

# Careers Unlimited College Catalog

(d.b.a. Utah College of Dental Hygiene, a Division of Careers Unlimited)  
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<p><b>GENERAL INFORMATION - SECTION I .....3</b></p> <p>WELCOME .....3</p> <p>MISSION STATEMENT.....3</p> <p>HISTORY OF THE COLLEGE .....3</p> <p>CAMPUS LOCATION &amp; FACILITIES .....3</p> <p>ACCREDITATION .....3</p> <p>FAMILY EDUCATION RIGHTS AND PRIVACY ACT .....3</p> <p>AMERICANS WITH DISABILITIES STATEMENT 3</p> <p>NOTICE OF NONDISCRIMINATION .....3</p> <p>STUDENT RECORDS AND PRIVACY POLICY ....4</p> <p>TRANSCRIPTS .....4</p> <p>TUITION PAYMENT POLICY .....4</p> <p>REFUND POLICY .....4</p> <p>REFUND PROCEDURES .....4</p> <p>REFUNDS ON TUITION, FEES, AND BOOKS .....5</p> <p>CASH PAYMENTS.....5</p> <p><b>STUDENT SERVICES – SECTION II.....6</b></p> <p>ADVISING .....6</p> <p>ACADEMIC ADVISING .....6</p> <p>BUS SERVICES .....6</p> <p>CAREER SERVICES/JOB SEEKING SKILLS .....6</p> <p>COMPUTER LAB SERVICES .....6</p> <p>DIRECTORY OF IMPORTANT NUMBERS.....6</p> <p>DRUG POLICY/SEXUAL MISCONDUCT .....6</p> <p>EMERGENCY PROCEDURES .....6</p> <p>FACULTY &amp; STAFF AVAILABILITY .....7</p> <p>FINES - ADDITIONAL.....7</p> <p>FOOD/BEVERAGE SERVICES.....7</p> <p>COMPLAINT (GRIEVANCE) PROCEDURES &amp; POLICY .....7</p> <p>HANDICAPPED PARKING.....7</p> <p>HEALTH SERVICES .....7</p> <p>HOUSING SERVICES .....8</p> <p>LIBRARY SERVICES .....8</p> <p>PARKING.....9</p> <p>PHOTOS AND VIDEOTAPE USE .....9</p> <p>STUDENT ORGANIZATIONS &amp; CLUBS.....9</p> <p>TELEPHONE CALLS &amp; TESTING SERVICES .....10</p> <p>CAMPUS SECURITY &amp; CONSUMER INFO .....10</p> <p>TUTORING AND SPECIAL ASSISTANCE .....10</p> <p>COPYRIGHT AND TRADEMARK ACT COMPLIANCE.....10</p>	<p><b>CAMPUS SAFETY - SECTION III.....10</b></p> <p>WEAPONS POLICY .....10</p> <p>FELONY CONVICTIONS .....10</p> <p>ANIMALS ON CAMPUS .....10</p> <p><b>CONDUCT POLICY - SECTION IV .....11</b></p> <p>STUDENT CONDUCT .....11</p> <p>ACADEMIC AND PROGRAM INTEGRITY .....11</p> <p>CHEATING .....11</p> <p>PLAGIARISM .....11</p> <p>ACTIONS TAKEN AGAINST ACADEMIC DISHONESTY .....11</p> <p>APPEALS PROCEDURE.....11</p> <p>PAST GRADUATES AND VISITORS.....12</p> <p><b>TERMINATION/DISMISSAL - SECTION V .....12</b></p> <p>TEMPORARY DISMISSAL .....12</p> <p>ADMINISTRATIVE WITHDRAWAL/DROP .....12</p> <p>APPEALS .....12</p> <p>EXPULSION/TERMINATION .....12</p> <p>WITHDRAWING FROM THE COLLEGE .....12</p> <p>CHANGES OF SCHEDULE .....12</p> <p><b>STUDENT DRESS CODE – SECTION VI.....13</b></p> <p>GENERAL INFORMATION - GENERAL ATTIRE 14</p> <p>PROTECTIVE CLOTHING .....14</p> <p><b>FINANCIAL SERVICES AND ASSISTANCE – SECTION VII .....14</b></p> <p>FINANCIAL AID, TITLE IV LOANS, &amp; GOVERNMENT BASED LOANS OR GRANTS.....14</p> <p>STUDENT FINANCIAL RECORDS AND PRIVACY .....15</p> <p><b>DENTAL HYGIENE PROGRAMS - SECTION VIII .....15</b></p> <p>UCDH MISSION STATEMENT .....15</p> <p>DEGREE POTENTIAL .....15</p> <p>EMPLOYMENT OPPORTUNITIES<sup>1</sup> .....15</p> <p>ADMISSION PROCEDURES.....16</p> <p>TRANSFER STUDENTS .....16</p>
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INTERNATIONAL STUDENTS .....	16
ADMISSIONS CRITERIA & REQUIREMENTS .....	16
PREREQUISITE TRANSFER COURSEWORK	
CREDIT .....	17
SELECTION CRITERIA.....	18
DENTAL HYGIENE TUITION & FEES .....	21
ACADEMIC CALENDAR.....	22
<b>ACADEMIC REGULATIONS – SECTION IX .....</b>	<b>23</b>
MINIMUM PERFORMANCE STANDARDS.....	24
ATTENDANCE POLICY FOR DEGREE	
PROGRAMS .....	23
GRADING SYSTEM.....	24
COMPUTATION OF GRADE POINT AVERAGE ..	25
COLLEGE-LEVEL EXAMINATION PROGRAM	
(CLEP) .....	23
CREDIT FOR PRIOR LEARNING .....	23
DEFINITIONS OF STATUS .....	23
FINAL EXAMINATIONS .....	23
MAKE-UP WORK .....	26
REPEATING COURSES.....	24
<b>SATISFACTORY PROGRESS FOR DEGREE</b>	
<b>PROGRAMS – SECTION X .....</b>	<b>25</b>
<b>DENTAL HYGIENE COURSES – SECTION XI.....</b>	<b>26</b>
PROGRAMS OF STUDY AND GRADUATION	
REQUIREMENTS .....	25
BACHELOR OF SCIENCE IN DENTAL HYGIENE	
.....	26
DENTAL HYGIENE COMPETENCIES .....	29
COURSE DESCRIPTIONS .....	32
CATALOG SOURCES AND LISTINGS .....	35
ADDITIONAL APPENDICES .....	36

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All addendums once issued or posted will become official college policy once they are posted.

## **GENERAL INFORMATION – SECTION I**

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### **WELCOME**

Careers Unlimited, L.L.C. would like to introduce you to the College. Careers Unlimited is a private college offering a bachelor's degree in Dental Hygiene. The dental hygiene degree program is doing business as Utah College of Dental Hygiene (UCDH); this is a division of Careers Unlimited L.L.C. Our commitment to your success is paramount. The faculty at Careers Unlimited is dedicated to providing the best possible educational experience in an environment that will be uplifting, inspiring, and rewarding.

### **MISSION OF CAREERS UNLIMITED**

#### **MISSION STATEMENT (Philosophy)**

Careers Unlimited is a private student-centered institution devoted to providing quality education to men and women from diverse geographic locations and backgrounds that will be prepared academically, technically, and ethically to meet the challenges of dental hygiene and contribute to improved access to oral healthcare. The College is committed to excellence with a dedicated focus on developing a well-rounded entry-level graduate with effective interpersonal skills; a graduate who values education and is capable of critical thinking, leadership, professional judgment, and possesses the ability to assume appropriate responsibility for their professional role. The mission will be accomplished through continuous assessment of student and institutional outcomes, while striving to improve to meet the following goals in the areas of education, patient care, creative and scholarly activity, employment, and professional service.

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### **HISTORY OF THE COLLEGE**

Careers Unlimited L.L.C. opened in January 1997 with an emphasis on training dental auxiliaries in expanded clinical dental skills. Dr. Kenneth Molen (DDS, MA) is the Director and CEO of the College. He has many years of related experience to bring to the students to enrich their educational experience.

In 1984 Dr. Molen opened his first dental assisting training school. During the following nine years he helped train over 1000 dental assistants from the United States and Canada. He has over 25 years' experience in the private practice of dentistry, and dental education. Dr. Molen also has experience as a dental hygiene program director & supervising dentist. It is this background that he uses as an administrator and educator at Careers Unlimited.

The Dental Hygiene Program at the Utah College of Dental Hygiene is a private program that was initiated in 2004 and accepted its first students in fall 2005. Students in the first class received an Associate of Applied Science in Dental Hygiene (AASDH) degree. The entering class of 2006 was offered the option of pursuing either the AASDH or a Bachelor of Science in Dental Hygiene (BSDH) degree. The BSDH is offered as an accelerated program that can be completed in a total of three calendar years rather than the traditional four. UCDH no longer offers the Associate of Applied Science degree due to lack of applicant and student interest.

### **CAMPUS LOCATION & FACILITIES**

The College would like to invite you to visit our campus. A personal tour of the campus facilities with a school official will allow you the opportunity to ask questions, evaluate the options of a career in the field of dental hygiene and give you the chance to make acquaintance with the faculty and staff at the College. From I-15, take the **University Parkway Exit (Exit # 269)** and head west. The campus address is **1176 South 1480 West Orem, UT 84058**. For further directions please call **1-801-426-UCDH (8234)**. Careers Unlimited is equipped with modern dental equipment and has 63 dental operatories, 16 radiology units, 12 digital radiography units, 3 dental lasers, 1 VELScope, sterilization room, darkroom, 2 classrooms that seat over 60 students each, a computer lab with 22 stations, 12 clinic laptops, alternate lab with 24 plug-in ports for laptop server access, Wi-Fi access, learning resource center, 24 Chairside desktop computers with mounted monitors and bluetooth keyboards in the East Clinic, A/V stations, wet lab with room for 20 student stations, model trimmers, Dexter manikins, typodonts, lathes, and other necessary lab equipment.

### **ACCREDITATION**

The Utah College of Dental Hygiene, a division of Careers Unlimited L.L.C., is accredited by the *Accrediting Commission of Career Schools and Colleges (ACCSC)* at 2101 Wilson Boulevard suite 302 Arlington, VA 22201; phone (703) 247-4213; fax (703) 247-4533; (website [www.ACCSC.org](http://www.ACCSC.org)). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

UCDH's program in dental hygiene has received Accreditation Approval (without reporting requirements) from the Commission on Dental Accreditation of the American Dental Association. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4635 or at 211 East Chicago Avenue, Chicago IL, 60611.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Utah College of Dental Hygiene informs students of the Family Education Rights and Privacy Act of 1974 (FERPA), as amended. This Act, with which the institution intends to fully comply, was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failure by the institution to comply with the Act.

### **AMERICANS WITH DISABILITIES STATEMENT**

Pursuant to the Americans with Disabilities Act (ADA), CAREERS UNLIMITED endeavors to assure the reasonable accessibility of all its program services, facilities, and program content to all persons/students with disabilities. Any student with a temporary or permanent disability (mobility, visual, learning, mental, emotional, verbal, etc.) should contact the Program Director at least eight (8) weeks prior to the beginning of the program. Certifiable documentation is required to support the need for additional/specialized services any student may request, and the institution will make reasonable accommodation as defined by ADA. All students must have the ability to meet minimum performance standards relating to the practice of dental hygiene and must have the ability to benefit from the training offered at Careers Unlimited.

### **NOTICE OF NONDISCRIMINATION**

Careers Unlimited practices the philosophy of equal educational opportunities and employment. Title VII of the Civil Rights Act of 1964 and Executive Order 11375 are reviewed periodically by Careers Unlimited staff to ensure that the college is in compliance with current civil rights laws. Title IX of the

Educations Amendment of 1972 defines and outlines the laws that prevent discrimination based on sex. The college incorporates Title IX recommendations to make sure that all program policies, procedures, and program are in compliance with the laws of the United States.

Utah College of Dental Hygiene at Careers Unlimited L.L.C. is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, religion, age or disability in its activities, program, or employment practices.

### STUDENT RECORDS AND PRIVACY POLICY

Careers Unlimited students, faculty, or staff may withhold disclosures of any category of information under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Written notification must be received in the Careers Unlimited Admissions/Records office one week prior to the first day of class each semester. Failure on the part of any student, faculty, or staff member to specifically request the withholding of categories of “Directory Information”, or other college related information will indicate the student, faculty, or staff grant full approval for disclosure. FERPA also provides that a student is not required to provide social security numbers on any college materials requested but may do so on a voluntary basis. Students and parents should be aware that all records and conversations between students and financial assistance officers or staff are confidential and that no public announcements shall be made of amounts awarded to individual students. Careers Unlimited **students** must give written consent if they wish employees, staff members, or faculty members of the college to discuss or disclose any private school related information to third parties, including parents, legal guardians, or wards of the state.

### TRANSCRIPTS

The Records Office will send a transcript of credits to other collegiate institutions or outside agencies with a written request signed by the student. Official transcripts are **\$10.00 (U.S. Funds) for sealed/ mailed copies** and payment must be received prior to any transcripts being sent. Transcripts can be faxed for a cost of **\$10.00** but are not considered official college transcripts. Transcripts will not be released, faxed, or sent if the student has outstanding obligations (financial or otherwise) at Careers Unlimited L.L.C. or the division UCDH. NOTICE: *UCDH does not guarantee the transferability of credits to, or from, other colleges and universities. Transferability is determined solely by the discretion of the school/institution the student is applying to attend.*

### TUITION PAYMENT POLICY

Students must pay tuition in full before the beginning of each of the fall and winter semesters. Tuition obligations to the college can be met through any of the following payment options:

- Cash Payments: Personal or cashier’s checks, money orders, or credit/debit card (Visa®, MasterCard®, Discover®, and American Express® are currently accepted). All payments made with a credit/debit card are subject to a surcharge.
- Private loan source(s): A promissory note verifying the availability of funds that will meet, or exceed, the required tuition obligations for the student.
- Combination Payments: Any combination of any of the above-mentioned payment options that will meet or exceed the required tuition obligations for the student.
- Federal Financial Aid. (Pell Grant, Subsidized, Unsubsidized Stafford Loan, and PLUS)

**Note:** Regardless of the payment options used by a student to meet tuition obligations to the college, if tuition obligations have not been met within 14 business days of the beginning of each semester the student will be charged an additional “**Late Tuition Payment Fee**” of **\$50.00 per day** until tuition (and applicable late fees) have been paid by the student.

Students who anticipate receiving any type of assistance (financial assistance, Pell Grants, loans, scholarships, or other monies) should have all related materials, paperwork, and documentation completed prior to the beginning of the semester to avoid the possibility of a “Late Tuition Payment Fee”. Students will be asked to pay the financial obligations that are not covered by such assistance at the time of registration.

Students who fail to meet their financial obligations to Careers Unlimited/UCDH will not be allowed to re-apply, register, receive a diploma, or receive transcripts of the courses completed until all financial obligations to the college have been met. In addition, no information (dates of attendance, degrees awarded, courses taken, etc.) will be provided to any third party as long as a student has an outstanding balance on his or her account. If the student’s outstanding tuition account is placed in the hands of a third-party agency or attorney for collection or legal action, the student will become obligated to pay all applicable/additional costs incurred and permitted by the laws of the state of Utah governing these legal binding agreements and transactions.

### REFUND POLICY

The Colleges refund policy will be in accordance with State, Federal, and any applicable Accreditation Guidelines.

Students who officially withdraw from the college or drop classes no later than the refund period may be entitled to a refund of tuition/fees from Careers Unlimited/ UCDH.

#### Students who withdraw within the first academic year (Term 1 and Term 2):

When a student has been enrolled for 60% or less of the term, the amount due to the school will be prorated by calendar days and rounded up to the nearest 10%. That portion of the tuition and fees will be due as well as a one-time administrative fee of \$75.00. When a student has been enrolled more than 60% of the term, the entire contract price of the term may be retained. Students who withdraw within subsequent academic years (terms 3, 4 and 5) will follow the refund schedule below:

<u>% Term</u>	<u>% Refunded</u>
First Week	90%
First 25%	55%
25.1% - 50%	30%
50.1% or more	0%

The calculated refund will first be paid to the provider of financial assistance (if applicable) then to any scholarship provider(s), and then to the student. Any monies not paid by the student, will not be refunded to the student.

### REFUND PROCEDURES

Refund procedures are uniformly applied to all students in the dental hygiene program. The college will make any refunds owed within 30 days of official withdrawal (student notification) or within 30 days of determination of withdrawal (at a maximum, within 30 days of the end of the academic period).

Refunds are computed on the student's last date of attendance.

If a refund is requested, and a student has received assistance (financial assistance, personal or credit based loans, scholarships, or other monies) of any kind a portion of the refund may have to be returned to the Financial Services office at Careers Unlimited if requested. Students are responsible for checking with the Financial Services office for information pertaining to this policy and to determine how the refund will be applied.

A full refund will be granted for classes canceled due to insufficient enrollment or closed due to student enrollment limits.

Any student who withdraws from the college completely and who has received any type of financial assistance, personal or credit based loans, scholarships, or other monies for that semester may be required to repay a significant portion of the monies relating to financial assistance that was awarded/granted based on school attendance at Careers Unlimited and tuition obligations for attending the dental hygiene program at Careers Unlimited.

Other information, or for a more detailed explanation of the policies (including calculated refunds) regarding payments, refunds, or refund time schedules can be obtained from the Financial Services office at Careers Unlimited.

