Utah College of Dental Hygiene
College Catalog

1176 S. 1480 W., Orem, UT 84058
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Utah College of Dental Hygiene
College Catalog

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GENERAL INFORMATION – SECTION I

WELCOME

The Utah College of Dental Hygiene (UCDH) is a private college offering a bachelor's degree in dental Hygiene. Our commitment to your success is paramount. The faculty at UCDH is dedicated to providing the best possible educational experience in an environment that will be uplifting, inspiring, and rewarding.

MISSION STATEMENT (Philosophy)

UCDH is a private student-centered institution devoted to providing quality education to individuals 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.

HISTORY OF THE COLLEGE

UCDH was established in January 1997 with a focus on training dental auxiliaries in advanced clinical dental skills. The college expanded its offerings by adding the Dental Hygiene Program in 2004. On August 9, 2024, Richard K. Connolly, MBA, and Dean B. Connolly, DDS, acquired the college. Richard Connolly will assume the role of President/CEO, while Dean Connolly will serve as a Board Member and Supervising Dentist in the Dental Hygiene Clinic.

Dr. Kenneth Molen, DDS, MA, the previous owner, played a key role in establishing and shaping the Dental Hygiene Program over the past 19 years. With many years of experience in both dentistry and education, Dr. Molen opened his first dental assisting training school in 1984. Over the next nine years, he trained more than 1,000 dental assistants from the United States and Canada. In addition to over 25 years of private dental practice, Dr. Molen also had extensive experience in dental education, including serving as a dental hygiene program director and supervising dentist. Dr. Molen will stay with the college for a year in a consulting role to assist with the transition.

The Dental Hygiene Program at the Utah College of Dental Hygiene is a private program that began in 2004, welcoming its first students in the fall of 2005. The inaugural class graduated with an Associate of Applied Science in Dental Hygiene (AASDH) degree. Starting with the class of 2006, students had the option to pursue either the AASDH or a Bachelor of Science in Dental Hygiene (BSDH) degree. The BSDH is an accelerated program that can be completed in three years, instead of the traditional four. UCDH no longer offers the AASDH degree due to low interest from applicants and students.

CAMPUS LOCATION AND 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

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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).** UCDH is equipped with modern dental equipment in 49 dental operatories, 49 desktop computers with mounted monitors, in each operatory, 15 radiology units, 16 digital radiography sensors, 13 laptop computers, 3 dental lasers, 1 VELScope, sterilization room, 12 size 2 digital radiographic sensors, 2 size 1 digital radiographic sensors, 2 size 0 radiographic sensors, 2 classrooms that seat over 60 students each, a computer lab with 22 stations, 12 clinic laptops, alternate lab with Wi-Fi access, learning resource center, a 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 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; (ACCSC Website). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.

The UCDH program in dental hygiene has received Accreditation Approval (without reporting requirements) from the Commission on Dental Accreditation (CODA) 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), UCDH endeavors to assure 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 UCDH.

NOTICE OF NONDISCRIMINATION

UCDH 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 UCDH staff to ensure that the college is in compliance with current civil rights laws. Title IX of the Educations Amendments of 2020 and 2024 define and outline the laws that prevent discrimination based on sex. The college incorporates

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Title IX recommendations to make sure that all program policies, procedures, and program are in compliance with the laws of the United States.
UCDH 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
UCDH 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 UCDH 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. UCDH 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.

In accordance with ACCSC accreditation standards, student records including admissions, transcripts, academic progress reports, financial information, and employment records will be maintained for five years post-graduation, withdrawal, or termination date.

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 **$15.00 (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 **$15.00** but are not considered official college transcripts. 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
The total tuition price does not cover additional program fees (e.g., uniforms, instruments, equipment, graduation fees/pictures, National Board Dental Hygiene Exam, and regional or state exams/boards such as ADEX). See the **Additional Estimated Fees Not Included in Tuition and Required Fees chart.**

Tuition must be paid in full on or before the start of each semester. Payment options include:

- Cash Payments: Personal or cashier's checks, money orders, or credit/debit cards (Visa, Mastercard, Discover, and American Express are accepted, subject to a 3% convenience fee).
- Private loan source(s): A promissory note verifying the availability of funds meeting or exceeding the required tuition.
- Combination Payments: Any combination of the above payment options meeting or exceeding the required tuition.
- Federal Financial Aid (Pell Grant, Subsidized, Unsubsidized Stafford Loan, and PLUS). Enrollment/acceptance does not guarantee eligibility for financial aid.

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Unpaid balances after the due date incur a $100 late fee following a 24-hour grace period. If tuition remains unpaid by the Monday of the second week of the semester the student may be dismissed from class. Attendance policies will apply for any class time missed.

If you are anticipating receiving assistance in the form of Pell Grants, loans, scholarships, etc. you should complete all paperwork before the semester begins to avoid a late fee. Students must pay outstanding financial obligations not covered by assistance before each semester.

Failure to meet financial obligations prevents re-application, registration, and/or diploma issuance. No information is provided to third parties if a student has an outstanding balance. If an account is sent to a third-party agency or attorney, the student is obligated to pay all additional costs permitted by Utah laws.

While tuition is due on the first day of each semester, approved disbursements can be applied as a courtesy. UCDH is not responsible for fees, interest, or charges incurred by students borrowing money. Students are solely responsible for loan agreements with banks or lending institutions and their terms and conditions.

REFUND POLICY

The College's refund policy aligns with State, Federal, and Accreditation Guidelines.
Students who officially withdraw from college or drop classes within the designated refund period may be eligible for a refund of tuition/fees from UCDH. Refund procedures are consistently applied to all students in the dental hygiene program. The college will process any owed refunds within 30 days of official withdrawal (student notification) or, at the latest, within 30 days of the date of determination, at a maximum within 30 days of the end of the academic period. Refunds are calculated based on the student's last date of attendance.

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**:

% Term	% Refunded
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. If a calculation results in a credit balance owed to the student, it will be refunded within 10-14 business days of withdrawal determination.

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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 UCDH 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 UCDH and tuition obligations for attending the dental hygiene program at UCDH.
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 UCDH.

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
All Title IV Federal Funds are considered "earned" as a student progresses in a semester. "Unearned" Title IV Federal Funds occur when the school has an allotment of Title IV aid for a semester, 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 semester 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 semester, 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 semester (payment period) attended until the withdrawal date.

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

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In order to determine the amount of earned and unearned federal aid for the semester, 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 45 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 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 45 days of the withdrawal, the financial aid office will determine eligibility and notify you to see if you are interested in those funds, loans, which may have to be paid back at a later date.

- Federal Grants will be disbursed within 45 days.
- Loans will be offered to the student within 30 days. allowing the student at least 14 days to respond to accept/decline the funds.
- All post-withdrawal disbursements are applied to the student's account first.
- A credit balance remaining on the student's account will be refunded within 10-14 business days.

If you did not receive all 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 45 days of the withdrawal, the financial aid office will determine eligibility and notify you to see if you are interested in those funds, loans, which may have to be paid back at a later date.

- Federal Grants will be disbursed within 45 days.
- Loans will be offered to the student within 30 days. allowing the student at least 14 days to respond to accept/decline the funds.
- All post-withdrawal disbursements are applied to the student's account first.
- A credit balance remaining on the student's account will be refunded within 10-14 business days.

