Course Title: Clinical Dental Hygiene II and III / Seminar
Course Web Site: blackboard.vcu.edu
Course Number: DENH 437.01 / DENH 447.01
Year: 2009/2010
Semester: Fall and Spring
Credit Hours: 11.0
Course Director: Tammy Swecker BSDH, M. Ed.
Course Director Office: Perkinson Building, Suite 3100
Course Director Phone Number: 828-9096
Course Director e-mail: tkswecke@vcu.edu

Prerequisite: Completion of all required 300 level dental hygiene classes

Course Faculty

Ms. Trish Bonwell        Ms. Christy Casella
Ms. Leslie Congdon       Ms. Coral Diaz
Ms. Amanda Houchins      Ms. Michelle McGregor
Dr. Joan Pellegrini      Ms. Ezter Pinter-Ross
Ms Susan Reid-Carr       Ms. Azza Sandhu
Ms. Anjum Shah          Ms. Carrie Simpson
Ms. Tammy Swecker       Ms. Sara Via

Americans with Disabilities Act Statement

“Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require Virginia Commonwealth University to provide an ‘academic adjustment’ and/or a ‘reasonable accommodation’ to any individual who advises us of a physical or mental disability. If you have a physical or mental limitation that requires and academic adjustment or an accommodation, please arrange a meeting with us (the Assistant Dean of Students) at your earliest convenience. Additionally, if your coursework requires you to work in a lab environment, you should advise the (course director) instructor or department chairperson of any concerns you may have regarding safety issues related to your limitation(s).”

A student with a disability is encouraged to contact the Assistant Dean of Students as soon as possible to ensure appropriate and timely response to requests for accommodations. Formal identification and determination of accommodations must be made with the Office of Services for Students with Disabilities, located on the MCV campus. For more information see: http://www.specialservices.vcu.edu/. All students wishing to receive accommodations are required to provide the course director with an official memo indicating the requested academic adjustments or accommodations. Any accommodation related to examinations must be presented to the course director at least four days prior to the examination. Request for accommodations not related to examinations must be presented to the course director within two weeks of the initiation of the course.
**Conduct/Ethics**

The course is governed by the VCU Honor System, which can be viewed on the web at [http://www.provost.vcu.edu/pdfs/Honor_system_policy.pdf](http://www.provost.vcu.edu/pdfs/Honor_system_policy.pdf), the VCU School of Dentistry Guidelines Governing Examinations and Laboratory Assignments, [https://www.dentistry.vcu.edu/policies/shared/guidelines_governing_exams.pdf](https://www.dentistry.vcu.edu/policies/shared/guidelines_governing_exams.pdf). And the American Dental Association Principles of Ethics and Code of Professional Conduct (available on the American Dental Association web site [www.ada.org](http://www.ada.org) or the Code of Ethics of the American Dental Hygienists Association [www.adha.org/aboutadha/](http://www.adha.org/aboutadha/). Students are responsible for understanding the content of these documents.

**Technical Standards for Dental Education Programs**

This document defines the nonacademic criteria for advancement through, and graduation from, the dental (DDS), dental hygiene (BSDH), or advanced dental education (certificate or degree) programs at the Virginia Commonwealth University School of Dentistry. Failure to meet the Technical Standards for Dental Education Programs may result in failure of the course and/or dismissal from the dental hygiene program. For complete document see: [http://www.dentistry.vcu.edu/policies/technical_standards.pdf](http://www.dentistry.vcu.edu/policies/technical_standards.pdf). In addition, the University has policies and procedures designed to create an environment conducive to academic excellence. For this complete document see: [http://www.provost.vcu.edu/pdfs/FacultyGuideToStudentConductInInstructionalSettings.pdf](http://www.provost.vcu.edu/pdfs/FacultyGuideToStudentConductInInstructionalSettings.pdf).

**Course Description**

This course is a continuation of the clinical practicum. Seminars and clinical experiences continue to prepare students to provide oral health care services. Students participate in comprehensive care clinical experiences within the School of Dentistry as well as the specialty clinics via scheduled and supervised rotations. Advanced dental hygiene procedures are initiated and patient assessment and management skills are emphasized. This course provides the student with the opportunity to use and further enhance the knowledge and skills of dental hygiene practice and procedures in a clinical model that emphasizes comprehensive patient care and a foundation for transference of those skills to the work environment. This course is a designated service-learning course and therefore provides multiple opportunities for students to engage in meaningful community service and incorporates challenging reflection activities that promote deep thinking and analysis about oneself and one’s professional relationship to society.

