

# SCHOOL OF DENTAL HYGIENE

## General Office

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## Degree Programs Offered

### The Profession of Dental Hygiene

Dental hygiene is a self-regulated health service profession concerned primarily with the prevention of oral disease and the promotion of optimum oral health. As a licensed professional, the dental hygienist's scope of practice is regulated by provincial legislation. The dental hygiene process of care consists of five components: assessment, dental hygiene diagnosis, planning, implementation, and evaluation. Current practice settings include: Private dental practice, community health centres, institutions (e.g., hospitals, long-term care facilities), primary health care centres, home care and other outreach programs, educational institutions (e.g., universities, community colleges), the military, research,

and industry. Dental hygienists acquire competence through instruction in basic sciences, oral health sciences, the humanities and clinical practice. Through more than 600 hours of a competency-based clinical curriculum, students are prepared to meet the needs of a broad range of population groups.

The School of Dental Hygiene Mission Statement: In a dynamic environment of excellence and progressive learning, the University of Manitoba, School of Dental Hygiene prepares future dental hygienists to enhance the health and wellbeing of the public through oral health promotion, disease prevention and therapeutic means; and to be active members of the global health care community.

### Practice Requirements

After successful completion of the National Dental Hygiene Certification Board Examination, in Manitoba, graduates must apply to the College of Dental Hygienists of Manitoba for a license to practice as a dental hygienist. Dental hygienists must fulfil the requirements of the respective provincial regulatory authorities licensing bodies. The minimum educational credential for licensure in the province of Manitoba is the Diploma in Dental Hygiene. Licensed dental hygienists may continue their education by completing a Bachelor of Science Degree in Dental Hygiene.

**Note:** Students admitted to the School of Dental Hygiene must register annually with the College of Dental Hygienists of Manitoba. Further information regarding student registration requirements can be found in Faculty Academic Regulations. (p. 1)

## Programs

Degree/Diploma	Years to Completion	Total Credit Hours	Has Co-op Option
Dental Hygiene, B.Sc.D.Hyg. ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/dental-hygiene/dental-hygiene-bscdhyg/">https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/dental-hygiene/dental-hygiene-bscdhyg/</a> )	1-2	19-120	
Dental Hygiene, Dip.D.Hyg. ( <a href="https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/dental-hygiene/dental-hygiene-dipdhyg/">https://catalog.umanitoba.ca/undergraduate-studies/health-sciences/dental-hygiene/dental-hygiene-dipdhyg/</a> )	3	101	

## Faculty Academic Regulations

### Admission Requirements

#### Diploma in Dental Hygiene

The following is a summary of admission requirements. All admission requirements, as well as application deadline dates and forms, are included in an applicant information bulletin that is available from the Admissions Office, Enrolment Services, 424 University Centre; this information is also posted on the university's website (<https://umanitoba.ca/explore/programs-of-study/diploma-dental-hygiene/>).

#### Direct Entry

#### General Direct Entry/University of Manitoba Admission Requirements

Manitoba high school graduation, with five full credits at the Grade 12 level, in courses designated S (Specialized), G (General), or U (Dual Credit –University).

### Specific Requirements for the School of Dental Hygiene

A minimum 85% average over the four required courses with no less than 60% in each required course.

- Any English 40S
- Mathematics: either Applied 40S or Pre-Calculus 40S
- Chemistry 40S
- Another academic 40S course

**Notes:** Candidates must meet the specific subject requirements, minimum grades, average or other requirements as listed for the program. Should demand exceed available positions, higher averages may be required to be competitive (higher than 85%). Only Canadian Citizens and Permanent Residents will be considered for admission.

Selection criteria: 100 per cent based on academic standing.

### Advanced Entry Applicants

The following is a summary of the admission requirements for Advanced Entry. Applicants to this category must successfully complete the

following courses prior to application. Course are normally completed within University 1, however, equivalent academic courses completed at recognized universities elsewhere will be considered.

Course	Title	Hours
Any 3 credit hour ENGL course at the 1000 level or higher		3
CHEM 1100 & CHEM 1110	Introductory Chemistry 1: Atomic and Molecular Structure and Energetics and Introductory Chemistry 2: Interaction, Reactivity, and Chemical Properties <sup>1</sup>	6
and		
CHEM 1120	Introduction to Chemistry Techniques <sup>1</sup>	3
PSYC 1200	Introduction to Psychology	6
BIOL 1410	Anatomy of the Human Body	3
BIOL 1412	Physiology of the Human Body	3
STAT 1000	Basic Statistical Analysis 1 (CHEM 1310::Course no longer offered)	3
6 credit hours of electives (Sociology is strongly recommended)		6
<b>Total Hours</b>		<b>33</b>

<sup>1</sup> The former CHEM 1300 and CHEM 1310 in combination can be used in lieu of CHEM 1100 and CHEM 1110 and CHEM 1120. Students having completed only CHEM 1300 must complete CHEM 1110 and CHEM 1120 to fulfill the Introductory Chemistry requirement.