#### **REFUNDS ON TUITION, FEES, AND BOOKS**

All refunds on tuition and college fees will be applicable to current ACCSC and CODA Accreditation Standards. School sales consist of coursework textbooks, official uniforms, clinical instruments, and other school or dental related items. There are no refunds, exchanges, or credits for anything sold, distributed, or disbursed by or through the college. Items should be tested, examined, or verified working before you leave to ensure that it is in a working/sound condition.

#### **CASH PAYMENTS**

Any/all cash payments made by students while on campus to any college representative should be accompanied by a receipt. It is the student's responsibility to request/obtain a receipt for any/all tuition payments, or any other associated college payments for which the student wishes to have a record of the financial transaction.

### **FEDERAL FUNDS TITLE IV REFUND POLICY**

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#### **Return of Title IV Funds Policy**

All Title IV Federal Funds are considered "earned" as a student progresses in a term. "Unearned" Title IV Federal Funds occur when the school has an allotment of Title IV aid for a term, and the student officially drops, withdraws, or ceases attendance without notifying the school.

On these rare occasions, the amount of unearned Title IV aid must be figured. This is determined by multiplying the percentage of term not attended (based on calendar days including weekends and holidays, excluding breaks of longer than 5 days) by the Title IV aid received. All types of aid, including loans, are used in this calculation. If a student attended more than 60% of the term, no return of funds will be required.

Federal regulations assume Federal Financial Aid awards are earned directly in proportion to the number of scheduled days of the term attended until the withdrawal date.

As an example, a student who withdraws (completing only 30 percent of the term), will have "earned" only (30) thirty percent of original aid disbursed. A student who completes more than (60) sixty percent of the term is considered to have "earned" one hundred percent of his or her aid eligibility and no funds must be returned.

In order to determine the amount of earned and unearned federal aid for the term, a withdrawal date must be established. The College is an attendance-taking institution, faculty members record student attendance for all courses. For students who officially withdraw (the student provides notification) or unofficially withdraw (the student ceases attendance without providing notification), the date of withdraw will be considered the student's last date of recorded attendance for calculation purposes.

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student will be determined. The College will return its portion of unearned Title IV funds as soon as possible, but no later than 30 days after it determines that the student withdrew (officially or unofficially).

After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student will be determined. Any funds returned by the institution are credited in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other Programs
- Scholarship Program

If you did not receive all of the Title IV funds that you earned, you may be due a post-withdrawal disbursement. The conditions under which you would be owed a portion of your financial aid occurs when a student has earned, based on days attended, more aid than must be returned. Within 30 days of the withdrawal, the financial aid office will determine eligibility and notify you to see if you are interested in those funds, generally loans, which may have to be paid back at a later date.

If you receive excess loan funds that must be returned by you (or your parent for a PLUS Loan), this is done in accordance with the terms of your promissory note. If you receive unearned grants funds that must be returned, this is considered a grant overpayment. If you must repay any grant overpayment, the

maximum amount is half of the grant assistance calculated to repay. The grant overpayment must be paid to the school or the Department of Education within 30 days or it will be reported to the Department of Education.

PLEASE NOTE: The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that the school has (see Institutional Refund Policy or check with your Financial Aid.

## **STUDENT SERVICES – SECTION II**

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### **ADVISING**

Advising is available to all students at the college. These services include individual and group assistance in academic and career related matters; however, the college does not employ licensed marriage and family therapists, academic/career counselors, or mental health counselors. The objective behind student advising is to facilitate personal and professional development while assisting students in realizing their full potential. All personal (non-school related) counseling must be sought individually by each student and will not be paid for by the college for any reason, nor will the college assume any liability related to related professional and licensed counseling. However, students are welcome to contact the following institutions or individuals if they so desire:

**Family Support & Treatment Center – 1255 North 1200 West, Orem, Utah, 801-229-1181.**

**Wasatch Mental Health – 750 North 200 West #300 Provo, Utah, 801-377-1213, Crisis Line 801-373-7393.**

**LDS Family Services – 1190 North 900 East, Provo, UT 84604, 801-422-7620**

**Other listed Mental Health Providers are located online at [hope4utah.com](http://hope4utah.com).**

### **ACADEMIC ADVISING**

Academic advising services are designed to assist students in their academic pursuits at UCDH. Academic advising is carried out through assignment of a faculty advisor early in the student's tenure in the program. The assigned faculty advisor is responsible for the initial meeting with his or her assigned student(s). The faculty advisor communicates how and when he or she is available. Students are encouraged to seek a meeting with the advisor if they need or desire academic or career guidance, professional networking opportunities, and/or insights into the working world. If a student requests, the program director can be available for additional academic advising. The student is ultimately and solely responsible for knowing the requirements of the dental hygiene program as outlined in the college catalog and fulfilling or meeting those requirements needed for graduation.

### **BUS & TRAIN SERVICES**

Careers Unlimited has a Utah Transit Authority (UTA) bus station adjacent to its campus. The Orem Frontrunner Train station is located 3 blocks away from campus. Students can obtain public transportation fares, routes, and special event schedules by logging onto [www.utabus.com](http://www.utabus.com) [www.rideuta.com](http://www.rideuta.com) or you may call **1-888-RIDE-UTA (743-3882)**. After purchasing tickets online, the Financial Services officer can provide them with their pass.

### **CAREER PLACEMENT SERVICES/JOB SEEKING SKILLS**

A priority at Careers Unlimited is to assist students in obtaining gainful employment in both full-time and part-time capacities. Through individual advising and group presentations, faculty, the placement director, and the Practice Management Course assist students with job seeking skills. The college and program faculty provide all students with guidance in resume preparation, writing effective cover letters, interview techniques, salary negotiations, and can assist students through the job search process **up to one year after graduation**. Emphasis is placed on keeping the college informed regarding the students' employment situation. Records are continually updated as information is received. Placement records are maintained on every student and are required reporting to our accrediting bodies for continued accreditation status. The ongoing success of our graduates is our goal. Careers Unlimited does not however guarantee job placement after graduation. It is ultimately the student's responsibility to find, and secure, gainful employment.

### **COMPUTER LAB SERVICES**

The computer lab is available for student use. Students may use any of the computers with high-speed internet access located in the computer lab and library for program related purposes. It is **against college policy**, to download, upload, forward, attach, or install any games, files, pictures, images, software applications, or unauthorized/unrelated programs or material on college computers that is not specifically program related. Students are not allowed to have live streaming or streaming of music (including all music files and internet radio) while on campus (even if the streaming is going to a student's personal notebook or laptop computer). Students should not move, alter, or relocate desktop icons, images, tool bars, and/or screen savers. Students who do not abide by this school policy may face disciplinary action. There are **NO Exceptions** to this policy. Students assume all liability when using college computers if they violate national and international copyright, trademark, and/or INTERPOL laws relating to protections granted to private, public, and/or intellectual property rights.

### **DIRECTORY OF IMPORTANT NUMBERS**

A "Careers Unlimited Faculty and Student Directory" is currently **NOT published**. If a faculty member, staff member, or student wishes to have their phone number and contact information circulated with students they are welcome to exchange their information with students at the college. (See catalog policies relating to student records and privacy).

### **PREVENTION OF DRUG/ALCOHOL ABUSE & SEXUAL MISCONDUCT (DRUG FREE ENVIRONMENT POLICY)**

The use, abuse, or distribution of illegal drugs (including, but not limited to, chemical inhalants, stimulants, pain killers, methamphetamines, peyote, and hallucinogenic agents), and/or excessive use or abuse of legal or over the counter or prescription medications while enrolled in the dental hygiene program is prohibited. All students, faculty, and staff on the Careers Unlimited campus may be subject to random drug testing from time to time at the college's expense. Anyone found in violation of this policy may be subject to dismissal, termination, or expulsion from the college and/or the program. Anyone who is taking prescription or over-the-counter medications that may affect any of their cognitive, motor, or sensory functions while on campus must inform faculty before entering the dental clinic, operating any equipment, or attending class. The on campus use of tobacco (in any form) or alcohol is strictly prohibited and use of these substances is discouraged whether on or off campus. Note: The UCDH campus is a smoke free environment in accordance with state guidelines.

### **EMERGENCY PROCEDURES**

In the event that an emergency occurs on campus, **9-1-1** should be called immediately. Students are provided course content and protocols for medical emergencies within the curriculum. If the emergency has an established institutional protocol the student should follow that protocol exactly. If you are not

aware, or do not know what the established college protocol is for any given situation, seek out the nearest college administration member immediately. A copy of the complete campus emergency preparedness plan can be obtained on the college website or by resourcing a copy in the campus library/LRC.

### **FACULTY & STAFF AVAILABILITY**

Careers Unlimited faculty & staff are generally available to students at all times the facility is open. Full-time faculty post available office hours outside of their respective offices each semester and are available to answer questions during those specific times. It is a policy of the college that all Careers Unlimited faculty members are not required to distribute their personal home addresses or any other personal contact information to students or patients.

### **FEES - ADDITIONAL**

Students may incur additional charges/fines that may or may not be program related. There are associated program charges that include, but are not limited to: library fines, interlibrary loans, parking fines, returned check charges, re-testing, remediation, re-teaching, private tutoring (not always available), uniform fees, locker fees, (or fees associated with accidental destruction of property and/or equipment and instruments) etc.

### **FOOD/BEVERAGE SERVICES**

The college has vending machines available in the break room where students and faculty can obtain various food and beverage choices. There are no refunds, exchanges, or credits issued by the college for anything sold, distributed, or disbursed by the vending machines on campus. The students will also have access to refrigerators and microwaves to enhance the college break room food and beverage services. The use or consumption of any food, food items, or machines (microwave, sink, fridge, etc.) associated with the college's food/beverage services is at the user's own risk. The college assumes no liability for any damages, harm, or misuse that may result from the use of such services.

### **COMPLAINT (GRIEVANCE) PROCEDURES & POLICY**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to: Accrediting Commission of Career Schools & Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org) A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (Krista McClure/President) or online at [www.accsc.org](http://www.accsc.org).

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653 or online at [www.ada.org](http://www.ada.org).

Utah Division of Consumer Protection can be contacted at 160 E 300 S, Salt Lake City, UT 84111, (801) 530-6601.

### **HANDICAPPED PARKING**

The Careers Unlimited has specific parking spaces on the campus that are designated for certified/documented individuals with physical handicaps. These parking spaces are marked by the international symbol of accessibility. Only vehicles displaying valid and appropriate identification placards as designated by Utah state law (or the state in which the vehicle is registered) will be permitted to park in designated handicap parking spaces. Vehicles that are parked within these reserved spaces that do not have the proper identification may be ticketed, towed, or booted at the owner's expense.

### **HEALTH SERVICES**

The college does not provide medical/health/dental insurance coverage for students. Good health is essential to your academic success, and adequate insurance enables students to get the care they need to maintain good health. Unanticipated medical bills can impede your ability to complete your education if you are uninsured or have inadequate coverage. **UCDH requires full-time students to have adequate medical/health/dental coverage for the duration of their time at the college.**

Students entering the dental hygiene profession should understand that many procedures performed in the dental clinic expose him/her to bloodborne pathogens, and although UCDH requires a strict adherence to OSAP infection control protocols, accidents may occur. Thus, it is imperative for each student to have non-interrupted insurance coverage for the entire duration of the 20-month BSDH program.



To satisfy the UCDH's insurance requirement, you may choose to:

1. Enroll in a group medical/health insurance plan provided by your parent(s), guardian(s), your own, or your spouse's employer(s) health plan.
2. Purchase an individual medical/health insurance plan.

Students must provide verification of current/active and adequate policy coverage at the beginning of your first semester and annually at the beginning of each calendar year to the UCDH Records and Registrar Office. Carefully review any medical plan you are considering making sure it will provide you with sufficient coverage for your current and future health-care needs. **Coverage must be effective by the first day of class.** Careers Unlimited does not offer an on-site campus health clinic. Students are required to search, find, enroll, and pay for their own qualified medical/health insurance plan while at UCDH.

### HOUSING SERVICES

There are many options for off-campus housing near the Careers Unlimited campus. You may wish to search online for “BYU Off-Campus Housing” or “UVU Off-Campus Housing”. The closest housing to the campus is the *Village on the Parkway Student Community* and *Wolverine Crossing*. Both of these housing complexes are within walking distance (0.25 miles) of the college campus. Other local sources that will provide information on local housing options can be found through an online search using a Google/BING search or online at [Rent.com](http://Rent.com) and [Housing Seek.com](http://Housing Seek.com).

### LIBRARY SERVICES

The library is located on the second floor. The library has copies of current textbooks and workbooks used within the dental hygiene program. Library services also include access to online databases for research articles and other reference information. The library has more than twenty dental and dental hygiene periodicals, as well as reference books that support college coursework. Students may use any of the lab computers or the computers located in the library for high-speed internet access to complete coursework and dental research. The librarian is available to help students locate books, periodicals, search databases and other online resources. The librarian can also help with citing resources in American Psychological Association (APA) writing style and assist with any other concerns. Some subscription and open access resources that are readily available to UCDH students are listed below:

**Dentistry & Oral Sciences Source (DOSS):** a subscription database through EBSCO that contains over 350 dental journals.  
<http://search.ebscohost.com>

**Journal of the American Dental Association:** a peer-reviewed journal from the American Dental Association that contains current research, clinical information, and reports. The *Journal of the American Dental Association* can be accessed online or in print at the library.  
<http://jada.ada.org/>

**Pioneer, Utah’s Online Library:** allows individuals with a library card from any public library in Utah to access several databases for free.  
<http://onlinelibrary.utah.gov/>

**PubMed:** a free government database that contains over 25 million citations for medical literature. Full-text articles are available through UCDH Online links  
<https://www.ncbi.nlm.nih.gov/pubmed?holding=utucdhlib>

**UTAH COLLEGE OF DENTAL HYGIENE**  
**Learning Resources Fact Sheet**  
**Available to Faculty, Staff, and Students**

**BOOKS/TEXTBOOKS (more than 800 books):** titles available upon request

**ON-SITE PRINT TRADE AND SCHOLARLY PERIODICALS AVAILABLE IN LIBRARY (24+ titles):**

<i>Access</i>	<i>Dentistry Today</i>
<i>ADA News</i>	<i>Dimensions in Dental Hygiene</i>
<i>Aesthetic Dentistry</i>	<i>Journal of the American Dental Association</i>
<i>AGD Impact</i>	<i>Journal of Dental Education</i>
<i>Chairside</i>	<i>Journal of Periodontology</i>
<i>Clinician’s Report</i>	<i>Inside Dentistry</i>
<i>Compendium</i>	<i>The New Dentist</i>
<i>Decisions in Dentistry</i>	<i>Parkell Today</i>
<i>Dental Town</i>	<i>Profitable Dentist</i>
<i>Dental Economics</i>	<i>RDH</i>
<i>Dental Product Reports</i>	<i>Sidekick</i>
<i>Dental Product Shopper</i>	<i>UDA Action</i>

**MULTI-MEDIA (300 + items):**

Formats include DVDs, VHS, Software, CDs, Cassettes, & Multimedia Kits  
 Dental Full-Mouth Typodonts (30), Replica Human Skulls (12), and Dental Hygiene Decks Cards (7 sets)

**DATABASES:**

**Dentistry & Oral Sciences (DOSS):** <http://search.ebscohost.com>

**PubMed:** <https://www.ncbi.nlm.nih.gov/pubmed?holding=utucdhlib> – links to full text resources activated by this link (UCDH Online)

**EXAMPLES OF ELECTRONIC JOURNALS AVAILABLE THROUGH DENTISTRY & ORAL SCIENCES SOURCE (DOSS):**

Journal Title	Peer-Reviewed	Electronic	Print in Library
<i>British Dental Journal</i>	Yes	1999- present	No



<i>Evidence-Based Dentistry</i>	Yes	2000- present	No
<i>Journal of the American Dental Association</i>	Yes	2011- present	2001- present
<i>Journal of Dental Education</i>	Yes	2005- present	2001-2015
<i>Journal of Dental Hygiene</i>	Yes	2008- present	1993-2008
<i>Journal of Dental Research</i>	Yes	1919- present	2002-2004
<i>Journal of Dentistry</i>	Yes	2002- 2016	No
<i>Journal of Dentistry for Children</i>	Yes	2003- present	No
<i>Journal of Oral Pathology</i>	Yes	1972- present	No
<i>Journal of Orofacial Pain</i>	Yes	1993- present	No
<i>Journal of Periodontal Research</i>	Yes	1966- present	No
<i>Journal of Periodontology</i>	Yes	2005- present	2002-2014

\*There are over 350 journals in the DOSS database. For a full list of journals: <https://www.ebscohost.com/titleLists/ddh-coverage.htm? ga=1.26310461.1635062651.1466098680>

#### Other Libraries in Utah County:

Brigham Young University (BYU) Harold B. Lee Library

Utah Valley University (UVU) Library

\*Provo City Library and Orem Public Library

\*With a card from either Provo or Orem Library (free to residents), a person has access to a number of online research databases, including but not limited to:

Academic Journals EBSCO	EBSCO in Español
Enciclopedia Estudiantil	Other EBSCO databases
Magazines EBSCO	NetLibrary Electronic Books
NewsBank Newspapers	PIONEER - Utah's Online Library
SIRS Knowledge Source	Thomson Gale Access
World Book Encyclopedia	

#### LOCKER POLICY

At the beginning of each program, students are assigned a locker. Nothing (items) may be placed on top of or on the outside of lockers. The inside only can be decorated (with removable tape). Students will be held responsible for vandalism or damage to lockers assigned them unless the damage is done by another and promptly reported. Students should not bring any kind of secondary locking device. Keys will be issued to them at orientation. Students should not keep items of great value in lockers. Expensive or irreplaceable items such as jewelry, large sums of money, iPods, electronic games, or other electronic devices that are not directly related to academics should be kept at home. The school is not responsible for lost, stolen, and or damaged items stored in the provided lockers (locked or unlocked) at the school. Lockers are for students' convenience only; students do not "own" the lockers. Lockers remain the exclusive property of UCDH/Careers Unlimited LLC and no expectation of privacy is implied as they may be subject to search by school officials at any time without notice.