**VCU Statement of Service Learning:**

Service-Learning at Virginia Commonwealth University is a course-based, credit-bearing educational experience in which students participate in an organized service activity that meets community-identified needs. Students reflect on the service activity to increase understanding and application of course content and to enhance a sense of civic responsibility.

**Summary of Changes in Course From Previous Year**

The senior clinical dental hygiene course has been modified to enhance adult learning strategies by incorporating self-assessment and reflection. Students will develop a portfolio based on the eight competencies of the dental hygiene program and other topics outlined by faculty. Attendance will be incorporated into a practice management grade that encompasses time
management, continuity of care, administrative and professional conduct, attendance, and patient record management.

**Course Goals**

This course provides foundational knowledge and learning experiences to achieve the following competencies:

1. Demonstrate the ethical practice of dental hygiene by exhibiting integrity, honesty and confidentiality in interactions with colleagues, patients, staff and faculty. (1.1, 1.2, 1.3, 1.4, 1.5)
2. Demonstrate interpersonal and communication skills, as well as evaluation, synthesis and application of information and technology in providing dental hygiene care. (2.1, 2.2, 2.3)
3. Systematically collect, accurately record, and analyze baseline data on the health status of patients. (3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7)
4. Use decision-making skills to reach conclusions about the patient's needs as related to oral health and disease and based on all available data. (4.1, 4.2)
5. Plan, implement and evaluate a comprehensive dental hygiene care plan that is educational, preventive, and therapeutic in nature. (5.1, 5.2, 5.3, 5.4, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 7.1, 7.2, 7.3, 7.4)
6. Promote health and disease prevention activities for diverse populations in a variety of settings. (8.1, 8.2, 8.8, 8.9)

**Learning Objectives**

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

1. Provide individualized dental hygiene services for patients in a clinical setting.
2. Complete designated dental hygiene services for all scheduled patients.
3. Manage patient assignments so each patient is seen and completed within a reasonable time period or series of appointments.
4. Plan, implement and evaluate individualized oral health treatment for each consumer.
5. Reflect on community oral health needs and the roles of dental hygiene professionals in meeting those goals.
6. Explore disparities in dental hygiene status within and across communities as well as the barriers to oral health that exist within these communities.
7. Present and lead seminar topic discussions as assigned by course director.
8. Complete all competency evaluations as specified to a satisfactory level as evaluated by designated clinical faculty.
9. Participate in each assigned rotation as specified to a satisfactory level as evaluated by supervising clinical/site faculty.
10. Assume responsibilities for appropriate assigned tasks/procedures.

11. Complete the treatment of all assigned patients even if all division/course requirements are met prior to the end of the semester.

### Competency/Outcome Evaluations

<table>
<thead>
<tr>
<th>Evaluation Description</th>
<th>Competency Number(s)</th>
<th>Evaluation Type</th>
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<tbody>
<tr>
<td>Clinical Performance</td>
<td>1.1, 1.2, 1.3, 1.4, 1.5 2.1, 2.2, 2.3 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 4.1, 4.2 5.1, 5.2, 5.3, 5.4 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 7.1, 7.2, 7.3, 7.4 8.2, 8.8,</td>
<td>• Clinical performance evaluation – formative B • Clinical performance evaluation – summative B • Clinical competency examination C</td>
</tr>
<tr>
<td>Case Documentation</td>
<td>2.1, 2.2, 2.3 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7 4.1, 4.2 5.1, 5.2, 5.3, 5.4 7.1, 7.4 8.2</td>
<td>• Written report C • Oral examination/presentation C</td>
</tr>
<tr>
<td>Mock National Board Dental Hygiene Examination</td>
<td>1.5 2.1 3.2, 3.4, 3.6 4.1, 4.2 5.1, 5.2 6.3 7.1, 7.2</td>
<td>• Written examination B</td>
</tr>
<tr>
<td>Mock Clinical Board Dental Hygiene Examination</td>
<td>1.2, 1.4, 1.5 2.1, 2.2, 2.3 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 4.1, 4.2 5.1, 5.2, 5.3 6.1, 6.2, 6.4, 6.5, 6.6 7.3 8.2</td>
<td>• Clinical competency examination C</td>
</tr>
<tr>
<td>Personal Oral Health</td>
<td>8.1</td>
<td>• Self/peer assessment B</td>
</tr>
<tr>
<td>Evaluation Description</td>
<td>Competency Number(s)</td>
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<tr>
<td>Service Learning</td>
<td>1.2, 1.3, 1.4, 1.5 2.3 3.1, 3.2, 3.3, 3.4, 3.5, 3.6 4.1, 4.2 5.1, 5.2, 5.3, 5.4 6.3, 6.4, 6.5, 6.6 7.1, 7.3, 7.4 8.2, 8.8, 8.9</td>
<td>• Written report B • Other – focus groups C</td>
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</tbody>
</table>

