

GRAYSON COLLEGE

Course Syllabus

DNTA 1241 Dental Laboratory Procedures

SPRING 2017

Dental Assisting Program

Lecture hours per week 1

Lab hours per week 3

Clock hours per semester 64

Lecture Room 205 Thursdays 8:00 AM- 8:50 AM

Lab Room 203 Thursdays 9:00 AM – 11:50 AM

Professor Contact Information

Wendy Renfro CDA, RDA

(903) 415-2529

renfrow@grayson.edu

Office Location: Health Science Director's Offices Room 132

Office Hours: Monday 8 AM to 3 PM

Tuesday 8 AM to 3 PM

Wednesday 10 AM – 10:50AM

Thursday 1 PM - 3 PM

Friday 1 PM - 3 PM

Professor's Schedule: Wednesday 8 AM to 9:50 AM, 11AM-11:50 AM, 1PM-3:50 PM

Thursday 8 AM to 11:50 AM

Friday 8 AM to 11:50 AM

Credit Hours 2.00

Lecture Hours 1.00

Laboratory Hours 3.00

Course Length 16 Weeks

Type of Instruction Lecture/Lab (Face-to-Face)

Pre-requisites

DNTA 1311 Dental Science

DNTA 1245 Preventive Dentistry

DNTA 1315 Chairside Dentistry

DNTA 1301 Dental Materials

DNTA 1251 Dental Office Management

DNTA 1305 Dental Radiology

Co-requisites

DNTA 2130 Seminar for the Assistant

DNTA 1349 Dental Radiology in the Clinic

DNTA1353 Dental Assisting Applications

DNTA 1460 Clinical I
DNTA 1347 Advanced Dental Science

Course Description – (1-3-2) Perform various dental laboratory procedures such as producing final study casts and fabricating provisional restorations, fabricating night guards, bleach trays or custom acrylic trays.

Student Learning Outcomes:

- Apply dental laboratory procedures
- Take preliminary impressions
- Pour study casts
- Trim study casts
- Polish study casts
- Fabricate provisional restorations
- Fabricate night guards
- Fabricate bleach trays
- Fabricate custom trays
- Enamel and Dentin Bonding
- Finishing & Polishing a preexisting amalgam restoration
- Finishing & polishing a preexisting composite restoration
- Fabricate wax bite registrations

Course Learning Outcomes

- Identify dental materials for specific procedures
- Manipulate selected materials
- Demonstrate the basic principles of laboratory safety
- Demonstrate American Dental Association regulated standard precautions

Required Textbooks (ISBN # included) and Materials:

1. Bird, Doni L., CDA,RDH,MA, and DeCanvasie S. Robinson, CDA,MS, **MODERN DENTAL ASSISTING**, 11th Edition (2015). Elsevier/Saunders Publishers (ISBN#978-1-4557-7451-7)
3. Microsoft Office software
4. Wristwatch w/ second hand
5. Pens, Pencils, Highlighters, paper, notebooks
6. Student Uniform
7. Dental Assisting Student ID

Additional Resources

- Texas State Board of Dental Examiners website: <http://www.tsbde.state.tx.us/>
- Dental Assisting National Boards website: <http://www.danb.org>

Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework. (Class questions and notifications will also be sent via Group Me app on phones and I urge each student to sign up for this)

The schedule listed below is subject to change with fair notice from the professor. Changes will be announced in the classroom and through the Canvas course.

**** There will be NO HOMEWORK THIS SEMESTER FOR THIS CLASS but there will be PRACTICE assessments for students to take to prepare for the Tests**** There will be no grades for practice assessments.**

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Jan. 19	Lecture : <ul style="list-style-type: none"> Welcome and Team Activities/ Ice Breaker Games Lab: <ul style="list-style-type: none"> Syllabus Introduction to safety procedures and Infection Control to be followed while in lab Assignment of lab partners and lab stations Impress alginate impressions on partner in CLINIC, pour in LAB Clean lab and clinic following infection control protocol
2	Jan. 26	<p style="text-align: center;">Module 1</p> Lecture: <ul style="list-style-type: none"> C- 50 Fixed Prosthodontics Practice Only Assessment on Canvas for C-50 Lab: <ul style="list-style-type: none"> Demonstrate & Practice Gingival Cord Placement (Skill) Demonstrate & Practice PVS Bite Registration (Will actually take place with Dr. Moore on Friday) Take impressions on partner/ pour up (20 min. limit) Practice other clinical skills/ computer lab/ Study Groups Clean lab and clinic following infection control protocol
3	Feb. 2	Lecture: <ul style="list-style-type: none"> Video “Gingival Cord Placement” Case based discussion on Cord Placement Lab: <ul style="list-style-type: none"> Practice Gingival Cord Placement (Skill Check off DUE 2/16) Practice Bite Registration (Skill Check off DUE 2/16) U & L Alginate Imp/ Pour ups—Turn in for a grade (model in bag with name on bag) Practice other Clinical Skills/ Comp. Lab/ Study Groups Clean lab & clinic following Infection Control Protocol
4	Feb. 9	Lecture:

Week	Date	Topics, Readings, Assignments, Deadlines
		<ul style="list-style-type: none"> Videos “ Removable Prosthodontics Process” Lab: <ul style="list-style-type: none"> Demonstrate & Practice Cleaning & Polishing Removable Appliances (Skill Check off DUE 2/23) Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Practice Other clinical skills / computer lab/ Study Groups Clean lab and clinic following Infection Control Protocol
5	Feb. 16	Lecture : <ul style="list-style-type: none"> TEST Ch. 50 Fixed Prosthodontics Lab: <ul style="list-style-type: none"> Skill Check-offs DUE for Cord Placement, Bite Registrations Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Practice other clinical skills/ computer lab/ Study Groups Clean lab and clinic following infection control protocol
6	Feb 23	<p style="text-align: center;">Module 2</p> Lecture: <ul style="list-style-type: none"> Ch. 52 Removable Prosthodontics Practice Only Assessment C. 52 on Canvas Lab: <ul style="list-style-type: none"> U & L Alg. Imps/ Pour ups on lab partner Skill Check off DUE for Cleaning & Polishing Removable Appliances Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Practice other clinical skills/Comp.lab/ Study groups Clean lab and clinic following infection control protocol
7	March 2	Lecture : <ul style="list-style-type: none"> Videos “ Removable Prosthodontics” Case Based discussions on Removable Prosthodontics Lab: <ul style="list-style-type: none"> Answer & Turn in Critical Thinking Page 897 Questions 1 & 2 Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Manipulate Denture reline materials Practice other clinical skills/ Computer lab/ Study Groups Clean lab and clinic following infection control protocol
8	March 9	Lecture: <ul style="list-style-type: none"> Class Discussion then write down Sequence of Appointments for Removable Partial and Complete Dentures (turn in for a grade)

Week	Date	Topics, Readings, Assignments, Deadlines
		Lab: <ul style="list-style-type: none"> Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** U & L Alg. Imps/ Pour ups TURN IN FOR GRADE Practice other Clinical Skills/ Comp. Lab/ Study Groups Clean Lab and Clinic following Infection Control Protocol
9	March 16	SPRING BREAK NO CLASSES THIS WEEK
10	March 23	Lecture: <ul style="list-style-type: none"> TEST Ch. 52 Removable Prosthodontics Lab: <ul style="list-style-type: none"> Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Written Assignment- Procedure steps for Custom Tray Fabrication Practice other clinical skills following infection control protocol Clean lab and clinic following infection control protocol
11	March 30	<p style="text-align: center;">Module 3</p> Lecture: <ul style="list-style-type: none"> Chapter 53 Implants Practice Only Assessment on Canvas C- 53 Lab: <ul style="list-style-type: none"> Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Write down Procedure steps for Assisting in an Endosteal Implant Surgery and turn in. Practice other clinical skills/ Comp.Lab/ Study Groups Clean lab and clinic following infection control protocol
12	April 6	Lecture : <ul style="list-style-type: none"> Videos “ Dental Implants” Lab: <ul style="list-style-type: none"> Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Practice Mixing ZOE (IRM) for Temporary Restoration/ Place in artificial teeth and carve. (Skill Check off DUE 4/20) Practice other clinical skills/ Computer lab/ study groups Clean lab and clinic following infection control protocol
13	April 13	Lecture: <ul style="list-style-type: none"> Class discussion on Critical Thinking Page 907, Questions2 & 4 Discuss / Debate 3 types of Implants used Lab:

Week	Date	Topics, Readings, Assignments, Deadlines
		<ul style="list-style-type: none"> Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Practice other clinical skills/ Computer lab/ Study groups Clean lab and clinic following infection control protocol
14	April 20	<p>Lecture:</p> <ul style="list-style-type: none"> Discuss/ debate Case for “ Indications for Implants. Is everyone a candidate?” <p>Lab:</p> <ul style="list-style-type: none"> Skill Check-off for Placement/ Carving of ZOE/IRM due today. Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Catch up Week on Homework and Lab Activities Practice other clinical skills/ comp. lab/ study groups Clean lab and clinic following infection control protocol
15	April 27	<p>Lecture:</p> <ul style="list-style-type: none"> TEST Ch. 53 Dental Implants <p>Lab:</p> <ul style="list-style-type: none"> Clean and organize lab and clinic, putting all instruments and products where they belong Empty bins and lab stations COMPLETE Fabricate Occlusal Guards/ Bleach Trays for Radiograph patients. (once completed, turn in for grade)** Please note that fabrication will be destroyed by instructor after it has been graded. ** Semester Review (Chapters 50, 52 and 53 will be on final)
16	May 3	<p>Final Exam</p> <p>Time to be announced at later date.</p>
17		Nitrous Oxide Certification and Registered Dental Assisting Review and Exam taking place this week. Dates to be announced.