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

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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. An overpayment of the grant must be paid to the school or the Department of Education within 45 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.

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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 desire:

KEY AGENCIES AND ORGANIZATIONS FOR TITLE IX ASSISTANCE IN UTAH

American Civil Liberties Union of Utah (ACLU)

- Purpose: The ACLU of Utah offers legal advocacy and education regarding civil rights violations, including Title IX violations related to discrimination based on sex, gender identity, and sexual orientation.
- Contact Information: Website: ACLU of Utah Phone: 801-521-9862

Center for Women and Children in Crisis (CWCIC)

- Services: Offers advocacy, crisis intervention, emergency shelter, and support services for survivors of domestic violence and sexual assault. They provide legal advocacy, counseling, and support groups.
- Contact Information: Website: CWCIC 24-Hour Crisis Line: 801-377-5500
- Location: Provo, UT (Exact location is confidential for safety reasons)

Disability Law Center (DLC)

- Purpose: Utah's DLC provides legal advocacy for individuals with disabilities, including addressing discrimination in education under Title IX.
- Contact Information: Website: Disability Law Center Phone: 1-800-662-9080

Equality Utah

- Services: Provides legal referrals and advocacy for LGBTQ+ individuals facing discrimination or harassment.
- Contact Information: Website: Equality Utah Phone: 801-355-3479

Legal Aid Society of Salt Lake

- Purpose: Provides low-cost or free legal assistance for victims of domestic violence, sexual harassment, and assault, including issues that fall under Title IX.
- Contact Information: Website: Legal Aid Society of Salt Lake Phone: 801-328-8849

Provo Police Department Victim Services

- Services: Offers victim advocacy, including help with protective orders, court accompaniment, crisis intervention, and referrals to community resources.
- Contact Information: Website: Provo Police Victim Services Phone: 801-852-6375
- Location: 48 S 300 W, Provo, UT 84601

Rape Recovery Center

- Purpose: Provides comprehensive support services, including counseling, advocacy, and legal advice for survivors of sexual assault, harassment, and other Title IX-related incidents.
- Contact Information: Website: Rape Recovery Center Phone: 801-467-7273 (24-hour Crisis Line)

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South Valley Services (SVS)

- Services: SVS offers free counseling services and emotional support for victims of domestic violence and sexual misconduct. They provide crisis intervention, trauma-informed care, and support groups.
- Contact Information: Website: South Valley Services Phone: 801-255-1095 (24-hour Crisis Line)
- Location: West Jordan, UT

Utah Coalition Against Sexual Assault (UCASA)

- Purpose: UCASA provides direct services, resources, and advocacy for survivors of sexual assault. They also offer training and support for educational institutions to ensure compliance with Title IX regulations.
- Contact Information: Website: UCASA Phone: 1-866-878-2272 (Statewide Sexual Violence Crisis Line)

Utah County Attorney's Office Victim Assistance Program

- Services: Offers support to victims of crime, including crisis intervention, advocacy, and help navigating the criminal justice system. They assist with protective orders, victim impact statements, and compensation for victims of crime.
- Contact Information: Website: Utah County Victim Assistance Phone: 801-851-8026
- Location: 100 East Center Street, Suite 2100, Provo, UT 84606

Utah County Sheriff's Office Victim Advocate Program

- Services: Provides advocacy and support for victims of domestic violence, sexual assault, and other crimes. They assist with safety planning, protective orders, and referrals to counseling services.
- Contact Information: Website: Utah County Sheriff's Office Phone: 801-851-8343
- Location: 3075 N Main St, Spanish Fork, UT 84660

Utah Department of Human Services (DHS) – Division of Child and Family Services (DCFS)

- Purpose: Provides support for survivors of sexual abuse and other forms of harassment, including counseling, crisis intervention, and protective services.
- Contact Information: Website: DCFS Utah Phone: 1-855-323-3237 (24-hour reporting line)

Utah System of Higher Education (USHE)

- Purpose: Oversees and ensures compliance with Title IX regulations for public higher education institutions across Utah. They can provide guidance on how universities implement Title IX policies and handle grievances.
- Contact Information: Website: USHE Phone: 801-646-4784

Utah Legal Services

- Services: Offers free legal advice and representation for low-income individuals in Utah, including support for sexual misconduct or assault cases.
- Contact Information: Website: Utah Legal Services Phone: 1-800-662-4245

Utah Office for Victims of Crime (UOVC)

- Purpose: Offers victim compensation, resources, and legal assistance to individuals affected by violent crime, including sexual violence and harassment under Title IX.
- Contact Information: Website: UOVC Phone: 1-800-621-7444

Utah State Bar Lawyer Referral

- Services: Provides referrals to licensed attorneys in Utah for sexual misconduct and Title IX cases.
- Contact Information: Website: Utah State Bar Lawyer Referral Phone: 801-531-9077

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The Family Support Center

- Services: Offers free and low-cost counseling for individuals and families affected by trauma, including survivors of sexual misconduct and assault. They provide trauma therapy and emotional support to help survivors process their experiences and heal.
- Contact Information: Website: Family Support Center Phone: 801-955-9110
- Locations: Various locations across Utah

The Utah Domestic Violence Coalition (UDVC)

- Services: Provides emotional support, counseling, and advocacy for victims of domestic violence and sexual assault. They have a statewide crisis line, and they refer survivors to local support centers that provide therapy and advocacy.
- Contact Information: Website: UDVC Phone: 1-800-897-5465 (Statewide 24-hour Crisis Line)

ACADEMIC ADVISING

Academic advising services are designed to assist students in their academic pursuits at UCDH. Academic advising is conducted through the 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 their assigned student(s). The faculty advisor communicates how and when they are 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 AND TRAIN SERVICES

UCDH 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 UTA Bus Schedules 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 AND JOB SEEKING SKILLS

A priority at UCDH 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 to report to our accrediting bodies for continued accreditation status. The ongoing success of our graduates is our goal. UCDH does not, however, guarantee job placement after graduation. It is 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

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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 "UCDH 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). A listing of UCDH's current faculty and staff can be found at https://www.ucdh.edu/list_of_faculty/.

PREVENTION OF DRUG/ALCOHOL ABUSE AND 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 UCDH 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 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 an emergency occurs on campus, **9-1-1** should be called immediately. Students are provided with 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 AND STAFF AVAILABILITY

UCDH faculty and staff are generally available to students when the facility is open. 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 UCDH 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

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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. See the **Additional Estimated Fees Not Included in Tuition and Required Fees chart**

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 damage, harm, or misuse that may result from the use of such services.

COMPLAINT PROCEDURES AND POLICY

If a student has a complaint with a college employee, course, materials, or assessments they should individually approach the individual involved to allow a full and fair review. If the concern cannot be resolved or the student is not comfortable addressing the complaint with the involved individual(s), they may request assistance from President Richard Connolly and/or Director Laura Green. Once the complaint is addressed the status will be delivered in writing.

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. Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints.

Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges 2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212 www.accsc.org | complaints@accsc.org A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting 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 Director Laura Green or online at 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.
Utah Division of Consumer Protection can be contacted at 160 E 300 S, Salt Lake City, UT 84111, (801) 530-6601.

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HANDICAPPED PARKING

UCDH has specific parking spaces on the campus that are designated for 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 them 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 the 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.** UCDH 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 UCDH 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 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 Rentler.com and Apartmentfinder.com.

