THE OHIO STATE UNIVERSITY
COLLEGE OF DENTISTRY

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2005-2006

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The Dental Hygiene Section of Primary Care, an educational program in the College of Dentistry, derives its purposes and functions from the mission statements of the University and the College of Dentistry. Dental Hygiene offers a 1+3 baccalaureate degree program, the post-certificate baccalaureate degree completion program, and a variety of continuing education courses.

The fundamental purpose of The Ohio State University as stated in its purpose, is "to enhance the quality of life through developing the individual capacity for enlightened understanding, thinking, and acting. Through the dissemination of knowledge, the University serves not only the individual but acts as a force to shape society for the common good." This purpose is affected through teaching, research and service.

The College of Dentistry promotes the acquisition, advancement, transmission, and application of scientific knowledge and skills for the prevention, diagnosis and management of orofacial disease and disorders, and for the restoration and rehabilitation of its effects. The College, with a commitment to multicultural diversity, conducts the mutually supportive activities of education, research, patient care, and community and professional service. Based upon an understanding of biological processes, these activities promote human orofacial health and well-being. The College provides undergraduate dental hygiene, professional and graduate students with the analytical, technical, ethical and humanistic skills necessary to provide quality health care. The programs encourage professionalism and responsiveness to societal and professional changes. Through its graduate programs, the College provides graduates with the skills necessary to become researchers and teachers.

**Philosophy of the Dental Hygiene Program**

The Dental Hygiene Section of Primary Care is committed to developing oral health professionals who, as co-therapists with the dentist, can function as effective primary health-care providers in a dynamic society. Extensive clinical experience, as well as the specialization options of public community health education, dental hygiene education, restorative expanded functions or an individualized program, prepare students for additional roles of leadership and responsibility within the scope of dental hygiene care.

**Program Goals and Competencies**

The dental hygiene graduate is a licensed oral health professional who provides educational, preventive, and therapeutic services in the support of optimal oral health. The dental hygienist applies foundational knowledge in the areas of general education, biomedical, dental and dental hygiene sciences. He/she serves a range of populations including the medically compromised, mentally and physically challenged, underserved, and culturally diverse.

The program competencies are divided into six broad categories that are reflected in our curriculum. These themes represent what The Ohio State University College of Dentistry, Dental Hygiene Program will use as a focal point to guide us in producing a competent graduate of high caliber. It highlights who we are, what we do, and who we serve.

The categories include:
1. Dental Hygiene Process of Care
2. Ethics and Professionalism
3. Health Promotion and Disease Prevention
4. Professional Commitment and Advancement
5. Research
6. Outreach

**I. Dental Hygiene Process of Care:**

1. The dental hygiene graduate will be able to provide appropriate dental hygiene therapy for patients with different oral health needs utilizing assessment, planning, implementation, and evaluation
skills.

a. The **assessment** phase consists of the systematic collection and analysis of the information to identify patient needs and oral health problems which includes: medical and dental histories, vital signs, extra/intra-oral examination, periodontal and dental charting, radiographs, indices, and risk assessments. The need for consults and/or referrals, individualized home care, and supportive care is also included.

b. The **planning** phase establishes the realistic goals and treatment strategies to facilitate optimal oral health which includes dental hygiene diagnosis, dental hygiene treatment plan, informed consent, dental hygiene case presentations, possible emergency care, use of diagnostic radiographs, and specific home care needs.

c. The **implementation** phase includes the provision of treatment as identified in the assessment and planning phases. These include infection control periodontal debridement and scaling, pain management, application of chemotherapeutic agents, fluoride therapy, application of pit and fissure sealants, coronal polishing, care of oral prostheses, care and maintenance of restorations, health education and preventive counseling, and nutritional counseling. It may also include supportive therapy such as the fabrication of a nightguard, fluoride or whitening tray for home use.

d. The **evaluation** phase is the measurement of the extent to which goals identified in the treatment plan were achieved. This includes indices, reevaluation of oral and periodontal health status, subsequent treatment needs, continuing care, referral, and patient satisfaction.

2. Utilize case management and interpersonal communication skills to work effectively with patients and other health care professionals.

3. Incorporate practice management principles into providing quality dental hygiene care in a safe, efficient, and humanistic manner.

II. **Ethics and Professionalism**

4. Understands and practices according to the ADHA Code of Ethics.
5. Adheres to state and federal laws and guidelines pertaining to the practice of dental hygiene.
6. Is prepared to assume the roles of the dental hygienist: clinician, educator, researcher, change agent, consumer advocate, and administrator.

III. **Health Promotion and Disease Prevention**

7. Promote the value of oral and general health to the public and organizations.
8. Initiate collaborative interaction and respond to requests to serve community needs.
9. Recognize predisposing and etiologic risk factors that require intervention to prevent and control disease.
11. Identify factors to motivate patients for health promotion, disease prevention, health maintenance and to encourage patients to assume responsibility for their health and adherence to self-care programs.

IV. **Professional Commitment and Advancement**

12. Appreciate the importance of individual professional growth.
13. Utilize current expertise to advance the profession.
14. Understand the importance of participation in professional associations for determining
professional policies and promoting the oral health of the public.
15. Be prepared to assume leadership roles to promote the profession of dental hygiene.

V. Research
16. Employ evidence based decision-making in dental hygiene practice.
17. Demonstrate an understanding of the concepts of sound research design.
18. Demonstrate the ability to interpret, communicate, and apply professional research to dental hygiene practice.

VI. Outreach
20. Demonstrate social responsibility by initiating and participating in the delivery of dental healthcare and education to all dimensions of the community.
21. Understand the dynamics of and participate in a variety of interdisciplinary health care settings.
DENTAL HYGIENE
PROFESSIONAL CONDUCT
CHARACTERISTICS OF PROFESSIONAL BEHAVIOR

Performance Areas

Concern for Patient:
1. Shows concern for physical and psychological comfort of the patient.
2. Observes and performs asepsis protocol throughout the clinical procedures.
3. Manages patients in an effective manner.
4. Displays enthusiasm when working with patients.
5. Performs procedures with the needs of the patient as the ultimate determining factor.

Perseverance:
1. Follows task and procedures through to successful completion.
2. Completes challenging management cases effectively.
3. Is able and willing to manage difficult situations. Does not avoid problems.

Ability to Follow Directions:
1. Listens attentively to directions.
2. Follows given directions.
3. Consults Clinic Manual for specific directions on protocol or operation of task to be performed.
4. Asks for clarification if directions are not understood.

Honesty and Integrity:
1. Responds ethically in situations dealing with patients, classmates, and staff.
2. Displays honesty in all educational environments including classroom and clinical settings.
3. Is upright, truthful, and displays integrity in all aspects of dental hygiene education.

Energy and Industry:
1. Willing to assist other students as needed.
2. Is self-directed in the tasks/procedures that need to be performed.
3. Healthy attitude toward self-management – by end of clinical session.

Punctuality:
1. Arrives on time.
2. Utilizes time efficiently – manages time with procedures that need to be completed.
3. Finishes tasks in a timely manner – by end of clinical session.

Initiative:
1. Performs routine tasks without direct supervision.
2. Initiates appropriate treatment for particular needs of patient – is a self-starter.
GUIDELINES FOR PROFESSIONAL APPEARANCE

Professional appearance and conduct of faculty, students, and staff are responsible for the image created by the Dental Hygiene Section of Primary Care. Equally important is the image we set for ourselves as members of the dental hygiene profession. Professional pride and respect are not only a group effort, but an individual achievement. We, as students, have a responsibility to ourselves, and our profession, to promote the highest standard of professionalism concurrent with The American Dental Hygienists' Association.

When operating in the clinic or working in the laboratories, students, faculty, and staff should be clean, well groomed, and wear clean and professional clothing at all times. Prescribed clinic attire is worn in the clinic and your name tag should be attached to the clinic attire. A professional appearance and attitude is expected at all times. Students are engaged in professional activities whether in the College or outside of the College in the Community. Students’ professional conduct is essential to the total success of the College.

Students, faculty, and staff must be aware of infection control protocol and safety for the sake of themselves and the patient as required by the Ohio Dental Practice Act. Since Postle Hall is simultaneously a dental care facility to the public and an educational setting for students, guidelines for professional attire, safety, and infection control protocol have been established for classrooms, laboratories, and treatment areas.

Actively supporting clinic policies that contribute to a clean professional appearance within the College is encouraged.

Dress Code for dental hygiene students

A. Clothing

Acceptable
- Washable dress slacks/pants
- Washable jeans/denim (including skirts)
- Washable skirts or dresses that are no higher than 2” above knee
- Washable T-shirts that have the OSU logo
- Washable blouses, sweaters, or collared shirts
- Washable scrub tops and/or bottoms (either one can be combined with any other appropriate article of clothing)

Note: “Tuckable” shirts are to be kept tucked in

Not Acceptable
- shorts
- gymwear (including spandex, fleece, sweats, and windbreakers)
- pajamas
- T-shirts (except those with the OSU logo)
- midriffs (no flesh showing between shirt and bottoms)
- cleavage showing
- tank or halter tops
- any undergarments showing through or around clothing
- holes in any article of clothing
- any head coverings (including hats, visors, caps, bandanas, and skull caps) except those worn for religious reasons (yarmulkes, etc.)
- alcohol advertising
- profanity

B. Footwear
Acceptable
· dress shoes
· any type of tennis shoes
· dress sandals (guys and girls)

Not Acceptable
· open toe shoes in pre-clinic

C. Enforcement

· This policy will be enforced at all times except during finals week. However, during finals week, head coverings are still not allowed.
· All administrators, faculty members, and staff will enforce this dress code policy. Punishments can include, but are not limited to, the offending student not being allowed to attend class that day and having his/her grade lowered. This will be to the discretion of the faculty member of the respective class.

