

Course Syllabus

Course Information

Course Number: DDHS 4140
Course Title: Clinical Dental Hygiene III
Section: Fall 2024
Time: Tuesday 1:00PM-4:00PM, Wednesday 9:00AM- 4:00 PM,
Thursday 9:00 AM-4:00 PM
Location: See individual clinic schedule for times and location
Credit Hours: 4 CEU

Instructor Details

Course Director: Kayla M. Reed, MS-EDHP, RDH
Office: 3302 Gaston Ave., Dallas, TX, 75246, 139C
Phone: 214-828-8342
E-Mail: KaylaMReed11@tamu.edu
Office Hours: As needed or by appointment

Additional Participating Faculty

Maureen Brown, RDH, MS-HIED	Amanda McNeil, RDH, MS
Jane Cotter, RDH, MS	Joanne Martinez, RDH, BS
Brandy Cowen, RDH, MS	Ariana Mendoza, RDH, MS
Martha Estrada, RDH, BS	Chelsea Moorman, RDH, BSDH
Rocio Estrada, RDH, BS	Leigh Ann Nurick, BSDH, MA, MS
Eric Fox, RDH, MS	Leah Spittle, RDH, MS-EDHP
Chelsi Graham, RDH, BS	Mary Tolentino, RDH, MS
Thao Kim, RDH, BSDH	

Course Description

Comprehensive dental hygiene care through clinical application of procedures. Includes intramural dental hygiene and dental school rotations and extramural site rotations.

Course Prerequisites

Successful completion of DDHS 4820 Clinical Dental Hygiene II

Course Learning Outcomes

For Course Objectives, see “Standards for Clinical Performance” in the Dental Hygiene Clinic Handbook.

The following list of beginning competencies identifies the knowledge, skills and attitudes the dental hygiene student must acquire by graduation in order to become a competent, curious and caring

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practitioner of dental hygiene. This course will begin to address these specific competencies that will be needed to treat patients in a professional and competent manner. Refer to **Competencies for the Dental Hygienist**, Caruth School of Dental Hygiene, revised 8/2016.

Ethics

- 1.1 *Apply ethical reasoning to dental hygiene and practice with professional integrity.*
- 1.2 *Comply with state and federal laws governing the practice of dentistry and dental hygiene.*

Information Management and Critical Thinking

- 2.1 *Apply critical thinking skills and evidence-based decision making to the practice of dental hygiene.*
- 2.2 *Commit to self-assessment and lifelong learning in order to provide contemporary clinical care.*
- 2.3 *Communicate effectively with diverse populations without discrimination.*

Self-Care Instruction

- 4.1 *Promote positive values of overall health and wellness to the public and organizations within and outside of dentistry.*
- 4.2 *Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens.*
- 4.3 *Encourage patients to assume responsibility for their health while respecting their goals, values, beliefs and preferences.*

Community Involvement

- 5.1 *Identify services and agencies that promote oral health and prevent oral disease and related conditions.*
- 5.4 *Use screening, referral and education to bring consumers into the health care delivery system.*

Assessment

- 6.1 *Determine medical conditions that require special precautions or consideration prior to or during dental hygiene treatment.*
- 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.*
- 6.3 *Manage the patient at risk for a medical emergency and be prepared to handle the emergency should it occur during an appointment.*
- 6.4 *Recognize predisposing, etiologic risk factors, and lifestyle choices that may require intervention to prevent disease.*
- 6.5 *Analyze and interpret the assessment data to formulate a dental hygiene diagnosis related to and congruent with the diagnosis of the dentist and other health professionals.*
- 6.6 *Determine the need for referral to the appropriate health professional.*

Planning

- 7.1 *Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.*
- 7.2 *Acknowledge cultural differences in populations when planning treatment.*
- 7.3 *Establish a planned sequence of educational and clinical services based on the dental hygiene diagnosis using the problem-based approach.*
- 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.*

Implementation

- 8.1 *Provide an environment conducive to health by using accepted infection control procedures.*
- 8.2 *Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.*

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8.3 Select and administer the appropriate preventive and/or antimicrobial (chemotherapeutic) agents and provide pre- and post-treatment instructions.