LIBRARY/LEARNING RESOURCE 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

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American Psychological Association (APA) writing style and assist with any other concerns. Some subscription and direct access resources that are readily available to UCDH students are listed below:

Dentistry and 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=utucdhllib

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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):

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

MULTI-MEDIA (300 + items):
Formats include Software.
Dental Full-Mouth Typodonts (30), Replica Human Skulls (12), and Dental Hygiene Decks Cards (7 sets)

DATABASES:
Dentistry and Oral Sciences (DOSS): http://search.ebscohost.com
PubMed: https://www.ncbi.nlm.nih.gov/pubmed?holding=utucdhllib – links to full text resources activated by this link (UCDH Online)**EXAMPLES OF ELECTRONIC JOURNALS AVAILABLE THROUGH DENTISTRY AND ORAL SCIENCES SOURCE (DOSS):**

Journal Title	Peer-Reviewed	Electronic	Print in Library
British Dental Journal	Yes	1999- present	No
Evidence-Based Dentistry	Yes	2000- present	No
Journal of the American Dental Association	Yes	2011- present	2001- present
Journal of Dental Education	Yes	2005- present	2001-2015
Journal of Dental Hygiene	Yes	2008- present	1993-2008
Journal of Dental Research	Yes	1919- present	2002-2004
Journal of Dentistry	Yes	2002- 2016	No
Journal of Dentistry for Children	Yes	2003- present	No
Journal of Oral Pathology	Yes	1972- present	No
Journal of Orofacial Pain	Yes	1993- present	No
Journal of Periodontal Research	Yes	1966- present	No
Journal of Periodontology	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

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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 may be placed on top of or on the outside of lockers. The inside can only be decorated (with removable tape). Students will be held responsible for vandalism or damage to lockers assigned to 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 value in lockers. Expensive or irreplaceable items such as jewelry, large sums of money, iPods, electronic games, or other electronic devices that are not related to academics should be kept at home. The school is not responsible for lost, stolen, or damaged items stored in the lockers provided (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, 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 on the UCDH campus are reserved for UCDH 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 the college administration. All camping, overnight stays, or taking up residence on campus property is prohibited.

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PERSONAL ELECTRONIC DEVICES

With permission from the faculty member teaching, lectures may be recorded if it *does not distract* other students. Course directors may allow use of a laptop in class if 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 with instructor permission. ***Sounds and vibrations must NOT be audible.***	**During Class**	**During Testing**	**In Study Areas**	**During Break**	**During Clinic**
Smart Phones			X	X	
Smart Watches			X	X	
Tablets/Computers (Instructor Approval)	X		X	X	
iPod, Audio Device, Game Console			X	X	
Audio Recorders (Instructor Approval)	X		X	X	
Other Personal Electronic Devices			X	X	

PHOTO AND VIDEO USE POLICY

UCDH may take photos(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 UCDH 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 UCDH photos and/or videotape footage taken of students, faculty, staff, and visitors throughout the year are the sole property of UCDH.

STUDENT ORGANIZATIONS AND CLUBS

UCDH 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 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 UCDH 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, and expectations.

TELEPHONE CALLS

Emergency phone calls from family to students in class, laboratories, 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, 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.

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TESTING SERVICES

Testing at UCDH 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. Most 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 UCDH.

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, logos, and/or any other program or clinic related forms) are the sole property of 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.

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UCDH 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 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 and campus security polices can be located under the Consumer Information link found at 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 statues. Weapons include any instrument that could cause death or severe 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 damage done to any/all persons and/or UCDH facilities and/or property. Exceptions to the above policy must be approved by the Program Director.

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STUDENT CONDUCT

UCDH 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, or insubordinate 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 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 unpermitted information during an exam or while preparing class work.
- Change answers on an exam or an exercise after it has been returned and then ask the instructor to re-grade that exam or exercise.

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- Have another person prepare reports or take exams for them.
- Using a classmates iCLicker to mark them as present when they are not in their seat.
- Turn in, as their own, term papers or reports that have either been 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.

ARTIFICIAL INTELLIGENCE POLICY

The general Utah College of Dental Hygiene (UCDH) policy for use of generative Artificial Intelligence (AI) tools (e.g., ChatGPT, Claude, Dall-e, Co-Pilot, etc.) to complete assignments and studying is as follows. Each course/assignment may have unique parameters. The student must check with the course director and syllabus for variations.

While AI tools can enhance learning, students must ensure they use these tools ethically and responsibly, maintaining academic integrity and protecting patient privacy. Actively engaging with course materials is crucial for developing a full understanding of concepts. AI tools can be helpful for support and clarification but relying solely on them can lead to gaps in knowledge and skills. This may impact performance in courses, licensing exams, and real-world applications in the professional setting. It is important to balance the use of technology with genuine learning and comprehension. Therefore, AI tools may be used for assistance with learning and assignments. They should not replace critical thinking, problem-solving, and independent work.

Any form of cheating including plagiarism or inappropriate use of AI tools will be dealt with under relevant UCDH policies as found in the college catalog. If there are suspicions as to whether an assignment was written with AI tools the student may be required to complete an oral exam on the content of the paper. In such a case, a grade for the oral examination will replace that for the paper.

Permitted uses of AI tools:

- Brainstorming and refining your ideas
- Idea generation
- Finding information on your topic
- Checking grammar and language improvement
- Summarizing complex topics or providing additional learning resources
- Clarifying concepts
- Exploring alternative explanations

Prohibited uses of AI tools:

- Completing a draft of a writing assignment
- Completing group work
- Writing entire sentences, paragraphs, or papers to complete class assignments
- Submitting AI-generated content without significant human revision

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- Using AI tools to generate answers for any graded assessment
- Outsourcing entire assignments or tasks to AI tools without contributing your own analysis, ideas, or critical thinking

Citing use of AI tools:
All AI generated text (including edited) must be cited.

Adapted from APA formatting according to Purdue University
https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074.

APA format: Author. (Year). *Title* (Month Day version) [Additional Descriptions]. Exact query used. Source Hyperlink
Author: The author of the model.
Year: The year of the version.
Title: The name of the model. The version number is included after the title in parentheses.
Bracketed text: References for additional descriptions.
Exact Query: Information that was originally entered into the search bar.
Source: When the publisher and author's names are identical, omit the publisher's name in the source element of the reference and proceed directly to the URL.

APA in-text citation:
Prompt and answer. (Model, Year)

APA reference entry:
Model. (Year). *Name of Model* (Month Day version) [Large language model]. Exact query used, Hyperlink.

Example:

In-text citation

When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2023).

Reference

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. "Is the left-brain right brain divide real or a metaphor?" https://chat.openai.com/chat

Adapted from Purdue University. (n.d.). *How to Cite AI Generated Content.* Purdue University Libraries and School of Information Studies. https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074

ACTIONS TAKEN AGAINST ACADEMIC DISHONESTY
If a course instructor or the Program Director ascertains an act of academic dishonesty has occurred, they 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

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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).

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 POLICY AND PROCEDURE

Students who have had their financial aid suspended or have been terminated due to extraordinary circumstances beyond their control—such as accidents, severe illness, divorce, or the death of an immediate family member—may submit an appeal for reinstatement. Termination appeals that apply only to cases inappropriate behavior in the learning environment must also address *Financial Aid Appeals*, if applicable.

