

GRAYSON COUNTY COLLEGE

Course Syllabus

DNTA 1353 Dental Assisting Applications

Spring 2017

Dental Assisting Program

Lecture hours per week	1
Lab hours per week	<u>3</u>
Clock hours per semester	64

Lecture Room	205	Wednesdays	11AM-11:50 AM
Lab Room	203	Wednesdays	1 PM-3:50 PM
Pre-clinical Room	201	Wednesdays	1 PM – 3:50 PM

Professor Contact Information

Wendy Renfro CDA, RDA

(903) 415-2529

renfrow@grayson.edu

Office Location: Health Science Professor's Offices Room 126

Office Hours:

Monday	8:00 AM to 3:00 PM
Tuesday	8:00 AM to 3:00 PM
Wednesday	1:00 PM to 1:50 PM
Thursday	1:00 PM to 3:00 PM
Friday	1:00 PM to 3:00 PM

Professor's Class Schedule:

Wednesday	8:00 AM to 11:50 AM, 2:00 PM to 2:50 PM
Thursday	8:00 AM to 11:50 AM
Friday	8:00 AM to 11:50 AM

Credit Hours	3.00
Lecture Hours	1.00
Laboratory Hours	3.00
Course Length	16 Weeks

Type of Instruction **Face to Face**

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Prerequisites:

DNTA 1251 Office Management
DNTA 1301 Dental Materials
DNTA 1305 Dental Radiology
DNTA 1311 Dental Science
DNTA 1245 Preventive Dentistry
DNTA 1315 Chairside Assisting

Co-requisites:

DNTA 1241 Dental Lab Procedures
DNTA 1347 Adv. Dental Science
DNTA 1349 Radiology in the Clinic
DNTA 1460 Clinical I
DNTA 2230 Seminar for the Dental Assistant

Course Description – from college

DNTA 1353. Dental Assisting Applications. (3-1-3). An expanded study of dental assisting techniques with emphasis on four-handed dentistry and utilization of armamentarium for general practice and specialty procedures, (RW)

A grade of “C” (75) or better is required for progression.

Student Learning Outcomes

1. Describe assisting a medically and physically compromised patient.
 2. Describe Endodontics, Periodontics, Oral and Maxillofacial Surgery, Pediatric Dentistry, and Orthodontics.
 3. Identify materials and instruments used in each of the specialties.
 4. Describe the role and responsibilities of the Dental Assistant in each of the specialties.
 5. Explain various post-operative instructions given to patients following endodontic treatment, surgical treatment, and orthodontic treatment.
 6. Describe preventive, interceptive and corrective orthodontics.
 7. Describe child behavior techniques.
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Course Learning Outcomes

1. Assemble tray setups and materials for designated general and specialty procedures.
 2. Record patient chart information.
 3. Maintain clear field of vision including isolation techniques.
 4. Utilize chairside ergonomics.
 5. Apply OSHA and other regulatory agencies’ standards.
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Required Textbooks (ISBN # included) and Materials:

1. Bird, Doni L., CDA, RDH, MA, and Debbie S. Robinson., CDA, MS, **ModernDental Assisting**. Tenth Edition (2012). Elsevier/Saunders Publishers ISBN: 978-1-4377-1729-7
 2. Bird, Doni L., CDA, RHA, MA, and Debbie S. Robinson., CDA, MS, **ModernDental AssistingWorkbook**. Tenth Edition (2012). Elsevier/Saunders Publishers ISBN: 978-1-4377-2728-0
 3. Microsoft Office software
 4. Wristwatch w/ second hand
 5. Pens, Pencils, Highlighters
 6. Paper, folder or notebook
 7. Student Uniforms
 8. Dental Assisting Student ID
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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. Practice Assessments are not graded or mandatory.

The Instructor also strongly suggests that each student join the class GROUP ME app on their phone.

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.