8.4 Apply basic and advanced principles of instrumentation.

8.5 Provide dental hygiene services in a variety of settings.

Evaluation

9.1 Determine the clinical outcomes of dental hygiene interventions using indices, instruments, examination techniques, and determine the appropriate maintenance schedule.

9.2 Determine the patient's satisfaction with the dental hygiene care received and the oral health status achieved.

9.3 Compare actual outcomes to expected outcomes when expected outcomes are not achieved and modify therapy as necessary.

Textbook and/or Resource Materials

- Texas A&M College of Dentistry Clinic Manual
- Dental Hygiene Clinic Handbook (available on Canvas)
- Clinical Practice of the Dental Hygienist, Boyd, LD, Mallonee, LF, Wyche, CJ, 14th Ed, 2023.
- Dental Management of the Medically Compromised Patient, 10th Ed, 2023 (you may purchase, or it is available online through eBooks in the Baylor Health Sciences Library)
- Medical Emergencies in the Dental Office, 8th Ed, 2022
- Fundamentals of Periodontal Instrumentation and Advanced Root Instrumentation. Gehrig JR, Sroda, R, Saccuzzo, D, Lippincott Williams & Wilkins, 8th Ed, 2019.
- Darby and Walsh Dental Hygiene Theory and Practice. Bowen, DM, Pieren, JA, 5th Ed, 2020.
- Lexicomp online for Dentistry. Access via the College Library.

Grading Policy

Letter Grade	Grading Scale*	
	Percentage Points	Total Points
A=	89.5-100	1,297.75-1,450
B=	79.5-89.49	1,152.75-1,297.74
C=	74.5-79.49	1,080.25-1,152.74
F=	<74.49	<1,080.24

**It is up to the discretion of the course director to determine if the current grade scale is reflective of the course requirements and students' effort. If there is evidence that this scale is not a good representation of students' course work, this scale may change with advanced notice to the students. The general rule is that anyone who completes the minimum requirements of the course with a passing grade will be awarded a "C" grade. Any changes to the grade scale will only be in the favor of the student and will not decrease the grade.*

Evaluation Criteria/Methods:

All performance will be evaluated using the "Standards for Clinical Performance" found in the Dental Hygiene Clinic Handbook.

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Clinical Requirements and Associated Points Possible	
PATIENTS	Points
Minimum 13 patients	18-85/pt
POSTS/QUIZ	
Discussion Board Post/Syllabus Quiz	0 or 20
COMPETENCIES and OSCE	MAX
OSCE: H 6/7, BH 5/6, Nevi 2, Graceys (all), Instrument Sharpening	100
LIVE PATIENT: Rubber cup polishing	100
LIVE PATIENT: Periodontal Assessment	100
OTHER CLINICAL REQUIREMENTS	MAX
Alginate Impressions	9
Care of RPD	9
Chart Audit	10
Desensitization	6
Fluoride	6
Sealant Placement	9
Stone Pour-up	6
Trimming Study Models	6

*The following are the consequences for receiving a "0" in Aseptic Technique. The "0"s are **cumulative** beginning with DDHS 3830 Clinical Dental Hygiene I:

- First offense – Discuss error with supervising clinic faculty at end of clinic session.
- Second offense – Same as first offense **and** meet with Clinic Coordinator within 48 hours of receiving error.
- Third offense – Same as second offense. In addition, one (1) point will be deducted from final grade. Also, an infection control topic will be given, and the student will be required to write a paper on the chosen topic.
- Four+ offenses – One (1) point will be deducted from final grade for each offense and the student will be required to write a paper for each "0" received in aseptic technique. Topic(s) will be chosen by the clinic coordinator.