#### PARKING

All parking spaces at the Careers Unlimited campus are reserved for Careers Unlimited students, faculty, staff, and guests of the college directly engaged in activities relating to the college. Unauthorized parking at any time by anyone for any other reason other than those outlined above will be subject to being ticketed, towed, or booted at the owner's expense. Students wishing to park on campus will be required to park in designated student parking. The UCDH parking map will designate in which area the student may park. At any time, if the lot becomes full, there is additional parking on the street. Any overnight parking on campus must be approved by college administration. All camping, overnight stays, or taking up residence on campus property is prohibited.

#### PERSONAL ELECTRONIC DEVICES

With permission from the faculty member teaching, lectures may be recorded as long as it *does not distract* other students. Course directors may allow use of a laptop in class, as long as it is not making sounds (please check course syllabus).

If the class is distracted, the instructor will not resume teaching until the student leaves class to place the device into their locker. The student must fill out a tardy slip when returning to class.

Times and areas where personal electronics are allowed. (Unless Course Instructor doesn't allow) <i>Sounds and vibrations must NOT be audible.</i>	During Class	During Testing	In Study Areas	During Break	During Clinic
<b>Smart Phones</b>			X	X	
<b>Smart Watches</b>			X	X	
<b>Tablets/Computers (Instructor Approval)</b>	X		X	X	
<b>iPod, Audio Device, Game Console</b>			X	X	
<b>Audio Recorders (Instructor Approval)</b>	X		X	X	
<b>Other Personal Electronic Devices</b>			X	X	

#### PHOTOS AND VIDEOTAPE USE

Careers Unlimited takes photo(s) and videotapes of students, faculty, staff, and visitors throughout the year. These photograph(s) or videotapes may include the areas of the classrooms, break areas, study areas, clinical areas, etc. Students acknowledge that Careers Unlimited reserves the right to use all or part of these photographs as part of the college's publicity and marketing efforts. All students, faculty, and staff are subject to this policy and agree to this understanding when they are on campus property. All Careers Unlimited photos and/or videotape footage taken of students, faculty, staff, and visitors throughout the year are the sole property of Careers Unlimited.

#### STUDENT ORGANIZATIONS & CLUBS

Careers Unlimited does not currently sponsor or sanction any organizations, clubs, or other institutions/groups other than the Student American Dental Hygienists' Association (SADHA). SADHA is the pre-professional category of membership within the American Dental Hygienists' Association (ADHA). ADHA is an association dedicated to the advancement and promotion of dental hygiene. As ADHA is the association of the dental hygiene profession,

students are strongly encouraged to participate as members. Officers for SADHA include president, vice-president, secretary, treasurer, and historian. The College may choose to display information relating to particular organizations, clubs, or institutions/groups. However, students who wish to participate in clubs, fraternities, sororities, or other organizations must do so off campus property. This policy is universal. It is against Careers Unlimited policy for faculty and/or staff to favor or discriminate against any student who may belong to or associate (or not belong or associate) with any specific religion, organization, club, political party, institution, or group as long as membership or association is not in violation of college policies, standards, & expectations.

#### **TELEPHONE CALLS**

Emergency phone calls from family to students in class, laboratory, or clinic will be addressed immediately. Cell phones should not be taken to class, clinic, or lab (if it is against an outlined policy/syllabus). If a phone needs to be readily available, due to an emergency situation, the individual must secure specific permission from the appropriate course director or clinical coordinator. Placing or receiving text messaging, pages, and/or placing phone calls during classroom, laboratory, or clinic times is disruptive and will not be permitted. Students may not use campus phones for any calls.

#### **TESTING SERVICES**

Testing at Careers Unlimited is done on campus. Testing will be conducted between regularly scheduled school hours. Exceptions to testing times, testing format and delivery systems, and other variations must be approved each time through the Program Director or the College Administration. The majority of classroom assessment methods (exams/quizzes) are administered at UCDH by either multiple choice, matching, fill in the blank, or true/false type of exams.

#### **TUTORING AND SPECIAL ASSISTANCE**

Students are encouraged to seek tutoring and special assistance help as soon as possible if they anticipate difficulties in class instruction or understanding. The college does not pay for or sponsor personal tutoring and/or special assistance unrelated to classroom instruction; however, some semesters have special Study Groups or labs/clinics for remediation. Students are encouraged to take full advantage of all available faculty office hours and open school hours to ensure that they can benefit as much as possible from the educational opportunities available at Careers Unlimited.

#### **COPYRIGHT AND TRADEMARK ACT COMPLIANCE**

It is unlawful, and against college policy to violate established copyright and trademark laws of the United States by using any college property, equipment, or facilities, to violate the established copyright and trademark laws of the United States. All information or documents relating to the program (tests, quizzes, syllabi, class outlines, schedules, and/or any other program or clinic related forms) are the sole property of Careers Unlimited L.L.C. and the Utah College of Dental Hygiene. These materials are copyrighted and may not be sold, duplicated, copied, reproduced, distributed, or electronically transferred without violating the copyright laws of the United States. Any attempt to do so by any student, faculty, staff, or visitor on the campus will be a violation of college policy and applicable local State and Federal laws relating to copyright and trademark violation and may be subject to prosecution to the fullest extent allowable under the law.

### **CAMPUS SAFETY – SECTION III**

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Careers Unlimited does not have on-site campus police or law enforcement personnel and therefore will not be held responsible for acts of theft, vandalism, individuals that may trespass upon the property, or engage in any other illegal or unlawful activities. Students who wish to have someone accompany them to any other location on campus may request an escort at the front desk of the dental clinic/building between the hours of 8 **a.m.** and 5**p.m. Monday through Thursday**. The college strives to maintain a safe environment for everyone on campus. In the case of an emergency, dial 9-1-1 for local emergency services. Some suggestions to increase safety on campus are:

1. Always be aware of your surroundings.
2. Do not walk to your car or on campus without another person accompanying you.
3. Do not talk to strangers who may not belong on campus (or do not have a reason to be on campus).
4. Report any suspicious behavior to faculty or staff as soon as you become aware of the activity.
5. Do not fraternize or invite light (non-professional) conversation with dental clinic patient(s) either inside or outside of the dental clinic.
6. Do not leave valuables in your purse, wallet, or other personal belongings unattended or unsecured.
7. Commit to observe all safety protocols and guidelines established by the college.
8. Report any unsafe or unhealthy situation, activity, or behavior immediately to the closest faculty member.
9. Do not give your personal information (phone number, address, etc.) to anyone else (patients, staff, faculty, etc.).
10. Additional campus security statistics & campus security polices can be located under the Consumer Information link found at [www.ucdh.edu](http://www.ucdh.edu)

#### **WEAPONS POLICY**

All students and visitors are prohibited from carrying anything that could be used as a weapon on their person or in their vehicles or concealed within their immediate control or as defined in Utah state statutes. Weapons include any instrument that could cause death or serious injury.

#### **MISDEMEANOR AND FELONY CONVICTIONS**

Students that are arrested or that have been or are convicted of a misdemeanor or felony while enrolled in the program, must inform the program director and administration at the time of the conviction. In many states, **convictions may jeopardize a student's ability to obtain dental hygiene licensure**. Lack of disclosure of any arrest while enrolled in the program or conviction may be grounds for dismissal, termination, or expulsion from the college/program.

#### **ANIMALS ON CAMPUS**

Due to the unpredictable nature of animals/pets, the college has adopted the policy that non-service animals of any kind are prohibited from being on campus. Authorized and trained service (comfort)/working animal companions that aid with disabilities (and that can be documented as completing a formal licensed training program specifically as such) may be permitted on campus grounds provided that the animal is sufficiently conditioned to be of no danger to the health, welfare, and safety of other persons on campus. Owners/companions of service (comfort)/working animals are liable for any damages done to any/all persons &/or Careers Unlimited facilities &/or property. Exceptions to the above policy must be approved by the Program Director.

## **CONDUCT POLICY – SECTION IV**

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### **STUDENT CONDUCT**

Careers Unlimited students neither gain nor lose any of the rights and responsibilities of other citizens by virtue of their student status. The college recognizes the student as an adult pursuing an education. Just as a student does not lose citizenship rights upon enrolling at a college, the student also does not become immune to society's obligations and laws or to responsibilities of daily living in a broader society. In general, behavioral norms expected of the college student are those of common decency, privacy, respect, and decorum, recognition of the non-infringement upon the educational pursuits, well-being, rights, and property of others and of the college, honesty in academic work and all other activities, and observance of local, state, and federal laws. When students enter college, they take upon themselves certain social responsibilities and obligations including satisfactory performance and social behavior consistent with the lawful purposes of the college. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the educational process. All students are expected to know and abide by the above outlined codes of student conduct. Ignorance is not an excuse. As members of the college community, students are also subject to the rules and regulations of the college that are stipulated throughout the college catalog and clinic manual(s). Disciplinary action may be taken for failure to comply with rules and regulations of the school and for vulgar, intentionally offensive, confrontational, vindictively sarcastic, uncooperative, obstructionist, insubordinate, or belligerent actions/statements/attitudes toward any college faculty, staff, employee(s), or other fellow students and/or patients (see Termination Policy for details).

### **ACADEMIC AND PROGRAM INTEGRITY**

All students, faculty, staff, and visitors to the college are responsible for maintaining the academic integrity of the program. All work assigned, or completed, should represent the student's own work. References and other sources of information included in any assignment or completed work should be cited to avoid unintentional plagiarism and unlawful conduct associated with copyrighted materials. Plagiarism and unlawful copyright violations constitute a breach of the expected **student conduct**. All information or documents relating to the program (tests, quizzes, syllabi, class outlines, schedules, and/or any other program or clinic related forms) are the sole property of Careers Unlimited and the Utah College of Dental Hygiene (UCDH). These materials are copyrighted and may not be sold, duplicated, copied, reproduced, distributed, or electronically transferred without violating the copyright laws of the United States and the UCDH student code of conduct. Any attempt to do so by any student, faculty, staff, and/or visitor will be a violation of college policy and applicable local State and Federal laws and may be subject to prosecution to the full extent allowable under the law.

### **CHEATING**

The word "cheating" refers to the acts of giving, utilizing, or receiving un-permitted aid during examinations or in the preparation of assignments, reports, presentations, or any other class work that the instructor will use as a basis for evaluation or grading. The following are some specific examples of cheating; however, these examples are not the only forms of cheating. Students are cheating if they:

- Prepare, prior to an exam, written information, which they then use during the exam without the instructor's knowledge or permission.
- Obtain from, or give to, another student any un-permitted information during an exam or while preparing class works.
- Change answers on an exam or an exercise after it has been returned and then asks the instructor to re-grade that exam or exercise.
- Have another person prepare reports or take exams for them.
- Turn in, as their own, term papers or reports that have been either purchased, stolen, or borrowed from another source (i.e. plagiarized).

### **PLAGIARISM**

The word "plagiarism" refers to the use of another person's work without giving proper credit to that person. When copying verbatim another person's work (i.e., words, phrases, sentences, or entire passages), a student must credit that person through the use of quotation marks and appropriate citation/documentation (e.g., MLA or APA style). When paraphrasing another person's work (i.e., borrowing but rewording that person's facts, opinions, or ideas), a student must give proper attribution through the use of appropriate citation and appropriate credit.

### **ACTIONS TAKEN AGAINST ACADEMIC DISHONESTY**

If a course instructor or the Program Director ascertains an act of academic dishonesty has occurred, he or she may assign the student involved an "F" (failing) grade (or a non-grade) for that exam or assignment. Furthermore, the instructor will report the incident to the Program Director who, after obtaining sufficient evidence or proof of dishonesty, may place that student on warning. The student shall be notified in writing of the warning action. If the same student commits a subsequent (second) act of academic dishonesty, the student may be expelled from the program and the college.

### **PEER TO PEER FILE SHARING POLICY**

Students will not share or distribute any unauthorized copyrighted materials, including peer to peer unauthorized file sharing, as it may result in civil and criminal liabilities, as well as dismissal from the Utah College of Dental Hygiene. Students will be informed of the Peer-to-Peer File Sharing Policy and possible consequences of copyright infringement annually, in adherence to 34 CFR 668.43 (a) (10), 34 CFR 668.41 (c) and 34 CFR 688.14 (b) (30).

#### **Violation of Policy**

If a student violates the Peer-to-Peer File Sharing Policy:

1. A warning will be given to the student to cease unauthorized file sharing activities.
2. After a warning, if the student continues to violate policy, the student will be dismissed from the Utah College of Dental Hygiene for "blatant cheating, theft, lying, purposeful deception or purposeful plagiarism" (Expulsion/Termination and Rules of Conduct, p. 13).

#### **Possible Civil and Criminal Liabilities**

The student may be subject to civil or criminal prosecution under the Copyright Law of the United States.

Infringement of copyright may result in the copyright owner recovering actual damages and any additional profits of the infringer or statutory damages from \$750 to \$30,000. If willful infringement is proven, the court may increase damages up to \$150,000 (Copyright Law of the U.S., Section 504).

Criminal infringement, any person who willfully infringes copyright for commercial gain, is subject to fines, as well as imprisonment up to five years (Copyright Law of the U.S., Section 506).

### **APPEALS PROCEDURE**

A student may appeal a course instructor's/professor's decision to the Program Director and College Administration, who then may collectively either uphold or overturn previous decisions. These appeals procedure also applies to students whose behavior in the classroom, laboratory, or field studies disrupt or threatens the educational pursuits of other Careers Unlimited students, faculty, or staff (see Rules of Conduct).

## **PAST GRADUATES AND VISITORS**

Anti-loitering policy: it is the policy of the college that all campus facilities and resources are for currently enrolled students or current scheduled patients only. Family members, relatives, and friends or associates of current students are prohibited from using any campus facilities or resources except for readily available to the general public and dental patients who are visiting the school clinic (i.e. restrooms, waiting rooms, and drinking fountains).

## **TERMINATION/DISMISSAL – SECTION V**

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### **TEMPORARY DISMISSAL**

All students who attend Careers Unlimited should demonstrate professional demeanor at all times in the classroom, clinic, and laboratory settings. All students attending Careers Unlimited are prohibited from interfering with the educational environment, well-being, or educational progress of other students attending the college. Acts of insubordination, defiance, rebelliousness, unruliness, noncompliance, and disobedience may result in immediate dismissal from class, clinic, or lab. Any student(s) dismissed in such a manner will be asked to meet with the Program Director or College President before consideration will be given that may allow them to return to class.

### **ADMINISTRATIVE WITHDRAWAL/DROP**

The college reserves the right to withdraw a student from one or more classes, or from all classes in which he/she is enrolled if, in the judgment of the Program Director through consultation with other college personnel, determine such action is deemed in the best interest of the student and/or the college. Examples of reasons for administrative withdrawal are failure to pay tuition and/or fees owed to the college; failure to provide admission credentials; repeated inappropriate behavior in the classroom, laboratory, dental clinic, field studies environments, or anywhere else on campus; and excessive absenteeism. In instances where the student is administratively withdrawn from class or from the college due to inappropriate behavior in the learning environment, the student shall have the right of appeal to the Program Director as outlined in the catalogs "Appeals Procedure".

NOTE: It is ultimately the student's responsibility to officially drop or withdraw from a course through the Admissions/Records Office. Failure to do so may impact a student's grade, official transcript, and college financial account.

### **APPEALS PROCEDURE**

Appeals may be made, in writing, to the Director or College Vice-President. The termination appeal may only apply to cases of inappropriate behavior in the learning environment. An attendance appeal can be made in an individual course regarding absenteeism affecting a course grade. However, the student will still be required to make up the time missed, even if the appeal is granted. The appeal should be clear, concise, and well documented and made within a reasonable time frame (typically a two-week period).

### **EXPULSION/TERMINATION AND RULES OF CONDUCT**

Careers Unlimited reserves the right to issue an official warning, expel, or dismiss/terminate any student who fails to maintain passing grades, who shows excessive tardiness or absences, who maliciously destroys or damages any property of the school (the student may be held liable for repair and/or replacement of the damaged property), or who is in violation of the Rules of Conduct. The Rules of Conduct relate to:

1. Unsatisfactory progress
2. Excessive absenteeism
3. Aiding in or unlawful possession, use, influence, or distribution, of drugs and/or alcohol by students on or off school property, or during any school activity
4. Willful abuse, discarding, or destruction of instruments and/or equipment
5. Documented instances of repeated insubordination and/or repeated intolerable conduct
6. Documented instances of repeated poor attitude and/or lack of motivation
7. Unauthorized use or misuse of school equipment that may damage equipment or place other people in danger
8. Blatant cheating, theft, lying, purposeful deception, or purposeful plagiarism
9. Falsification on any document including not telling the truth to faculty, staff, or administrators of the college
10. Repeated disruptive behavior or any behavior that hinders other student(s) from benefiting from the educational environment
11. Engaging with employees, faculty, staff, or other students on a non-professional level, on or off of campus, either during or not during school hours. This includes but is not limited to: Dating, fraternizing, public intoxication, and other unlawful or illegal conduct such as use of illegal/illicit drugs, etc.