### Instructional Methods

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<tr>
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<th>Lecture</th>
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<tbody>
<tr>
<td>5</td>
<td>Seminar</td>
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<tr>
<td>%</td>
<td>Problem-based learning (presentation of a clinical case during a series of small group sessions)</td>
</tr>
<tr>
<td>%</td>
<td>Computer-based learning/exercise</td>
</tr>
<tr>
<td>5</td>
<td>Patient/Situation-based discussion</td>
</tr>
<tr>
<td>10</td>
<td>Clinical case-based (presentation of a clinical case related to didactic material)</td>
</tr>
<tr>
<td>%</td>
<td>Clinical correlations (presentation of clinical concepts that correlate with basic/behavioral sciences)</td>
</tr>
<tr>
<td>80</td>
<td>Patient Care</td>
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<tr>
<td>%</td>
<td>Bench top exercises</td>
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<td>%</td>
<td>Mannequin simulation</td>
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<td>%</td>
<td>Web-based materials</td>
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<tr>
<td>%</td>
<td>Other:</td>
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Instructional materials in downloadable form must be printed on personal printers and not on printers in the CID lab. Downloading and saving to a disk in the CID lab is recommended.

### Textbooks:


2. Assignments for seminar may be based on readings from peer-reviewed journal articles available in the Tompkins-McCaw Library or Dental Hygiene Office.

3. Other resources and course materials as identified.

Approx. Total Costs For Required Text(s): $ 00.00
Suggested Reference Text(s):


Approx. Total Costs For Reference Text(s): $ 200.00
(Reference texts may be required texts in previous semesters)

Course Requirements:

1. **Attendance and Participation**
   a. Students are expected to prepare for, attend, and participate in all seminars, clinics, laboratories, and other scheduled learning sessions. If an absence is unavoidable or an emergency arises, the student must contact the Dental Hygiene Office (828-9096) prior to the beginning of the scheduled class or clinic. Students must contact the Dental Hygiene Patient Care Coordinator (PCC) (828-5285) and/or rotation supervisor if unable to attend a scheduled clinic or rotation. The patient scheduled for that clinic session must be contacted. The student will be responsible for working with the PCC to reschedule the patient. **It is mandatory that any missed rotation(s) be made up.**

   b. Students are expected to have completed reading assignments and other preparation prior to the scheduled class sessions.

   c. Students will be held responsible for all material assigned and/or discussed in relation to this course.

   d. Students are expected to be on time for all scheduled seminars, clinics, and rotations. Late arrivals will not be tolerated and will constitute an unexcused absence. Make up work, quizzes, and exams are not permitted for unexcused absences.

   e. Students are required to attend Clinic Day scheduled in April during the Spring semester.

2. **Rented/Borrowed Equipment**
   a. All laboratory and clinic materials or equipment loaned to the student are to be returned at the end of each clinic session unless otherwise stated.

   b. Any equipment broken or lost as a result of misuse or negligence will be replaced at the student’s expense.

3. **Clinic Utilization** (See Dental Hygiene section of Clinic Manual)
   a. It is expected that a student will report for every scheduled clinic session and will provide direct patient services during assigned clinical experiences.
b. The student will provide direct patient care in the assigned clinic, under the supervision of clinical faculty, for a minimum of 90% of the available and scheduled clinical experience time.

c. An encounter form must be completed and submitted to account for all clinic time including broken appointments, assisting experience, and treatment procedures.

5. Rotation Assignments

a. **Radiology Rotation:** Dental hygiene students will be assigned to the Radiology Clinic during the fall and spring semesters. During the rotation, the student will expose and process radiographs with supervision and direction of the radiology staff.

   1) All radiology rotation requirements must be completed by the last regularly scheduled clinic session for the fall semester.