All science courses must include the laboratory component.

### Other Requirements

Minimum GPA for consideration: 3.00 with no grade less than C, with the exception of English which requires the minimum grade of C+. Admission is competitive.

Selection criteria: 100 per cent based on academic standing for the General Applicant Category. An interview, biographical sketch and letters of reference are considered within the Individual Applicant Category. Preference will be given to Manitobans in the Individual Applicant Category (includes the Canadian Indigenous/Aboriginal Peoples applicant category) and on the alternate list.

### Bachelor of Science in Dental Hygiene, Degree Completion Program

The program will be available to dental hygiene diploma graduates of the University of Manitoba or other accredited dental hygiene educational institutions wishing to complete requirements for the baccalaureate degree on a full-time or part-time basis. Transfer of credit for courses completed at other institutions will be possible through appropriate University procedures. The School will evaluate credits from other institutions on an individual basis. The following is a summary of the admission requirements. All admission requirements, as well as application deadline dates and forms, are included in an applicant information bulletin that is available from the Admissions Office, Enrolment Services, 424 University Centre; this information is also posted on the university's website (<https://umanitoba.ca/explore/programs-of-study/dental-hygiene-degree-completion-program-bscdh/>).

Admission to the degree completion program requires of students that:

- They must possess a Diploma in Dental Hygiene from either a university or community college program accredited by either the Commission on Dental Accreditation of Canada or the American Dental Association's Commission on Dental Accreditation.

- They must possess the National Dental Hygiene Certification Board (NDHCB) Certificate
- They must hold current licensure to practice dental hygiene in Canada and be eligible for licensure to practice in Manitoba.
- They must possess all the pre-requisite course requirements prior to admission (see prerequisite requirements, options A & B below)

### Prerequisite Requirements

Option A:

This option is for those graduate of accredited dental hygiene programs who completed a proscribed pre-professional year of university studies prior to entry into their dental hygiene program

Required Prerequisites (minimum C grade in each course):

Course	Title	Hours
One of the following:		3
REHB 2450	Research Methodology for Medical Rehabilitation	
PSYC 2250	Introduction to Psychological Research	
PSYC 2260	Introduction to Research Methods in Psychology	
	or equivalent	
STAT 1000	Basic Statistical Analysis 1 (or equivalent)	3
<b>Total Hours</b>		<b>6</b>

Option B:

This option is for dental hygienists who are graduates of accredited two year programs which did not require a pre-professional year of university studies

Required Prerequisites (minimum C grade in each course):

Course	Title	Hours
REHB 2450	Research Methodology for Medical Rehabilitation (or equivalent)	3
STAT 1000	Basic Statistical Analysis 1 (or equivalent)	3
Free Choice Electives		15
<b>Total Hours</b>		<b>21</b>

The required minimum grade for specified prerequisite courses including electives is a C. There is a **required minimum overall grade point average of 3.0 (B) in the candidates Diploma in Dental Hygiene or Associated Degree Program.**

Selection is competitive. In the event of a surplus number of applicants, selection will be based on the grade point average (GPA) over the most recently completed 60 credit hours of study completed at the accredited post-secondary level.

### Faculty Academic Regulations

**Limited Access will not affect registration for the current Academic Year, which includes Fall, Winter, and Summer terms. See University Policy and Procedures – Repeat Course Policy – Section 2.5 (a) Limited Access (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/repeated-course-policy/>).**

All students are asked to note that some academic policies and regulations are under review and are subject to change. Please refer to the Governance website (<https://umanitoba.ca/governance/governing-documents/>) for updated information.

The provisions of the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/>) and the University Policies and Procedures (<https://catalog.umanitoba.ca/undergraduate-studies/policies-procedures/>), apply to all students. In addition, the School of Dental Hygiene has regulations and requirements that apply specifically to its students.

Direct Entry students are to be aware that as they will be registered in courses outside of the School of Dental Hygiene (non HYG courses), they may be subject to the rules and regulations of the faculty/school in which those courses reside (primarily the Faculties of Arts and Science).

