



# INSTRUCTIONAL PACKAGE

DHG 140

General and Oral Pathology

Effective Term

Fall 2024/Spring 2025/Summer 2025

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Fall 2024/Spring 2025/Summer 2025

COURSE PREFIX: DHG 140

COURSE TITLE: General and Oral Pathology

CONTACT HOURS: 2

CREDIT HOURS: 2

### **RATIONALE FOR THE COURSE:**

As dental hygienists are often the first dental professional to treat a patient in the dental office, it is essential that they know the clinical characteristics of normal and abnormal structures of the head and neck. DHG 140 will introduce the student to recognize lesions and conditions, describe them using professional terminology; and through data collection, assist in the preliminary diagnosis of the identified lesion.

### **COURSE DESCRIPTION:**

This course provides a correlation of basic pathologic principles of disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of disease affecting the head and neck are discussed.

### **PREREQUISITES/CO-REQUISITES:**

#### **PREREQUISITES:**

AHS 113 Head and Neck Anatomy  
BIO 211 Anatomy Physiology II  
BIO 255 Microbiology  
DHG 125 Tooth Morphology and Histology  
DHG 151 Dental Hygiene Principles  
DHG 121 Dental Radiography  
DHG 141 Periodontology  
DHG 165 Clinical Dental Hygiene I  
DHG 243 Nutrition  
SPC 205 Public Speaking  
DHG 175 Clinical Dental Hygiene II  
DHG 239 Dental Assisting for Dental Hygienists  
PSY 201 General Psychology

#### **CO-REQUISITES:**

DHG 143 Dental Pharmacology

DHG 230 Public Health Dentistry  
DHG 241 Integrated Dental Hygiene I  
DHG 255 Clinical Dental Hygiene III

### **REQUIRED MATERIALS:**

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate. Refer to the HGTC Dental Sciences Program Manual for additional policies on classroom etiquette.

**NETIQUETTE:** is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

## **Part II: Student Learning Outcomes**

1. Discuss the agents of disease and be able to give examples of the different categories.
2. Describe an oral lesion utilizing the correct terminology.
3. Describe and identify non-pathologic variation of normal in the oral cavity.
4. Describe and identify benign conditions of unknown cause occurring in the oral cavity.
5. Describe the various possible immune responses and the responses of the body to injury and irritation.
6. Describe and recognize the different chemical and physical injuries to soft and hard oral tissues.
7. Describe and recognize the different conditions produced in the oral cavity by bacterial, fungal, and oral infection.
8. Describe and recognize the different developmental disturbances of the face, oral cavity, and teeth.
9. Describe and recognize both early and advanced cancerous lesions in the oral cavity.
10. Describe the different inherited disorders that affect the face and oral cavity.
11. Describe and recognize the oral manifestations of systemic diseases.

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **Module 1**

2024-2025

**Material Covered:** Ch. 1 Introduction to Preliminary Diagnosis of Oral Lesions

**Assessments:** Test, Quizzes, Final Exam

**Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Do the following related to the diagnostic process:
  - List and discuss the eight diagnostic categories that contribute to the diagnostic process.
  - Name a diagnostic category and give an example of a lesion, anomaly, or condition for which this category greatly contributes to the diagnosis.
  - Describe the radiographic appearance and historical data (including the age, sex, and race of the patient) that are relevant to periapical cemento-osseous dysplasia (cementoma).
  - Define leukoplakia and erythroplakia.
  - For the following lesions, state all of the diagnostic categories that can contribute to the diagnosis: tori, squamous cell carcinoma, linea alba, erythema migrans, leukoplakia, nutritional deficiencies, angular cheilitis, and necrotizing ulcerative gingivitis (NUG).
3. Do the following related to variants of normal:
  - Define “variant of normal” and give three examples of these lesions involving the tongue.
  - Describe the clinical appearance of Fordyce granules (spots), torus palatinus, mandibular tori, melanin pigmentation, retrocuspid papilla, lingual varicosities, linea alba, and leukoedema and identify them in the clinical setting or on a clinical illustration.
  - Describe the clinical and histologic differences between leukoedema and linea alba.
4. Do the following related to other benign conditions with unique clinical features.
  - Define lingual thyroid and list three symptoms associated with it.
  - List and describe the clinical characteristics and identify a clinical picture of median rhomboid glossitis (central papillary atrophy), erythema migrans (geographic tongue), fissured tongue, and hairy tongue.