GUIDELINES FOR PROFESSIONAL CLINIC ATTIRE

At this time, the required clinic attire is for all dental personnel in and around the clinic area closely associating with patients to wear the disposable gowns provided by the College of Dentistry. The appropriate garments to be worn under gowns have not been previously stipulated. It is the spirit of these guidelines to establish attire that promotes a positive image of our students and our College to the public. It is hoped that all students, faculty and staff will cooperate with these guidelines.

Professional clinic attire should be worn when assigned to any treatment area in order to comply with Infection Control Protocol.

A. Clothing

Acceptable
· Washable dress slacks/plants
· Washable blouses, sweaters or collared shirts
· Washable scrub tops and/or bottoms (either one can be combined with any other appropriate article of clothing)
· Washable skirts or dresses that are no higher than 2” above the knee. In compliance with Infection Control Guidelines, leggings or stockings must be worn underneath to cover exposed part of the leg.
· Earrings no longer than one inch in the lobe only

Note: “Tuckable” shirts are to be kept tucked in

Not Acceptable
· Jeans/denim (including skirts), shorts, gym or sweat clothing, spandex, midriffs showing (no flesh between shirt and bottoms), cleavage showing, tank or halter tops, T-shirts (of any kind), and any undergarments showing through or around clothing.
· Any head covering, except those required for religious reasons.
· no oral/facial piercings
B. Foot Wear

Acceptable
· Dress shoes, any type of tennis shoes

Not Acceptable
· Open toe sandals

C. Protective Attire

The disposable clinic gown must be worn for all treatment procedures to prevent exposure to blood or other body fluid. The gowns should not be worn into the lobby area when greeting or dismissing your patient(s).

D. Barrier Techniques

Gloves, protective eyewear and surgical masks must be worn for all treatment procedures to prevent exposure to blood or other body fluid.

E. Enforcement

Each time a student is not in accordance with this policy, a note is to be given to the student’s clinic director. On the first two offenses, the clinic director is to document the case and give a written warning to the offending student. On the third offense, a review of the dress code policy is to be done between the offending student and his/her clinic director. On the fourth (or any subsequent) offense, the student is to meet with the Chair of Primary Care, who will levy a punishment that can consist of anything up to and including a lowering of the student’s clinic grade for the quarter. These warnings will be cumulative from the first day the offending student started clinic (spring quarter of the first year for Dental Hygiene Students).

Adopted by Student Government Association, May, 2003

USE OF CELL PHONES AND OTHER COMMUNICATION DEVICES

Use of cell phones and other communication devices that have the potential to disrupt classes are not permitted while classes are in session. If you bring such devices to class, clinic, or lab, they must be turned off or in silent mode. In an emergency, you can be reached through the Dental Hygiene Directors Office at 292-2228. A staff member will deliver the message to your classroom.
PREAMBLE

The Students of Dental Hygiene, in all their relations with patients, their fellow students, their instructors and the public, should conduct themselves as becomes a future member of the profession, the primary purpose of which is to serve society. They should refrain from any act which detracts from the dignity of the dental profession, not forgetting that integrity and professional ability carry their own rewards. It is the obligation of the profession to abide by a written code of conduct that provides guidance to its members and future members.

ARTICLE I - PROFESSIONAL CONDUCT

A. It is our responsibility to provide our patients with highest quality of care in a timely manner acknowledging the constraints presented by the patient and the resources of the College of Dentistry.

B. It is our responsibility to interact with patients in an ethical and caring manner, and to treat all persons associated with The Ohio State University College of Dentistry with respect and courtesy.

C. Faculty will behave in a manner that recognizes their duty to the public to educate competent and ethical practitioners.

D. Faculty, students, and staff are expected to conduct themselves with impeccable integrity and are obligated to take action if violations of professional conduct are observed.

E. It is our responsibility to refrain from actions that will detract from the professional atmosphere or orderly appearance of the facility or other College property.

F. It is our responsibility to maintain or enhance the esteem of The Ohio State University College of Dentistry and the profession.

G. It is unethical for any student to perform operations or treatments outside the direct supervision of a faculty or staff member.

ARTICLE II - PROFESSIONAL CODE

Faculty, students, and staff will abide by applicable professional codes of ethics (e.g., ADA Principles of Ethics and Code of Professional Conduct, ADHA Code of Ethics, ADAA Code of Ethics).

ARTICLE III - COLLEGE AND UNIVERSITY POLICIES AND RULES

Faculty, students, and staff will comply with all written College and University codes, bylaws, policies and rules including but not limited to: The Ohio State University Code of Student Conduct, The Ohio State University College of Dentistry Code of Honor and Professional Conduct, and the infection control, hazardous waste disposal and smoke-free environment policies of the College of Dentistry, and other rules and policies included in the College of Dentistry Clinic Manual and promulgated by the College from time to time.

ARTICLE IV - PROFESSIONAL AND/OR ACADEMIC MISCONDUCT

A. ALLEGED MISCONDUCT BY A STUDENT

1. Identification of Misconduct –
   a. When there is a perception that misconduct has occurred and the accused student and the observer agree as to the facts, then there is an admission of misconduct and the parties may proceed toward informal resolution.
   b. When appropriate and possible, misconduct may be resolved informally between the parties and a written report signed by the parties, will be submitted as soon as possible to the Assistant Director for Academic Studies and retained in the student record.
c. Whenever informal resolution of misconduct by a student is not possible and/or is deemed inappropriate, the observer (faculty, student, or staff) should do the following:

(1) Consult as soon as possible with the Assistant Director for Academic Studies regarding the nature of the misconduct. The identity of the individuals involved should not be revealed.

(2) Communicate as soon as possible his/her concerns to the students in writing, indicating the steps he/she will be taking and request that the student provide a written statement either admitting or denying guilt or denying all knowledge of the alleged misconduct. The statement by the student may be included in the observer’s report or forwarded directly by the students to the Assistant Director for Academic Studies under c(3).

(3) As soon as possible submit a written report stating the allegations to the appropriate course director and to the Assistant Director for Academic Studies. See 2b for preparation of the report. If due to perceived vulnerability or intimidation, the observer is unwilling to confront the accused student, the accused student will be notified in writing by the Assistant Director for Academic Studies of the allegation and requested to provide a written statement either denying or admitting guilty or denying all knowledge of the alleged misconduct.

(4) The written notification sent to the accused, either by the observer or the Assistant Director for Academic Studies shall provide a date on or before which the student shall have provided his/her written statement which shall be seven (7) calendar days from the date of notification. Notification shall be considered to have occurred, three (3) days after notification is mailed by certified mail or personally delivered to the accused.

(5) The presence of a colleague with the observer at any meeting with the student is recommended.

(6) Document the accused’s refusal or failure to timely submit the requested documentation.

d. In the event the Assistant Director for Academic Studies determines after receipt of the report, in either the case of informal resolution or formal resolution, that this is not the first time that a written report has been received regarding the accused, the matter may not be resolved informally and the matter must be referred to the Assistant Director for Academic Studies in consultation with the Director for action which may include referral to the Professionalism Committee.

2. Preparation of Written Report –

a. **Written Report When Informal Resolution Possible.** The observer shall prepare a written report of the alleged misconduct. The report should be as complete as possible, and should have all relevant evidence attached including written statements from any witnesses. The statement should include the full names of the parties involved, the circumstances, dates and times, what was said and done, witnesses present, actions taken by the observer and a phone number where the observer can be contacted. The report should be signed by all of the parties including the accused.

b. **Written Report When Informal Resolution Not Possible.** The observer shall prepare a written report as indicated above but it shall be submitted without the signature of the accused who may submit his/her statement of the facts with the observer’s report or may submit his/her statement directly to the Assistant Director for Academic Studies.

3. Action – Action of the Assistant Director for Academic Studies for the first written report received may include:

a. referral to the Dental Hygiene Professionalism Committee, or

b. referral to the University Coordinator of Judicial Affairs, or

c. resolution of the matter with parties, although the student and/or observer has a right to request a Professionalism Committee hearing.
4. Continuing Course Enrollment – Students suspected of misconduct, whether acknowledging involvement or not, should be allowed to continue in the course without prejudice pending actions by the Assistant Director for Academic Studies or the Professionalism Committee. If the course ends before such action is taken, the instructor should assign the student the grade of Incomplete in accord with University Faculty Rule 3335-7-21. The alternative grade of the Incomplete should be that which will be given if the student is not found in violation of the Code.

5. Appeal – Appeal of decisions made by the Professionalism Committee may be made to the Director of Dental Hygiene within fourteen (14) calendar days of the date of the notification of the decision. Notification shall be considered to have occurred three (3) days after notification is mailed by certified mail to the student. Barring introduction of substantial new facts, an appeal is limited to a review of the proceedings of the previous hearing.

6. Repeated Alleged Misconduct – In the event a student is formally accused of misconduct more than once, either with informal resolution or when informal resolution is not possible or appropriate, the matter can not be resolved informally, but must be referred to the Assistant Director for Academic Studies for Action.