General Appeal Requirements

All appeals must be submitted in writing to the program director and include:

- A detailed explanation of the circumstances that led to the failure to maintain Satisfactory Academic Progress (SAP) or other academic/behavioral issues.
- Supporting documentation verifying the claim.
- Evidence that the issue has been resolved and that the student is now capable of successfully completing the program.

Appeals must be submitted within a reasonable timeframe, typically within two weeks of the adverse decision. The appeal should be clear, concise, and well-documented. The Appeals Committee will review the request and provide written notification of the decision within 30 days.

Financial Aid Appeals

- If an appeal is approved and the student was not on consecutive probationary semesters, they may be eligible to receive Title IV aid under a probationary status.

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- If an appeal is approved but the student was on consecutive probationary semesters, they will not be eligible to receive Title IV aid.
- If an appeal is approved, the student's academic progress and attendance will be closely monitored to ensure successful program completion.

Course-Specific Appeals
Students may appeal a course instructor's decision by submitting a formal request to the program director. The request will be reviewed by the Appeals Committee. The decision may either be upheld or overturned.

This appeals procedure also applies to students whose behavior in the classroom, laboratory, or field studies disrupts or threatens the educational experience of other UCDH students, faculty, or staff (see Rules of Conduct).

Attendance Appeals
Students may appeal an absence-related grade penalty to the Appeals Committee. Appeals must be made within 2 weeks of the absence, as outlined in the attendance policy.

Appeals may be made by personal appearance or written application only if both of the following conditions are met and can be demonstrated:

1. There is sufficient documentation to support a genuine need for the absence.
2. The ability to overcome missed coursework, laboratory work, or clinical work can be demonstrated.

The Appeals Committee will determine the merit of the appeal and decide what action, if any, will be taken. As this is an academic matter, there is no further appeal beyond this decision.

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. Attendance is required to meet the Quantitative Standard for Satisfactory Academic Progress (SAP).

PAST GRADUATES AND VISITORS / ANTI-LOITERING POLICY
All campus facilities and resources are for currently enrolled students or current scheduled patients only. Family members, relatives, friends, or associates of current students are prohibited from using any campus facilities or resources except for being readily available to the general public and dental patients who are visiting the school clinic (i.e., restrooms, waiting rooms, and drinking fountains).

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TERMINATION/DISMISSAL – SECTION V

TEMPORARY DISMISSAL

All students who attend UCDH should always demonstrate professional demeanor in the classroom, clinic, and laboratory settings. All students attending UCDH 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 they are 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 to appeal to the Program Director as outlined in Appeals Policy & Procedures in Conduct Policy Section - IV.

NOTE: It is 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.

DISMISSAL APPEALS

Appeals may be made, in writing, to the Director or College 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 makeup for the time missed, even if the appeal is granted. The Appeals Committee will review the request and provide written notification of the decision within 30 days. See Appeals Policy & Procedure in Conduct Policy - Section IV

EXPULSION/TERMINATION AND RULES OF CONDUCT

The school retains the right to terminate any student failing to maintain satisfactory progress, displaying excessive tardiness or absences, causing damage to school property, or violating Rules of Conduct. The college may withdraw a student from classes, as determined by the Director and/or President, in consultation with relevant personnel, in the best interest of the student or the college.

Rules of Conduct encompass:

1. Unsatisfactory progress, warnings, tardiness, or absenteeism.
2. Harassment, bullying, assault, intimidation, or any aggressive conduct toward individuals associated with the college.
3. Unlawful drug or alcohol use on school premises.
4. Willful abuse or vandalism of college property or equipment.

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5. Insubordination, intolerable conduct, or lack of motivation.
6. Unauthorized representation of the school, or actions that harm the reputation of the college or its members.
7. Unauthorized use or theft of property.
8. Cheating, dishonesty, or falsifying documents.

Additional violations leading to dismissal include non-payment, failure to adhere to contract or catalog requirements. Students can appeal termination through the Appeals Process outlined in the Conduct Policy Section – IV of the College Catalog. Dismissed students agree not to imply graduation from UCDH.

Disciplinary actions involve only the enrolled student, excluding relatives, parents, spouses, and representatives. Failure to attend disciplinary meetings may lead to documented actions and further consequences determined by the College Administration and the Board of Directors.

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 the College 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 Presidents.

WITHDRAWING FROM THE COLLEGE

Students seeking to withdraw from the college must complete an "Official College Withdrawal Form." A student can terminate training at any time by providing written notice to the Director, with the termination date determined by the last date of actual attendance. Refer to the Refund Policy (E) for details. Any fees owed at the time of withdrawal remain payable to the school.

CHANGES OF SCHEDULE AND 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 7:00 am to 6:00 pm, Monday-Saturday. There may also be limited additional times added, and distance courses delivered if unusual circumstances (similar to COVID-19) arise.
- Personal schedules (work, family vacations, etc.) must not be allowed to interrupt or interfere with the dental hygiene academic program scheduled at UCDH.
- Students entering UCDH 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 UCDH may result in the student's dismissal/termination from the program.
- Under special and emergency circumstances, school hours and instructional locations may temporarily be changed to accommodate emergency closures necessitated by local, state, and federal governmental agencies due to unforeseen natural disasters and circumstances.

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STUDENT DRESS CODE – SECTION VI

Students at UCDH 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) always maintain a professional appearance. Therefore, this policy is in effect from 7:00 a.m. to 6:00 p.m. Monday – Friday.

Students are also subject to the UCDH 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.

SCHOOL/CLINIC UNIFORM-PERSONAL APPEARANCE
NOTE: WHEN IN UNIFORM (i.e., scrubs), ALL RULES BELOW APPLY
A clinical uniform is required 7:00 a.m. to 6:00 p.m. Monday – Friday.

1. The uniform consists of matching top and bottom scrubs as specified by UCDH. All uniform (scrubs) purchases 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 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, one pair for clinic and one for outside of clinic.
   Clinic shoe requirements- All white with white or grey soles, a solid upper (a firm material such as leather or synthetic leather), and closed toe. 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 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 fully cover the legs when in a seated position. Socks may be solid, or have designs provided there are no inappropriate printing or graphics.
   Outside of clinic shoe requirements-An "athletic" style shoe (aka-trainer, sneakers, or tennis shoes) which is closed toe. These may be any color combination. Shoes must be clean with no damage. Socks may be solid, or have designs provided there are no inappropriate printing or graphics.
5. All replacement (or accessory) uniforms must be identical to the original scrubs in manufacturer and color.
6. Hair must be clean, and neat. When in the 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 hair elastics are appropriate hair accessories. No large hair accessories are permitted (i.e.-bows, 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 to ensure the proper fit of a mask in the clinic setting.

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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 elevated levels of bacteria.
8. Makeup 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. Visible tattoos of an inappropriate nature must be covered.
10. Jewelry:
    Classroom setting: One set of stud style earrings, which are no larger than the ear lobe, may be worn. Other ear piercings may be maintained with a clear or flesh tone piercing retainer post. If additional jewelry is necessary due to a specific medical condition(s), the student will need to submit a doctor's letter for verification. Necklaces, bracelets, rings, and non-smart watches are allowed. Facial piercings are allowed, Due to the nature of the damage sustained by oral piercings, they are strongly discouraged.
    Clinic setting: In addition to the classroom guidelines, no rings of any kind are allowed, and facial piercings must be covered by a mask. If a necklace, bracelet, or watch are worn they must always be 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/ UCDH 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 ATTIRE-PERSONAL APPEARANCE

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, pajamas, and clothing with rips and/or tears.

