

MALCOLM X COLLEGE
DENTAL HYGIENE PROGRAM
Student Handbook



Academic Year 2024-2025

Revised May 2024

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Welcome and Introduction

It is with great pleasure that I welcome you into the Malcolm X College Dental Hygiene Program. Your acceptance into this rigorous program demonstrates that you have the academic and professional foundation to become a competent entry level-dental hygienist.

As you begin your academic and clinical program, familiarize yourself with the policies and procedures outlined in this handbook. This handbook sets out the expectations and requirements for your participation and course of study in the Program. The faculty, administrators, and I are here to support you in reaching your goal of becoming a registered dental hygienist.

Sincerely,

Caryn Tierney, RDH, MA
Senior Director, Health Sciences, Dental Hygiene

About This Handbook

The policies and procedures contained in this handbook apply to all students enrolled in the Malcolm X College Dental Hygiene Program. All Dental Hygiene Program students should familiarize themselves with the information contained herein. While the handbook is comprehensive and applicable to all Dental Hygiene Program students, the handbook is not a contract between Malcolm X College and its Dental Hygiene Program students. The handbook is also not an exhaustive attempt to codify every possible type of problematic behavior. Lack of knowledge about the policies and procedures of the City Colleges of Chicago and/or the Malcolm X College Dental Hygiene Program does not excuse students who fail to comply with applicable rules and regulations.

Malcolm X College reviews this handbook annually but may make modifications at any time. Any revisions will be posted on the City Colleges of Chicago website.

PROGRAM INFORMATION

Accreditation Status

Higher Learning Commission

For information about the regional accreditation of Malcolm X College, please visit <https://www.ccc.edu/colleges/malcolm-x/menu/Pages/Accreditation.aspx> or contact the Higher Learning Commission at:

230 South LaSalle, Suite 7-500
Chicago, IL 60604-1411
Phone: 1-800-621-7440
Fax: 312-263-7462
info@hlcommission.org

Commission on Dental Accreditation (CODA)

211 East Chicago Avenue, Chicago IL 60611; telephone 312-440-4653; website: <http://www.ada.org/coda>.

The Dental Hygiene Program at Malcolm X College is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting agency recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education. The Commission conducts the accreditation and site visit process and recommends accreditation. The Malcolm X College Dental Hygiene Program's policies, standards, and curricula are modeled after the Commission's guidelines.

Current Program Accreditation Status: Approval (*without reporting requirements granted January 30, 2020*): An accreditation classification granted to an educational program indicating that the Program achieves or exceeds the basic requirements for accreditation.

Opportunity and Procedure to File Complaints Regarding Accreditation Standards

Any student who has a complaint that is related to the Accreditation Standards has the opportunity to file a written, signed complaint with the Commission. The Commission will take reasonable precautions to safeguard the identity of any complaint. However, it cannot guarantee the confidentiality of the complaint.

“The Commission on Dental Accreditation will review complaints that relate to a Program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students”.

A copy of the appropriate accreditation standards and/or the Commission’s policy and procedures for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 ext. 4653.

Maintenance of Accreditation

The Senior Director, Health Sciences, Dental Hygiene (Senior Director) is responsible for maintaining accreditation standards for the Dental Hygiene Program with support from Program faculty and college administration.

College Administration

Juan Salgado, BA, MUPP
David Sanders MS
Roy Walker MS
Dr. Elizabeth Gmitter

Chancellor
President
Senior Vice President, Academic and Student Affairs
Dean, Health Sciences and Career Programs

Dental Hygiene Faculty and Staff

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Dental Hygiene Program's Mission Statement

The mission of Malcolm X College Dental Hygiene Program is to educate students to provide comprehensive dental hygiene care to diverse populations utilizing critical thinking and evidenced-based decision-making.

Malcolm X College's mission is available [here](#).

Program Goals

The goals and objectives of the Dental Hygiene Program are in alignment with those of Malcolm X College.

1. Provide educational experiences that prepare graduates to be licensed entry-level dental hygienists.
2. Introduce students to community service opportunities that foster interprofessional collaboration.
3. Prepare students to deliver comprehensive dental hygiene care to diverse patient populations in a variety of settings.
4. Prepare graduates who will uphold ethical principles in the provision of dental hygiene care.
5. Provide students with an educational foundation that will enable them to continue their academic and/or professional development.

Program Objectives

1. Provide students with a framework for the ethical care of patients.
2. Provide instruction in current clinical practice with emphasis on patient-centered care.

3. Provide broad-based and varied clinical experiences.
4. Provide clinical experiences in a variety of external settings.
5. Integrate basic science and behavioral science into clinical practice.
6. Provide the opportunity for critical thinking and the use of evidenced-based research in provision of oral health care to patients.
7. Provide a basis for effective interaction with other health professionals.

Program Competencies

Upon completion of the program students will be able to:

1. The graduate will be competent in integrating aspects of dental sciences into the provision of evidenced based patient centered care.

Evaluated in:

- DH 119 Introduction to Dental Radiology
- DH 121 Dental Hygiene Theory I
- DH 125 Nutrition and Biochemistry
- DH 130 Dental Materials
- DH 131 Oral Structures and Function
- DH 132 General/Oral Pathology and Diagnosis
- DH 133 Head and Neck Anatomy
- DH 241 Dental Pharmacology
- DH244 Periodontics for the Dental Hygienist
- All Clinic Courses DH 124, 200, 251, 252

2. The graduate will be competent in implementing the dental hygiene process of care including assessment, planning, implementation, evaluation and documentation.

Evaluated in:

- DH 112 Introduction to Dental Hygiene
- DH 119 Introduction to Dental Radiology
- DH 121 Dental Hygiene Theory I
- DH 123 Pre-Clinical Dental Hygiene
- DH 126 Dental Radiology
- DH 130 Dental Materials
- DH 135 Medical Emergencies in the Dental Office
- DH 233 Expanded Functions
- DH 260 Senior Seminar
- All Clinic Courses DH 124, 200, 251, 252

3. The graduate will display professional and ethical behavior consistent with the workplace environment

Evaluated in:

- DH 235 Community Dental Health I
- DH 252 Clinical Dental Hygiene IV
- DH 256 Community Dental Health II

4. The graduate will be competent to participate in community outreach as an oral healthcare professional. Evaluated in:
 - DH 258 Ethics and Jurisprudence
 - DH 260 Senior Seminar
 - DH 123 Pre-Clinical Dental Hygiene
 - All clinical course DH 124, 200, 251, 252

5. The graduate will be competent in communicating with individuals from diverse patient populations.
Evaluated in:
 - DH 112 Introduction to Dental Hygiene
 - DH 125 Nutrition and Biochemistry
 - DH 135 Medical Emergencies in the Dental Setting
 - DH 235 Community Dental Health I
 - DH 256 Community Dental Health II
 - All clinical courses DH 124, 200, 251, 252

6. The graduate will be competent in self-evaluation and be able to implement corrective action for professional growth.
Evaluated in:
 - DH 121 Dental Hygiene Theory I
 - DH 122 Dental Hygiene Theory II
 - DH 123 Pre-Clinical Dental Hygiene
 - DH 126 Dental Radiology
 - DH 130 Dental Materials
 - DH 235 Community Dental Health I
 - DH 256 Community Dental Health II
 - DH 258 Ethics and Jurisprudence
 - DH 260 Senior Seminar
 - All clinical courses DH 124, 200, 251, 252

7. The graduate will be competent in applying principles of evidenced-based research to the provision of dental hygiene care.
Evaluated in:
 - DH 121 Dental Hygiene Theory I
 - DH 130 Dental Materials
 - DH 132 General/Oral Pathology and Diagnosis
 - DH 202 Critique of the Dental Literature
 - DH 241 Dental Pharmacology
 - DH 235 Community Dental Health I
 - DH 256 Community Dental Health II

8. The graduate will be competent in interprofessional communication and collaboration to support patient care and community outreach.

Evaluated in:

- DH 235 Community Dental Health I
- DH 251 Clinical Dental Hygiene III
- DH 252 Clinical Dental Hygiene IV
- DH 256 Community Dental Health II
- DH 260 Senior Seminar

9. The graduate will be competent to practice as an entry-level dental hygienist

Evaluated in:

- Pass rate NBDHE
- Pass rate CDCA exam

Methods of Evaluation for successful completion of each Program competency will be communicated to students on the first day of class each semester.

Program Prerequisites

These courses must be completed with a grade of C or higher prior to entering the Program.

Biology 121 – General Biology I	5 semester hours
Biology 226 – Human Structure and Function I	4 semester hours
Biology 227 – Human Structure and Function II	4 semester hours
Microbiology 233 – General Microbiology	4 semester hours
Speech 101	3 semester hours

20 semester hours

Dental Hygiene Program Schedule

First Semester - Summer	
Dental Hygiene 112 – Introduction to Dental Hygiene	1 credit hours
Dental Hygiene 135 – Medical Emergencies in the Dental Office	1 credit hour
*Chemistry 121 – Basic Chemistry 1	4 credit hours
Total	6 credit hours
Second Semester – Fall	
Dental Hygiene 119 Introduction to Dental Radiology	1.5credit hours
Dental Hygiene 121 – Dental Hygiene Theory 1	2 credit hours
Dental Hygiene 123 – Pre-Clinical Dental Hygiene	2 credit hours
Dental Hygiene 125 – Nutrition and Biochemistry	2 credit hours
Dental Hygiene 131 – Oral Structures and Function	3 credit hours
Dental Hygiene 133 – Head and Neck Anatomy	2 credit hours
*English 101	3 credit hours

Total	15.5 credit hours
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Third Semester – Spring	
Dental Hygiene 122 – Dental Hygiene Theory II	2 credit hours
Dental Hygiene 124 – Clinical Dental Hygiene I	3 credit hours
Dental Hygiene 126 – Dental Radiology	1.5 credit hours
Dental Hygiene 130 – Dental Materials	3 credit hours
Dental Hygiene 132 – General/Oral Pathology and Diagnosis	3 credit hours
*Sociology 201 – Introduction to Study of Society	3 credit hours
Total	15.5 credit hours

Fourth Semester – Summer	
Dental Hygiene 200 – Clinical Dental Hygiene II	3 credit hours
DH 202 Critique of the Dental Literature	1 credit hour
*Math 118 – General Education Math or higher (excluding Math 140)	4 credit hours
Total	8 credit hours

Fifth Semester Fall	
Dental Hygiene – 233 Expanded Functions	3 credit hours
Dental Hygiene - 235 Community Dental Health I	2 credit hours
Dental Hygiene 241 Dental Pharmacology	2 credit hours
Dental Hygiene 244 Periodontics for the Dental Hygienist	3 credit hours
Dental Hygiene 251 Clinical Dental Hygiene III	6 credit hours
Total	16 credit hours

Sixth Semester Spring	
Dental Hygiene 252 Clinical Dental Hygiene IV	5 credit hours
Dental Hygiene 256 Community Dental Health II	1 credit hours
Dental Hygiene 258 Ethics and Jurisprudence	2 credit hours
Dental Hygiene 260 Senior Seminar	2 credit hours
*Psychology 201	3 credit hours
Total	13 credit hours

*Due to the rigor of the program it is **highly recommended** that all co-requisite courses (courses necessary to obtain an Associate in Applied Science’s degree) be completed prior to entering the Program, or during the first summer session of the Program.

Criteria for Successful Completion

1. A student can advance to the next semester when the student completes all dental hygiene courses in sequence with a final grade of “C” or higher or has been provided the opportunity to re-take a course. *See* the Remediation, Failure to Progress, and Program Dismissal Policies below.
2. To receive an Associate in Applied Science in Dental Hygiene, a student must complete all course, program and degree requirements established by the Dental Hygiene Program and Malcolm X College.
3. To be eligible to apply to take the written Dental Hygiene National Board exam and state or regional clinical examinations, the student must pass appropriate didactic and clinical program requirements and be evaluated as progressing satisfactorily in the last semester of the Dental Hygiene Program. This determination is made by the Director in consultation with faculty teaching clinical and didactic courses in the sixth semester of the Program.
4. To become licensed as a dental hygienist in the State of Illinois, a student must complete the Dental Hygiene Associate in Applied Science Degree and pass appropriate written and clinical boards.
5. Each student must take the written national board and clinical exam prior to graduation.
6. Each student must complete an exit survey prior to graduation.

Dental Hygiene Students Estimated Expenses

In-District Students must live within the City of Chicago for at least 30 days before classes begin for the term. Students who live out of district may qualify for in-district tuition if they work more than 35 hours per week in the City of Chicago. Proof of full-time employment must be shown.

Out of District Students - Students are considered out of district if they live in Illinois, but outside the City of Chicago for at least 30 days before classes begin for the semester. Students may be required to show legal proof of residency. Out of district student wishing to pursue a program at City Colleges of Chicago that is not offered at their own district community college should see the Tuition Chargeback section.