In addition, the following violations may bring dismissal/termination from the school and the program:

- a. Failure to make payments on dates due.
- b. Failure to adhere to the requirements/rules as outlined in the Enrollment Agreement/Catalog/or other Agreements issued by the school to the student.

Expulsion from the college shall mean that the student is not allowed to attend, re-enter, or enroll for any classes at the college until either the College President or the Vice-President issues a written statement to the student that would allow the student to return to the college campus. Dismissed or terminated students wishing to re-enter the college and the program must make application for readmission and will be readmitted only at the discretion of the Admissions Committee and the College President and Vice-President.

### **WITHDRAWING FROM THE COLLEGE**

Students who wish to willfully withdraw from the college must fill out an **Official College Withdrawal Form**. All financial obligations must be met before withdrawing from the college. A student may terminate their educational instruction and training at any time by giving written notice to the Director of the Program. The termination date will be determined by the last date of actual attendance by the student. If the withdrawal falls within three business-days of signing the enrollment agreement/contract, all monies paid to the college will be refunded. After three business-days of classroom instruction the college refund policy will apply.

### **CHANGES OF SCHEDULE & DELIVERY OF COURSES**

Students are expected to carefully arrange their personal schedule to be compatible with their academic schedule and maintain this schedule throughout the semester. The school reserves the right to schedule classes from 7:00am to 6:00pm. Monday-Saturday. There also may be limited additional times added and distance courses added and delivered if special circumstances (similar to COVID-19) arise. Lecture courses delivered online are usually done through

**ZOOM. Personal schedules (work, family vacations, etc.) MUST not be allowed to interrupt or interfere with the dental hygiene academic program scheduled at Careers Unlimited.** Students entering Careers Unlimited must follow the program's academic schedule and requirements as outlined in the college catalog. Extended breaks in enrollment that do not fall under the "**Leave of Absence Policy**" at Careers Unlimited may result in the student's dismissal/termination from the program. Under special & emergency circumstances school hours & instructional locations may temporarily be changed to accommodate emergency closures necessitated by local, state, and federal governmental agencies due to unforeseen natural disasters & circumstances.



## **STUDENT DRESS CODE – SECTION VI**

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Students at Careers Unlimited must maintain exceptional personal and oral hygiene. As representatives of the dental profession and of the College, students must observe the highest possible standards of professional appearance and personal cleanliness. Because patient care is delivered in the College throughout the year, it is important that all students (whether in the clinic, pre-clinic, classroom, or other areas on campus) maintain a professional appearance at all times. Therefore, this policy is in effect from 7:45 a.m. to 5:15 p.m. Monday – Friday.

Students are also subject to the Careers Unlimited Dress Code when they are operating in any official capacity for the college whether on campus or off campus as they represent the college, the profession of dental hygiene, and the professional image associated with oral healthcare professionals to the public.

### **GENERAL INFORMATION - PERSONAL APPEARANCE IN CLINICAL UNIFORM**

**NOTE: WHEN IN UNIFORM (i.e., scrubs), ALL RULES BELOW APPLY**

A clinical uniform is required 7:45 a.m. to 5:15 p.m. Monday – Friday.

1. The uniform consists of matching top and bottom scrubs as specified by Careers Unlimited. All uniforms (scrubs) purchase and laundering are the responsibility of the student. Disposable clinic gowns may be available, and asepsis must be maintained when scrubs are cleaned.
2. The uniform must be clean, unstained, and unwrinkled. When in non-school uniform, specific rules apply as outlined in the General Attire Section of this document; however, clothing such as shorts, open-toed sandals and bare ankles are not allowed.
3. A white tee shirt may be worn under the scrub top providing no writing or design is visible and the shirttail is worn inside the scrub pants.
4. Students must have 2 sets of shoes that are all white and have non-marking soles, i.e., the soles of the shoes must be white or grey. One for the classroom setting and one for the clinic setting. Shoes must be purchased individually; however, it is suggested that students purchase shoes of the highest quality possible that are specifically designed for the demands of a healthcare profession. Shoes must have a closed toe; appropriate clogs are permissible. Shoes must be freshly polished and buffed and, in the judgment of attending faculty, appropriate for clinic. Shoelaces must be washed and bleached regularly and replaced, as necessary. Socks must be white and fully cover the legs when in a seated position.
5. All replacement (or accessory) uniforms must be identical to the original scrubs in style, manufacturer, and color.
6. Hair must be clean, and neat. When in clinic it must be secured behind the shoulder so when bending from the waist no hair should fall forward that might obscure vision or fall into the patient's space. Ponytails, buns, and braids are permitted. Bobby pins and/or traditional type hair elastics are appropriate hair accessories. No large hair accessories are permitted (i.e. -scrunchies, clips, etc.) If a fabric headband with buttons for masks are used in clinic, they must be removed with the lab coat and laundered in the same manner. Hairstyles and colors must be conservative and professional. Mustaches and/or beards must be clean, neat, and tightly trimmed.
7. Hands and nails must be clean and well-manicured. To provide safe and comfortable dental hygiene patient care, nails must be of appropriate length. When hands are held up toward the light with palms toward you, the nails should not be visible beyond the end of the fingers. Fingernail polish (clear or color) and Artificial nails are expressly prohibited as they have been shown to harbor exceptionally high levels of bacteria.
8. Make-up should be applied *conservatively* and be appropriate for daytime. No perfume or cologne will be worn. Fragrances are not always mutually pleasant to all individuals and may even present a health risk to some.
9. In the classroom setting: One set of stud style earrings, that are no larger than the ear lobe, may be worn. Necklaces, bracelets, rings, and non-smart watches are allowed. No jewelry worn in facial body piercings, including tongue piercings, are allowed. If an additional ear piercing is necessary due to a specific medical condition(s), the student will need to submit a doctor's letter for verification. Visible tattoos of an inappropriate nature must be covered.

In addition to the classroom guidelines, in the clinic setting: no rings of any kind are allowed. If a necklace, bracelet, or watch are worn they must be always covered with the lab jacket.

### **PROTECTIVE CLOTHING**

Protective clothing is worn anytime the individual is likely to be soiled with blood or other potentially infectious fluids.

1. Protective clinic clothing at UCDH/Careers Unlimited will consist of clinic gowns (full length disposable gowns or jackets).
2. Protective clothing must be changed if visibly soiled. Change immediately should the gown become penetrated with blood or other potentially infectious fluids.
3. Barrier protection must be removed and properly disposed of in appropriate containers/waste receptacles prior to leaving the work area.
4. Safety glasses or eyeglasses with side shields must be worn when performing clinical procedures. Patients are also required to wear protective eyewear when receiving intraoral procedures except for exposure of radiographs.

### **GENERAL INFORMATION - GENERAL ATTIRE**

During finals week exceptions to clinical uniform attire are allowed with, the following rules:

1. **Acceptable Attire:** Dresses, skirts of professionally appropriate length, conservative jeans, or slacks, casual or dress shirts with collars or blouses (long or short sleeved), polo-type shirts with collars, and sweaters. Most varieties of footwear are acceptable (with the exception noted below) if they are clean and presentable. Socks or hosiery should be worn when appropriate.
2. **Unacceptable Attire:** Shorts, hats, or clothing with inappropriate printing or graphics. Bare midriffs, short skirts or shorts, low-rise pants or skirts, improperly fitting clothing, halter tops, clothing with low-cut revealing necklines, exposed undergarments, and clothing with rips and/or tears are expressly prohibited.

Any student violating the dress code may be asked, and is expected to, immediately correct any deficiencies. Faculty may choose to require a student to leave the classroom or campus until deficiencies have been corrected. The student will be counted as absent during the time they are away from school and the Careers Unlimited Attendance Policy will be enforced. Students may receive an ethical or professionalism infraction, which may affect their grade. In addition, repeated violations of the dress code policy will be noted on the student record reflecting a lack of professionalism and may affect promotion and advancement of the student.

## **FINANCIAL SERVICES AND ASSISTANCE – SECTION VII**

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A variety of financial assistance/loan programs (private loans, scholarships, and personal credit-based loans and/or monies) may be available to students who qualify. Inquiries concerning the most recent information should be addressed to the Office of Financial Services at Careers Unlimited. Application for or decisions relating to any type of financial assistance will not be made until after the student has been fully accepted into the college.

### **FINANCIAL AID, TITLE IV LOANS, & GOVERNMENT BASED LOANS OR GRANTS**

Careers Unlimited/UCDH Dental Hygiene students are eligible to apply and possibly receive Title IV Pell Grants and student loans if they qualify. There are also other private loan sources and financial assistance programs available to those who qualify. Students may not be given all available or applicable financial assistance or loan information until they have conducted an interview (prior to acceptance into the program) with the dental hygiene selection committee officials at the college and have formally met with the financial services department & been officially accepted into the dental hygiene program. Careers Unlimited/Utah College of Dental Hygiene offers the following Title IV programs:

1. Pell Grant
2. Subsidized and Unsubsidized Federal Direct Stafford Loans
3. Parental PLUS Loans (for dependent students)

Any student interested in attending and receiving Title IV Financial Aid to cover tuition costs must complete an application for financial aid. The application can be completed online at <http://fafsa.ed.gov> or in person by making a financial aid appointment by calling (801) 347-6821. Paper applications are available to be mailed to you as well.

If you have an appointment with the financial aid office, we will be able to answer any questions you may have on the application. Once the application is received in our office, we will process your Free Application for Federal Student Aid (FAFSA) within 3-business days. The application will be sent to the Central Processing System (CPS) and you should receive a verification of your application by way of e-mail or street address.

#### **Verification**

If there are any discrepancies in processing, we will send you a letter or call within 3-business days of receiving the information. If a student is selected for verification, Careers Unlimited gives students a deadline of 7-business days (in-state) or 10-business days (out-of-state) to complete verification. Failure to complete verification within 30 days could result in owing cash for the program. The school is dedicated to working with its students if documents are not provided within the specified timeframe.

For your convenience, if there are any changes to be addressed/made to your Student Aid Report (SAR) please notify the school. If the result of verification changes the student award, a new award letter will be sent by mail or in-person, whichever is most convenient.

Once enrolled into the college, please note that Title IV money cannot be disbursed until all discrepancies/verification items are addressed, we have a valid output document (SAR/ISIR), and an award letter is signed. Because UCDH is a semester-based school, monies from Title IV funding are disbursed in accordance with semesters.

If we suspect that a student, employee or other individual has misreported information or altered documentation to increase aid eligibility or to fraudulently obtain federal funds, we will report any suspicions and provide any evidence to the Office of Inspector General at 1-800-MIS-USED or on-line at: <http://www.ed.gov/about/offices/list/oig/index.html?src=mr>

## **STUDENT FINANCIAL RECORDS AND PRIVACY**

Students and parents should be aware that all records and conversations between students, parents, and the financial services staff at Careers Unlimited are confidential and that no public announcements shall be made of amounts awarded to individual students.

## **DENTAL HYGIENE PROGRAM – SECTION VIII**

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The dental hygiene degree program is listed under Utah College of Dental Hygiene (UCDH), a division of Careers Unlimited L.L.C.

### **UCDH MISSION STATEMENT**

The Utah College of Dental Hygiene (UCDH) at Careers Unlimited is a private student-centered institution devoted to providing quality education to men and women from diverse geographic locations and backgrounds that will be prepared academically, technically, and ethically to meet the challenges of dental hygiene and contribute to improved access to oral healthcare. The College is committed to excellence with a dedicated focus on developing a well-rounded, entry-level graduate with effective interpersonal skills; a graduate who values education and is capable of critical thinking, leadership, professional judgment, and possesses the ability to assume appropriate responsibility for their professional role. The mission will be accomplished through continuous assessment of student and institutional outcomes, while striving to improve to meet the following goals in the areas of education, patient care, creative and scholarly activity, employment, and professional service:

#### **GOAL #1 (EDUCATION)**

**Prepare students, through appropriate academic and clinical education, to be qualified dental professionals.**

1. Recruit students from diverse locations and backgrounds, including students of differing academic capabilities, who can reasonably be predicted to successfully complete the educational program of the College within specified time frames.
2. Provide appropriate didactic and clinical instruction through an interactive, competency-based curriculum that is reviewed regularly and modified as necessary to address the dynamics of a constantly changing profession.
3. Provide didactic and clinical instruction in a positive learning environment that leads to social and ethical professional development.
4. Create and provide opportunities for learning beyond graduation and professional growth through relevant continuing education.
5. Incorporate relevant innovations in technology and management, consistent with available resources, as an integral facet of the College's goals in the areas of teaching, patient care, research, and student/faculty service.

#### **GOAL #2 (PATIENT CARE)**

**Provide comprehensive dental hygiene treatment to those communities served by the College through a complete, sequential, and fully monitored system of oral health care delivery.**

1. Provide comprehensive patient-centered care throughout the clinical education program as an integral component of the College's teaching and service missions.
2. Develop and implement program standards of care based on measurable criteria that facilitate reliable and valid assessment.

#### **GOAL #3 (CREATIVE & SCHOLARLY ACTIVITY)**

**Create a positive and rewarding academic environment that facilitates continued growth and enrichment of all students and faculty.**

1. Provide opportunities for faculty development and recognition.
2. Encourage participation by faculty and students in scholarly activities that lead to the discovery and dissemination of new knowledge in the art and science of dental hygiene and dental hygiene education.

#### **GOAL #4 (PROFESSIONAL SERVICE)**

**Foster opportunities, utilizing resources both locally and nationally, for faculty and student involvement in service activities that are consistent with personal development goals and that promote dentistry as an integral component in the overall health and welfare of the community.**

1. Identify new and strengthen existing relationships between the College, the public and organized dentistry and dental hygiene.
2. Promote programs and activities that emphasize an interdisciplinary approach between dental hygiene, dentistry, and other health profession components.
3. Encourage student and faculty participation in and support of professional service organizations that promote the service mission of the College and the dental hygiene profession.

The goals are part of a living document sensitive to the changing needs of the profession. Goals are reviewed, evaluated, and revised frequently (usually annually) by administration, faculty, and the Program Advisory Committee (PAC).

### **POTENTIAL OF BSDH DEGREE (DENTAL HYGIENE)**

Upon successful completion of graduation requirements within the specified time frame, the College will confer students with a Bachelor of Science in Dental Hygiene (BSDH). The BSDH degree (along with successful completion of any/all additional licensing requirements instituted by local or state regulatory authorities) can open the door to an entry-level career in dental hygiene. The BSDH degree allows entry-level positions in the clinical practice of dental hygiene and may include (with additional training or schooling) positions in teaching, administration, public health, dental product sales, and other areas of dental hygiene practice. In a baccalaureate program there are typically more opportunities for career expansion and growth than in less rigorous academic programs that are certificate or associate degree only based programs.

### **CAREER & EMPLOYMENT OPPORTUNITIES**

The dental hygienist is a licensed primary health-care professional, oral health educator, and clinician. The responsibilities of the dental hygienist

traditionally include preventive services that promote or maintain oral health and therapeutic services, which are clinical treatments designed to arrest or control disease and maintain tissues in health. Educational activities are integral to all aspects of patient care. Quality dental hygiene care requires critical thinking to assess the patient's needs, risks and benefits associated with an oral health care plan and to determine a dental hygiene diagnosis, to develop individualized patient care, to implement dental hygiene treatment, and to evaluate outcomes of dental hygiene treatment.

Currently the majority of dental hygienists are employed in a dental office; however, dental hygienists can be found in numerous other settings, such as nursing homes and long-term care facilities, hospitals, corporate health facilities, school systems, research centers, state and federal agencies and public health clinics. The Registered Dental Hygienist (RDH), with the proper training, may also seek employment as an educator and/or researcher, as a provider of continuing education seminars, as a researcher conducting or helping to conduct clinical studies and collecting and analyzing scientific data. Dental hygienists may also be found providing care in dental clinics for those who might not otherwise be able to find or afford care, participating in mission trips, or providing educational and preventive services to school children as allowed by the laws of the state.

## **DENTAL HYGIENE PROGRAM ADMISSIONS PROCEDURES**

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### **ADMISSION**

Admissions are competitive based upon specific written criteria, procedures, and requirements/policies. Applicants must be high school graduates or have earned a General Education Development certificate (GED). Students can only begin the program when all of the required prerequisite college or university coursework is completed. Although candidates may apply with courses in progress and/or planned for completion prior to entry, it should be noted, that applicants with all courses completed or in progress have a greater likelihood of being selected into the program. All courses must be of sufficient depth, scope, sequence of instruction, quality, and emphasis to reflect the objectives and philosophy of higher education and may only be transferred from an accredited institution at the post-secondary college-level. To be eligible to apply to UCDH, prerequisite courses cannot be taken more than twice. On the second attempt, the student must get a C or higher. If an applicant has taken a class more than twice (third attempt or more), an applicant would be considered ineligible to apply to the program at UCDH. Please see program information for the prerequisites that are needed for the Bachelor of Science in Dental Hygiene degree (BSDH).

### **ADMISSION FOR TRANSFER STUDENTS**

Transfer students seeking admission into UCDH must meet all of the same requirements as regular students. All transcripts will be evaluated prior to acceptance into the program to ascertain acceptable/applicable credits that will apply to the student's program of study at UCDH. Transferability of credits into the dental hygiene program is not guaranteed and may only be determined by the Program Director/College President or Vice President.