Direct Entry students are encouraged to become familiar to the rules and regulations of these faculties/schools. Please contact the School of Dental Hygiene ([https://umanitoba.ca/faculties/health\\_sciences/dentistry/dentalthygiene/](https://umanitoba.ca/faculties/health_sciences/dentistry/dentalthygiene/)) for further information.

## Dental Hygiene Diploma Program

### Essential Skills and Abilities for Admission, Promotion and Graduation

As an accredited Canadian dental hygiene program, the Dr. Gerald Niznick College of Dentistry, School of Dental Hygiene at the University of Manitoba is responsible for providing a program of study that ensures graduates have the necessary qualifications (academic knowledge, clinical skills, and professional behaviors and attitudes) to enter the regulated profession of Dental Hygiene in Canada. Becoming and being a dental hygienist requires a wide range of highly specialized skills and abilities. Some of these are taught in dental hygiene school, while others must be brought by the individual as an innate set of essential skills and abilities. The criteria for becoming registered/ licensed as a dental hygienist in Canada requires a level of motor skills and other attributes that are not necessary in other professional occupations. Similarly, the ability to provide reasonable accommodation for special learning needs in dental hygiene may not be the same as it is for other academic programs.

It is important to note that an offer of admission to the Dr. Gerald Niznick College of Dentistry, School of Dental Hygiene is not evidence that the dental hygiene program has verified that an applicant has the prerequisite skills and abilities for success in the program or future professional licensure. However, these skills and abilities are essential if students are to be successful in achieving the competency standards of the profession.

For progression in, and graduation, from the dental hygiene program, all students must conduct themselves in a professional manner, and must have the Essential Skills and Abilities (Technical Standards) discussed under the following five broad areas: Observation/perception; Communication; Motor/tactile function; Cognition; Emotional functioning.

All applicants to the dental hygiene diploma program of the Dr. Gerald Niznick College of Dentistry, School of Dental Hygiene are expected to review the **Essential Skills and Abilities for Admission, Promotion and Graduation in Dental Hygiene Diploma Program** document to assess their ability to meet these standards; all applicants offered admission will be required to acknowledge such review and assessment.

Any candidate for the diploma in dental hygiene program who cannot demonstrate the required skills and abilities throughout their course of study may be requested to withdraw from the program.

For detailed information on the above policy please refer to this link (<https://umanitoba.ca/health-sciences/rady->

[faculty-health-sciences-policies/#dr-gerald-niznick-college-of-dentistry~:text=Attendance,-Essential%20skills%20and%20abilities,-Student%20academic%20appeals](https://umanitoba.ca/health-sciences/policies/#dr-gerald-niznick-college-of-dentistry~:text=Attendance,-Essential%20skills%20and%20abilities,-Student%20academic%20appeals)).

### College of Dental Hygienists of Manitoba (CDHM)

The College of Dental Hygienists of Manitoba (CDHM) is a separate entity from the University of Manitoba. Students admitted into the dental hygiene degree program must be registered with CDHM in order to practice/study as a dental hygiene student in Manitoba. Re-registration is required each academic year.

Students will receive application information during the first week of classes and must complete and return the application to CDHM prior to September 15th of each year. Note that evidence of completion of a CPR – BLS course in the last 12 months is required for the application process.

Failure to register with CDHM will result in being restricted from participating in classes until registration is complete.

For further information please contact the CDHM at 204-219-2678 or [cdhm@cdhm.info](mailto:cdhm@cdhm.info).

### Dr. Gerald Niznick College Of Dentistry/School Of Dental Hygiene Professional Unsuitability By-Law

Students must at all times demonstrate suitability for the dental/dental hygiene profession. In this regard students are obligated to act with integrity and diligence in carrying out their professional responsibilities, and their behaviour and conduct in relation to others must be characterized by consideration, respect and good faith.

The Dr. Gerald Niznick College of Dentistry, School of Dental Hygiene may require a student to withdraw from the College/School when the student has been found unsuited for the practices of dentistry or dental hygiene because the student has been found to have engaged in unprofessional behaviour. A student may be required to withdraw at any time throughout the academic year.

Grounds which may require withdrawal are: demonstrated behaviour which is exploitive, irresponsible, intentionally injurious or destructive to patients; and/or compromised professional judgment through self-interest and/or conflict of interest; and/or an acquired criminal conviction, either in Canada or any other jurisdiction, which is of such a nature as to place in question his/her fitness for the dental professions; and/or participation in any activity related to patient care or any activity related to the practice of the dental professions while under the influence of alcohol or drugs or while abusing prescription drugs; and/or engaging in behaviour or conduct that if engaged in by a practising dentist/dental hygienist would likely result in disciplinary action, including suspension or revocation of the license to practise, by the Manitoba Dental Association or the College of Dental Hygienists of Manitoba.