Out of State Students - Students who legally reside outside of Illinois are considered out-of-state students. For costs, refer to <http://www.ccc.edu/departments/Pages/Tuition-and-Fees.aspx>

Out of Country Student Rate, refer to <http://www.ccc.edu/departments/Pages/Tuition-and-Fees.aspx>

Dental Hygiene Expenses:

- Tuition 6 Semesters
 - in district \$10,928
 - out of district \$23,756
- Castlebranch initial fee **due June 1st** \$124.00
- Instrument Purchase **for DH123 and DH124** \$4200.00 **
- Scrubs and lab coat \$200.00 **
- Textbooks \$2,000.00 **
- Student ADHA Membership-65.00/year for 2 years \$130.00
- Class photos, Class pin*** \$150.00
- Board Prep Class \$450 **
- National Board Examination \$565.00 **
- CDCA Licensure Exam \$1075.00 **

Total in District Costs	\$19,322
Total out of District Costs	\$32,150

1 semester in District Tuition \$2429
1 semester out of district tuition \$5279

****Please note: All expenses are estimates and subject to change. Expenses listed above do not include costs for immunizations, titers, CPR, and optional dental loupes.**

DENTAL HYGIENE PROGRAM POLICIES AND PROCEDURES

Program Expectations

The Dental Hygiene Program is a rigorous two years of study including classroom, laboratory, and clinical education. While the course schedule will vary each semester, students have Program responsibilities five days a week and should plan to be available from 7 am to 7:30 pm. Summer semester of first year is an exception as students only take 2 didactic classes this semester. It is estimated that for every hour spent in class, an additional 2 hours of study time is required.

Outside Employment

Because of the rigorous nature of the Dental Hygiene Program, it is **strongly** advised that students not work outside while in the Program. Course, clinical and lab schedules will not be altered to accommodate a student's employment schedule. Students should not ask faculty to re-arrange classes or clinicals around their work schedule.

Technical Standards

To participate in the Program, students must be able to meet the CODA competencies and Program Technical Standards. MXC values a diverse student body and Program Technical Standards are not intended as a deterrent to participation in the Program. We encourage Program applicants with disabilities or admitted participants who later are identified with disabilities to consult with the Senior Director. The Senior Director, in consultation with the City Colleges of Chicago's ACCESS Center, will assess whether reasonable accommodations of academic adjustments and auxiliary aids can be provided in a manner that does not fundamentally alter the nature of the Dental Hygiene Program. If an applicant or a student prefers to have an initial confidential conversation regarding reasonable accommodations, the student should contact the Dean of Student Services. To the extent feasible, the Dean of Student Services will confer with the Senior Director to discuss the applicant's or student's requests without sharing identifiable information about the applicant or student.

Below are the Technical Standards which are necessary to successfully complete Dental Hygiene Program requirements. These Technical Standards are not conditions of admission or participation but rather reflect the performance abilities and skills necessary to be a successful dental hygiene student. This list of standards is not exhaustive, and meeting all the Technical Standards does not ensure successful completion of the Program.

Admitted students must attest to the capacity to meet Technical Standards prior to enrollment in the Program. Enrolled students must reaffirm this capacity prior to the start of second year of the Program.

A student must be able to understand patients, faculty and staff. The student must be able to assess and monitor patients.

- Take blood pressure readings.
- Interact with the patient in a manner to protect patient privacy.
- Monitor percussion sounds during patient assessment.
- Distinguish between the variety of equipment/emergency alarms.

A student must be able to monitor and assess the patient and equipment function and observe findings in a patient's mouth and on the computer screen, to provide safe and effective dental hygiene care.

- Read written instructions.
- Read fine print, blood pressure measurements and fine instrument measurements in millimeter

increments.

- Differentiate color/characteristics of gingiva for signs of infection and/or disease.
- Record procedures and observations legibly in a permanent dental record.
- Observe demonstrations and patients close up and at a distance to learn skills and to gather patient data (e.g., observe a patient's gait, observe faculty instrumentation. demonstrations).
- Possess visual acuity for near, far, depth perception, and peripheral vision.

A student must be able to collect patient data tactilely.

- Determine pulse rate and detect calculus on a typodont and on a patient.

A student must be mobile enough to treat a patient while sitting on a dental stool or equivalent seating, and be able to respond quickly in an emergency situation.

- Respond to emergency situations in a timely manner.
- Reach patient's mouth from an ergonomically seated position.
- Reach above shoulder height to manipulate equipment.
- Reach below waist level to manipulate equipment.
- A student must be able to perform multiple motor tasks simultaneously.
- Manipulate instruments in a patient/student partners mouth to without causing trauma and to effectively gather assessment data and clean and polish teeth.
- Use hand, fingers and wrist simultaneously.
- Perform airway management and CPR.
- Possess hand - eye, hand – eye foot coordination.

Students must be able to effectively communicate with patients and members of the dental health-care team.

- Clearly and accurately record and interpret verbal and nonverbal communication in English.
- Interact with patients, faculty, staff and families from a variety of cultural backgrounds.
- Use a computer, be knowledgeable in Microsoft Office, be able to learn to use electronic dental records and be able to navigate and effectively use Learning Management Software.

Students must be able to collect data, measure, calculate, reason, analyze, synthesize, integrate, apply information, and problem solve.

Students must possess the emotional skills required to use their intellectual abilities to:

- Exercise good judgment.
- Promptly complete all responsibilities attendant to patient care.
- Develop mature, sensitive and effective relationships with patients and other dental healthcare workers.
- Function effectively under stress.
- Adapt to changing environments.
- Display flexibility.
- Learn to function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients.
- Demonstrate compassion, integrity, concern for others, interpersonal skills, interest and motivation.

Standards of Ethical Conduct for Dental Hygienist Students

All MXC Dental Hygiene students are expected to uphold ethical standards of conduct in their classroom, laboratory, and clinic education coursework. These standards are outlined below in the ADHA Code of Ethics. Failure to abide by any of the fundamental principles outlined below may result in disciplinary action under City Colleges of Chicago and/or the Malcolm X College Dental Hygiene Program policies and procedures, including dismissal from the Program.

Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public's health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision-making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- To increase our professional and ethical consciousness and sense of ethical responsibility.
- To lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- To establish a standard for professional judgment and conduct.
- To provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public's expectations of our profession and supports existing dental hygiene practice, laws, and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public's trust on which our professional privilege and status are founded.

Key Concepts

Our beliefs, principles, values, and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.

- Dental hygiene care is an essential component of overall healthcare and we function interdependently with other healthcare providers.
- All people should have access to healthcare, including oral healthcare.
- We are individually responsible for our actions and the quality of care we provide.

Fundamental Principles

These fundamental principles, universal concepts, and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality assumes that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle of complementarity assumes the existence of an obligation to justice and basic human rights. It requires us to act toward others in the same way they would act toward us if roles were reversed. In all relationships, it means considering the values and perspective of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act and are willing to make ethical choices and publicly affirm them.

Core Values

We acknowledge these values as general guides for our choices and actions.

Individual autonomy and respect for human beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

Nonmaleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

Beneficence

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of healthcare resources. We believe all people should have access to high quality, affordable oral healthcare.

Veracity

We accept our obligation to tell the truth and assume that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

Standards of Professional Responsibility

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals...

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals...

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own life- long professional development.

To Family and Friends

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients...

- Provide oral healthcare utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other healthcare providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral healthcare.

To Colleagues...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy of preventive oral care.
- Inform other healthcare professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other healthcare professionals.

To Employees and Employers...

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness.
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession...

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society...

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by any healthcare provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care and for modifying and improving the care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of healthcare resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.

- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation...

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:

- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to-risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specifications published in Title 21 Code of Federal Regulations Part 46.
- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research findings completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.

- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

American Dental Hygienists' Association Code of Ethics Adopted June 2022.

[ADHA 2022 Code of Ethics](#)

Drug Screening and Criminal Background Checks

Each student must complete a drug screen and criminal background check. Incoming students must submit their results to CastleBranch by the specified date prior to the first day of class, summer session. Failure to do will result in the student being dismissed from the Program. These are conducted to ensure that the ethics of the profession are held intact and to protect the community served by the student. In addition, they are required to be eligible for clinical education experiences. Failing either of these tests can jeopardize a student's ability to participate in clinical rotations AND affect their ability to obtain professional licensure. Students are responsible for the cost of both the drug screening and criminal background checks and any other related costs.

Infection Prevention Control Policies

The infection control policies of the Malcolm X College Dental Hygiene Program comply with current guidelines published by the U.S. Department of Health and Human Services Public Health Service, the Centers for Disease Control and Prevention, The American Dental Association, The Office for Sterilization and Asepsis Procedures, and the Occupational Safety and Health Administration. Any student, faculty, or staff not complying with the Program's infection control policies may be dismissed from the clinic, lab, classroom, and/or dental hygiene program. Please refer to the Dental Hygiene Program Infection Control Manual for specific details regarding infection prevention control policies.

Infectious Disease Policy

Dental health care providers are responsible for monitoring their own health status. When a dental health care provider is known to have an infectious disease, it is their professional responsibility to take steps to prevent its spread. The management of the College reserves the right to restrict individuals from providing patient care or impose restrictions on dental health care workers in the event that an infectious disease is deemed to be at a level that presents an unsatisfactory risk of transmission. The current best research will be used in making such a decision.

Faculty and students presenting to lecture, lab, or clinic with an ACTIVE infectious disease will not be allowed to treat patients until the active infectious state has cleared. Patients presenting to the clinic with ACTIVE infectious diseases will not be treated until the active infectious state has cleared. Infectious diseases may include but are not limited to: covid, conjunctivitis, MRSA, TB, varicella zoster, and viral respiratory diseases.

Students with active infectious diseases must submit to the Senior Director a letter from their physician diagnosing the infectious disease they have and an additional letter from their physician stating that they are cleared to return to class and/or patient care.

Students and faculty may be providing care to patients with conditions caused by blood-borne pathogens as well as other infectious diseases. For this reason, dental hygiene students admitted to the Program are required to submit antibody titers to Hepatitis B, Varicella Zoster, Measles Mumps, Rubella and proof that they are negative for tuberculosis.

Immunization Policy

Immunizations substantially reduce the dental healthcare provider's susceptibility to disease as well as the potential for disease transmission to other dental health care providers and patients. All required health records will be stored in the CastleBranch or any other document manager system established by the Program. It is the student's responsibility to provide these records and pay for any necessary tests associated with them. Failure to comply with this policy may impact the student's ability to participate in clinical education and progress through the Program. Students may access their medical file at any time through CastleBranch.

The Program requires that all students be immunized against tetanus, diphtheria, pertussis, measles, mumps, rubella, varicella-zoster, Hepatitis B, and the Flu. Quantitative titer results demonstrating immunity to all of the above must be submitted through CastleBranch. As noted above, all students must also complete a criminal background check, a drug screening test, and submit quantitative lab results demonstrating that they are negative for tuberculosis. Specific immunization requirements are listed in the table below.

MXC Dental Hygiene Program Immunization/Certification Protocol

TITER	DESCRIPTION	REPORTING CRITERIA	DUE DATE
Measles	The following is required: A positive antibody titer for Measles (lab report required). Only positive titers with Quantitative results will be accepted.	Date administered, enter results	June 1st
Mumps	The following is required: A positive antibody titer for Mumps (lab report required). Only positive titers with Quantitative results will be accepted.	Date administered, enter results	June 1st
Rubella	Rubella (lab report required). Only positive titers with Quantitative results will be accepted.	Date administered, enter results	June 1st
Varicella (Chicken Pox)	The following is required: A positive antibody titer (lab report required). Only positive titers with Quantitative results will be accepted.	Date administered, Enter results	June 1st
Hepatitis B	The following is required: A positive antibody titer (lab report required). Only positive titers with Quantitative results will be accepted.	Date administered, enter results	June 1st
TB skin test	One of the following is required: 2 step TB Skin test (1-3 weeks apart), OR QuantiFERON Gold Blood Test OR If positive results, provide a clear Chest X-ray Renewal will be set for 1 year. Upon renewal one of the following is required: 2 step TB Skin test (1-3 weeks apart), OR QuantiFERON Gold Blood Test OR If positive results, provide a clear Chest X-ray	Administered Date, Renewal Alert Trigger, Renewal Date	June 1st
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.	Administered Date, Renewal Alert Trigger, Renewal Date	June 1st
CPR	Must be the American Heart Association	Summer of first semester	Summer

	Healthcare Provider course. Copy must be front and back of the card and card must be signed. Renewal will be set according to expiration date on card.	in the Program	student enters the Program; Expiration date listed on certification or card
Drug Screen	9 panel drug screen completed through castle branch	Upload to CastleBranch	May 15 th
Background Check	Completed through castle branch	Upload to CastleBranch	May 15 th
HIPAA Training	Link provided by the Program Director	Upload to CastleBranch	August 24 th

Bloodborne Pathogen Policy

Bloodborne pathogens are disease agents that exist in blood and certain body fluids of infected individuals. Examples include hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). Under certain circumstances these disease agents can be transmitted from patient to dental healthcare personnel (DHCP), from DHCP to patient, and from patient to patient. Exposures occur through percutaneous injury i.e., needlestick, as well as through contact between potentially infectious blood, tissues, or other bodily fluids and mucous membranes of the eye, nose mouth, or non-intact skin.