### **ADMISSION FOR INTERNATIONAL STUDENTS**

Currently UCDH can only accept applicants and students who have legal status as United States citizens. International students (or foreign students) from other countries are not currently eligible for acceptance by Careers Unlimited. Classroom instruction is presented in the English Language, therefore if English is not the primary native tongue of an applicant (or if English is a second language) the results of the Test of English as a Foreign Language (**TOEFL iBT**) or successful completion of English as a second language program may be required. This test is generally not required of students for whom English is the native language. A total **TOEFL iBT** score of 84 is required with the following minimum section requirements: Reading: 21, Listening: 21, Speaking: 21, Writing: 21. A firm grasp and familiarity of the English language is very strongly recommended for all students enrolled in the program.

Currently UCDH does not have the ability to evaluate for transfer (or transfer credits) post-secondary or college level courses or credits completed or taken outside of the United States. The policies regarding the application and attendance of International Students (or foreign students) to UCDH may change without notice. Please contact the Admissions and Records office by e-mail to inquire about any stipulations regarding transfer credits if you have questions. As a reminder UCDH is a small private college and as such evaluation of transfer credits is left to the policies established by the college administration. There is no guarantee of transferability of credits to UCDH from other institutions. See Appendix A.

### **ADMISSIONS CRITERIA & REQUIREMENTS**

The dental hygiene education curriculum is a postsecondary scientifically oriented program which is rigorous and intensive. Enrollment is limited by facility capacity; special program admissions criteria and procedures are necessary to ensure that students are selected have the potential for successfully completing the program. Failure to submit all required materials in a timely manner will delay the application process. It is the applicant's responsibility to verify that all materials have been forwarded to the Admissions and Records Office by the application deadline. Interested applicants may apply online at [www.ucdh.edu](http://www.ucdh.edu).

Admission to the Utah College of Dental Hygiene (UCDH) Dental Hygiene Program is competitive. (Utah college of Dental hygiene is a division of Careers Unlimited, LLC.) Selection is based on many factors including the applicant's post-secondary (college) academic record, life experiences, potential for success in the dental hygiene program, and other criteria established during the on-site person to person interview. To be considered for admission, students must meet the following requirements:

1. Submit a completed Utah College of Dental Hygiene application that includes the application fee, official transcripts from *all* colleges or universities attended and three (3) letters of recommendation from individuals familiar with applicant's success potential and moral character. Letters of reference from relatives will not be accepted. Applications are accepted year-round. Applications must be complete in order to be considered and must be received into the Admissions and Records Office. Application packets can be obtained by logging onto the college website ([www.ucdh.edu](http://www.ucdh.edu)) or requested from the UCDH Admissions/Records Office - Utah College of Dental Hygiene Admissions/Records Office  
● 1176 South 1480 West, Orem UT, 84058. Phone: (801) 426-UCDH (8234).
2. Be in good standing with the college or university last attended.
3. Have successfully completed or will have completed prior to entry into the program prerequisite courses listed below. Have a total minimum of thirty-three (33) semester hours of coursework for the bachelor's degree program, from an accredited college or university. Course numbers and titles are those of UCDH. A UCDH administrator must approve any exceptions or substitutions. When application is made with courses in progress, a mid-semester progress report may be requested from the course director. The progress report must be on college or university stationary and include additional contact information signature of the course director. It is the responsibility of the student to submit official transcripts for courses taken after the application deadline. Official transcripts must be submitted directly by the issuing institution to the UCDH Admissions/Records



Office an appeals procedure is in place for students wishing to petition one remaining co-requisite course that must be completed by the appealed timeframe. Please contact the Admissions Director for appeal information.

4. Have a minimum grade point average of 2.5 on a 4.0 scale with a grade of C or better on all specifically required courses. Only courses with a grade C or better will be considered for prerequisite requirements.
5. The UCDH prerequisite retake policy is as follows: if an applicant's transcript shows they received a final letter grade of C- or lower in any required prerequisite, it would need to be retaken. If the transcript legend shows an unfamiliar letter, that is specified on the transcript legend as a failure or incomplete, this would also be considered a needed retake. If an applicant has this for any required prerequisite, the rules in the UCDH Prerequisites Retake Policy would apply. To be eligible to apply to UCDH, prerequisite courses cannot be taken more than twice. On the second attempt, the student must get a C or higher. If an applicant has taken a class more than twice (third attempt or more), an applicant would be considered ineligible to apply to the program at UCDH.
6. If English is the student's second language, a national standardized TOEFL Examination is required. A minimum score of 84 is required.
7. All completed applications and corresponding materials will be kept for at least a period of one year. An official transcript is required from each college, university, or educational institution attended by the applicant. Incomplete applications will not be considered. It is the applicant's responsibility to verify that all materials have been forwarded to the Admissions and Records Office. Arrival (or receiving) of official transcripts to the college does not indicate acceptance or rejection of credits listed on the official transcript. A personal interview (or lack of one) does not indicate rejection or acceptance in the program or acceptance of credits or any other part or portion of the application. All expenses incurred in the application process are the responsibility of the applicant.

Admission to the program is competitive based upon specific written criteria, procedures, and policies (See *Selection Criteria*). All courses must be of sufficient depth, scope, sequence of instruction, quality and emphasis to reflect the objectives and philosophy of higher education and may be transferred only from an accredited institution at the post-secondary college-level.

### PREREQUISITE TRANSFER COURSEWORK CREDIT

Students *must* transfer all prerequisite coursework to UCDH when applying to enter the program. All up to date forms should be requested from the Admissions and Records office. Some forms may be helpful for those seeking answers to transfer credit/courses to UCDH. In addition, the Admissions Director and/or the Admissions and Records office will be happy to assist you if you have questions regarding transfer credit(s) and courses to UCDH (see Transfer Credits). Students wishing to transfer from another dental hygiene program into the UCDH program do not receive advanced standing or gain any special advantage or status compared to other applicants.

<b>BACCALAUREATE DEGREE</b>	Minimum
Required Prerequisite Courses & Credit Hours	Credit Hours
Anatomy & Physiology I and II	
<b>OR</b> Anatomy <u>AND</u> Physiology (4 credits each)	8
Microbiology	4
General or Elementary Chemistry	3
College Level Math (i.e. 100 level or higher)	3
Human Nutrition	3
Written Communication (English)	3
Oral Communication (Speech)	3
Sociology	3
Psychology	<u>3</u>
<b>TOTAL</b>	<b>33</b>

The Dental Hygiene Admissions Committee may suggest additions or modifications to the prerequisites when additional courses are necessary to qualify or improve an applicant's status or preparation for the dental hygiene program. Admission requirements are subject to change without prior notice. Competitive admissions criteria are utilized when evaluating applications for admission. A typical or traditional waiting list system is not used for admissions into the UCDH Dental Hygiene Degree Program.

UCDH provides equal opportunity with respect to both education and employment, and does not discriminate on the basis of race, color, religion, age, ancestry or national origin, gender, sexual orientation, physical or mental disability, marital status, or veteran status.

To be eligible to apply to UCDH, prerequisite courses cannot be taken more than twice. On the second attempt, the student must get a C or higher. If an applicant has taken a class more than twice (third attempt or more), an applicant would be considered ineligible to apply to the program at UCDH.

All dental hygiene students must be physically, emotionally, and academically able to safely demonstrate ability for completion of all learning and competencies required by the program (and while they are enrolled in the program), including those involving patient care that require the safe application of gross and fine motor skills and constant mental awareness, judgment, and acuity. Prior to entrance into the dental hygiene program, health forms must be completed by both the student and by his or her healthcare provider. After acceptance in the program, applicants will be sent appropriate forms and must submit the following prior to matriculation into the program:

1. Health History Form and Physical Requirements of Dental Hygiene Form
2. Physical Requirements of Dental Hygiene Form
3. Medical Release and Healthcare Provider Statement

4. Proof of Health Insurance - All students must provide proof of health insurance coverage.
5. Immunization Data and/or appropriate waiver(s) and tuberculin testing results.

**Tb: (Tuberculin test) Documentation** of tuberculin test, with negative results, within the last year. If the student has traveled outside the U.S. during the last year, they will need a new test. If positive result, a chest x-ray, and appropriate treatment must be documented.

**HB: (Hepatitis A and B recombinant vaccine)** Three IM doses: Initial dose, second dose 1-2 months after the initial dose, third dose 4-6 months after second; booster not necessary. Twinrix<sup>®</sup> vaccine or 3 doses of Hep B and 2 doses of Hep A.

**MMR: (Measles, Mumps, Rubella vaccination)** Measles component: healthcare workers born during or after 1957 who do not have documentation of having received 2 doses of live vaccine on or after the first birthday or a history of physician diagnosed measles or serologic evidence of immunity. One dose SC; second dose at least 1 month later. Measles vaccination should be considered for all healthcare workers who lack proof of immunity, including those born before 1957. Mumps component: Adults born before 1957 can be considered immune to mumps. One dose SC; no booster is required.

Rubella: Health Care Workers who do not have documentation of having received live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC; no booster is required.

**VZV: (Varicella zoster live virus vaccine)** Indicated for healthcare workers who do not have a reliable history of varicella. Recommend having a titer run or vaccination **OR** provide a signed waiver.

**6. CPR Certification:** The initial certification must be a Basic Life Support (BLS) level that incorporates a skills test. This may be from either an American Heart Association or an American Red Cross provider.

## **SELECTION CRITERIA**

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Admissions are competitive and based upon specific written criteria, procedures, requirements, and policies. All prerequisite courses must be of sufficient depth, scope, sequence of instruction, quality and emphasis to reflect the objectives and philosophy of higher education and may only be transferred from an accredited institution at the post-secondary college-level.

A cumulative GPA of at least 2.5 is necessary to be considered for acceptance in the program. Only courses with a grade of C or better will be considered as meeting prerequisite coursework. A foundational grade point average (FGPA) is computed using an applicant's best grades in the prerequisite courses.

Part one of the selection process includes FGPA, letters of recommendation, and the date by which application was completed. Applicants meeting the deadline date will receive first consideration. If credentials are competitive, the applicant is invited to Part 2 of the process, which is a personal interview and includes additional information and activities, including a writing sample. An invitation for an interview (or participation in an interview) does not assure the applicant a place in the program but serves as a part of the selection and admissions process.

Both objective and subjective factors are used in the selection process to determine an applicant's potential to successfully complete the program without compromising the established standards of ethical, academic, and clinical performance expected of all students of UCDH include the following:

1. Competitive Foundation Grade Point Average (FGPA): FGPA is corrected, i.e., the best grade in a course is used in computing the GPA.
2. Completed, in progress, or appropriately scheduled prerequisite work. Students with completed prerequisite work or with current work in progress with a letter from the course director on university or college letterhead giving the mid-semester grade will be given priority in the selection process.
3. Overall quality of prior educational experiences based on where course was taken. Tier One educational institutions (those with doctoral degree programs) are generally considered as the highest quality educational experience.
4. The following are assessed as closely as possible through the interview process:
  - o Familiarity and interest/desire with perusing a profession in dental hygiene.
  - o Three letters of recommendation from reputable sources.
  - o Evidence of a desire to provide oral healthcare to the underserved and/or rural/unserved areas.
  - o Evidence of participation in worthwhile community volunteer activities.
  - o Evidence of good moral/ethical character, motivation, intellectual maturity, leadership skills, and overall optimism.
  - o Evidence of an understanding of appropriate attire, appearance, and demeanor.
  - o Apparent critical thinking skills and positive attitudes as the applicant communicates and articulates ideas and expresses opinions during the interview process.
  - o Grammar, punctuation, sentence structure, general focus and overall content of the written essay completed at the time of interview.
  - o Other appropriate life experiences may be considered.
5. Other factors that may be considered by the Admissions Committee may include the following:
  - a. Schools or other entities having articulation agreements with the Utah College of Dental Hygiene.
  - b. Ability of the student to benefit from the educational program(s) offered.

6. UCDH reserves the right to allow some additional preference to applicants from outside the immediate area.
7. UCDH reserves the right to give reapplicants extra points toward their application, especially if they have improved their foundational GPA (FGPA) or other aspects of their application.
8. UCDH reserves the right on a case-by-case basis to allow an applicant to take a prerequisite course as a co-requisite during the first year.
9. UCDH reserves the right on a case-by-case basis to allow a student to remain in or return to the program should a unique situation arise.
10. UCDH reserves the right to amend or make changes as deemed necessary.

The goal is for candidates to be notified of their acceptance status within three to four weeks of the interview. A candidate who receives an acceptance letter must accept or decline within 10 business days of the date on the acceptance letter. This response must be in writing and mailed to the Admissions Office.

There is a possibility that alternates may possibly be accepted in the current year should a previously accepted applicant not meet their final conditions or requirements outlined in their conditional acceptance letter or withdraws from the program prior to the start of the program.

Applicants, who are not selected, may reapply the following year with only a new application, application fee, and updated transcripts for courses retaken, completed, or enrolled in since the original application are submitted. New reference letters may or may not be required. If an applicant reapplies a year or more after the first application, all materials must be submitted in the same manner as a new application. No records will be maintained for longer than one year from the date of application. Any changes in admissions requirements will apply to all applicants regardless of previous application.

## **DENTAL HYGIENE TUITION & FEE SCHEDULES**

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*NOTE: Tuition and fees are subject to a maximum of a 4% COLA adjustment/change per academic year while students are enrolled in the program. Adequate notice (at least 12 weeks) will be given to all enrolled or prospective students. Some specific courses may have extra applicable charges.*

### **PROGRAM TUITION**

**Tuition Rates for Baccalaureate Dental Hygiene Program (BSDH Degree) - On or After January 2023** - The following per-semester credit tuition rates have been approved for enrollments beginning the 2023-2024 academic year. All semester credits are assessed at the per-credit rate listed for both resident and non-resident students. BSDH Rates Per Credit..... \$592.00

**Estimated Costs Per Student** – The Baccalaureate Degree offered by the Utah College of Dental Hygiene (UCDH) is a 122 Credit Hour Program: 33 credits from prerequisite coursework. In addition to tuition charges, students are required to provide their own supplies, scrubs, and other miscellaneous costs. The following is a breakdown of such costs for both resident and non-resident students.

Tuition Credits (89 x \$592)	\$52,688.00
Required Clinic, Institutional, Lab, & Lease Fees	\$ 7,265.00
<b>Tuition Total</b>	<b>\$59,953.00</b>

Please note that the Supplies and Uniform costs are **estimates only**. All supplies are purchased by the student. Costs associated with attending UCDH and becoming a licensed professional also include, but are not limited to: Immunizations, Testing/Licensing – Not paid to UCDH, Additional Instruments/Supplies – see below.

## Additional Estimated Fees Not Included in Tuition & Required Fees

Students will need to rent/purchase (or secure) the following items on their own, independent of the college. Items in the first section of gray boxes will need to be purchased and in the student's possession before the student attends orientation (the first day of school) at the College.

Student MUST Purchase Prior to Starting:	Estimated Cost
All immunizations and T.B. Test.	\$150.00
Long White Socks (Needs to cover ankle and mid-calf)	\$ 8.00
Clinical/Laboratory safety glasses (OSHA standard, two pair minimum).	\$ 30.00
One pair of children's sunglasses	\$ 5.00
At least four sets of scrubs, and three white clinical lab coats, with embroidery	\$250.00/approx
Two pair of white closed toe clinic/uniform shoes.	\$ 80.00
CPR certification course (Required. Card must be valid while in school).	\$ 50.00
Individual health insurance (Required. Proof of insurance for student).	Variable
Vanity hand-held mirror (For Clinic)	\$ 5.00
Watch with a second hand (For Clinic).	Variable
½ inch, white 3-ring binder, additional 3-ring binders, and blank lined paper.	Variable
Two (2) regular blue pens and two (2) red pens	\$ 4.00
2 red and 2 blue erasable pens for charting.	\$ 4.00
Plastic Storage Tote (file box with handle) dimensions 15x9x11 or 10x13x11	Variable
Sprague Rappaport Type (Adult) stethoscope & sphygmomanometer	\$ 50.00
iClicker 2, can be purchased anywhere	\$50.00
Items to be Purchased Throughout Entire Schooling	Estimated Cost
Clinic/Lab Gloves -Off-site purchase is acceptable, however, gloves must be powder free/latex free and a conservative color. (White, off-white, or clear.) Gloves cannot be any shade of blue in color.	Student's choice Varies by box
Disinfectant wipes for clinic. Minimum of one new each semester. (Must meet the UCDH Clinic Standards.)	Variable
2 pr safety light glasses (amber/blue-light frequencies) for composites & sealants.	\$20
Bib clips and disposable (amber colored) safety glasses for clinic patients	\$5
Face Masks (KN95/N95 /Level 3) (Must meet the UCDH Clinic Standards.)	Variable
Full face shield/caps/extra PPE	Variable
Onsite personal copies/printing fees.	\$0.10
Associated C.O.H./Table Clinic scientific posters (Required)	\$50-\$100
Convention attendance (UDA and UDHA) and transportation fees.	Variable
Student American Dental Hygiene Association (SADHA) dues. (When 2 years are purchased at the same time, the student saves \$10)	\$65.00/yr or \$120/2 yrs
Retakes of any exam with a grade lower than a "C" (70%), retesting is required	\$25
Clinical Mock Boards with a score below 75, retesting is required	\$25
Graduation/Commencement Ceremony Fees	\$35
Returned Check Fee	\$25
Damaged or Lost Item Replacement Fees	Estimated Fee
Leased book fees (late library returns or for lost/damaged textbooks)	Variable
Lost or broken instrument replacement (according to instrument lost/broken)	\$10-\$50.00
Clinic & hall locker keys (Student must pay for replacements if lost or stolen).	\$25.00 each
Dental Hygiene Instrument Cassettes (two cassettes per student)	\$125.00
Dental Hygiene Make-Up Clinics (3-4.25 hours) per Session	\$60.00 to \$240.00
Not School Fees- Required for Licensure to Practice After Graduation (Fees can vary depending upon specific states or regions)	Estimated Fee
Regional Examination(s)/Board Testing Fees (Required to practice).	Approx. \$1500
Written National Board Dental Hygiene Examination (Computer Testing Centers/Required to practice).	Approx. \$450
Local Anesthesia written & clinical exam (Required in some States to practice).	Approx. \$300
Jurisprudence exam(s) (Required in some States to practice, not in Utah).	Varies
Restorative/Expanded Practice Examination(s) (Available in some states after extra courses are taken)	Varies
<i>Application fees, travel expenses, room, and board costs, and all other associated or related expenses with regards to National Boards, WREB, and other certification or licensure examinations required to practice as a licensed dental hygienist will vary, and are not administered, covered, guaranteed, or reimbursed by UCDH.</i>	

**NOTE:** The fees above are estimates and may not include all charges. This is our best effort to give students an idea of costs associated with getting a Dental Hygiene Education. The college is not responsible for non-delivery of items and cannot reimburse students for items purchased independently that are not delivered. The upgrading of instruments and equipment may require additional fees not listed or anticipated. UCDH does not guarantee specific publishers, name brand equipment/ materials, or manufacturers /suppliers as it relates to the items listed above. All fees/costs may not be listed above, and all fees are in U.S. currency/funds.

