

**FERRIS STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
DENTAL HYGIENE PROGRAM**

STUDENT HANDBOOK



2022-2023

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WELCOME

Welcome to the Dental Hygiene Program at Ferris State University. You have chosen a program that is both challenging and rewarding. The courses that you will be taking while you are enrolled in the program will prepare you for entry level dental hygiene practice. Successful completion of the courses makes you eligible to take the national, state, and/or regional examinations required for licensure to become a Registered Dental Hygienist.

This Student Handbook contains a great deal of information about the requirements and expectations of the Dental Hygiene Program. It includes information about student organizations and campus resources available to you. This handbook does not replace the Ferris Student Handbook. This handbook serves as an extra source of information specific to the Dental Hygiene Program.

We encourage you to become familiar with this handbook, as it will be useful in answering many of your questions as you journey through the Dental Hygiene Program.

The faculty and staff of the Dental Hygiene Program at Ferris State University are anxious to meet you and guide you as you progress through the program. We all want you to learn and thrive to be the best dental hygienist.

Sincerely,

Dental Hygiene Faculty and Staff

FERRIS STATE UNIVERSITY MISSION STATEMENT

Ferris State University prepares students for successful careers, responsible citizenship, and lifelong learning. Through its many partnerships and its career-oriented, broad-based education, Ferris serves our rapidly changing global economy and society.

COLLEGE OF HEALTH PROFESSIONS (CHP) MISSION STATEMENT

The mission of the CHP is to train and educate future healthcare professional leaders through inter-professional collaboration, practice and academic excellence.

DENTAL HYGIENE MISSION STATEMENT

Building upon the mission, vision and values of the CHP, the Dental Hygiene Program will be a leader in providing opportunities for innovative teaching and learning in a career-oriented technologies for the professional education of entry level dental hygienists.

ABOUT THE COLLEGE OF HEALTH PROFESSIONS

College of Health Professions (CHP) programs engage students into their field of study through real- world lab settings and simulations, active interaction with healthcare professionals, embedded clinical and internship experiences, student organizations, professional organization membership opportunities, and more. A small classroom size for both face-to-face and virtual courses allows students to know each other and the professor. Embedded in a rural community with close access to urban environments, students can gain first-hand knowledge of living and working in rural and urban America while realizing how this impacts healthcare delivery and the overall health of a community.

The College of Health Professions prepares graduates to work with physicians, dentists, and other health professionals in safeguarding the health of diverse populations. The College offers many programs in health-related areas.

PROGRAM OUTCOMES

1. Graduates of the Dental Hygiene Program will utilize evidence-based knowledge and clinical competencies required to provide current, comprehensive dental hygiene services.
2. Graduates of the Dental Hygiene Program will communicate effectively to acquire, develop, and convey ideas and information to diverse populations.
3. Graduates of the Dental Hygiene Program will adhere to the ethical, legal and professional conduct expected of the dental hygiene profession.

TELEPHONE DIRECTORY

Ferris State University Switchboard	231-591-2000
Extended Learning – Campus	800-562-9130
Library – Main	231-591-3602
Public Safety	231-591-5000
Registrar’s Office	231-591-2790
College of Health Professions Dean’s Office	231-591-2270
Dental Hygiene Program Office	231-591-2261
Dental Hygiene Clinic	231-591-2260
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FERRIS STATE UNIVERSITY DENTAL HYGIENE PROMOTING ORAL HEALTH CAREER INFORMATION

Important Facts About Dental Hygienists

Source: O'NetOnline.org, American Dental Association, American Dental Hygiene Association, National Dental Hygienist Association, Sigma Phi Alpha

What You Should Know:

- Dental hygienists are projected to be one of the 20 fastest growing occupations.
- Job opportunities should continue to be good.
- Part-time work and flexible schedules are common.

What Dental Hygienists Do?

- Dental hygienists are professionals, licensed by the state in which they practice in, who complete extensive educational and clinical preparation in preventive oral health care. A dental hygienist is a clinician, oral health care educator, health promoter, consumer advocate, administrator, and researcher.
- Dental hygienists provide preventive dental care including teeth cleaning, fluoride applications, placing pit and fissure sealants, provide pain management skills in administration of nitrous oxide and local anesthesia, take x-rays, as well as educate patients about good oral hygiene.
- Dental hygienists use hand and rotary instruments, ultrasonic scalers, light curing units, and x-ray machines.
- Flexible scheduling is a distinctive feature of this job. Full-time, part-time, evening, and weekend work is widely available. Dentists frequently hire hygienists to work only 2 or 3 days a week, so hygienists may hold jobs in more than one dental office.
- Many dental hygienists work in private dental offices. Some work in public health agencies, hospitals, and clinics. Opportunities exist in Michigan for a PA 161 practice.

EARNING A DENTAL HYGIENE EDUCATION

A dental hygienist is a licensed preventive oral health professional who provides educational, clinical, and therapeutic services to the public. In order to become prepared to perform these services, the dental hygienist requires an extensive educational background.

Dental hygiene education is a minimum of 2 years but can be as long as 4 years.

- 2-year programs offer a diploma, certificate, or associate degree
- 4-year programs offer a baccalaureate degree
- Master's level programs are offered for those interested in education, research, or administration

An accredited dental hygiene program requires an average of 1,948 clock hours of curriculum. This includes 585 clock hours of supervised clinical dental hygiene instruction.

- General education courses including English, speech, psychology, and sociology
- Basic science courses including general chemistry, anatomy, physiology, biochemistry, microbiology, pathology, nutrition, and pharmacology
- Dental science courses including dental anatomy, head and neck anatomy, oral embryology and histology, oral pathology, radiography, periodontology, pain control, and dental materials
- Dental hygiene science courses including oral health education and preventive counseling, patient management, clinical dental hygiene, community dental health, medical and dental emergencies including basic life support, and legal and ethical aspects of dental hygiene practice
- Supervised instruction in pre-clinical and clinical practice

POLICY ON ACCREDITATION

Commission on Dental Accreditation

The Ferris State University Dental Hygiene Program is accredited by the Commission on Dental Accreditation. A copy of the Accreditation Standards can be obtained through the Commission at www.ada.org/coda and are on file in the Dental Hygiene Program Coordinator's Office for you to review.

You may exercise your rights as a student and to this end may present positive comments, grievances, or recommend changes in this program on behalf of yourself without fear of reprisals, interference, coercion, or discrimination.

You may contact the American Dental Association on Accreditation about complaints that relate to the programs' compliance with the accreditation standards at the following address and phone number: 211 East Chicago Avenue, Chicago, IL, 60611-2678 telephone 800-621-8099.

FOR ADDITIONAL INFORMATION:

For information about accredited programs and educational requirements, contact: Commission on Dental Accreditation, American Dental Association, 211 E. Chicago Ave., Suite 1814, Chicago, IL 60611. <https://www.ada.org/en/coda>

DENTAL HYGIENE COMPETENCIES

According to the "Competencies for Entry into the Profession of Dental Hygiene" American Association of Dental Schools Home of Delegates 1999 Annual Session, the dental hygienist must exhibit competencies in the five following domains:

1. The dental hygienist must possess, first, the **Core competencies (C)**, the ethics, values, skills, and knowledge integral to all aspects of the profession. These core competencies are foundational to the roles of the dental hygienist.
2. Second, **Health Promotion (HP)** Disease Prevention is a key component of health care, changes within the health care environment require the dental hygienist to have a general knowledge of wellness, health determinants, and characteristics of various patient/

client communities. The hygienist needs to emphasize both prevention of disease and effective health care delivery.

3. Third is the dental hygienist's complex role in the **Community (CM)**. Dental hygienists must appreciate their role as health professionals at the local, state, and national levels. This role requires the graduate dental hygienist to assess, plan, and implement programs and activities to benefit the general population. In this role, the dental hygienist must be prepared to influence others to facilitate access to care and services.
4. Fourth is **Patient/Client Care (PC)**, requiring competencies described here in ADPIE format. Because the dental hygienist's role in patient/client care is every changing, yet central to the maintenance of health, dental hygiene graduates must use their skills to assess, diagnose, plan, implement, and evaluate treatment.
5. Fifth, like other health professionals, dental hygienists must be aware of a variety of opportunities for **Professional Growth and Development (PGD)**. Some opportunities may increase clients' access to dental hygiene; others may offer ways to influence the profession and the changing health care environment. A dental hygienist must possess transferable skills (e.g., in communication, problem solving, and critical thinking) to take advantage of these opportunities.

