

Republic of Yemen  
Ministry of Higher Education & Scientific Research  
Emirates International University



Faculty of Dentistry

Department of Prosthodontics

Doctor of Dental Surgery (DDS)

Course Specification of  
**Removable Prosthodontics I (Preclinical)**  
Course No.



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Review committee

Head of the Department

Quality Assurance head

Dean of Faculty



## I. Course Identification and General Information:

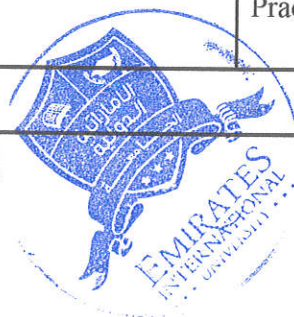
1	Course Title:	Removable Prosthodontics I (Preclinical)			
2	Course Code & Number:	-----			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		3	2	--	2
4	Study Level/ Semester at which this Course is offered:	3 <sup>rd</sup> Level / 1 <sup>st</sup> Semester			
5	Pre –Requisite (if any):	Dental Morphology II Dental material II			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	Doctor of Dental Surgery (DDS)			
8	Language of Teaching the Course:	English			
9	Study System:	Term based			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	Faculty of dentistry			
12	Prepared by:	Dr. Abbas M. Al-kebsi			

## II. Course Description:

This is the student's first preclinical course in the field of prosthodontics. The course is provided to the 3<sup>rd</sup> year undergraduate dental students. Students will be taught the followings theoretical topics: the necessary anatomical knowledge of the maxillary and mandibular edentulous arches, and different laboratory steps for complete denture construction. This course is accompanied by laboratory exercises with no clinical sessions.

III. Course Intended Learning Outcomes (CILOs) : Upon successful completion of the course, students will be able to:		Referenced PILOs Learning out of program	
<b>A. Knowledge and Understanding:</b>		I, A or E	
a1	Identify and understand the basic principles for the theory and practical related to complete dentures.		A1
a2	Demonstrate the anatomical land marks of upper and lower arches and their relation to complete dentures fabrication.		A2
<b>B. Intellectual Skills:</b>			
b1	Select suitable materials that used in construction of complete denture		B1
b2	Construct different preventive strategies to prevent further ridge loss		B2
<b>C. Professional and Practical Skills:</b>			
c1	Know and apply the different steps for complete denture construction with consideration of infection control protocols		C1
c2	Diagnose and analyze the practical problems of the complete denture		C2
<b>D. Transferable Skills:</b>			
d1	Use the latest technology for presenting and collecting data.		D1
d2	Manage time and resources		D2

<b>(A) Alignment of Course Intended Learning Outcomes (Knowledge and Understanding) to Teaching Strategies and Assessment Methods:</b>		
<b>Course Intended Learning Outcomes</b>	<b>Teaching Strategies</b>	<b>Assessment Strategies</b>
a1	Identify and understand the basic principles for the theory and practical related to complete dentures.	Lectures Discussion Quizzes Midterm exam Final exam
a2	Demonstrate the anatomical landmarks of upper and lower arches and their relation to complete dentures fabrication.	Lectures Discussion Quizzes Midterm exam Final exam
<b>(B) Alignment of Course Intended Learning Outcomes (Intellectual Skills) to Teaching Strategies and Assessment Methods:</b>		
<b>Course Intended Learning Outcomes</b>	<b>Teaching Strategies</b>	<b>Assessment Strategies</b>
b1	Select suitable materials that used in construction of complete denture	Lectures Training Discussion Debate Quizzes Midterm exam Final exam Practical exam
b2	Construct different preventive strategies to prevent further ridge loss	Lectures Training Discussion Debate Quizzes Midterm exam Final exam Practical exam
<b>(C) Alignment of Course Intended Learning Outcomes (Professional and Practical Skills) to Teaching Strategies and Assessment Methods:</b>		
<b>Course Intended Learning Outcomes</b>	<b>Teaching Strategies</b>	<b>Assessment Strategies</b>
c1	Select suitable materials that used in construction of complete denture	Training Discussion Semester Work Practical exam



c2	Construct different preventive strategies to prevent further ridge loss	Training Discussion	Semester Work Practical exam
<b>(D) Alignment of Course Intended Learning Outcomes (Transferable Skills) to Teaching Strategies and Assessment Methods:</b>			
<b>Course Intended Learning Outcomes</b>		<b>Teaching Strategies</b>	<b>Assessment Strategies</b>
d1	Use the latest technology for presenting and collecting data.	Training Discussion Brainstorming	Semester Work Practical exam
d2	Manage time and resources	Training Discussion Brainstorming	Semester Work Practical exam

