

# CATALOG

## ANDERSON ACADEMY OF DENTAL ASSISTING

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2016  
Registration #12-05-1989T

Lisa Koenig,  
Director

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## **MISSION STATEMENT**

Everything we do is inspired by our commitment to our students:

- To instill personal responsibilities in oral health care
- To enhance personal worth, self sufficiency and positive self-esteem
- To provide quality service to the dental profession
- To be one of the best center of learning in the dental assisting profession

## **PHILOSOPHY**

There are many job opportunities for the qualified dental assistants to assist dentists in the dental profession. Although one desires to be trained in this profession, however, there are challenges that prevent them from attending school. It is difficult for most people to attend school on a full time basis because they have to work to earn a living. The expense necessary to finance schooling in a major college is also another reason most people are discouraged in pursuing further education. We feel that the dental assisting program offered at our school will meet these challenges. The nighttime or weekend class schedules are designed to accommodate working students. The very affordable tuition fee will also solve the financing issues for most prospective students. Students are accepted regardless of sex, race, age, marital status, religious creed, ethnic or national origin.

The Dental Assisting Curriculum is an instructional program providing a thirteen week Dental Assisting Course consisting of 78 hours of lecture and lab and a 50 hour internship with a practicing dentist. The program utilizes a hands-on educational approach where students learn by doing. The course includes lectures on fundamentals of general dentistry and the basic skills, knowledge and technical proficiency necessary to assist the dentist in the various operative procedures performed in a dental clinic. Completion of the program will allow the student to have enough training to qualify for an entry level position in a dental office.

## **CERTIFICATION**

All States in the U.S. require a license for any educational institution to operate a Post Secondary School. Anderson Academy Dental Assisting is licensed by the State of Ohio Board of Career Colleges and Schools.

## **ABOUT OUR SCHOOL**

**Anderson Academy of Dental Assisting** is an institution which is owned by James Rogers, Dr. Julie Vilardo, Dr. Jettye Nagy who have recognized the need for well trained, efficient chairside dental assistants and have found difficulty in attracting good assistants.

## **SCHOOL ORGANIZATION AND FACILITIES**

The Anderson Academy of Dental Assisting is owned by Julie Vilardo, DDS, Jettye Nagy, DDS, and James Rogers, DDS.

The Anderson Academy of Dental Assisting shares space in the office of Rogers Family Dentistry located at 8284 Beechmont Avenue, Cincinnati, Ohio 45255. There are twenty dental treatment rooms equipped with dental chairs, units, and x-ray machines. There is a darkroom with an automated film processor. There is a computerized business office, a reception room, a break room, kitchen and dental laboratory. The facility has approximately 800 square feet available for student discussions. The school will occupy the total 2724 square foot of space.

#### **FACULTY AND STAFF –**

##### **James Rogers, DDS, Owner/Chief Instructor**

Dr. Rogers received his DDS from Ohio State University School of Dentistry in 2002. He is a General Dentist and owns one practice in Cincinnati, Ohio. He is a member of the Ohio Dental Association; the American Dental Association and Cincinnati Dental Society.

##### **Julie Vilardo, DDS, Owner/Instructor**

Dr. Vilardo received her DDS from Ohio State University School of Dentistry in 1993. She is a General Dentist and owns two practices in Cincinnati, Ohio. She is a member of the Ohio Dental Association, the American Dental Association and the Cincinnati Dental Society.

##### **Jettye Nagy, DDS, Owner/Instructor**

Dr. Nagy received her DDS from Ohio State University School of Dentistry in 1994. She is a General Dentist and owns two practices in Cincinnati, Ohio. She is a member of the Ohio Dental Association, the American Dental Association and the Cincinnati Dental Society.

##### **Lisa Koenig, Director/Registrar/Administrator/Instructor/CPR Instructor**

Mrs. Koenig has worked in the Dental Industry for approximately 20 years. She has been an Administrator for 9 of those years. She received her dental x-ray certification in 2011. She became a CPR Instructor in 2013 and a Notary in 2014. She also has completed Computer Training in Detric Dental Systems and Dexis Digital x-ray. She has done extensive training in medical/dental offices for approximately 20 years. She is the Practice Manager for Rogers Family Dentistry and the Director/Administrator/Registrar/Instructor for Anderson Academy of Dental Assisting.

##### **Tiffany Binkley, EFDA, Instructor**

Mrs. Binkley has eight years of experience as a dental assistant. She received her dental x-ray certification in 2005. She received her EFDA license in 2009 from Ohio State College. She is currently working for Dr. James Rogers at Rogers Family Dentistry in Cincinnati, Ohio as an Expanded Functions Dental Assistant and Instructor for Anderson Academy of Dental Assisting, LLC.