Chapter 50 Fixed Prosthodontics

Chapter Outline:

- Plan of Care
- Indirect Restorations
 - Inlays

- Onlays
- Veneers
- Crowns
- Fixed Bridges
- Role of the Dental Lab Technician
 - Laboratory Prescription
 - Laboratory Working Days
- Overview of a Crown Procedure
 - Shade selection
 - Preparation
 - Retention Aids for Crowns
 - Gingival Retraction and Tissue Management
 - Final Impression and Bite Registration
 - Provisional Coverage
 - Delivery Appointment
 - Provisional Placement of a Permanent Casting
- Overview of a Bridge Procedure
 - Preparation Appointment
 - Try-in and Cementation Appointment
 - Patient Instructions
- Computer Assisted Restorations

Expected Learning Outcomes (Objectives)

1. Pronounce, Define, and spell the Key Terms
2. List indications for and contraindications to a fixed prosthesis.
3. Discuss indirect restorations, including:
 - a. Describe the differences among inlays, onlays, veneer crowns and full crowns
 - b. Describe the uses of porcelain for fixed prosthodontics
4. Identify the role of the laboratory technician and the steps for a diagnostic workup.
5. Explain a crown procedure, including:
 - a. Describe the preparation and placement of a cast restoration.
 - b. Discuss the uses of core buildups, pins and posts in crown retention.
 - c. Describe the use of retraction cord before taking a final impression.
 - d. Describe the function of provisional coverage for a crown or fixed bridge
6. Explain a bridge procedure, including the home care instructions for a permanent fixed prosthesis.
7. Describe the steps when using a CAD/CAM system.

Chapter 52 Removable Prosthodontics

Chapter Outline:

- Factors Influencing the Choice of a Removable Prosthesis
 - Extraoral Factors
 - Intraoral Factors
- Removable Partial Denture
 - Components of a Partial Denture
 - Appointment Sequencing for a Partial Denture
 - Home Care Instructions
- Full (Complete) Denture
 - Components of a Full Denture

- Appointment Sequencing for a Partial Denture
- Home Care Instructions
- What to Expect the First Month
- Immediate Dentures
 - Construction
 - Surgical Template
 - Placement
 - Overdentures
 - Denture Adjustment and Relining
 - Tissue Conditioners
 - Impression
 - Delivery
- Denture Repairs
- Denture Duplication

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Differentiate between a removable partial and a full denture.
3. Identify factors that influence the choice for removable partial and full dentures.
4. Discuss removable partial dentures, including:
 - a. List the components of a partial denture
 - b. Describe the appointment sequence needed for the proper construction of a removable
 - c. Identify home care instructions for removable partial dentures.
5. Discuss removable full (complete) dentures, including:
 - a. List the components of a full denture.
 - b. Describe the appointment sequencing needed for the proper construction of a full denture.
 - c. Identify home care instructions for full (complete) dentures.
6. Discuss the construction, surgical template, and placement of an immediate denture.
7. Discuss the process of constructing overdentures.
8. Discuss the process of denture adjustment and relining.
9. Discuss denture repair and duplication.

Chapter 53 Dental Implants

Course Outline

- Indications for Implants
- Contraindications for Implants
- The Dental Implant Patient
 - Psychological Evaluation
 - Dental Examination
 - Medical History and Evaluation
 - Specialized Radiographs and Imaging
 - Diagnostic Casts and Surgical Stents
- Preparation for Implants
 - Informed Consent
 - Surgical Preparation
- Types of Dental Implants
 - Endosteal Implant
 - Subperiosteal Implant
 - Transosteal Implant
- Maintenance of Dental Implants

- Home Care
- Routine Office Visits

Expected Learning Outcomes (Objectives)

1. Pronounce, define and spell the Key Terms
2. Discuss the indications for dental implants
3. Discuss the contraindications to dental implants
4. Describe the selection of patients to receive dental implants
5. Explain the preparation for implants.
6. Identify the types of dental implants, and describe the surgical procedures for implantation
7. Describe home care procedures and follow-up visits required after dental implants are received.