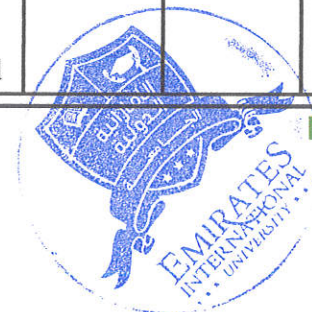
#### IV. Course Contents:

##### A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
1	Introduction to Removable prosthodontics	- Terminology of prosthodontics term - Sequelae of tooth loss - Objectives of complete denture - Steps of complete denture construction	Week 1	2	a1, b1
2	Anatomical landmarks of both arches	- Supporting and limiting structures of the upper arch in relation to maxillary complete denture. - Supporting and limiting structures of the lower arch in relation to mandibular complete	Week 2 Week 3	4	a2

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		denture.			
3	Impressions	- Definition - Objective - Different types of impression trays and types of impression. - Preliminary (primary) impression.	Week 4	2	a1, a2, b1
4	Final (secondary) impression and boxing the impression	- Different final Impression techniques. - Definition, advantages and methods for boxing	Week 5	2	a1,a2,b1
5	Occlusion blocks (Record bases and occlusal rims)	- Trial base or a record base: Requirements and Types of record bases - Occlusion rims: Uses (functions) of occlusion rims	Week 6	2	a1,a2,b1
6	<b>Midterm Exam</b>	<b>MCQs</b>	Week 7	2	a1, a2, b1
7	Mandibular movements and TMJ	-Definition -Anatomy and physiology of the TMJ -Basic mandibular movements and border and intra-border movements	Week 8	2	a2
8	Articulators and face bows	- Articulator: . Definition . Functions . Advantages	Week 9	2	a1, a2, b1, b2

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		<ul style="list-style-type: none"> <li>. Types of articulators</li> <li>- Face bow:</li> <li>. Definition</li> <li>. Types of Face bows</li> </ul>			
9	Jaw relation records and mounting	<ul style="list-style-type: none"> <li>-Jaw relation:</li> <li>. Definitions</li> <li>. Vertical dimension</li> <li>. Centric relation</li> <li>. Steps of recording centric occluding relation</li> <li>-Mounting of casts on articulator:</li> <li>. Definition</li> <li>. Method</li> <li>. Common errors</li> </ul>	Week 10	2	a1, a2, b1, b2
10	Relief and posterior palatal seal	<ul style="list-style-type: none"> <li>- Definitions</li> <li>- Areas to be relieved</li> <li>- Functions of posterior palatal seal</li> <li>- Methods of Post palatal seal</li> </ul>	Week 11	2	a1, a2, b1, b2
11	Selections and arrangement of artificial teeth	<ul style="list-style-type: none"> <li>- Selection of Artificial teeth (shade, shape, size and materials)</li> <li>- Arrangement of anterior and posterior of both arches</li> </ul>	Week 12	2	a1, a2, b1
12	Development of occlusion	<ul style="list-style-type: none"> <li>- Definition,</li> <li>- Angle's classification of occlusion</li> <li>- Differences between natural and</li> </ul>	Week 13	2	a1, a2



No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours	Learning Outcomes (CILOs)
		artificial occlusion - Laws of Articulation and concepts of Occlusion			
13	Laboratory steps for processing the complete denture	- Flasking - Wax elimination - Packing, curing - Deflasking - Finishing and Polishing	Week 14	2	a1, a2, b1, b2
14	Retention and stability	Definition . Factors affecting retention and stability - Repair, relining and rebasing of complete dentures	Week 15		a1, a2, b1, b2
15	Final Exam	MCQs	Week 16	2	a1, a2, b1, b2
<b>Number of Weeks /and Units Per Semester</b>			<b>16</b>	<b>32</b>	