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

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and the UCDH Attendance Policy will be enforced. Students may receive an ethical or professional 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.

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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 current information should be addressed to the Office of Financial Services at UCDH. 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, AND GOVERNMENT BASED LOANS OR GRANTS

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 and been officially accepted into the dental hygiene program.

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) 426-8234.

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 regarding 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, UCDH 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 period.

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

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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 UCDH are confidential and that no public announcements shall be made of amounts awarded to individual students.

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The dental hygiene degree program is listed under Utah College of Dental Hygiene (UCDH).

UCDH MISSION STATEMENT

The Utah College of Dental Hygiene is a private student-centered institution devoted to providing quality education to individuals 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 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.

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GOAL #3 (CREATIVE AND 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 BACHELOR OF SCIENCE IN DENTAL HYGIENE DEGREE
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 and may include (with additional training or schooling) positions in teaching, administration, public health, dental product sales, and other areas of dental hygiene practice.

CAREER AND 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, a continuing education provider, a researcher conducting or helping to conduct clinical studies and collecting and analyzing scientific data. Dental

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hygienists may also provide 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.

PROGRAM ADMISSION PROCEDURES

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 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 unless five years has passed, and a petition is submitted and approved by the College President. Please see program information for the prerequisites that are needed for the Bachelor of Science in Dental Hygiene degree.

ADMISSION FOR TRANSFER STUDENTS

Transfer students seeking admission into UCDH must meet all 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 either into, or out of, the dental hygiene program is not guaranteed and transfer credits into the program may only be determined by the College President(s).

ADMISSION FOR INTERNATIONAL STUDENTS

All applicants must be a citizen of the United States or be an "Eligible Noncitizen". You are considered an eligible noncitizen if you fall into two categories: you are a U.S. national or you are a permanent resident. A U.S. national includes natives of American Samoa or Swains Island. A U.S. permanent resident is a person who has Form I-551 or I-151 (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as a "green card." International students (or foreign students) from other countries are not currently eligible for acceptance by UCDH. 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 visas, etc. Any questions regarding U.S. citizenship should be directed to financialservices@ucdh.edu.

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 credit with regards to other educational institutions either into, or out of, the UCDH BSDH Program. See Appendix A.

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ADMISSION CRITERIA AND 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 .

Admission to UCDH Dental Hygiene Program is competitive. 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, and official transcripts from *all* colleges or universities attended. Applications are accepted year-round. Applications must be completed in order to be considered and must be received at the Admissions and Records Office. Application packets can be obtained by logging onto the college website (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 an 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 stationery 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.
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 applicants second language, a standardized test such as the Test of English as a Foreign Language (TOEFL) may be required. A firm grasp and familiarity of the English language is very strongly recommended for all students enrolled in the program.
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

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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. These 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.

BACCALAUREATE DEGREE

Required Prerequisite Courses and Credit Hours	Minimum Credit Hours
Anatomy and Physiology I & II ***or*** Anatomy AND 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	3
TOTAL	**33**

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 admission 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.

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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 their 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 there is a 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® 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.

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SELECTION CRITERIA

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. FGPA is corrected, i.e., the best grade in a course is used in computing the GPA.

Part one of the selection process includes FGPA and the date by which the application was completed. Applicants meeting the deadline 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)
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 the course was taken. Tier One educational institutions (those with doctoral degree programs) are generally considered as having the highest quality educational experience.
4. The following are assessed as closely as possible through the interview process:
    a. Familiarity and interest/desire with perusing a profession in dental hygiene.
    b. Evidence of a desire to provide oral healthcare to the underserved and/or rural/unserved areas.
    c. Evidence of participation in worthwhile community volunteer activities.
    d. Evidence of good moral/ethical character, motivation, intellectual maturity, leadership skills, and overall optimism.
    e. Evidence of an understanding of appropriate attire, appearance, and demeanor.
    f. Apparent critical thinking skills and positive attitudes as the applicant communicates and articulates ideas and expresses opinions during the interview process.
    g. Grammar, punctuation, sentence structure, general focus, and overall content of the written essay completed at the time of interview.
    h. 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 with articulation agreements with the UCDH.
    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.

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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 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 withdrawals 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 is submitted. 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.

VERIFICATION OF HIGH SCHOOL COMPLETION
The Utah College of Dental Hygiene (UCDH) is committed to maintaining academic integrity and ensuring that all students meet the necessary educational prerequisites for admission. In accordance with state and federal guidelines, UCDH requires verification of high school completion for all applicants.

REQUIRED DOCUMENTATION
Applicants must provide one of the following to verify high school completion:
- A copy of a high school diploma from a recognized institution.
- A final high school transcript indicating graduation.
- A General Educational Development (GED) certificate or a state-recognized equivalent.
- For homeschooled students, a signed transcript or equivalent document from a parent or guardian listing completed courses and confirming secondary education completion.

EVALUATION OF DIPLOMA VALIDITY
If UCDH or the U.S. Department of Education has reason to believe that a high school diploma is not valid or was issued by an entity that does not provide legitimate secondary education, additional verification steps will be taken, including but not limited to:
- **Institutional Review:** Cross-checking the issuing high school against databases of accredited and recognized secondary schools.
- **State or Accreditor Confirmation:** Verifying the school's recognition by the Utah State Board of Education or an equivalent governing body.
- **Direct Contact with the School:** Confirming the student's enrollment, completion, and graduation status with the issuing high school.

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If a diploma is determined to be invalid, the applicant may be required to provide alternative proof of secondary education completion, such as a GED certificate or other recognized equivalent.
For any questions regarding high school diploma verification, applicants may contact the **Registrar's Office** at **801-426-8234**.

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DENTAL HYGIENE TUITION AND FEE SCHEDULES

Program Tuition Rates for Baccalaureate Dental Hygiene Program (BSDH Degree) - The following per-semester credit tuition rates have been approved for enrollments prior to September 1, 2024, and on or following September 1, 2024. All semester credits are assessed at the per-credit rate listed for both resident and non-resident students. See the per credit cost below.

Estimated Costs Per Student

The Baccalaureate Degree offered by 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 $623.00)	$ 55,447.00
Required Fees • Institutional • Clinics • Labs • Textbooks and Instruments (leased and kept by student)	$ 9,875.00
Tuition Total	**$ 65,322.00**

Please note that the Supplies/ Uniform costs are **estimates**. **The student purchases all supplies**. 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.

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Additional Estimated Fees Not Included in Tuition and Required Fees

Students are responsible for obtaining the following items. All items in the gray section must be purchased prior to attending orientation. The list includes items that may be rented or purchased. The fees are estimates and may not include all charges. This a best effort to give students an idea of costs associated with completing dental hygiene education. UCDH is not responsible for non-delivery of any individually purchased items. Upgrading of instruments and equipment may require additional fees not listed or anticipated. All fees are in U.S. currency.