## Utah College of Dental Hygiene Calendar 2022

The school reserves the right to change this schedule with appropriate notice. Grades will be posted within 2 weeks of final exams. Fridays are reserved for classes as necessary.

<b>2022</b>		
Updated 5/26/2022		
School Open	School Closed	*No Classes-Fridays
Make-up Day		
<b>Winter-Semesters 3 &amp; 5</b>		
Jan 3	Monday	Classes Begin
Jan 4	Tuesday	Clinic Instructors Return
Jan 17	Monday	Closed-MLK Day
<b>Jan 21</b>	<b>Friday</b>	<b>Make-up for Mon, 1/17</b>
Feb 11	Friday	UDHA Day at the Capitol
Feb 21	Monday	Closed-Presidents' Day
<b>Feb 26</b>	<b>Saturday</b>	<b>Give Kids a Smile</b>
Apr 1	Friday	UT Dental Assoc. Meeting
Apr 7	Thursday	Clinic Instructors' Last Day
<b>Apr 11</b>	<b>Monday</b>	<b>Make-up for Mon, 2/21</b>
Apr 12-14	Tues-Thur	Finals/Clinic Wrap-Up**
Apr 15	Friday	Last Day/Commencement
Apr 21-23	Thur-Sat	WREB Exams
<b>Summer- Semesters 4 &amp; 1</b>		
May 5	Thursday	New Student Orientation
May 9	Monday	Classes Begin
May 10	Tuesday	Clinic Instructor's Return
May 30	Monday	Closed-Memorial Day
<b>Jun 3</b>	<b>Friday</b>	<b>Make-up for Mon, 5/30</b>
July 4	Monday	Closed-Independence Day
July 25	Monday	Closed Pioneer Day observed - Utah
July 29	Friday	<b>Makeup Day Pioneer Day (7/25)</b>
TBD	---	Mock Written Boards
Aug 11	Thurs	Clinic Instructors' Last Day
<b>Aug 15</b>	<b>Monday</b>	<b>Make-up for Mon, 7/4</b>
Aug 16-18	Tues-Thur	Finals/Clinic Wrap-Up**
Aug 19	Friday	Last day of the Semester
<b>Fall-Semesters 5 &amp; 2</b>		
Sep 5	Monday	Closed-Labor Day
Sep 6	Tuesday	Classes Begin/ Clinic Instructors Return
<b>Sep 9</b>	<b>Friday</b>	<b>Make-up for Mon, 9/5</b>
<b>Sep 30</b>	<b>Friday</b>	<b>Make-up for Wed, 11/23 with Clinic Instructors</b>
Oct 6-7	Thur-Fri	UDHA HOD/Annual Session
Nov 23-25	Wed-Fri	College Closed-Thanksgiving
<b>Dec 12</b>	<b>Monday</b>	<b>Makeup for Thu, 11/24 Clinic Instructors' Last Day</b>
Dec 13-15	Tues-Thur	Finals/Clinic Wrap-Up**
Dec 16	Friday	Last Day/Commencement
Dec 17-19	Sat-Mon	WREB Exams

## ACADEMIC REGULATIONS – SECTION IX

### MINIMUM PERFORMANCE STANDARDS FOR DENTAL HYGIENE

In order to be admitted to or continue throughout the length of the UCDH dental hygiene program, a student must have minimum skills and abilities essential to perform as a clinical dental hygienist. Reasonable accommodations may be made on an individual basis; however, any and all students/candidates must be able to perform in an acceptable and independent manner that would not endanger or compromise the general health or welfare of the public they serve or other individuals (and patients) at the college. This includes that potential students/candidates have the ability to benefit from the program training.

DENTAL HYGIENE PERFORMANCE STANDARDS		
STANDARD		EXAMPLES OF ACTIVITIES
Critical Thinking	Critical thinking ability sufficient for clinical judgment	Identify cause-effect relationships in clinical situations, and develop treatment plans
Communication	Communication abilities sufficient for effective interaction with patients and other members of the health care team in verbal and written form	Able to obtain information, explain treatment procedures, initiate health education training, describe patient situations, and perceive non-verbal communications
Mobility	Physical abilities (including standing, walking, bending, range of motion of extremities) to move from room to room and maneuver in small spaces	Able to administer cardio-pulmonary resuscitation, and move around in patient treatment area
Motor	Gross and fine motor function sufficient to provide safe and effective dental hygiene care	Able to use dental instruments, and manipulate various dental materials
Hearing	Auditory ability sufficient to monitor and assess health needs	Able to listen to breath and heart sounds. Able to hear equipment monitors, such as x-ray equipment and autoclave timers
Visual	Visual ability sufficient to provide safe and effective dental hygiene care	Able to observe patients and use instruments in the oral cavity. Adequate close vision to see small lesions and deposits on teeth
Tactile	Tactile ability sufficient for physical assessment and scaling skills	Able to perform palpation of a pulse, extra oral and intraoral structures and feel calculus deposits on tooth structures
(Health Note)	Applicants or students who have, or may develop, a bloodborne disease need to check on state and local regulations or recommendations where they may choose to practice determining if there are work restrictions for a healthcare worker infected with, or exposed to, major infectious diseases in healthcare settings.	Some states (or countries) may restrict or prevent a dental hygienist from practicing in their state if the hygienist has acute or chronic Hepatitis B surface antigenemia, or is HIV or AIDS positive. It is the applicant's or student's responsibility to determine their eligibility to work in healthcare settings.

**ATTENDANCE POLICY FOR DEGREE PROGRAM** - Attendance is required for all classes, laboratories, and clinics.

**There are no "excused" absences in dental hygiene courses.** Penalties for absences are as follows:

- First** -- no penalty *when* time and missed work in the impacted subject(s) is made up. Absences must be made-up on Fridays. Students must attend school for the total amount of time that the missed class was scheduled (break times will be applied as the class is scheduled). Students must complete a make-up assignment as determined by the course director. The make-up assignment and hours missed must be made-up and turned in to the course director no later than four (4) weeks from the date of the absence. There is no grade penalty for the first absence. If absence work is turned in after the four-week deadline, 5% will be deducted from the student's overall grade (will apply to each absence). Quizzes missed cannot be made-up.
- Each Additional Absence:** The above policies apply. The grade penalty for the second absence and each additional absence after is 5% deducted from the student's overall grade.
- Absences Occurring on a Test Day:** In addition to the above policies, 10% will be deducted from the exam missed. The student must make arrangements to take the test and make-up the total amount of time the class is scheduled.
- Three tardies will be treated in the same way as one absence.** A student is counted tardy when arrival is later than the time class is scheduled to begin (up to 10 minutes after the start of class). After the ten (10) minute grace period, a student is counted as absent. If a student is present for the beginning of class, but subsequently leaves for longer than ten (10) minutes, that student will be counted as absent. If you leave class for any reason, you will be marked tardy. Please be sure that you are in your seat at the beginning of class to click in for attendance.

All coursework and time missed must be made up. It is the responsibility of the STUDENT to contact instructors to make up assignments.

A student may appeal an absence grade penalty (penalties) to the course director or, at the course director's discretion, the Dental Hygiene Professional Standards Committee, *within the four (4) weeks as noted above*. Appeals may be made by personal appearance or written application ***IF*** the following two conditions exist and can be demonstrated:

- There is sufficient *evidence* to support a genuine need for the absence.
- It can be demonstrated that missed course work, laboratory work or clinical work can be or was overcome.

The course director or the Committee will determine the merit of the appeal and decide what action will be taken (if any). As this is an academic matter, there is no further appeal. It is the student's responsibility to initiate the appeals process at the appropriate time. Students should not furnish doctor's statements or other documentation until the appeal process has begun. Each student's attendance is required to meet the Quantitative Standard for Satisfactory Academic Progress.

## LEAVE OF ABSENCE (LOA) POLICY

All students attending UCDH are enrolled in a continuous program designed to teach academic competency in the science of dental hygiene. Additionally, the course sequence is locked, i.e., all students must follow the curriculum in exact sequence. Courses are offered only within the established curriculum.

Thus, attendance is required for all courses and class activities as scheduled. Any leaves of absence (LOA) will be in conformity with current ACCSC and Commission on Dental Accreditation Standards of Accreditation. Any substantive leave of absence or failure of a student to return from an approved leave of absence may result in a student being dismissed from the dental hygiene program. Consult with the Director before attempting any kind of LOA, for any length of time, for any reason. A LOA is only to be used in the event that unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within a 12-month period. The school must have a leave of absence request signed by the student and by appropriate administrative personnel prior to the leave period except in the event of an unexpected absence as defined above. The administration makes the final decision on whether or not to grant a LOA. If the student does not return following the leave of absence period, UCDH will apply its refund policy, if applicable, in accordance with published College guidelines and all state/federal requirements. Typically any absence(s) in excess of three days will require a LOA request. Students are required to be in their seats at the beginning of each class when roll is taken to ensure that they are not marked absent or tardy. Any student leaving the classroom for any reason after class has begun will be marked tardy or absent. It is the student's responsibility to sign out if they leave the classroom.

## GRADING SYSTEM

Grades are earned in each course, and the grade is recorded on the student's permanent record. Grade definitions are as follows:

- A.....Superior performance
- B.....Good, satisfactory performance
- C.....Minimally Passing
- D.....Unacceptable toward graduation, must be remediated or repeated**
- F.....Failure (0 grade points per credit earned)**
- C/R.....A grade of D that has been remediated and student has met requirements for graduation
- I.....Incomplete coursework due to circumstances beyond the student's control (Student is required to remediate)
- Dr/W..... Drop/Withdrawal (not computed in grade point average see current policy)
- P.....Pass in a Pass/Fail course.

### GRADING SCALE

CRITERIA	GRADE	QUALITY POINTS
90- 100%	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60%	F	0

## COMPUTATION OF GRADE POINT AVERAGE (GPA)

The number of hours of credit is multiplied by the grade quality points: For example, a three-credit course with a grade of "A" would earn 12 grade points (3 credit hours multiplied by 4 quality points). Total grade points accumulated by a student are divided by total credits attempted to calculate a student's cumulative grade point average, or GPA.

## COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Not all universities accept CLEP credits. At this time Careers Unlimited L.L.C. accepts CLEP credit only if an accredited institution of higher education has given credit for the course, e.g., freshman English that is required as a prerequisite for the UCDH dental hygiene program.

## CREDIT FOR PRIOR LEARNING

Students may not earn credit for prior life/learning outside of a post-secondary instructional (college) classroom. Careers Unlimited also does not accept Challenge Exams, i.e., institutionally specific exams (objective, essay, oral, hands-on, simulated demonstration, etc.) used to evaluate the competency of students in a specific course/course subject.

## DEFINITIONS OF STATUS

- Freshman:** Student with fewer than 30 passing college credit hours applicable to the DH program.
- Sophomore:** Student with 31 -59 passing college credit hours applicable to the DH program
- Junior:** Student with 60 - 89 passing college credit hours applicable to the DH program.
- Senior:** Student with 90 or more passing college credit hours applicable to the DH program.
- Full-time Student:** Student carrying 12 or more credit hours during a semester.

## FINAL EXAMINATIONS

Final examinations are given in most courses, and students are responsible for taking all assigned final examinations as they are listed in the examination schedule. Final examinations will not be given in advance of the scheduled time without the written approval of the course director and program director. Final grades and transcripts will be available two weeks after the last day of the semester.

## GOOD ACADEMIC STANDING

Maintaining Good Academic Standing prepares a student to meet the academic, technical, and ethical challenges of the dental hygiene profession. Good Academic Standing is evaluated at the end of each semester. Good Academic Standing can be jeopardized if a student fails to receive a grade of A – C, P or C/R in every course. The school is required to terminate any student who does not satisfactorily acquire the minimum knowledge, skills and competencies required by the program objectives. This assessment is based on the student earning a grade of C or better in each course. Students who fail to earn a C or

better, may be permitted to complete a remediation contract designed to return the student to good academic standing within the following semester. Students should be aware that there is an additional charge for the remediation process or for retaking previously presented coursework and/or exams. Students who fail to complete the established remediation contract may be asked to withdraw from the institution at that time, with refunds based on the withdrawal policy. There is a \$25 fee for retaking any exams.

#### **MAKE-UP WORK (REMEDIATION)**

Students & faculty members should consult the current UCDH guidelines and policies. Individual course instructors may establish special guidelines for the courses they teach, provided they follow all general UCDH guidelines, have Program Director approval, & all changes are published in their class syllabus.

#### **REPEATING COURSES**

When students receive a grade of A – C, in a UCDH course, they are not permitted to retake the course to raise the grade. If a student receives a grade of **D** in a course, in order to meet graduation requirements, the student must either undergo a formal program of remediation or be required to retake the course at the discretion of the course director with approval of the Program Director. A grade of F generally requires retaking the course; however, in unique cases as recommended by the course director and with approval by the Program Director, a student with a failing grade may be allowed to complete formal remediation. Upon successful completion of formal remediation, a student will receive a grade of C/R. Students should be aware that there is an additional charge for remediation or for retaking previously presented coursework. Also, see the Satisfactory Progress for applicable standards. A course may be used only once to meet graduation requirements. There is a \$25 fee for retaking any exams.

## **SATISFACTORY PROGRESS FOR DEGREE PROGRAM – SECTION X**

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Federal and state financial aid regulations require schools to set minimum standards for satisfactory academic progress and to hold students accountable for meeting the standards. A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the Utah College of Dental Hygiene must continuously maintain satisfactory academic progress towards the completion of a degree. Because these standards are an important indicator of successful progress towards graduation, they apply to all students, not just to those receiving financial assistance. Satisfactory academic progress is evaluated at the end of each semester. The review will measure both quantitative (time-based/PACE) and qualitative (grade-based) criteria. When evaluating satisfactory progress, a student's cumulative academic record will also be evaluated, even if the student did not receive financial aid in past semesters.

#### **QUANTITATIVE CRITERIA**

Students must complete the appropriate number of credits each semester. Completion of courses is defined as receiving one of the following grades: A– C, P, or C/R. Credit hours having a grade of D, F, W, or those that are incomplete or in progress will not be considered as credits completed. **Please see Good Academic Standing** for additional information.

#### **PACE**

Students must complete at least 67% of all credits attempted. Pace is measured by dividing the cumulative number of earned credit hours by the cumulative number of credit hours the student has attempted at the end of each academic period. Attempted credits are determined based on a student's credit load at the end of each semester.

#### **MAXIMUM TIME FRAME TO COMPLETE DEGREE**

Bachelor's degree students must enter the program with a minimum of 33 hours of specific prerequisites completed. Transfer credits count as both attempted and completed hours. Credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program. Due to the nature of dental hygiene education, it is necessary for students to complete in the time frame specified; however, with a documented appeal, an extension may be approved by the UCDH administration on a space available basis, when the course comes back into rotation.

#### **QUALITATIVE CRITERIA**

The cumulative minimum grade point average (GPA) is used to determine the student's academic standing under the qualitative measurement. A student must maintain a GPA of 2.0 to be making satisfactory academic progress and be eligible to receive or continue to receive financial aid. The C grade or 2.0 GPA is the indication of minimally acceptable work and good standing. Please see **Good Academic Standing** for additional information.