**B. Case Studies and Practical Aspect:**

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
1	Pouring upper and lower edentulous rubber molds.	1 <sup>st</sup>	2	b1, c1, c2, d1, d2
2	Identifying the anatomical landmarks on the models (upper) Identifying the anatomical landmarks on the models	2 <sup>nd</sup>	2	b1, c1, c2, d1, d2



No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
	(lower)			
3	Draw the outlines on the models Wax spacer + stops	3 <sup>rd</sup>	2	b1, c1, c2, d1, d2
4	Acrylic custom tray fabrication for upper cast Acrylic custom tray fabrication for lower cast	4 <sup>th</sup>	2	b1, c1, c2, d1, d2
	Finishing of trays	5 <sup>th</sup>	2	b1, c1, c2, d1, d2
5	Impression making with special tray for upper cast Impression making with special tray for lower cast	6 <sup>th</sup>	2	b1, c1, c2, d1, d2
6	Beading and boxing of upper impression Beading and boxing of lower impression	7 <sup>th</sup>	2	b1, c1, c2, d1, d2
	Pouring of impressions			b1, c1, c2, d1, d2
7	Record base with acrylic resin and occlusal rim construction on the upper master cast	8 <sup>th</sup>	2	b1, c1, c2, d1, d2
8	Record base with acrylic resin and occlusal rim construction on the lower master cast	9 <sup>th</sup>	2	b1, b2, c1, c2, d1, d2
9	Post damming (posterior palatal seal)	10 <sup>th</sup>	2	b1, b2, c1, c2, d1, d2
10	Mounting the master cast on the articulator Setting up of anterior teeth	11 <sup>th</sup>	2	b1, b2, c1, c2, d1, d2
	Setting up of posterior teeth	12 <sup>th</sup>	2	b1, b2, c1, c2, d1, d2
12	Waxing up of trial dentures Flasking	13 <sup>th</sup>	2	b1, b2, c1, c2, d1, d2

No.	Tasks/ Experiments	Week Due	Contact Hours	Learning Outcomes (CILOs)
	Wax elimination and packing Curing Finishing and polishing			
13	<b>Practical Exam</b>	14 <sup>th</sup>	2	b1, b2,c1, c2, d1, d2
<b>Number of Weeks /and Units Per Semester</b>		<b>14</b>	<b>28</b>	

### V. Teaching Strategies of the Course:

- Lectures
- Debate
- Training
- Discussion
- Brainstorming

### VI. Assessment Methods of the Course:

- Quizzes
- Midterm exam
- Final exam
- Practical exam
- Semester Work
- Assignments

### VII. Assignments:

No.	Assignments	Week Due	Mark	Aligned CILOs (symbols)
1	Practical work and assignments	1 <sup>st</sup> - 13 <sup>th</sup>	20	b1, b2,c1, c2, d1, d2
<b>Total</b>			<b>20</b>	

### VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1	Assignments	1 <sup>st</sup> - 13 <sup>th</sup>	20	20 %	b1, b2,c1, c2, d1, d2
2	Quizzes	5 <sup>th</sup>	5	5 %	a1, a2, b1
3	Practical Exam	14 <sup>th</sup>	15	15 %	b1, b2,c1, c2, d1, d2
4	Midterm Exam	7 <sup>th</sup>	20	20 %	a1, a2, b1
5	Final Exam	16 <sup>th</sup>	40	40 %	a1, a2, b1, b2
<b>Total</b>			<b>100</b>	<b>100%</b>	

### IX. Learning Resources:

#### 1- Required Textbook(s) :

1. Alan B. Carr, Glen P. McGivney, David T. Brown: McCracken's Removable Partial Prosthodontic, 2005, 11th Ed., Mosby
2. Phoenix, Rodney D.; Cagna, David R.; DeFrest, Charles F., 2008: Stewart's Clinical Removable Partial Prosthodontics, 4<sup>th</sup> ed., Quintessence.
- 3- Removable partial dentures technology, book of the department 2nd Ed 2010  
Egypt, Cairo University press

#### 2- Essential References:

- 1- Margareta M. Thoren, 2012: Textbook of Removable Prosthodontics, UK ed. Edition, Munksgaard, Denmark
- 2- Zarb RD., 2004: Boucher's prosthodontics treatment for edentulous patients, 12th Ed., Mosby Co.
- 3- Supply the library with Video tapes, C.D and DVDs which are essential to be as a reference for lectures and laboratory steps.