In the event of repeated allegations against the same accused, the Assistant Director for Academic Studies will refer the matter to:

a. the Dental Hygiene Professionalism Committee, or
b. the University Coordinator of Judicial Affairs.

A. ALLEGED MISCONDUCT BY FACULTY

1. Identification of Misconduct - When appropriate and possible, alleged misconduct may be resolved informally between the parties and a written report signed by the parties, will be submitted as soon as possible to the Section Chairperson and retained in the faculty record and a copy sent to the Dean’s office. Whenever informal resolution of misconduct by faculty is not possible and/or is deemed inappropriate, the observer (faculty, student or staff) should inform the faculty member of the allegation. However, if because of perceived vulnerability, the observer is unwilling to confront the faculty member and the offense is felt to be significant, the observer may report the incident (see below) without directly informing the faculty member.

2. Preparation of Written Report - The observer shall prepare a written report on the alleged misconduct. The report should be as complete as possible including the written statements from any witnesses and should have all relevant evidence attached. The statement should include the full names of the parties involved, the circumstances, dates and times, what was said and done, witnesses present, actions taken by the observer and a phone number where the observer can be contacted. The observer may request to remain anonymous, but must sign the report. Anonymity cannot be guaranteed because the report with the observer’s signature will be filed in the faculty member’s personnel file and may be subject to Ohio Public Record Law. Although the complaint will be investigated, the complainant will be made aware that remaining anonymous may impede a full investigation and may alter the disciplinary action taken (See No. 4).

3. Submission of Written Report - The report prepared by the observer should be submitted to the chair of the faculty member’s academic unit (with exceptions noted in University Faculty Rule 3335-5-04 [A-3]) and a copy sent to the Dean’s office.

4. Action - If the complainant has not requested anonymity, action will be taken according to University Faculty Rule 3335-5-04. If the complainant has requested anonymity, the complaint will be investigated to the extent possible. If the alleged misconduct is considered significant, and the anonymity of the complainant poses a serious barrier to a thorough investigation, the complainant may be encouraged to waive anonymity to allow formal pursuit to the fullest extent.

4. Graduate Students, even when performing teaching responsibilities, are governed by the
rules of the Graduate School.

B. ALLEGED MISCONDUCT BY A STAFF MEMBER

1. Identification Of Misconduct - When appropriate and possible, alleged misconduct may be resolved informally between the parties including the staff member’s direct supervisor. Whenever informal resolution of alleged misconduct by a staff member is not possible and/or is deemed inappropriate, then the process for resolution shall be guided by the Ohio State University Operating Manual Corrective Action Number 8.15.

2. If, because of perceived vulnerability, the observer is unwilling to be identified to the staff member, the observer may request to remain anonymous, but must sign a report. Anonymity cannot be guaranteed because the report with the observer’s signature must be filed in the staff member’s personnel file and is considered a public record in the State of Ohio. Although complaint will be investigated the complainant will be made aware that attempting to remain anonymous may impede the investigation and may alter the disciplining action taken.

Action - If the complainant has not requested anonymity, the supervisor will take action in compliance with The Ohio State University Operating Manual (Corrective Action, Number 8.15). If the complainant has requested anonymity, the complaint will be investigated to the extent possible. If the alleged misconduct is considered significant, and if the anonymity of the complainant poses a serious barrier to a thorough investigation, the supervisor may encourage the complainant to waive anonymity to allow formal pursuit of the complaint to the fullest extent.

Excerpts from the Statutes Applying to the University, Bylaws of the Board of Trustees and Rules of the University Faculty, (February, 1992), enabling The Ohio State University College of Dentistry to have jurisdiction over cases involving student academic misconduct.

3335-1-07 Student Affairs

(A) Discipline

(2) The Deans of the Colleges and of the Graduate School, the Directors of Schools, and the Chairpersons of the departments, respectively, are responsible to the President through regular disciplinary channels for the discipline of all students in the activities of their respective Colleges, Schools and departments.

3335-5-487 Committee on Academic Misconduct

(B) Duties and Responsibilities

(3) Serve as a consultant on questions of academic misconduct for any professional college having a published honor code. (NOTE: This committee shall not have jurisdiction over cases involving student academic misconduct in professional colleges having published honor codes. These colleges shall follow their own codes in investigating reported cases of academic misconduct and in determining suitable disciplinary action. When the action taken involves suspension, dismissal, or entry on the student's permanent record in the College, the decision of the Dean of the College in these matters shall be final.

Article V. In constructing this document, feminine or neuter pronouns shall be substituted for those masculine in form and vise versa, and the plural term shall be substituted for singular and singular for plural wherever the text so requires.
COMMITTEE ON PROFESSIONALISM

Section 1. The Committee shall consist of the Assistant Director for Academic Studies, one full time Dental Hygiene faculty member, one member of the College of Dentistry's Committee on Professionalism, the Dental Hygiene Clinic Director, three full-time undergraduate students who are President of their respective class.

2. The Committee shall have the following responsibilities:
   a. To investigate or establish procedures for the investigation of reported cases of academic misconduct and alleged violations of the Code of Ethics by the students of the Dental Hygiene as are directed to it from the Director.
   b. To recommend suitable disciplinary action of any infraction of the Code of Ethics and/or acts of academic misconduct.
   c. To hear and investigate other matters as are directed to it from the Director.

Section 3. Decisions of the Committee shall be by majority vote and communicated in writing to the Director of Dental Hygiene for review and action.

Section 4. Decisions and recommendations of the Committee may be appealed to the Director of Dental Hygiene.

GUIDELINES FOR CONDUCTING EXAMINATIONS
The Ohio State University, College of Dentistry
Professionalism Committee
Revised and Approved January 21, 1998

In order to maintain the high academic standards within the College of Dentistry, these guidelines for conducting examinations are written to help prevent as well as to manage incidences of academic misconduct. The College must take steps to insure that testing conditions prevent most potential misconduct.

Dishonest academic practices must be adequately addressed by the College in order to maintain the integrity of the examination process. In protecting these standards, the College recognizes its moral as well as its educational responsibility and authority. The importance of the obligations of the instructional staff in this context cannot be over-emphasized. College rules require that all cases of academic misconduct be reported to the Office of Academic Affairs; failure to do so constitutes a serious breach of duty. Lax or irregular methods employed by the instructional staff while conducting examinations might tend to promote academic misconduct on the part of students. The College recognizes that the physical facilities provided for the administration of examinations are often less than ideal but it believes that in a crowded classroom, a general warning to all students, removal of unnecessary student materials, and careful proctoring can prevent most potential misconduct. In most instances, the faculty have been following procedures which attempt to provide testing conditions which prevent most potential misconduct by students. For those faculty who would like additional help in establishing proctoring procedures and to protect the academic standards of the College, the following suggestions are made.

Course Directors:

Course directors are responsible for safeguarding test materials (prior to the examination) and for the handling of all details of administering course examinations (distribution of exams, examination instructions to students and proctors, seating arrangements within each examination room, proper proctoring, collection of examinations, etc.).

When examinations are administered in more than one room, the course director should act as a roving proctor.
circulating between rooms in order to clarify ambiguities in the examination, coordinate the activity of proctors, and
insure that testing procedures are being followed. The course director should designate one proctor in each room to
be the lead proctor whose responsibilities are to: (1) provide all instructions to students, (2) assure that students are
seated properly, (3) assure that proctors are situated in strategic areas within the classroom, (4) assure that proctors
circulate throughout the room and refrain from standing or sitting in one area, talking with each other or otherwise
allow themselves to be distracted from proctoring, and (5) maintain the integrity of the examination process.

The statement, Each student is responsible for protecting the integrity of his/her work and answers. If cheating is
suspected during the examination or evidence of cheating is disclosed, the students involved, whether giving or
receiving assistance, will be subject to disciplinary action, should be printed on each examination or announced to
students at the beginning of the examination period.

It is recommended that the course director assign a ratio of one proctor to each thirty (30) students. A proctor or
proctors should be present at all examinations.

When possible, students should be seated in alternate seats. When sufficient space is not available, alternate
versions of the examinations should be used. No communication between students should be permitted. This
includes, but may not be limited to, verbal, physical, or electronic communication.

Any suspicious activity should be questioned and resolved immediately to prevent it from developing into a case of
academic misconduct.

No electronic devices (Ex. pagers and cellular telephones) should be allowed at a student’s seat during the
examination.

**Proctors:**

Proctors should periodically move quietly about the room and should not talk to students or to each other unless
absolutely necessary. In the event that a proctor has reason to suspect academic misconduct, he/she should ask
another proctor or the course Director to observe the suspected misconduct immediately. Proctors are encouraged to
develop a written statement of the specific details of what misconduct was observed in order for them to precisely
recall the details of the events at a later date. If two proctors agree that academic misconduct is occurring, they
should report this to the course director if the course director was not involved in the observation.

**PLAGIARISM AND ACADEMIC MISCONDUCT**

Excerpt from The Ohio State University 1993-94 Student Handbook.

Plagiarism is only one form of academic misconduct. Academic misconduct is defined as “any activity which tends
to compromise the academic integrity of the university or subvert the educational process.” Plagiarism is one of the
least understood forms of misconduct. You should be aware of the serious consequences that can result from even
unintended plagiarism.

Academic honesty and integrity are very near and dear to our collective university heart. Ohio State has a reputation
for academic excellence, and it is a reputation we are determined to maintain.

