State Fair Community College

STUDENT HANDBOOK

Policies and Procedures

Associate of Applied Science in Dental Hygiene

2026

Additional Policies and Regulations can be found in the SFCC Course Catalog, mySFCC, and the State Fair Community College official website. www.sfccmo.edu

State Fair Community College does not discriminate based on race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. The following people have been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources, Hopkins Student Services Center, (660) 596-7478, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660)596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested people may obtain information as to the existence and location of services, activities, and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Access Office, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

July 2026

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Table of Contents

State Fair Community College 1

WELCOME to the Dental Hygiene Program at SFCC 5

Accreditation 6

Program Mission 6

Program Vision 6

Program Learning Outcomes 7

Institutional Learning Outcomes 8

Community Service 8

Essential Qualifications of Candidates for Admission and Continuance 9

Tobacco-Free Campus Policy 12

Substance Abuse/Drug Testing Policy for Health Science Programs 12

Infection and Hazard Control Policies 15

Health Science Blood Borne Pathogen Exposure and Prevention Policy 16

Health Science Immunization Policy 17

Health Insurance 18

Pregnancy Policy 18

Radiation Protection Policy 20

Academic Requirements Grades 21

Program Graduation Requirements 22

Academic Guidance and Student Counseling 22

Review Board 23

Procedure for Review Board 23

Student Achievement and Success 23

Testing Policies 24

Academic Honesty 24

Dental Hygiene Program Remediation and Dismissal 25

Withdrawal from Program 27
Guidelines for Granting Drop & Readmission 27
Probation Policy 27
Dental Hygiene Program Academic Grievance Policy 28
Classroom/Clinic Guidelines 29
Professional Clinic Dress 29
Professional Classroom Behaviors 30
Children in the Classroom Policy 30
Patient Records and Confidentiality 31
Social Media Conduct 31
Trajecsys 32
Program Rules and Regulations 32
Protocol for Clinic Absence and Additional Clinic Time 33
Safety 34
Class and Clinical Schedule 34
After Hours in Clinics 34
Inclement Weather Policy 34
Student Organizations 35
Institutional Policies 35

WELCOME to the Dental Hygiene Program at SFCC

Welcome to the Dental Hygiene program at State Fair Community College. The student handbook is to acquaint you with the policies and procedures of the Dental Hygiene program and clinic. Your time and effort spent in educational activities within the State Fair Community College Dental Hygiene program will prepare you to meet the challenge of a rewarding career as a Registered Dental Hygienist. To provide total patient care, your experiences will give you the opportunity to work closely with dental hygiene faculty and the dental community. The Commission of Dental Accreditation (CODA) by the American Dental Association has approved the accreditation status for the State Fair Community College Dental Hygiene program. Graduates receive an Associate of Applied Science in Dental Hygiene.

The Dental Hygiene Program is designed to meet educational requirements for a Registered Dental Hygienist professional license required for employment. Completion of the Dental Hygiene Program meets educational requirements for licensure in Missouri. Completion of the Dental Hygiene Program may not meet the educational requirements for licensure in other states. If you have questions about

licensure requirements in a specific state, contact the program directly or view the information listed in Consumer Information at https://www.sfccmo.edu/about/consumer-information/. The information will be reviewed and updated on an annual basis prior to the start of the fall semester. If a student is determined to be located in a state where the Dental Hygiene Program does not meet educational requirements to be licensed the student will be required to complete an attestation prior to starting the program indicating knowledge of the state requirements.

Accreditation

State Fair Community College has been affiliated with the North Central Association (NCA) of Colleges and Schools since it was founded. Correspondence status was granted in 1968. Full accreditation was granted in 1976, 1981, 1988, 1999, 2019, and 2025. State Fair Community College became accredited through admission to the NCA Higher Learning Commission's Academic Quality Improvement Program (AQUIP) in August 2005 and continues to be accredited on an annual basis. The Higher Learning Commission can be contacted through the following:

HLC
The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Phone: 800.621.7440 or 312.263.0456 Fax: 312.263.7462
HLC website: **http://ncahlc.org/** HLC email: **info@hlcommission.org**

The Dental Hygiene program at State Fair Community College is accredited by the Commission on Dental Accreditation and has been granted full accreditation status as of August 2019. The Commission on Dental Accreditation (CODA) is a specialized accrediting body recognized by the United States Department of Education. Complaints that relate to a program's compliance with the accreditation standards are reviewed by the Commission on Dental Accreditation. The commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678. The Commission's web address is http://www.ada.org/en/coda. This accreditation allows the student who successfully completes the program to sit for the National Board Dental Hygiene examination and a State Clinical Board examination. Please see CODA for additional policies and guidelines.

Program Mission

The mission of State Fair Community College Dental Hygiene program is for our graduates to be able to actively participate in the improvement of the public's oral health through problem resolution, evidence-based decision-making, evaluation, therapeutic service, education, and life-long learning.

Program Vision

The vision of State Fair Community College Dental Hygiene program is that of a future in which learner-centered instruction is utilized to produce graduates who are not only technically competent but are leaders in the field. We desire to set the standard in quality dental hygiene education and not merely follow the standards set by others. We want to positively impact our local communities, states, and nation through leadership and service.

Program Purpose

It is the purpose and aim of the faculty to provide a positive educational atmosphere in which to prepare student dental hygienists to be critical thinkers capable of evidence-based decision making by possessing the skills, knowledge, and judgement to practice competently, ethically, and legally, who are engaged in community and professional service, and have a commitment to life-long learning.

Program Learning Outcomes

The goal of the Dental Hygiene Associate of Applied Science degree program is to provide comprehensive learning experiences that prepare graduates to secure an entry-level position as a Registered Dental Hygienist. Specific curricular objectives fall into four categories: biomedical sciences, general education, dental science and dental hygiene science. The first category provides students with specific foundational knowledge in biology, chemistry, anatomy, physiology and biochemistry, microbiology, immunology, general pathology and/or pathophysiology, nutrition, and pharmacology. The second category includes instruction in math, communication, psychology, sociology, and critical thinking principles. The third category includes tooth morphology, head and neck and oral anatomy, oral embryology and histology, oral pathology, radiology, periodontology, pain management and dental materials. Finally, the dental hygiene sciences emphasize oral health education and preventive counseling, health promotion, patient management, clinical dental hygiene, management of special needs patients, community oral health, medical and dental emergencies, legal and ethical aspects of dental practice, infection and hazard control management, and the provision of oral health care services to patients with blood borne infectious diseases. Successful completion of courses in all four categories is required for graduation from the program. The dental hygiene program will foster clinical, problem solving, communication, and critical thinking skills used in the healthcare environment and provide students with a didactic and an experiential educational foundation that promotes life-long learning.

State Fair Community College Dental Hygiene program's goals are to provide a positive educational atmosphere in which to prepare dental hygienists who, as graduates, will be able to:

Goal #1- Provide comprehensive learning experiences that prepare graduates for entry-level positions as Registered Dental Hygienists.

- Graduates must demonstrate competency in providing the dental hygiene process of care, which includes assessment, planning, implementation, and evaluation.

Goal #2- Prepare graduates who will maintain high ethical standards in the provision of health care.

- Graduates must display a level of professionalism consistent with workplace expectations.

Goal #3- Prepare graduates to provide evidence-based, patient centered care to a diverse population, in a variety of settings.

- Graduates must be competent in providing dental hygiene care for the child, adolescent, adult, geriatric, and medically compromised patient.
- Graduates must be competent in providing dental hygiene care for all types of classification of periodontal disease.

Goal #4 – Provide students the didactic and experimental educational foundations to develop critical thinking skills that will enable self-evaluation and the pursuit of lifelong learning.

- Graduates must demonstrate applied clinical and critical thinking skills consistent with nationally recognized standards needed in the dental environment.
- Graduates must demonstrate the ability to communicate effectively with patients and all members of the dental care team.

Goal #5 – Serve as a community resource for promotion of oral health to provide students with experiences in community service and service learning.

- Graduates must demonstrate interdisciplinary competencies in written and oral communication.

Goal #6 – Engage students and faculty in professional association activities.

- Graduates must attend and participate in professional conferences.

Upon completion of the program, the State Fair Community College graduate will be qualified to take the National Board Dental Hygiene Exam and a Dental Hygiene Clinical exam. The graduate will be able to apply for a dental hygiene license after successfully completing the program and passing both the National Board Dental Hygiene Exam and a clinical exam. State Fair Community College cannot guarantee that every student will pass both exams. State Fair Community College also cannot guarantee that every student will obtain a position as a Registered Dental Hygienist.