DNTA 1353 Dental Assisting Application Course Schedule Spring 2015

Week	Date	Topics, Reading, Assignments
1	1/18	MODULE 1 Review Syllabus Lecture <ul style="list-style-type: none">• Chapter 56 Oral & Maxillofacial Surgery• Practice Only Assessment on Canvas Lab: <ul style="list-style-type: none">• Identify & Discuss Oral Surgery Instruments• Demonstrate and Practice following skills<ul style="list-style-type: none">56-1 Preparing a Sterile Field for Instruments and Supplies56-2 Performing a Surgical Scrub56-3 Performing a Sterile Gloving• Other Clinical Skills/ Comp. Lab/ Study Groups• Clean lab & clinic following infection control protocol ** ALL C 56 Skill Check offs are due on or before 2/8** TEST AND PRACTICAL C- 56 will be on 2/8
2	1/25	Lecture : <ul style="list-style-type: none">• C 56 Oral & Maxillofacial Surgery• Videos “ Oral Surgery” Lab: <ul style="list-style-type: none">• Study Oral Surgery Instruments• Demonstrate & Practice following skill check offs<ul style="list-style-type: none">56-4 Procedure steps in Forceps Extraction56-7 Suture Placement & Removal56-A Giving Pre & Post op Instructions56-9 Treatment of Alveolitis• Practice other skills/ Comp. Lab/ Study Groups• Clean lab & clinic following infection control protocol ** ALL C 56 SKILL CHECK OFFS ARE DUE ON OR BEFORE 2/8** TEST AND PRACTICAL C-56 will be on 2/8
3	2/1	Lecture: <ul style="list-style-type: none">• Chapter 56 Oral & Maxillofacial Surgery

		<ul style="list-style-type: none"> Videos “ Oral Surgery Extractions” <p>Lab:</p> <ul style="list-style-type: none"> Practice Skill Check-offs Review (as a class) Oral Surgery Instruments Practice other clinical skills/ comp. lab/ study groups TEST AND PRACTICAL C-56 NEXT WEEK
4	2/8	<p>Lecture:</p> <ul style="list-style-type: none"> TEST & PRACTICAL C – 56 <p>Lab:</p> <ul style="list-style-type: none"> Following Skill Check offs due today: <ul style="list-style-type: none"> 56-1 Preparing a Sterile Field for Instruments and Supplies 56-2 Performing a Surgical Scrub 56-3 Performing a Sterile Gloving 56-4 Procedure steps in Forceps Extraction 56-7 Suture Placement & Removal 56-A Giving Pre & Post op Instructions 56-9 Treatment of Alveolitis Comp. lab/ Study Groups
5	2/15	<p style="text-align: center;">MODULE 2</p> <p>Lecture:</p> <ul style="list-style-type: none"> Chapter 54 Endodontics Practice Only Assessment on Canvas <p>Lab:</p> <ul style="list-style-type: none"> Identify & Discuss Endodontic Instruments Demonstrate & Practice the following Skill Check offs <ul style="list-style-type: none"> 54-1 Assisting in Electric Pulp Vitality Test 54-2 Procedure Steps for Root Canal Therapy Practice other clinical skills/ comp. lab/ study groups Clean lab & clinic following infection control protocol C-54 Skill Check offs will be due on or before 3/1
6	2/22	<p>Lecture:</p> <ul style="list-style-type: none"> C 54 Endodontics Videos “ Endodontic Procedures” <p>Lab:</p> <ul style="list-style-type: none"> Study Endodontic Instruments Practice the following Skill Check offs <ul style="list-style-type: none"> 54-1 Assisting in Electric Pulp Vitality Test 54-2 Procedure Steps for Root Canal Therapy Practice other clinical skills/ comp. lab/ study groups Clean lab & clinic following infection control protocol C-54 Skill Check offs will be due on or before 3/1 Test and Practical for C 54 is next week
7	3/1	<p>Lecture:</p> <ul style="list-style-type: none"> Test & Practical C- 54 Endodontics <p>Lab:</p> <ul style="list-style-type: none"> Complete Skill Check offs for following skills <ul style="list-style-type: none"> 54-1 Assisting in Electric Pulp Vitality Test 54-2 Procedure Steps for Root Canal Therapy