**Module 2**

**Material Covered:** Ch. 2 Inflammation and Repair

**Assessments:** Test, Quizzes, Final Exam

**Objectives:**

1. Do the following related to inflammation:
  - Describe the differences between acute and chronic inflammation.
  - List and describe the major local and systemic clinical signs of inflammation.
  - Describe how the microscopic events are associated with each of the major clinical signs of inflammation.
2. List the white blood cells that are involved in the inflammatory response and describe how each is involved.
3. List and describe the biochemical mediators involved in inflammation.
4. List and describe the four major systemic clinical signs of inflammation.
5. Discuss chronic inflammation, as well as antiinflammatory therapy.
6. Define and contrast hyperplasia, hypertrophy, and atrophy.
7. Do the following related to regeneration, repair, and microscopic events during repair:
  - a. Compare and contrast the concepts of regeneration and repair.
  - b. Describe the microscopic events that occur during repair in the oral cavity.
  - c. Describe the microscopic events that occur during healing in bone.
  - d. Describe and contrast healing by differing intentions.
  - e. List local and systemic factors that can impair healing.

8. Do the following related to traumatic injuries to teeth:
  - a. Describe and contrast attrition, abrasion, and erosion.
  - b. Describe the relationship between bruxism, abrasion, and abfraction.
  - c. Describe the pattern of erosion seen in bulimia.
9. Describe the cause, clinical features, and treatment of each of the following: oral mucosal burns, aspirin burns, phenol and other chemical burns, electric burns, thermal burns, lesions from cocaine use and self-induced injuries, hematomas, traumatic ulcers, frictional keratosis, linea alba, and nicotine stomatitis.
10. Describe the clinical features, cause (when known), treatment, and microscopic appearance of each of the following: traumatic neuroma, amalgam tattoo, melanosis, oral and labial melanotic macule, solar cheilitis, mucocele, ranula, sialolith, necrotizing sialometaplasia, sialadenitis, pyogenic granuloma, peripheral giant cell granuloma, chronic hyperplastic pulpitis, irritation fibroma, denture-induced fibrous hyperplasia, gingival enlargement, and chronic hyperplastic pulpitis.
11. Describe and differentiate among a periapical abscess, a periapical granuloma, and a radicular cyst.
12. Discuss tooth resorption, both external and internal.
13. Discuss the causes and diagnosis of focal sclerosing osteomyelitis and alveolar osteitis.

### **Module 3**

**Material Covered:** Ch. 3 Immunity and Immunologic Oral Lesions

**Assessments:** Test, Quizzes, Final Exam

#### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Describe the differences between an immune response and an inflammatory response.
3. Do the following related to cellular involvement in the immune response:
  - List the three main types of lymphocytes and their origins.
  - Describe the involvement of B-cell lymphocytes and plasma cells in the production of antibodies.
  - List and describe the different types of T-cell lymphocytes and their functions.
  - Describe the functions of natural killer cells.
4. Describe the origin of macrophages and dendritic cells and list their activities in the immune response.
5. Describe where cytokines are produced and the roles they play in the immune response.
6. Describe the differences between humoral immunity and cell-mediated immunity and include the cells involved in each.
7. Describe the differences between passive and active immunity and give an example for each type of immunity.
8. List and describe four types of hypersensitivity reactions and give an example for each type of hypersensitivity.
9. Define autoimmunity and describe how it results in disease.
10. Define immunodeficiency and describe how it results in disease.
11. Do the following related to aphthous ulcers:
  - Describe the diagnosis, treatment, and prognosis of aphthous ulcers.
  - List systemic diseases associated with aphthous ulcers.
    1. Describe and compare the clinical features of urticaria, angioedema, contact mucositis, and fixed drug eruption.
13. Describe the clinical features of erythema multiforme and Stevens-Johnson syndrome.
14. Do the following related to lichen planus:

- Describe the clinical and microscopic features of lichen planus.
  - Name and describe the types of lichen planus.
  - Discuss the diagnosis, treatment, and prognosis of lichen planus.
14. List the triad of systemic signs that comprise reactive arthritis (Reiter syndrome) and describe the oral lesions that occur in this condition.
16. Name the two cells that characterize Langerhans cell histiocytosis microscopically and describe the radiographic appearance of jaw lesions in Langerhans cell histiocytosis.
17. Do the following related to autoimmune diseases with oral manifestations:
- Describe the oral manifestations, diagnosis, treatment, and prognosis of each of the following autoimmune diseases: Sjögren syndrome, lupus erythematosus, pemphigus vulgaris, mucous membrane pemphigoid, bullous pemphigoid, and Behçet syndrome.
  - Define desquamative gingivitis, describe the clinical features, and list three diseases in which desquamative gingivitis may occur.
  - Describe the clinical features of Behçet syndrome.
18. Do the following related to immunodeficiency:
- Describe the difference between primary and secondary immunodeficiency.
  - List and describe three examples of primary immunodeficiency.
  - List four causes of secondary immunodeficiency.

#### **Module 4**

**Material Covered:** Ch. 4 Infectious Diseases

**Assessments:** Test, Quizzes, Final Exam

#### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Describe the factors that allow opportunistic infections to develop, state the difference between an inflammatory and an immune response to infection, and list two examples of opportunistic infections that can occur in the oral cavity.
3. Do the following related to bacterial infections:
  - For each of the following infectious diseases, name the organism causing it, list the route or routes of transmission of the organism and the oral manifestations of the disease, and describe how the diagnosis is made: impetigo, tuberculosis, actinomycosis, syphilis (primary, secondary, tertiary), necrotizing ulcerative gingivitis, pericoronitis, and osteomyelitis (acute and chronic).
  - Describe the relationship between streptococcal tonsillitis, pharyngitis, scarlet fever, and rheumatic fever.
4. Do the following related to fungal infections:
  - List and describe four forms of oral candidiasis.
  - Discuss deep fungal infections.
  - Describe mucormycosis.
5. Do the following related to viral infections:
  - Discuss how a human papillomavirus (HPV) infection occurs.
  - List and describe the three benign lesions caused by HPV infections in the oral cavity: verruca vulgaris, condyloma acuminatum, and focal epithelial hyperplasia.
  - Discuss the two major types of the herpes simplex virus.
  - Describe the clinical features of herpes labialis.
  - Describe the clinical features of recurrent intraoral herpes simplex infection and compare them with the clinical features of minor aphthous ulcers.
  - Describe the clinical characteristics of herpes zoster when it affects the skin of the face and oral

- mucosa.
  - List and describe four diseases associated with the Epstein-Barr virus.
  - List and describe two diseases caused by coxsackieviruses that have oral manifestations, and
  - state the routes of transmission of coxsackieviruses.
  - Describe measles and mumps.
6. Do the following related to human immunodeficiency virus (HIV) and acquired immunodeficiency syndrome (AIDS):
- Describe how HIV infection is diagnosed.
  - Describe the spectrum of HIV disease, including initial infection, latent infection, and the
  - development and diagnosis of AIDS.
  - List and describe the clinical appearance of five oral manifestations of HIV infection.