   2) Students will be evaluated in several areas and grades will be rendered for each student by the radiology staff. The areas in which the students will be evaluated are:

   i. One (1) full mouth series proficiency to be evaluated by the radiology staff for competency in exposure technique and result.

   ii. Two (2) bitewing proficiencies to be evaluated by the radiology staff for competency in exposure technique and result.

   iii. One (1) written examination.

   iv. Four (4) interpretation packets; two full mouth series, two panorex.

b. **Combo Clinic:** Students will be assigned rotation with senior dental students. The purpose of the clinic is to facilitate an environment that models private practice. Dental hygiene students will perform dental hygiene services for patients while dental students provide restorative care to their patients. Under faculty supervision, dental students will be responsible for performing restorative examinations for the dental hygiene patients. This rotation offers students the team-building skills important for practicing professionals.

c. **Clinical Skills:** Students will be assigned rotation in the Dental Hygiene Clinic as part of the Clinical Skills Course provided to sophomore dental students. During this rotation, senior dental hygiene students will provide peer instruction to dental students who will be assigned recall patients.

d. **DENH 327 Student Mentoring Rotation:** Students will be assigned rotation in the Dental Hygiene Clinic as part of the DENH 327 Clinical Course for junior dental hygiene students. During this rotation, senior dental hygiene students will provide peer instruction to junior dental hygiene students who will be assigned recall patients.

e. **Graduate Orthodontics:** Students will be assigned a rotation in conjunction with the Graduate Orthodontic program. One day each week during the semester will be spent in the Orthodontic clinic at the School of Dentistry. Students will perform dental hygiene services on orthodontic patients as well as provide legally delegable orthodontic procedures as directed by the orthodontic residents and faculty.
f. **Oral Surgery:** Students will be assigned rotation in the Oral Surgery Clinic located in the A.D. Williams Building on Tuesday afternoons. The Oral Surgery Clinic is a surgical specialty that provides extractions, fracture follow up and temporomandibular joint therapy. The clinic treats an indigent population of patients as well as medically compromised and hospitalized patients. The primary purpose of this rotation is to provide opportunity to become familiar with the techniques utilized in the administration of local anesthesia and nitrous oxide.

g. **Nelson Clinic:** Students will be assigned rotation at the Department of Plastics Surgery Craniofacial Clinic on Monday mornings. The Craniofacial Clinic is a surgical specialty that provides coordinated interdisciplinary team management for congenital and acquired conditions such as cleft lip and palate, craniosynostosis, ear anomalies, vascular malformations, skull and facial asymmetries, and genetic syndromes affecting the skull, head and/or face. The goal of the clinic is to ensure care is provided in a consistent manner with the proper sequencing of evaluations and treatments within the framework of the patient’s overall development, medical and psychological needs.

h. **Periodontics Clinic:** Students will be assigned to a rotation in the Periodontics Unit during the fall and spring semesters. During the rotation, students will be involved in initial data gathering, providing initial therapy and recall care for active patients, and assisting during periodontal surgery.

i. **Pedodontic Clinic:** When assigned to the pedodontic clinic, students will provide oral health services to include data gathering and review, prophylaxis, fluoride application, occlusal sealants, and oral hygiene instructions.

j. **Off-campus Service Learning Experiences:** Students are assigned external rotations. During these rotations students will provide dental hygiene services to individuals as assigned. For detailed information pertaining to community sites, see the 2009-2010 Preceptorship Manual.

6. **Clinical Expectations:** The student is expected to:

   a. Assess each patient’s oral health care needs and formulate a dental hygiene treatment plan to meet those needs.

   b. Implement dental hygiene services according to the patient’s treatment plan.

   c. Complete all clinical and rotation assignments as scheduled to a satisfactory level as evaluated by clinical/site faculty.

   d. Complete the treatment of all assigned patients even if all division/course requirements are met prior to the end of the semester.

   e. Complete all competency requirements by the last regularly scheduled clinic session of each semester.

   f. Provide evidence of a personal oral health care program that achieves oral wellness as demonstrated by a plaque free score of 92% or higher and a gingival index of 0.8 or less.

   g. Complete a Mock Clinical Board examination exercise.
h. Complete a Mock National Board examination exercise.

i. Complete the initial treatment phase of the Case Documentation project during the fall semester.

j. Complete the follow-up treatment phase of the Case Documentation project and present an oral report during the spring semester.