Detailed information for the above policy can be found on this page (<https://umanitoba.ca/dentistry/>).

### Criminal Record/Adult Abuse Registry/Child Abuse Registry

An adult criminal record, an adult abuse registry and a child abuse registry self-declaration will be required of all applicants at the time of application. A formal Adult Criminal Record Check (including vulnerable sector screening), a formal Adult Abuse Registry Check<sup>1</sup> and a formal Child Abuse Registry Check<sup>1</sup> are required at the time of registration, and annually thereafter keeping in accordance with existing policies of

other health, education and social service programs at the University of Manitoba.

Direct Entry students will be required to provide these documents upon entry to the first clinical year of the program (DH2), prior to registration.

Failure to provide these documents may impact on registration and a student's ability to progress in the Dental Hygiene program.

<sup>1</sup> The School will provide information on the application process (through the School).

### Immunization and Bloodborne Diseases Policy

The Dr. Gerald Niznick College of Dentistry and School of Dental Hygiene maintain comprehensive immunization requirements to protect the wellbeing of our students and the health of patients and communities with whom they will have contact during their curriculum.

All students enrolled in the School of Dental Hygiene must have immunity demonstrated against the following diseases: tetanus, diphtheria, pertussis, polio, measles, mumps, rubella, varicella (chickenpox), and hepatitis B. Students need to undergo testing for tuberculosis (TB) infection, unless the student already has a past history of TB infection or TB disease documented. Students must receive yearly influenza vaccinations. Students who cannot receive certain immunizations due to allergies or pregnancy must provide a physician's certificate stating this.

Before the first day of classes, all students must complete and return the University of Manitoba Immunization Record Form (Package A), as provided by the School of Dental Hygiene/Dentistry Student Services Office. Please note that any supplemental immunization documentation provided to support this document and/or any future submissions of immunization materials must be signed by a physician or nurse. All students are responsible for updating their immunizations as needed.

Students **will not be permitted to attend clinics** until all immunization requirements are satisfied.

For the collection and management of student immunization records, the Dr. Gerald Niznick College of Dentistry/School of Dental Hygiene partner with the Faculty of Health Science Immune Program. The Director of Immunizations and the Program Assistant collect and organize immunization data as well as provide immunization services to students at the Bannatyne campus.

All students are expected to comply with the requirements of the Rady Faculty of Health Science Immune Program which may change from time to time due to the immunization requirements of external health care facilities where students will be expected to attend as a part of their dental/dental hygiene program.

The Dr. Gerald Niznick College of Dentistry and School of Dental Hygiene are compliant with the Association of Canadian Faculties of Dentistry (ACFD) *Guidelines for Infectious Disease and Healthcare Workers* document and its recommendations regarding barring students from clinical activities who do not meet these guidelines. Further information on the ACFD guidelines can be found at the following web-site (<https://acfd.ca/>).

Prospective students should refer to and be familiar with the Dr. Gerald Niznick College of Dentistry's (School of Dental Hygiene) Infectious Diseases Policy Statement on the College/School website (<https://umanitoba.ca/health-sciences/immunization-program/>). Any student applicant with an infectious disease should either delay their application to the program or disclose this information upon being accepted into the

Dr. Gerald Niznick College of Dentistry/School of Dental Hygiene. Should a student who has been accepted into the program but has been found to be unable to meet the policy requirements, every effort will be made to accommodate the student until the guidelines are met. In some cases, it may be necessary to suspend or terminate the student from the program if it is shown that the policy guidelines are unable to be met.

Direct Entry students are responsible to have all immunization requirements in place prior to their entrance into their second year (first clinical year) of the program. Further information will be provided upon admission to the School.

### CPR Certification

Accepted candidates will be required to show proof of CPR (Basic Life Support) certification by September 15 of each year. This certification must be maintained on a yearly basis up to the date of graduation. CPR Certification levels accepted by the School of Dental Hygiene must meet the CDHM CPR: BLS Practice Direction requirements. <https://cdhm.info/practice-resources/>:

Direct Entry students will not need to provide this certification in year 1 of their program; they will be expected to complete this requirement by September 15th of their first clinical year.