#### 3- Electronic Materials and Web Sites etc.:

##### Websites:

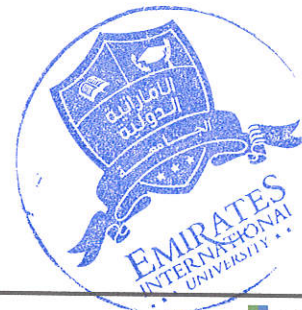
- 1- Jaypee digital books  
[www.jaypeedigital.com](http://www.jaypeedigital.com)



2- Springer Link  
<https://link.springer.com/>  
3- Quintessence  
<http://www.quintpub.com/index.php>

### X. Course Policies: (Based on the Uniform Students' By law (2007))

1	<b>Class Attendance:</b> Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	<b>Tardiness:</b> A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	<b>Exam Attendance/Punctuality:</b> No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	<b>Assignments &amp; Projects:</b> Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	<b>Cheating:</b> Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	<b>Forgery and Impersonation:</b> Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	<b>Other policies:</b> The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.



Faculty of Dentistry  
Department of Prosthodontics  
Program of Doctor of Dental Surgery (DDS)

Course Plan (Syllabus) of  
Removable Prosthodontics I (Preclinical)

Course No. ( )

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member:	Abbas M. Al-kebsi	Office Hours					
Location & Telephone No.:	+967773888121						
E-mail:	<a href="mailto:Abbas_alkebsi@yahoo.com">Abbas_alkebsi@yahoo.com</a>	SAT	SUN	MON	TUE	WED	THU



## II. Course Identification and General Information:

1	Course Title:	Removable Prosthodontics I (Preclinical)			
2	Course Code & Number:	-----			
3	Credit Hours:	Credit Hours	Theory Hours		Lab. Hours
			Lecture	Exercise	
		3	2	--	2
4	Study Level/ Semester at which this Course is offered:	3rd Level / 1st Semester			
5	Pre –Requisite (if any):	Dental Morphology II Dental material II			
6	Co –Requisite (if any):	None			
7	Program (s) in which the Course is Offered:	Doctor of Dental Surgery (DDS)			
8	Language of Teaching the Course:	English			
9	Study System:	Term based			
10	Mode of Delivery:	Full Time			
11	Location of Teaching the Course:	Faculty of dentistry			
12	Prepared by:	Dr. Abbas M. Al-kebsi			

## III. Course Description:

This is the student's first preclinical course in the field of prosthodontics. The course is provided to the 3rd year undergraduate dental students. Students will be taught the followings theoretical topics: the necessary anatomical knowledge of the maxillary and mandibular edentulous arches, and different laboratory steps for complete denture construction. This course is accompanied by laboratory exercises with no clinical sessions.

#### IV. Course Intended Learning Outcomes (CILOs) :

Upon successful completion of the Course, student will be able to:

	<b>A. Knowledge and Understanding:</b>
a1	Identify and understand the basic principles for the theory and practical related to complete dentures.
a2	Demonstrate the anatomical land marks of upper and lower arches and their relation to complete dentures fabrication.
	<b>B. Intellectual Skills:</b>
b1	Select suitable materials that used in construction of complete denture
b2	Construct different preventive strategies to prevent further ridge loss
	<b>C. Professional and Practical Skills:</b>
c1	Know and apply the different steps for complete denture construction with consideration of infection control protocols
c2	Diagnose and analyze the practical problems of the complete denture
	<b>D. Transferable Skills:</b>
d1	Use the latest technology for presenting and collecting data.
d2	Manage time and resources