Institutional Learning Outcomes

State Fair Community College's faculty and staff work together to teach students how to think critically, communicate clearly, and improve their lives and communities through the attainment of their educational goals. Students, regardless of their status or program of study, will, upon the completion of their general and specialized studies, be able to:

1. Be Accountable
2. Communication
3. Higher Order Thinking
4. Managing Information
5. Valuing

Community Service

Each student will be obligated to complete and track at least 10 hours of community service per year for a total of 20 hours for the duration of the program. At least half of the service provided should be dental or program related. The other half may be the service of choice, provided it is pre-approved. Pre-approval requests for each activity must be submitted at least one week in advance of the event to the Student American Dental Hygiene Association (SADHA) club advisor or Program Director for approval. Various college and program sponsored opportunities throughout the program year will be offered, however, students may request other activities to be considered. Events that are directly related to class time are not considered part of these hours. Additionally, self-promotion/marketing events are also not considered. The community service hours must be tracked on the State Fair Community College Dental Hygiene Community Service Tracking Form with the event organizer signature confirming participation.

This mandatory (pass or fail) community service assignment is a graduation requirement and will be linked to DH142 Clinical Dental Hygiene I in year one. For year two, the assignment will be linked to DH145 Clinical Dental Hygiene IV. By serving as a positive role model within the community, setting and

advocating for patient rights, the student will be able to teach the patient and significant support people the information and skills needed to achieve optimal health and understand the value of giving to others.

Essential Qualifications of Candidates for Admission and Continuance

State Fair Community College Associate of Applied Science Degree (AAS) in Dental Hygiene signifies that the holder of that degree has been educated to enter the field of dental hygiene in all healthcare settings and to apply for Dental Hygiene licensure in the State of Missouri. The education of a dental hygienist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for a) independent and, b) semi-autonomous and, or c) making appropriate decisions required in practice. The practice of dental hygiene emphasizes collaboration among dentists, other hygienists, allied health care professionals, and the patient.

The following essential qualifications address the motor, behavioral, emotional, communication, and professional conduct guidelines essential for completion of the Associate of Applied Science Degree (AAS) in Dental Hygiene, at State Fair Community College. Students must meet these essential qualifications to be admitted and retained in the program. Students with documented disabilities who wish to request reasonable accommodations under the American with Disabilities Act must follow State Fair Community College's procedure for requesting accommodations. State Fair Community College reserves the right to reject requests for accommodation that would fundamentally alter the nature of an educational program, lower the academic standards, cause an undue hardship on the college, or endanger the health or safety of a student with a disability, other students, or any other member of the college community.

The curriculum for the Associate of Applied Science Degree in Dental Hygiene requires students to engage in diverse, complex, and specific experiences necessary for the acquisition and practice of dental hygiene skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. Additionally, these functions are necessary to ensure the health and safety of patients, fellow applicants, faculty, and other healthcare providers.

The essential abilities necessary to acquire or demonstrate competence in the dental hygiene field, as well as for completion of the Associate of Applied Science Degree in Dental Hygiene at State Fair Community College, include, but are not limited to, the following abilities:

Motor Skills

With or without reasonable accommodation, applicants should have sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings. For example, applicants must be able to perform basic life support, including CPR, and function in an emergency. The dental hygienist must have sufficient dexterity and fine motor skills to securely operate delicate instruments and dental materials in the oral cavity.

Sensory/Observation

With or without reasonable accommodation, the applicant must be able to acquire the information presented through demonstrations and experiences. Applicant must be able to observe a patient accurately,

at a distance and nearby, as well as interpret non-verbal communications while performing assessment, intervention, instrumentation, and administration of local anesthesia. The applicant must be capable of identifying anatomy in the oral cavity, signs of disease, infection, and health through physical examination. Such information is derived from images of tooth structure, palpable changes in organs and tissues, and auditory information. Applicants should have normal, functional vision with corrective eyewear. Applicants should have auditory ability sufficient for monitoring and assessment of patient health needs.

Behavioral/Emotional

With or without reasonable accommodation, an applicant must possess the emotional health required for the full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of responsibilities. An applicant must demonstrate emotional stability to assess situations without judgment and apply critical thinking skills in a systematic and professional manner. In addition, he or she must be able to maintain mature, sensitive, and effective relationships under all circumstances, including highly stressful situations. It is necessary for applicants to be able to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. The applicant must be able to demonstrate and communicate empathy for the situations and circumstances of others. The applicant should be aware that his or her values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others. The applicant must be able to deal effectively with stress and demonstrate a willingness and ability to give and receive feedback.

Communication

With or without reasonable accommodation, the applicant must communicate effectively and sensitively with other students, faculty, staff, patients, family, and other professionals. The applicant must be able to convey and exchange information to develop a health history, identify problems presented, explain alternative solutions, and give directions during treatment and post-treatment. The applicant must be able to communicate effectively in oral and written forms with individuals of all backgrounds and education levels. The applicant must be able to process and communicate information accurately, in a timely manner, to members of the health care team. The appropriate communication may also rely on the applicant's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

Cognitive

With or without reasonable accommodations, an applicant must be able to measure, calculate, reason, analyze, integrate, and synthesize in the context of dental hygiene study. The applicant must be able to quickly read and comprehend extensive written material. He or she must also be able to evaluate, apply information, and engage in critical thinking in the classroom and clinical setting.

Professional Conduct

Applicants must possess the ability to reason morally and practice dental hygiene in an ethical manner. Applicants must be willing to learn and abide by professional standards of practice. He or she must demonstrate compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. Applicants must be able to engage in patient care delivery in all settings and to all populations. Applicants who are selected for the program must pass a criminal background check.

State Fair Community College's Associate of Applied Science Degree in Dental Hygiene graduates have been educated to enter practice as a dental hygienist, having demonstrated competency in cognitive, affective, and psychomotor domains. Professional coursework and general education requirements contribute to the development and completion of these competencies. To be eligible to sit for the National and Regional licensure examinations, all components of the degree program must be completed.

Professional behavior is manifest in person, acts and attitudes including elements of what we wear, how we perform, and how we think – if we make our thoughts and beliefs public…It is how others see dental hygienists that is so important to the dental hygiene profession. And it is how others see us in our behavior to each other as well as to our clients that defines us as professionals. --- Veronica D. Feeg, Copyright, 2001. Pediatric Nursing and Jannetti Publications, Inc. used with permission of the publisher.

Therefore, how one presents him or herself either elevates or diminishes their professional image in the eyes of others. We expect candidates to maintain the highest standards of professionalism in the classroom, all clinical settings, in any campus building or property, in the community, and in related public settings. Candidates must

- Possess the ability to reason morally and practice dental hygiene in an ethical manner
- Must be willing to learn and abide by standards of practice for dental hygiene
- Possess the attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance
- Be able to engage in patient care delivery in all settings
- Be able to deliver care to all patient populations including, but not limited to, children, adolescents, adults, developmentally disabled persons, medically compromised patients, and vulnerable adults

General professional behaviors to be exhibited in all areas at all times include:
Twelve Points on Professionalism that can serve as a good reminder of those subtle, interpersonal qualities we should consider.

- Be civil – Treat people with respect
- Be ethical – Stand up for personal and professional standards
- Be honest – Be forthright; do not participate in gossip and rumor
- Be the best – Strive to be better than good
- Be consistent – Behavior should coincide with values and beliefs
- Be a communicator – Invite ideas, opinions, feedback from others
- Be accountable – Take responsibility for your own actions
- Be collaborative – Work in partnership with others for the benefit of patients
- Be forgiving – Everyone makes mistakes; give people a fair chance
- Be current – Keep knowledge and skills up to date
- Be involved – Be active at local, state, and national levels
- Be a model – What a person says and does reflects on his or her profession. (Adapted from Bruhn, J., in Nativio, 2001)

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Tobacco-Free Campus Policy

State Fair Community College limits smoking and the use of tobacco products to personal vehicles parked or driven on designated college parking areas and roads. For more information, refer to Policy and Regulation 5250 - https://www.sfccmo.edu/files/about/policies-and-regulation

The Dental Hygiene program strictly prohibits tobacco use at any time while on campus or representing the college or program in any capacity. You are asked to be an example in your health profession. If these habits present themselves as continual offenses during the duration of our program, they can be a cause for dismissal.