Core Competencies

- C.1 Apply a professional code of ethics in all endeavors.
- C.2 Adhere to state and federal laws, recommendations, and regulations in the provision of dental hygiene care.
- C.3 Provide dental hygiene care to promote patient/client health and wellness using critical thinking and problem solving in the provision of evidenced-based practice.
- C.4 Assume responsibility for dental hygiene actions and care based on accepted scientific theories and research, as well as the accepted standard of care.
- C.5 Continuously perform self-assessment for life-long learning and professional growth.
- C.6 Advance the profession through service activities and affiliations with professional organizations.
- C.7 Provide quality assurance mechanisms for health services.
- C.8 Communicate effectively with individuals and groups from diverse populations both verbally and in writing.
- C.9 Provide accurate, consistent, and complete documentation for assessment, diagnosis, planning, implementation, and evaluation of dental hygiene services.
- C.10 Provide care to all clients using an individualized approach that is humane, empathetic, and caring.

Health Promotion and Disease Prevention

- HP.1 Promote the values of oral and general health and wellness to the public and organizations within and outside the profession.
- HP.2 Respect the goals, values, beliefs, and preferences of the

- patient/client while promoting optimal oral and general health.
- HP.3 Refer patients/clients who may have a physiological, psychological, and/or social problem for comprehensive patient/client evaluation.
 - HP.4 Identify individual and population risk factors and develop strategies that promote health related quality of life.
 - HP.5 Evaluate factors that can be used to promote patient/client adherence to disease prevention and/or health maintenance strategies.
 - HP.6 Evaluate and utilize methods to ensure the health and safety of the patient/client and the dental hygienist in the delivery of dental hygiene.

Community Involvement

- CM.1 Asses the oral health needs of the community, and the quality and availability of resources and services.
- CM.2 Provide screening, referral, and educational services that allow clients to access the resources of the health care system.
- CM.3 Provide community oral health services in a variety of settings.
- CM.4 Facilitate client access to oral health services by influencing individuals and/or organizations for the provision of oral health care.
- CM.5 Evaluate reimbursement mechanisms and their impact on the patient's/client's access to oral health care.
- CM.6 Evaluate the outcomes of community-based programs and plan for future activities.

Patient and Client Care

Assessment

- PC.1 Systematically collect, analyze, and record data on the general, oral, and psychosocial health status of a variety of patients/clients using methods consistent with medico-legal principles. This competency includes:
 - a. Select, obtain, and interpret diagnostic information recognizing its advantages and limitations.
 - b. Recognize predisposing and etiologic risk factors that require intervention to prevent disease.
 - c. Obtain, review, and update a complete medical, family, social, and dental history.
 - d. Recognize health conditions and medications that impact overall patient/client care.
 - e. Identify patients/clients at risk for a medical emergency and manage the patient/client in a manner that prevents an emergency.
 - f. Perform a comprehensive examination using clinical, radiographic, periodontal, dental charting, and other data collection procedures to assess the patient's/client's needs.

Determine health care plan

- PC.2 Use critical decision-making skills to reach conclusions about the patient's/client's dental hygiene needs based on all available assessment data. This competency includes:
- a. Use assessment findings, etiologic factors, and clinical data in determining a dental hygiene diagnosis.
 - b. Identify patient/client needs and significant findings that impact the delivery of dental hygiene services.
 - c. Obtain consultations as indicated.

Planning

- PC.3 Collaborate with the patient/client, and/or other health professionals, to formulate a comprehensive dental hygiene care plan that is patient/client-centered and based on current scientific evidence. This competency includes:
- a. Prioritize the care plan based on the health status, and the actual and potential problems of the individual to facilitate optimal oral health.
 - b. Establish a planned sequence of care (educational, clinical, and evaluation) based on the dental hygiene diagnosis; identified oral conditions; potential problems; etiologic and risk factors; and available treatment modalities.
 - c. Establish a collaborative relationship with the patient/client in the planned care to include etiology, prognosis, and treatment alternatives.
 - d. Make referrals to other health care professionals.
 - e. Obtain the patient's/client's informed consent based on a thorough case presentation.

Implementation

- PC. 4 Provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health. Assist in achieving oral health goals formulated in collaboration with the patient/client. This competency includes:
- a. Perform dental hygiene interventions to eliminate and/or control local etiologic factors to prevent and control caries, periodontal disease, and other oral conditions.
 - b. Control pain and anxiety during treatment using accepted clinical and behavioral techniques.
 - c. Provide life support measures to manage medical emergencies in the patient/client care environment.

Evaluation

- PC. 5 Evaluate the effectiveness of the implemented clinical, preventive, and educational services, and modify as needed. This competency includes:
- a. Determine the outcomes of dental hygiene interventions using indices, instruments, examination techniques, and patient/client self-report.

- b. Evaluate the patient's/client's satisfaction with the oral health care received, and the oral health status achieved.
- c. Provide subsequent treatment or referrals based on evaluation findings.
- d. Develop and maintain a health maintenance program.

Professional Growth and Development

- PGD.1 Identify alternative career options within healthcare, industry, education, and research, and evaluates the feasibility of pursuing dental hygiene opportunities.
- PGD.2 Develop management and marketing strategies to be used in non-traditional health care settings.
- PGD.3 Access professional and social networks and resources to assist entrepreneurial initiatives.

TECHNICAL STANDARDS FOR DENTAL HYGIENE STUDENTS - ESSENTIAL ABILITIES*

Dental hygienists are licensed oral health professionals who focus on prevention and treating oral diseases – both to protect teeth and gums, and to protect patient's total health. They are graduates of accredited dental hygiene educational programs in colleges and universities and must take a written national board examination and a clinical examination before they are licensed to practice in a particular state. In addition to treating patients directly, dental hygienists may also work as educators, researcher, and administrators.

Source: adha.org

*The University complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Disabilities Act of 1990. Therefore, the University will make reasonable accommodations for participants with disabilities who are otherwise qualified.

This occupation requires one to:

- Work with co-workers, patients, etc. Contact would be face-to-face, by telephone, or otherwise.
- Work with their hands. One must be able to handle, control and feel objects using tools and equipment.
- Follow and comply with MIOSHA, OSHA, and CDC guidelines as far as personal protective equipment (PPE). All clinical work requires the use of laboratory coats, safety glasses, gloves, masks, closed toed shoes.
- Perform their job tasks in very close proximity to their patient. Usually within feet of another human being.
- Be approximately 80% sitting time or more, depending on the work environment.
- Have a strong neck, back, hand and forearms.
- Have constant repetitive motion with fingers, hands, and arms with the body usually in a seated position.
- Be exposed to diseases or infections presented by the public.
- Make frequent decision-making that affects other people, financial resources, and/or the image and reputation of the organization.
- Be very exact or highly accurate in performing this job.

Tasks:

- Clean hard deposits, accretions, and stains from teeth and beneath margins of gums, using dental instruments.
- Feel and visually examine gums for sores and signs of disease.
- Chart conditions of decay and disease for diagnosis and treatment by dentist.
- Feel lymph nodes on patient's head and neck to detect swelling and/or tenderness that could indicate presence of oral cancer.
- Apply fluorides and other cavity preventing agents to stop dental decay.
- Examine gums, using probes, to locate periodontal recessed gums and signs of gum disease.
- Expose and develop x-ray film.
- Provide clinical services and health education to improve and maintain oral health of school children.
- Remove excess cement from coronal surfaces of teeth.
- Make impressions for study casts.
- Administer anesthetics or sedatives to control pain.