But there is something even more important at stake here --- you and your education. If you are given credit for
work that is not your own, then your course grades are meaningless because you did not earn them. Your university
degree then becomes a mere sheet of paper and the integrity of the university is compromised. Thus, plagiarism, in
addition to being dishonest, defeats the purpose of your education.

With that much at stake, of course you wouldn’t knowingly plagiarize. But do you know what plagiarism is?
Unless you know and understand what plagiarism is, you may unwittingly jeopardize your university career.
What Is Plagiarism?

To submit a paper to your instructor that is not truly the product of your own mind and effort is to commit plagiarism. To put it bluntly, plagiarism is the act of stealing the ideas and/or the expression of ideas of another and representing them as your own. It is a form of cheating and a kind of academic misconduct that can result in severe penalties.

The concept of plagiarism applies not only to courses in freshman composition but to courses offered throughout the university’s curriculum.

Copying Is Plagiarism

The most obvious form of plagiarism is word-for-word copying of someone else’s work, in whole or in part, without acknowledgment, whether that work is a magazine article, a portion of a book, a newspaper piece, another student’s essay, or any other composition not your own.

Any such verbatim use of another’s work must be credited to the source and acknowledged by the use of quotation marks.

Paraphrasing Can Be A Problem

The unacknowledged paraphrasing of the structure and language of another person’s work is a common form of plagiarism. Changing a few words of another’s composition, omitting a few sentences, or changing word order or sentence structure does not constitute original composition and, therefore, cannot be given academic credit. The source of information must be credited if such borrowing or paraphrasing is ever necessary.

Using the Ideas of Others Can Be Troublesome

Still another form of plagiarism is more difficult to define. It consists of writing a theme based solely on the ideas of another person. Even though the language used may be different, if the thinking and ideas are clearly not your own and you have not identified the source of the ideas, you have committed plagiarism.

How to Be Original

Of course you have come to the university to learn, and this means acquiring new ideas, exchanging opinions with others, and entering into educational dialogue. But no idea is ever genuinely learned by copying it down in someone else’s phrasing.

When you have thought an idea through in terms of your own experience you can develop it on paper as the product of your own mind. Remember, it is your mind we are trying to train, stimulate, and develop.

When you are given a theme or other writing assignment, do not consult books or articles or friends’ themes in search of something to say. Think about the assignment yourself and develop some ideas about how you wish to proceed. If you are encouraged to consult other sources, do so cautiously and with the understanding that you must cite the source of others’ ideas.

Careless note-taking can lead to plagiarism.

What Are The Penalties?

It must be emphasized that the university regards plagiarism as a very serious matter and deals with it appropriately. The penalties for plagiarism and other forms of academic misconduct are heavy and severe. All cases of plagiarism
are turned over to the University Committee on Academic Misconduct to be investigated and, in cases where violation of the Code of Student Conduct is established, a penalty is imposed which may range from recommending an “E” in the course to dismissal from the university.

By consistently applying these penalties, the university protects the conscientious student and guarantees the quality of education at Ohio State.

Need More Information?

If you need more information about plagiarism or other forms of academic misconduct, consult your instructor or a faculty member. You can also find additional information in the section on plagiarism in the University Survey textbook published by University College. The definition of “plagiarism” as understood by the Department of English is presented there in full. You are responsible for reading and understanding that statement.

PROFESSIONAL CONDUCT - CONCLUSION

Integrity, use of reasoned judgment, honesty, ethical behavior, accountability, interpersonal skillfulness and other personal and professional qualities are essential attributes of a professional dental hygienist. It is necessary that these same qualities be exemplified consistently by students preparing for dental hygiene practice in all aspects of their functioning. The Dental Hygiene faculty in recommending a student to receive the degree Bachelor of Science in Dental Hygiene and hence become eligible to take the National and Regional Board Examinations for licensure to practice as a registered dental hygienist, attests to the public that those whom it recommends are not only competent, but have consistently demonstrated the aforementioned characteristics.

ADDITIONAL INFORMATION is contained later in this manual:
  Appendix I Human Resources Policy and Procedure Manual
  Appendix II The Ohio State University Code of Student Conduct
**Bachelor of Science in Dental Hygiene**  
**Summary of Degree Requirements**

<table>
<thead>
<tr>
<th>General Education Curriculum and Basic Sciences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English 110</td>
<td>5</td>
</tr>
<tr>
<td>Second Writing Course*</td>
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<tr>
<td>Math/Logical Analysis*</td>
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<tr>
<td>Psychology 100</td>
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<tr>
<td>Sociology 101</td>
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<tr>
<td>Social Science*</td>
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<tr>
<td>Biology 101 or 113</td>
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<tr>
<td>Chemistry 101-102 or 121-122</td>
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<tr>
<td>EEOB 232</td>
<td>5</td>
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<tr>
<td>Anatomy 199</td>
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<tr>
<td>Microbiology 509</td>
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<tr>
<td>History Sequence*</td>
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<tr>
<td>Literature*</td>
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<td>Visual and Performing Arts*</td>
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<tr>
<td>Humanity*</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></td>
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**Dental Hygiene Major**

<table>
<thead>
<tr>
<th>Dental Hygiene Requirements</th>
<th>89</th>
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<tbody>
<tr>
<td>See major courses on following page</td>
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<tr>
<td>Area of Specialization</td>
<td>13</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102</strong></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td><strong>9-15</strong></td>
</tr>
</tbody>
</table>

**DEGREE TOTAL**

| DEGREE TOTAL | 196 |

*GECs must be chosen from the University approved list.  
GECs must include two international issues courses.*
Dental Hygiene Major Requirements and Sequences

<table>
<thead>
<tr>
<th>Autumn DHY 2</th>
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<th>Spring DHY 2</th>
<th>Summer DHY 2</th>
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<tbody>
<tr>
<td>DH 201</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>DH 210</td>
<td>5</td>
<td>4</td>
<td>3 DH 225</td>
</tr>
<tr>
<td>DH 295</td>
<td>1 Microbiology 509</td>
<td>2</td>
<td>1 Recommended elective</td>
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<thead>
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<th>Spring DHY 3</th>
<th>Summer DHY 3</th>
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<tr>
<td>DH 321.01</td>
<td>3</td>
<td>2</td>
<td>1 DH 325</td>
</tr>
<tr>
<td>DH 321.02</td>
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<tr>
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<td>DH 341</td>
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<td>3</td>
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<td>1 DH 485</td>
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<td>DH 420</td>
<td>1</td>
<td>3 DH 486</td>
</tr>
<tr>
<td>DH 488</td>
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<td></td>
</tr>
</tbody>
</table>

Dental Hygiene courses are to be taken in sequence as indicated above. Dental Hygiene courses listed in the same quarter must be taken concurrently.

Unless completed in advance of admission to Dental Hygiene, Microbiology, and Physiology must be scheduled at OSU as indicated above.

Course prerequisites and a sample schedule are included as Appendixes III and IV.
AREAS OF SPECIALIZATION

The Area of Specialization requirement is designed to enhance the dental hygiene experience. Broadly defined, the specialization should in some way improve the individual’s professional skills. These include clinical skills as well as communication skills, interpersonal skills, or other skills that are important to being a professional health care provider.

Students will be given specific information about the areas of specialization during the first year in the dental hygiene program and should declare a specialization by Autumn Quarter of the DHY3 year.

The following areas were available for the Dental Hygiene Class of 2006. Specializations are revised each year in response to changing course offerings, current trends in dental hygiene, and student interest. The specializations listed below should be considered as examples only; the offering for the Class of 2007 will be distributed during Spring 2005.

**Expanded Functions** prepares the student to provide procedures utilized by advanced qualified personnel in basic and advanced restorative dentistry. During the summer quarter before the senior year, students enroll in laboratory and clinic which provide basic theory, procedures, and clinical applications of expanded functions duties. During the senior year, the three-quarter sequence provides additional clinical experience and final preparation for the Ohio Expanded Functions Qualifying Examination.

Requirements: Dental Hygiene 351, 352, 450, 451, and 452

**Public/Community Health** provides a basic understanding of health agencies and their functions. The core courses provide instruction in health program planning and assessment. Additional hours are selected from a variety of courses chosen to enhance knowledge and skills.

Requirements: EDU-PAES 651 and 704
Seven additional hours from Allied Medicine 425, 500, 591, 717; Journalism & Communication 324; Economics 200; EDU-PAES 314, 605, 612, 635, 636, 637, 652, 703, 724, 726; Health Information Management and Systems 500, 635, 648, 650.

**Education**
Education will introduce students to the career option of education as a profession. Dental hygiene and adult education theory and concepts will be the major component of this area of specialization. Students who have interest in teaching in a dental hygiene program may find this specialization of interest.

Requirements: Dental Hygiene 334 and eight additional credit hours from Dental Hygiene 335, 336, or other education courses approved by the Dental Hygiene Curriculum Committee.

**Individualized Program**
Students are encouraged to design an area of specialization of their own choosing. Proposals should be discussed with the Assistant Director and forwarded to the Curriculum Committee for approval. Students are encouraged to consider business, research, or other areas that may prepare them for graduate programs or specific career goals. Any academic area of study may be appropriate if the student presents a coherent curriculum plan and rationale for it. In most cases previously earned credit will not be considered as hours toward the specialization. Required: 13 hours at 200 level or above.
REQUIREMENTS FOR GRADUATION

A student who has completed the dental hygiene curriculum will receive the degree Bachelor of Science in Dental Hygiene on the following conditions:

1. The student must have satisfactorily completed at least nine quarters of dental hygiene at Ohio State’s Dental Hygiene Program. In the case of a dental hygiene transfer student from another institution, the student must have satisfactorily completed the equivalent of the nine quarters required at Ohio State, the last six of which must be taken in the Dental Hygiene Program at Ohio State.