## **Module 5**

**Material Covered:** Ch. 5 Developmental Disorders

**Assessments:** Test, Quizzes, Final Exam

### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Compare and contrast developmental disorders, inherited disorders, and congenital disorders.
3. Discuss developmental soft tissue abnormalities such as ankyloglossia, commissural lip pits, and a lingual thyroid.
4. Do the following related to developmental cysts:
  - Describe the differences between odontogenic and nonodontogenic cysts.
  - Distinguish between intraosseous cysts and extraosseous cysts.
  - Name four odontogenic cysts that are intraosseous.
  - Name two odontogenic cysts that are extraosseous.
  - Name four nonodontogenic cysts that are intraosseous.
  - Name four nonodontogenic cysts that are found in the soft tissues of the head, neck, and oral region.
5. Do the following related to developmental abnormalities of teeth:
  - List, define, and discuss three abnormalities that affect the number of teeth.
  - List, define, and discuss two abnormalities that affect the size of teeth.
  - List, define, and discuss five abnormalities that affect the shape of teeth.
  - List, define, and discuss four abnormalities that affect the structure of teeth.
  - Define, identify, and discuss each of the following abnormalities that affect the eruption of teeth: impacted teeth, embedded teeth, and ankylosed teeth.
6. Identify the diagnostic process that contributes most significantly to the final diagnosis for each developmental anomaly discussed in this chapter.

## **Module 6**

**Material Covered:** Ch. 6 Genetics

**Assessments:** Test, Quizzes, Final Exam

### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Explain the two types of chromosomal abnormalities, as well as what is meant by a gross chromosomal abnormality, and give three examples of syndromes that result from gross chromosomal abnormalities.
3. Do the following related to patterns of inheritance:
  - List the four inheritance patterns described in this chapter.

- Explain what is meant by X-linked inheritance.
4. State the inheritance pattern and describe the oral manifestations and, if appropriate, the characteristic facies for each of the following inherited disorders that affect the gingiva and periodontium: cyclic neutropenia, chronic neutropenia, Papillon-Lefèvre syndrome, focal palmoplantar and gingival hyperkeratosis, gingival fibromatosis, and Laband syndrome.
  5. State the inheritance pattern and describe the oral manifestations and, if appropriate, the characteristic facies for each of the following inherited disorders affecting the jawbones and facies: cherubism, Ellis–van Creveld syndrome (chondroectodermal dysplasia), cleidocranial dysplasia, Gardner syndrome, mandibulofacial dysostosis (Treacher Collins syndrome), nevoid basal cell carcinoma syndrome, osteogenesis imperfecta, torus mandibularis, torus palatinus, and maxillary exostosis.
  6. State the inheritance pattern and describe the oral manifestations and, if appropriate, the characteristic facies for each of the following inherited disorders affecting the oral mucosa: cleft lip and palate, hereditary hemorrhagic telangiectasia (Osler-Rendu–Parkes Weber syndrome), multiple mucosal neuroma syndrome, pheochromocytoma, neurofibromatosis of von Recklinghausen, Peutz-Jeghers syndrome, and white sponge nevus (Cannon disease).
  7. State the inheritance pattern and describe the oral manifestations and, if appropriate, the characteristic facies for each of the following inherited disorders affecting the teeth: amelogenesis imperfecta, dentinogenesis imperfecta, dentin dysplasia, hypohidrotic ectodermal dysplasia, hypophosphatasia, hypophosphatemic vitamin D–resistant rickets, pegged or absent maxillary lateral incisors, and taurodontism.

## **Module 7**

**Material Covered:** Ch. 7 Neoplasia

**Assessments:** Test, Quizzes, Final Exam

### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Describe neoplasia, including its causes.
3. Explain the classification of tumors, including the difference between a benign tumor and a malignant tumor.
4. Do the following related to the names and treatment of tumors:
  - Discuss how prefixes and suffixes are combined to form names of tumors, as well as give examples.
  - List tumors according to their tissue or cell of origin.
  - Discuss the different ways in which tumors are treated.
5. Do the following related to epithelial tumors:
  - List and describe the three different types of epithelial tumors in the oral cavity.
  - Define each of the following tumors of squamous epithelium, describe the clinical features of each, and explain how they are treated: papilloma, squamous cell carcinoma, verrucous carcinoma, and basal cell carcinoma.
  - Define and discuss leukoplakia and erythroplakia.
  - Explain the concept of epithelial dysplasia and the microscopic significance of this premalignant condition.
6. Define each of the following salivary gland tumors, describe the clinical features of each, and explain how they are treated: pleomorphic adenoma, monomorphic adenoma, mucoepidermoid carcinoma, and adenoid cystic carcinoma.
7. Define each of the following odontogenic tumors, describe the clinical features of each, and