#### V. Course Contents:

##### A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1	Introduction to Removable prosthodontics	<ul style="list-style-type: none"> <li>- Terminology of prosthodontics term</li> <li>- Sequelae of tooth loss</li> <li>- Objectives of complete denture</li> <li>- Steps of complete denture construction</li> </ul>	Week 1	2

## V. Course Contents:

### A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
2	Anatomical landmarks of both arches	<ul style="list-style-type: none"> <li>- Supporting and limiting structures of the upper arch in relation to maxillary complete denture.</li> <li>- Supporting and limiting structures of the lower arch in relation to mandibular complete denture.</li> </ul>	Week 2 Week 3	4
3	Impressions	<ul style="list-style-type: none"> <li>- Definition</li> <li>- Objective</li> <li>- Different types of impression trays and types of impression.</li> <li>- Preliminary (primary) impression.</li> </ul>	Week 4	2
4	Final (secondary) impression and boxing the impression	<ul style="list-style-type: none"> <li>- Different final Impression techniques.</li> <li>- Definition, advantages and methods for boxing</li> </ul>	Week 5	2
5	Occlusion blocks (Record bases and occlusal rims)	<ul style="list-style-type: none"> <li>- Trial base or a record base: Requirements and Types of record bases</li> <li>- Occlusion rims: Uses (functions) of occlusion rims</li> </ul>	Week 6	2
6	Midterm Exam	MCQs	Week 7	2
7	Mandibular movements and TMJ	<ul style="list-style-type: none"> <li>- Definition</li> <li>- Anatomy and physiology of the TMJ</li> <li>- Basic mandibular movements and border and intra-border movements</li> </ul>	Week 8	2



## V. Course Contents:

### A. Theoretical Aspect:

No.	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
8	Articulators and face bows	<ul style="list-style-type: none"> <li>- Articulator:                             <ul style="list-style-type: none"> <li>. Definition</li> <li>. Functions</li> <li>. Advantages</li> <li>. Types of articulators</li> </ul> </li> <li>- Face bow:                             <ul style="list-style-type: none"> <li>. Definition</li> <li>. Types of Face bows</li> </ul> </li> </ul>	Week 9	2
9	Jaw relation records and mounting	<ul style="list-style-type: none"> <li>-Jaw relation:                             <ul style="list-style-type: none"> <li>. Definitions</li> <li>. Vertical dimension</li> <li>. Centric relation</li> <li>. Steps of recording centric occluding relation</li> </ul> </li> <li>-Mounting of casts on articulator:                             <ul style="list-style-type: none"> <li>. Definition</li> <li>. Method</li> <li>. Common errors</li> </ul> </li> </ul>	Week 10	2
10	Relief and posterior palatal seal	<ul style="list-style-type: none"> <li>- Definitions</li> <li>- Areas to be relieved</li> <li>- Functions of posterior palatal seal</li> <li>- Methods of Post palatal seal</li> </ul>	Week 11	2

<b>V. Course Contents:</b>				
<b>A. Theoretical Aspect:</b>				
<b>No.</b>	<b>Units/Topics List</b>	<b>Sub Topics List</b>	<b>Number of Weeks</b>	<b>Contact Hours</b>
11	Selections and arrangement of artificial teeth	<ul style="list-style-type: none"> <li>- Selection of Artificial teeth (shade, shape, size and materials)</li> <li>- Arrangement of anterior and posterior of both arches</li> </ul>	Week 12	2
12	Development of occlusion	<ul style="list-style-type: none"> <li>- Definition,</li> <li>- Angle's classification of occlusion</li> <li>- Differences between natural and artificial occlusion</li> <li>- Laws of Articulation and concepts of Occlusion</li> </ul>	Week 13	2
13	Laboratory steps for processing the complete denture	<ul style="list-style-type: none"> <li>- Flasking</li> <li>- Wax elimination</li> <li>- Packing, curing</li> <li>- Deflasking</li> <li>- Finishing and Polishing</li> </ul>	Week 14	2
14	Retention and stability	<ul style="list-style-type: none"> <li>Definition</li> <li>. Factors affecting retention and stability</li> <li>- Repair, relining and rebasing of complete dentures</li> </ul>	Week 15	
15	<b>Final Exam</b>	MCQs	Week 16	2
<b>Number of Weeks /and Units Per Semester</b>			<b>16</b>	<b>32</b>