2. The student must have satisfied the following curricular requirements:
   a. Completion of all required dental hygiene courses and basic science courses with a grade of C- or higher
   b. Completion of the approved General Education Curriculum for Dental Hygiene.
   c. Completion of an approved Area of Specialization
   d. Completion of 196 earned hours excluding courses numbered below 100 and duplicate credit for repeated courses.
   e. A Dental Hygiene cumulative grade point average of 2.0 or above; a cumulative grade point average of 2.25 or above in all dental hygiene clinical courses, and a University cumulative grade point average of 2.0 or above.

3. The student must have attended at least 85 percent of the scheduled classes and clinics in each course.

4. The student must have discharged all financial obligations to The Ohio State University.

Students must file an application for graduation with the Assistant Director for Academic Studies at least one quarter in advance of the anticipated quarter of graduation.
SCHOLASTIC STANDARDS AND ACCEPTABLE GRADE POLICIES

No grade below a C- will be acceptable in any required Dental Hygiene course or basic science. Grades below C- may result in ineligibility to enroll in subsequent dental hygiene courses and can delay graduation. In addition, students who earn an unacceptable grade will be placed on Probation in Dental Hygiene until the course has been successfully completed and are subject to the policies for Probation. Any student who receives a grade below C- in a required course should consult with the Assistant Director regarding their academic standing.

Dental Hygiene students are expected to maintain a Dental Hygiene Point Hour Ratio of at least 2.0. Students who fail to meet these standards will be placed on probation in Dental Hygiene. Students who fail to meet the conditions of probation are subject to dismissal from the Dental Hygiene Program.

All University students are expected to maintain a University Cumulative Point Hour Ratio of 2.0. Students who fail to meet these standards will be placed on University Warning or University Probation. Students who fail to meet the conditions of probation are subject to dismissal from the University.

A complete description of academic standards and policies for progression and probation are described in Appendix V. Students with concerns about their academic standing are encouraged to consult with the Assistant Director.

All required courses in dental hygiene, including the basic sciences, must be completed at OSU. Transfer credit is acceptable for basic sciences only if taken prior to matriculation in the dental hygiene professional program. General Education Curriculum (GEC) and electives may be completed at other accredited colleges but should be approved in advance.

INCOMPLETES

If a course requirement is not completed during the academic quarter, the student will receive a grade of Incomplete “I”. All incomplete work must be submitted by the date determined by the course instructor, usually no later than the fifth week of the following quarter. If the work is not completed by the due date, the grade will convert to the alternate grade, normally “E”. If failure to complete the work results in a failing grade, the course must be repeated in its entirety and students are subject to the acceptable grade policies described above.

Students who are unable to complete the missing work within the required time may petition the Administrative Committee for an extension. The Administrative Committee can approve petitions only when there is evidence of extenuating circumstances which prevented the student from completing the work in a timely way.
AWARDS AND HONORS

MATRICULATION CEREMONY:
A formal matriculation ceremony is held Autumn Quarter. It is an opportunity for the College of Dentistry faculty and administration to formally welcome new students. There is a short program where each new class member is recognized. The program is followed by a reception.

CONVOCATION:
The convocation program is held each Spring Quarter to honor the dental hygiene and dental graduates of the College. Each student is recognized at this celebration of excellence. Individuals are recognized for outstanding performances, receiving honors and commendations. Following the ceremony a reception is held for family, friends and faculty.

GRADUATION:
The degree Bachelor of Science in Dental Hygiene is conferred at the University commencement that follows the completion of the requirements for the degree.

SCHOLASTIC AWARDS:

Dental Hygiene Graduates with Honors
Degrees "cum laude", "magna cum laude", and "summa cum laude" may be granted for exceptional achievement. Eligibility for these honors based on a minimum of ninety credit hours of work at this University. The University Cumulative Point Hour Ratio is used to determine awarding of honors at graduation. To be eligible to receive the "summa cum laude" designation, a student must have a University cumulative point hour ratio of 3.9 or greater. To be eligible to receive the "magna cum laude" designation, a student must have a University cumulative point hour ratio of 3.7 or greater. To be eligible to receive the "Cum laude" designation, a student must have a University cumulative point ratio of 3.5 or greater.

Dean’s List
Each quarter, the Dean’s list will recognize students who achieve a 3.5 or greater quarterly point hour ratio based on full-time enrollment (12 or more credit hours) with no grades of Incomplete.

Students who are ineligible for the Dean’s list because of an Incomplete but who otherwise meet the criteria may petition the Administrative Committee after the final grade is posted. These petitions will be approved when the committee believes that the Incomplete was due to extenuating circumstances beyond the student’s control.

Academic Scholars Award
This primary award recognizes the senior student who has achieved the highest academic rating in Dental Hygiene. The award consists of an engraved plaque.

Sigma Phi Alpha
Sigma Phi Alpha is the national honor society of the Dental Hygiene Profession. The purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, service and character among students and graduates of dental hygiene. Ten percent of the profession are elected into Sigma Phi Alpha.

ACHIEVEMENT AWARDS:

Academy of Dentistry for Persons with Disabilities Award
Presented to the senior dental hygiene student who has demonstrated a special aptitude and competence in managing and treating handicapped and special patients. The award consists of a certificate.

Astrid Langell Award
Established in 1980, the award is in memory of Astrid E. Langell, Dental Hygiene Class of 1973. The award is presented to a senior dental hygiene student with humanistic qualities of caring, a zest for life and enthusiasm for learning. This student represents the highest of professional ideals. The recipient receives an engraved plaque and a monetary gift.
Columbia Dentoform Award
Presented to the senior dental hygiene student who has exemplified outstanding leadership. The award consists of educational materials.

Colgate S.T.A.R. Award
For the dental hygiene student who demonstrates dedication to the dental hygiene profession, exhibits compassion in patient care, displays enthusiasm for community service, and enjoys the role of the dental hygienist.

Dental Hygiene Oral Radiography Award
Awarded to the senior dental hygiene student who has demonstrated exceptional interest, accomplishment and clinical excellence in the area of Oral Radiology. The award consists of an engraved plaque.

Donna Noland Scholarship
In honor of Donna Noland, this scholarship is awarded during the junior year for overall academic excellence.

Honor L. Whitacre Leadership Award
In recognition of Honor L. Whitacre, former Director of Dental Hygiene, this award is presented to a senior dental hygiene student who exemplifies outstanding leadership in student government or as a class officer. Specifically, this award will be presented to a student who demonstrates initiative and responsibility in his/her position to implement change.

Hu-Friedy Golden Scaler Award
The Hu-Friedy Company honors a senior dental hygiene student who has demonstrated exceptional skills in a clinical instrumentation. The award consists of an engraved plaque.

Julie Ellis-Driver Scholarship
In memory of Julie Ellis-Driver, Dental Hygiene Class of 1998. This scholarship is awarded to a student who exemplifies Julie’s characteristics of academic achievement, clinical excellence, an aptitude for working with the disabled, as well as being caring and creative. Awarded to a Junior.

Kilgore Dental Hygiene Restorative Achievement Award
Presented to the senior dental hygiene student who has demonstrated exceptional skills and caring while treating patients in the expanded functions clinic. The award consists of an engraved plaque and a monetary gift.

Nancy J. Goorey Alumni Award
Created in honor of Dr. Nancy Goorey, former director of dental hygiene, The Ohio State University Dental Hygiene Alumni Association presents this award to a senior dental hygiene student who participates in research. The recipient receives a plaque.

Procter and Gamble Preventive Oral Health Award
Established in 1988, the Procter and Gamble Company presents this award to a senior dental hygiene student who has demonstrated outstanding skills as a preventive oral health professional. The award includes an engraved plaque and the recipient’s name engraved on a bronze plaque.

Sigma Phi Alpha Wise Award
The Wise Award established in honor of Dr. Consuelo Wise, past director of dental hygiene, is recognized as the primary award for individual student excellence in clinical dental hygiene. The senior dental hygiene student who has demonstrated outstanding clinical skills and dedication to patient care is selected for the Wise Award. The recipient’s name is engraved on a bronze plaque and an engraved silver bowl is presented.

Sue Ann Longenecker Scholarship
In honor of Sue Ann Longenecker, this scholarship is awarded to seniors who have demonstrated academic excellence and professionalism.
COLLEGE OF DENTISTRY
DENTAL HYGIENE
SECTION OF PRIMARY CARE

POLICIES AND
STUDENT INFORMATION
DENTAL HYGIENE POLICIES AND INFORMATION

ATTENDANCE AND ABSENCES:
Students are expected to attend all scheduled classes, labs, clinics and other academic activities. When a student is absent from the College for any reasons and cannot meet his/her scheduled obligations for the day, the following actions should be taken:

1. Call the Directors Office (292-2228) and report the absence.
2. If scheduled for clinic, also call the appointment desk at 292-2751 to inform them of your absence. If on rotation/detail, call the detail to which you are assigned.

A minimum attendance of 85% is required in each course. If attendance falls below 85% in any course, the student will be placed on probation in dental hygiene and the course grade will be lowered.