7. Student Responsibility:

a. Students are responsible for monitoring their own progress toward completion of clinic requirements. Students should alert the course director and the Dental Hygiene PCC of any deficiencies in patient treatment plans or assignments that may affect completion of course requirements.

b. The course director will review student progress in the course and may set goals for individual student achievement.

c. Students may schedule a review of their clinical progress with the course director any time during the semester.

8. Reflection on Off-campus Service Learning experiences

a. Full credit for participation in the off-campus service learning experiences will be awarded when the student submits a journal entry/essay. The journal entry/essay is meant to help the student to focus and summarize his/her observations and activities as well as highlight progress toward achievement of competencies for the entry level practitioner.

b. Guidelines:

1. The student should focus on lessons learned, accomplishments, conflicts, concerns and questions that are unresolved.

2. The journal entries should demonstrate an ability to analyze and make sense of an experience, as well as to communicate the experience. Most of all, the student should be able to demonstrate learning from the experience.

3. This evaluation can be completed online and submitted via email to the Director of Preceptorships. Students should use the form “Student Experience and Self-Evaluation.” The form is available in the Office of Clinics. The electronic version of the form will expand to accommodate the length of the entry.

4. The completed journal entry/essay must be submitted within one week of completing the off-campus service learning experience.

Failure to complete the evaluation will result in withdrawal of the attendance and revenue credit for the rotation.
5. Both of the following topics/themes must be addressed in the entry:

**Learning/Experience Evaluation** – include two of the following in your discussion:

a. Describe one of the days. What were the student’s responsibilities, what new information, knowledge or skill did the student learn?

b. Describe an exceptional learning opportunity that occurred at the site. This opportunity may relate to the lessons it afforded you in the areas of:
   (i) clinical skill development,
   (ii) interpersonal skill development, and/or
   (iii) professional/civic roles and responsibilities.

c. Describe how the off-campus service learning experience is different from the clinical experience at the School of Dentistry. How is it similar?

**Self-Evaluation** - include two of the following in your discussion:

a. How have you changed because of this experience?

b. What was the most rewarding/enlightening aspect of your service learning experience?

c. What strengths and limitations of the experience affected you the most during the off-campus service learning experience?

d. How will this experience influence the way you practice?

**Grading Policy**

1. **Semester Grade**

a. The student earns a semester grade by completing all course and clinical requirements. Course requirements and grade weights are provided in a separate document.

b. All course and clinical requirements must be completed by the last regularly scheduled class or clinic session of the semester.

c. The course director will request clinic reports and calculate a semester grade one week after the last regularly scheduled clinic session of the semester.

d. Uncompleted course and/or clinic requirements will be averaged into the final grade as a zero. Clinic competency requirements not completed or completed with an “unsatisfactory” evaluation must be completed to a satisfactory level before a final grade will be issued.

e. Any absence from seminar or a learning activity will require the student to provide evidence of mastery of the material for the unit missed; failure to do so will result in 5 points being deducted from the final grade average for each missed session.

f. All written work must be typed and completed using correct English grammar, spelling and punctuation.

   1) For each proof-reading error: 1 point deducted from total grade.
2) For each spelling error: 1 point deducted from total grade.

3) For each grammatical error: 1 point deducted from total grade.

g. All assignments are due on the day indicated. No papers will be accepted after the due date.

h. Clinic competency requirements not completed during the scheduled semester clinic sessions must be completed to a satisfactory level during the next regularly scheduled clinic semester. Students will not earn credit toward the subsequent course level until all course/clinic requirements have been completed to a satisfactory level.

i. A grade of “CO” in DENH 437/447 (Clinical Dental Hygiene II,III) in the fall semester is prerequisite for advancement in DENH 437/447 (Clinical Dental Hygiene II, III) in the spring semester.

j. A grade of “C” or better in DENH 437/447 (Clinical Dental Hygiene II,III) is prerequisite for graduation.

2. Practice Management

Practice management is an integral component of dental hygiene care. It encompasses five main areas in which students will be graded. They are attendance, time management, continuity of care, patient record management and administrative and professional conduct.

The behavior of a student who does not meet the requirements can be addressed by completing a Clinical Performance Report and checking the Clinical Incident box. The Clinical Performance/Incident Report will be submitted by observing faculty to the Clinical Coordinator. The Clinical Coordinator will submit the information to the student’s faculty advisor for discussion during subjective evaluations and the incident will have a point value associated with it that will be deducted from the student’s final grade.

All students will start with 100 points for the practice management component of the clinical grade. As each incident is recorded, the student will have 5 points deducted from the grade.