### PHIA

Students are required to maintain confidentiality of patient records and abide by PHIA (Personal Health Information Act) legislation which governs and controls the sharing of personal health information.

Students will be required to attend a PHIA orientation and sign a pledge of confidentiality in their first clinical year of the program. This orientation includes content that satisfies PHIA requirements for student participation at external clinical sites under the direction of the Winnipeg Regional Health Authority (WRHA).

### Sharing of Student Personal Information

Once admitted to the School of Dental Hygiene, University of Manitoba, students personal information is protected by FIPPA (Freedom of Information and the Protection of Privacy Act) legislation. However, prior to first registration, some personal information (name, e-mail, photo) is shared with external partners to facilitate student involvement. Please see further information below:

### Student Licensure and Mentorship Program

To better administer Student Licensure, the School of Dental Hygiene provides the College of Dental Hygienists of Manitoba (CDHM) with a list of advanced entry and Year 2 direct entry students, which includes names and U of M e-mail addresses.

In addition, as a partnership between the School of Dental Hygiene and the Manitoba Dental Hygienist Association (MDHA), these same students are assigned a Mentor who is a member of the MDHA and a practicing Dental Hygienist within the community.

### Vital Source Textbook Database

Most Dental Hygiene student's text books are accessible through an electronic textbook database called Vital Source. In order to provide all Dental Hygiene students with access to their text books, the Dr. Gerald Niznick College of Dentistry/School of Dental Hygiene will provide Vital Source with the names and e-mail (U of M) of all students for the purpose of authenticating users and providing access to their on-line content.

### Manitoba Dental Students Association/Manitoba Dental Hygiene Students Association

Students in the Dr. Gerald Niznick College of Dentistry/School of Dental Hygiene become members of and are represented by the Manitoba Dental

Students Association/Manitoba Dental Hygiene Students Association.

These Associations provide student representation on College/School and University Committees as well as represent students on various external organizations (CDA/MDA/MDHA, etc.). The College of Dentistry/School of Dental Hygiene provides the names, e-mail (U of M) and photographs of all first year Dental and Dental Hygiene students with the respective student Associations for the purpose of facilitating student participation.

Student information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection or use of your personal information, contact:

Access & Privacy Office  
33 Elizabeth Dafoe Library, University of Manitoba  
Winnipeg, MB, R3T 2N2  
(Telephone: 204-474-9462)

### Instruments, Computer, Textbooks and Uniforms

Students entering the School of Dental Hygiene must own or purchase a PC laptop computer (the School only supports PC's given the software used in our clinical facilities) that is compliant with University computer standards (see Bookstore - Computers on Campus for annual listing) and Vital Source Technologies software requirements (see VitalSource (<https://www.vitalsource.com/>) for details). The expenditure of a computer may range approximately from \$1000 to \$4000 within the first year of the program. The Vital Source Technologies cost can be found on the undergraduate fee webpage as "Electronic Textbook Fee" (<https://umanitoba.ca/registrar/tuition-fees/undergraduate> (<https://umanitoba.ca/registrar/tuition-fees/undergraduate/>)).

Students are responsible for Dental Hygiene Clinical Instrument Fees which represent the costs of dental instruments and supplies required for clinical education. These fees will be assessed annually on student accounts under "Clinic Instrument Fee". These instruments and supplies are the property of students and are retained by students after graduation. It is the students' responsibility to maintain the condition of their instruments and stay within allotted supply levels. Any damaged/lost instruments or excessive use of supplies may result in additional charges to students. Information on current fees can be found at: <https://umanitoba.ca/registrar/tuition-fees/undergraduate> (<https://umanitoba.ca/registrar/tuition-fees/undergraduate/>).

Students will also be responsible to purchase other personal items that fall outside of their clinical instrument (kit), such as specific clinic attire (scrubs in their assigned colour) each year of the dental program. Details on acceptable providers and the type and style of these items will be provided by the School.

The School is unable to provide refunds for Electronic Textbook or Dental Hygiene Clinical Instrument Fees and will not accept returns of any clinical instruments or other items, should a student leave the college for whatever reason and upon graduation.

Direct entry students will not be expected to purchase a laptop computer, Vital Source Software, or be charged Dental Hygiene Clinical Instrument fees until the start of their second year of the program (first clinical year).

Please Note: Electronic Textbook Fees, Clinical Instrument fees and/or Clinical Instrument items are non-refundable.