		<ul style="list-style-type: none"> Other clinical skills/ Comp. lab/ Study groups
8	3/8	<p style="text-align: center;">MODULE 3</p> <p>Lecture:</p> <ul style="list-style-type: none"> C- 60 Orthodontics Practice ONLY Assessment on Canvas <p>Lab:</p> <ul style="list-style-type: none"> Identify & Discuss Orthodontic Instruments Demonstrate and Practice the following Skill check offs 60-2 Placing and Removing Elastomeric Ring Separators 60-6 Procedural Steps for Placing and Removing Ligature Ties Practice other clinical skills/ comp.lab/study groups Clean lab and clinic following infection control protocol <p>C 60 Skill Check offs will be due on or before 3/29 Test and Practical for C 60 will be on 3/29</p>
9	3/15	SPRING BREAK / NO CLASSES
10	3/22	<p>Lecture:</p> <ul style="list-style-type: none"> C- 60 Orthodontics Videos “ Orthodontic” <p>Lab:</p> <ul style="list-style-type: none"> Study Orthodontic Instruments Practice the following skill check offs 60-2 Placing and Removing Elastomeric Ring Separators 60-6 Procedural Steps for Placing and Removing Ligature Ties Practice other clinical skills/ comp.lab/ study groups Clean lab and clinic following infection control protocol <p>C 60 Skill Check offs will be due on or before 3/29 Test and Practical for C 60 will be on 3/29</p>
11	3/29	<p>Lecture:</p> <ul style="list-style-type: none"> TEST and PRACTICAL C 60 <p>Lab:</p> <ul style="list-style-type: none"> Complete the following Skills Check offs 60-2 Placing and Removing Elastomeric Ring Separators 60-6 Procedural Steps for Placing and Removing Ligature Ties Practice other clinical skills/ comp.lab/study groups Clean lab and clinic following infection control protocol
12	4/5	<p style="text-align: center;">MODULE 4</p> <p>Lecture:</p> <ul style="list-style-type: none"> C-55 Periodontics Videos “Periodontal Surgery” <p>Lab:</p> <ul style="list-style-type: none"> Practice other clinical skills Computer lab/ study groups Clean lab and clinic following infection control protocol <p>TEST C 55 NEXT WEEK (NO PRACTICAL)</p>
13	4/12	<p>Lecture:</p> <ul style="list-style-type: none"> TEST C 55 Periodontics

		Lab: <ul style="list-style-type: none"> CATCH UP DAY.... Stay busy and catch up.
14	4/19	<p style="text-align: center;">MODULE 5</p> Lecture: <ul style="list-style-type: none"> C- 57 Pediatric Dentistry Practice ONLY Assessment on Canvas Lab: <ul style="list-style-type: none"> (As a class) Discuss and Record Procedural steps for the following procedures; Assisting in Pulpotomy of a Primary Tooth Assisting in Placemnet of a Stainless Steel Crown Practice other clinical skills/ comp lab/ study groups Clean lab and clinic following infection control protocol <p>TEST C 57 Pediatric Dentistry is next week (NO PRACTICAL)</p>
15	4/26	Lecture: <ul style="list-style-type: none"> TEST (NO PRACTCAL) C 57 Pediatric Dentistry Lab: <ul style="list-style-type: none"> Review for Final
16	5/1	Final Exam 8-10 AM
Final Exam	May 8-11	Nitrous Oxide Certification & RDA Review and Exam

Chapter 56 Oral and Maxillofacial Surgery

Chapter Outline

- Indications for Oral and Maxillofacial Surgery
- The Oral Surgeon
- The Surgical Assistant
- The Surgical Setting
- Specialized Instruments and Accessories
 - Elevators
 - Forceps
 - Surgical Currette
 - Rongeur
 - Bone File
 - Scalpel
 - Hemostat
 - Needle Holder
 - Surgical and Suture Scissors
 - Retractors
 - Mouth Props
 - Chisel and Mallet
 - Rotary Instruments
- Surgical Asepsis: Sterile Field
- Surgical Preparation
- Surgical Procedures

- Postoperative Care
- Postsurgical Complications

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the specialty of oral and maxillofacial surgery.
3. Discuss the role of an oral surgery assistant.
4. Identify specialized instruments used for basic surgical procedures.
5. Discuss the importance of the chain of asepsis during a surgical procedure.
6. Demonstrate competency in preparing a sterile field.
7. Demonstrate competency in performing a surgical scrub.
8. Demonstrate competency in performing sterile gloving.
9. Describe surgical procedures typically performed in a general practice.
10. Demonstrate ability to assist in a simple extraction.
11. Demonstrate ability to assist in suture placement.
12. Demonstrate performing suture removal.
13. Demonstrate postoperative care given to a patient after a surgical procedure.
14. Discuss with a patient possible complications resulting from surgery.
15. Demonstrate competency in assisting in the treatment of alveolitis (dry socket).