explain how they are treated: ameloblastoma, calcifying epithelial odontogenic tumor, adenomatoid odontogenic tumor, calcifying cystic odontogenic tumor, odontogenic myxoma, central cementifying and ossifying fibromas, benign cementoblastoma, ameloblastic fibroma, ameloblastic fibro-odontoma, and odontoma.

8. Define each of the following peripheral odontogenic tumors, describe the clinical features of each, and explain how they are treated: lipoma, neurofibroma, schwannoma, granular cell tumor, congenital epulis, rhabdomyosarcoma, hemangioma (benign vascular malformation), lymphangioma, and Kaposi sarcoma.
9. Define each of the following tumors of melanin-producing cells, describe the clinical features of each, and explain how they are treated: melanocytic nevi and melanoma.
10. Define each of the following tumors of bone and cartilage, describe the clinical features of each, and explain how they are treated: osteoma, osteosarcoma, chondrosarcoma, leukemia, lymphoma, and multiple myeloma.
11. Describe metastatic tumors.

### **Module 8**

**Material Covered:** Ch. 8 Nonneoplastic Diseases of Bone

**Assessments:** Test, Quizzes, Final Exam

#### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Define dysplasia as it relates to bone diseases and differentiate the term from epithelial dysplasia.
3. Do the following related to benign fibro-osseous lesions:
  - Define benign fibro-osseous lesions and list the benign fibro-osseous lesions that occur in the jawbones and are described in this chapter.
  - Describe the clinical, radiographic, and microscopic features of periapical cemento-osseous dysplasia, florid cemento-osseous dysplasia, and focal cemento-osseous dysplasia.
  - Compare and contrast periapical cemento-osseous dysplasia, florid cemento-osseous dysplasia, and focal cemento-osseous dysplasia.
  - Compare and contrast monostotic fibrous dysplasia with polyostotic fibrous dysplasia.
  - Compare and contrast the radiographic appearance, microscopic appearance, and treatment of fibrous dysplasia of the jaws with those of ossifying fibroma of the jaws.
  - Compare and contrast the three types of polyostotic fibrous dysplasia.
4. Describe the microscopic appearance of Paget disease of bone and describe its clinical and radiographic appearance when the maxilla or mandible is involved.
5. Describe the clinical, radiographic, and microscopic features of both the central giant cell granuloma and an aneurysmal bone cyst.
6. Describe the cause of osteomalacia and rickets.

### **Module 9**

**Material Covered:** Ch. 9 Oral Manifestations of Systemic Diseases

**Assessments:** Test, Quizzes, Final Exam

#### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Describe the difference between gigantism and acromegaly and list the physical characteristics of each.
3. State the oral manifestations of hyperthyroidism and hypothyroidism.
4. Describe the difference between primary and secondary hyperparathyroidism.