The Malcolm X College Dental Hygiene Program recognizes that bloodborne pathogens such as HIV, hepatitis B virus, and hepatitis C virus present a risk to students, faculty, staff, and patients. Although transmission in dental health-care settings can have serious consequences, such transmission is rare. The Program has implemented the following measures to minimize the risk of bloodborne pathogen transmission: Hepatitis B immunization for students and faculty, use of standard precautions and strategies to prevent injuries from sharp instruments. These strategies are outlined in detail in the Program’s infection control manual and include:

- Engineering controls designed to reduce exposure to blood and bodily fluids
- Work practice controls
- Administrative controls
- Use of personal protective equipment for all patient procedures.

Standard Precautions

Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, or setting where health care is delivered. These practices are designed to both protect DHCP and prevent DHCP from spreading infections among patients. Standard Precautions include:

- Hand hygiene
- Use of personal protective equipment (i.e., gloves, masks, protective eyewear)
- Respiratory hygiene/cough etiquette
- Sharps safety (engineering and work practice controls)
- Safe injection practices and sharps safety
- Sterilization of instruments and devices
- Cleaned and disinfected environmental surfaces

General Patient Care Policy

It is the policy of the Malcolm X College Dental Hygiene Program that:

1. Care is provided to all patients unless their medical condition warrants that it be under control for the well-being and safety of the patients
2. Faculty and students may not refuse to treat a patient
3. Dental hygiene faculty, students and staff are obligated to respect the privacy and confidentiality of all patients. Please refer to HIPAA policies outlined in clinic manual
4. All healthcare providers will use standard precautions when treating all patients regardless of their health status
5. Faculty and students are obligated to follow all patient care policies and procedures of the College.

Latex Allergy Policy

The MXC DH Program is primarily latex free; however, there may be occasions when one will come into contact with latex. If you have a sensitivity to or are allergy to latex, you must disclose this to the Senior Director. All incoming dental hygiene students must complete the Latex Allergy Questionnaire and return to the Senior Director by August 31 of each year.

Post-Exposure Management Policy

Definition of Exposure

A person is considered exposed to a blood and body fluids if he/she receives a parenteral (e.g., needlestick or cut) or mucous-membrane (e.g., splash to the eye, nasal mucosa, or mouth) exposure to blood or other body fluids or has a cutaneous (skin) exposure involving large amounts of blood or prolonged contact with blood - especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

Note: This policy is to be followed for all staff and students who have an exposure to blood or bodily fluid.

General Policy

Management of faculty, staff or students experiencing a needle stick, sharps injury, or other exposure to blood/OPIM includes providing for appropriate medical care and obtaining blood samples from both the exposed person and the source case, if possible.

Serologic testing for HBV, HCV, and HIV will be provided to all Dental Health Care Workers (DHCW) who are concerned that they may have been infected. The College will not assume responsibility for medical expenses incurred by individuals who do not follow established procedures. Students are to use their health insurance to cover the costs of the above procedures. Any non-covered expense by the student's insurance company will be paid by the College provided the above procedures are followed. The bill(s) for the unpaid amount plus proof of insurance coverage must be brought to the Program Director.

Questions involving policy and procedures should be addressed to the Dean of Health Sciences.

Protocol

- After an occupational blood exposure, discontinue treatment immediately and administer first aid as necessary. Puncture wounds and other injuries to the skin should be washed with soap and water; mucous membranes should be flushed with water. No evidence exists that using antiseptics for wound care or expressing fluid by squeezing the wound further reduces the risk of bloodborne pathogen transmission; however, use of antiseptics is not contraindicated. The application of caustic agents (e.g., bleach) or the injection of antiseptics or disinfectants into the wound is not recommended.
- Exposed DHCP should immediately report the exposure to the supervising faculty member and/or the supervising dentist.
- Obtain verbal consent from the patient for testing for serologic evidence of HBV, HCV and HIV infection. (Written consent is not required.)
- Injured Party is to immediately notify Campus Safety & Security Department and file and Incident report
- Complete the following reports/procedures as soon as possible after the exposure. These forms are available online at [Risk Management Claim Forms](#)
 1. Occurance Report for Staff, Faculty, Students and Patients
 2. City Colleges of Chicago Student Accident and Health Form (Students only)
 3. City Colleges of Chicago Workmen's Compensation form (Faculty and Staff only)
 4. Incident Report Form to be completed within 24 hours of the incident, and sent to riskmgmt@ccc.edu. Security office phone is 312-553-3476

Required forms and samples of other documentation referenced in the handbook are included in the Appendix.

- Copies of all documentation reports need to be submitted to the Dental Hygiene Senior Director in 2103N.
 - Because multiple factors contribute to the risk of infection after an occupational exposure to blood, the following information should be included in the exposure report, recorded in the exposed person's confidential medical record, and provided to the qualified health-care professional:
- Date and time of exposure.
- Details of the procedure being performed, including where and how the exposure occurred and whether the exposure involved a sharp device, the type and brand of device, and how and when during its handling the exposure occurred.
- Details of the exposure, including its severity and the type and amount of fluid or material. For a percutaneous injury, severity might be measured by the depth of the wound, gauge of the needle, and whether fluid was injected; for a skin or mucous membrane exposure, the estimated volume of material, duration of contact, and the condition of the skin (e.g., chapped, abraded, or intact) should be noted.

- Details regarding whether the source material was known to contain HIV or other bloodborne pathogens, and, if the source was infected with HIV, the stage of disease, history of antiretroviral therapy, and viral load, if known.
- Details regarding the exposed person (e.g., hepatitis B vaccination and vaccine-response status).
- Details regarding counseling, post exposure management, and follow-up.

Each occupational exposure should be evaluated individually for its potential to transmit HBV, HCV, and HIV, based on the following:

1. The type and amount of body fluid involved in the exposure.
2. Nature of the exposure (e.g., percutaneous injury, mucous membrane or contact with non-intact skin).
3. The infection status of the source.
4. HBV and Immunization status of the healthcare worker.
5. Timing of the exposure.

<https://www.hepatitisb.uw.edu/go/prevention-hbv/postexposure-prophylaxis-following-occupational-exposure-to-hepatitis-b-virus/core-concept/all>

Hepatitis B Virus Post-Exposure Management

Vaccination and Antibody Status of Exposed worker	Source HbsAG +	Source HbsAG-	Source Unknown or not available for Testing
Unvaccinated	HBIG x 1 & initiate HB vaccine series	Initiate HB vaccine series	Initiate HB vaccine series
Previously vaccinated			
Known responder	No treatment	No treatment	No treatment
Known non-responder	HBIG x 1 and initiate re-vaccination or HBIG x 2	No treatment	If known high risk source treat as if source were HbsAG+ test exposed person for anti-HBs
Antibody Response Unknown	Test exposed person for anti-HBs 1.If adequate no tx. Necessary 2.If inadequate administer HBIG x 1 and vaccine booster dose	No treatment	1.If adequate no treatment necessary 2.If inadequate administer vaccine booster dose and re-check titer in 1-2 months

Reference updated U.S Public Health Service Guidelines for Management of Occupational Exposure to HBV, HCV, and HIV and Recommendations for Postexposure Prophylaxis, MMWR, 2001, Vol50, No RR11;1-42

Patients and the exposed HCP should be taken to:

Rush University Medical Center, Emergency Department. 1653 W. Congress Parkway, Chicago, IL 60612.

Students without health insurance must take a copy of the MXC Student Accident Health Claims form with them to Rush hospital so that it will be paid. *See Appendix.*

Student Pregnancy and Parental Policy

Title IX prohibits discrimination on the basis of sex, including pregnancy and parental status. The Senior Director, in consultation with the City Colleges of Chicago's Title IX Director, partners with pregnant students and expecting parents to determine the best available options. The Senior Director and Title IX Director will work with the student to explore accommodations and leave options available depending on where a pregnancy or parental leave falls within the sequence of the two-year Dental Hygiene Program. Applicants and enrolled students should contact the Senior Director as soon as possible after learning of a pregnancy or adoption. Pregnant students should consult their physicians and strictly observe radiation protection measures so they do not receive unnecessary exposure to radiation, nitrous oxide, or any other toxins used in the course of the Program.

Medical Leave

Under the CCC policies, a student experiencing physical or mental health issues that significantly interfere with the student's wellbeing, safety, or academic performance may request a voluntary medical withdrawal. A student who seeks to take or return from a voluntary medical leave must contact the Dean of Student Services and may be required to consent to the release of relevant medical information. See the [CCC Academic Student Policy](#) for a full description of the Voluntary Medical Leave process. The Dean of Student Services will consult with the Senior Director regarding any requests to take or return from voluntary medical leave. This consultation will include a discussion of available options based on the sequence of the Program and other Program considerations.

Remediation, Failure to Progress, and Program Dismissal Policies

Didactic and Clinical Courses--Remediation Policy

We are committed to the success of each student. We encourage students to seek support available from the Program, the College, and CCC. When a student demonstrates difficulties attaining course benchmarks, the student and the course instructor and/or Senior Director will meet to discuss any deficiencies and identify goals with dates for achieving those goals. For example, any student failing any portion of a didactic course, including an assignment or exam, will be placed on a remediation plan. Likewise, any student who fails to meet benchmarks as outlined in the clinic course syllabus may be placed on a remediation plan. A student with a remediation plan who is unsuccessful in improving their performance to attain a final grade of C or above and/or meeting a required competency within a course may be referred to the Committee on Academic Standing. Failure to abide by the remediation plan process, e.g. failing to complete tasks no later than the date stipulated by the course instructor or Senior Director may also result in a referral to the Committee on Academic Standing.

Failure to Progress Policy

The failure to progress classification is given to any student who initiates a withdrawal from the Program for personal reasons. Examples include but are not limited to family emergencies, etc. Students who voluntarily withdraw from the Program must reapply for admission. See the Readmission section below.

Academic Dismissal or Other Appropriate Action

The following situations may result in dismissal from the Dental Hygiene Program or other appropriate action:

- Failing to meet the terms of a remediation plan, e.g. failing to complete tasks no later than the date stipulated by the course instructor or director
- Failing to obtain higher than a C grade in a dental hygiene course or meet any other Program academic requirement
- Engaging in academic dishonesty (not eligible to reapply)
- Failing to abide by policies stated in course syllabi (not eligible to reapply)
- Attending class or clinic under the influence of alcohol and illicit drugs
- Engaging in physical, emotional, psychological abuse or harassment to the patient, visitor, peer, faculty or other personnel. (Not eligible to reapply to the Program)
- Creating a hostile learning environment
- Refusing to accept constructive feedback from faculty
- Failing to adhere to patient confidentiality and engaging in conduct inconsistent with or violating HIPAA and/or Dental Hygiene Standards of Care
- Failing to follow clinic protocol related to patient care lists, including failure to contact and respond appropriately to patients
- Engaging in other conduct inconsistent with the Program and professional standards
- Excessive absences can result in dismissal from the Program
- Failing to adhere to other Program requirements

Committee on Academic Standing (CAS)

The CAS will include three members from the MXC community familiar with the academic standards and requirements of various MXC health sciences Programs. The Vice President of Academic & Student Affairs (VPASA) or a designee will serve as the chair of a three-member committee. The other two members of the CAS will include: 1) an academic department chair; and 2) a health sciences faculty member or clinical coordinator. When a student participates in a Health Sciences Program, the head of the Health Sciences Programs will submit panel member recommendations to the VPASA. Likewise, when a student participates in the Nursing Program, the head of the Nursing Program will submit panel member recommendations to the VPASA.

The Program Director or a designee will submit to the CAS the names and records of any students failing to meet Program requirements, including academic, skills and competencies, and professional and ethical standards, despite the opportunity to improve performance through remediation. In the case of serious ethical and professional issues, remediation efforts may not be appropriate before a referral to the CAS. Within three (3) business days of a referral to the CAS, the VPASA or a designee will meet to review the CAS process. A student under review by the CAS will be provided an opportunity to provide a written statement and relevant information to the CAS. The CAS will make a determination regarding a student's Program status, including, but not limited to, suspension or leave to re-take a Program course, within ten (10) business days of the referral. When a CAS determination includes a suspension of more than ten (10) days or dismissal from a program, the CAS will make a recommendation to the President. The President will review a CAS recommendation, make a determination, and notify the student of the outcome within ten (10) business days of receipt of the CAS recommendation. A student may submit an appeal regarding any other CAS determination to the President within five (5) days of notice of a CAS determination. The President will issue an appeal determination and notify the student within ten (10) business days.