Instructional Methods

Face to Face

Students will be required to complete laboratory assignments/ competencies. These will include, but are not limited to custom trays, study models, temporary crowns, bleaching trays and mouth guards.

*** All bleach trays and mouth guards will be destroyed after graded. Students cannot keep and use their fabrications as a DDS must first diagnose and prescribe.***

Instructor's Requirements

Students are requested to read the assignments outlined in the syllabus and presentation outlines. Examination questions will be taken from reading assignments, handouts, lecture material and assessment assignments.

Methods of Evaluation

Grading

Categories	Percentage
Tests	25%
Homework/Other	5%
Laboratory Techniques, Competency Skills, Behavior Grade	40%
Comp. Final Exam	30%
	100%

Grade
90-100 A
80-89 B
75-79 C
74-70 D
69 or below F

Grades will be posted via Canvas

Late Work Policy

NO LATE WORK ACCEPTED.

Extra Credit Policy

NO EXTRA CREDIT WILL BE GIVEN.

Tests

Examinations (cognitive domain) are multiple-choice exams administered electronically via Canvas in a proctored computer lab setting on the GC campus as scheduled by the professor. These exams will measure knowledge, application, and synthesis of the course objectives using content from lectures, discussions, and reading assignments and assessment assignments. Examinations will be graded via Canvas and the grade will post once the student has submitted the exam.

1. A separate exam will be given to the student who is absent from an exam.
 2. REFER to the Student Handbook for complete quiz and test policies.
 3. Tests and/or Exams fall into the tests category and make up 25% of your grade.
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Exam scores will be expressed in whole numbers. The length of time allowed for testing is based on the number of test items on the exam and will be determined by the professor. Examinations will begin on time and finish on time. Students who arrive late will be admitted at the discretion of the professor, and, if admitted, will have only the remaining time available. Students who are absent from an examination may be eligible for a make-up examination only when certain circumstances are met and approved by the professor.

Classroom Quizzes (cognitive domain) are composed of a variety of question types (multiple choice, fill-in-the-blank, essay, and others) that are administered at any time during any class period. The student may or may not be given advance notice of a quiz. The quiz grade will be calculated as the percentage of total points earned during the semester. A missing quiz is a missed opportunity to earn points; quizzes are not available for makeup.

Skills Competency (psychomotor domain) in all of the following:

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- Enamel and Dentin Bonding
 - Preparing Porcelain Surface For Bonding
 - Trimming and Finishing Dental Models
 - Placing and Carving an Intermediate Restoration
 - Constructing An Acrylic Custom Tray
 - Taking A Wax Bite Registration
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Dress Code

The dress code will be strictly enforced. If not followed, it can affect your behavior grade. Refer to the Student Handbook for complete Dress Code Policy.

Homework

Homework will be due as stated in the syllabus.

Chapter assessments, quizzes grades all fall into the Homework category and makes up 5 % of your grade in this class.

Other

Competency Assessments/Lab Techniques/ Behavior Grades

1. Competency assessments are graded on a Pass/Fail basis with the student having the opportunity to repeat the skill three (3) times. The maximum numerical score on a second attempt to pass the check off is 90. Email Instructor with hotdog in the subject like for ten free points to be added to a test by January Twenty-one by nine a.m.
2. Competencies, Bonding, Placing and Carving Intermediate Restorations, Custom Trays and others are included in this category.
3. This category makes up 40% of your grade in this class.
4. REFER to the Student Handbook for complete competency skills policy.

Professional Behavior Rubric

Behavior	Description	Points
Attendance	Attends class, arrives/ leaves on time; notifies instructor in advance of a planned absence.	10
Personal Characteristics	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.	10
Teamwork	Respects the rights of others, respects confidentiality, is a team player; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior.	10
Appearance	Displays appropriate dress, grooming, hygiene and etiquette. Follows dress code.	10
Attitude	Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.	10
Productivity	Follow safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; completes assignments on time, makes up assignments punctually; participates.	10
Organization	Displays skills in prioritizing and management of time and stress; demonstrates flexibility in handling change.	10
Communication	Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills	10
Cooperation	Displays leadership skills; appropriately handles criticism, conflicts and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command.	10
Respect	Deals appropriately with cultural / racial diversity; does not engage in harassment of any kind.	10

ADDITIONAL EVALUATION TOOLS MAY BE UTILIZED BY THE PROFESSOR TO MEASURE STUDENT PROGRESS.