Tools and Technology Used in This Occupation:

- Dental lasers (not currently used at FSU) & caries detection aids
- Dental probes – calculus explorers, caries explorers, Nabers furcation probes, periodontal probes
- Dental scalers – Cavitron ultrasonic scalers, hand instruments (scalers)
- Dental x-ray units – Dental x-ray machines; digital dental x-ray units; panoramic dental x-ray units, portable x-ray units, (not used at FSU).
- Teeth cleaning devices or accessories – air driven dental polishers; air/water syringes; motor driven dental polishers
- Accounting software – dental billing software
- Calendar and scheduling software – EagleSoft used at FSU
- Inventory Management software
- Other types of software; voice activated software; periodontal charting software (not used at FSU, currently)
- Word processing software

KNOWLEDGE

- **Medicine and Dentistry** – Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- **Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Biology** – Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
- **Education and Training** – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and

- groups, and the measurement of training effects.
- **English Language** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
 - **Psychology** – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
 - **Sales and Marketing** – Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
 - **Public Safety and Security** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
 - **Production and Processing** – Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

SKILLS

- **Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking** – Talking to others to convey information effectively.
- **Active Learning** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Reading Comprehension** – Understanding the written sentences and paragraphs in work related documents.
- **Time Management** – Managing one's own time and the time of others.
- **Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Social Perceptiveness** – Being aware of other's reactions and understanding why they react as they do.
- **Coordination** – Adjusting actions in relation to others' actions. Instructing – Teaching others how to do something.
- **Writing** – Communicating effectively in writing as appropriate for the needs of the audience.

ABILITIES REQUIRED

- **Finger Dexterity** – the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Near Vision** – The ability to see details at close range (within a few feet of the observer).
- **Manual Dexterity** – The ability to quickly move your hand, your hand and forearm, or two hands to grasp, manipulate, or assemble objects.

- **Arm-Hand Steadiness** – The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Problem Sensitivity** – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- **Control Precision** – The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
- **Oral Expression** – The ability to speak clearly so others can understand you.
- **Speech Clarity/Recognition** – The ability to speak clearly so others can understand you and to have the ability to identify and understand the speech of another person.
- **Selective Attention** – The ability to concentrate on a task over a period of time without being distracted.
- **Deductive Reasoning** – The ability to apply general rules to specific problems to produce answers that make sense.

WORK ACTIVITIES

- **Assisting and Caring for Others** – Providing personal assistance, medical attention, emotional support, or other personal care to others such as co-workers, customers, or patients.
- **Getting Information** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Identifying Objects, Actions, and Events** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Updating and Using Relevant Knowledge** – Keeping up-to-date technically and applying new knowledge to your job.
- **Performing for or Working Directly with the Public** – Performing for people or dealing directly with the public. This includes receiving clients or guests.
- **Establishing and Maintaining Interpersonal Relationships** – Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Interpreting the Meaning of Information for Others** – Translating or explaining what information means and how it can be used.
- **Making Decisions and Solving Problems** – Analyzing information and evaluating results to choose the best solution and solve problems.

WORK STYLES

- **Dependability** – requires being reliable, responsible, dependable, and able to fulfill obligations.
- **Attention to Detail** – requires being careful about detail and thorough in completing work tasks.
- **Concern for Others** – requires being sensitive to others' needs, feelings, and being understanding and helpful on the job.
- **Independence** – requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to

get things done.

- **Integrity** – requires being honest and ethical.
- **Self-Control** – requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** – requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Initiative** – requires a willingness to take on responsibilities and challenges.
- **Achievement/Effort** – requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Source: O*Net Summary Report for Dental Hygienists

HEALTH CARE WORKER'S EXPOSURE RISK

Interested students are encouraged to visit the Organization for Safety and Asepsis Procedures website: www.osap.org, click on KNOWLEDGE CENTER, then scroll to locate infection control guidelines for COVID-19, CDC guidelines and Safest Dental Visit. This site is modified regularly, and the prospective student will have the most up to date information on occupational exposure risks in the dental field.

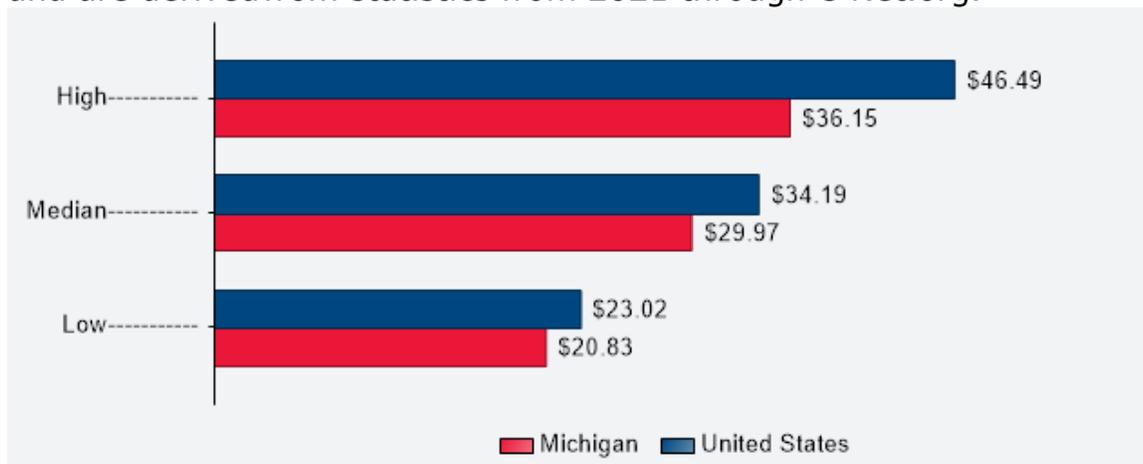
RELATED OCCUPATIONS

Workers in other occupations supporting health practitioners in an office setting include dental assistants, ophthalmic medical assistants, podiatric medical assistants, office nurses, medical assistants, physician assistants, physical therapy assistants, and occupational therapy assistants.

EMPLOYMENT PROSPECTS/SALARIES

Much faster than average employment growth is expected through the year 2020, in part because hygienists increasingly will perform services previously performed by dentists. Dental hygienists averaged about \$37.00 per hour in private practice employment settings. Dental hygienists who work for school systems, public health agencies, the Federal Government, or State agencies usually have substantial benefits.

Wage information for the occupation of Dental Hygienists is shown in the graph and are derived from statistics from 2021 through O'Net.org.



Get a Great Job

The degree will expand the knowledge of dental hygienists and prepare graduates for more extensive roles in the profession. This new degree program will guide students in developing the knowledge, skills, attitudes, and values necessary for positions of responsibility in a variety of healthcare, educational, research and community settings. The curriculum will consist of general education courses, research courses and specialized career courses for entry into business, education, public health, or advanced dental hygiene practice.

According to the American Dental Hygienists' Association (AHDA), the hygienist can work in a variety of settings which may include health maintenance organization or long-term care facility, military base, school system, dental supply company, insurance company, university or research center, veterinary center, government agency or another country. There is a growing need for hygienists to fulfill the roles of educators, advocates, administrators, and behavioral scientists for the profession to continue to be successful. For dental hygienists, the baccalaureate degree is important for adapting and advancing professionally.

As a student at Ferris, you have the right to:

- Be treated as an adult Be treated with respect
- Know the instructor's expectations for you in the class Know the grading scale
- Obtain a written syllabus
- Know all class policies (attendance, etc.) Know the instructor's office hours
- Know all safety procedures (if applicable)

As a student at Ferris, your responsibilities include:

- To attend class on a regular basis according to the requirements set forth in the instructor's syllabus
- To be on time for class
- To be prepared for class
- To wear appropriate clothing to class
- To use appropriate language in class
- To take responsibility for your own learning
- To adhere to the academic honesty policies
- To respect all points of view, everyone's rights and feelings

If a student fails to fulfill his/her classroom responsibilities, such behavior may reflect negatively on his/her grade in the class, and/or disciplinary action may result.

GOOD PREPARATION FOR SUCCESS IN THE PROGRAM

Biology, chemistry, and algebra classes are good background for success in dental hygiene classes.

THE PROGRAM AT FERRIS (INCLUDING ADMISSION REQUIREMENTS)

<https://www.ferris.edu/health-professions/Applications/Qualification-Policy/Qualificaiton-Policy-DHYG.pdf>

Fundamentals of Algebra (MATH 010 with C- or higher or Math ACT 15 or (Pre-2016) Math SAT 350 or (Post-2016) Math SAT 500).

College students wishing to enter the program must have a 2.5 GPA with "C" or better grades in MATH 110 or equivalent, and in one-semester classes with a lab in both biology and chemistry.