Any additional requests for review by the student must be submitted to the Provost and Chief Academic Officer within five (5) days of notice of a determination by the President. The Provost and Chief Academic Officer will respond to any requests regarding the determination of the President within ten (10) business days.

When warranted, MXC may make adjustments to these timeframes based on extenuating circumstances. If a student who fails to respond to notice of a CAS referral without good cause, the CAS and President will rely on available information to make recommendations and/or determinations.

Readmission Process

Dismissed students must apply for readmission and follow the same protocol that new applicants follow. In addition, dismissed students must complete the petition for readmission form. **Readmission is not guaranteed**, and students are responsible for all tuition costs. As noted above, some dismissed students will not be eligible for readmission.

The Dental Hygiene Admissions Committee reserves the right to make decisions and recommendations based upon individual circumstances. The committee will:

1. Review the request made in the petition
2. Review the situation leading to dismissal
3. Review appropriate Malcolm X College and Dental Hygiene Program policies, which apply to the student's situation.
4. Make recommendations regarding the student's request for readmission.
5. Forward the recommendation to the student and the Dean of Health Sciences at Malcolm X College

Dental Hygiene students will be re-admitted to the Program on a maximum of one-time basis.

Readmission will depend upon satisfactory compliance with recommendations made by the Admissions Committee.

Additional Policies, Requirements, and Standards

Failure to adhere to the following policies and requirements contained herein may result in consequences, including dismissal from the Program or other actions taken consistent with the remediation process and other policies described herein. Students should also review course syllabi for additional requirements.

Attendance Policy

For your continued success, attendance is mandatory throughout the duration of the Dental Hygiene Program. Class and clinic sessions vary from semester to semester. Students are encouraged to arrange their schedules so that they are available Monday – Fridays from 7:00AM – 7:30PM to attend class/clinic/lab. Vacations, appointments, or other activities that will cause absence from school should not be scheduled during class, laboratory or clinic time. Tardiness and absenteeism may adversely affect course grades. Excessive absences can result in dismissal from the Program. If a student misses the first day of class during any semester, he/she will be dropped from the course and be dismissed from the Program. (See City Colleges No Show Withdrawal policy.

[Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

Please refer to individual course syllabi for additional attendance requirements.

1. Students are expected to attend and be on time for all didactic, laboratory and clinical classes.
2. Students are expected to meet, greet and seat their patients on time. (This expectation may involve setting up clinical operatory prior to the first class of the clinical day)
3. Students are expected to utilize all clinical time efficiently. If the student does not have a patient, the supervising faculty will give that student additional clinical assignments. Students must personally notify the appropriate Program faculty if they are going to be absent or late to class/laboratory and/or clinic.
4. Students who miss class are responsible for all missed material including announcements, lectures, assignments, homework, quizzes and exams.

Dress Code

A clinical dress code has been established for all Malcolm X College Dental Hygiene Program students, faculty and staff so that a professional image is conveyed in the College and when on outside rotations. The guidelines outlined below comply with infection control policies established by the Centers for Disease Control and Prevention and OSHA and must be followed for all clinical sessions. Please refer to the Program's infection control manual for specific details.

1. Clinical and laboratory dress **MUST** conform to applicable safety and infection control regulations. Personal protective equipment must be worn when providing patient care or simulated patient care or any time there is a potential of exposure to blood or other potentially infectious material (OPIM). The protective equipment must be disposed of in the proper waste receptacle after use.
2. Personal protective equipment includes: disposable clinic coat, gloves, face mask and eye protection, face shield, and head covering **NOTE: Fluid" resistant gowns will" be worn over the scrubs or professional attire during patient care or any time there is a potential of exposure to blood or OPIM. Refer to the Program's Infection Control Manual for specific guidance on PPE.**
3. Personal protective equipment (gowns, gloves, masks) are not to be worn outside of the patient care or pre-patient care facilities. PPE is **NOT** to be worn in other areas of the building (elevators, stairs, hallways, restrooms, offices, etc.).
4. Students: surgical scrubs must be worn while on campus. Scrubs must be clean, laundered after each clinic session, professional and of materials typically used in a health care setting; a solid color tee shirt can be worn under the scrub top.
5. Socks must be clean and worn above the ankle. Shoes must be clean, professional in appearance and puncture resistant. Athletic-style footwear may be worn with scrubs. Sandals and other open-toed footwear are **NOT** acceptable.
6. Jeans, t-shirts, tank tops, bare midriffs, sweatshirts, leggings, and hats (other than surgical caps or religious headwear) are unacceptable.

Jewelry

Jewelry should be kept at a minimum as it may be a breeding ground for bacteria. No more than one ring total should be worn. Dangling earrings, necklaces, and bracelets are not permitted. Excessive piercings may be required to be removed for student and patient safety.

Hair and Nails

Nails must be short and clean. Nails should be shorter than the fingertips when observed from the palm side. False nails are prohibited as they harbor bacteria. There may be times both in coursework and in clinical education experiences when nail polish is not permitted. Hair, beards and mustaches should be clean and neat. Hair should be secured in such a way that it is out of the field of operation.

Hygiene

Since dental hygiene students work closely with student partners and patients, it is imperative that the student maintains a high standard of personal hygiene in the classroom, laboratory and clinic. Poor personal hygiene will cause an unpleasant environment for everyone. Observe basic habits such as daily bathing, regular shampooing, use of deodorants, and good oral care. Avoid anything that causes bad breath, such as smoking, strong food, garlic, onions, etc. Avoid wearing strong perfume, cologne or after-shave. Faculty, patients, staff, and classmates may be allergic to any one of them. Chewing gum is not permitted in patient care areas, classrooms or labs. Hygiene products are available at the MXC wellness center.

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/wellness-center.aspx>

Identification

All MXC Dental Hygiene students, faculty and staff must wear the College photo-identification card specifying their name, position and departmental affiliation when on MXC premises.

New students will receive Malcolm X College ID's. IDs must be worn within 2 weeks after the start of the term. You may not share or use anyone else's ID badge. If your ID badge is missing, please notify security and your course director immediately. Use of an ID badge that is not your own may result in disciplinary action.

Clinic and Lab Access

Please refer to individual clinic/lab course syllabi for policies regarding access to clinic and lab areas. In general, students are not allowed to be alone and unsupervised in clinic or lab.

Professional Conduct

All members of the Program are expected to adhere to the highest ethical standards of professional conduct and integrity. The Program expects all faculty, staff, and students to possess professional behavior including, but not limited to, honesty, trustworthiness, respect, and fairness in dealing with other people, a sense of responsibility toward others, and loyalty toward the ethical principles espoused by the ADHA code of Ethics.

Conversation at Malcolm X College (in the classroom, clinic, hallways or locker room) and on all outside assignments should be professional.

- a. Conversations that reveal information about patient's personal health information are a violation of HIPAA and must be avoided.
- b. Food and drink consumed within the building is confined to the designated eating areas, or on special occasions with instructor permission, in the classroom. Disruptive eating in the classroom will eliminate privileges for all students.
- c. In the event of an emergency, cellular phones calls are allowed in clinics or classrooms.

Respect

Mutual respect is a requirement for a healthy learning environment and is expected from all individuals associated with the MXC Dental Hygiene Program. Respectful interactions include but are not limited to:

- Treating others with courtesy, politeness and kindness
- Listening to the concerns of others
- Addressing faculty, staff and/or administrators in a professional manner
- Treating others fairly and equally
- Being inclusive
- Accepting constructive criticism

A respectful learning environment supports students and faculty. Any individual engaging in disrespectful behavior will be subject to disciplinary action.

Professional Standards

Definition: Any conduct which violates commonly recognized or generally accepted professional standards of training including unacceptable conduct in clinical, practicum, or off-campus training.

The documents listed below describe the professional standards and guidelines, which are observed by the dental profession and the MXC Dental Hygiene Program:

ADHA Code of Professional
ADA Code of Professional Ethics
CCC Policy on Sexual Harassment
CCC Academic and Student Policy
Illinois State Dental Society Code of Ethics Illinois
State Dental Practice Act
MXC Dental Hygiene Clinic Manual
MXC Dental Hygiene Infection Control Manual

Students will be expected to treat all patients, peers, faculty, and staff with courtesy and respect. Care and respect for clinical facilities and equipment and observance of guidelines for professional appearance are expected. Violations of the standards of professional behavior which should guide students in clinical settings include, but are not limited to the following:

Falsification of clinic records and documents

Definition: Inaccurately representing facts in relating to the oral condition, compliance, treatment, instructor evaluation, or financial transactions of patients in patient's records, clinic documents, or departmental documents and evaluation records.

Failure to comply with infection control guidelines or regulatory compliance standards

Definition: Failure to maintain an acceptable level of infection control in assigned operatory or laboratory facilities; failure to implement recommended engineering and work practice controls during the performance of dental and laboratory procedures; failure to participate in required certification training programs, such as cardiopulmonary resuscitation (CPR) and Occupational Safety and Health Administration (OSHA) training failure to provide a record of blood borne

pathogens exposures; failure to comply with immunization requirements of the University, Centers for Disease Control (CDC), or relevant regulatory agency.

Damage or theft of College property or personal property of others

Definition: Unauthorized use or retention of precious metals; irreversible damage or changes to dental operatories or lab units (i.e., use of nails, screws, permanent adhesives in dental units or casework); damage to dental equipment caused by inappropriate use of dental materials (Le., placing plaster or acrylic in lock mechanism of doors, cabinets, and/or in sinks); unauthorized removal of clinical equipment or materials; "borrowing" of equipment or materials from other students without their permission or knowledge; removal of patient records, models, radiographs or related documents from the building; unauthorized use of College services, including telephones, computer hardware, software, and network facilities; violation of computer password policies; etc.

Abandonment of patients or delay or neglect of patient treatment

Definition: Failure to provide timely and continuous treatment to patients; failure to keep a patient appointment; failure to notify appropriate individuals (instructors, administration) of planned or unexpected absences from the clinic; failure to follow an approved patient treatment plan to completion or to arrange for timely transfer of the patient, failure to follow clinic protocol related to assigned patient lists, failure to treat a patient that has been assigned to you.

Practicing dental hygiene without a license

Definition: Any performance of activities described or defined in the state dental practice act as constituting the practice of dentistry without the direct supervision of a licensed member of the faculty; failure to provide documentation of faculty supervision through signatures in patient record; providing a diagnosis or treatment to any individual who is not an officially registered at the College as a patient of record in any site, providing a diagnosis or treatment without first obtaining faculty consent.

Providing false or misleading information to patients, faculty or staff

Definition: Unauthorized use of signatures, stamps, seals, or other official certifications; misrepresenting patient interests or desires or availability for treatment; unauthorized use of prescriptions or official requests for medications, laboratory services, etc.

Discrimination or refusal to treat an assigned patient due to demographic characteristics or health status (HIV or other condition)

Definition: Refusal to treat a patient because they may be infected with the HIV virus or because of race, religion, etc.

Failure to observe guidelines for professional appearance

Definition: Appearing in any clinic or lab area in apparel, which is listed in the clinic manual as unacceptable, including items such as shorts, sandals, caps/hats, sweats, leggings, and mini-skirts.

Performing patient care under the influence of drugs and/or alcohol

Definition: Student behavior, appearance, or condition is consistent with use of drugs or alcohol, i.e., smell of alcohol on breath, slurring-of speech, lack of self-control, inability to safely handle instruments and equipment.

Brightspace

The Brightspace Learning management system is the software application used by CCC faculty to deliver educational content to students. All students in the Dental Hygiene Program are required to use and regularly check the City Colleges of Chicago Brightspace course website prior to each class session. <http://brightspace.ccc.edu>. In addition, students must be prepared to take electronic quizzes

and exams via the Brightspace learning management system. It is the student's responsibility to maintain regular access to Brightspace and TalEval and keep passwords updated. Electronic devices i.e. personal computers, i-pads, and/or smart phones are required for each class.

If a student does not possess an electronic device, they must inform the course director so that arrangements can be made for a loaner device.

Off Site Rotations

Students in the MXC Dental Hygiene Program rotate to off campus locations to deliver oral health education and dental hygiene care to individuals in the community. Students are expected to provide their own transportation to each site. These clinical rotations provide students with invaluable experience and the opportunity to participate in community outreach as an oral healthcare professional. It is expected that all students participating in clinic rotations consistently demonstrate professional and ethical behaviors when representing Malcolm X College and adhere to all protocols established by the clinical sites, which includes Covid 19 vaccines and boosters. Failure to do so will result in students being banned from all off-site rotations and may jeopardize their ability to continue in the Program.

Dental Hygiene Instrument Kit

Each student is responsible for purchasing the instrument kit designed by the Malcolm X College Dental Hygiene Program. Students cannot use personal instruments and/or equipment. Students are responsible for the contents of their kits. Any lost or stolen items are the sole responsibility of the student and will not be replaced by the Program or the College. In addition, it is illegal for students to perform any dental hygiene procedures on live patients outside the educational facility. Students cannot take their instruments home to "practice" on human subjects.

