caruth School of Dental Hygiene regular and punctual attendance is <u>mandatory</u> for scheduled or rescheduled classes, clinics, and related activities/events. The course director will check attendance at the start of the class/activity. Students who are not present at that time will be marked absent.

# **Excused Absences**

**Illnesses or emergencies:** It is understood that absences due to severe or contagious illness, injuries or emergencies may occur. An absence due to illness may require a medical confirmation note from a student's medical provider. For injuries or illnesses that require a student to be absent from class for



three or more business days, a note from his or her medical provider is mandatory. If a student has frequent sick days, the program director may require a medical provider's note for each absence.

Note: An absence for a non-acute medical service does not constitute an excused absence.

Religious holy day: A student whose absence is excused under or the observance of religious holy day will be allowed to take an examination or complete an assignment from which the student is excused within 3 days after the absence. If the student fails to schedule and complete the exam or assignment within three days, a grade of zero will be given.

For additional information on excused absences, see Texas A&M Student Rule 7.1 at <a href="https://student-rules.tamu.edu/rule07">https://student-rules.tamu.edu/rule07</a>.

#### **Unexcused Absences**

Tardiness and non-emergent appointments (illnesses not considered <u>severe</u> or <u>contagious</u>) scheduled during class time will be considered an unexcused absence. Quizzes and exams start at the beginning of class time. Students who arrive late will not receive extra time to take the quiz/exam. Since classroom learning applies directly to patient care, sleeping in class is considered an unexcused absence and is subject to the remediation policy. **Students with unexcused absences or late arrivals (> 15min) will have TWO points deducted from their final course grade.** No make-up quiz/test will be given if an absence is unexcused on a test day. Examinations <u>will not</u> be administered in advance for a planned/anticipated unexcused absence.

Please refer to <u>Student Rule 7</u> in its entirety for information about excused absences, including definitions, and related documentation and timelines.

#### **Virtual Classroom Expectations and Etiquette**

Classes may be held in a virtual setting this semester. Class attendance is mandatory, and failure to attend the virtual sessions will be subject to the above absence policy. Students are required to enter the virtual classrooms with the audio muted. Video must be activated at the beginning of the class session and remain on until the session concludes. Unless the instructor provides other directions, questions should be posted through the virtual chat/discussion board.

During class, students are expected to be alert, engaged, and sitting upright in a well-lit environment that allows their faces to be clearly visible. Students should attempt to minimize extraneous interruptions from other household members, including pets. Questions or concerns about the use of virtual meeting technology and/or accessibility should be presented to Jeff Lowry or Carmina Castro.

# **Attendance Policy**

The university views class attendance and participation as an individual student responsibility. Students are expected to attend class and to complete all assignments.



For any absences (excused or unexcused), it will be the student's responsibility to contact the Office of Student Affairs (OSA) by sending an email to <a href="Sod-attendance@tamu.edu">Sod-attendance@tamu.edu</a> prior to the start of class session. The OSA will decide if your absence is excused or unexcused. Make sure to provide your name, class level, the date(s) of absence and reason for your absence, the names of the instructors that need to be notified. If documentation is requested, it must be from a medical provider on letterhead with the provider's signature and be submitted within 3 business days of returning to school. Please refer to <a href="https://student-rules.tamu.edu/rule07/">https://student-rules.tamu.edu/rule07/</a>

# Make-up Work Policy

Students will be excused from attending class on the day of a graded activity or when attendance contributes to a student's grade, for the reasons stated in Student Rule 7, or other reasons deemed appropriate by the instructor.

The designation of excused or unexcused absence will be determined on an individual basis by the Office of Student Affairs. For any absences (excused or unexcused), it will be the student's responsibility to review the lecture recordings for the class(es) missed. Additionally, the student must complete any make-up assignment(s) within 10 calendar days (including weekends) after returning to school. Failure to complete the make-up assignment(s) within this time frame will result in TWO points being deducted from student's final grade.

Please refer to <u>Student Rule 7</u> in its entirety for information about makeup work, including definitions, and related documentation and timelines.

Absences related to Title IX of the Education Amendments of 1972 may necessitate a period of more than 30 days for make-up work, and the timeframe for make-up work should be agreed upon by the student and instructor" (Student Rule 7, Section 7.4.1).