ACADEMIC ADVISING:
You will have an assigned academic advisor while enrolled in the Dental Hygiene Program. You should meet with your academic advisor if you have any questions about your schedule, academic progress, or your program in general. Students are encouraged to meet with their academic advisor regularly to ensure that they understand the degree requirements and are making timely progress toward graduation. You may schedule an appointment with your advisor through the Dental Hygiene Office, 3082 Postle Hall, 292-2228. The Assistant Director, Patricia Gardner, is also available to assist you in urgent cases when your advisor is unavailable.

REGISTRATION:
Students are responsible for registering their courses each quarter in a timely way. Students will receive registration materials via their University email. Course registration is done via the University Registrar’s On-Line Services Web Registration. Registration that requires special permission, change tickets, or changes after the web registration deadlines are handled by your academic advisor. All registration requiring special permission should be submitted in person.

CLINIC SCHEDULES:
Quarterly clinic schedules are assigned in advance of course registration so that students can schedule GECs and other courses around their clinic assignments. Students may have the opportunity to request specific clinic times in advance, but not all preferences can be honored. We are usually unable to change the clinic schedule after it has been posted, and the Clinic Director must approve any changes.

CONFIDENTIALITY OF RECORDS
Your academic records is considered private and is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). This gives you the right to view certain parts of your academic record, and also prevents us from sharing your academic record except under certain circumstances. A complete description of FERPA is included as Appendix VI.

FACULTY ADVISORS:
All students are assigned a faculty advisor. Members of the Dental Hygiene Faculty serve as counselors to multiple students to advise them on professional issues. Faculty offices are located on the third floor of Postle Hall.

STUDENT IDENTIFICATION CARDS:
Students will have a College of Dentistry ID taken during orientation. These ID cards are a part of the college security system and you are required to wear the card when participating in any academic activity in Postle Hall.

Students should also have an Ohio State University ID. This University ID is required for many University services and will permit you to enter Postle Hall after hours. University IDs are available at University ID Card Services, 219 Lincoln Tower, 292-0400.

E-MAIL:
All students are provided with an OSU e-mail address. Important correspondence from the University and from Dental Hygiene will be sent via e-mail. Students are expected to check their e-mail regularly.
The web address for the Dental Hygiene Program is www.dent.ohio-state.edu/dhy. The College of Dentistry web address is www.dent.ohio-state.edu. Important information such as quarterly class schedules and announcements are available on these sites.

INSTRUMENT MANAGEMENT SERVICE / DENTAL INSTRUMENT FEE:
The College of Dentistry requires the use of an Instrument Management Service for its students. This service provides the equipment and materials necessary for the pre-clinical and clinical curriculum. The dental instrument fee is based on the total expected costs of lab materials and instruments and is payable each quarter for the nine academic quarters the student is enrolled in the professional program. If a student must attend additional quarters to complete graduation requirements, additional instrument rental fees may be billed. There is no instrument fee for summer quarters. Students who enroll in EFDA will be charged an additional instrument and materials fee.

Each student is required to rent these instrument kits and will be billed on their quarterly fee statements. Fees for this service may be adjusted annually.

By signing for the acceptance of instruments (pre-clinical and clinical) each student accepts responsibility for proper use and return of the item(s). If a signed out item(s) is lost, damaged, or stolen the student is responsible for its (their) replacement at a value of 100% of the current College purchase price. (Instruments and equipment are not dated or devalued based on previous use and/or age.)

LIABILITY COVERAGE:
OSU students are covered by malpractice insurance while participating in required or elective course work approved by the College. No coverage is provided for non-academic activities. Valuable dental equipment is loaned to students throughout the dental hygiene program. It is strongly advised that each student have some type of insurance to cover the cost of this equipment in case of loss, theft or fire.

STUDENTS AS PATIENTS:
All students will be asked to be a patient for another classmate sometime during the students’ educational program. This is a role that is expected of all students. This will also result in the creation of a College Patient Record for all students.

TRANSPORTATION:
Some course requirements will require transportation off-campus. For some assignments, students are responsible for arranging and bearing the cost of their own transportation.

TELEPHONE USAGE
Telephones are available for student use when indicated. Students may use telephones located in the computer/clinic forms area located on the 1st and 2nd floors. These telephones are for outgoing local calls only and should be used only for professional use. If long distance calling is required, telephones are available in the Directors Office. Office staff can assist you with long distance calls by directing you to specific telephones and providing access codes.

EMERGENCY CONTACT
If an emergency requires family or friends to contact you while you are in classes, lab, or clinic, you can be reached through the Dental Hygiene Directors Office at 292-2228. A staff member will deliver a message to you.

USE OF CELL PHONES AND OTHER COMMUNICATION DEVICES
Use of cell phones and other communication devices that have the potential to disrupt classes are not permitted while classes are in session. If you bring such devices to class, clinic, or lab, they must be turned off or in silent mode. In an emergency, you can be reached through the Dental Hygiene Directors Office at 292-2228.
FACILITIES AND SERVICES

LOCKERS:
Students will be assigned a locker to use. It will be necessary for you to provide your own lock. Lockers are located in the basement of Postle Hall.

PROGRAM MAILBOXES:
Each student receives a key for a locked student mailbox when they enter the program. These mailboxes are located at the east end of first floor. Students receive class handouts, grade results, mail and other important papers in these mailboxes. Mailboxes should be checked regularly.

If you lose your mailbox key, you will need to report it to the main Dental Hygiene Office (3082 Postle Hall) and pay the $5.00 fee to replace the key.

CLINIC MAILBOXES:
Students are also assigned a clinic mailbox. These mailboxes are located at the west end of the first floor clinic and are used for student/patient care information. Students are responsible for checking their mailboxes on a regular basis.

BULLETIN BOARDS:
Bulletin boards are located on the third floor across from the Director's Office, on the first floor close to student mailboxes, and multiple bulletin boards are available for student use in the College of Dentistry's Student Lounge in the basement.

BUILDING HOURS:
Postle Hall doors are unlocked at 7:00 a.m. Monday through Thursday, and locked at 8:00 p.m. Fridays 7:00 a.m. – 6:00 p.m. Student entry during after-hours, weekends and holidays is a privilege and permitted with use of the University Identification card. Students violating security requirements may have building privileges revoked.

COMPUTER ROOM/LAB:
Room 0119 in the basement of Postle Hall is the Computer Lab. Entry is by keycard only. Currently the lab is open 24 hours.

STUDY ROOM:
Room 0214 in the basement of Postle Hall is available for students to study in a quiet atmosphere.

CANTEEN AND FOOD SERVICES:
A canteen is available for students in the basement of Postle Hall located between the lounge and study room. Vending machines offer snacks and drinks. A Wendy’s and a cafeteria are located in the University Hospital adjacent to Postle Hall. Other food services are available on Neil Avenue.

STUDENT LOUNGE:
The student lounge is located in the basement of Postle Hall. The facility is available for study breaks and recreation. Information on intramurals, social events and related activities are posted on bulletin boards to keep students informed of opportunities and events.

BANKING:
There is an ATM machine and a branch of Fifth Third Bank in the University Hospital, adjacent to Postle Hall.
HEALTH SERVICES AND REQUIREMENTS

HEALTH INSURANCE:
All students at The Ohio State University are required to maintain insurance while enrolled. You may buy student health insurance through the University, or you may choose other coverage. The University student health insurance protects the student at or away from school. The policy provides hospitalization benefits and also covers in the event of sickness or accidents treated at the Student Health Center. Limited dental insurance is included as part of the policy. Students enrolled in Dental Hygiene can elect to be treated at the Dental Clinic for a fraction of the total cost of treatment.

HEALTH CARE SERVICES/PROVIDERS:
Any student, regardless of health insurance, can be seen by a physician at the Student Health Service at no charge. The coverage of related laboratory tests, X-rays, immunizations, and medications will vary depending on the student's health insurance.

Students who have the University's student health insurance can also be seen at the MedOhio centers in the evenings or on weekends when the Student Health Center is closed.

IMMUNIZATIONS AND ASSESSMENT OF IMMUNITY:
All students matriculating at The Ohio State University College of Dentistry are required to have received the following immunizations:

1. MMR (measles, mumps, rubella) since 1980 (many vaccination failures have occurred in those immunized before this date) OR evidence of immunity by serological titers of antibodies to these viruses.
2. Hepatitis B vaccine and Hepatitis B surface antibody. If not all of the series are administered before matriculation, the immunizations must be completed soon after entry to The College of Dentistry.
3. Documentation of natural disease with chicken pox, or immunization or evidence of immunity by serological titer.
4. An annual PPD test, and if positive, a chest X-ray.
5. Recommended: Adult diphtheria/tetanus (DT) vaccine within the last ten years.

HEALTH SCREENING:
All new students will participate in a health screening at The Student Health Center as part of the requirements for enrollment in the College of Dentistry. This screening will take place in October; the exact date and time will be announced. The PPD will be available at this screening.

STUDENT ORGANIZATIONS

CLASS OFFICERS
Each class nominates and elects individuals to serve as class officers. Class officers represent student concerns and ideas to other student groups and committees.