### Exceptional Leave

Students who need to request exceptional leave (i.e. medical, compassionate, or parental) must submit a written request to the Director of the School of Dental Hygiene. The request must clearly outline the reasons for the leave and the Director may require further supporting documentation to support the request. The duration of a leave will be included in the maximum number of years to complete the program. An exceptional leave shall typically not exceed a period of one (1) year. Students seeking reinstatement may be asked to provide documentation verifying their ability to meet the essential skills and abilities required for the program. Returning students must also provide current BLS certificate, official Criminal Record Search, Child Abuse Registry Check, and Adult Abuse Registry Check, as well as have the required immunizations up to date. Returning students will be required to comply with all relevant regulations in effect at the time of their return.

### Progression Rules/Promotions

Some of the following may not apply to Direct Entry students during their first year of the program, but will come into effect once they are registered in years two and three of the program. Further clarification will be communicated to Direct Entry Students upon admission to the School of Dental Hygiene.

Regardless if students are admitted via Direct Entry or Advance Entry admission categories, years 2 and 3 of the dental hygiene program must be taken on a full-time basis and in their entirety as detailed in the University of Manitoba Academic Calendar & Catalog at the time of admission.

#### 1. Rules and Regulations - Direct Entry Year 1 – DH 1

The letter grade of "C" is the lowest acceptable level of performance per course in DH 1 (pre-professional year), with the exception of English, which is a C+, to progress further in the dental hygiene program.

Students admitted to the School via Direct Entry must complete the first year (DH 1) curriculum, including electives, **within 2 years of admission**. If students do not successfully complete the first year course requirements within this time frame, they will, except under special circumstances under the discretion of the Director of the School of Dental Hygiene, be required to withdraw from the program; this does not preclude these students from re-applying to the program via the advanced entry route.

Direct entry students must achieve a minimum term grade point average of 2.0 in all terms during the completion of their pre-professional program (DH 1).

#### 2. Rules and Regulations - Years DH 2 and DH 3

In years DH 2 and DH3 the lowest acceptable grade is a "D" if the course is being taken for the first time (see below for a minimum requirement of repeated courses).

A minimum sessional grade point average of 2.0 in years DH 2 and DH 3 of the program is required to qualify a student for standing in that year. A student in years DH 2 and DH 3 who fails to obtain a

minimum sessional grade point average of 2.0 and who is not granted supplemental privileges will be considered to have failed the year.

Except by special permission of Dentistry College Council, no student in years DH 2 and DH 3 may repeat more than one year of the program, nor may any single year be repeated more than once. The work requirements of any repeated dental hygiene course year may be modified at the discretion of the Dental College Council. The passing grade in each course of a repeated year in Dental Hygiene is "C".

A student in DH 2 or DH 3 who has obtained a grade of "F" in more than two subjects or who fails to obtain a sessional G.P.A. of 2.0 will be regarded as having failed the year and will be required to repeat the work of that year in a succeeding annual session.

### 3. Attendance

Regular attendance is expected of all students in all School of Dental Hygiene courses. Students should make themselves familiar with School of Dental Hygiene attendance policies and should be aware that there may be academic consequences with not complying with these regulations. For details on these policies please see the University of Manitoba's Attendance Policy as listed in the on-line Calendar as well as individual HYG N course outlines for specific course requirements.

Only under exceptional circumstances may students be granted approval for absences exceeding one day for reasons other than illness. Students must make such a request in advance from the Director of the School to obtain prior approval.

Students registered in the School of Dental Hygiene are expected to conform to any new requirements that may be adopted from year to year. Any student returning to resume studies after an interval away is expected to conform to any new requirements that have been adopted during their absence.

## Examinations

### Deferred Examinations

A deferred examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

A dental hygiene student (DH 1, 2 and 3) who is unable to sit an examination because of illness or other affliction may file an application for a deferred examination with the Director of the School of Dental Hygiene. Application for deferral must normally be filed **within 48 hours of the missed examination, for students in DH 1**, and within seven days of the examination, **for students in DH 2 and DH 3**, and must be accompanied by a medical certificate or an otherwise appropriate document certifying the inability of the student to write the examination at the regular scheduled time, and, where possible, indicating the period

of disability. Based on the overall application submission, the Director shall determine if the application is approved.

When an application for a deferred **HYGN** examination is approved, the Director, in consultation with the course coordinator concerned may:

1. Permit a student to take a deferred examination in such a form as the Director/course coordinator may determine.
2. Grant standing in a course without examination. In such cases a grade shall be assigned to the course on the basis of term work and assignments.