A year of college level prerequisites is required before entering the program's two-year professional sequence. Completion of the three-year Associate degree, and final written and clinical exams enables the graduate to sit for the state licensure exam. Student clinical experiences occur within the college as the students work with patients from the University, community, and local schools in the College's 30-seat Dental Hygiene Clinic.

DENTAL HYGIENE – Associate in Applied Science (AAS) Degree Curriculum Guide for Students Entering the Program and Semester by Semester Program Plan

https://www.ferris.edu/checksheets/checksheets/HP/DHYG/AAS/DHYG_AAS_HP_2019-2020.pdf

COURSE MATERIAL

Each dental hygiene course has course materials and required texts which are available on the online bookstore, ADADE'MOS ONLINE BOOKSTORE. Faculty will submit textbook information and students will place orders for textbooks through an online bookstore portal and website.

The model was made in response to the increasing cost of textbooks and the growing trend of students to purchase their books from online booksellers. The goal of the bookstore is to streamline textbook adoption for faculty and for more variety and affordable textbook options for students.

The virtual bookstore will be powered by TextbookX, that will allow students to purchase quickly and easily. Students will be able to log in with their FSU credentials and see a personalized page with all of the registered courses and assigned materials. Students will be able to select from new, used, eBook and rental options as well as have the option to buy books from third party marketplace merchants and students around the country.

CREDIT HOUR DEFINITION

For each classroom credit hour, you will be scheduled for the equivalent of 50 minutes of classroom instruction per week which is consistent throughout the University. For each **clinical/laboratory** credit hour, you will be scheduled for the equivalent of three/four hours of laboratory or clinical instruction per week for a 15-week semester. This ratio is consistent throughout all clinical courses.

CURRICULUM SEQUENCE

The curriculum sequence is mandatory, i.e., many courses have co or prerequisites. Therefore, deviation from the identified course sequence may result in difficulty in progressing, meeting graduation requirements, or being certified to the State Board of Dentistry (Associate degree students only).

DENTAL HYGIENE PROGRAM-ASSOCIATE IN APPLIED SCIENCE DEGREE

Course Descriptions

DHYG 101 - Oral Imaging (1 credit lecture)

This course teaches the theory and techniques needed to produce diagnostic radiographs which includes; radiation characteristics, x-ray production, properties and safety and the recognition of radiographic landmarks, pathology and dental materials. Prerequisite: DHYG students only.

DHYG 102 - Oral Imaging Lab (1 credit lab, 2 hours)

The student will learn to produce quality dental radiographic images in the laboratory setting through the use of dental manikins and clinical patients. An emphasis is placed on the types of traditional film used in dentistry, film holding devices, film developing, film mounting and digital radiography. Prerequisite: DHYG students only.

DHYG 104 - Dental Hygiene Theory 1 (3 credits, lecture)

Introduction to dental equipment, patient/operator positioning, aseptic technique, instrumentation skills, patient assessment procedures, dental deposits and the dental hygiene process of care.

Prerequisite: DHYG students only.

DHYG 105 - Pre-Clinical Dental Hygiene Practice 1 (2 credits, 6 hours lab)

Pre-clinical application of procedures introduced in DHYG 104. Prerequisite: DHYG students only.

DHYG 107 - Oral Science A (2 credits, lecture)

Introduction to dental nomenclature, anatomic form, eruption & exfoliation of human primary & permanent teeth. A comprehensive study of the histology & anatomy of the head & neck, including skeletal, epithelial, glandular & lymph tissues of the oral cavity. Prerequisite: DHYG students only.

DHYG 108 - Oral Science A Lab (1 credits, 2 hours lab)

In the lab setting, students will learn dental nomenclature, anatomic form, eruption & exfoliation of human primary & permanent teeth. A comprehensive study of the histology & anatomy of the head & neck, including skeletal, epithelial, glandular & lymph tissues of the oral cavity. Prerequisite: DHYG students only.

DHYG 117 - Oral Science B (1 credit, lecture)

A continuation of the comprehensive study of the histology & anatomical structures of the head & neck including muscular, blood & nerve systems. This course includes emphasis on embryonic development of the face, oral cavity & dental tissues.

Prerequisite: DHYG 107 and DHYG 108.

DHYG 118 - Oral Science B Lab (1 credit, 2-hour lab)

In the lab setting, using skulls, overheads & slides the student will continue a comprehensive study of the histology & anatomical structures of the head & neck including muscular, blood & nerve systems. This course includes emphasis on embryonic development of the face, oral cavity & dental tissues. Prerequisite:

DHYG 107 and DHYG 108.

DHYG 123 - General & Oral Pathology (2 credits, lecture)

This course is an examination of the cause and nature of both systemic and oral diseases. Discussion of significant diseases of bodily systems with special emphasis on oral pathology, including developmental disturbances, infections and physical injuries to the oral & paraoral structures will be covered.

DHYG 124 – Dental Hygiene Theory 2 (2 credits, lecture)

Content in this course will provide a theoretical framework for dental hygiene diagnostic and therapeutic regimens as a basis for evidence-based clinical decision making. This course will provide structured activities that increase the knowledge of dental hygiene theory, enhance professionalism and gain an understanding for evidence-based clinical decision making and application. Prerequisite: DHYG 104 and DHYG 105.

DHYG 126 - Dental Hygiene Practice 2 (2 credits, 6 hours lab)

Clinical application of procedures introduced in DHYG 124. Prerequisite: DHYG 104 and DHYG 105.

DHYG 127 - Dental Materials (1 credit, lecture)

The chemistry and physical properties of dental materials will be identified. Dental specialties will be introduced as well as the laboratory and restorative materials used in the dental profession such as: composites, resins, sealants, amalgam, dental cements, impression materials, gypsum products, bleaching materials, fabrication of removable appliances and fixed restorations. Prerequisite: DHYG 107 and DHYG 108.

DHYG 129 - Dental Materials Lab (1 credit, 2 hours lab)

Directed laboratory practice allows students time to understand dental material product properties and skills necessary for manipulation of laboratory and restorative materials used in the dental profession such as: composites, resins, sealants, amalgam, dental cements, impression materials, gypsum products, bleaching materials, fabrication of removable appliances and fixed restorations. Prerequisite: DHYG 107 and DHYG 108.

DHYG 208 - Perio/Path Review (2 credits, lecture)

This course focuses on Periodontology & Pathology involvement in patient treatment. Critical thinking skills will be used to compile & present clinical perio/path case study project. Prerequisites DHYG 123 and 213.

DHYG 212 - Dental Hygiene Theory 3 (3 credits, lecture)

A continuation of Dental Hygiene Theory 2 this course introduces comprehensive periodontal patient assessment and management for a diverse patient population utilizing non-surgical periodontal therapy, advanced instrumentation techniques, chemotherapeutic agents, pain management, maintenance of dental implants, treatment planning and evaluation using the dental hygiene process of care. Prerequisite: DHYG 124 and DHYG 126.

DHYG 213 - Periodontics (2 credits, lecture)

This course focuses on examination of structures of the periodontium and the etiology, pathology, recognition, control, treatment, prevention and ramification of diseases of the periodontium.

Prerequisites: DHYG 107.

DHYG 217 - Community Dentistry A (1 credit lecture)

Community Dentistry will explore the role of the dental hygienist in the community. Students will be introduced to principles of public health, health education and health promotion programs and resources for culturally appropriate materials. Prerequisite: DHYG students only.

DHYG 218 - Pharmacology for Dental Hygiene (2 credits, lecture)

Course concerned with the action(s) and the fate of drugs commonly used in dentistry as well as their possible interaction(s) with drugs being taken by the patient. Pre-Requisites: DHYG 123.

DHYG 222 - Dental Hygiene Practice 3 (3 credits, 12 hours lab)

This course is a continuation of Dental Hygiene Practice 2 with students providing oral services to clients in a supervised clinical setting. Students will demonstrate skills in periodontal patient assessment and non-surgical periodontal therapy methods including advanced instrumentation, patient treatment planning, evaluation of care, and radiographic interpretation. Prerequisites: DHYG 124 and DHYG 126.

DHYG 227 - Community Dentistry A lab (1 credit, 2 hours lab)

Community Dentistry will explore the role of the dental hygienist in the community. Students will be introduced to principles of public health, health education and health promotion programs and resources for culturally appropriate materials. Prerequisite: DHYG students only.