Substance Abuse/Drug Testing Policy for Health Science Programs

Statement of Purpose and Intent

State Fair Community College (SFCC) Health Science programs prohibit the use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, marijuana, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, and imitation controlled substances on any college property, during any college-sponsored activity, in any college-owned vehicle, or in any other college-approved vehicles used to transport students to and from college or college activities. Students found to be involved in any of these activities are subject to disciplinary action. Students of SFCC's Health Science programs benefit from clinical programs that provide students with hands-on experiences at third-party clinical facilities. SFCC Health Science programs share an obligation with the clinical facilities to protect the facilities' patients from harm to the extent reasonably possible, including protecting patients from students who may be impaired from the use of drugs or alcohol while participating in a clinical program at the clinical facility. SFCC Health Science programs wish to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements continue to exist to provide students with quality clinical education experiences. Therefore, students enrolling in SFCC Health Science programs are required to submit to drug testing.

Students are subject to an observed urine drug screen and/or a blood alcohol test at any time while enrolled in a Health Science program.

Definitions

Blood Alcohol Test – Scientifically substantiated method to test for the presence of alcohol in a person's blood.

Consent Form –Drug Testing Consent Form adopted by SFCC.

Dilute negative result- A urine specimen that has a greater concentration of water than that of a normal urine specimen and can be either purposeful or accidental.

Drug Use Test – Scientifically substantiated method to test for the presence of illegal drugs or alcohol in a person's urine.

Illegal Drugs – The synthetic or generic equivalent or derivative drugs that are illegal or restricted under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but not be limited to, all

drugs listed in the Narcotic Drug Act, § 195.101, RSMo., and Section 202 of the Controlled Substances Act, 21 U.S.C. § 812. SFCC reserves the right to test for as many of these drugs as deemed necessary to meet the stated goal of deterrence.

While recreational and medical use of marijuana is legal in Missouri, it is illegal at the federal level. Regardless of whether marijuana is legal in Missouri, federal law requires that colleges and universities adopt and enforce drug-free workplace policies, as well as programs to prevent the unlawful possession, use, or distribution of illicit drugs by students and employees. Because marijuana is still considered illegal under federal law as a Schedule I drug, SFCC must prohibit its distribution, possession, and consumption while participating in classes, programs, or activities sponsored by or on facilities controlled by the College. In addition, students and employees who are subject to drug testing requirements would not be exempted from such requirements even if such an individual obtains a state medical marijuana certification. Therefore, marijuana is considered an illegal drug for purposes of this requirement.

Medical Review Officer - A third-party healthcare professional who reviews student medications and makes final determination on non-negative test results.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. Non-negative Test Result – An initial, unconfirmed toxicological test result that is considered to demonstrate the presence of an illegal drug or metabolite thereof using the standards customarily established by the testing laboratory administering the drug use test. After further testing of the sample and consideration of legally prescribed medication that might influence the test result, a final determination will be made by a Medical Review Officer. Positive Test Result – When referring to a drug test administered under this requirement, a toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Persons to be Tested

Any student who is enrolled in any Health Science Program that requires a clinical rotation, internship, externship, or professional experience at a clinical facility will be required to submit to drug use testing prior to the first clinical rotation, and on a regular basis thereafter. Student enrolled in a Health Science Program will also be subject to reasonable suspicion testing as set forth below. Drug testing will be performed at the student's expense.

Reasonable Suspicion Testing

SFCC Health Science Programs are authorized to require any student to submit to a drug or alcohol test if the Program faculty, staff, or administration has reasonable suspicion that the student is using or is under the influence of alcohol or illegal drugs while:

· On clinical facilities immediately before, during, and/or immediately after clinical rotation hours.
· Traveling to or from clinical facilities for clinical rotations or for such other purposes as are part of the Program.
· On facilities controlled by the College

A non-exhaustive list of observations and behaviors that might create a reasonable suspicion that the person is under the influence of drugs or alcohol is included below. Faculty who are concerned that a student is under the influence of drugs or alcohol may use the Reasonable Suspicion Checklist in consultation with a designated Student Services representative.

· A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana, or illegal drugs.
· The student possesses drugs, alcohol, marijuana or any controlled substance.
· Information communicated to an SFCC administrator, coordinator, or an instructor by another individual, student, or law enforcement personnel indicating a student is using, possessing, or under the influence of alcohol, marijuana, or illegal drugs.
· The student is involved in an accident, error, or missing medication is reported at the clinical site.
A student's refusal or lack of cooperation to submit to the drug use or alcohol test will be treated as a refusal to consent to drug testing. The student will be refused access to the clinical facilities, and will, therefore, be unable to complete the required clinical experience.

Consent to Drug Testing
The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to SFCC Health Science programs and will be maintained in the student's record until graduation from SFCC Health Science programs.
Students who decline to consent to drug testing will be refused access to the clinical facilities and will be unable to complete the required clinical experience. A student who is unable to produce a urine sample during the timeframe of testing will be considered the same as declining to consent.

Confidentiality
All records related to student drug testing shall be kept in confidential files separate from a student's permanent educational records. Those files will be destroyed upon the student's graduation or transfer from the college. Test results will only be released to the student, approved college officials, or such other person as is authorized to receive such results. Test results will not be turned over to the police or authorities without a subpoena or court order, and administration will not disclose test results without a subpoena or court order, unless otherwise required by law.

Procedure
Drug or alcohol testing will be arranged by each SFCC Health Science program, possibly in conjunction with other Health Science programs, at SFCC or a lab of the College's choice with a specified time frame at the student's expense. The drug test will include but not be limited to a 7-panel test. Drug testing collection and/or analysis may be performed by employees of SFCC or a third-party agency. Students will follow the procedure required by the agency or people collecting the urine specimen.

Consequence
If the initial testing is positive, a second test may be required to determine the exact substance, and the student will be expected to comply if needed. Additional testing such as blood or hair follicle testing may be required at the student's expense.
Drug screening with a *diluted negative* result is not considered valid. In this case, the student will be required to submit to another drug test with little advanced notice, at their own expense. The student will be directed not to drink an unusually large number of fluids before testing.
A student with a confirmed positive illegal drug or alcohol test result may be ineligible to participate in the required clinical rotation and will be dismissed from the SFCC Health Science program. Following a confirmed positive illegal drug or alcohol test, appropriate program administrators will meet with the

student and review the test results and provide the student with an opportunity to explain the results. If program administrators determine that a student is not a safety threat, a student may, in some circumstances, be allowed to remain in the Program with a remediation plan which may include program probation.
A student with a confirmed positive test result who is dismissed from the Program and wishes to reapply in the future, must meet with the Program Director. A determination will be made by the Director whether the student has addressed the drug and/or alcohol use, through professional counseling or otherwise, in a manner that warrants readmission. If the Director believes readmission is warranted, the Director may also determine what conditions, if any, apply to the readmission. If the student is readmitted, the student will continue to be subject to the drug and alcohol testing requirements and reasonable suspicion testing as outlined above.
A student who refuses to be tested for drugs will be ineligible to participate in the required clinical rotation and will be dismissed from the Program.

Substance Abuse Counseling
Students who need assistance in locating professional assistance, counseling and/or rehabilitation programs may request information from the Student Services Office of the College. Such contacts will be handled with confidentiality. However, volunteering to participate in treatment programs will not prevent disciplinary action for violations of the Student Drug Testing Requirement. Community resources available for counseling and assistance with alcohol and/or substance abuse problems include Alcoholic Anonymous - Al-Anon and Al-Ateen 660-826-9608; Cocaine Helpline 800-274-2042 or 800-234-1253; SAMHSA Hotline 800-662-HELP; Veterans of Foreign Wars 660-826-4543.
Counselors in the Student Services Office will assist with references upon request. Information about additional private counseling resources may also be accessed through the Student Services Office.

Student Discipline Policy
The Student Drug Testing Requirement does not limit or otherwise affect the SFCC policy, regulation, procedure, or state or federal law regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) arising out of circumstances other than the testing conducted pursuant to the policy. A student found in violation of the Student Drug Testing Requirement may also face consequences under the SFCC Code of Conduct Regulation.

Infection and Hazard Control Policies

Dental hygienists must recognize that a health risk exists because of occupational exposure to blood and other potentially infectious materials, such as saliva, in the dental environment. Blood-borne pathogens, including the Hepatitis B virus, are serious threats to the health and well-being of health care workers and patients.

The policies and procedures set forth are designed to protect the clinicians and the patients from exposure to pathogenic organisms. Strict compliance with these guidelines will ensure that treatment in the clinic will not jeopardize the health of patients or clinicians.

Healthcare personnel are classified as Category I according to the Centers for Disease Control classification system. In this category, personnel perform tasks which routinely involve the potential for exposure to blood, body fluids, tissue or other potentially infectious materials. The program uses standard precautions as an approach to infection control. This approach treats all blood and body fluids, such as

saliva, as if they are known to be infected with blood-borne pathogens. Standard precautions are used for every patient and with every procedure to reduce risks to patients and clinicians.