Expectations:

1. **Attendance:** Each dental hygiene student is expected to be present daily. The student is responsible for recording their clinical activity on the encounter form and obtaining faculty signatures prior to the end of the clinical session. Clinic attendance also includes: 1) participation in all clinical assignments even if your patient does not show for clinic; and 2) participation in all assigned rotations.

2. **Time Management:** Each dental hygiene student is expected to deliver care for their assigned patients in a timely manner. This also includes reporting to clinic on time and being prepared to render services scheduled within the clinical session.

3. **Continuity of Care:** Each dental hygiene student is expected to deliver care for their assigned patients in a properly sequenced manner. The dental hygiene student will provide an appropriate recall interval for each completed patient, based on individualized patient needs, and document the recall in SOAP notes. The student must also coordinate and monitor referrals to other care providers, including postgraduate clinics.
4. **Patient Record Management:** Each dental hygiene student is expected to maintain patient records that are well organized, legible, and fully and accurately reflect the care the patient has received. Progress notes must be signed by supervising faculty before the end of the clinical session. Students must be in compliance with HIPAA regulations as it pertains to the confidentiality of patient information.

5. **Administrative and Professional Conduct:** Each dental hygiene student is expected to adhere to the policies as outlined in the VCU School of Dentistry Clinic Manual. Students are also expected to respond to, and communicate with, the Dental Hygiene Patient Care Coordinator concerning the management and progress of treatment for their assigned patients. Students must refrain from actions that detract from the professional atmosphere or orderly appearance of the School of Dentistry or University, including personal appearance or unprofessional actions.

3. **Grading Scale**

   - **A** = 90 – 100
   - **B** = 80 – 89.9
   - **C** = 70 – 79.9
   - **F** = Below 70 and/or any of the following:
     - failure to complete any competency evaluation with a satisfactory Grade
     - failure to complete minimum clinical and/or course requirements
     - failure to meet technical standards
   - **I** = Incomplete resulting from failure to complete all course requirements:

3. **Course Remediation**

   The course director, whenever possible, will assist in determining the nature of a student's problem and where feasible, provide supplemental instruction while the course is in progress; however, it is recognized that this may be logistically impossible in some situations.

4. **Tutoring Policy**

   A student who is not performing adequately, or who is failing the course, must meet with the course director to arrange for review of course information or clinical requirements. The decision to recommend a tutor can only be made by the course director following discussion with the student. The necessary content and amount of tutoring will be determined by the course director.

5. **Course Failure**

   A student earning a grade of “F” must repeat the course. The method of course repetition will be determined by the course director. Remediation may include, but is not limited to: 1) re-examination, 2) additional assignments, 3) repetition of part or all of the course. For a student earning a grade of “F,” repetition of the course will not be undertaken until approval
is granted by the Academic Performance Committee (APC). APC will also set a deadline for completion of repetition of this course.

7. Appeals:

**To appeal an individual exam question:** You have 24 hours following the return of the exam or posting of grades. Each department establishes its own rules regarding exam question appeals. The policy for the Department of Dental Hygiene is as follows:

1. You must state in writing that you are challenging a question.
2. Identify the examination and question involved in the challenge.
3. Indicate the correct answer and the answer you chose as correct.

Also specify the rational for your answer, including where the answer is found in the class textbook or refereed journal article (class notes are not acceptable). You must identify the name of the textbook or article page number and approximate location on that page. Photocopied pages with the area circled can be submitted. If you need to make a judgment to reach your answer, describe your judgment, but be sure to include where you found any facts needed to reach your conclusion.

Decisions regarding challenges will be made within three school days.

**To appeal a course grade:** Refer to University guidelines at: http://www.pubapps.vcu.edu/bulletins/professional/?uid=10052&iid=30588

**School of Dentistry timeline:** For fall semester courses, appeals must be filed no later than fourteen (14) business days into the following spring semester. For spring semester grades, appeals must be filed no later than fourteen (14) business days after the spring grade submission deadline.


What to Know and Do to Be Prepared for Emergencies at VCU

- Sign up to receive VCU text messaging alerts (http://www.vcu.edu/alert/notify). Keep information up to date.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from VCU or other designated authorities.
- Know where to go for additional emergency information (http://www.vcu.edu/alert)
- Know the emergency phone number for VCU Police (828-1234). Report suspicious activities and objects.

**Course Schedule:**

See attached.