The final clinic grade for the course will reflect a **4-point deduction** for **each** incomplete clinical service requirement, incomplete competency examination and each incomplete patient requirement. All incomplete requirements must be completed during the following semester.

Any student completing extra patients or clinic service requirements over the minimum requirements may carry over to satisfy requirements for the next semester. Competency examinations can only be completed in the semester they are assigned. The maximum grade in this course is 1,300 points (100%). Points accrued over the maximum grade cannot be rolled into the following semester.

Course Requirements:

To receive full credit, all of the following must be completed by **Thursday, December 5th, 2024**:

1. Complete comprehensive dental hygiene services on at least thirteen (13) patients with Healthy, Gingivitis, or Slight (Stage I) Periodontitis classification. *

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2. Complete comprehensive dental hygiene services on at least three (3) patients with Moderate or Advanced Periodontitis classification. *
3. Complete comprehensive dental hygiene services on at least three (3) patients with moderate or heavy calculus deposit classification.
4. Receive instructional experience with a DH faculty on a moderate patient (if applicable).
5. Complete the OSCE, and Live Patient competencies
 - a. **OSCE Day:**
 - i. **Thursday 10/17/2024 AM/PM:**
OSCE
 - H6/7
 - Nevi 2
 - BH 5/6
 - Gracey 1/2
 - Gracey 13/14
 - Gracey 15/16
 - Instrument Sharpening
 - ii. **LIVE PATIENT COMPETENCIES:**
 - **Rubber Cup Polishing Complete no later than October 3rd**
Patient must have the following to qualify for this competency:
Permanent dentition
Minimum of 6 teeth per quadrant
 - **Periodontal Assessment Complete no later than November 14th**
Patient must have the following to qualify for this competency:
DHDx of Periodontal Stage II+
Presence of at least 1 furcation
Presence of at least 4 teeth with measurable recession
Minimum of 6 teeth per quadrant
 - iii. **December 10th, PM: Make-up Day- Only on case-by-case basis. Five (5) percentage points will be deducted from final grade if make-up day is needed for remediation of OSCE or failure to complete Live Patient competency by assigned date.**
6. "Mini" chart audits of every completed patient during the 4140-clinic semester.
 - a. Each chart audit must be completed within 2 weeks of patient completion. If chart audit is not complete within the 2-week time frame, 10 points will be deducted from the final patient score. If the student fails to complete 3 chart audits within the allotted time, 10 PERCENTAGE points will be deducted from the student's final grade.
7. Full chart audit of one (1) assigned hygiene recall patient (determined by Clinic Coordinator) completed in 4820 Clinical Dental Hygiene II (due November 7th)
8. Participate in Mid-semester advising (5 percentage points)
 - a. Mid-semester advising is NOT optional and is required to be completed between **October 7th and October 11th**. Failure to participate in Mid-semester advising will result in a 5-percentage point deduction from the student's final clinic grade. Mid-semester advising will follow the same format as Final advising and the following will be required to be completed prior to scheduling this advising session:
 - i. Confirm all grade sheets are entered accurately in teams

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- ii. Confirm chart audits have been completed and entered appropriately in both chart audit form and grade sheet
- iii. Ensure all assigned patients are accounted for and scheduled. If not, make sure there is a reason documented and appropriate actions have been taken to remove them from the assigned patient list
- iv. If the Competence Report (“Sweet 16”) document has not been verified, have this filled out and ready to present to the clinic coordinator. If program requirements are not yet met, be prepared to discuss your plan for completing requirements.

If any of the above is not completed or the student is not prepared at the time of the advising appointment, up to 5 percentage points will be deducted from the student’s final clinic grade.