Student MUST Purchase Prior to Starting:		**Estimated Cost**
All immunizations and T.B. Test		$150.00
Long socks (to cover ankle and mid-calf)		$8.00
OSHA standard clinical/laboratory safety glasses, two pair minimum		$30.00
Children's sunglasses, one pair minimum		$5.00
Uniforms, four pairs minimum: scrubs with embroidery, clinical lab coats with embroidery		$325.00
Two pairs of closed toe shoes. 1-Clinic-White impenetrable solid upper, 2-Classroom-athletic type		Varies
CPR certification through AHA or American Red Cross (must be valid while in school)		$50.00
Individual student health insurance		Varies
Handheld vanity mirror for clinic		$5.00
Analog watch with a second hand for clinic		Varies
White ½ inch, 3-ring binder, additional 3-ring binders, and blank lined paper		Varies
Standard pens: two (2) blue and two (2) red		$4.00
Erasable pens: two (2) blue and two (2) red		$4.00
Plastic storage tote with handles (dimensions 15x9x11 or 10x13x11)		Varies
Sprague Rappaport type (adult) stethoscope & sphygmomanometer		$50.00
iClicker2		$50.00
Clinic/lab gloves – non-latex or nitrile, powder free, medical grade	Purchased from UCDH throughout school. These may not be purchased elsewhere.	Varies
Face masks (ASTM level 3)		Varies
Medical grade tuberculocidal disinfectant wipes. Minimum of 1 new container each semester.		Varies
Required Ongoing Costs Throughout School		**Estimated Cost**
Onsite personal copies/printing fees		$0.10 per copy
Associated Community Oral Health table clinic scientific posters		$50.00-$100.00
Convention attendance (UDHA and/or UDA) and transportation fees		Varies
Student American Dental Hygiene Association (SADHA) dues		$85.00/yr. or $150.00/2 yrs.
Graduation ceremony fees		$ 50.00
Damaged, Lost Item Replacement, & Other Potential Fees		**Estimated Fee**
Leased book		Varies
Instrument replacement		Varies $20.00-$50.00
Locker key(s) replacement		$25.00 each
Dental hygiene instrument cassettes		$140.00 each
Retake of any exam with a grade lower than a "C" (70%), retesting is required		$25.00
Dental hygiene makeup clinics (3-4.25 hours) per session		$60.00 to $240.00
Required for licensure to practice after graduation, not school-associated fees. Varies per state.		**Estimated Cost**
National Board Dental Hygiene Examination		Approx. $450.00
Clinical board examination testing fees		Approx. $300.00
Local Anesthesia written & clinical exams (Required by some states)		Approx. $1500.00
Jurisprudence exam (Required by some states)		Varies
Restorative / expanded practice examination(s) (Available in some states after additional courses)		Varies
Items that are NOT required to be purchased in school		**Estimated Cost**
Loupes		$1000.00+
Practice manakin		$280

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UCDH reserves the right to change the schedule with appropriate notice.

***Fridays are reserved for classes, as necessary. See the college catalog.**

****Grades will be posted within 2 weeks of the final exam.**

UPDATED 11/16/2026

2026 FALL-Semesters 2 & 4		
9/7/2026	MON	Closed-Labor Day
9/8/2026	TUE	Classes Begin, CI Sem. Begins
9/11/2026	FRI	Make-up for Labor Day (MON)
9/26-28/2026	S-M	ADHA Annual Sess., Ft. Worth, TX, M-UCDH OPEN
10/2/2026	F	UDHA Annual Session
10/9/2026	FRI	SR Make-up For Thanksgiving **(WED) MORNING ADEX MOCK BOARD**
10/23/2026	FRI	JR Make-up for Thanksgiving **(WED) MORNING SESSION**
11/13/2026	FRI	Make-up for Thanksgiving (THUR)
11/25-27/2026	W-F	Closed-Thanksgiving Break
12/10/2026	THU	Clinic Instrutors End of the semester
12/14-16/2026	M-W	Final Exams/Clinic Wrap-Up**
12/18/2026	FRI	End of the semester
2027 SPRING-Semesters 5 & 3 (C)		
1/1/2027	FRI	Happy New Year
1/4/2027	MON	Classes Begin
1/18/2027	MON	Closed-Dr. Martin Luther King Jr. Day
1/22/2027	FRI	Make-up for Martin Luther King Jr. Day (MON)
2/5/2027	TBD	UDHA Day at the Capitol
2/15/2027	MON	Closed-Presidents' Day
2/27/2027	SAT	Give Kid's a Smile
3/12/2027	FRI	Make-up for Presidents' Day (MON)
4/2-4/2027	F-Su	ADEX Board Exams
4/12-14/2027	M-W	Final Exams/Clinic Wrap-Up**
4/14/2027	WED	Commmencement
4/16/2027	FRI	End of the semester
4/16-17/2027	F-S	Day of Service
2027 SUMMER-Semesters 1 & 4 (D)		
4/30-5/2/2027	F-Su	ADHA Integrated Care Summit
5/5/2027	WED	New Student Orientation
5/10/2027	MON	Classes Begin
5/31/2027	MON	Closed-Memorial Day
6/4/2027	FRI	Make-up for Memorial Day (MON)
7/5/2027	MON	Closed-Independence Day Observance
8/16/2027	MON	Make-up for Independence Day (MON)
8/17-19/2027	T-H	Final Exams/Clinic Wrap-Up**
8/20/2027	FRI	End of the semester
2027 FALL-Semesters 2 & 5 (E)		
9/6/2027	MON	Closed-Labor Day
9/7/2027	TUE	Classes Begin
9/10/2027	FRI	Make-up for Labor Day (MON)
10/8/2027	FRI	Make-up for Thanksgiving (WED)
11/12/2027	FRI	Make-up for Thanksgiving (THUR)
11/24-26/2027	W-F	Closed-Thanksgiving Break
12/13-15/2027	M-W	Final Exams/Clinic Wrap-Up**
TBD	TBD	ADHA Annual Session
TBD	TBD	UDHA Annual Session
TBD	TBD	ADEX Board Exams
TBD	TBD	Commmencement
12/17/2027	FRI	End of the semester

Revised November 16, 2026

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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 are 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 is 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.

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ATTENDANCE POLICY FOR DEGREE PROGRAM

Attendance is required. There are no “excused" absences in dental hygiene courses. All absences must be made up for a passing grade in any classes, laboratories, and/or clinics to be recorded.

Tardy and Absence Definitions

The student must be in their seat at the beginning of class to click in using the iClicker system for attendance. At the instructor's discretion, attendance may be taken multiple times throughout the session.

- **Tardy-** If arrival is later than the time class is scheduled to begin and up to ten (10) minutes after the start of class. If a student leaves for any reason, they will be marked tardy. Three (3) tardies are treated as one absence.
- **Absence-**After the ten (10) minute grace period, a student is marked absent. If a student is present for the beginning of class but subsequently leaves for longer than ten (10) minutes, they will be marked absent.

Absence Makeup Procedures for Each Session Missed

- The entire class, lab, and/or clinic session time (minus the 10-minute breaks) must be made up in one sitting. The time cannot be split between multiple days.
- An assignment, as identified by the course instructor, is to be completed. It is the responsibility of the student to contact instructors to obtain makeup assignments.
- Makeup time and work must be submitted within 4 weeks of the recorded absence date.
- Late submissions will result in a 2% deduction from the student’s overall grade.
- Makeup time is completed on campus, Fridays 9:00am-1:00pm (if UCDH is closed on a Friday, the time may be extended. Check with administration).
- Missed quizzes CANNOT be made up.