DHYG 229 - Pain Management (1 credit, lecture)

Concepts in the administration of local anesthesia and nitrous oxide/oxygen sedation as methods for pain management. Anatomy, physiology, pharmacology, client assessment, indications and contraindications, selection of anesthetic agents, complications and emergency management will be discussed. Prerequisites: DHYG 124 and DHYG 126.

DHYG 231 - Pain Management Lab (1 credit, 2 hours lab)

Clinical application of local anesthesia and nitrous oxide/oxygen sedation administration. Prerequisites: DHYG 124 and DHYG 126.

DHYG 232 - Dental Hygiene Theory 4 (3 credits, lecture)

A continuation of Dental Hygiene Theory 3, this course continues with the management of the advanced periodontal patient, nutritional counseling, tobacco cessation counseling, ethical and legal issues in dentistry, professional organizations, practice management, professional credentialing, and career planning. Prerequisites: DHYG 212 and DHYG 222

DHYG 233 - Dental Hygiene Practice 4 (3 credits, 12 hours lab)

This course is a continuation of Dental Hygiene Practice 3 with students providing a variety of oral services to patients in a supervised clinical setting, including nutritional counseling and tobacco cessation counseling. Students will continue to increase proficiency in all dental hygiene skills to prepare for the Commission on Dental Competency Assessments (CDCA) licensure examination. Prerequisites: DHYG 212 and DHYG 222.

DHYG 237 - Community Dentistry B (1 credit, lecture)

Community Dentistry B will cover epidemiologic and research principles of oral health. The students will analyze scientific literature and describe statistical concepts. This course will describe current methods of payment for dental care. The students will review current dental research articles and create professional presentations. Prerequisite: DHYG 217.

DHYG 239 - Community Dentistry B Lab (Academic Service Learning) (1 credit, 2 hours lab)

Community Dentistry B is an Academic Service-Learning course which will focus on creating community health education and health promotions programs for the local area. Students will conduct service-learning programs which will include assessment, planning, implementation and evaluation. Community Dentistry B is a continuation of Community Dentistry A. Prerequisite: DHYG 227.

DHYG 280 - Comprehensive Patient Assessment (1 credit, lecture)

This course focuses on patient case studies designed to further student critical thinking skills for advanced patient treatment decision-making. Prerequisites: DHYG 212 and 222.

DHYG 291 Dental Hygiene Practicum (1-2 credits)

Students will expand their knowledge by participating in an off campus clinical or professional enrichment experience. Student will work directly with a preceptor in an approved clinical or professional setting. Prerequisites: DHYG 222.

ACADEMIC SUPPORT CENTER WORKSHOPS

<https://www.ferris.edu/RSS/ASC/index.htm>

To provide all Ferris students access to a variety of academic skill-building opportunities that will assist them in their pursuit of academic excellence. The Academic Support Center will hold workshops to teach students skills for academic performance, stress management, and job searches. More information is available by calling Bernard Brown, minority retention program, (231) 591-3640.

ACADEMIC SUPPORT CENTER AND TUTORING

All services are FREE to Ferris State University Students. Academic Support

Services include:

- Tutoring
- Study Skills assessment and assistance
- Skill building videos
- Computer programs

ACADEMIC TRANSCRIPTS

Please note there may be delays in the processing time of your transcript order due to University and National Clearinghouse closures, delays of operations and/or other unforeseeable limitations. Ferris State University academic transcripts are complete records of enrollment and include undergraduate, graduate, and professional coursework. How to obtain your Official Academic Transcript: Ferris State University has partnered with the National Student Clearinghouse (NSC) to provide the service.

<https://www.ferris.edu/admissions/registrar/transcriptrequest.htm>

ADMISSION CRITERIA

Associate Degree Program Admission Criteria

<https://www.ferris.edu/health-professions/admit/Admission-to-the-Clinical-Programs.htm>

A year of college level prerequisites is required before entering the program's two year professional sequence. Completion of the three year Associate's degree, and final written and clinical exams enables the graduate to sit for the state licensure exam. Student clinical experiences occur within the college as the students work with patients from the University, community, and local schools in the College's 30-seat Dental Hygiene Clinic with its exemplary automated patient record management system.

FERRIS COMMUNITY EXPECTATIONS

As a Ferris Community Member...

I will practice personal and academic integrity.

A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. Refraining from plagiarizing or offering another's work as your own, lying, practicing deceit, or being disloyal in personal and academic relationships.

I will respect the dignity of all persons.

A commitment to this ideal means not taking part in or condoning behaviors which demean dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing, and discriminating against others.

I will respect the rights and property of others.

A commitment to this ideal means not stealing, vandalizing, committing arson, destroying property, or misappropriating funds. Respect for another's personal rights means refraining from any behaviors which violates persons' rights to move about freely, express themselves appropriately and to enjoy privacy.

I will refrain from all forms of bigotry and will strive to be open and accepting of the differences in people, ideas and opinions.

A commitment to this ideal pledges affirmative support for equal rights and opportunities for all regardless of their age, sex, race, religion, disability,

ethnic heritage, socio-economic status, political, social or other affiliation or disaffiliation, or sexual preference.

I will demonstrate concern for others, their feelings and will work to bring about an environment that promotes intellectual development and a sense of community.

A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, or inhospitable, or insightful, or which unjustly or arbitrarily inhibit one's ability to feel safe as they pursue their goals in the Ferris community.

Source: 1997-1999 Ferris State Catalog

PROGRAM REQUIREMENTS TO ENROLL IN CLINICAL DENTAL HYGIENE COURSES

Before enrolling in the first clinical dental hygiene course, each student must show evidence of having met the following program requirements:

Health Insurance:

It is recommended that all students acquire and maintain health insurance coverage during their academic career. This is recommended due to occupational exposure to bloodborne pathogens as defined by the American Dental Association, MIOSHA, and OSHA. Students can acquire health insurance coverage through parents or may choose to purchase health insurance independent from parents.

CPR:

Dental Hygiene Program Policy on Basic Life Support training for students, (faculty and staff) - the Dental Hygiene Program recognizes that emergencies may occur in the dental hygiene clinic. A significant aid in preparedness for emergencies is training in basic life support.

It is the policy of the Dental Hygiene clinic that students (faculty and staff) who participate in the dental hygiene clinic on a regular basis should maintain current certification in cardiopulmonary resuscitation (CPR).

The goal of the program is that all faculty, staff, and student training should be at the level of Basic Life Support for the Healthcare Providers (American Red Cross) or Basic Life Support for Healthcare Professional (American Heart Association). This training must include infant, child and adult CPR, use of a face mask, use of the automated external defibrillator (AED), choking and one and two person CPR.

An exemption will be made for those who may not participate in training or deliverance of CPR for documented medical reasons. That documentation will be maintained by the DH Clinic Operations Supervisor or with Castlebranch.

Students will be required to show proof of CPR certification prior to participation in dental hygiene pre-clinic or dental hygiene laboratory activities. It is expected that if the CPR certification expires during the student's academic tenure, the student will update and report new certification to the DH Clinic Operations Supervisor prior to when the original CPR certification date expires.

Failure to comply with this policy: the student may be dismissed from clinic and patient treatment until such time as the matter is resolved.

IMMUNIZATIONS AND INFECTIOUS CONDITIONS

All Dental Hygiene students are expected to follow Universal Precautions as defined by the Center for Disease Control (CDC).

1. A two-step negative TB skin test within 6 months prior to enrolling in the program, and annually while enrolled in dental hygiene courses. Expect to follow the CDC guidelines if a chest x-ray is needed.
2. Measles, Mumps and Rubella (MMR)
3. Varicella (Chicken Pox)
4. Hepatitis B immunization
5. Tdap
6. Influenza

It is mandatory for all students to receive information on Hepatitis B and be informed of the risks, benefits, and availability of Hepatitis B vaccine. All Associate degree students are required to be immunized for Hepatitis B and provide a follow-up titer indicating immunity

Declination waivers for vaccination will be determined on a case-by-case review or as per a physician's recommendation.

INJURY

Students injured during clinical experience may receive treatment according to the agency policy. The cost of the treatment is the responsibility of the student. An incident report for the agency and one for the University must be completed.