Student Files and Confidentiality

All student records are maintained by the Dental Hygiene Program director. Each file contains basic personal contact information, admissions data, signed student agreements, complaints, grievances, and documentation of oral and written warnings. All health related, drug, and background check information will be stored through the CastleBranch system to which the student has access at any time. The Program follows the student access to information policy in the Academic and Student Policy Manual which outlines the procedure to request access to your student file and limitations of access.

Change of Personal Contact Information

It is very important the Program have current contact information for you. Any change of personal information such as your name, address, email address, phone number, and/or legal status must be reported to the Senior Director as soon as possible but no less than 10 business days after a change occurs. Students must also report contact information changes to the Office of the Registrar on campus. See the Academic and Student Policy. [Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

Identification Badges

Students are required to wear their MXC dental hygiene identification badges while on the College premises. This includes class, clinical, and laboratory activities. ID badges must be replaced within 48 hours.

Only currently enrolled students may obtain a student ID card. Once issued, it is the student's responsibility to retain the ID card and have it updated by the Security Department every semester. For more information about obtaining a student ID card, please visit

<https://www.ccc.edu/colleges/malcolm-x/services/Pages/Get-My-Student-ID-Card.aspx>

Risk Management Policy

Basic Life Support (BLS) for Healthcare Providers (CPR & AED) Certification

All faculty, students and staff who provide direct care to patients and/or students must maintain current Basic Life Support certification from the American Heart Association. This certification is given to healthcare providers and covers CPR and use of the AED. Individuals must make their own arrangements for this training. Students must upload their certificate to CastleBranch and faculty members must provide a copy of their certification to the Senior Director. All incoming dental hygiene students must take their BLS course during the summer of their first semester in the Program. Failure to do so will jeopardize their ability to participate in pre-clinical activities during the Fall semester.

HIPAA Regulations

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the draft regulations the Secretary of Health and Human Services (HHS) has promulgated under the authority of HIPAA radically raises the stakes with regard to medical record compliance issues. The purpose of this section is to help you comply with HIPAA as efficiently and cost effectively as possible and to give you confidence in handling patient confidentiality.

What HIPAA Requires

HIPAA requires you, as medical information professionals, and the entities you serve, to maintain reasonable and appropriate administrative, technical, and physical safeguards to ensure the integrity and confidentiality of healthcare information, to protect against reasonably foreseeable threats or hazards to the security or integrity of the information, and to protect against unauthorized uses or disclosure of the information. In addition, HIPAA provides criminal penalties for failure to comply with these requirements. Because Congress failed to enact a comprehensive confidentiality and security law by August 1999, HIPAA required HHS to draft regulations covering confidentiality and security of healthcare information. ***Every health care provider (student and faculty member) is required to complete and comply with HIPAA Certification. Annual HIPAA certificates should be submitted to the Dental Hygiene Program's Administrative Assistant.***

HIPAA Confidentiality Statement

As an MXC Dental Hygiene student, you have both the legal and ethical responsibility to protect the privacy of patients. All information you see or hear regarding patients, directly or indirectly, is completely confidential and must not be discussed or released in any form except when required in the performance of your duties. Students must maintain the confidentiality of patient care related information and may not discuss or transmit in any way any patient care information. Students must maintain the confidentiality of all discussions, deliberations, and records generated in the course of

the Dental Hygiene Program. When preparing reports or presentations concerning patients, all names and identifying factors must be removed. Any breach of patient confidentiality will lead to disciplinary action including dismissal from the Dental Hygiene Program.

Social Media Policy

Overview of the Malcolm X College Social Media Policy

Students enrolled in Health Sciences Programs at Malcolm X College must adhere to the Social Media Policy. Students must also abide by the Standards of Conduct listed in the Academic and Student Policy Manual. Faculty, Students and Staff are expected to review this policy before participating in any social media activity.

Prohibitions

Students are prohibited from taking and/or recording and/or sharing photos or videos of classroom and lab spaces while class and/or lab session held on campus or at clinical sites. Students are prohibited from taking and/or sharing photos or videos of clinical sites at any time. Students are prohibited from making any reference to any patient in their care, any patient in the care of an instructor, or any patient in the clinical facility. Students are prohibited from revealing any information in violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Read more about HIPAA [here](#) and HIPAA for professionals [here](#).

Warnings

Students should be mindful of possible violations of HIPAA laws and the disclosure of individual identifying information. Ignorance of HIPAA laws is not a defense of violations and students who violate the law will be held to the standards of it regardless of knowledge or foreknowledge. Violating the social media policy and/or HIPAA law can result in dismissal from the Program and the student may be prohibited from being admitted into another MXC health sciences or nursing program.

As a student enrolled in a health care program, it is your responsibility to be aware that social media posts that reference activities in the classroom, lab, or clinical sessions of your health sciences program may inadvertently disclose protected information. Any inadvertent disclosure is subject to discipline under the prohibitions of this policy.

Penalties

Students in violation of the Social Media Policy are subject to dismissal from the Program and, *depending upon the nature of the violation*, up to and including dismissal from the Program. If a student is dismissed from the Program/College for violation of this policy, no refund will be made regarding tuition, fees, and/or other Program costs. The social media policy is detailed in the following pages.

Social Media Best Practices

This best practice list is not meant to be a comprehensive guide to successful social media management. It should serve as a quick reference.

All HIPAA and State of Illinois privacy laws apply to social media. Faculty, students and staff must not, under any circumstance, share confidential College or patient information. This includes pictures of patients, patient information, or medical history (e.g. no ‘selfies’ with patients).

- 1) All posts must abide by all other applicable. Program's policies, including, but not limited to:
 - a) HIPAA Sanctions: Ensures the confidentiality and integrity of patient and/or employee or student Protected Health Information (PHI) as required by law, professional ethics, and accreditation and/or licensure requirements;
 - b) Code of Conduct: All patients and faculty, students and staff treat each other with respect, dignity, and honesty. No harassing, profane, or discriminatory material can be published;
 - c) Acceptable Use of Computer Resources: Computer resources are the property of the Malcolm X College and may be used only for legitimate business purposes;
 - d) Confidentiality Agreement and Security Awareness: Faculty, students and staff may not disclose confidential information they encounter at MXC; and
 - e) All applicable copyright laws. You must have the proper permission to post photos, videos, or other materials owned by others.
- 2) You should not attempt to diagnose and/or give medical/dental advice online. If you are a manager and a potential patient asks a healthcare question, encourage them to visit the MXC Clinic in person.
- 3) You should not acknowledge that any patient received care at MXC. That information is confidential.
- 4) If you are online and communicating about MXC College-related activities, you are obligated to state your name and position at MXC. If you are communicating online and your affiliation with MXC Dental Hygiene Program is apparent, you should speak in the first-person and should include a disclaimer, such as: *"The views expressed here are my own and do not reflect the views of Malcolm X College."*
 - a. This disclaimer may be included in your Facebook or Blog's "About" section or within a Twitter bio.
 - b. The above best practice is recommended so that you do not inadvertently speak on behalf of the College.
- 5) You should not post photos of coworkers or classmates or any of their personal information without their approval.
- 6) You should utilize the appropriate platform to reach your objectives. For example, Facebook is good for community building and media sharing. Twitter is good for sharing quick information and having real-time conversations.
- 7) You should follow post frequency best practices. 1-2x/day for Facebook, 1-3x/day for Twitter.
- 8) You should use a voice/tone that reflects MXC Dental Hygiene Program's expertise and high standards.
- 9) You should take into consideration MXC and Program goals when posting online.
- 10) Only designated individuals and key departments (e.g., College Administration) are authorized to speak on behalf of Malcolm X College online without prior approval.

- 11) *Unauthorized* faculty, students and staff are prohibited from publishing on any social media channels on behalf of any official Malcolm X College.
- 12) All authorized faculty, students and staff posting on behalf of MXC are solely responsible for content, and posts must adhere to all applicable City Colleges of Chicago Policies.
- 13) Faculty, students and staff should have no expectation of privacy or confidentiality in any data in any format or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on any College page, site or account.

Personal Use of Social Media

Occasional personal use of social media is permitted so long as it does not interfere with your employment or educational obligations and complies with the following:

1. Unless you manage an official social media channel, you should limit your social media usage during work or class hours to College-related activities. Some examples of acceptable at-work, school social media uses are:
 - a. Positive promotion of MXC as an organization, related MXC news, or upcoming MXC events;
 - b. Joining a conversation related to MXC;
 - c. “Following” or “liking” the official MXC College/ City Colleges of Chicago Facebook and Twitter;
 - d. Sharing College-related content with coworkers, friends, and family; and
 - e. Researching support groups for a service line.
2. Additionally, the following guidelines are important for you to understand, as there are some situations where your personal use of social media and employment /student status with the College may overlap:
 - a. You should limit social media activity during work/class time, as not to negatively impact work performance or required duties;
 - b. You should never post fake negative or positive reviews of the College or impersonate an employee or student authorized to speak on behalf of the College;
 - c. You should consider potential conflict of interest issues before establishing an online relationship with a vendor or patient;
 - d. If a blogger or journalist contacts you about the College, you should notify the Senior Director; and
 - e. Unless specifically authorized to do so, you should not make public any news about the College that is not already public. Only authorized faculty, students and staff are allowed to speak on behalf of the College.

You must adhere to HIPAA sanctions to ensure patient privacy at all times, even while using social media for personal use. You are never to reveal confidential information about MXC Dental Hygiene Clinic or its patients.

3. The College restricts faculty, students and staff, use and disclosure of our confidential information and intellectual property, even while using social media for personal purposes. You should treat the College trade secrets, confidential information and intellectual property confidentially and not jeopardize them through your use of social media. Further, you should

avoid disclosing intellectual property and/or confidential information of third parties that you learned through your employment. Such disclosures may create liability for you, the employee or student, as well as the College. The College faculty, students and staff may not use the College's logos or other trademarks, or post any confidential or proprietary information, without prior written permission.

4. Students should demonstrate good judgment when using social media.

No Expectation of Privacy

The MXC Dental Hygiene Program's electronic communications systems, and all the information stored thereon, are the property of the College. Faculty, students and staff should have no expectation of privacy in any data in any format or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on any of these systems. The College reserves the right to monitor all usage of these systems and to intercept and review any data or communications, in any format, using these systems, including but not limited to social media postings and activities. You consent to such monitoring as part of your employment or enrollment at the College and your use of such assets and systems. You should not use the College's electronic communications assets or systems for any matter that you desire to be kept private or confidential. The College may store copies of such data or communications for a period after they are created and may delete such copies from time to time without notice.

Student Health Insurance Coverage

The District recognizes that certain courses of study and specific classes may place a Student at greater risk given the nature of the curriculum and associated laboratory, practicum or applied task required by the class syllabus. The District administers a Student Accident Health Plan* (SAHP), for Students enrolled in certain courses of study during the period of time the Student is engaged in official activities associated with the class, laboratory, practicum or applied task.

While the District administers a SAHP, Students of Malcolm X College Health Sciences Programs are *encouraged* to have healthcare insurance coverage that will ensure the appropriate level of coverage should he/she be injured while engaged in any official course, lab or clinical activities on Malcolm X College premises and/or while engaged in such activities at an assigned clinical facility. ***SAHP coverage may not cover the full amount of health costs associated with an injury incurred while performing program related tasks associated with a course, lab or clinical.*** Students are required to report any injury immediately to the instructor present, the Dental Hygiene Senior Director, and to the Dean of the Program for which he/she is currently enrolled.

Student Malpractice and Liability*

The District recognizes the need for students enrolled in health care curriculum to apply skills and techniques garnered in the classroom in a practical and professional setting. To that end, Malcolm X College contracts with health care institutions, health service agencies and community organizations to accept its students in clinical practice as required by programs of study. Certainly, the Institutions, agencies and practitioners accepting students require assurances that commercial insurance is in place to protect the Institution against claims that may arise out of the actions of the students. Students are responsible for any malpractice claims levied against them [personally] for actions that occur outside of scheduled clinical practice time.

*For both individual health insurance coverage, and student malpractice/liability insurance, students must adhere to the policies of the Program and for any clinical site at which he/she is placed.

Prescription Drugs

Students must alert the Dental Hygiene Program Director of any prescription drug use that may alter the student's mood and/or thought processes so that any potential risk to student partners and/or patients may be avoided. As appropriate, the Program will consult with the Access Center. Failure to report such medication use is subject to disciplinary action, including dismissal from the Program.

Academic Integrity and Dishonesty

As a student at Malcolm X College, you join a community of scholars who are committed to excellence in the teaching/learning process. City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this and professional and ethical standards, dental hygiene students are expected to adhere to high standards of honesty in their academic endeavors. This is verified by the academic pledge that all students sign upon acceptance into the Program. *See Appendix.*

Academic dishonesty, including, but not limited to cheating, complicity, fabrication and falsification, forgery, and plagiarism are serious violations. Below are examples of academic dishonesty but this not inclusive of all forms:

Cheating

1. Copying in part or in whole, from someone else's test or any Program assignment.
2. Submitting work presented previously in another course whether it is yours or not, if contrary to the rules of either course.
3. Altering or interfering with grading.
4. Using or consulting any electronic devices, sources or materials not authorized by the instructor, during an examination.
5. Committing other acts, which defraud or misrepresent.
6. Taking screen shots of exams and/or quizzes.