The dental hygiene program is committed to ensuring a safe and healthy working/learning environment. Therefore, the policies are based on guidelines consistent with those issued by the Centers for Disease Control, Occupational Safety and Health Administration and other related state and national health organizations. Since scientific information is prone to frequent change, the program will update this policy annually, or as necessary, as new information on infectious diseases becomes available. It is the policy of the program to review, evaluate, and respond on an individual basis to any instances of HIV/HBV or other infectious disease.

Faculty/Students with Infectious Diseases

Persons who are seropositive for HBV/HIV or other infectious diseases will not be restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution or patients.

Patients with Infectious Diseases

People who are seropositive for HBV/HIV or other infectious diseases will not be excluded from treatment in the dental hygiene clinic because of their health status. The same standard precautions will be used in the treatment of these patients. As with any complex medical condition, the patient's physician may be contacted to coordinate the correct dental hygiene treatment with the patient's other conditions.

Training in Infection Control Procedures

No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control and has mastered the material by successful completion of written exam and process evaluation.

Health Science Blood Borne Pathogen Exposure and Prevention Policy

A student who has exposure to blood, body fluid, or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash the area with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates
- Remove soiled personal protective equipment and/or clothing

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the clinical or supervising faculty
    - The faculty will alert the appropriate facility staff
- Identify the source of exposure
- Seek medical attention
    - Medical attention should take place within 1-2 hours of the exposure.

- The student has financial responsibility for any cost associated with evaluation, treatment, and/or counseling that results from exposure

Other student responsibilities:

- Complete an incident report as indicated by the faculty or the clinical site.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn because of exposure.
- It is the student's responsibility to follow up with any counseling recommended by his/her healthcare provider because of exposure.
- It is the student's responsibility to follow up with any treatment recommended by his/her healthcare provider because of exposure.

The faculty is responsible for notifying the Program Director.

State Fair Community College Health Science programs do not undertake any screening of faculty or students for antibody to HIV.

Health Science Immunization Policy

Upon acceptance to State Fair Community College Health Science programs, students are required to provide proof of immunization against a variety of diseases. Proof includes evidence of vaccination on an official record, school records, or positive titer results. Students must submit proof of immunization using the Medical Document Manager through their Castle Branch account. Students who do not meet immunization requirements will be prohibited from participating in clinical education and therefore will be dismissed from the program. Students should have received most of these immunizations during childhood, but some immunizations need to be more recent. These immunizations and tests may be obtained for a nominal fee at local county health departments. The SFCC immunization policy for Health Science students is determined by the requirements and standards of our clinical partners. The immunization policy applies equally to all students regardless of their specific clinical placement. Should clinical site requirements change, students will be required to meet the standard or will be prohibited from participating in clinical education.

The required immunizations include:

- Measles, Mumps & Rubella (MMR) Vaccine
  - Laboratory evidence of immunity
    - Laboratory confirmation of rubella, mumps or measles disease OR
  - Birth before 1957 does not require immunization
  - Evidence of NO measles immunity need two doses of MMR vaccine, with the second dose administered no earlier than 28 days after the first dose.
- Varicella (Chickenpox) Vaccine
  - Laboratory evidence of immunity OR
  - Document of vaccination with 2 doses of varicella vaccine
    - 2 vaccines at least 28 days apart
- Influenza (Seasonal Flu) Vaccine
  - Verification of annual flu vaccine (fall)
- Hepatitis B

    - Laboratory confirmation of Hepatitis B immunity OR
    - Series of 3 doses of Engerix B or Recombivax HB over a 6-month period OR
        - Series needs to be started prior to beginning program of study and the remainder can be completed after program entry
    - Series of 2 doses of Heplisav-B
        - 2 doses at least 4 weeks apart
- Diphtheria, Tetanus & Pertussis Vaccine
    - Documentation of having received a booster within the last 10 years
- Tuberculosis
    - If no TB test completed in last 24 months, must have 2 step Tuberculin Skin Test within three months of the beginning of the program
        - 2 tuberculin skin tests completed within 1-3 weeks of each other
            - Step 1 – Tuberculin Skin Test and result read within 2-3 days
            - Step 2 - Tuberculin Skin Test 1-3 weeks after step 1 and result read within 2-3 days.
    - If TB test has been in last 12 months, a one-step TB test is required within 3 months of beginning the program. Must provide documentation of 2 step.
    - TB test (1 step) is required annually
    - Positive TB skin test must have a documented negative chest x-ray from any time AND an annual negative TB questionnaire. Negative TB questionnaire required annually.

Health Insurance

State Fair Community College recommends that all students have health insurance upon entering and throughout their enrollment in the dental hygiene program. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance policy they maintain or is maintained on their behalf.

Pregnancy Policy

Under the Department of Education's (DOE) Title IX regulations, an institution that receives federal funding shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery there from: According to the DOE, appropriate treatment of a pregnant student includes granting the student leave for so long a period of time as is deemed medically-necessary by the student's physician; and then effectively reinstating the student to the same status as was held when the leave began.

At State Fair Community College, this generally means that students who are pregnant, who have recently lost a pregnancy, or have recently become responsible for the care of a newborn child are entitled to equal access to educational programs and activities. Federal law requires schools to excuse medically necessary pregnancy-related absences and offer other reasonable accommodation for pregnant/ parenting students.

For the purposes of this regulation, pregnant students should be treated the same way as someone who has a short-term, temporary disability and should be given an opportunity to make up missed work wherever reasonably possible. Pregnant students should not be required to provide documentation of

pregnancy-related, medically necessary absences unless similar documentation is required from students with other short-term, temporary disabilities. Additionally, students cannot be penalized for such absences. Students should be aware that SFCC is limited in its ability to impact or implement accommodation retroactively. It is in the student's best interest to communicate with faculty and/or the Disability Resource Center early in the semester or in the pregnancy.

Accommodation for pregnant/parenting students should be determined through a cooperative process between the Disability Resource Center and the faculty member on a case-by-case basis to determine reasonable accommodation for the student. Pregnant students in need of pregnancy-related accommodation should self-identify to either the faculty, Disability Resource Center or the Title IX Coordinator. Pregnancy-related accommodation should not be required or otherwise imposed on a student who has not requested them. Options for accommodation-related pregnancy, medically necessary absences can include, but are not limited to:

- Extended deadlines.
- Alternative assignments.
- Online assignment completion options.
- Incomplete grades.
- Allowing students to maintain a safe distance from hazardous substances.
- Dropped/added courses after the published deadline.

Adjustments to the physical environment of a classroom/ lab can also be made to accommodate a student who is pregnant or who may have recently delivered a baby. Changes to seating and classroom equipment, and other assistive supports, can be provided through the Disability Resource Center. To the extent possible. SFCC will take reasonable steps to ensure that pregnant students who take a medically necessary leave of absence return to the same position of academic progress that they were in when leave began, without penalty. The Coordinator of the Disability Resource Center has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly. No accommodation can be made, which would require fundamental modifications to the essential elements of an academic program.

Information about pregnant students' requests for accommodation will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Coordinator of the Disability Resource Center. who will maintain appropriate documentation related to pregnancy-related accommodations.

In situations such as clinical rotations, labs, group work, faculty are encouraged to work with the student in a collaborative process to devise an alternative path to completion. In cohort-model programs, pregnancy-related, medically necessary leaves are sufficient cause to permit the student to shift course order or join a subsequent cohort when returning from leave. The Coordinator or the Disability Resource Center and the Title IX Coordinator can assist with such processes.

Students are encouraged to work with their faculty members and the Disability Resource Center to devise a plan for how to best address conditions and symptoms as pregnancy progresses, anticipate the need for leave, minimize the academic impact of their absence, and get back on track as efficiently and

comfortably as possible. The Title IX Coordinator will assist with the plan development and implementation as needed.

Option #1: The student may continue the educational program without modification or interruption.

Option #2: The student may continue the program by working with the program director for planned absences and preparing a written action plan (typed and signed) for leave. The action plan will need to include:

A. Plan for anticipated days of leave:

- Number of days to be absent
- How student will obtain missed lecture notes, quizzes, or make up work.
- How student will make up lab/clinic time.

B. Plan for unanticipated leave. This could happen because of delivery or health issues.

- Number of days to be absent (Student may need to drop from the program if days of absence exceeds 2 weeks, or 10 days)
- How student will obtain missed lecture notes, quizzes, or make up work.
- How student can make up lab/clinic.

The pregnant student will be expected to complete all the standard clinical and educational requirements. Students should be aware that radiation exposure to patients is a part of the dental hygiene practice of care and is required for completion of the program. Though exposure is minimal and is not known to pose any danger to a child in utero, radiation safety precautions are used, and the student may take additional, discretionary precautions (such as draping with a lead apron). It is recommended that the student obtain clearance from the OB/GYN.