"The instructor is under no obligation to provide an opportunity for the student to make up work missed because of an unexcused absence" (<u>Student Rule 7, Section 7.4.2</u>).

Classroom Cell Phone Policy: The full attention of each student is expected and required for the successful completion of this course. Electronic devices used in class for non-learning purposes can be distracting and may hinder learning. Please store cell phones in your backpack or locker, unless using for educational purposes (must be approved by the course director). Students will be asked to put away such devices OR to leave the classroom if the devices become distracting to faculty or other students. If a student is caught on their electronic device or cell phone during class time, this may be counted as an unexcused absence. Point deduction to the final course grade will be applicable in these instances.

# Academic Integrity Statement and Policy

"An Aggie does not lie, cheat or steal, or tolerate those who do."

"Texas A&M University students are responsible for authenticating all work submitted to an instructor. If asked, students must be able to produce proof that the item submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work,



should the instructor request it, may be sufficient grounds to initiate an academic misconduct case" (Section 20.1.2.3, Student Rule 20).

#### **Texas A&M School of Dentistry**

You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at <u>aggiehonor.tamu.edu</u>. You can also contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, or your Program Director, for guidance.

# Americans with Disabilities Act (ADA) Policy

# **Texas A&M School of Dentistry**

Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact the Office for Academic Affairs in the Administration Building Room 514 or at (214)-828-8978 or <a href="mailto:ajwilson@tamu.edu">ajwilson@tamu.edu</a>. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.

# Title IX and Statement on Limits to Confidentiality

Texas A&M University is committed to fostering a learning environment that is safe and productive for all. University policies and federal and state laws prohibit gender-based discrimination and sexual harassment, including sexual assault, sexual exploitation, domestic violence, dating violence, and stalking.

With the exception of some medical and mental health providers, all university employees (including full and part-time faculty, staff, paid graduate assistants, student workers, etc.) are Mandatory Reporters and must report to the Title IX Office if the employee experiences, observes, or becomes aware of an incident that meets the following conditions (see <u>University Rule 08.01.01.M1</u>):

- The incident is reasonably believed to be discrimination or harassment.
- The incident is alleged to have been committed by or against a person who, at the time of the incident, was (1) a student enrolled at the University or (2) an employee of the University.

Mandatory Reporters must file a report regardless of how the information comes to their attention — including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Although Mandatory Reporters must file a report, in most instances, a person who is subjected to the alleged conduct will be able to control how the report is handled, including whether or not to pursue a formal investigation. The University's goal is to make sure you are aware of the range of options available to you and to ensure access to the resources you need.

#### **Texas A&M School of Dentistry**

Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's <u>Title IX webpage</u>. School of Dentistry students can contact Graduate Studies at 214-828-8182, Student Affairs at 214-828-8210, Security at 214-828-8335, their Program Director, or their Department Head to report an incident.



## Statement on Mental Health and Wellness

Texas A&M University recognizes that mental health and wellness are critical factors that influence a student's academic success and overall wellbeing. Students are encouraged to engage in healthy self-care by utilizing available resources and services on your campus

# **Texas A&M School of Dentistry**

Students who need someone to talk to can call the TAMU Helpline (979-845-2700) from 4:00 p.m. to 8:00 a.m. weekdays and 24 hours on weekends. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at <u>suicidepreventionlifeline.org</u>. You can also contact Graduate Studies at 214-828-8182 or Student Affairs at 214-828-8210 for a referral to a local counselor. These counseling sessions are private and confidential, as are any referral requests.

# **Campus-Specific Policies**

# Statement on the Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Currently enrolled students wishing to withhold any or all directory information items may do so by going to <a href="https://docume.edu">howdy.tamu.edu</a> and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete <a href="#FERPA Notice to Students">FERPA Notice to Students</a> and the student records policy is available on the Office of the Registrar webpage.

Items that can never be identified as public information are a student's social security number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

Directory items include name, UIN, local address, permanent address, email address, local telephone number, permanent telephone number, dates of attendance, program of study (college, major, campus), classification, previous institutions attended, degrees honors and awards received, participation in officially recognized activities and sports, medical residence location and medical residence specialization.