Plagiarism

1. Incorporating the ideas, words, sentences, paragraphs, or parts of another person's writings, without giving appropriate credit, and representing the product as your own work. For example, copying word for word from a research article without providing a citation of the source.
2. Representing other artistic/scholarly works (such as musical compositions, computer programs, photographs, painting, drawings, or sculptures) as your own.
3. Submitting a paper from a research or term paper service.

Other Examples of Academic Dishonesty

1. Purposefully allowing another student to copy from your paper during a test.
2. Giving your homework, term paper, or other academic work to another student.
3. Having another person submit any work in your name.
4. Lying to an instructor or college official to improve your grade.
5. Altering a graded work after it has been returned, then submitting the work for regrading.
6. Removing a test from the classroom without the approval of the instructor.
7. Stealing tests/taking screen shots of test questions.
8. Having another individual correct work for spelling or grammar, if contrary to the rules of the course.

9. Forging signatures on drop/add slips or other college documents.
10. Using technology to exchange information during class time and/or testing.

Consequences of Academic Dishonesty

Academic and/or administrative sanctions may be applied in cases of academic dishonesty, including, but not limited to, receiving the grade of “F” on the assignment where the academic dishonesty occurred, a failing grade for the course, or dismissal from the Program.

In addition to violating the Program policies and requirements, academic dishonesty may also violate policies contained in the Academic and Student Policy and result in academic withdrawal from the City Colleges of Chicago. *See* the Academic and Student Policy.

[Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#). *See* [Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

CAMPUS POLICIES AND PROCEDURES

This handbook is a supplement to, and not a replacement for, the City Colleges of Chicago Academic and Student Policy. Malcolm X College Dental Hygiene students are subject to academic student policies and procedures as well as those contained in this handbook. Except for matters related to a student’s academic performance, including related professional and ethical standards, and/or matters which relate to whether the Program should provide the assurances about a student to professional boards and other professional groups, the Chicago City Colleges’ Academic and Student Policy takes precedent over this handbook and is, therefore, the overriding governing policy manual in the rare event of a conflict between these documents. This handbook may not include all the guidelines and/or policies and procedures that the student may be required to adhere to during pre-clinical/clinical education experiences.

The CCC Academic and Student Policy can be accessed through the CCC homepage (www.ccc.edu) or by following this link:
[Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

Non-Discrimination and Sexual Misconduct Policies

The City Colleges of Chicago does not discriminate on the basis of race, national origin, ethnicity, gender, age, religion, citizenship, sexual orientation, gender identity, marital status, pregnancy, disability, military status, order of protection status, genetic information, membership or lawful participation in the activities of any organization, or the exercise of rights guaranteed by local, state, or federal law with respect to hire, terms and conditions of employment, continued employment, admissions, or participation in Board programs, services, or activities. The lack of English language skills shall not be a barrier to admission or participation in the district’s activities and programs.

Please review the statement of non-discrimination at
<http://ccc.edu/departments/Pages/Annual-Notification-of-Non-Discrimination-.aspx>

Information about filing complaints alleging discrimination and retaliation can be found here.

Sexual harassment is a form of sex discrimination and is prohibited by City Colleges of Chicago, Title VII of the Civil Rights Act of 1964 (“Title VII”), Title IX of the Education Amendments of 1972 (“Title IX”), and other legal authorities. Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature. Information about the City Colleges of Chicago’s policies prohibiting sexual harassment and filing a complaint alleging sexual misconduct can be found in the Student Academic and Student Policy. See [Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

Campus Safety and Security

The City Colleges of Chicago has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of the City Colleges of Chicago to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property. More information is available through the Department of Safety & Security. Malcolm X College Department of Safety and Security is located in room 1316A. The Department of Safety and Security can be reached at 312-850-7168.

In Case of Emergency

In Case of Emergency, press the Blue Button from any Security telephone to reach the Security Office. Call 9-911 from any CCC telephone to contact City of Chicago Office of Emergency Management and Communications for Police or Fire response. The Security phones are located throughout the main building.

Please refer to the MXC Emergency Response Manual for up-to-date information regarding the emergency evacuation plan.

<http://www.ccc.edu/departments/Documents/Security/MXC%20Emergency%20Response%20Manual.pdf>

Medical Emergencies

In the case of any medical emergency, it is imperative to remain calm and seek help immediately by calling 9-911 from any campus phone or 911 on your cell phone. Notify an instructor and/or nearest MXC employee immediately. An incident report should be filed with security as soon as possible. MXC Security: (312) 850-7168

Emergency Alert System

Students, staff, and faculty members are encouraged to sign up for the [CCC Emergency Alert System](#) to receive notification by City Colleges email, personal email account, mobile and home phone numbers, and/or text messages in case of an emergency.

Campus Hours

The building is open from 7 a.m. to 10 p.m. Monday through Friday, 7 a.m. to 5 p.m. on Saturday, and 7 a.m. to 5 p.m. on Sunday. During holidays and breaks, the building is shut down completely unless prior arrangements have been made. Please notify Security if you are in the building at off hours or working in an isolated area.

More information can be found at: <http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Safety-Security.aspx>

Smoke Free Campus

In accordance with the Illinois Clean Indoor Air Act, and in recognition of the U.S. Surgeon General's Report indicating that secondary smoke (smoke that exists in the air because of a smoker nearby) is hazardous to the health of non-smokers, smoking is prohibited in all campus buildings. In accordance with Chicago Ordinance #3930, smoking is now prohibited within 15 feet of any entrance to any City Colleges of Chicago facility. Students may smoke outside City Colleges of Chicago facilities but only in areas designated for that purpose. Students are requested to use ashtrays provided in such locations.

Drug and Alcohol-Free Campus

Students are expected to behave in a manner appropriate to a place of study and learning at all times. The following kinds of behavior are contrary to those expectations and will be cause for College disciplinary action:

- Possession and/or consumption of alcoholic beverages except at an off-campus, non-school related activity where all in attendance meet the minimum age established by state law and where the location of the activity does not prohibit such beverages.
- Possession, sale, use or distribution of any narcotic drug, marijuana or other addictive or hallucinogenic substance prohibited by law.

Active Military and Veterans

For information related to non-attendance due to military service, readmission, and other issues related to military service, students should contact Malcolm X College's Veterans Services Center <https://www.ccc.edu/colleges/malcolm-x/departments/Pages/Veterans-Services.aspx> and/or the Senior Director

Student Grievance Procedure, Due Process and Appeals

A student who has a problem or concern with the course or course instructor should consider attempting to resolve the problem with the course instructor. If the student feels uncomfortable discussing the matter with the course instructor or the issue remains unresolved, the student may discuss their concern with the Senior Director. If the complaint involves the Senior Director, the student may contact the Dean of the Department of Health Sciences. If the response is not adequate to the student or the student prefers not to attempt to resolve the issue directly with an individual, then the student may follow the College policy for filing a complaint. For the convenience of the CCC community, the Complaints/Compliments Management System is an online portal, whereby City Colleges of Chicago (CCC) students, faculty, staff, and community members can submit a complaint at [here](#). Complaints that are appeals for Instructional Grading, Academic Dishonesty, or Enrollment Status or other identified policies must follow the separate policy and procedure. <http://ccc.custhelp.com/app/feedback/college/malcolm-x>

For information about submitting complaints, please reference the Academic and Student Policy. *See [Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)*

Grade Appeals

The CRM system is separate from the process for filing a grade appeal. Grade appeals, as an academic performance only issue, continues to be managed through the office of the Vice President at Malcolm X College. Please follow the grade appeal process found in the Academic and Student Policy Manual. [Academic and Student Policy < City Colleges of Chicago \(ccc.edu\)](#)

STUDENT SERVICES

Advising

Advising Center, Room 1412

Phone: (312) 850-7185

<https://www.ccc.edu/colleges/malcolm-x/departments/pages/advising.aspx>

Athletics

https://citycollegesofchicagoathletics.com/index.aspx?path=malcolm_x

CTA U-Pass

Students who enroll full-time in college credit courses and eligible part time students can receive a U-Pass, which offers unlimited rides on any CTA (Chicago Transit Authority) bus or train.

<https://www.ccc.edu/colleges/malcolm-x/services/pages/get-your-cta-u-pass.aspx>

If your pass is lost or stolen, you may request a new card through the Business Office at your college. You must present your City Colleges ID and pay a \$50 non-refundable replacement fee. You will receive notification through your City Colleges email account when your card has arrived.

If you have further questions, email the CTA at: cta-upass@transitchicago.com, call 1-888-YOUR-CTA, or visit the [CTA U-PASS website](#).

Career Planning and Placement Center

Malcolm X Career Planning & Placement provides comprehensive services and resources to help you make informed decisions about careers. We also help you successfully transition to the workforce. Email or call to make an appointment.

Room 1400 A

Phone: (312) 850-7267

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/career-services.aspx>

Access Center

Room 1302

Phone: 312-850-7342

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/disability-access-center.aspx>

Financial Aid

Room 1407

Phone: (312) 850-7070 or (312) 850-7146

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Financial-Aid.aspx>

Fitness Center

Room 1204

Phone: (312) 850-4557

Hours posted at Fitness Center.

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Fitness-Center.aspx>

Library (Carter G. Woodson Library)

Room 2300

Phone: (312) 850-7244

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/library-system.aspx>

Registrar

Room 1404

Phone: (312) 850-7105

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Registrar.aspx>

Student clubs, Groups, and Organizations

Room 1406

Phone: (312) 850-7492

<https://www.ccc.edu/colleges/malcolm-x/services/pages/clubs-groups-organizations.aspx>

Student Government Association

The Student Government Association (SGA) provides a forum for the open exchange of views and ideas on matters of importance to students. The SGA defends students' rights, advocates on behalf of students, and helps to formulate academic and institutional policies that affect students. It governs student clubs, groups and organizations and provides funding via its SGA annual budget allocation from the City Colleges of Chicago. Finally, the SGA plans and sponsors social and cultural events throughout the academic year.

Phone: (312) 850-3530

Room: 1418

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/student-government-association.aspx>

Student Services

The Student Services Department assists students in selecting an academic pathway that aligns with their career goals, provides ongoing support through completion and graduation, offers career and transfer assistance, supports student clubs and organizations, and provides support for veterans and students with disabilities.

Room 1406

Phone: (312) 850-7120

<https://prepare.ccc.edu/mxvss/> *** virtual website during COVID

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/student-services.aspx>

Testing Resources Center

Room 1413

Phone: (312) 850-7238

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/testing-resources.aspx>

Textbooks

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/Bookstore.aspx>

Transfer Resource Center

Our Transfer Resources Center helps students create a plan for a seamless transition to 4-year institutions.

Room 2003

Phone: 312-850-7088

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/transfer-resources.aspx>

Trio Student Support Center

The TRIO Student Support Services Program provides help to low-income, disabled or first-generation college students achieve a college education.

Room 1405

Phone: (312) 850-7150

<http://www.ccc.edu/colleges/malcolm-x/departments/Pages/TRIO-Student-Support-Services.aspx>

Tutoring Services-Academic Support Center

Malcolm X College Tutoring Services offers free tutoring and academic support services to assist students in achieving personal and academic success. Tutors are available in a wide variety of subjects to assist students through one-on-one and group tutoring sessions. We encourage any student to seek tutoring to gain a deeper comprehension of course content and to enhance learning development.

Top Ten Reasons Students Should Seek Tutoring:

1. Helps to improve failing or declining grades
2. Builds confidence and self esteem
3. Teaches students how to overcome test anxiety
4. Provides enrichment for the successful student
5. Teaches organizational skills
6. Reduces frustration with a particular subject
7. Prepares students for standardized testing and improves success
8. Establishes a good foundation for early learners struggling with key concepts
9. Helps with common core standards and teaches students new learning techniques
10. Reduces the struggle with homework

Room 2301 Phone: (312) 850-7473

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/tutoring.aspx>

Veterans Services

The Veterans Services Center is a centralized, on-site source of support and access to veterans-specific information and resources.

Room 1300

Phone: (312) 850-7859

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/veterans-services.aspx>

Wellness Center

To make an appointment, walk into Room 2211 (use Elevator 6 only) or call us at (312) 850-7122.

Counseling for Personal Challenges

Counseling can help you address a host of challenges, including: life transition; stress and time management; grief and loss; testing and public speaking anxiety; family issues; relationship conflict; veterans' re-entry; anxiety, depression, and other mental health issues.

Stress and Time Management Coaching

Being a college student is stressful. Wellness Center staff can help you create a stress and time management plan and develop other personal organizational skills.