9. Canvas Discussion Board and Syllabus Quiz (All or none for requirement) (20 points)
 - a. Complete Syllabus Quiz
 - b. Complete 3 Discussion Board posts regarding clinical progress
 - c. Complete 2 peer responses per Discussion Board post
10. Participate in Mock Board Examination
11. Exhibit professionalism at an acceptable level as determined by the observing/supervising faculty. Unprofessional conduct subject to the Disciplinary Due Process Document will result in a permanent letter placed in the student’s file and sent to Associate Dean of Student Affairs. Such infractions will be cumulative for the student’s time here at the school. After the first occurrence, the student will meet with the supervising faculty and Clinical Coordinator. At the second occurrence, the student will meet with the supervising faculty, Clinic Coordinator and Program Director. In addition, ten (10) percentage points will be deducted from the final course grade. At the third occurrence, the student will meet with the supervising faculty, Clinic Coordinator, Program Director & Associate Dean of Student Affairs. In addition, the student will receive an “F” for the final course grade.

Any unprofessional conduct may be subject to the School’s due process procedures set forth in the “Texas A&M School of Dentistry Disciplinary Due Process Document” found at:

<https://intranet2.tamhsc.edu//cod/student-resources/docs/student-code-8jul19.pdf>

NOTE: Patients must be completed to count toward course requirements.

Students must complete a minimum of 12 patients and obtain a 70% average to be passed to the next clinical course level; however, points will be lost for not completing the required number of patients for the semester.

A completed patient will count toward the patient load requirement if all quadrants are completed and 3 of the 4 quadrants are in the acceptable range for hard **and** soft deposit removal.

Half patient credit will count toward the patient load requirement if the patient is completed and 2 of the 4 quadrants are in the acceptable range for hard **and** soft deposit removal.

Patients with a classification of Stage II Periodontitis or Stage III/IV Periodontitis may be divided to satisfy Gingivitis or Stage I Periodontitis requirements as follows:

Stage II Perio = two (2) Healthy/Gingivitis/Stage I Perio patients

Stage III/IV = one (1) Stage II Perio patient AND one (1) Healthy/Gingivitis/Stage I Perio patient

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Refer to the COD Clinic Manual and the Dental Hygiene Clinic Handbook for the entire list of clinic policies and procedures.

Program Requirements:

The student must complete the following requirements to competence* prior to graduation:

1. (2) Children between the ages of 0-12
2. (2) Adolescents between the ages of 13-19
3. (2) Patients with Special Needs
4. (5) Adults between the ages of 20-64
5. (5) Geriatric patients ages 65+

*Competence is defined as no more than 1 error on the clinic evaluation sheet(s) in the categories of #1-#11 and #13, and zero (0) errors in #12 (hard/soft deposit) for all appointments with the patient.

Remediation Policy:

Remediation will take place in the following semester and will put the student one semester behind for graduation.

Cell Phone Policy:

Cell phone use during clinic time will result in a 0 in Clinical Conduct. If the course director is alerted to unprofessional behavior (including, but not limited to cell phone use) by a staff member at an outside clinic rotation **Five percentage (5) points** will be deducted from the student's final grade. Exceptions to this are students who have a sick child or family member in which case it must be indicated to faculty (or supervisor at outside clinic) prior to the clinic session or rotation.

Final Advising/Professional Conduct

At the end of each semester, the student will meet with the Clinic Coordinator for final advising to ensure all requirements are completed and all patients assigned to the student are accounted for. Students are expected to come organized and well-prepared. Final advising is scheduled the week of finals.

Five (5) points will be deducted from the **final grade** if one or more of the following occurs:

- The student arrives after their appointed time.
- The student runs over their assigned appointment time.
- The student has to return at another time or day to complete their final advising session.
- The student has more than 5 patients "in progress." This will be evaluated on a case-by-case basis.
 - If it is found that any of the patients left "in progress" were not completed in a timely manner due to the student's inability to schedule properly, a letter for Unprofessional Conduct may also be written and put in the student's record. Please read the section under "Clinic Policies and Procedures" regarding professional maturity for further explanation.
- Patients "in progress" from the previous semester have not been completed and/or accounted for.
- "Completed Patient Report" is inaccurate.
- Grades for each completed quadrant have not been entered into excel on Teams accurately for all completed patients.