#### **FINANCIAL AID WARNING**

At the end of each semester, if a student receiving federal financial aid fails to complete the required number of credits or has a GPA that is below 2.0, that student will automatically be placed on Financial Aid Warning. The College will notify the student and the Financial Aid Office regarding the warning status. The student will be allowed one additional semester with which to improve the deficiency. A student can continue to receive aid during the warning status semester. If a student fails to achieve the qualitative or quantitative satisfactory progress, the student will be ineligible for financial aid ("suspended") and dismissed from the College. For example, if a student is placed on warning at the end of semester 1, that student will receive aid for semester 2. If the student's cumulative GPA and overall pace at the end of semester 2 are not meeting qualitative or quantitative satisfactory progress requirements, the student will be asked to withdraw from the institution at that time, with refunds based on the withdrawal policy. Please see **Termination and Suspension** for additional information.

#### **INCOMPLETE GRADES**

Grades of I (Incomplete) are not considered credits complete. In a course for which a student receives a grade of I (Incomplete), the student must complete all required coursework, by the end of the following semester, to have the credit count as completed and the student will receive a grade of C/R. If this is not achieved, no credit will be awarded, and the student will receive a grade of F. As stated in the College's **Good Academic Standing Policy**, if the student does not resolve the incomplete within the specified semester, the student may be terminated from the program. Please see **Termination and Suspension** for additional information.

#### **REPEATING COURSES**

When students receive a grade of an A - C in a UCDH course, they are not permitted to retake the course to raise the grade. If a student receives a grade of D in a course, in order to meet graduation requirements, the student must complete formal remediation with their course instructor to satisfactorily complete the



course requirements. Upon successful completion of formal remediation, a student will receive a grade of C/R. Students should be aware that there is an additional charge for remediation or for retaking previously presented coursework. A grade of F generally requires retaking the course; however, in unique cases as recommended by the course director and with approval by the Program Director, a student with a failing grade may be allowed to complete formal remediation. A repeated course with a passing grade may be used only once to meet graduation requirements and will count as credits completed. There is a \$25 fee for retaking any exams.

**WITHDRAWALS**

Course withdrawals are not used in calculating the GPA; they are, however, considered when calculating maximum time frame to complete a degree. Generally a withdrawal makes a student ineligible to continue in the program. Withdrawal from a course must be before the 2/3 point in the course, otherwise it will be an F.

**TERMINATION/SUSPENSION**

Any student who fails to meet minimum academic standards due to an I grade resolution may be dismissed from the College and thus from the financial aid programs. The College will communicate the termination status to the student and inform the student of the re-application process. At a minimum, students who reapply and are readmitted into the program must satisfactorily complete courses for which they were deficient. In addition, re-admitted students are generally required to retake all clinical courses beginning in the semester in which they are readmitted.

If a previously dismissed student is readmitted into the program, that student may be able to attend the College at their own expense in order to improve their performance and regain financial aid eligibility. If a financial aid suspension was a result of an extraordinary circumstance which were beyond a student’s control, such as accidents, extreme illness, divorce, or death of an immediate family member, the student may appeal the financial aid suspension to the Program Director. Through the appeals process and supporting documentation, a student must demonstrate that those circumstances have been sufficiently resolved so that the student can return to good standing and successfully complete the program. The student will receive written notification regarding the approval or denial of the appeal within 30 days. If the suspension is approved, the student’s attendance and academic progress will be closely monitored to ensure program completion.

**DENTAL HYGIENE COURSES – SECTION XI**

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**DENTAL HYGIENE PROGRAM OF STUDY AND GRADUATION REQUIREMENTS**

The Utah College of Dental Hygiene offers a Bachelor of Science in Dental Hygiene degree (BSDH) program, which is 20 intensive months in length (after prerequisites).

Upon a student’s successful completion of the dental hygiene program at UCDH the college will confer a Bachelor of Science in Dental Hygiene. Students must meet degree requirements outlined in the college catalog and maintain **a minimum cumulative grade point average of 2.0** on all work attempted at UCDH in all courses to be applied toward their dental hygiene degree at UCDH. Students should consult with their faculty advisor for specific degree requirements. Students planning to graduate must complete and submit/file a Graduation Application Form with the Admissions and Records Office. The applications must be filed during the registration period of the semester in which the student intends to graduate.

**COURSE NUMBERING SYSTEM**

The course numbering system employs three letters and four numbers for the BSDH program and three letters.

**Letters** designate core course content:

<b>PROGRAM COURSES</b>		<b>GENERAL EDUCATION</b>	
BMS	Biomedical Science (BSDH)	MTH	Mathematics
DES	Dental Science (BSDH)	PSY	Psychology
DHS	Dental Hygiene Science (BSDH)	SOC	Sociology
DHP	Dental Hygiene Professional (BSDH)	SPE	Speech
		ENG	English

**First Number** designates the equivalent Year in Program (YIP)

**Second Number** designates semester (1-5) (Used only for BSDH courses)

**Third Number** designates course credit hours

**Fourth Number** designates the unique course identifier

**Definition:** In accordance with the Carnegie definition, a clock hour is a fifty-minute period of lecture, discussion, examination, or quiz, or other learning activity.

**Clock to Credit Hour Formula:**

15 clock hours lecture = 1 Credit Hour

30 clock hours laboratory, clinical, or documented independent study activities = 1 Credit Hour

(No more than 10% of program may be attained by independent study)

This catalog provides a general description of courses and is subject to modification. The listing of a course in the official catalog does not constitute a guarantee or contract that the particular course will be offered during a given year. Course numbers are subject to change. This listing represents the dental hygiene program courses currently offered by UCDH. Additional courses may also be offered. For an exact schedule of fall, spring, and summer classes, consult the appropriate schedule of classes.

## BACHELOR OF SCIENCE IN DENTAL HYGIENE

UCDH offers an accelerated and innovative Bachelor of Science in Dental Hygiene (BSDH) entry-level degree program. The accelerated baccalaureate degree in dental hygiene will allow students to earn their BSDH in only three total calendar years as opposed to the traditional four to five years. This accelerated program will include the equivalent of one year of prerequisite courses (33 credits) and two years in the professional curriculum. Students must complete all prerequisite courses prior to entry into the bachelor's BSDH program.

The BSDH program requires a minimum of 122 credit hours, which includes 33 hours of prerequisite general education coursework. The curriculum is structured into semesters. One credit hour equals fifteen hours of study for lecture components or thirty hours of study for laboratory, clinical and independent study components. Breaks are scheduled between all semesters.

### 2022 Bachelor of Science in Dental Hygiene Curriculum Scope, Sequence, and Course Descriptions

*This accelerated curriculum is designed for completion in two semesters of prerequisite general education coursework and five semesters of bio-medical, technical/occupational, and professional coursework. As outlined in this document, the program, which includes four academic years of coursework, may be completed in 32 consecutive calendar months, including holidays and breaks.*

#### PREREQUISITE COURSEWORK: YEAR 1

<b>Dental Hygiene Prerequisites*</b>	
<i>Students must transfer credit for Year 1 curriculum from an accredited institution of higher education comparable in scope and content to required course.</i>	
Course	Minimum Credit Hours
Microbiology (with lab)	4
Chemistry (with or without lab)	3
College Level Math (i.e. 100 level or higher)	3
Nutrition	3
English I	3
Oral Communication	3
Sociology	3
Psychology	3
Anatomy & Physiology I & II (4 credits each)	8
<b>OR</b> Human Anatomy & Human Physiology (4 credits each)	
<b>TOTAL:</b>	<b>33</b>

#### Dental Hygiene Prerequisites

Course ID	Course Name	Total Credit Hours	Lecture Credit	Lab Credit	Clinical Credit	Total Time
BMC 141	Anatomy & Physiology I	4	3	2	0	75
BMC 143	Microbiology	4	3	2	0	75
ENG 131	Written Communication	3	3	0	0	45
CHE 144	General or Intro Chemistry	3	3	0	0	45
SPE 131	Oral Communication	3	3	0	0	45
	Total	17				285
BMC 142	Anatomy & Physiology II	4	3	2	0	75
BMC 134	Nutrition	3	3	0	0	45
SOC 132	Sociology	3	3	0	0	45
PSY 132	Psychology	3	3	0	0	45
MTH 232	College Level Math (i.e.100 or above )	3	3	0	0	45
	Total	16				255

**YEAR 2**

Course ID	Course	Total	Lecture Credit	Lab Credit	Clinical Credit	Total Time
<b>Semester 1</b>						
BMS 2121	Dental Morphology	2	2	0	0	30
BMS 2123	Head and Neck Anatomy	2	2	0	0	30
BMS 2125	Oral Embryology & Histology	2	2	0	0	30
DHS 2113	Prev Dent & Health Promotion	1	1	0	0	15
DHS 2115	Special Populations: Pediatric & Adolescent	1	1	0	0	15
DHS 2131	Dental Radiology	3	2	2	0	60
DHS 2135	Preclinical DH Theory	3	3	0	0	45
DHS 2137	Preclinical DH Lab	3	0	6	0	90
	<b>Total</b>	<b>17</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>315</b>

<b>Semester 2</b>						
DHS 2211	Ethics & Professionalism	1	1	0	0	15
DHS 2236	Dental Hygiene Process of Care	3	3	0	0	45
DHS 2268	Clinical Dental Hygiene I	6	0	0	12	180
BMS 3232	Pharmacology	3	3	0	0	45
DES 3234	Periodontics I	3	3	0	0	45
DHS 3223	Spanish for Dental Professionals	2	2	0	0	30
	<b>Total</b>	<b>18</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>360</b>

<b>Semester 3</b>						
DES 3311	Oral Diagnosis	1	1	0	0	15
DHP 3319	Personal Professional Goals	1	1	0	0	15
DES 3321	Dental Materials	2	1.5	1	0	37.5
DHS 3322	Clinical DH Rotations (1 <sup>st</sup> Half)	1	0	0	2	30
DHS 3323	Special Population: Geriatric	2	2	0	0	30
DES 3331	Pain Control	3	2	2	0	60
DHP 3333	Research in Dental Hygiene	3	3	0	0	45
DHS 3337	Community Dental Health	3	3	0	0	45
	<b>Total</b>	<b>16</b>	<b>13.5</b>	<b>3</b>	<b>2</b>	<b>277.5</b>

**YEAR 3**

<b>Semester 4</b>						
DHR 3418	National Board Review I	1	1	0	0	15
DHS 3421	Community/Research Practicum	2	1	2	0	45
DHP 3435	Prof DH I: Intro to Expanded Functions	3	3	1	0	60
DES 4422	Periodontics II	2	2	0	0	30
DHS 4425	Advanced DH Practice	2	2	0	0	30
BMS 4431	Pathology	3	3	0	0	45
DHS 4467	Clinical Dental Hygiene II	6	0	0	12	180
	<b>Total</b>	<b>19</b>	<b>12</b>	<b>3</b>	<b>12</b>	<b>405</b>

<b>Semester 5</b>						
DHP 4514	Current Issues in Dentistry	1	1	0	0	15
DHP 4517	Professional DH III: Ed Concepts	1	1	0	0	15
DHR 4518	National Board Review II	1	1	0	0	15
DHP 4524	Practice Management	2	2	0	0	30
DHS 4526	Clinical DH Seminar	2	2	0	0	30
DHP 4527	Professional DH II: Comp Case Studies	2	2	0	0	30
DHP 4539	Professional DH IV: Advanced Concepts	3	3	0	0	45
DHS 4568	Clinical Dental Hygiene III	6	0	0	12	180
DHS 3322	Clinical DH Rotations (2 <sup>nd</sup> Half)	1	0	0	2	30
	<b>Total</b>	<b>19</b>	<b>12</b>	<b>0</b>	<b>14</b>	<b>390</b>

**CREDIT HOUR TOTAL** 122  
(Includes Year 1)

<b>CLOCK HOUR TOTAL</b> 2287.5 Total (Includes 1 Year Lecture, Lab and Clinic Hours)
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## COMPETENCIES FOR THE ENTRY-LEVEL DENTAL HYGIENIST

### I. PROFESSIONALISM

The competent dental hygiene practitioner provides skilled care using the highest professional knowledge, judgment, and ability (ADHA Code of Ethics). This skilled care should be based on contemporary knowledge, and the practitioner should be capable of discerning and managing ethical issues and problems in the practice of dental hygiene. However, the practice of dental hygiene occurs in a rapidly changing environment where therapy and ethical issues are influenced by regulatory action, economics, social policy, cultural diversity, and health care reform. Additionally, dental hygiene is trying to create a unique identity for the profession and increase the knowledge base. Thus, the competent dental hygienist must have regular involvement with large and diverse amounts of information in order to be prepared to practice in this dynamic environment.

1. **Ethics:** *the entry-level dental hygienist must be able to discern and manage ethical issues of dental hygiene practice in a rapidly changing environment.* Specifically, the dental hygienist must:
  - 1.1 Provide ethical dental hygiene care to promote patient health and wellness and assume responsibility for dental hygiene interventions.
  - 1.2 Apply provisions of the Utah State Dental Practice Act and other appropriate state and federal laws, recommendations, and regulations in the provision of dental hygiene care.
  - 1.3 Apply provisions of the American Dental Hygienists' Association Code of Ethics.
  - 1.4 Apply principles of ethical behavior in decision-making, in interactions with patients, staff, and peers in personal conduct.
2. **Information Management and Critical Thinking:** *the entry-level dental hygienist must be able to acquire and synthesize information in a critical, scientific, and effective manner.* Specifically, the dental hygienist must:
  - 2.1 Recognize and use written and electronic sources of information.
  - 2.2 Evaluate published clinical and basic science research and integrate this information to improve the oral health of the patient (evidence-based practice).
  - 2.3 Recognize the responsibility and demonstrate the ability to communicate professional knowledge verbally and in writing.
  - 2.4 Accept responsibility for solving problems and making decisions based on accepted scientific principles, as well as the accepted standard of care.
3. **Professional Identity:** *the entry-level dental hygienist must be concerned* with improving the knowledge, skill, and values of the profession. Specifically, the dental hygienist must:
  - 3.1 Advance the profession through leadership, service activities and affiliation with professional organizations.
  - 3.2 Expand and contribute to the knowledge base of dental hygiene.
  - 3.3 Promote the values of the profession to the public and other organizations.
  - 3.4 Continuously perform self-assessment for life-long learning and professional growth.

### II. HEALTH PROMOTION AND PREVENTION

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

4. **Self-Care Promotion:** *the dental hygienist must be able to provide planned patient educational services using appropriate interpersonal communication skills and educational strategies to promote optimal health.* Specifically, the entry-level dental hygienist must:
  - 4.1 Promote preventive health behaviors by through optimal personal oral and general health.
  - 4.2 Identify the health needs of individuals and assist them in the development of appropriate and individualized self-care regimens.
  - 4.3 Communicate respect for the goals, values, beliefs, and preferences of the patient while promoting optimal oral and general health.

- 4.4 Evaluate factors that can be used to promote patient adherence to disease prevention and encourage patients to assume responsibility for health and wellness.

5. **Community Health Promotion:** *the entry-level dental hygienist must be able to initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.* Specifically, the entry-level dental hygienist must:

- 5.1 Promote the values of oral and general health to the public and organizations within and outside the profession, which could include consumer groups, businesses, and government agencies to support health care issues.
- 5.2 Identify community services that promote oral health and prevent oral disease and related conditions.
- 5.3 Assess, plan, implement, evaluate, and promote community-based oral health programs.
- 5.4 Promote access to care through screening, referral, and education to bring individuals into the health care delivery system.
- 5.5 Provide dental hygiene services in a variety of settings, which could include dental offices, hospitals, clinics, extended care facilities, community programs, and schools.
- 5.6 Discuss selected reimbursement mechanisms and their impact on the patient's access to oral health care.

### III. PATIENT CARE

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

6. **Assessment:** *the dental hygienist must be able to systematically collect, analyze and accurately record baseline data on general, oral, and psychosocial health status using methods consistent with medicolegal principles.* Specifically, the entry-level dental hygienist must be able to:

- 6.1 Obtain, review, and update a complete medical, family, psychological, and dental-oral history and be able to record the findings.
- 6.2 Recognize the patient record as a legal document and maintain its accuracy and confidentiality.
- 6.3 Recognize medical conditions, including assessment of vital signs, and medications that require special precautions or consideration prior to or during dental hygiene treatment; use consultations and diagnostic testing as needed.
- 6.4 Identify the patient at risk for a medical emergency and be prepared to handle the emergency should it occur during an appointment.
- 6.5 Perform an extraoral & intraoral examination and record the findings.
- 6.6 Perform an examination of the teeth and accurately record the results.
- 6.7 Recognize need for & obtain radiographs of diagnostic quality.
- 6.8 Radiographically distinguish normal from abnormal findings.
- 6.9 Evaluate the periodontium and identify conditions that compromise periodontal health and function.
- 6.10 Identify conditions and diseases that affect dietary intake and food selection and recognize risks and benefits of alternative food patterns.
- 6.11 Utilize, interpret, and analyze appropriate indices for patient assessment.
- 6.12 Assess and analyze patient risk factors that may impact dental hygiene care.

7. **Diagnosis:** *the dental hygienist must be able to use assessment data to determine a diagnosis at a level consistent with his or her education.* Specifically the entry-level dental hygienist must be able to:

- 7.1 Use critical decision-making skills to reach conclusions about the patient's dental hygiene needs based on all available assessment data including:
  - 7.1.1 Use assessment findings, etiologic factors, clinical and other diagnostic data in determining an accurate diagnosis.
  - 7.1.2 Identify patient needs and significant findings that impact the delivery of dental hygiene care.
  - 7.1.3 Analyze and interpret data related to a diagnosis made by a dentist and other health professional.