Connect to Public Aid & Community Resources

Many students are unaware that they qualify for various public resources such as SNAP, subsidized health insurance/Medicaid, unemployment, & supportive and emergency housing. The Wellness Center can help you learn more about these programs and how to apply and also assist you in connecting to low- or no-cost community resources, such as medical and dental care, groceries and hot meals, legal services, and childcare.

Support Groups

Support groups are offered on topics relevant to college students, such as stress and time management, busy parents, anger management, and veterans' issues. Check with your Wellness Center to see what is offered for each term.

<http://www.ccc.edu/colleges/malcolm-x/departments/pages/wellness-center.aspx>

APPENDIX

Forms and samples of other documentation referenced in the handbook are included in the Appendix. If you do not locate a particular form in the Appendix, please contact the Senior Program Director.

Student Accident Health Form

CITY COLLEGES OF CHICAGO STUDENT ACCIDENT HEALTH FORM INJURIES SUSTAINED BY STUDENTS IN CLASSROOM AND INTERNSHIP ACTIVITIES			
CLAIM FILING INSTRUCTIONS			
1. Complete the statements below and provide all requested information.			
2. Attach a copy of the Attending Physician Report if Medical Treatment has been provided.			
3. Attach a copy of the College Security Department Report.			
4. Forward this form to the Director of Risk Management, City Colleges of Chicago, 226 W. Jackson Blvd., Chicago, IL			
5. Forward all associated future medical invoices to Director of Risk Management, City Colleges of Chicago, 226 W. Jackson Blvd., Chicago, IL 60606.			
TO BE COMPLETED BY THE STUDENT AND THE COLLEGE			
Student Name (Print Last, First, Middle)		College	
Address of Student		City	State Zip
Home Telephone Number	Cell Number	Alternate Contact Number (required)	
Associated Class or Internship	Social Security Number	Date of Birth	Gender Male ____ Female ____
Location of Incident	Date of Incident	Time of Incident	Result of Accident (yes or no)
NOTICE TO STUDENT			
This Plan is for School Time coverage only. School Time Coverage includes travel to, from and while at the College while classes are in regular session during the school term. The Plan also covers accidents while traveling to, from and while at College sponsored activities. Normal travel time includes one hour before and after the College's regular session or sponsored activity.			
ACADEMIC PROGRAM			
Course of	Course of Study		Activity
__ Allied Health	__ Culinary		__ During Class Hours
__ Arts & Theater	__ Manufacturing		__ During Lab Hours
__ Automotive	__ Sciences		__ During Internship
__ Construction	__ Vocational		__ During Practicum
INJURY AND TREATMENT			
Nature of Injury			
Describe events of accident			
Medical Treatment Received			
Provider of Medical Treatment			
INSURANCE DATA			
Name of Parent or Spouse	Address	Telephone #	Cell #
Parents Employer	Group Health Insurance? YES __ NO __	Are You Covered under the Policy? YES __ NO __	
If Yes, Name of Insurance Co.		Other sources of Health Insurance Benefits YES __ NO __	
AUTHORIZATION			
I hereby authorize release to City Colleges of Chicago, or its agent, any medical, hospital, physician or other insurance information concerning myself which may be required to process my claim. A photocopy of this authorization may be honored in lieu of an original document.			
SIGNATURES			
Student Signature		Date	
Signature of College Official		Date	
I hereby certify that the statements made are correct to the best of my knowledge and believe that the above named claimant was insured hereunder at the time of the accident, and that the above injury was sustained while participating in official activities under the adequate organizational supervision on _____ (Date of Injury).			
CCC/RM-Student Accident Health Claims			

CITY COLLEGES OF CHICAGO

OFFICE OF RISK MANAGEMENT

SUBMISSION OF STUDENT ACCIDENT HEALTH PLAN MEDICAL

**PRESENT THIS FORM TO:
THE ADMITTING OFFICE OF THE MEDICAL PROVIDER**

**THE CITY COLLEGES OF CHICAGO DISTRICT IS
COMPRISED OF THE FOLLOWING COLLEGES:**

- DALEY COLLEGE
- KENNEDY-KING COLLEGE
- MALCOLM X COLLEGE
- OLIVE-HARVEY COLLEGE
- TRUMAN COLLEGE
- WRIGHT COLLEGE
- HAROLD WASHINGTON COLLEGE

MEDICAL PROVIDER NOTE WELL:

**CANNON COCHRAN MANAGEMENT SERVICES, INC. IS
ENGAGED BY THE DISTRICT TO ADMINISTER ALL STUDENT
ACCIDENT HEALTH PLAN CLAIMS.**

**MEDICAL INVOICES FOR SERVICES ASSOCIATED WITH
INJURY TO A CCC STUDENT TOGETHER WITH SUPPORTING
MEDICAL DOCUMENTATION SHOULD BE DIRECTED TO:**

**CCMSI
114 S. RACINE AVENUE – FLOOR 2
CHICAGO, ILLINOIS 60607
Tel. 312-455-1612
Fax 312-455-1659**

Campus Security Authority Incident Report Form

**City Colleges of Chicago
Campus Security Authority Incident Report Form**

Use this Campus Security Authority (CSA) Incident Report Form to document as much of the incident as the victim can recall. **Exclude the victim's identity if confidentiality is requested.** The awareness of the incident can come from a direct report, a student or staff member or from a third party. City Colleges of Chicago Safety and Security Department will use the submitted information to verify the appropriate classification of the crime.

PLEASE FILL OUT ALL RELEVANT FIELDS

Do Not Provide name/contact information if the person requests confidentiality

Date Incident Reported CSA: _____ (MM/DD/YYYY)

CSA Contact Information (*Contact Information is Mandatory*)

First and Last Name: _____

Campus Phone: _____ - _____ - _____

E-mail: _____

Date(s) of Incident Occurrence (**SELECT ONE CATEGORY**)

- Specific Date: _____ (MM/DD/YYYY)
- Date Range: From: _____ / _____ / _____ TO _____ / _____ / _____ (MM/DD/YYYY)
- Date(s) Unknown:

Incident Description: Please provide specific information relative to the reported incident.
(If additional space is required, please document on the last page)

Select the category that best fits the description of the crime you are reporting:

- **Homicide** – Murder, Non-negligent Manslaughter, and Negligent Manslaughter
- **Assault-Aggravated** – The unlawful attack upon another with intent to inflict great bodily harm.
- **Sexual Assault-** Rape, Fondling, Incest or Statutory Rape Were the victim and offender acquainted? **(Check appropriate box)**
 - Yes
 - No
 - Unknown
- **Burglary** – **The unlawful entry into a structure to commit a felony or theft.**
- **Robbery** – The taking/attempting to take something by force, violence, threat, or by putting victim in fear.
- **Motor vehicle theft** – The theft of automobiles, trucks, etc., including "joyriding" by a person(s) without lawful authority.
- **Arson** – The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Liquor Law Violations** - The underage possession, consumption or distribution to minors. (Check appropriate action)
 - Arrest
 - Student Referral
- **Drug Law Violation** - The use, possession or distribution of controlled substances; or possession of drug paraphernalia. (Check appropriate action)
 - Arrest
 - Student Referral
- **Weapon Law Violation-** The possession or use of any or all illegal weapons. (Check appropriate action)
 - Arrest
 - Student Referral

- **Hate crime-** The criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias (race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability) against the victim. Criminal offenses associated with Hate Crimes are:
 - Murder and Non-negligent Manslaughter
 - Sexual Assault
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Arson

- **In addition to those offenses, the following offenses can be reported as a Hate Crime if they were motivated by the perpetrator's bias.**
 - Larceny-Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property

- **Violence Against Women Act (VAWA) Offenses- VAWA includes:**
 - Dating Violence
 - Domestic Violence
 - Sexual Assault
 - Stalking

- **Other crimes:** (Specify)

To your knowledge, was law enforcement notified?

- **Yes**
- **No**

Agency Notification Information:

Agency: _____ Date: _____ Time: _____

Person/Officer Notified: _____ Phone Number: _____

Was the crime reported to you by the victim or third party?

- Victim**
- Third Party**

If Third Party, please provide:

Do Not Provide Name/Contact Information If The Person Requests Confidentiality

Name: _____

Phone: _____

Relationship: _____

Which best describes the location of the crime? (Check all the apply)

- On-Campus
- Off-Campus, public property immediately adjacent to campus (sidewalks, streets, etc.)
- Off-Campus, but on Campus leased or controlled space
- Off-Campus, **NOT** affiliated with and **NOT** adjacent to campus
- Unknown

If location is known, please provide specifics (building name, address, office number, etc...)

Is there evidence that this crime was motivated by bias?

-
- Yes**
 - No**

If you answered “Yes”, please identify each category that contributed to the bias.

-
- Race**
 - Religion**
 - Sexual Orientation**
 - Gender**
 - Gender Identity**

- **Disability**
- **Ethnicity**
- **National Origin**

Please provide a summary supporting bias motivation for Hate Crime.

Additional Information:

Risk Management Medical Provider Letter

Malcolm X College

Student: _____

Chief Risk Officer:

Please be advised that the Board of Trustees of Community College District No. 508 dba City Colleges of Chicago sponsors a Self-Insured Plan to insure the risk exposures associated with its Students participating in various internal and external Practicum opportunities.

The Plan funds Student Accident Health Claims that may arise during the course of activities performed on behalf of the Sponsoring Site. The Office of Risk Management administers the Plan and all Claims must be submitted through this office.

Should you have questions concerning this correspondence, I may be reached at 312-553-3276 or by e-mail directed to rpassarelli@ccc.edu.

Respectfully,
Ralph G. Passarelli
Director of Risk Management

MXC Dental Hygiene Course Remediation Agreement

I _____ have agreed to participate in one-on-one remediation for the course _____. I understand that I have failed to meet the benchmarks set forth in this course syllabus. I also understand that participating in these remediation sessions does not guarantee that I will be successful.

1. I understand that prior to meeting with the course instructor I will self-assess my progress in the course and identify areas needing improvement and develop remediation goals.
(Student to complete this section.)

Click or tap here to enter text.

2. I agree to meet on the following date(s) for one-on-one instruction.

Click or tap here to enter text.

3. The remediation plan is outlined below:

Click or tap here to enter text.

I understand that **I am the only person** who can ensure my success. Success of the remediation plan will be determined by the course director. Failure to meet these terms can result in dismissal from the Dental Hygiene Program.

Student:

Date:

Course Director Identifying Deficiency:

Date:

Senior Director:

Date:

Petition for Re-Entry to MXC Dental Hygiene Program

This petition must be completed by students who are re-applying to the Program after initiating a withdrawal for non-academic reasons. Please answer each of the following questions and attach a medical clearance letter (if indicated).

Why did you withdraw from the Program?

Click or tap here to enter text.

Explain why you should be re-admitted to the Malcolm X Dental Hygiene Program:

Click or tap here to enter text.

Explain why you will be successful in the Program in the future:

Click or tap here to enter text.

Printed Student Name

Student Signature

Date

Petition for Readmission to MXC Dental Hygiene Program

This petition must be completed by students who have been dismissed from the Program once and wish to be reapply to the Program. Please answer the following questions and submit this form along with your application packet by the Program application deadline.

Why were you dismissed from the Program?

Click or tap here to enter text.

What steps have you taken during your time away to improve your chances of successfully completing and graduating from the MXC Dental Hygiene Program?

Click or tap here to enter text.

Explain why you should be re-admitted to the Malcolm X Dental Hygiene Program:

Click or tap here to enter text.

Explain why you will be successful in the Program in the future.

Click or tap here to enter text.

Printed Student Name

Student Signature

Date

Warning Form

Student Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

Reason for Warning: (Check all that apply.)

- Late to Clinic or Practicum
- Safety
- Attendance
- Insubordination
- Violation of Professional Standards
- Other _____

You are receiving this warning because of the following actions. (Describe in detail.)

Click or tap here to enter text.

Unless this problem is corrected, further action may be taken, pursuant to the CCC Academic Student Policy or the remediation process described in the DHP handbook.

Faculty Signature: _____

Date: Click or tap here to enter text.

Senior Director, Health Sciences, Dental Hygiene Signature: _____

Date: _____

I have received this disciplinary action and understand that unless this problem is corrected, further action may be taken.

Student Signature: _____

Date: _____

Student Acknowledgment Statement

I acknowledge that I am able carry out the Technical Standards for a dental hygienist as listed on pages 11-12.

- Yes
- No

If NO, please contact the Senior Director, who will consult with the ACCESS Center Director, to discuss what accommodations may be necessary to assist you in participating in the Program. If you prefer to have an initial confidential conversation prior to contacting the Senior Director, you may reach out to the Director of City Colleges of Chicago’s ACCESS Center or the Malcolm X College’s Dean of Student Services.”

The College will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the Program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the Technical Standards outlined in the Technical Standards either with or without reasonable accommodations.

“I have read through, and understand, the Technical Standards of a dental hygienist included in the Malcom X College Dental Hygiene Program. I understand that if I should have any concerns or questions, it is my responsibility to contact the Senior Director, Health Sciences, Dental Hygiene.”