Option #3: A pregnant student may request a leave of absence not to exceed one year. The student may either withdraw from courses for the current semester or attempt to complete the courses in which she is currently enrolled. There would be a place reserved for the student in the next accepted class, and it would not be necessary to submit another application for admission to the program.

Option #4: A pregnant student may request to withdraw from the program for an indefinite period. If the student would like to be reinstated, the student must reapply and compete for readmission to the program. Any previous coursework taken would be reevaluated at the time of re-admission to ensure that competency has been maintained.

A student may withdraw declaration of pregnancy at any time. If the student chooses to withdraw the declaration of pregnancy, this must be submitted in writing to inform program officials.

Radiation Protection Policy

As radiation exposure is known to be hazardous, student exposure will be monitored on an on-going basis. Students will be provided with radiation monitoring devices called *radiation badges*. Students are

required to always wear their radiation badges in the clinical setting and during laboratory experiences when exposures occur. Badges should be worn outside the lead apron, at the collar level during exposure. Students will review their radiation exposure monthly. The maximum exposure for students enrolled in the Dental Hygiene program is considered 10% of the maximum allowable exposure for occupational exposure or 500-mrem deep dose equivalent per year or 42-mrem per month.

It is extremely important that the radiation exposure readings are accurate. Radiation monitors should not be left on lead aprons in the exam room. Under no circumstances should a student intentionally expose a film badge to radiation. Such behavior may result in immediate dismissal from the program without consideration for readmission.

Radiation protection, including As Low As Reasonably Achievable principle, is emphasized throughout the program curriculum and students are to use these principles in the clinical setting. The student is required to utilize all equipment and accessories, employ techniques and procedures, perform services in accordance with an accepted standard of practice, and continuously practice minimizing radiation exposure to the patient, self, and other members of the healthcare team.

Radiation badges are required to be turned in monthly. Badges not turned in will incur a processing fee.

Academic Requirements Grades

The Dental Hygiene grading scale is as follows:

Didactic Course Work: The grading scale for the program will be:

89.49 – 100 = A 89.48 – 79.49 = B

79.48 – 69.48 = C 69.48 - 59.49 = D

below 59.48 = F

I = incomplete W= withdrawn

Most courses need to be passed with a minimum of a B grade. Individual course syllabi will state the grade required to pass the course.

All course requirements must be met before a final grade is assigned in any course. Penalties for late course work or assignments are indicated in the syllabus. All quizzes and finals must be remediated if scored under 79.49%.

Clinical Course Work*:* The grading scale for the program will be:

A = 91.5-100%
B = 81.5-91.49%
C = 71.5-81.49%
D = 61.5-71.49%
F = below 61.49%

The students are graded according to criteria set in all clinical courses involving patient contact.

Faculty and Program Director will evaluate a student who consistently earns an evaluation with errors in clinical course work. Errors are often identified as trends in the student's clinical reflections. If the student does not provide a self-reflected plan for improvement or the student continues to perform below standard, the student will meet with faculty and discuss appropriate ways to achieve a higher level of performance or dismissed from the program. This may include extra clinical time required, writing a paper, researching a topic, reading texts or other efforts to improve performance. The student will write the remediation plan after consultation with the instructors and Program Director. This may require repeating the clinical course if failure continues. Due to the sequence of the curriculum, the students' graduation may be delayed until the course(s) can be completed.

Program Graduation Requirements

1. Demonstrate consistent safety and competency in clinical setting.

2. Successful completion of each didactic and clinical course.

3. Complete application to take the National Dental Hygiene Board Examination, Regional Clinical examination, and State Jurisprudence

4. Complete conferences with the Program Director and/or other designated State Fair Community College officials.

5. Meet all graduation requirements of State Fair Community College.

A minimum cumulative total of 71 patients and 24.5 points completed is required throughout the four clinical courses within the program to be eligible to graduate. That should include:

45 – Class 0 or I (.25 point each, 11.25 points total)

18 – Class II (.50 point each, 9 points total)

6 – Class III (.75 point each, 4.5 total)

2 – Class IV (1 point each, 2 points total)

Additionally, each clinic course has skill evaluation/competencies that are required to be completed to successfully pass the course. All competencies must be completed to be eligible for graduation.

Academic Guidance and Student Counseling

Guidance Counseling is available to dental hygiene students. Students have access to counseling systems maintained by the sponsoring institutions, such as access to: Student Success Navigator, financial aid counselor, job placement counselor, and academic help services. Student guidance shall be available to include assisting students in understanding and observing program policies and practices and providing counseling or referral for personal problems that may interfere with the progress of the program. Students may request additional assistance with coursework at any time and should do so at the earliest sign of difficulties.
The Dental Hygiene program will maintain counseling by:

- Open Door policy by Program Director, faculty, and Student Success Navigator.
- Meetings between Program Director and Student (written documentation kept in student file).
- Disciplinary counseling in accordance with program procedures and policies, when needed (written documentation kept in student files).

- Referral for additional services when deemed necessary by the faculty or Program Director (written documentation kept in student files).

Student Success Navigator

Each State Fair Community College student is assigned a personal navigator to work one-on-one in preparing a successful educational journey, staying on course, and dealing with issues that could detour progression. Student Success Navigators will assist students at all SFCC campuses in creating and maintaining educational plans, financial aid assistance, enrolling in classes and dealing with life issues that interfere with students' abilities to complete their education. Your navigator is your personal guide to success while at State Fair Community College.

Review Board

The Review Board meets to consider appeals regarding program dismissal pursuant to academic, clinical, attendance, behavioral, or essential qualifications policies. The board may include but is not limited to the following: a member of State Fair Community College administration, the Program Director of Dental Hygiene, a faculty member of Dental Hygiene, a class representative, and a program advisory board member. The Program Director may designate others to serve on the Review Board as deemed appropriate.

The board will consider all the facts of each case in deciding whether to grant or deny the relief requested. The Review Board will meet once per semester after the semester has ended, when needed.

Procedure for Review Board

1. Student may present case (15 minutes allotted).

2. Questions and clarification entertained by board members (15 minutes allotted).

3. Then, the student is dismissed from meeting with date and time to meet with board chairperson, concerning decision of board.

4. Board discusses appeal and makes decision regarding request. The board chairperson will issue, in writing, the decision of the board.

If the student is not in agreement with the final decision of the board, he/she is referred to the Grievance and Appellate Process outlined in Experience. All information discussed within the Review Board meeting is confidential.

Student Achievement and Success

Students admitted to the State Fair Community College Dental Hygiene program have the potential to succeed. If a student does not attain a course competency at the proficient level as identified in the course syllabi, the student may be reassessed in the failed competency. A remediation form will be completed by the student prior to reassessment. The remediation plan may include but is not limited to evaluating and researching the answers from the first competency assessment, computer assisted instruction, and case studies. The remediation plan may also require the student to meet with the Program Director, Faculty, Student Success Navigator, Tutoring, State Fair Community College Student Success Counselor, and/or other campus resources. The student's original grade on any competency assessment will stand. All remediation is considered mandatory unless otherwise noted.

Testing Policies

The following rules and guidelines are in place to ensure that students have efficient, fair, and positive experiences on exam days.

- All students must be in their seats and ready to start by the designated exam time.
    - Students who are not present at the start of the exam will be considered late and not allowed to take the exam, unless pre-arranged with the instructor.
- Students are responsible for updating software as communicated via email, including exam taking software required by the DH program.
- Students are not permitted to have anything open on their laptops except the testing software.
- If technology issues occur and cannot be resolved though customer service or with instructor assistance, a loaner computer may be requested to be used during the exam. If the student is using a loaner computer but has already downloaded the exam on another device, the student must notify the instructor to request a second download of the exam.
- Exams may be timed and will be automatically submitted at the end of the time limit indicated, regardless of whether the student has answered every question.
- No food or drink will be allowed on the desk during the exam unless approved by instructor.
- All personal items including purses, wallet, backpacks, coats, jackets, hats, sunglasses, must be placed in the designated classroom area.
- Additional electronic devices are not allowed.
- Personal items may not be accessed until the exam has been submitted to the instructor.
- Cell phones are strictly prohibited and must be silent during exams. They must be placed on the desk, face-down, during the testing process.
- You will not be allowed to communicate with any other examinees during the exam. If you have a question or a problem, raise your hand to alert the instructor. The instructor will not answer questions concerning the content of the exam.
- If you leave the room for any reason during an exam the following will apply.
    - Online exam, you will not be permitted to make up for the time missed.
    - You may not access your personal belongings during the exam.
- When you have finished your exam, close your computer and leave the room or turn off your camera to indicate your exam completion.
- If you have documented disabilities, you may be entitled to testing accommodations. Students must contact the Access Office and provide documentation prior to a scheduled examination. For more information visit https://www.sfccmo.edu/offices-services/disability-resources-center/
- Additional testing policies may be required by a specific instructor and will be provided with exam instructions.