8. **Planning:** *the dental hygienist must be able to discuss the condition of the oral cavity, actual and potential problems identified, etiological and contributing factors, as well as recommended and alternative treatments available.* Specifically, the entry-level dental hygienist must be able to:
- 8.1 Determine priorities and establish oral health goals with the patient/family and/or guardian as an active participant.
  - 8.2 Using a problem-based approach, establish a planned sequence of educational and clinical services based on the diagnosis.
  - 8.3 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 the patient's oral healthcare.
  - 8.4 Communicate the treatment plan to the patient and obtain informed consent.
9. **Implementation:** *the dental hygienist must be able to provide treatment in compliance with the overall treatment plan that includes preventive and therapeutic procedures to promote and maintain oral health and assist the patient in achieving oral health goals.* Specifically, the entry-level dental hygienist must be able to:
- 9.1 Evaluate and utilize methods to ensure the health and safety of the patient and the dental hygienist in the delivery of dental hygiene care.
  - 9.2 Apply principles of both hand and powered dental hygiene instrumentation to locate and remove deposits without undue trauma to hard and/or soft tissue:
  - 9.3 Control pain and anxiety during treatment through the use of accepted clinical techniques and appropriate behavioral management strategies.
  - 9.4 Select and administer appropriate chemotherapeutic agents and provide pre- and post-treatment instructions.
  - 9.5 Provide selected adjunct dental hygiene services that can be legally performed.
10. **Evaluation:** *the dental hygienist must be able to evaluate the effectiveness of planned clinical and educational services and modify, as necessary.* Specifically, the entry-level dental hygienist must be able to:
- 10.1 Determine the outcomes of dental hygiene interventions (re-evaluation) using indices, instruments, examination techniques and patient self-report.
  - 10.2 Evaluate patient's satisfaction with oral health care received and oral health status achieved.
  - 10.3 Reevaluate the diagnosis based on evaluation findings.
  - 10.4 Provide subsequent treatment based on evaluation findings.
  - 10.5 Develop and maintain a continuing care program.
- 11 **Professional Growth:** *the dental hygienist must be able to take advantage of a variety of opportunities for professional growth and development and must be able to transfer skills, e.g., in communication, problem-solving, and critical thinking to grow individually as a professional and collectively as a profession.* Specifically, the entry-level dental hygienist must be able to:
- 11.1 Identify alternative career options within healthcare.
  - 11.2 Access professional and social networks and resources to assist in professional growth and development.
  - 11.3 Recognize the responsibility as a professional to give back to the community through service opportunities.
  - 11.4 Evaluate continuing education offerings to determine applicability to personal professional growth needs.

**ACKNOWLEDGMENTS:** This document is based on work previously completed at the University of Oklahoma College of Dentistry, as well as that carried out by several other schools of dentistry, including the University of California, Los Angeles; Baylor College of Dentistry; SUNY at Buffalo; University of Puerto Rico; The University of Texas Health Science Center at San Antonio; and the University of the Pacific, as well as on the ADEA documents, *Competencies for Entry into the Profession of Dental Hygiene and ADEA Competencies for Entry into the Allied Dental Professions.*

**NOTICE:** The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a Court of Appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 60611 or by calling 1-800-621-8099 extension 2719

## Course Descriptions

Course ID	Course	
<b>Semester 1</b>		
DHS 2135	Preclinical Dental Hygiene Theory	Introduction to theory of the dental hygiene process of care and the practice of dental hygiene. Students will become acquainted with concepts necessary to provide competent dental hygiene care. Principles of basic instrumentation, prevention of disease transmission, patient assessment procedures, treatment interventions, and introduction to clinical protocol are included.
DHS 2137	Preclinical Dental Hygiene Lab	This course emphasizes practical application of fundamental concepts and principles of patient care discussed in Preclinical Theory. Introduction to the clinical environment with guided practice sessions on models, manikins, and student partners. Emphasis is placed upon development of skills and dexterity necessary for routine dental hygiene treatment.
DHS 2131	Dental Radiology	Introduces principles of x-radiation production and safety factors; application and theory of properly exposing, processing, mounting, and evaluating radiographs; identification of normal anatomic landmarks and pathologic conditions. Focuses on utilization of the laboratory in performing procedures necessary to produce quality radiographs.
BMS 2121	Dental Morphology	Study of the form and structure of the permanent and deciduous teeth, as well as eruption patterns, nomenclature, definitions, and descriptions of tooth components. Identification of individual teeth, occlusion, and root morphology are stressed.
BMS 2123	Head and Neck Anatomy	Focus on the anatomical features of the head and neck with particular emphasis on the trigeminal nerve and other structures pertinent to the administration of local anesthetics.
BMS 2125	Oral Embryology & Histology	Study of normal development of the oral cavity and facial complex, including an introduction to the influence of disease on normal development. A histological background is provided for the development of alveolar bone, cartilage, teeth, oral mucosa, tongue, temporomandibular joint, the periodontium, and salivary glands.
DHS 2115	Special Populations: Pediatric & Adolescent	Introduction to the emotional, physiological, and psychological factors specific to pediatric and adolescent patients. Applied techniques for pediatric and adolescent patients, as well as for individuals with selected medical conditions.
<b>Semester 2</b>		
DHS 2236	Dental Hygiene Process of Care	Provides expansion of knowledge to provide dental hygiene treatment, including ultrasonic instrumentation, root debridement, sealants, and dentinal hypersensitivity. Students are introduced to self-assessment in the clinical environment, prosthetic appliance care and DH treatment of orthodontic patients. Presentation of DH case study that includes medical emergency is required.
DHS 2268	Clinical Dental Hygiene I	Initial continued guided practice sessions with student partners. Students then begin provision of dental hygiene care to patients with relatively uncomplicated needs. Experiences include assisting, exposing, developing, mounting, and assessing radiographs, as well as other adjunct clinical procedures.
DHS 2211	Ethics & Professionalism	Study of professional ethics with the goal of promoting ethical reasoning and conduct. Topics of discussion include ethical decision-making models, the ADHA Code of Ethics, dealing with conflicting values, and responding to unethical behavior. Also includes basic tenets of law as it may apply to dentistry and dental hygiene.
BMS 3232	Pharmacology	This course covers general pharmacology including the study of drug groups, dosages, administration, and reaction of drugs common to dental patients.
DES 3234	Periodontics I	Study of normal and diseased periodontium to include structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics in a contemporary private practice setting.
DHS 3223	Spanish for Dental Hygiene Professionals	Introduction to essential language necessary to provide for oral healthcare needs for Spanish speaking patients. Includes verbal communication suitable for medical and dental history gathering, prevention, and other commonly encountered situations.

**Semester 3**

DES 3331	Pain Control	Examines neurophysiology and pharmacology of local anesthetic agents. Mastery of the armamentarium and techniques of regional anesthesia in dentistry are emphasized. Prevention and treatment of anesthetic complications are reviewed and practiced. This course also includes the history, pharmacology, physiology, toxicology, patient evaluation, equipment, and techniques of nitrous oxide/oxygen inhalation sedation.
DHS 3337	Community Dental Health	Study of concepts, methods, and issues of dental public health. Emphasis is on evidence-based criteria for effective promotion and prevention of dental disease in public health settings. Concepts of dental health education and program planning in the community setting are reinforced through development of a prototype project and through case-based materials. Includes methods of assessment, planning, implementation, and evaluation. Course activities reinforce skills in speaking and writing effectively in preparation for the subsequent field experiences.
DHP 3333	Research in Dental Hygiene	The basic principles of research methodology and biostatistics as they apply to the practice of dental hygiene. Emphasis will be placed on critical evaluation of scientific literature, research protocol design and scientific writing.
DES 3311	Oral Diagnosis	Introduction to differential and definitive diagnosis as it applies to the practice of dental hygiene includes study of pathophysiology and diagnostic indicators of common conditions. Communication of the diagnosis to the patient and/or interdisciplinary healthcare providers is also emphasized.
DHS 3323	Special Populations: Geriatric	Introduction to the emotional, physiological, and psychological factors specific to the adult patient. Applied techniques for pregnant, menopausal, and elderly patients as well as for individuals with selected medical conditions and those in diverse settings.
DHP 3319	Personal Professional Goals	Identification and exploration of the six professional roles of dental hygienists as defined by the American Dental Hygiene Association including: administrator/manager advocate, clinician, educator, public health practitioner and researcher. Current and proposed workforce models will be discussed; students will begin to establish personal professional goals and be introduced to a system to plan and pursue personal professional goals throughout their professional lifetimes.
DHS 3322	Clinical Dental Hygiene Rotations (1 <sup>st</sup> Half)	Practical experiences in various clinical aspects of general and specialty dentistry. Includes assisting, observing, and providing dental hygiene services to patients in selected settings to observe the integration of clinical dental hygiene within the field of dentistry.

**Semester 4**

DHS 4425	Advanced Dental Hygiene Practice	This course is designed to begin preparing the learner for transition to practitioner. Includes theory and practice of advanced instrumentation techniques and care of patients with complex medical problems.
DHS 4467	Clinical Dental Hygiene II	Application of the dental hygiene process of care to the child, adolescent, adult, geriatric, and special needs patient with increasingly difficult classification of gingival and periodontal disease. Students will prepare for clinical practice using self-assessment, evaluation, and critical thinking skills.
DHS 3421	Community/Research Practicum	Required community/public health field experiences. The chief focus of the course is assessing, planning, implementing, and evaluating a research proposal or a major community health project. All students also carry out short-term community oral health projects.
DHP 3435	Professional Dental Hygienist I: Intro to Expanded Functions	An introductory course on assessing and implementing expanded functions in a dental office. This includes reviewing dental treatments including restorations, root canals, oral surgery, fixed and removable prosthetics, and the instruments associated with those procedures. Active learning activities will reinforce the understanding of restorative procedures. This includes the principles and handling characteristics of various instruments and restorative materials.
DES 4422	Periodontics II	This course is designed to teach the dental hygiene student how to relate the biologic rationale for various treatment procedures to the conceptual understanding of the various periodontal disease processes; how to collect pertinent data, analyze it, and then treatment plan appropriate therapy for individual periodontal patients. Also to understand both non-surgical and surgical rationale, therapy, and techniques involved.
BMS 4431	Pathology	Focuses on the fundamentals of general pathology and the disease process. Covers oral pathology with emphasis on recognition and identification of pathologic conditions that most frequently occur around the oral cavity. Helps students identify appropriate referral mechanisms to render a definitive diagnosis.
DHR 3418	National Board Review I	Reviews content from the previous year's courses in preparation for the National Board Dental Hygiene Examination.



**Semester 5**

DHP 4514	Current Issues in Dentistry	Provides the opportunity to explore important issues relating to dental hygiene and dentistry; to develop opinions, based on objective and subjective data, regarding significant professional issues facing dental hygiene and the strategies that may potentially resolve those issues; and to discuss and debate current issues relating to dental hygiene and/or dental hygiene education.
DHP 4517	Professional Dental Hygienist III: Educational Concepts	A basic study of educational concepts, including educational theory and methodology, with the purpose of applying concepts to patient education encounters or group/classroom educational presentations. The course will also allow development of transferable knowledge for personal learning to continually increase critical thinking and self-assessment skills and to foster a commitment to lifelong learning and professional development. The course includes personal professional goal setting, portfolio completion, and construction of an individual learning plan based upon personal professional goals.
DHR 4518	National Board Review II	Reviews content specific courses content in preparation for the National Board Dental Hygiene Examination.
DHP 4524	Practice Management	Study of the administrative functions and responsibilities needed for the dental hygienist with focus on the student's personal professional goals. Topics include leadership skills, team, and business. Personal career development planning will also be discussed, including job search considerations, strategies, and employment issues. Focus will also include a plan for continuing attainment of PPG after graduation.
DHS 4526	Clinical Dental Hygiene Seminar	Through seminar and lecture students explore clinical issues as they arise and learn advanced dental hygiene principles, and additional clinical functions performed by hygienists. The students will demonstrate skill in critical thinking through the use of case studies.
DHP 4527	Professional Dental Hygienist II: Comprehensive Case Studies	A case-oriented course that emphasizes the role of the dental hygienist in the assessment, diagnosis, planning, implementation, evaluation, and documentation (ADPIED) of the dental hygiene process of care. Cases and related patient management techniques are presented for discussion, analysis, and/or report.
DHP 4539	Professional Dental Hygienist IV: Advanced Concepts	This course covers three specific critical areas utilizing advanced radiographic interpretation; pharmacokinetics and pharmacodynamics of anesthetic agents, including the identification of anesthetic complications and adverse reactions; and a comprehensive study of medical emergencies.
DHS 4568	Clinical Dental Hygiene III	Application of the dental hygiene process of care to increasingly difficult classifications of gingival and periodontal disease, with an emphasis on transition to private practice dental hygiene. Care of the child, adolescent, geriatric, and special needs patient continues, including those with complex medical problems. Emphasis is placed on attaining the competency and efficiency that will provide for successful performance on clinical board evaluations and in private practice.
DHS 3322	Clinical Dental Hygiene Rotations (2 <sup>nd</sup> half)	Practical experiences in various clinical aspects of general and specialty dentistry. Includes assisting, observing, and providing dental hygiene services to patients in selected settings to observe the integration of clinical dental hygiene within the field of dentistry. This semester involves more difficult patients than summer semester.



**Kenneth Molen D.D.S., M.A.- College Founder and Board Chair**

**B.A.** Education 1963 - Brigham Young University

**M.A.** Education 1968 - Chapman College

**D.D.S.** Doctor of Dental Surgery 1976 - Loyola Of Chicago Dental College

Dr. Molen is the owner and founder of the Utah College of Dental Hygiene (UCDH) and was the dental hygiene Program Director from 2008 to present.

Dr. Molen taught in Newport Beach Ca, from 1963 to 1972. He holds two lifetime teaching credentials in Elementary and Junior College teaching. In 1968 he was granted a Master's Degree in Education from Chapman College in Orange, CA. It was while doing graduate work on a doctorate at USC that Dr. Molen transferred to Loyola of Chicago Dental College.

Dr. Molen has successfully passed the Dental Board Exams of 10 states. He has practiced in New Mexico, Colorado, and Utah. In 1985 - 86 Dr. Molen was the supervising dentist at Weber State College, School of Dental Hygiene. He supervised the clinical work of 20 hygienists. In 1984 Dr. Molen opened his first Dental Assisting Training School. During the following 13 years, over 1000 dental assistants from the United States and Canada, graduated from his program. He has over 31 years in the private practice of dentistry, and 40 years as an educator. It is this background that he used to begin the Utah College of Dental Hygiene and Chair the Board.

**Brent Molen, R.D.H., B.S., M.Ed., Director Emeritus, Dental Hygiene**

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**M. Ed.** – Education and Curriculum Development 2008 - University of Phoenix

**BS** - Business Marketing 2004 - University of Phoenix

**AAS** - Dental Hygiene 2007 - Utah College of Dental Hygiene

**AAS** - Dental Laboratory Technology 1999 - Idaho State University and Associate of Science

**AS**- Associate of Science 1997 – Utah Valley State College

Professor Molen currently serves as a permanent Board Member and as President of the Utah College of Dental Hygiene. He has been or is currently a course instructor/professor for the following core dental hygiene curriculum subjects taught at the Utah College of Dental Hygiene: Dental Morphology, Dental Embryology, Dental Histology, Dental Materials, NBDHE /Board Review, Professional Dental Hygiene IV, and Professional Dental Hygiene I - Expanded Functions. Professor Molen has also served as a clinical instructor for first- and second-year dental hygiene students.

Professor Molen has been working in the dental field for more than twenty years. His first job in the dental field was as a dental laboratory marketing assistant at Snow Mountain Orthodontic Laboratory in 1985. Since then, he has worked as a dental hygiene instructor/professor, dental hygienist, dental laboratory technician, dental laboratory owner (DentOvations Dental Lab), dental front office manager, pediatric surgical center/O.R. dental assistant, and as a dental assisting instructor teaching subjects related to dental anatomy, dental materials, dental morphology, dental radiology, and dental laboratory concepts.

Professor Molen has been the School Coordinator for the Western Regional Exam Board (WREB) dental hygiene and anesthesia exams conducted at the Utah College of Dental Hygiene since 2008. Professor Molen has contributed various illustrations and how-to guides to the medical/dental education profession as a medical/dental illustrator. In 2012 Professor Molen was presented with the "Instructor of The Year" Award from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2015 Professor Molen was awarded the "Outstanding Volunteer" Award from the Accrediting Commission of Career Schools and Colleges (ACCSC). In 2018 Professor Molen was accepted into the Massachusetts College of Pharmacy and Health Sciences (MCPHS) Master of Science in Dental Hygiene Program at the Forsyth School of Dental Hygiene to begin work on earning a Master's Degree in Dental Hygiene.

Careers Unlimited L.L.C. Board of Directors - Kenneth Molen, Arda Molen, Brent Molen, & Krista McClure.

**CATALOG SOURCES AND LISTINGS** <sup>1</sup> References for all career and employment opportunities/statistics mentioned in this report are available upon request.

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## **Appendix A**

### **ADMISSION FOR INTERNATIONAL STUDENTS:**

Currently UCDH can only accept applicants and students who have legal status as United States citizens. The following are acceptable for admissions: U.S. Citizenship or Permanent Residency with a Green Card (I-551). International students (or foreign students) from other countries are not currently eligible for acceptance by Careers Unlimited. UCDH cannot accept students that are not United States Citizens, such as students with DACA status, F1 visa, F2 visa, J1 visa, J2 visa, G series visa's, etc.