5. Do the following related to diabetes mellitus:
  - List the oral and systemic manifestations that occur in the uncontrolled diabetic state.
  - List the major clinical characteristics and oral manifestations of type 1 and type 2 diabetes.
  - Discuss treatment options for diabetes.
6. Define Addison disease, state some systemic features, and describe the changes that occur on the skin and oral mucosa in a patient with Addison disease.
7. Discuss Cushing syndrome.
8. Compare and contrast the cause, laboratory findings, oral manifestations, diagnosis, and treatment of each of the following blood disorders: iron deficiency anemia, pernicious anemia, thalassemia, sickle cell anemia, aplastic anemia, and polycythemia.
9. Describe the clinical features, oral manifestations, diagnosis, and treatment of both agranulocytosis and cyclic neutropenia.
10. Discuss leukemia, and compare and contrast acute and chronic leukemia.
11. Describe the clinical features, oral manifestations, diagnosis, and treatment of celiac disease.
  2. Discuss bleeding disorders and state the purpose of each of the following laboratory tests: platelet count, bleeding time, prothrombin time, partial thromboplastin time, and international normalized ratio.
13. Do the following related to purpura:
  - List two causes of thrombocytopenic purpura.
  - Describe the oral manifestations of thrombocytopenia and nonthrombocytopenic purpura.
    3. Define hemophilia, discuss the types of hemophilia, and describe its oral manifestations and treatment.
15. Discuss the oral manifestations of therapy for oral cancer.
16. Discuss radiation therapy, and describe the oral problems that would be expected to occur in a patient with radiation-induced xerostomia.
17. List two drugs that are associated with gingival enlargement.
18. Describe the criteria used to define bisphosphonate-associated osteonecrosis of the jaw.

## **Module 10**

**Material Covered:** Ch. 10 Orofacial Pain and Temporomandibular Disorders

**Assessments:** Test, Quizzes, Final Exam

### **Objectives:**

1. Define each of the words in the vocabulary list for this chapter.
2. Describe the clinical features, oral manifestations, diagnosis, and treatment of burning mouth disorder.
3. Describe the clinical features, diagnosis, and treatment of trigeminal neuralgia.
4. Describe the clinical features, diagnosis, and management of Bell's palsy (idiopathic facial paralysis).
5. Do the following related to the anatomy of the temporomandibular joint:
  - Label the following on a diagram of the temporomandibular joint: glenoid (mandibular) fossa of the temporal bone, articular disk, mandibular condyle, joint capsule, and superior belly of the lateral pterygoid muscle.
  - State the function of the muscles of mastication.
6. Name and explain the various factors on which normal function of the temporomandibular joint depends.
7. Do the following related to temporomandibular disorders:

- Describe the epidemiology of temporomandibular disorders.
- Discuss the pathophysiology of temporomandibular disorders.
- List at least five causes of orofacial pain not including dental conditions and temporomandibular disorders.
- State three factors that have been implicated in the cause of temporomandibular disorders and three questions that would be appropriate to ask of a patient suspected of having a temporomandibular disorder.
- List at least two symptoms that are suggestive of temporomandibular dysfunction.
- Describe what is involved in a comprehensive examination of a patient in relation to temporomandibular disorders.
- List three imaging techniques useful for evaluating the temporomandibular joint and describe the rationale for each one.

8. List and describe the five types of temporomandibular disorders.

9. Do the following related to the treatment of temporomandibular disorders:

- Discuss the treatment goals for myofascial pain and dysfunction, internal derangement, and arthritis of the temporomandibular joint.
- List and describe the two main categories of treatment for temporomandibular disorders.

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

Students’ performance will be assessed and the weight associated with the various measures/artifacts are listed below.

#### **EVALUATION\***

Tests (3)	75%
Final Exam	23%
Professionalism	2%
	<hr/>
	100%

***\*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet.***

#### **GRADING SYSTEM:**

A= 90-100

B= 80-89

C=77-79

D=70-76

F=69 and below

**Students must earn a 77% or higher to continue in the Dental Hygiene Program.**

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of

that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet. Refer to the HGTC Dental Sciences Program Manual for additional policies on attendance.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



## STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC:** General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the [Online Resource Center \(ORC\)](#) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.



## HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) website for more information or call (843) 349-5268.

## STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities.

Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

### **COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu) or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: [OCR@ed.gov](mailto:OCR@ed.gov)).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212,

[jacquelyne.snyder@hgtc.edu](mailto:jacquelyne.snyder@hgtc.edu).

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, [melissa.batten@hgtc.edu](mailto:melissa.batten@hgtc.edu).

### **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus, Building 1100C, Room 107B, 843-349-5218, [tamatha.sells@hgtc.edu](mailto:tamatha.sells@hgtc.edu).

### **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the [Pregnancy Intake Form](#).