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- One or more patients “in progress” do not appear on the Request/Active Report.

NOTE: This list is not all-inclusive; it is up to the discretion of the Clinic Coordinator to determine if other behaviors are deemed inappropriate or unprofessional.

Graded Class Participation – If class participation constitutes more than 10% of grade, the syllabus should explicitly define and outline how the participation grade is determined based on a well-defined rubric (see Student Rule 10).

Graded Attendance – Attendance is required at all assigned clinical sessions as if in private practice. If the student does not have a patient for the session, they are required to participate in a clinical activity approved by their supervising clinical faculty. These activities include but are not limited to:

- *Practicing using the air polisher on a classmate*
- *Practicing taking alginate impressions on a classmate*
- *Observing/assisting a dental student in their designated group practice to become more familiar with dental procedures.*
- *Sharpening instruments (after sharpening lab)*
- *Observing/assisting grad perio residents (check in with grad perio front desk)*
- *Assisting Lisa Pradarits with administrative duties*
- *Participating in the Dental or DH Screening process*

You must have proof of attendance on rotations that are not supervised by dental hygiene faculty (i.e. Scottish Rite, Children’s Medical, Sealant Rotation, Radiology, etc.) Your supervisor on the rotation should complete the form that can be accessed by scanning the QR code on your badge.

Additionally, students are to attend each rotation indicated on the schedule and complete the task assigned. A student who is absent from an assigned clinic rotation for any reason must schedule a make-up assignment through the Clinic Coordinator. This may result in a loss of scheduled clinic time during the next semester in order to make up the rotation.

No patient sessions:

The student is required to have a patient for **every** clinic session. If a student does not have a patient scheduled for a clinic session, and it is discovered this empty appointment could have been prevented by better management of the schedule by the student, points will be deducted from the final grade. Students will get THREE (3) “freebie” no-patient sessions (patient no-show, cancels short notice, not able to find a patient, unexcused absence) before the grade is affected, however; students are required to stay the entire clinic session and assist in clinical activities. Additional no-patient sessions will result in points deducted from your final grade for not having a patient in your chair (2 percentage points per occurrence). A point deduction may also happen if other poor scheduling decisions are made by the student, especially if they affect a patient in a negative way. Unexcused absences will result in losing free no-patient sessions and 4 percentage points off the final grade.

Absence Protocol:

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All absences must be reported to designated personnel in the Texas A&M Dental Hygiene Program. Emails must be received at least 30 minutes prior to the start of scheduled class or clinic time.

Second-Year DH Students: If absent or late on a clinic day, students must email Lisa Pradarits: lpradarits@tamu.edu, Senior Clinic Coordinator - Kayla Reed: kaylamreed11@tamu.edu, and the scheduled patient.

Unexcused absences will result in a four (4) point deduction from the final grade for each missed clinical session. Two (2) unexcused absences without notice from clinic or rotations may result in written documentation for unprofessional behavior as well as applicable point deduction. Three (3) unexcused absences will include all of the above as well as possible failure of the course.

If a student knows in advance they will be absent from clinic, they must alert their clinic coordinator, Ms. Hines, and Ms. Pradarits and ensure that they have coverage for any rotations missed. It will also be the student's responsibility to reschedule any patients scheduled during the planned absence.

Leave of Absence

Refer to the Student Handbook for Leave of Absence Guidelines for long-term leave.

Tardy Protocol:

On the rare occasion, you may be delayed for some unavoidable reason. In the case of a delay, you must **call** Lisa Pradarits (214-828-8421) to leave a voicemail message and send an email to the clinic coordinator (kaylamreed11@tamu.edu). If you are in a situation that is not conducive to sending an email (i.e. driving) you may call Prof Reed via Teams, when it is safe to do so. Failure to do this may be reflected in your clinical grade under Clinical Conduct for that patient or under Professionalism for a rotation.