### Supplemental Examinations

A supplemental examination is an examination that may be offered as a privilege to a dental hygiene student who has failed a dental hygiene (HYGN) course or failed to achieve a satisfactory result. Such examinations are offered in order to grant the student an opportunity to rectify the inadequacy without repeating the course.

Supplemental examination privileges are permitted in the School of Dental Hygiene for all HYG N courses with the **exception** of those in which remediation/re-examination is not realistically feasible. Such privileges must be approved by Dentistry College Council. Students seeking supplemental privileges should contact the Director indicating her/his request. Applications to write a supplemental examination must be accompanied by the paid fee before the supplemental examination can be written. The student will be notified in a letter from the Director's Office if she/he is granted the privilege and under what specific conditions.

A student in DH 2 and DH 3 who has failed in not more than two HYG N courses at the end of the regular term, may, at the discretion of the Director and with approval from Dentistry College Council, be awarded the privilege of one or two supplemental examination(s). A student must maintain a minimum sessional (combined Fall and Winter terms) GPA of 2.0 in that year in order to be eligible for supplemental privileges.

The passing grade in supplemental examinations is "C" for each course.

A student who is granted supplemental privileges is obliged to sit the examination at the earliest opportunity. The student must contact the course coordinator within 7 days of the date the notification letter from the Director's Office to schedule a plan for remediation and a date to write their supplemental examination. Supplemental examinations must be held prior to the opening of the Fall academic session.

A student who has not successfully exercised supplemental privileges will be considered to have failed the year and may be required to repeat the entire year or a modified program as required by Dentistry College Council. If/when the condition is removed in that session, the student will be regarded as having completed the year to which the condition applied.

**Note:** DH 1 students (direct entry in pre-professional program) should note that supplemental examination privileges are not normally permitted within the courses in which they will be registered. Failure of any course/s in year DH 1 of the program (pre-professional year) will normally require the course/s to be repeated during the next available offering of the course. DH 1 students should be aware that this may impact the student's ability to progress in the dental hygiene program.

### Honours and Awards

Dean's Honours: awarded to students in each year of the dental hygiene Diploma program who have achieved a minimum sessional (fall & winter term combined) G.P.A. of 3.8. In addition, only students registered for 80

per cent or more of the normal course load during a regular session are eligible for Honours Standing.

A student who fails in one or more subjects, or who fails the year at the regular final examination, is not eligible to obtain Honours Standing or to receive any awards for the work of that year.

A student repeating a year's work is not eligible to obtain Honours Standing or to receive any awards for the work of that year.

The following policy applies to the eligibility of part-time students for academic awards:

- A student who is carrying less than 80 per cent of the normal course load for the year is only eligible for an award in the individual subjects taken by him/her.
- A student who is repeating a course may not be eligible for an award in that subject.

### Voluntary Withdrawal

Students intending to withdraw from a portion or all of their courses must report immediately in person or in writing to the Director's Office. Please note: Computer Software (Including Vital Source Technology software), Dental Hygiene Clinical Instrument fees and/or Clinical Instrument items are non-refundable. See also the General Academic Regulations. (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Attendance-Withdrawal>)

Students who withdraw from the School of Dental Hygiene without notice will be considered to have terminated their connection with the school. If a subsequent application for registration is approved, they will be required to conform to the rules and regulations, fee schedules, sequence of courses, etc., in effect at the time of such subsequent application.

In cases where a student is obliged to withdraw after the final date of withdrawal published in the Calendar because of ill health or other sufficient reasons, their cases will be considered on an individual basis by the Director of the School.

### Required Withdrawal

Senate has approved by-laws granting the School of Dental Hygiene the authority to require a student to withdraw on the basis of professional unsuitability; such right may be exercised at any time throughout the academic year.

This right to require a student to withdraw prevails notwithstanding any other provisions in the academic regulations of the particular faculty or school regarding eligibility to proceed or repeat.

Full policy information please see General Academic Regulations- Attendance and Withdrawal (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Attendance-Withdrawal>).

### E-Mail Accounts

All students are expected to have an e-mail account with the University of Manitoba and check it regularly. The School of Dental Hygiene does not support communications with its students through external e-mail addresses. All students MUST check their UM email account regularly.

### Registration exceptions

**Direct Entry students should contact the School of Dental Hygiene for information on registration.**

Upon receipt of initial (in year two; and annually thereafter) Criminal Record (including Vulnerable Sector Screening), Adult Abuse Registry Check and Child Abuse Registry Checks, the School of Dental Hygiene completes registration for all students in their courses (Years 2 and 3). Diploma students who have a failing grade/s registered against them and/or have other outstanding academic matters (i.e. deferred or supplemental examinations, modified program, etc.) in regards to the previous academic session will not be registered in the next ensuing academic session until all outstanding matters have been cleared. Students who fall into this category should contact the student advisor for further information. A student advisor is available in D113 Dental Building or by calling (204) 789-3484.