Methods of Instruction

Methods of instruction include lecture, discussion, required reading, audio and visual aids, computer aided instruction, skill demonstration, and skill practice.

The student should not expect that every objective will be lectured or discussed in the classroom. Success in the course is dependent on mastery of not only the material delivered in the classroom but also the assigned reading material.

Because many assignments and study tools are performed via Canvas, access to computer hardware with internet connection and software to allow web navigation is required. Microsoft Office software, Word, PowerPoint, and Excel, is also required. However, a personal computer is not required. Dental Assisting students may access several computer lab resources on and off campus to facilitate completion of assignments. If the student is dependent upon computer resources outside the home, significant time management, organizational skill, and personal commitment is necessary to be successful.

Laboratory hours for skill demonstration and skill practice are posted to the course calendar. Skill sessions will be held in the classroom, the skill lab, and the clinic.

In the event of technology failure, the student should contact the GC Help Desk for guidance.

Course & Instructor Policies

IT IS IMPORTANT THAT YOU, THE STUDENT, NOTIFY THE PROGRAM DIRECTOR or INSTRUCTOR BY 7 AM IF YOU WILL NOT BE ABLE TO ATTEND CLASS ON A PARTICULAR DAY OR TIME.

Tonya Hance	hancet@grayson.edu	or office phone 903-463-8780
Wendy Renfro	renfrow@grayson.edu	or office phone 903-415-2529

Class Attendance

Academic success is closely associated with regular classroom attendance and course participation.

All successful students, whether on campus or online, are expected to be highly self-motivated.

All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer sessions, and mid-semester should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. **More than two (2) absences are considered to be excessive.** In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund would be made in accordance with state regulations.

Student Conduct & Discipline

Class begins promptly at 8 AM for Lecture and 9 AM for Lab.

Cell phones need to be kept on silent notification at all times and left in the classroom. Cell phones during Lab, Pre-Clinical or Clinical days can result in lowered behavior grade.

Disruptive behaviors such as harassment of fellow students and/or professors; persistent talking in class while lecture is in progress; using electronic equipment without authorization (cell phone/ texting) or repeated tardy arrival to class will not be tolerated. Students will be counseled initially, but may be dismissed from the classroom for repeated offenses.

We have a **Classroom Disruption Policy** that is : Each Student will be given one (1) warning and then dismissed from class for the rest of the day and will not be able to make up any work missed.

PLEASE REFER TO THE STUDENT HANDBOOK FOR DETAILED RULES AND POLICIES.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic certificate or degree depends upon the absolute integrity of the work done by the student for that award, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the college's policy on plagiarism (see GC Student Handbook for details). Grayson College subscribes to turnitin.com, which allows faculty to search the web and identify plagiarized material.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as

criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes “fair use” under the Copyright Act.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's schedule of classes. Administrative procedures must be followed. It is the student's responsibility to handle student initiated withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled (see GC College Catalog for details).

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room SC 115 in the Student Success Center.

The contact information for the Office of Disability Services is:

Jeffri Hodge

(903) 463-8751 (voice or TTY)

hodgej@grayson.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Financial Aid

Effective July 1, 2000 students receiving Title IV funds (Pell, Federal Grants, and Student Loans), who subsequently withdraw from classes, will be required to return a portion of the federal financial aid received. Only the percentage of aid earned (determined by the percentage of time attended) will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its source. If there is a student account balance resulting from these

adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid.

Drop Rule

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause before the drop. Students with questions should contact the Counseling Office or the Office of Admissions & Records for more information before dropping a course!

TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- Dr. Regina Organ, Title IX Coordinator ([903-463-8714](tel:903-463-8714))
 - Dr. Dava Washburn, Title IX Coordinator ([903-463-8634](tel:903-463-8634))
 - Dr. Kim Williams, Title IX Deputy Coordinator- South Campus ([903\) 415-2506](tel:903-415-2506))
 - Mr. Mike McBrayer, Title IX Deputy Coordinator ([903\) 463-8753](tel:903-463-8753))
 - Ms. Marilyn Power, Title IX Deputy Coordinator ([903\) 463-8625](tel:903-463-8625))
 - Website: <http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html>
 - GC Police Department: ([903\) 463-8777](tel:903-463-8777)- Main Campus) ([903\) 415-2501](tel:903-415-2501) - South Campus)
 - GC Counseling Center: ([903\) 463-8730](tel:903-463-8730))
 - For Any On-campus Emergencies: 911
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Grayson College is not responsible for illness/injury that occurs during the normal course of classroom/lab/clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found on our Current Student Page on our website:

<http://grayson.edu/current-students/index.html>

Revised: August 23, 2015