<b>B. Case Studies and Practical Aspect:</b>			
<b>No.</b>	<b>Tasks/ Experiments</b>	<b>Week Due</b>	<b>Contact Hours</b>
1	Pouring upper and lower edentulous rubber molds.	1 <sup>st</sup>	2
2	Identifying the anatomical landmarks on the models (upper)	2 <sup>nd</sup>	2
	Identifying the anatomical landmarks on the models (lower)		
3	Draw the outlines on the models	3 <sup>rd</sup>	2
	Wax spacer + stops		
4	Acrylic custom tray fabrication for upper cast	4 <sup>th</sup>	2
	Acrylic custom tray fabrication for lower cast	5 <sup>th</sup>	2
	Finishing of trays		
5	Impression making with special tray for upper cast	6 <sup>th</sup>	2
	Impression making with special tray for lower cast		
6	Beading and boxing of upper impression	7 <sup>th</sup>	2
	Beading and boxing of lower impression		
	Pouring of impressions		
7	Record base with acrylic resin and occlusal rim construction on the upper master cast	8 <sup>th</sup>	2
8	Record base with acrylic resin and occlusal rim construction on the lower master cast	9 <sup>th</sup>	2
9	Post damming (posterior palatal seal)	10 <sup>th</sup>	2
10	Mounting the master cast on the articulator	11 <sup>th</sup>	2
	Setting up of anterior teeth		
11	Setting up of posterior teeth	12 <sup>th</sup>	2

<b>B. Case Studies and Practical Aspect:</b>			
No.	Tasks/ Experiments	Week Due	Contact Hours
12	Waxing up of trial dentures	13 <sup>th</sup>	2
	Flasking		
	Wax elimination and packing		
	Curing		
	Finishing and polishing		
13	<b>Practical Exam</b>	14 <sup>th</sup>	2
<b>Number of Weeks /and Units Per Semester</b>		<b>14</b>	<b>28</b>

### VI. Teaching Strategies of the Course:

- Lectures
- Debate
- Training
- Discussion
- Brainstorming

### VII. Assessment Methods of the Course:

- Quizzes
- Midterm exam
- Final exam
- Practical exam
- Semester Work
- Assignments

### VIII. Assignments:

No.	Assignments	Week Due	Mark
1	Practical work and assignments	1st- 13th	20
<b>Total</b>			<b>20</b>

### IX. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment
1	Assignments	1 <sup>st</sup> - 13 <sup>th</sup>	20	20 %
2	Quizzes	5 <sup>th</sup>	5	5 %
3	Practical Exam	14 <sup>th</sup>	15	15 %
4	Midterm Exam	7 <sup>th</sup>	20	20 %
5	Final Exam	16 <sup>th</sup>	40	40 %
<b>Total</b>			<b>100</b>	<b>100%</b>

### X. Learning Resources:

#### 1- Required Textbook(s) :

1. Alan B. Carr, Glen P. McGivney, David T. Brown: McCracken's Removable Partial Prosthodontic, 2005, 11th Ed., Mosby
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Egypt, Cairo University press

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- 3- Supply the library with Video tapes, C.D and DVDs which are essential to be as a reference for lectures and laboratory steps.

#### 3- Electronic Materials and Web Sites etc.:

##### Websites:

- 1- Jaypee digital books

[www.jaypeedigital.com](http://www.jaypeedigital.com)

2- Springer Link

<https://link.springer.com/>

3- Quintessence

<http://www.quintpub.com/index.php>

## XI. Course Policies: (Based on the Uniform Students' Bylaw (2007))

1	<b>Class Attendance:</b> Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	<b>Tardiness:</b> A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	<b>Exam Attendance/Punctuality:</b> No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	<b>Assignments &amp; Projects:</b> Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the mark allocated for the same.
5	<b>Cheating:</b> Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
6	<b>Forgery and Impersonation:</b> Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the penalties stipulated for in the Uniform Students' Bylaw (2007) shall apply.
7	<b>Other policies:</b> The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.