PLAGIARISM

According to Webster, plagiarism is "the taking of ideas, writings, etc. from another and passing them off as one's own". This practice is not acceptable to the University, the College, the Dental Hygiene program, or to the instructors. In an academic setting, this is equivalent to grand larceny. Severe consequences will result.

PROFICIENCY VALIDATION

Proficiency examinations are made available for those students who believe they have previously mastered specific course content.

Proficiency validation for specific courses must be completed at least one semester prior to the desired point of entry (course entry depends upon available spaces). Clinical/laboratory challenges will be arranged as time and availability permit. To complete a proficiency/challenge exam in any dental hygiene course the time frame is as follows: Application procedures must be started by midterm two semesters before the course is offered. Students are to contact the departmental secretary to initiate the process.

GRADING SYSTEM

The grading system for all courses is:

GRADE	POINTS
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

https://www.ferris.edu/admissions/registrar/grading_information.htm

GRADUATION

All requirements must be met in accordance with stated criteria in the University Bulletin. A graduation clearance form must be filled out and signed by your advisor one semester prior to graduation date.

STUDENT MEMBER OF THE AMERICAN DENTAL HYGIENISTS' ASSOCIATION

The Student Member of the American Dental Hygienists' Association is a category of membership within the American Dental Hygienists' Association. ADHA is an Association dedicated to the advancement and promotion of dental hygiene. ADHA is the Association of your profession.

As a student, you have taken a significant step in your future and have chosen to enter an important role in the oral health care profession. Whether you have just started school, or are close to graduation, the American Dental Hygiene Association is your critical link to the dental hygiene profession.

Dental hygiene students are the primary driving force in your Association, and the essential foundation upon which the future of dental hygiene is based.

BENEFITS OF STUDENT MEMBERSHIP IN ADHA

As a student member, you are provided with invaluable opportunities to preview your career as a dental hygienist. Your affiliation with ADHA will help secure the success of your future in dental hygiene.

- **Scholarships** – The ADHA Institute for Oral Health offers a variety of scholarship programs and research grants for students seeking careers in dental hygiene.
- **Recognition in Your Field** – Membership in ADHA provides opportunities for professional growth and recognition. Leadership opportunities are available at every level of membership.

- **Countless Networking Opportunities** – Join over 35,000 of your colleagues who have made the commitment to dental hygiene and to ADHA. Members at the state and local levels meet regularly to discuss ideas, information, and to share experiences.
- **Employment Assistance** – ADHA offers national advertising and employment reference materials to assist students upon graduation.
- **Job Security** – Once you've found a job, ADHA is right there helping to monitor legislative efforts to impact government activities that affect the practice of dental hygiene.
- **Financial Security** – ADHA provides members with affordable professional liability insurance, as well as group health, automobile, term life, and disability insurance. You are also eligible to apply for a student MasterCard.
- **Continuing Education** – ADHA helps you stay abreast of the issues affecting the dental hygiene profession. Student Members are eligible to receive a 25% discount on self-study continuing education programs. Students will also receive information about the ADHA's Annual Session.

Upon graduation from an accredited program in dental hygiene, you will be eligible to become an Active Member of ADHA. Active membership will entitle you to all the benefits you received as a student, and many more.

The following services were designed especially for you, the dental hygiene professional:

- Countless educational programs, workshops, and conferences to keep you informed of changes and advancements in your profession, and to help keep your license current.
- State constituent and local component member services and benefits.
- Representation of your professional opinions in legislative action affecting your patients as well as your profession.
- Group insurance policies at competitive rates.
- Innovative self-study and continuing education programs.

Membership in your professional association demonstrates your commitment to excellence and the highest standards of preventive oral health care.

STUDENT REPRESENTATION – AMERICAN DENTAL HYGIENISTS' ASSOCIATION

Ferris State University has over 220 Registered Student Organizations (RSO) on campus. The Ferris State University Dental Hygiene RSO, is one of the largest RSO's on campus. The election of officers is a voluntary activity of each dental hygiene class. Such elections are ordinarily held at the second meeting of the Fall semester of the program. This allows time for class members to become acquainted with one another.

Each class decides on the titles, tasks and number of class officers. In general, the function of class officers is to plan and organize community service projects and the pinning ceremony (similar to a graduation ceremony but for dental hygiene students)

In addition, officers or other class members are encouraged to serve on various

departmental or college committees. Dental Hygiene Program personnel meet with students to assess all aspects of the program and plan for improvements.

DENTAL HYGIENE CLINIC/LAB AND CLASSROOM POLICIES

Computer Usage

Students may not use any of the clinic computers or the computers in the computer room, VFS 205, for personal purposes. This area is off limits to anyone that is not in the dental hygiene program due to patient information. Violations of such may result in severe penalties as determined by Program Coordinator, Course Coordinator, DH Clinic Operations Supervisor, Program Director, Dean of the College of Health Professions, HIPAA Privacy Officer, or FSU Legal Counsel. Clinic computers will be monitored for private use.

Confidentiality/HIPAA

Materials prepared by students relating to clinical/classroom assignments must conform to ethical standards of confidentiality and the client's right to privacy. More information can be found in the HIPAA Privacy Policy & Procedure Manual.

Exposure Statement/Health Insurance

Students exposed to bloodborne/body fluid pathogens during clinical experience will follow the policy in the Dental Clinic Policies and Procedure Manual. The cost of treatment is the responsibility of the student. It is recommended that students acquire health insurance through parents or purchase their own health insurance prior to entry into dental hygiene and maintain health insurance during their academic tenure in dental hygiene.

Transportation to Internship Sites

Transportation to clinical sites is the responsibility of the dental hygiene student. Affiliations exist with a variety of agencies throughout Michigan. The agency and hours of clinical assignment will change from semester to semester.

Student operated vehicles on campus must abide by the regulations presented in the Ferris State University Student Handbook.

Disruptive Behavior Policy

The College of Health Professions strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behavior which obstruct or disrupt the learning environment of the classroom or other educational facilities will be addressed.

1. The instructor is in charge of the course. This includes assignments, due dates, methods and standards of grading, and policies regarding attendance, tardiness, late assignments, outside conferences, etc.
2. The instructor is in charge of the classroom. This includes the times and extent to which they allow questions or discussion, the level of respect with which they and other students are to be treated, and the specific behaviors they will allow within their classes. Open

discussion of an honest opinion about the subject of a course is encouraged, but the manner in which the class is conducted is a decision of the instructor.

3. An instructor is entitled to maintain order in his/her class and has an obligation to other students to do so. Toward that end, an instructor is authorized and expected to inform a student that his/her behavior is disrupting a class and to instruct the student to stop that behavior. If the student persists, the instructor is authorized to direct the student to leave the class. If the student fails to comply with a directive to leave the class, the instructor may call Public Safety to assist with the student's removal.
4. If a student persists in a pattern or recurrent disruptive behavior, then the student may be subject to administrative action up to and including an involuntary withdrawal from the course, following administrative review by the College of Health Professions Dean's Office, and/or University disciplinary proceedings. (University disciplinary procedures are delineated in the "Student Conduct and Discipline Policy", reprinted in the FSU Student Calendar/Handbook.)
5. Disruptive behavior cannot be sanctioned by a lowered course grade (e.g., from a B to a C) except insofar as quality of classroom participation has been incorporated into the instructor's grading policy for all students. (Note: Academic misconduct, which is covered by other regulations, can be a legitimate basis for lowering a grade or failing the student.)
6. Students are expected to maintain professionalism at all times and represent the dental hygiene program at Ferris State University with high standards on and off campus.
7. Students as well as employees are bound by the University's policy against harassment, in any form. Harassment will not be tolerated.
8. The office of the student's dean will be notified of any serious pattern or instance of disruptive behavior.

Dismissal

As a result of misconduct, as outlined in the Ferris State University Student Handbook, a student may be dismissed from the University without the opportunity for re-enrollment. This is consistent with the policy of Ferris State University.

In addition, the faculty of the Dental Hygiene program reserves the right to recommend at any time the withdrawal of a student whose personal conduct, health, or scholastic standing makes it inadvisable for him/her to remain in the program.