Chapter 54 Endodontics

Chapter Outline

- Causes of Pulpal Damage
- Symptoms of Pulpal Damage
- Endodontic Diagnosis
- Endodontic Procedures
 - Pulp capping
 - Pulpotomy
 - Pulpectomy
- Instruments and Accessories
- Medicaments and Dental Materials in Endodontics
- Overview of the Root Canal Therapy
- Surgical Endodontics

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the diagnostic testing performed for endodontic diagnosis.
3. Demonstrate assisting in various diagnostic testing performed for endodontic diagnosis.
4. List the conclusions of the subjective and objective tests used in endodontic diagnosis.
5. Demonstrate competency to assist in electric pulp vitality test.
6. Describe diagnostic conclusions for endodontic therapy.
7. List the types of endodontic procedures.
8. Discuss the medicaments and dental materials used in endodontics.
9. Provide an overview of root canal therapy.
10. Demonstrate correct tray set-up for assisting in root canal therapy.
11. Describe surgical endodontics and how it affects treatment.

Chapter 60 Orthodontics

Chapter Outline

- Benefits of Orthodontic Treatment
- The Orthodontist and Orthodontic Assistant
- The Orthodontic Office
- Understanding Occlusion
- Malocclusion
 - Class I Malocclusion
 - Class II Malocclusion
 - Class III Malocclusion
 - Malaligned Teeth
- Management of Orthodontic Problems
- Orthodontic Records and Treatment Planning
- Case Presentation
- Specialized Instruments and Accessories
- Orthodontic Treatment
- Treatment Options
- Adjustment Visits
- Oral Hygiene and Dietary Instructions
- Headgear
- Completed Treatment: Retention

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the environment of an orthodontic practice.
3. Describe the types of malocclusion.
4. Discuss corrective orthodontics, and describe what type of treatment is involved.
5. List the types of diagnostic records that are used to assess orthodontic problems.
6. Describe the components of the fixed appliance.
7. Demonstrate placement and removal of elastomeric ring separators.
8. Demonstrate competency in assisting in the fitting and cementation of orthodontic bands.
9. Demonstrate competency in assisting in the direct bonding of orthodontic brackets.
10. Demonstrate competency in assisting in placement of an arch wire.
11. Demonstrate competency to place and remove ligature ties.
12. Demonstrate competency in to place and remove elastomeric ties.
13. Describe the use and function of headgear.
14. Describe ways to convey the importance of good dietary and oral hygiene habits in the practice of orthodontics.
15. Demonstrate explaining oral hygiene and dietary instructions to orthodontic patients.

Chapter 55 Periodontics

Chapter Outline

- The Periodontal Practice
- The Periodontal Examination
- Periodontal Instruments
- Hand Scaling and Ultrasonic Scaling
- Nonsurgical Periodontal Treatment
- Surgical Periodontal Treatment
- Lasers in Periodontics

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the role of the dental assistant in a periodontal practice.
3. Explain the procedures necessary for a comprehensive periodontal examination.
4. Demonstrate periodontal charting.
5. Describe the role of radiographs in periodontal treatment.
6. Identify and describe the instruments used in periodontal therapy.
7. Describe the indications and contraindications to use of the ultrasonic scaler.
8. Describe the types of nonsurgical periodontal therapy.
9. Demonstrate assisting with a dental prophylaxis procedure.
10. Describe the types of surgical periodontal therapy.
11. Identify the indications for placement of periodontal surgical dressings, and describe the technique for proper placement.
12. Demonstrate preparations and placement of noneugenol periodontal dressings (expanded function).
13. Demonstrate removal of a periodontal surgical dressing (expanded function).
14. Name the types of periodontal plastic surgery.
15. Describe the types of surgical periodontal therapy.