Academic Honesty

You are encouraged to assist each other and exchange information to master the concepts and skills covered in this class and to seek tutoring if necessary. However, collaboration on any graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered as a violation of the Student Conduct Code as printed in the State Fair Community College Student Handbook. The State Fair Community College Institutional Policies apply in addition to the information below.

Group work is considered the same as individual work and can result in the same grade for the entire group. When completing a group project ensure that your work meets your satisfaction before it is turned in. When a project is handed in or presented in class, etc., essentially all students in that group have agreed as satisfied with the entire project. Thus, if there is a problem with the academic honesty policy and it is a group project, all students in that group may receive the same course of action.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic honesty unless expressly authorized in advance by the instructor:

A. Plagiarizing any information or idea and submitting it as one's own work:
   - Using actual words from another source, failing to surround those words in quotation marks, and failing to provide the appropriate citation
   - Paraphrasing the words of another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources
   - Using an idea from another source and failing to provide the appropriate citation

B. Cheating in any form involving academic work:
   - Copying any information from a current or previous student including tests, worksheets, computer files, reports, or other documents that are presented for a grade
   - Providing information to another student including tests, worksheets, computer files, reports, or other documents that are presented for a grade
   - Obtaining or attempting to obtain an unauthorized copy of a test or an answer key
   - Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services
   - Using unauthorized information during a test
   - Collaborating with another student for a test or other graded assignment without the consent of the instructor
   - Purchasing any document and presenting it as original work
   - Bribing or attempting to bribe an instructor, staff member, or student to alter a grade
   - Inventing information to support a research paper or other class project

C. Falsifying any information provided to the college including forging signatures or tampering with official documents.

Academic misconduct violations will result in a minimum of a zero grade for the paper, assignment, or test on which the violation occurred. Instructors may recommend a more stringent course of action to the Program Director. Upon consultation with the instructor and the student, the Program Director may choose an additional penalty. In very serious or repeated cases of academic misconduct, the penalty may include failure of the class or expulsion from the college. A description of academic misconduct, including specific descriptions of penalties for academic misconduct, will be included in the syllabus for each State Fair Community College course. A student who has violated the academic honesty expectations will not be eligible for end-of-program awards.

Dental Hygiene Program Remediation and Dismissal

State Fair Community College's Dental Hygiene program will take the following steps if a student fails a course within the program. It is because of the progressive sequence of the program's courses that it may be unacceptable for a student to continue with classes once a failure has occurred.

Students failing (not meeting the minimum grade stated in the syllabus) any class must meet with program administration to determine continuance in the program and course of action. If the dental hygiene student is allowed to retake the course the following year, it is with the understanding that a second failure of the same course will dismiss them from the program. Students with disciplinary actions will not be eligible for program readmission.

The student will need to write a remediation plan which outlines:

- The timeline and events for attempts at remediation (guided by conferences with faculty).
- Secondary course of action if their initial plan is unsuccessful.

If there is no alternative course the student can obtain proficiency of material in the program the current or following year. If the student qualifies:

a. The student will need to drop out of the program and re-enter the next academic year with a secure place in the next class, if the faculty and student agree that remediation is possible for the student at that time.

b. If the student drops out of the program to return the following year, there will be no re-entry for students beyond a year's interval. The student would have to reapply to the program to gain re-entry.

c. Students will be required to take assessment tests assured that the student has retained knowledge gained in said courses. The purpose of the assessment tests is to provide the student with the highest potential for re-entry success. The student is expected to attend scheduled classroom sessions and complete all assigned paperwork, quizzes, and exams. If assessment testing is incomplete, the student will be dismissed from the program.

If more than one class is failed within the program, the student will be counseled as to their ability to continue in the program. If the student is allowed to continue in the program, he/she must write a remediation plan and follow it after counseling with the Program Director. Final determination as to student's ability to remain in the program will be made by the Review Board.

If failure (not meeting the minimum grade stated in the syllabus) occurs in more than one course in a single semester, the student will be dismissed from the program.

If a third class is failed during remediation or they do not pass a course on the second attempt, the student will be dismissed from the program and may not reapply.

Further counsel will be required upon the entry into the program if successful in reapplication attempts.

If a student does not pass a graded item at a proficient level, the student may be reassessed in the failed item. A remediation plan will be developed by the program director, and didactic course instructor and discussed with the student prior to reassessment. The remediation plan may include but is not limited to evaluating and researching the answers from the first competency assessment (remediation form), retesting, computer assisted instruction, and case studies. The remediation plan may also require the student to meet with the Dental Hygiene Navigator, SFCC Student Success Counselor, and/or other

campus resources. The student's original grade on any the graded item will stand. All remediation is considered mandatory unless otherwise noted.

Withdrawal from Program

Any withdrawal from a dental hygiene course or the program will need the consultation of the Program Director. If it is necessary to withdraw from the college (drop all classes for a semester or session), you can do so before dates listed in each syllabus. After the last date to withdraw, you cannot withdraw, and you must remain in the classes until the end of the semester/session. If a student fails to submit the form to student services or officially withdraw, the student will stay on the class roll as an active student and potentially receive a final grade of F.

Guidelines for Granting Drop & Readmission

A drop, then readmission, is considered for a student with unusual circumstances, requiring him/her to withdraw from school.

The student must:

- Have an overall grade average of B or above.
- Verify facts pertaining to request for leave and present them to the Program Director.

Readmission is conditional and the student may be readmitted only if readmission does not cause class to exceed limit set forth by CODA. If readmission of a student would cause the school to exceed the limits set forth for any class by one student, the student may be admitted based on clinical and classroom resources. Absence shall be for no longer than one year. Any new textbooks must be purchased. Students must abide by rules and regulations in the newest edition of the student handbook.

Probation Policy

Probation is a formal warning to the student concerning their performance in a particular area. At the time the student is placed on probation, an improvement plan will be developed and the probationary period set. Students may be placed on probation for the following reasons:

1. Academic - Any subject with a grade below the minimum grade stated in the course syllabus. Counseling will occur at the first signs of academic difficulties. Students failing any class must meet with the program director to determine continuation in the program and course of action.
    a. Counseling includes any quiz or test scored below an 80% requires written remediation and submitted to the assigned administrator. If a student has three scores below 80% in each course, he or she must attend that didactic course in person. In addition, if the overall course grade is below 80%, the student must participate in tutoring.
2. Clinical - Any clinical course with a grade below requirements, or failure to meet the critical skill areas outlined in the clinical evaluation/clinical syllabus such as infection control, documentation, procedures, patient care, X-rays, etc. Students failing any clinical area for the semester must meet with the program director to determine continuance in the program and course of action.
3. Clinical Participation - Probation will be issued when the student exceeds the maximum amount of non-participation from their clinical course. This value does not exceed 10% for any given clinical course. When a student does not participate in their clinical assignment more than 10%

of the clinical hours and has not made-up clinic time, the student must meet with the program director, if they would like to remain in the Dental Hygiene program.

4. Behavioral - Poor attitude, poor interpersonal relationships, poor hygiene, smoking, lack of initiative, sleeping in class, etc. Counseling will occur at the first signs of behavioral difficulties, and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must meet with the program director to determine continuation in the program.
5. Essential Qualifications – Student regularly fails to meet the Essential Qualifications for the Dental Hygiene program. Counseling will occur at the first signs of difficulties, and a plan of action will be developed. Students failing to meet the requirements set forth in the plan of action must meet with the program director to determine continuance in the program.

At the close of the stated probationary period, the student's progress will be re-evaluated by the clinical faculty and Program Director. At that time, the student will be removed from probation or dismissed from the program.

Dental Hygiene Program Academic Grievance Policy

Disagreement and discussion are a productive part of higher education and are to be expected. There are appropriate and productive ways to handle disagreements and concerns.