DUTIES AND RESPONSIBILITIES:

1. The Class Officers shall be the President, the Vice President, the Secretary, and the Treasurer.
   a. All class officers will be in charge of audiovisual equipment during class time.
   b. President or one designated officer(s) must attend the monthly meetings (brown bag lunch) which are held by Dean of the College of Dentistry and/or the Director of Dental Hygiene.
   c. President or designated officer will attend the College of Dentistry Student Government Association meetings.
   d. Class officers will collect monies annually to cover student functions as part of the College of Dentistry designated social functions.
2. **The President:**
   a. Shall be official elected spokesperson, responsible to his/her class.
   b. Shall register the class annually as a regular OSU organization, by June 1, on the form OSU Student Organization Registration, at Room 329 OSU Student Union.
   c. Shall preside over at least one class meeting each quarter and shall make a report of those meetings to Student Government.
   d. Shall have at least one class officers meeting each quarter and shall report such to the class.
   e. Shall be responsible for reporting any and all information to the class such as financial matters, social functions, Student Government announcements, etc.
   f. Shall be a member of the Committee on Professionalism of Dental Hygiene.
   g. Shall bring to a class vote, anything requiring the use of class money.
   h. Shall be responsible for all fund-raisers (submitting proposal to Student Government, etc.) as determined by a class vote.
   i. Shall have a vote at all Student Government meetings, representing his/her class.
   j. Shall entertain any motions for class dues when deemed necessary by the class officers.
3. **The Vice President:**
   a. Shall aid the President on class functions.
   b. Shall aid the President in fund-raisers.
   c. Shall aid the President in registering class.
4. **The Secretary:**
   a. Shall be responsible to the President.
   b. Shall keep accurate records of the class and class officers meetings.
   c. Shall inform the class of all class activities (fund-raising, social activities).
5. **The Treasurer:**
   a. Shall aid the President on all class functions.
   b. Shall be directly responsible for keeping accurate accounts of all money.
   c. Shall collect class dues, when necessary as determined by vote of class.
   d. Shall aid President in registering the class annually.
   e. Shall submit quarterly reports to the Director.
   f. Shall be responsible for having class accounts audited at the Student Affairs Office in the Ohio Union by the appropriate date (annually).
   g. Shall submit a report of class accounts to Student Government and his/her class during the first week of the spring quarter, before audit.
   h. Shall co-sign all class checks with the class advisor.
   i. Shall attend a treasurer's workshop sponsored by the Student Organizations Office.
6. **Class Officer Elections:**
   a. Elections shall be held during Spring Quarter.
   b. Each candidate may make a speech immediately before balloting which will be limited to two minutes.
   c. Balloting shall be by members of the respective classes at a time agreed upon by all candidates.
   d. Elections shall be run by the President and Vice President of Student Government.
   e. Newly elected officers shall assume their duties beginning Autumn Quarter.
7. **Sophomore elections** shall be held following the 4th week of fall quarter. Newly elected officers shall assume their duties immediately.
8. **Special elections** shall be called and run by the President of Student Government if deemed necessary.
PREAMBLE
In order to promote unity among the members of the student body, to foster a better understanding and a closer working relationship between the student body and faculty and to promote and encourage all activities which will provide for higher professional standards and greater public understanding, we hereby establish this Constitution.

ARTICLE 1
RESPONSIBILITIES AND FUNCTIONS OF THE STUDENT GOVERNMENT OF THE DENTAL HYGIENE SECTION OF PRIMARY CARE, COLLEGE OF DENTISTRY.

Section 1. Functions of Class Officers.
A. The class officers will provide the student government of the respective classes.
B. Functions of the individual classes may be regulated by the Dental Hygiene Student Council.

Section 2. Functions of the Dental Hygiene Student Council.
A. The Council shall be organized as stated in Article II of this Constitution.
B. The primary function of the Council is to act as a liaison group between the student body and faculty and is designed to facilitate an environment which may promote the best learning situation.
C. It shall be the duty of the Council to regulate, modify, encourage, and suspend the activities of the various student organizations associated with Dental Hygiene, College of Dentistry.
D. The Council shall facilitate the dissemination of information to the student body.
E. At the end of each school year the Council will submit to the Director of Dental Hygiene a report which will accurately reflect the opinions of the various segments of the student body. This report will cover all phases of operation of Dental Hygiene and must be accurate and constructive in nature.
F. The Council may by majority of a quorum, enact or repeal any by-laws required to carry out its functions.

Section 3. Responsibilities of the Dental Hygiene Student Council.
A. The Student Council will be responsible to the student body and faculty in fulfilling its functions as outlined in Sections 2 and 3 of this Article.
B. All actions of the Student Council are subject to review and approval by the Director of Dental Hygiene, College of Dentistry.

ARTICLE II
ORGANIZATION AND STRUCTURE OF THE STUDENT BODY GOVERNMENT OF THE DENTAL HYGIENE SECTION OF PRIMARY CARE, COLLEGE OF DENTISTRY.

Section 1. Structure of the Student Government.
A. Each class will have the following officers:
1. President
2. Vice-president
3. Secretary
4. Treasurer
B. The Dental Hygiene Student Council will be composed of the following members:

1. The President of the Student Council
2. The President of each class of Dental Hygiene
3. The President of Student American Dental Hygienist's Association
4. A sophomore representative of the Student American Dental Hygienists' Association
5. Three members elected at large from each class from which a President-Elect of Student Council is elected. To ensure a broader scope of representation, these members or Student Council Representatives shall not be elected class officers or President of SADHA.
6. The faculty advisor

Section 2. Responsibilities and duties of the members of the Student Council.

A. The President of the Student Council:
1. Shall preside at all meetings of the Student Council.
2. Shall have power of veto over all acts and resolutions of the Student Council, but veto may be overridden by a majority of a quorum of the Student Council.
3. Is the administrative agent of the Council and is empowered to appoint members to the standing committees and take such steps as deemed necessary to fulfill the administrative requirements of the Student Council.
4. Will be a non-voting member of the Council except may vote in the proceedings of the Student Council only in the event of a tie vote.

B. The President-Elect of the Student Council.
1. Will act as the administrative assistant to the President.
2. Will act as parliamentarian at all meetings of the Student Council.
3. Will be a voting member of the Council.
4. Will preside at the meetings of the Council in the absence of the President.

C. Secretary/Treasurer
1. Takes and maintains the minutes of every meeting.

D. The Faculty Advisor.
1. Will be a non-voting member of the Council.
2. Will arrange for joint meetings of the Dental Hygiene Student Council and the other faculty members of Dental Hygiene whenever necessary.
3. Will advise the Council on all appropriate matters.

E. The voting members of the Dental Hygiene student Council are as follows:
1. All those members as listed in this Article Section 1 B with the exception of President, who may vote only in the event of a tie, and the faculty advisor.

Section 3. Election of Representatives and Officers of Student Council

A. Class officers will be elected Spring Quarter (sophomore officers, Autumn Quarter) and shall serve a term of one (1) year. The president will be a member of the Student Council during his/her term.

B. One sophomore representative of the Student American Dental Hygienists'
Association will be elected by that organization. The president of SADHA will also be a member of the Student Council.

C. The representatives of the Student Council:
   1. In the spring quarter of each academic year, three (3) candidates will be elected by and from the present sophomore and junior classes who will serve terms for their junior and senior years respectively.
   2. The sophomore class will elect representatives during the beginning of Autumn Quarter. These candidates will serve for the succeeding academic year; their term beginning the first meeting after they are elected. The elected representative receiving the highest number of votes shall be the sophomore representative to the College of Dentistry Student Council.
   3. The class will elect these representatives by secret ballot, the three (3) candidates receiving the highest number of votes will be elected to the positions of Student Council representatives.

Section 4. Placement of names on the ballot.

A. Slate of potential candidates will be developed following informal nominations from the respective classes.

B. The office of the Director will be responsible for certifying the slate of the candidates before they may be placed on the ballot.

C. The Director of Dental hygiene may refuse to certify a candidate for any just cause.

D. Time and Place of Elections.
   1. The general elections shall be held in the building of the College of Dentistry at the end of the Spring Quarter for the following year's junior and senior classes and the beginning of the Autumn Quarter for the entering Sophomore students.
   2. Special elections may be held as designated by the Council.

E. Assumption of office.
   1. The new representatives excluding the sophomore class shall resume their duties at the last meeting of the Spring Quarter in a joint meeting with the outgoing members, See Article II, Section 3 © (3) for initiation of term for sophomore representatives.
   2. During the Spring Quarter, names will be placed in nomination from the Student Council as a whole for the office of Secretary/Treasurer. This office will be filled by the candidate receiving the highest number of votes. In the case of tie, the President will cast a vote. During the Autumn Quarter, names will be placed in nomination from the sophomore and junior class representatives for the office of President-Elect. The candidate receiving the highest number of votes will be elected in case of a tie the President will cast a vote.
   3. The President-Elect shall assume the office of President during the Spring Quarter.

Section 5. Term of Office.

A. All Council members will serve until the last meeting of the Council each Spring Quarter, except that the President-Elect of the Council shall assume the office of President at the first meeting of Spring Quarter. Representatives must repetition
in the Spring if they wish to remain on the Council.

ARTICLE III MEETINGS AND ATTENDANCE OF THE DENTAL HYGIENE STUDENT COUNCIL

Section 1. Regular meetings.
A. Regular meetings shall be held the first Wednesday of every month at 8:00-9:00 a.m. or at such times designated by the President of the Council.
B. All meetings will be conducted under procedures as directed in Robert's Rules of Order.
C. Any member of the student body may sit at Council meetings and may speak to the Council after obtaining permission from the President of the Council prior to the meeting.

Section 2. Special meetings.
A. The President is empowered to call a special meeting, provide all available members of the Council are notified twenty-four (24) hours prior to the scheduled time of the meeting.