Absence Penalties

- **First Absence:** no penalty if the makeup procedures are completed and submitted on time.
- **Each Additional Absence (2nd, 3rd, etc.):** makeup procedures apply and there will be a 5% deduction from the student’s overall grade for each absence.
- **Exam Day Absences:** In addition to the above policies, 10% will be deducted from the exam missed. The student must plan to take the test as soon as possible.

A student may appeal an absence grade penalty(ies) to the course director or, at the course director’s discretion, the Dental Hygiene Professional Standards Committee, within the two (2) weeks of the absence. See Appeals Policy & Procedures in Conduct Policy Section IV.

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 the 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 (CODA). 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

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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 the 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 (credit attempted)
F……. Failure (0 grade points per credit earned, credit attempted)
C/R……. A grade of D that has been remediated and student has met requirements for graduation.
I……**Incomplete coursework - Student is required to remediate (credit attempted)**
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 UCDH 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.

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CREDIT FOR PRIOR LEARNING
Students may not earn credit for prior life/learning outside of a post-secondary instructional (college) classroom. UCDH 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.

MAKEUP WORK (REMEDIATION)
Individual course instructors may establish special guidelines for the courses they teach, provided they follow all general UCDH guidelines, have Program Director approval, and all changes are published in their class syllabus.

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EXAM REMEDIATION POLICY

If a score on any exam other than a final exam is 69% or lower.

1. The student must promptly contact the course instructor to plan a remediation exam.
2. Exams will not be shared with the student.
3. Complete the remediation assignment. This is due by Noon, on Wednesday prior to an exam retake.
    - For each chapter/topic that was included in the exam complete
        - One handwritten page of notes/outline as noted by the instructor. Photo to submit
        - Three quiz questions in Word doc or Google doc. Each question must include,
            - 3-5 answers
            - Correct answer identified
            - Rationale for the correct answer
            - Reference for the correct answer
4. Email the assignment to the instructor.
5. Upon submission of the assignment, confirm with the course instructor that the completed assignment is acceptable, and the retake exam is with the receptionist.
6. Retake the exam on a Friday within two weeks of the failed exam. If there is a Friday makeup the exam may be moved out one week.
7. Day of retake
    - Pay $25 Retake Fee with the receptionist.
    - The exam is typically proctored by Director Green or her assistant.

If the score on the retake exam is 70% or higher the remediation process is complete.

If the score on the retake exam is 69% or lower.

1. 2% will be deducted from the overall class grade.
2. Attend school for four hours on a Friday to complete the video assignment.

- Prepare a 30-minute Zoom video with a PowerPoint (PPT) presentation on the topic(s) required by your instructor.
    - The video and PPT presentation are as though you are teaching the topic(s) to a student.
- Email the video and PPT to the instructor.

A meeting with Director Green will be required for any student that scores 69% or lower on any two exams in a semester.

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SATISFACTORY PROGRESS FOR DEGREE PROGRAM – SECTION X

OVERVIEW

To maintain eligibility for federal Title IV financial aid and other aid administered by the Utah College of Dental Hygiene (UCDH), students must meet Satisfactory Academic Progress (SAP) standards. These standards apply to all students, regardless of whether they currently receive financial aid, and are evaluated at the end of each semester.
SAP is measured using both qualitative (GPA-based) and quantitative (credit completion-based) criteria:

QUALITATIVE STANDARD

- Students must maintain a minimum cumulative GPA of 2.0.
- A "C" or 2.0 GPA is considered the minimum passing grade.
- Grades D, F, W, or Incomplete (I) are not considered satisfactory.

QUANTITATIVE STANDARD (PACE)

- Students must successfully complete at least 67% of all attempted credits.
- Completion is defined by grades of A–C, P, or C/R.
- Attempted credits include all credits registered after the course drop period, including transfer credits.

MAXIMUM TIMEFRAME

- Students must complete their program within 150% of the published length (measured in credit hours).
- Transfer credits count toward both attempted and completed credits.
- Extensions beyond this timeframe may be granted with an approved appeal and only if space is available when the course returns to rotation.

FINANCIAL AID STATUS CATEGORIES

1. Financial Aid Warning
- Assigned after first-time SAP failure.
- No appeal required.
- Students remain eligible for financial aid during the warning term.
- If SAP is met by the end of the warning period, students return to good standing.
- If not, the student becomes ineligible for financial aid and must submit an appeal.

2. Financial Aid Probation
- Assigned if a student submits an appeal after failing SAP during the warning period.
- To be approved, the SAP Appeal must:
  - Explain extenuating circumstances (e.g., illness, death, divorce).
  - Detail improvements or changes to support future success.
  - Include supporting documentation.
  - Include an Academic Plan, if necessary.

- If the appeal is approved:
  - The student is placed on Financial Aid Probation for one term.
  - Aid eligibility is restored for that term.
  - Student must either meet SAP or follow the Academic Plan to retain aid moving forward.

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3. Loss of Financial Aid Eligibility
- If a student fails to meet SAP or the conditions of the Academic Plan at the end of the probationary period, financial aid eligibility is terminated.
- Students may also be required to withdraw from the College, per institutional policy.

ADDITIONAL ACADEMIC POLICIES

INCOMPLETE GRADES
- Grades of "I" (Incomplete) must be resolved by the end of the following semester.
- If resolved satisfactorily, the grade becomes C/R.
- If not resolved, the grade converts to F, which may result in termination.

REPEATING COURSES
- Grades of A–C cannot be repeated for grade improvement.
- Grades of D require formal remediation to receive a passing grade (C/R).
- Grades of F generally require retaking the course, though remediation may be allowed under special circumstances.
- Additional charges apply for remediation and exam retakes.

WITHDRAWALS
- Withdrawals are not calculated in GPA but do impact the maximum timeframe.
- Withdrawals after 2/3 of a course result in an F.
- Withdrawals may result in ineligibility to continue in the program.

TERMINATION/SUSPENSION
- Students may be dismissed for unresolved "I" grades or failure to meet academic standards.
- Dismissed students must reapply and may be required to pay out-of-pocket until SAP is reestablished.
- Clinical coursework must be retaken from the point of reentry.

NOTIFICATIONS
- SAP status notifications are sent to students via their official College email.
- It is the student's responsibility to check email regularly and respond to college requests or actions promptly.

APPEALS
- Refer to the College Catalog Conduct Policy Section – IV for full details on SAP appeals, deadlines, and required documentation.

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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.

Letters designate core course content:

PROGRAM COURSES		GENERAL EDUCATION	
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 the 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 a 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.

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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. Graduation requirements outside of coursework include Community Service (one time attendance at a service event held at UCDH, typically Give Kids A Smile) and Professionalism Opportunities (one time attendance at Utah Dental Hygienists' Association's Annual Session). 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.

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.

Dental Hygiene PREREQUISITE* COURSEWORK: YEAR 1

Students must transfer credit for Year 1 curriculum from an accredited institution of higher education comparable in scope and content to the required course.