- Talk with your instructor or classmate in a positive, professional way
- State your concern and thoughts
- Actively listen and discuss each person's perspective
- Be positive and optimistic
- If you are unable to resolve a disagreement or concern with your instructor, you may follow the steps below

All grievances dealing with academic issues, including grade or grading appeals, complaints about instructors or instructional staff, academic policy and procedures, including participation and academic honesty, disciplinary matters related to classroom/clinical behavior and other issues involving credit classes, should be resolved using the following procedure:

Step 1: Discuss the grievance informally with the appropriate faculty member within 5 days of occurrence.
Step 2*:* If unresolved, discuss the grievance informally with the Program Director within 2 business days.
Step 3*:* If unresolved, present the grievance formally, in writing, to the Program Director within 2 business days after discussing it with the Program Director.
Step 4: The Director will address the student's concerns and provide the student results in writing within 2 business days.
Step 5: If the student has been dismissed from the program. The student has the option to appeal to the advisory board (outlined above).
Step 6: The academic grievance, if still unresolved, will follow the State Fair Community College formal academic grievance policy outlined on Experience. Grade appeals must be initiated using the College's Grievance and Appellate Process within 30 days of the awarding of the original grade.

Classroom/Clinic Guidelines

Students are required to dress appropriately for class. Clothing, which is overly provocative, or which other students or faculty may find offensive is not conducive to an appropriate learning environment and should not be worn to class. Students should be prepared for classroom temperature fluctuations by dressing in layers or bringing a sweater. Dress should reflect professional integrity. Slacks, skirts, and dresses are acceptable. Jeans, sleeveless shirts, low cut shirts, short skirts, sweatpants, flip-flops, sport shoes, and workout attire are not appropriate for class sessions.

Clinic uniforms are ordered through the campus store. The student will initially procure at least one set of scrubs (tops and bottoms) and one lab coat. Lab coats and contaminated scrubs are to remain in the clinical setting and will be laundered at the facility. All uniforms need to be clean, pressed (if needed) and free of any offensive odor, such as perfume, smoke, or body odor. You will be asked to leave and correct the offense if you present with the above situations. Continual neglect of appearance will result in point loss for the class. Students leaving the building for lunch or other activities should leave scrubs, lab jackets, clinic shoes, or other potentially infectious gear in the clinic.

Detailed scrub purchases will be available in the campus store.
Junior Scrubs Color: Black
Snap Front Warm-Up Jacket
Sedalia Senior Scrubs may be any solid color

Professional Clinic Dress

- A short or long sleeve t-shirt may be worn under the scrub top.
- Hair is to be worn in a neat style and off the face. Hair must be secured in such a way that it will stay off the face, shoulders and out of the operating field. Unnatural colored hair is unacceptable in the clinical environment.
- Jewelry is limited to two pierced post earrings per ear. No gauges. No other body jewelry, including tongue piercing, is to be worn.
- Fingernails must be kept trimmed short and without nail polish (including clear polish). No artificial nails. Any nail habits, such as picking at cuticles or biting nails can cause open sores that are an infection control issue. At the end of the first semester, you are expected to have resolved habitual issues. Students will not be allowed to see the public with open sores.
- Shoes may not be canvas; they must be soft soled with closed heels and toes. Shoes are kept at the clinic site.
- No heavy perfume, fragranced body lotion, or aftershave is to be worn.
- No smoke odor on breath or clothes.
- Uniforms and lab coats are to be clean, unwrinkled, and without stains.
- Nametag is to be worn on the lab jacket and removed before laundering.
- Men need to be clean-shaven or have neatly trimmed beards.
- No gum or candy in the mouth while performing patient care/exams.
- No visible tattoos.
- Maintain a professional appearance at all times.
- While representing the State Fair Community College's program of Dental Hygiene at seminars, the Dental Hygiene Program Director will set the expectations of attire depending upon the event.

Professional Classroom Behaviors

- Turn your cell phone on silent as you enter the classroom (do not make or receive phone calls while in class or clinic and no personal text messaging). A student may be asked to leave the class if this is not followed. Cell phones must be placed on the desk facedown during testing.
- Only emergency calls or texts should be accepted. Points may be deducted from the student's grade if personal phone rings during class or clinical time.
- Recording lectures, labs, or clinic sessions, instructors, or peers without their permission is strictly prohibited. Exceptional accommodation may be requested through the Access Office. If you have documented disabilities, you may be entitled to recorded testing accommodations that the college provides. Students must contact the Access Office and provide documentation prior to a scheduled examination. For more information visit https://www.sfccmo.edu/offices-services/disability-resource-center/
- If family or friends need to contact you in an emergency while in the clinical setting, be sure they have the telephone number to the clinic. If you need to make a personal call on your cell phone during clinical time, you must do so over your lunch break.
- Avoid side conversations while faculty, guest lecturers, or class members are speaking. This behavior infringes on your fellow classmates learning.
- Respect those who are teaching. Give them your full attention.
- Solicit help quickly when you have a problem with class material (poor test grade, do not understand some of the material).
- Please arrive at class on or before the starting time. If you miss the class, please inform your instructor ahead of time, by his or her preferred method of contact.
- Please come to class prepared for the work to be done and in a positive frame of mind so that you are ready to learn. Complete reading and other learning activities as directed. Bring all necessary course materials such as a computer, paper, pen, required books, handouts, and notes.
- Address any concerns regarding your courses with the course instructor, outside of normal class times.
- When responding to classroom questions, please do not interrupt a fellow student or the instructor. Take your turn. When you respond to another student's comment, please acknowledge the other class member's position.
- When entering the clinic on classroom breaks, be mindful that clinical courses are in session, to keep voice to a minimum, and do not interrupt instructors, students, or administrative assistant. Please use the designated computer for any needs you might have.

Children in the Classroom/ Clinic Policy

Students are not permitted to bring their children to the classroom or the clinic, due to:

1. Limited space
2. Classroom/clinic distraction
3. Liabilities and safety

Patient Records and Confidentiality

Students and faculty are legally and ethically obligated to treat information about patients in any of the clinical settings as confidential. Students are permitted to obtain patient records for the purpose of direct patient care or preparing a case study only. Obtaining a patient record for any other purpose is strictly prohibited and will be cause for disciplinary action and/or immediate dismissal. Patient files must never leave the clinic for any reason.

Information concerning any patient and his/her medical and dental health is private. It is your obligation, as well as every member of the program, to keep this information strictly confidential. Students are to always follow the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. Do not discuss patient information with friends, relatives, classmates, or fellow employees, except in the learning environment.

You may discuss a patient's medical condition (without disclosing a patient's name) with other dental hygiene students, supervising dentists, and your instructors provided they are directly concerned with the care of the patient or if it is in a supervised learning situation. This does not authorize the student to make moral judgments concerning the patient's personal life. Sharing information with other health care personnel who are a part of the patient's health care team is appropriate if the information is relevant to the care of the patient. The release of information to anyone other than people directly associated with caring for the patient, without permission, is a violation of the patient's right to privacy. This includes displaying daily appointment schedules in operatories.

When writing a case study about an assigned patient, use only initials of the patient, physician, or others caring for the patient. You may use fictitious names in your case study if you choose not to use initials.

Students are required to abide by patient confidentiality regulations at all clinic site assignments.

Social Media Conduct

Students are expected to comply with all state, local, and federal requirements governing the privacy of medical information for social media use. Students are bound to comply with all privacy requirements even when they are not at the clinical site. This includes conversations with family, friends, and peers. Students are accountable for maintaining the privacy of any information they obtain, see, or are given during their clinical rotations. To uphold the privacy of such information, students must not post or discuss any clinical experience or information regarding their experience with the clinical site, staff, or patients on any internet social media (Facebook, Twitter, emails, SnapChat, Instagram, Pinterest or any other not mentioned). The State Fair Community College administration periodically searches the internet for breaches in its privacy policies. Students violating any privacy requirements are prohibited from returning to the clinical site. Such a violation may result in a delay of a student completing their degree requirements and may result in further disciplinary action.

On a personal level, we understand that social media can be a fun and rewarding way to share your life and opinions with family and friends. However, the use of social media also presents risks and carries certain responsibilities with it. Be thoughtful about what you share online and consider how it may appear to future employers. Inappropriate postings that include discriminatory remarks, harassment, distasteful comments, and threats of violence or similar inappropriate, unlawful conduct, or purposeful

social exclusion will not be tolerated and may subject you to disciplinary action up to and including dismissal from the program.

Students are personally responsible for the content they publish on social media sites, blogs, websites, wikis, forums, or any other form of user-generated content, and there should be no expectation of privacy using social media sites. The college reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that the standards for acceptable and ethical use are being violated by a member of the college community.

Students are not allowed to be connected with instructors on social media sites until after completion of the program.

Trajecsys

Trajecsys is an electronic tracking system for progress toward competencies. All time, competencies, and evaluations should be logged into Trajecsys.

Daily Log of Exams

The student will record patient experiences and procedures performed to verify the volume and variety of procedures being performed. The Program Director will analyze this report to ensure constant alignment of the program course content and the corresponding clinical education. The student should record each procedure into the Trajecsys system for a permanent record. Information entered into Trajecsys includes date, type of procedure, and any necessary comments. The log sheet should be updated daily.