## Bachelor of Science in Dental Hygiene, Degree Completion Program

### Academic Progress

A minimum Degree Grade Point Average of 2.0 must be maintained in the Bachelor of Science in Dental Hygiene for clear standing. A grade of C is considered a passing grade for all courses applied towards degree requirements. Students who do not maintain a minimum GPA of 2.0 may be required to withdraw from the program.

### Licensure

Students in the Bachelor of Science in Dental Hygiene program must maintain professional licensure during their registration at the School of Dental Hygiene. Students should also note that licensure with the College of Dental Hygienists' of Manitoba may be required for registration within certain core courses (example: teaching practicum) of the program. Students are responsible for all fees associated with the maintenance of current licensure as well as application for licensure within Manitoba as may be required.

### Criminal Record/Adult Abuse Registry/Child Abuse Registry

An adult criminal record, an adult abuse registry and a child abuse registry self-declaration will be required of all applicants at the time of application. A formal Adult Criminal Record Check (including vulnerable sector screening), a formal Adult Abuse Registry Check and a formal Child Abuse Registry Check are required at the time of registration, and annually thereafter keeping in accordance with existing policies of other health, education and social service programs at the University of Manitoba.

### Writing Skills

Once in the program, students who do not exhibit ability to communicate in writing may be required to seek remediation in writing skills.

### Transfer of Credit

The School may consider University credits earned **outside** of dental hygiene diploma programs or earned as part of an **incomplete** degree for transfer credit. If a student earned credit for a required course in the baccalaureate program as part of a diploma in dental hygiene or as part of another degree, an alternative course must be submitted for consideration.

### Residence Requirements

Baccalaureate Degree-Completion Program students are required to complete at least 30 credit hours of University of Manitoba courses of the total 120 credits for the degree, with the minimum grade of "C" in each course.

### Clinic Attire

Students in the B.Sc.Dental Hygiene program must maintain appropriate clinic attire when participating in clinical activities. Students will

be required to purchase clinic uniforms as specified at the time of registration.

### **Program Length/Registration**

Students in the Bachelor of Science in Dental Hygiene, Degree Completion Program should note that after initial registration, the length of time to complete the B.Sc.D.H. program is variable dependent upon whether courses are taken full-time or part-time. Part-time students would be expected to complete the program within two to three (2-3) years. Students should be aware that the B.Sc.D.H. program tuition fee does not include tuition fees assessed against registration in courses administered outside of the Dental Hygiene Program (non HYGN courses). Further information on fees may be obtained from the University of Manitoba's web-site (<https://umanitoba.ca/registrar/tuition-fees/undergraduate/>).

### **Voluntary Withdrawal**

Students intending to withdraw from a portion or all of their courses must report immediately in person or in writing to the Director's Office. Please note that all program tuition fees for the Bachelor of Science in Dental Hygiene program are non-refundable. Please refer to the General Academic Regulations (<https://catalog.umanitoba.ca/undergraduate-studies/general-academic-regulations/#Attendance-Withdrawal>) for further information on voluntary withdrawal.

Students who withdraw from the School of Dental Hygiene without notice will be considered to have terminated their connection with the school. If a subsequent application for registration is approved, they will be required to conform to the rules and regulations, fee schedules, sequence of courses, etc., in effect at the time of such subsequent application.

In cases where a student is obliged to withdraw after the final date of withdrawal published in the Calendar because of ill health or other sufficient reasons, their cases will be considered by the Director of the School.

### **E-Mail Accounts**

All students are expected to have an e-mail account with the University of Manitoba and check it regularly. The School of Dental Hygiene does not support communications with its students through external e-mail addresses.

### **Registration Exceptions**

Bachelor of Science Students who will be taking courses outside of the School of Dental Hygiene will be required to follow registration regulations/restrictions governed by the faculty in which those courses reside. Normal course repeat rules and restrictions will apply. Students in the B.Sc. program will also be responsible to ensure that they have verified their initial access time for registration; consulted with an advisor and/or obtained required program approval for outside courses as necessary; checked for timetable updates for all external courses; registered and assessed their fees after registration in all courses. A student advisor is available in D113 Dental Building or by calling (204) 789-3484.