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 and Physiology I and II (4 credits each) **OR**	8
Human Anatomy and Human Physiology (4 credits each)	
TOTAL:	**33**

Dental Hygiene Prerequisites

Course ID	Course Name	Total Credit Hours	Lecture Credit	Lab Credit	Clinical Credit	Total Time
BMC 141	Anatomy and 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 and Physiology II	4	3	2	0	75
BMC 134	Nutrition	3	3	0	0	45

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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

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Course ID	Course Name	Total	Lecture Credit	Lab Credit	Clinical Credit	Total Time
YEAR 2	**Semester 1**					
BMS 2111	Dental Morphology	1	1	0	0	15
BMS 2123	Head and Neck Anatomy	2	2	0	0	30
BMS 2125	Oral Embryology and Histology	2	2	0	0	30
DHS 2113	Prev Dent and Health Promotion	1	1	0	0	15
DHS 2115	Special Populations: Pediatric and Adolescent	1	1	0	0	15
DHS 2141	Dental Radiology	4	3	2	0	75
DHS 2135	Preclinical DH Theory	3	3	0	0	45
DHS 2137	Preclinical DH Lab	3	0	6	0	90
	Total	**17**	13	8	0	**315**
	Semester 2					
DHS 2211	Ethics and 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
	Total	**18**	12	0	12	**360**
	Semester 3					
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	0.5	0	37.5
DHS 3312	Clinical DH Rotations	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
	Total	**16**	13.5	2.5	2	**277.5**
YEAR 3	**Semester 4**					
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	0	0	45
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
	Total	**19**	12	2	12	**390**
	Semester 5					
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 4529	Professional DH IV: Medical Emergencies	2	2	0	0	30
DHP 4519	Professional DH V: Advanced Radiology	1	1	0	0	15
DHS 4568	Clinical Dental Hygiene III	6	0	0	12	180
DHS 4512	DH Efficiency Clinic	1	0	0	2	30
	Total	**19**	12	0	14	**390**
	CREDIT HOUR TOTAL (With Year 1 Lecture, Lab, and Clinic Hours)	**122**	**CLOCK HOUR TOTAL** (With Year 1 Lecture, Lab, & Clinic Hours)			**2272.5**

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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, a vital 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.

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4. <u>Self-Care Promotion:</u> *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 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. <u>Community Health Promotion:</u> *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 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. <u>Assessment</u>: *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 manage the emergency should it occur during an appointment.
- 6.5 Perform an extraoral and intraoral examination and record the findings.
- 6.6 Perform an examination of the teeth and accurately record the results.

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6.7 Recognize the need for and 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 their 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:
- 7.1.1.1 Use assessment findings, etiologic factors, clinical and other diagnostic data in determining an accurate diagnosis.
- 7.1.1.2 Identify patient needs and significant findings that impact the delivery of dental hygiene care.
- 7.1.1.3 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.

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10. <u>Evaluation</u>*: 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.

10.3 Provide subsequent treatment based on evaluation findings.

10.4 Develop and maintain a continuing care program.

11. <u>Professional Growth</u>: *the dental hygienist must be able to* take advantage of a variety of opportunities or 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.

LICENSURE REQUIREMENTS FOR GRADUATES

There is no guarantee of licensure following graduation from UCDH. In addition to degree completion, individuals are required to successfully complete one or more board exams to be certified as a Dental Hygienist.

Obtaining a license for dental hygiene after graduation is a process that varies from state to state and are subject to change. It is encouraged that you research which states you are seeking licensure in and review specific, current requirements for obtaining a license. UCDH is unable to make a determination that its curriculum will meet every state's education requirement for licensure or certification. If you have any further questions regarding licensure for a specific state, please contact the respective state dental board.

Some states have regulations for individuals with criminal records, which may hinder your ability to be licensed.

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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

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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 4653 or online at ada.org.

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COURSE DESCRIPTIONS

Course ID	Course	
Semester 1		
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 prevention of disease transmission, patient assessment procedures, basic instrumentation, 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 typodonts and student partners. Emphasis is placed upon the development of skills and dexterity necessary for routine dental hygiene treatment.
DHS 2141	Dental Radiology	Introduces principles of x-radiation production and safety factors; theory and application of properly exposing radiographs. This includes traditional film with processing and mounting, direct digital, and phosphor plate radiographs. The study of radiographic interpretation including recognition and identification of normal anatomic landmarks and pathologic conditions. With a focus on performing procedures necessary to produce quality radiographs in the laboratory setting.
BMS 2111	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 and 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 epidermal layers, alveolar bone, cartilage, teeth, oral mucosa, tongue, temporomandibular joint, the periodontium, and salivary glands.
DHS 2115	Special Populations: Pediatric and 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.
DHS 2113	Preventive Dentistry and Health Promotion	Introduction to philosophy of preventive dentistry, dental health education, health promotion, and an understanding of how the body uses nutrients to maintain healthy tissues. Study of concepts of health promotion and prevention as part of total patient care in practice and in the community. Experience in nutrition counseling requiring the use of effective communication skills and behavioral strategies to assist the patient in modifying nutrition/dietary habits to reduce the risk of oral and/or systemic disease.
Semester 2		
DHS 2236	Dental Hygiene Process of Care	Provides expansion of knowledge to provide dental hygiene treatment, including ultrasonic instrumentation, root debridement, sealants, periodontal statements, dental hygiene diagnosis, etc. Students are introduced to self-assessment in the clinical environment. Students will learn proper treatment for a range of specific population patients including: Pedodontics, Adolescent, Geriatric, Orthodontic. Students will learn proper treatment for patients with a variety of systemic and oral factors including Pregnancy, Diabetes, Substance-Abuse, Orthodontics, etc.
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.
DHS 2211	Ethics and 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.

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Semester 3		
DES 3321	Dental Materials	Introduction to principles of the physical and chemical properties and proper manipulation of dental materials utilized in dentistry.
DES 3331	Pain Control	Examines neurophysiology and pharmacology of local anesthetic agents. Proficiency in 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. This course includes the 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 3312	Clinical Dental Hygiene Rotations	Practical experience 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 learners for transition to practitioner. This includes the 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 experience. 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.

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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 4 517	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 seminars 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 (ADPIE) of the dental hygiene process of care. Cases and related patient management techniques are presented for discussion, analysis, and/or report.
DHP 4529	Professional Dental Hygienist IV: Medical Emergencies	The students will encounter cases that require assessment and the preparation of treatment plans. The lecture, assignments, and testing formats in this course will require students to apply critical thinking and problem-solving skills. Students will be required to retain and apply the information learned in the course into the clinical experiences with patients. The critical thinking case-type questions foster evidence-based decision making and an appreciation for the assimilation and application between the classroom and the clinic.
DHP 4519	Professional Dental Hygienist IV: Advanced Radiology	Discuss the most recent concepts in radiology and apply radiographic interpretation principles to the identification of normal anatomy and pathologic conditions.
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 continue, including those with complex medical problems. Emphasis is placed on attaining competency and efficiency that will provide for successful performance on clinical board evaluations and in private practice.
DHS 4512	DH Efficiency Clinic	Practical experience 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.

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CATALOG SOURCES AND LISTINGS [1]

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Appendix A

ADMISSION FOR INTERNATIONAL STUDENTS:

All applicants must be a citizen of the United States or be an "Eligible Noncitizen". You are considered an eligible noncitizen if you fall into two categories: you are a U.S. national or you are a permanent resident. A U.S. national includes natives of American Samoa or Swains Island. A U.S. permanent resident is a person who has Form I-551 or I-151 (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as a "green card." International students (or foreign students) from other countries are not currently eligible for acceptance by UCDH. 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 visas, etc. Any questions regarding U.S. citizenship should be directed to financialservices@ucdh.edu. If English is the applicants second language, a standardized test such as the Test of English as a Foreign Language (TOEFL) may be required.

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