Section 3. Attendance.
A. A member is required to attend each regular or special meeting. If any two meetings are missed without valid excuse, the member may be removed by a 2/3 vote of the members of the Council.
B. The President should be notified as to the cause of the absence within two (2) school days following the meeting missed, except in the case of extended illness.
C. It shall be the responsibilities of the President of the Student Council to determine the validity of the excuse. If the President determines that the excuses are not acceptable, then the President will submit the name of the member to the Council for action.

ARTICLE IV REMOVAL AND REPLACEMENT OF MEMBERS.

Section 1. Members will be removed for cause by the following methods:
A. By the Director of Dental Hygiene
B. By a vote of the majority of a quorum

Section 2. Replacement of members.
A. The individual must be elected by the group that was represented by the previous member.
B. They must be certified by the office of the Director.

ARTICLE V AMENDMENTS

Section 1. Any member of the student body may submit an amendment to the Council in writing.
Section 2. The Council must take action on the amendment in one of the following ways: It may pass the amendment, submit it to a Committee for study, table it, or defeat it.
Section 3. If negative action is taken, the individual submitting the proposed amendment may then obtain the signature of 10% of the student body and re-submit it for consideration. The Council must then either pass the amendment or place it on the ballot at a general election of the entire student body.

Section 4. A vote of majority of a quorum of the members of the Council in favor of adoption constitutes passage of the amendment.

Section 5. If the amendment is placed on the general ballot, approval of 2/3 of the student body is necessary for passage.

Section 6. Two-thirds of members of Council must be present to represent a quorum. A quorum must be present to take any action.

ARTICLE VI  RATIFICATION.

This Constitution shall become effective upon approval of two-thirds (2/3) of the members of Council and upon approval of the Director of Dental Hygiene.

ARTICLE VII  REPRESENTATION ON THE COLLEGE OF DENTISTRY STUDENT COUNCIL.

Voting Members of COD Student Council
1. President of Student Council
2. President of the Sophomore, Junior and Senior Dental Hygiene classes.

Non Voting Members of COD Student Council
1. President-Elect Student Council (Serves Winter and Spring Quarter of the Academic Year)
2. A Student Council Representative of the Sophomore Class
3. The SADHA President

STUDENT AMERICAN DENTAL HYGIENISTS' ASSOCIATION (SADHA)

ADHA is the largest professional association representing dental hygienists. As a sector of the American Dental Hygienists' Association, students have the responsibility to belong to the student component and thus share in the benefits of the national organization. Membership in ADHA guarantees that the student and profession are represented nationally. Tangible benefits include: 1. receiving the Journal of Dental Hygiene (publication bringing scientific and technical articles on clinical practice, research and education) and Access (publication about issues that are important to Dental Hygiene), 2. offering student eligibility for group insurance, credit cards and hotel discounts, 3. access to 1000 pages of ADHA Website and Career Resource Center offering information important to students and 4. opportunities to apply for scholarships and research grants.

All students are encouraged to belong to this professional organization. Annual dues are collected for membership. Student activities include panel discussions with practicing hygienists, professional and student speakers, numerous community projects such as supporting a family or institution at the holidays, lunch and learns, and attendance and scientific presentations at professional meetings. Fundraisers are money sources for the planned activities. Officers include, president, senior vice president, junior vice president, secretary, treasurer and students chosen to serve as committee chairpersons. Officers are elected during Spring Quarter previous to serving a one-year term in office.

Dentistry Student Organizations Web Page:
http://www.dent ohio-state.edu/studentaffairs/sturef/cons_bylaws.htm
OSU Policies and Regulations and OSU Student Resource Guide

All students are expected to read and adhere to OSU’s policies and regulations. Students who enter the university before admission to the dental hygiene professional program are expected to take the survey course, Dental Hygiene 100, or an equivalent course at OSU. Transfer students who are admitted directly to the Dental Hygiene Program are expected to attend transfer orientation. Information about OSU Policies and Regulations, the Code of Student Conduct, and other important information is available at the Student Affairs web site, www.studentaffairs.osu.edu/resourceguide.asp

All students should read and abide by the Code of Student Conduct and other policies and procedures contained in this guide.

Code of Student Conduct
Office of Student Judicial Affairs, 2050 Drake, 292-0748
studentaffairs.osu.edu/resource_csc.asp
Code covers academic misconduct such as plagiarism and cheating as well as student behavior on and off campus.

Computer use, Information Technology, 292-1302 or 688-HELP. Policies on responsible use of web, email, and other resources. resnet.osu.edu/aup.asp

Nondiscrimination, sexual harassment and other personnel policies
Office of Human Resources, 292-2800
hr.osu.edu/policy/Policy1.htm

Alcohol and Other Drugs, Wellness Center, 292-4527 http://studentaffairs.osu.edu/safety_crime_alcohol.asp

Smoking, Human Resources, 292-1050
hr.osu.edu/policy/policy720.PDF
Smoking is not permitted inside university buildings.

PartySmart, Off Campus Student Services, 292-0100
www.osu.edu/partysmart
Information and laws related to safe, legal house parties.

Payment of fines/administrative holds
www.treasurer.ohio-state.edu/stud_guards/feesdeposits.html
If you have unpaid fees or fines, you will not receive grades, be able to register for classes or graduate.

Address changes, on line at
www.ureg.ohio-state.edu/ourweb/online.html
or phone the University Registrar at 292-7598.

Privacy/directory information/FERPA
University Registrar, 292-8500
www.ureg.ohio-state.edu/ourweb/more/Content/ferpa_pg1.html
Federal Educational Rights and Privacy Act dictates which information the university may disclose about students.

Internet Access and Email
All OSU students need an OSU Internet Username and password. Much of the communication between the University and students is via email, and students are expected to check their OSU email regularly. Your Username and password will also give you access to other secure on-line services such as registration and viewing your grades, so it is important to keep your password private and change your password occasionally. To activate your account, go to www.oit.osu.edu and click on “Activate OSU Internet Username” at the bottom of the screen.
University Registrar On-Line Services
The registration web site is at www.ureg.ohio-state.edu. This page has a number of features that you will use each quarter to register for classes, view your statement of account, pay fees, and view your grades. The links most commonly used by students are under “Buckeye Link for Students”

Registering for classes:
Each quarter, you will receive an email from the University Registrar that tells you when you can register. Most courses are available on a first-come, first-served basis, so you are more likely to get your choice of classes and times if you register as soon as you are eligible to do so. Registration windows open on a priority basis, so honors students and other priority groups schedule first, and then remaining windows open starting with the higher number of earned hours. You will never be closed out of your dental hygiene courses, but if you are registering for GECs, sciences, or area of specialization courses you will have the best selection by registering as soon as possible.

To register for classes, go to the Web Registration For Courses under the Buckeye Link. You will be required to enter your university username and password. After selecting the appropriate quarter, the first screen will allow you to choose and change your fee options (student health insurance and optional contributions). After making any changes, be sure to click on “Upgrade Fee Options”. Then click on “Adjust Schedule” to schedule classes or to make changes to an existing schedule. Be sure to click “Update/Refresh” after adding courses or making changes, and always view your schedule following any changes to make sure your schedule is accurate.

Student Health Insurance
Students who are enrolled for six or more credit hours are required to maintain health insurance while enrolled at the University. Student health insurance can be purchased each quarter when you register. For students who have other insurance coverage, you must request exemption from the Student Health Insurance Plan and provide the requested information about the coverage that you have. It is important that you enter this information; if left incomplete, you will be billed for student health insurance. You will need to complete this waiver once each year when you register for Autumn Quarter. All health insurance information is subject to audit, so be sure that your information is accurate and complete. Students who are enrolled in five credit hours or less are exempt from this requirement. For more information about the student health insurance plans, go to www.shi.osu.edu.

Fee statement
After you have registered for classes you will receive a fee statement via email. You can also view and print your fee statement at the University Register On-Line Services web site described above. You will not receive a fee statement in the mail, it is only available electronically. Fees can be paid on-line or by mail. Fees are normally due on the first day of classes.

Parking
If you will be parking on campus on a regular basis you should purchase a parking permit. Permits can be purchased at Transportation and Parking Services, 160 Bevis Hall, 292-9341, or
University ID
Students should obtain a University ID card, also known as BuckID. To obtain your BuckID, go to 219 Lincoln Tower. You will need a copy of your schedule and a photo ID. The office is open 8:00 a.m - 5:00 p.m. Monday through Friday (7:30a.m. - 4:30 p.m. during the summer) and until 6:00 p.m. on most Wednesdays during the academic year. For more information call 292-0400 or go to www.buckid.com.

Adding and Dropping Courses / Fee Refunds
Students are expected to have their academic schedules finalized well in advance of each academic quarter, but sometimes last minute changes are necessary. After the first week of the academic quarter courses may be added only by permission, and requests may not be approved even if space is available. Students may drop courses by the third Friday of each quarter with no mark on the transcript. Following the third Friday, dropped courses will result in a grade of ‘W’ posted on the transcript. The final deadline to drop courses is Friday of the seventh week of each quarter. Petitions to drop courses after this date will be approved only in unusual circumstances, and the expectation of a failing grade is not grounds for petitioning. Partial fee refunds may apply depending on the date of the drop. A complete list of important dates and deadlines is available for each quarter on the Registrar’s web site (www.ureg.ohio-state.edu; click on “Important Dates”). Students should check with their academic advisor before making schedule adjustments, and adds after the first week or drops after the third week can only be made through an academic advisor.