Chapter 57 Pediatric Dentistry

Chapter Outline

- The Pediatric Dentist and Dental Assistant
- The Pediatric Dental Office
- The Pediatric Patient
 - Erikson's Stages of Development
 - Behavior Management
- Patients With Special Needs
- Diagnosis and Treatment Planning
- Preventive Dentistry for Children
- Pediatric Procedures
- Pediatric Procedures

- Dental Trauma
- Child Abuse

Expected Learning Outcomes (Objectives)

1. Pronounce, define, and spell the Key Terms.
2. Describe the appearance and setting of a pediatric dental office.
3. List the stages of childhood from birth through adolescence.
4. Discuss specific behavior techniques that work as positive reinforcement when one is treating children.
5. Describe why children and adults with special needs are treated in a pediatric practice.
6. Describe what is involved in the diagnosis and treatment planning of a pediatric patient.
7. Discuss the importance of preventive dentistry in pediatrics.
8. Demonstrate giving oral hygiene and nutritional instructions to patients and patient's caregiver.
9. Demonstrate placement of fluoride treatment on pediatric patient and/ or special needs patient.
10. Demonstrate correct post-fluoride treatment instructions.
11. List the types of procedures that are performed for the pediatric patient compared with those performed to treat patients with permanent teeth.
12. Demonstrate ability to assist in a pulpotomy of a primary tooth.
13. Demonstrate competency in assisting in the placement of a stainless steel crown.
14. Describe the most common types of dental trauma in children and the basic knowledge a dental assistant should have regarding possible child abuse.

Instructional Methods

Face to Face

Students will be required to complete laboratory assignments/ competencies. These will include, but are not limited to tray set-ups, treatment room preparation, sterilization.

Instructor's Requirements

Students are requested to read the assignment 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/Quiz	5%
Competencies assessments (Competency)	40%
Comp. Final Exam	30%
	100%

Grade
90-100 A

80-89	B
75-79	C
74-70	D
Below 69	F

Grades will be posted via Canvas
Late Work Policy
NO LATE WORK ACCEPTED.
This includes laboratory projects.

Individuals arriving late for an exam will not be given additional time for the exam. Also, if any student has completed the exam and left the room prior to arrival of the late student, the late student **will not** be allowed to take the exam.

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.

1. Examinations will be graded via Canvas and the grade will post once the student has submitted the exam.
2. A separate exam will be given to the student who is absent from an exam.
3. Tests fall into the tests category and make up 20% of your grade.
4. REFER to the Student Handbook for complete quiz and test policies.

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 missed quiz is a missed opportunity to earn points; quizzes are not available for makeup.**

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

- Assisting in Electric Pulp Vitality Test
- Assisting in Root Canal Therapy
- Placing and Removing Separators
- Assist in a surgical extraction
- Assist in suture placement
- Performing suture removal
- Assisting in the Treatment of Alveolitis

- Placing and Removing Ligature Wires
- Giving Pre-op and post-op instructions
- Preparing a sterile field
- Assisting in Pulpotomy of a primary tooth
- Performing a surgical scrub
- Assisting in placement of a stainless steel crown
- Performing sterile gloving

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.

Homework

1. HOME WORK is due when indicated by the syllabus, however the due date can be changed as needed by the professor with an advanced warning.
2. Always check the due date! Some assignments will have later due dates. Email your instructor with let it snow in the subject line to receive ten free points to use on a test grade by Wednesday January twentieth by noon.
3. Chapter assessments, quizzes and behavior grades all fall into the Homework category and makes up 20 % of your grade in this class.

Competency Assessments

1. This category makes of 40% of grade.
2. Competency assessments are graded on a Pass/Fail basis with the student having the opportunity to repeat the competency three (3) times. The maximum numerical score on a second attempt to pass the check off is 89.
3. REFER to the Student Handbook for complete Competency Assessment 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;	10

	demonstrates flexibility in handling change.	
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

Students are expected to maintain classroom decorum that includes respect for other students and the professor.

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.

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 grades.

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: January 14, 2016