FERRIS STATE UNIVERSITY POLICIES/PROCEDURES

Harassment

Any person who believes he or she has been subjected to harassment of any kind (sexual, racial or otherwise) should approach the individual whom they believe is responsible. He or she should identify the specific behavior, explain that he or she considers the behavior to be offensive and/or harassing, and ask the individual to

stop the behavior. If assistance is needed to approach the individual, contact an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, or the Director of Affirmative Action.

If approaching the individual is not possible, (i.e., you are uncomfortable or uncertain as to how the situation should be handled or you are concerned the situation may become volatile), or does not resolve the matter, it should then be reported immediately to an Academic Dean, the Dean of Students, the Director of Minority Student Affairs, the Director of Student Judicial Services, or the Director of Affirmative Action. If, for some reason, you are uncomfortable discussing your situation with any of these individuals, please report your situation to any member of the University administration. The circumstances surrounding the matter will be fully investigated, including the nature of the harassment and the context in which it occurred.

All reports of harassment and subsequent investigations will be kept as confidential as possible. Anyone found to have violated this policy will be subject to discipline up to, and including, discharge or dismissal that may include, but not be limited to, official reprimand, official apology, sensitivity training, and/or other disciplinary action including dismissal. Likewise, because intentionally false accusations of harassment can have serious effects on innocent people, anyone found to have intentionally falsely accused another person of violating this policy would be subject to discipline up to and including discharge or dismissal.

Sexual Harassment

Using the definition contained in the Equal Employment Opportunity Commission guidelines, adapted to include educational environments, sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
2. submission to, or rejection of, such conduct by an individual is used as a factor in employment or academic decisions affecting such individuals;
3. such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.

While sexual harassment most often takes place in situations of power differential between the persons involved, sexual harassment may also occur between persons of the same status (e.g., student-to-student). The person exhibiting sexually harassing conduct need not realize or intend the conduct to be offensive for the conduct to constitute sexual harassment.

Racial Harassment

Any conduct, physical or verbal, that victimizes or stigmatizes an individual on the basis of race, ethnicity, ancestry, or national origin. Such behavior could involve

any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person, or to endanger the health or safety of another person;
2. Physical or verbal conduct intentional or otherwise that has the purpose or effect of (or explicitly or implicitly threatens to) interference with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities.
3. The conduct has the effect of unreasonably interfering with an individual's working, learning, or living environment.

The attributes of racial harassment described above are also the attributes of most other types of harassment that can occur. Harassment may be based upon a person's status that is protected by law (i.e., religion, veteran status, handicap, etc.), or may be for some other reason not specifically covered by law. In any event, harassment of any type is not acceptable at Ferris State University.

Ferris State University Board of Control Policy 11/14/00.

<https://www.ferris.edu/title-ix/homepage.htm>

Affirmative Action Statement

Ferris State University affirms its steady commitment and dedicated efforts to provide equal employment opportunity as described by federal and State laws, the Affirmative Action Program of the University, and other pronouncements made by its President. Ferris State University will ensure equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, heights, weight, sexual preference, veteran status, handicap, or other characteristics which cannot lawfully be the basis for educational or employment opportunity.

Readmission

Students who were previously enrolled in the Dental Hygiene program may be readmitted on a space available basis. Due to rapid changes in the dental hygiene profession, the faculty reserves the right to assess prior dental hygiene knowledge and skills. Readmission is based on current general dental hygiene requirements* and by meeting any deficiencies identified by the Department of Dental Hygiene faculty. The students apply for readmission through the Admissions Office. Priority for readmission is granted by date and space available, as well as successful demonstration of selected dental hygiene knowledge and skills.

*Ferris State University Catalog

Repeating failed courses

Students who fail a dental hygiene course, or who receive less than a "C" (2.3 or 75%), may repeat the course and/or concurrently enroll in specific studies in dental hygiene course. No more than one dental hygiene course may be repeated throughout the dental hygiene curriculum. Failure of a second course, or failure to meet the progression policy, results in termination of the student's placement in the curriculum.

Progression policy

- Any student with a conviction record is advised to contact the Michigan Department of Community Health’s Bureau of Health Professions and Health Systems at <http://www.michigan.gov/mdch/> regarding his/her ability to be eligible for licensure upon completion of the program.
- Information regarding status is mailed to last address provided. It is the student’s responsibility to maintain current contact information with the college.

APPEALS – STUDENT RIGHTS AND RESPONSIBILITIES STUDENT CODE OF COMMUNITY STANDARDS AT FSU

<https://www.ferris.edu/administration/studentaffairs/judicial/Student-Code.htm>, <https://www.ferris.edu/administration/studentaffairs/judicial/pdfs-docs/Code-of-Student-Community-Standards.pdf>

Appeals Procedure

1. If the student feels the instructor has failed to fulfill his/her responsibility, the student is to first discuss his/her concerns with the instructor.
2. If the student feels his/her concern remains unresolved, then following the appropriate line of authority, the student may appeal first to the Department Head, then to the Dean of the College of Allied Health Sciences, and finally to the Vice President for Academic Affairs.

(Adapted from Ferris State University’s Student Community Standards and the College of Allied Health Sciences Disruptive Behavior Policy Statement.)

THE DENTAL HYGIENE BACHELOR OF SCIENCE DEGREE COMPLETION AT FERRIS STATE UNIVERSITY

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Why Choose the RDH to BS DH Completion Program

The baccalaureate program in dental hygiene is designed for dental hygienists with an associate degree in dental hygiene who want to earn a Bachelor of Science degree in Dental Hygiene in a student-centered learning environment. Students engage in self-directed learning activities, advance their knowledge in the areas of critical thinking, exhibit values for lifelong learning, synthesize evidence-based information and develop leadership skills. Graduates from the program will be prepared with enhanced technological modalities of practice, research, communication, educational leadership, management and dental hygiene knowledge.

Building upon the Associate of Applied Science in Dental Hygiene, the Bachelor of Science in Dental Hygiene graduates will:

1. Analyze research on an advanced level for evidence-based practice and theory as applied to the Dental Hygiene profession.
2. Demonstrate critical thinking and lifelong learning through collaborative partnerships which promote the advancement of the Dental Hygiene profession.
3. Assist and participate in the coordination of oral health care services for diverse populations throughout all levels of the lifespan.

4. Actively engage in leadership roles found in education, government, public health, management, and the associations which support the advancement of the Dental Hygiene profession.
5. Utilize evidence-based practice and theory when determining appropriate modalities for patient care and services.

Through discipline specific and multidisciplinary courses, independent study, fieldwork and practical experience, students engage in challenges that prepare them to meet the demands of today's competitive workplace.

The baccalaureate program in dental hygiene is designed for dental hygienists with an associate degree in dental hygiene who want to earn a Bachelor of Science degree in Dental Hygiene in a student-centered learning environment. Students engage in self-directed learning activities, advance their knowledge in the areas of critical thinking, exhibit values for lifelong learning, synthesize evidence-based information and develop leadership skills. The curriculum prepares licensed dental hygienists for responsibilities in various career roles extending beyond traditional clinical dental hygiene practice.

Admission Requirements

To be eligible for the RDH to BS DH degree completion program you must be a registered/licensed dental hygienist, graduate of an accredited associate/certificate dental hygiene program with a 2.5 cumulative GPA.

A completed online application, (https://www.ferris.edu/HTMLS/online/programs/dentalhygiene_bs.htm) copy of RDH license and official transcripts from other educational institutions are all that is required for the application process. Your online application will trigger a request for transcripts and other information that might be required. There is no obligation for you to 'commit to attend' when you apply. Applying will ensure that your information is loaded into the system so FSU staff and faculty are all on the 'same page' when communicating with you about your interest. And, applying online free will expedite the admission process if you do decide to participate in the program.

Graduation Requirements

Graduation requires a minimum of 2.0 GPA. Students must earn a grade of "C" or better in the dental hygiene major courses and meet all general education requirements as outlined on the General Education website.

Student progression in the baccalaureate dental hygiene program is determined academically by maintaining a grade point average (GPA) of 2.5 and by achieving a minimum grade of "C" (2.0) in all courses on the DHYG check sheet. Students must enroll fall and spring continuously to be considered an active student in the program. Progression includes graduation. A dental hygiene student may not graduate if he/she receives less than a "C" (2.0) grade in the specified courses or less than a 2.5 cumulative grade point average. Students will not be allowed to be repeat courses in the program. The student may progress through the program either full-time or part-time. A practicum field work experience must be

completed in DHYG 491 and an approved scholarly project must be completed during DHYG 499.