Competencies

All students must demonstrate competence in clinical activities identified in the Dental Hygiene Clinical Competency Requirements listed in each course shell. The Competency Evaluation forms are found on the clinical Trajecsys system and must be completed by the Clinical Instructor. It is the student's responsibility to see that completed competencies are correctly documented, within the Trajecsys system.

Evaluation of Clinical Instructor

The Clinical Instructor Evaluation can be found on the student's Trajecsys site and must be completed by the student at the end of each clinic course. Students are encouraged to be honest and remain professional while giving constructive feedback.

Program Rules and Regulations

ATTENDANCE IS EXPECTED - Students are to be in class, on time, for all academic and clinical experiences.

Any absences are to be reported to the Dental Hygiene Administrative Assistant and the course instructor at least one hour prior to the classroom or clinic instruction. In the event of an emergency, resulting in failure to notify the Dental Hygiene Administrative Assistant, faculty will review the absence.

Any student deemed unprepared for class or clinic (including dress preparation) will not be allowed to participate in the day's clinical or class and will receive a zero for the day.

Clinical absences more than 10% of days per semester will be considered on an individual basis. The student will be counseled as to their advisability of continuing in the program, with direction of the Review Board.

Recording lectures, instructors, or peers without their permission is strictly prohibited.

Students are required to attend several workshops/ seminars throughout the year. Examples include:

> Dental Hygiene Component meetings, Midwest Dental Conference, Missouri Dental Hygiene Association (MDHA) conference, Nitrous Seminar, etc. The faculty selects these to reflect the most appropriate content and best value. It is a professional responsibility to attend these events. All workshop/seminar material is testable information. Assignments may not be substituted for attendance.

Community Service/Health activities are occasionally designated for days when dental hygiene classes are not scheduled. Do not rely on days that classes are not scheduled as days off. Your first obligation is to attend all programming classes and events on campus.

All violations of the Dental Hygiene Handbook are subject to disciplinary action. Please be prepared to follow all content.

Protocol for Clinic Absence and Additional Clinic Time

When a student needs to be dismissed from clinic or add additional time to the clinic scheduling, the following protocol is followed:

The State Fair Community College Dental Clinic, like any dental clinic, will have patients who do not come to their appointment or cancel at the last minute. The student is required to plan for these events by having a call list of their patients that could come in on short notice. A clinic session with no patient results in a lowered daily grade. Make-up clinic time must be scheduled during finals week or as otherwise designated for those students missing 10% of clinical patient experiences. For example, if more than 10% (3 clinic sessions) should occur during the clinic semester, the student will receive an incomplete grade and must make up the clinic time within the first two weeks of the next semester, unless alternative agreement for makeup time is determined by the Program Director.

1. The student wishing to change a schedule clinic session (deletion or addition) because of a necessary absence should first try to contact the instructor who is in clinic the day the student is wishing to change. If the instructor is not available, another instructor can affirm the change by marking the change in the book. However, it is the student's responsibility to contact the instructor for that clinic session to inform him or her of changes. This is also the protocol for adding additional time. If a student does not follow this procedure it will result in point deductions and consequently a possible lowering of grade status.

2. A student wishing to leave clinic for any reason should ask the supervising instructor for permission to leave. Students are not permitted to leave to visit friends, faculty, or staff during assigned clinic hours.

3. A student's assignment to clinic sessions is set by the Program Director. No additions or deletions of clinic sessions should be added to the clinic log without permission from the

supervising instructor. No one is allowed to add another student without acknowledgement from the student (who is being deleted or added) and the instructor for that time slot.

Students absent from class or clinic for pre-approved or program-related activities will be excused and allowed to take or perform quizzes, exams, and activities ahead of the due date and time. Homework must be submitted prior to absence. No other absences are excused.

Safety

Students are advised not to work, give blood, or engage in activities that could negatively influence performance on the day of or nights prior to day clinical rotations.

Class and Clinical Schedule

Schedules will vary each semester, as they will be structured around the academic classes incorporated in the program. Students will have access to a copy of the schedule at the beginning of each semester. The students will be notified of changes as far in advance as possible.

NOTE: Students are expected to report to the clinical faculty and operatory/instruments ready to receive daily patients at least 30 minutes before actual assignment time in complete clinical attire. Tardiness at other clinical sites will be noted by supervising personnel.

Appointment times: If a patient is not present at appointment time, you still need to be present. (Example: appointment is at 8:00 a.m. but patients are not here until 8:30 a.m., you will be expected to be here at 7:30 a.m.). You cannot leave the clinic without permission or without classmates before your session is over even if you are done with your patient. You may not leave the clinic or lab without permission from the supervising instructor.

Offensive or rude language or behavior will not be tolerated. One offense in this area can result in dismissal from the program. Points from daily grade will be administered if foul language is used at any time during clinic. This means when you are in the clinic with your peers as well as the public.

The Dental Hygiene program observes holidays and most breaks in accordance with college policies. The SFCC Academic Calendar can be found on Experience>Campus Resources tab>Quick Links channel.

After Hours in Clinics

Due to insurance reasons, students are not allowed to be in the Dental Hygiene Clinic outside of clinic hours unless for specific purposes such as patient related tasks, with faculty supervision.

Inclement Weather Policy

It is the policy of the Dental Hygiene program to ensure the safety of its students, adequate clinical supervision, and appropriate professionalism. Inclement weather is any weather that has the probability of interfering with the student's ability to arrive safely at class or clinical. In the event of inclement weather, the student should make the determination of the prudence of travel. Students will be excused from in-person class for inclement weather when the main campus is closed or when prearranged with the instructor. Synchronous or non-synchronous class sessions will continue with the same schedule and

classroom expectations outlined in the syllabus for each course. Students are expected to ensure their own stable internet connection for this event.

Students wishing to delay arrival to class or clinic until road conditions improve should contact both the instructor or Program Director prior to scheduled arrive time. Students who delay arrival or do not attend clinic at all will be graded in accordance with the policy on clinical participation.

Student Organizations

Students are encouraged to participate in college organizations and activities whenever possible. One or two appointed students from the class will represent the association in the State Fair Community College Student Government Association (SGA).

Membership in the Student American Dental Hygiene Association (SADHA) is required of all students in the dental hygiene program, including a yearly membership fee.

Attendance at a component meeting and professional conference of the Missouri Dental Hygiene Association are both required of all students, once per year.

Institutional Policies

All institutional policies can be found on the State Fair Community College website at https://www.sfccmo.edu/offices-services/policies-and-regulations/

The Family Education Rights and Privacy Act – 1974, as Amended 1993

In compliance with the terms of The Family Educational Rights and Privacy Act of 1974, Buckley Amendment Public Law 93-380, as amended 1993, State Fair Community College sets forth the following information:

State Fair Community College will disclose information from a student's education records only with the written consent of the student, except**:**

- To specified personnel who have a legitimate reason to view or use the records.
- To officials of another school, upon request, in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with certain State or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To organizations conducting certain studies for or on behalf of the college.
- To accrediting organizations to carry out their functions.
- To the parents of an eligible student who claim the student as a dependent for income tax purposes.

- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency
- To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
- To federal military recruiters as required by federal law.

Identification of a school official having a legitimate educational interest does not constitute authorization to transmit, share, or disclose any or all information received to a third party. An unauthorized disclosure of personally identifiable information from the education record of the student is prohibited.

Procedure for Requesting Student Information

Eligible students may request, in writing, access to their own education records. Such request will be honored within a reasonable period of time, but in no case shall access be withheld more than 14 days after date of request. Family Educational Rights and Privacy Act (FERPA) can be found: https://www.sfccmo.edu/offices-services/policies-and-regulations/

In the event the eligible student requests a copy of part or all of the record, such copies will be made at the expense of the student. Transcript copies may be denied to students who have outstanding financial obligations due the college.

The following policies can be found at: https://www.sfccmo.edu/offices-services/policies-and-regulations/documents/policies/2000-Policies.pdf

- Harassment – Policy 2130
- Student Educational Records – Policy 2400
- Financial Aid – Policy 2700
- Drugs and Alcohol and Tobacco Products – Policy 2830

The following regulations can be found:

http://www.sfccmo.edu/offices-services/policies-and-regulations/documents/regulations/2000-regulations.pdf

- Students with Disabilities Testing Accommodations – Regulation 2116
- Student Grievance and Appellate Process – Regulation 2160
- Student Educational Records – Regulation 2400
- Student Academic Achievement – Regulation 2500
- Discipline – Regulation 2610
- Student Services – Regulation 2810
- Special Services Accommodations – Regulation 2110, 2111