Student Signature: _____

Print Name: _____

Date: _____

Address: _____

Phone Number: _____



Marketing and Communications

312.553.2528
fax:312.553.2554

Photo Video Release Form

PHOTO/VIDEO RELEASE FORM

All photographers/videographers creating photographs/videos on college property or at college events must obtain a signed release form from each subject in the photo/video, or their legal guardian. These rules govern photographs/videos intended for use in City Colleges' promotional and public awareness context. This release form has been approved by the City Colleges Office of General Counsel.

DATE: _____

I hereby grant City Colleges of Chicago and _____,
permission to interview me/and or use my likeness in photograph(s) / video pertaining to promotion of _____
College. I will make no monetary or other claim against the City Colleges of Chicago or
_____ College for the use of the interview and/or photograph(s)/ video in this context.

Name: _____

Signature: _____

Legal Guardian / Relation to subject (if subject is a minor)

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Requested by: _____



Consent, License and Release Agreement

I, the undersigned, hereby grant my permission and consent to City Colleges of Chicago ("CCC") and its affiliates, officers, agents, and employees (together, "CCC Representatives") to photograph, video record, or audio record me.

I hereby grant an irrevocable, world-wide, royalty-free right and license to CCC and CCC Representatives to utilize, adapt, modify, reproduce, distribute, publicly perform and display the photographs, video, and/or audio (collectively "Media") taken of me for use in promotional, educational, informational, advertising or commercial materials and communications in any form now known or later developed, including but not limited to publications, websites, articles, brochures, books, magazines, newsletters, exhibits, videos, films, social media, advertisements, and training programs (collectively "Materials"). Furthermore, I hereby authorize and consent to the use of my name, image, likeness, and voice (collectively, "Likeness") in the Media for all Materials or any other purposes deemed appropriate by CCC.

I hereby waive any right to royalties or other compensation arising from or related to the use of the Media or Materials. I hereby waive any right to be notified or to inspect or approve the Media or any Materials that are created using my Likeness, now or in the future, whether that use is known or unknown to me.

I hereby release and hereby agree to indemnify and hold harmless CCC and its Board of Trustees, CCC Representatives, and their licensees and assigns for any and all claims that I or any third party may have now or in the future for invasion of privacy, right of publicity, copyright infringement, defamation, or any other cause of action arising of the use, utilization, adaptation, modification, reproduction, distribution, publicly performance or display of my Likeness in the Media or Materials. In accordance with this complete release of all rights in my Likeness used in the Media and Materials, I hereby waive any and all claims, damages, or liability arising from or related to the use of the Media, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, of my Likeness that may occur or be produced in taking, processing, reducing, adapting, modifying, producing, reproducing of the Media and Materials and their publication, distribution, display or performance. I understand and agree that CCC is and shall be the exclusive owner of all right title and interest, including any copyright, in the Media and Materials.

I have read this Consent, License and Release before signing below, and I fully understand the contents, meaning, and impact of this Consent, License and Release. This Consent, License and Release shall be binding upon and inure to the benefit of my successors and assigns, and contains the entire understanding of the parties with regards to the Media and Materials.

I hereby represent that I am eighteen (18) years of age or older and I am competent to contract in my own name.

_____	_____	_____
Name (print)	Email Address	Cell Number
_____	_____	_____
Signature		Date
_____	_____	_____
Address	City	State

I hereby certify that I am the parent and/or legal guardian of the above-named minor, and do hereby give my consent without reservation to CCC on behalf of such minor child.

_____	_____	_____
Name (print)	Parent/Guardian Signature	Date
Name of Event (if applicable):		

Informed Consent for Dental Hygiene Students as Simulated Patients

Malcolm X College Dental Hygiene Student Informed Consent Student Acting as Simulated Patient		
IMPORTANT: READ BEFORE SIGNING AGREEMENT AND RELEASE OF LIABILITY		
<p>I _____, understand that as part of the dental hygiene academic and clinical education program I am required to participate in various lab, pre-clinical, and clinical classes as a simulated patient. Instructors and other students will have opportunities to demonstrate and practice on me skills learned in various classes. These skills include, but are not limited to: clinical instrumentation, radiology techniques, and dental materials lab techniques. I understand that there is some risk of injury resulting from my participation in these courses.</p> <p>Further, I understand and hereby expressly acknowledge that the Malcolm X College, Dental Hygiene Clinic has expressly advised me verbally and in this writing that the Procedures I may participate in are delivered by Students who are not presently licensed to practice dental hygiene in the State of Illinois and may cause discomfort and perhaps bodily injury.</p> <p>I understand and hereby expressly acknowledge that these Procedures might, under some circumstances, about which I have been advised, pose certain dangers, including, but not limited to, bleeding, swelling, allergic reaction, etc. and therefore, involve the risk of serious injury.</p> <p>I hereby Release, Waiver, Discharge and Covenant Not to Sue the Board of Trustees of Community College District No. 508 or Malcolm X College, its officers, agents, servants, employees, assigns, or successors, or students of Malcolm X College's Dental Hygiene Clinic, for any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or death arising out of the Services I receive and participating in the services contemplated by this CONSENT, whether such loss, damage, or injury is caused by the negligence of the Board of Trustees of Community College District No. 508 or Malcolm X College, its officers, agents, servants, employees, assigns, or successors, or students of Malcolm X College's Dental Hygiene Clinic or from some other cause.</p> <p>In the unlikely event that I become injured, I will immediately report it to the course instructor and complete the College incident report. Should I require appropriate medical intervention, I acknowledge my right to file a Claim under the District's Student Accident Health Plan (SAHP) and shall coordinate this effort through the Dental Program Director and the Office of Risk Management.</p> <p>I acknowledge that during the course of participation I, as well as peers providing services, are subject to all HIPAA regulations and agree to execute acceptance of same on a separate document.</p> <p>I HAVE CAREFULLY READ AND VOLUNTARILY SIGN THIS CONSENT AND WAIVER OF LIABILITY OF MY OWN FREE WILL, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.</p>		
SIGNATURES		
Name of Student (print)	Signature of Student	Date:
Director, Dental Hygiene Program (print)	Signature of Director	Date:
CONTACT DATA		
Emergency Contact	Emergency Contact Telephone #	Personal Health Insurance Carrier
ORM rev. 4/3/20		

HIPAA Form for Dental Hygiene Students as Simulated Patients



CITY COLLEGES of CHICAGO
Malcolm X
Education that Works

Malcolm X College Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by law to give you this Notice of our duties and privacy practices and your rights. We are required to follow the terms of this Notice. This Notice also describes some, but not all of the uses and disclosures we may make with your protected health information. This Notice also describes your rights to access and control your protected health information including demographic information that may identify you and that relates to your past, present, or future physical or mental health condition and related health care services. There are other laws that provide additional protections for medical information related to treatment for mental health, alcohol abuse, drug abuse, and HIV/AIDS. We will follow the requirements of those laws for these types of medical information.

WE MAY USE AND DISCLOSE INFORMATION FOR THE FOLLOWING PURPOSES:

To You and Your Personal Representatives: We may disclose your health information to you or your personal representative (an individual who has the legal right to act on your behalf).

To Others Involved In Your Care: we may share your health information with family members or friends who are directly involved in your medical care, or the payment of your medical care, when you are present and have given us verbal or written permission. We will not discuss your health information with your family or friends if you are not present unless you have given us permission or we believe it is in your best interest. Our health professionals will exercise their professional judgment in determining when friends and family members may receive health information (e.g., a family member picking up a prescription from the pharmacy for a sick individual).

Treatment: We will use or disclose your protected health information to provide treatment, and to coordinate, manage your healthcare and any related services. For example, we give information to doctors, nurses, lab technicians, students, and nurses, including information from tests you receive and we record that information for others to use. We may provide information to your other providers to arrange for a referral or consultation.

Payment: We will use or disclose your protected health information as needed, to obtain payment for your health care services. For example, we will also use or disclose your medical information to bill directly and to obtain payment from third parties that may be responsible for payment, such as family members.

Health care Operations: We will use or disclose your protected health information, as needed, in order to perform healthcare operations. Healthcare operations include, but are not limited to: quality

Dental Hygiene Department | 1900 W. Jackson Blvd | Chicago, Illinois 60612 | 312-850-7028 |
malcolmx.ccc.edu



Correctional institutions: We may disclose your protected health information if you are an inmate for your health and the health, and safety of others.

Worker's Compensation: We may disclose your protected health information as authorized to comply with worker's compensation laws and other similar legally established programs.

Business Associates: We may hire third parties to provide us with various services that are necessary for our clinic to function. Before we share your health information with these companies, we will have a written contract with them in which they promise to protect the privacy of your health information.

Fundraising: We may use and disclose your health information for fundraising communications, however, you have the right to opt out of receiving future fundraising communications.

Other Uses and Disclosures of PHI: We have no plans to sue or disclose your health information for purposes other than those provided for above or as otherwise permitted or required by law. If you provide us an authorization to use or disclose your health information to third parties, you may revoke the authorization, in writing, at any time. If you revoke authorization, we will no longer use or disclose your health information for the reasons covered by your written authorization. Please remember that we are unable to take back any disclosures we have already made with your authorization.

YOUR HEALTH INFORMATION RIGHTS

You have several rights regarding your health information and we will respect your right to exercise them. If you wish to exercise your rights, you must submit a written request on a standard form we will provide to you. You can obtain this form by contacting the Dental Hygiene Clinic at 312-850-7028, or by writing to us at [1900 West Jackson, Chicago, IL 60612](#)

Right To Inspect And Copy: You have the right to inspect and copy your health information that we maintain. Usually, this includes your medical and billing records. If you request a copy of the information, we may charge a fee for our costs of providing the copy. We may deny your request to inspect and copy in very limited circumstances. If we deny your request to access your health information, we will explain why the request was denied and whether you have the right to a further review of the denial.

Right To Request Amendments: If you feel that your health information is incorrect or incomplete, you may ask us to correct the information. You must include with your request an explanation of how and why your health information needs to be corrected. We may deny your request for correction in certain limited circumstances. If we agree to your request for correction, we will take reasonable steps to inform others of the correction.

Right To Request An Accounting Of Disclosures: You have the right to request an accounting of disclosures. This is a list of certain disclosures of your health information that we have made to third parties. This is limited to disclosures during the last three years. If you request this accounting more

Dental Hygiene Department | 1900 W. Jackson Blvd | Chicago, Illinois 60612 | 312-850-7028 | malcolmx.ccc.edu



CITY COLLEGES of CHICAGO
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than once in any 12 month period, we may charge you for the cost of responding to these additional requests. Your request should tell us how you want the list (e.g., on paper, via email, or on a disk).

Right To Request Additional Restrictions: You have the right to request a restriction on how we use or disclose your health information to third parties for your medical treatment or management of our health care operations. You also have the right to request a limitation on how we disclose your health information to those involved in your care or the payment of your care, such as a family member or friend.

Right To Request Confidential Communications: We communicate to you information about your health care treatment and payment. If you feel that our communicating with you may endanger you, you may request that we communicate with you using a reasonable alternative means or location. For example, you can ask that we contact you only at work, by email, or by mail at a specified address (such as a P.O. box, rather than your home mailing address). We will accommodate all reasonable requests.

Right to A Paper Copy Of This Notice: You have the right to receive a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. You may also receive a paper copy of this notice by writing to us at the address listed above.

Right To Receive Notification Of A Breach Of Your Health Information: You will receive timely notification if there is a breach of your unsecured health information.

QUESTIONS OR COMPLAINTS

If you have questions about your privacy rights as described in this Notice, or if you believe that we may have violated your privacy rights, please contact us at: [1900 West Jackson St, Chicago, IL 60612 or \(312\)850-7028.](#)

You may also file a written complaint with us, as well as with the Department of Health and Human Services. We support your right to protect your health information. We will not penalize you or retaliate against you for filing a complaint.

*** revised September 2015 from Previous Notice of Privacy Practices from CODA Self-Study 2012 and 2013 Amendments to HIPPA Privacy Act.*

Name: _____ Date: _____

Dental Hygiene Department | 1900 W. Jackson Blvd | Chicago, Illinois 60612 | 312-850-7028 | malcolmx.ccc.edu

Academic Integrity Pledge

I am committed to being a person of integrity. I pledge as a student of the Malcolm X College Dental Hygiene Program to abide by and uphold the standards of Academic Integrity contained in the student standards of conduct code.

Printed Name

Signature

Date

Agreement to Abide by the Dental Hygiene Program Student Handbook

I have read the Malcolm X College Dental Hygiene Program Student Handbook and I acknowledge I will be held responsible for all of its content. My signature indicates that I have had the opportunity to request clarification and that I understand and agree to abide by all Program policies and procedures. In addition, I understand the responsibilities and expectations assigned to me as a student of the Malcolm X College Dental Hygiene Program.

Student
Name_____

Student
Signature_____

Date_____