TIPS FOR THE NATIONAL BOARD EXAMINATION

The Commission on Dental Competency Assessments (CDCA)

(<https://www.cdcaexams.org/>)

Prepare! Prepare! Prepare!

Study the candidate guide; underline, highlight, and photocopy pages of the guide as necessary; make lists of what is needed at each stage of the exam; and make your individual schedule of what you plan to do and when you plan to do it.

National/Regional Exam Boards

Note: the websites change from time to time. Visit each website for the most current information for each examination.

National

Joint Commission on National Dental
Examinations 211 E. Chicago Ave., Ste.
1846
Chicago, IL 60611
(312) 440-2678

Central Regional Board

Approved by the Dental State Boards of Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, and Wyoming.

Central Regional Dental Testing
Service, Inc. 1725 Gage Blvd.
Topeka, KS 66604
(913) 273-0380

The Commission on Dental Competency Assessments

Approved by the Dental State Boards of all states with the exception of New York and Delaware. 1304 Concourse Drive, Suite 100
Linthicum, MD 21090
(301) 563-3300

Southern Regional Board

Approved by the Dental State Boards of Arkansas, Connecticut, Georgia, Kentucky, Illinois, Ohio, Tennessee, and Virginia.

Southern Regional Testing Agency, Inc.
4698 Honeygrove Rd., Suite 2
Virginia Beach, VA 23455
(757) 428-1003

Western Regional Board

Approved by the Dental State Boards of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Maine, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

Western Regional Examining

Board 2400 W. Dunlap, Suite 155
Phoenix, AZ 85021
(602) 944-3315

States that do not accept results of a regional board exam will administer their own clinical examinations. Further information can be found at:

<https://www.adha.org/licensure>

DENTAL HYGIENE LICENSURE FACTS

Being a dental hygienist means being a licensed professional. Other licensed professionals include nurses, physical therapists, dentists, physicians, and dietitians. Licensure is the strongest form of regulation used today. In accordance with state law, licensed individuals are the only persons who meet the minimum qualifications necessary to practice their profession.

Why have licensure?

- Licensure is a means of protecting the public from unqualified individuals and unsafe practice. In fact, in addition to initial graduation and testing, many states require dental hygienists to complete continuing education courses to renew their license.

Who grants licensure?

- Licensure is granted on a state-to-state basis. Dental hygienists practice in accordance with requirements of individual state dental practice acts.

How is licensure obtained?

- In virtually every state, several steps are required before a license can be granted. Once these steps have been completed, you must then contact the state licensing authority in the state where you wish to practice. As licensing requirements vary from state to state, it is necessary to contact each licensing authority for its specific application requirements and procedures.

Examples of other types of requirements and information needed are:

- A written test on state laws
- Proof of CPR certification
- Letters of recommendation from dentists licensed in the state in which you wish to obtain licensure
- Official transcripts from high school and colleges attended
- Official letters from the boards of dentistry where licensure is held

LICENSURE INFORMATION

An individual will need to apply for a license in the state in which you would like to practice. This is in addition to the application to take the National and regional exams. You can request an application for license from more than one state. You should have filled in the states that you desired the regional exam to send your test results to when you completed the application. Regional examination boards will comply with your request. **This does NOT constitute an application for license with the state.**

Please follow the instructions below to receive a Michigan license. If you are applying for licensure in any other state, the procedure will be similar. You should be able to access most information via each state's web site under "health professions licensure" sections. Follow the following links:

https://www.michigan.gov/lara/0,4601,7-154-89334_72600_92411---,00.html

https://www.michigan.gov/documents/lara/RDH_Final_654126_7.pdf

https://www.michigan.gov/documents/lara/Local_Anesthesia_510068_7.pdf

https://www.michigan.gov/documents/lara/Nitrous_Oxide_510070_7.pdf

You will receive your application for licensure within 7-10 business days following your request. Remember your license is good for one year. It is essential that you stay in contact with the STATE regarding name/address changes so they can send you renewal information. If you do not receive anything from them, it is still **YOUR responsibility to contact them.** After the one-year license has expired, you will apply online through for a new license every three years requiring 36 hours of continuing education. Please keep your name/address current with FSU so that you receive the FSU Dental seminar brochures. You can do this by contacting our Alumni office via the FERRIS website.

FINANCIAL AID

There are scholarships and loans available specifically for both the Associate degree and Baccalaureate degree students. The criteria vary markedly, and further information is available at the Financial Aid Office in the Center for Student Services, and with the program's secretary. Information can be found on the Ferris State University website under financial aid.

DENTAL HYGIENE SCHOLARSHIP INFORMATION

American Dental Hygienists Association Institute for Oral Health Scholarship

Application Deadline: February 2

ADHA's Institute for Oral Health Scholarship Program offers financial assistance to dental hygiene students and dental hygienists who demonstrate a commitment to advance the discipline of dental hygiene. The call for scholarship applications begin in October of each year. Apply for your opportunity to receive funding to extend your dental hygiene education.

- Scholarships for students enrolled in a Graduate-level dental hygiene program
- Scholarships for students enrolled in a Bachelor's degree or bachelor's

- degree-completion dental hygiene program
- Scholarships for students enrolled in an Associate's degree-granting dental hygiene program
- Other scholarships available are the Carol Bauhs Benson Scholarship, Sigma Phi Alpha Associate Scholarship, Scholarship for Academic Excellence, Colgate "Bright Smiles, Bright Futures" Minority Scholarships, Karla Girts Memorial Community Outreach and the Hu-Friedy/Esther Wilkins Instrument Scholarships

Visit the ADHA Institute for Oral Health website at, <https://www.adha.org/ioh-scholarships-main>

Delta Dental Foundation Annual Scholarship

Application Deadline: January 31

Ferris is grateful to the Delta Dental Foundation for its annual scholarship support for Dental Hygiene students.

The following criteria shall be used to select recipients:

- Minimum GPA 2.0
- Amount of scholarship:
 - Two \$2000.00 scholarships to an Associate Degree of Applied Science Degree Dental Hygiene student
 - One \$1000.00 scholarship to a Bachelor of Science Degree in Dental Hygiene
 -

West Michigan Dental Foundation Scholarship

Application Deadline: January 15

Award amount: \$1,200

The following criteria shall be used to select recipients:

- The applicant must be a resident of, or originally from, one of the following West Michigan counties: Kent, Ionia, Mecosta, Montcalm, or Ottawa
- The applicant must be enrolled in a dental hygiene program accredited by the American Dental Commission on Dental Accreditation.
- The applicant must have completed their first semester of clinical dental hygiene classes prior to applying.

Michigan Dental Foundation/Robert D. Mitus Scholarship

Application Deadline: September 30

The following criteria shall be used to select recipients:

- Minimum GPA of 3.2
- Applicants must be a U.S. citizen
- Enrolled as a full-time student entering the second year of the professional sequence of dental hygiene

Contact the Michigan Dental Foundation at 517-372-9070 or e-mail at foundation@michigandental.org to request an application.

STUDENT AWARDS

The following awards are presented annually at the Dental Hygiene Pinning Ceremony.

Sigma Phi Alpha

Sigma Phi Alpha is the National Dental Hygiene Honorary Society. Each dental hygiene school in the United States can establish its own local chapter. The Ferris chapter is the Alpha Nu Chapter.

The purpose of this society is to promote, recognize and honor scholarship, service, and character among dental hygiene students and graduates. Senior dental hygiene students are elected to membership by faculty. Nominees are selected from the upper 20% of the class based on grade point average. The nominees must exhibit potential qualities for future professional growth. Membership is limited to 10 percent of the graduating class.

Hu-Friedy Golden Scaler Award

The Golden Scaler award is awarded to the graduating dental hygiene student in recognition of exceptional scaling proficiency and efficiency on difficult prophylaxis patients. Two students are selected by their clinic instructors as recipients for this award.

Outstanding Clinician Award

This award acknowledges a graduating dental hygiene student who has displayed outstanding ability and professional demeanor.