Course Schedule

See printed clinic schedule for individual schedule.

Important Dates:

- August 12**-First day of Fall Semester
- August 13**-Clinic Orientation 1 PM- 5 PM
- August 16-17** -Southwest Dental Conference (no clinic)
- September 2**- Labor Day
- October 3**- Last day to complete the Live Patient Exam Rubber Cup Polishing
- October 8**- Mandatory event- No PM Clinic
- October 17**- Fall OSCE 8 AM- 5 PM
- November 7**- MOCK Board #1 8 AM- 5 PM
- November 14**- Last day to complete the Live Patient Exam Periodontal Assessment
- November 26-28**- Thanksgiving Break
- December 10**- Make-up Day as needed

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December 13-January 6 Holiday Recess

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 in regard to 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/ Phone: 1-979-845-8300 Email: helpdesk@tamu.edu	SOD Local Division of IT Office Room: 519 Phone: 214-828-8248
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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	ccastro@tamu.edu	(214-828-8316)
Jeff Lowry	lowryj1@tamu.edu	(214-828-8243)

For technical difficulties and assistance with Microsoft Teams, contact the school’s Health Technology Care Team **(979-436-0250)**.

University Policies

Attendance Policy

In keeping with the qualities of professionalism, Texas A&M College of Dentistry requires mandatory attendance so that students learn the content from all classes and clinical experiences. This requires students to attend class, clinic, pre-clinic, and labs at all times or remediate absences as specified by the attendance policy listed in each course syllabus. If the student is absent, for excused and/or unexcused reasons, for more than 10% of the academic year, they may not be recommended for promotion or graduation. Course directors must clearly state the guidelines for remediation of absences in the syllabus. The method by which attendance is taken will be determined by the course director. Faculty members will specify attendance requirements in the course syllabus and must follow the guidelines established above on the first day of class.

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

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Please refer to [Student Rule 7](#) in its entirety for information about excused absences, including definitions, and related documentation and timelines.

Makeup 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 reason deemed appropriate by the instructor.

Please refer to [Student Rule 7](#) 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" ([Student Rule 7, Section 7.4.2](#)).

Students who request an excused absence are expected to uphold the Aggie Honor Code and Student Conduct Code. (See [Student Rule 24](#).)

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](#)).

Policy on Academic Integrity: Why it is important

Technical competence: I want you to be able to perform well technically as a dental professional. I want each of you to be able to perform well individually.

Personal integrity: I want you to be ethically competent. While you may be able to succeed in the short term by being unethical, just as you may get good grades by cheating in school, long-term success can only be achieved with ethical behavior. Cheating damages your self-worth and is a behavior based on lying to yourself and others.

Fairness: Those who cheat have an unwarranted advantage over those who don't.

The Aggie Code of Honor: I am also bound by the Aggie Code of Honor. I will not tolerate those who cheat.

What I Will Do

1. I will do everything I reasonably can to prevent cheating.
2. When I determine a cheating violation has occurred I will (a) report it through the Office of Student Affairs and (b) punish the students involved.

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What Constitutes Academic Misconduct

During an examination or quiz, looking at another student's work or using external aids (for example, books, notes, conversation with others, internet resources, etc.) unless specifically allowed in advance by instructor.

Exceeding the allotted time for quizzes or exams.

Acquiring answers for any assigned work or examination from any unauthorized source. This includes obtaining information from students who have previously taken the examination or quiz.

Knowingly allowing another student to copy your work during a quiz or exam.

In this course, getting help on homework is not considered dishonest. You must work the homework individually but you may ask instructors, advisors, or other students for help.

Reporting an Academic Violation – What Happens

I will report the violation to the Office of Student Affairs, regardless of the magnitude of the violation.

The report is submitted online and includes (1) the details of the violation, (2) an election to handle autonomously or refer to the Office of Student Affairs, (3) specification of sanction, and (4) student acknowledgement of acceptance/ rejection of violation and/or sanction. You have the right to appeal to the Office of Student Affairs.

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You can learn more about the Aggie Honor System Office Rules and Procedures, academic integrity, and your rights and responsibilities at aggiehonor.tamu.edu. 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

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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 ajwilson@tamu.edu. 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 [University Rule 08.01.01.M1](#)):

- The incident is reasonably believed to be discrimination or harassment.

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- 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.

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Students can learn more about filing a report, accessing supportive resources, and navigating the Title IX investigation and resolution process on the University's [Title IX webpage](#). 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

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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 suicidepreventionlifeline.org. 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 howdy.tamu.edu and clicking on the "Directory Hold Information" link in the Student Records channel on the MyRecord tab. The complete [FERPA Notice to Students](#) 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.

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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.

School and Department Policies

Dental and Dental Hygiene Students – PHI Disciplinary Guidelines

Principles: Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorized individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or disciplinary action up to and including termination.

Definitions and Caveats:

- PHI = Protected health information; this includes all forms of patient-related data including demographic information
- Depending on the nature of the breach, violations at any level may result in more severe action or termination
- Levels I-III are considered to be without malicious intent; Level IV is considered malicious intent
- At Levels II-IV, residents will be reported to the Texas State Board of Dental Examiners
- At Level IV, individuals may be subject to civil and/or criminal liability
- For any offense, a preliminary investigation will precede assignment of level of violation

Course Syllabus

Protected Health Information (PHI) Violations, Examples, and Corrective Actions		
Level of Violation	Examples	Minimum Disciplinary/Corrective Action
Level I	<ul style="list-style-type: none"> *Misdirected faxes, e-mails & mail. *Failing to log-off or close or secure a computer with PHI displayed. *Leaving a copy of PHI in a non-secure area. *Dictating or discussing PHI in a non-secure area (lobby, hallway, cafeteria, elevator). *Failing to redact or de-identify patient information for operational/business uses. 	<ul style="list-style-type: none"> *Investigation by HIPAA Compliance Officer. *Referred to Associate Dean for Student Affairs. *If uncontested, Associate Dean for Student Affairs applies sanction. *Subsequent infractions referred to Student Faculty Review Committee. *Notify Privacy Officer of all incidents.
Level II	<ul style="list-style-type: none"> *Requesting another individual to inappropriately access patient information. *Inappropriate sharing of ID/password with another coworker or encouraging coworker to share ID/password. 	<ul style="list-style-type: none"> *Investigation by HIPAA Compliance Officer. *Referred to Associate Dean for Student Affairs. *If uncontested, Associate Dean for Student Affairs applies sanction. *Subsequent infractions referred to Student Faculty Review Committee. *Notify Privacy Officer of all incidents.
Level III	<ul style="list-style-type: none"> *Releasing or using aggregate patient data without facility approval for research, studies, publications, etc... *Accessing or allowing access to PHI without having a legitimate reason. *Giving an individual access to your electronic signature. *Accessing patient information due to curiosity or concern, such as a family member, friend, neighbor, coworker, famous or "public" person, etc... 	<ul style="list-style-type: none"> *Investigated by HIPAA Compliance Officer. *Referred to Associate Dean for Student Affairs. *Student Faculty Review Committee hears case. *Student Faculty Review Committee applies sanction. *Notify Privacy Officer of all incidents.
Level IV	<ul style="list-style-type: none"> *Releasing or using data for personal gain. *Compiling a mailing list to be sold for personal gain or for some personal use. *Disclosure or abusive use of PHI. *Tampering with or unauthorized destruction of information. 	<ul style="list-style-type: none"> *Investigated by HIPAA Compliance Officer. *Referred to Associate Dean for Student Affairs. *Student Faculty Review Committee hears case. *Student Faculty Review Committee applies sanction. *Notify Privacy Officer of all incidents.