##### **Sadie Mullins, Dental Assistant, Instructor**

Miss Mullins has been a lead dental assistant for over 5 years. She is currently working for Dr. James Rogers at Rogers Family Dentistry in Cincinnati, Ohio as his lead dental assistant and an Instructor for Anderson Academy of Dental Assisting, LLC.

## **HOURS OF OPERATION/CLASS SCHEDULE**

Classes are offered either on Saturdays from 8:30AM until 3:00PM (includes a thirty minute lunch break) or on Tuesday and Thursday evenings from 6:00 pm until 9:15 pm for 3 hours with a fifteen (15) minute break each class day for 13 weeks. Additional breaks will be at the discretion of the instructor and may extend the hours of class accordingly. School Office hours are Monday – Friday from 9:00 AM - 3:00 PM. Enrollments are accepted up to three days before class starts.

The fifty-hour internship/externship is required at the completion of the training stage of the program and has to be completed in two weeks or may be spread over a three or four week period. Certificate of completion will not be granted until internship/externship requirements are satisfied.

## **ADMISSION REQUIREMENTS**

A person who satisfies the following criteria:

- a. A graduate of a high school that is regionally accredited or approved by an authorized state educational agency; or
- b. Has obtained a high school certificate of General Equivalency Diploma (GED).
- c. Must be 18 years of age

Admission is contingent upon submission of a copy of a High School diploma or GED and a secondary school transcript. Prior to admission, applicants must submit an application for admission before the first day of class.

## **STUDENT RE-ADMISSION**

It is at the Director's discretion to approve or disapprove the re-enrollment of any student suspended for any reason. Upon approval, student must re-apply and start at the beginning of the next academic session.

## **CHANGE OF STUDENT STATUS**

A student who has been approved for a voluntary leave of absence (LOA) will be readmitted to the next academic session at the point that he or she left at no additional expense.

## **COURSE OBJECTIVES**

Each student will be exposed to the necessary clinical techniques required in the dental care environment. It is the goal of the school to train each student to a level of proficiency that will allow them to qualify for immediate employment at a dental office upon completion of the course.

## **SCHOOL CURRICULUM**

The comprehensive Dental Assisting curriculum is a 13 week program consisting of 78 hours of lecture and chairside clinical training. In addition, 50 internship hours with a practicing dentist is required. The Internship/Externship hours must be completed in two weeks or may be spread over a three or four week period. Certificates are awarded when internship/externship requirements are fulfilled, the dental assisting program has been completed, the student has an overall grade of 70% or greater and all financial obligations are satisfied.

**PROGRAM OUTLINE - DENTAL ASSISTING PROGRAM**

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS			
			LECT	LAB	EXT	TOT
1	DA101	Introduction to the Profession	1	0	0	
	DA102	Ethical & Legal Issues in Dentistry	1	0	0	
	LAB 101	Dental Chair & Infection Control (PPE)	0	1	0	
	LAB102	Inf. Cont. - Maintaining the Operating Field	0	1.5	0	
	LAB103	Inf. Cont. – Treatment Preparation & Clean-up	0	1.5	0	
		Total				6
2	DA103	Dental Radiography	1	0	0	
	DA104	Human Dentition	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures	0	4	0	
		Total				6
3	DA105	Composition of Teeth & Dental Terminology	1	0	0	
	DA106	Tissues Surrounding the Teeth	1	0	0	
	LAB104	Radiography Basics & X-Ray Procedures (Cont'd)	0	4	0	
		Total				6
4	DA107	Bones of the Head	1	0	0	
	DA108	Muscles of the Head & Neck, Temporomandibular Joint and Paranasal Sinuses	1	0	0	
	LAB105	Dental Charting	0	4	0	
		Total				6
5	DA109	Oral Pathology	1	0	0	
	DA110	Oral Cavity, Salivary Glands & Immune System	1	0	0	
	LAB105	Dental Charting (Cont'd)	0	2	0	
	LAB106	Alginate Impressions, Lab Materials & Techniques	0	2	0	
		Total				6
6	DA111	Dental Materials	1	0	0	
	DA112	Pediatric Dentistry	1	0	0	
	LAB107	Restorative Materials & Techniques	0	2	0	
		Clinical Video of Amalgam & Composite Filling				
LAB108	Pedodontic Procedures	0	2	0		
		Total				6
7	DA113	Removable Prosthodontics	1	0	0	
	DA114	Fixed Prosthodontics	1	0	0	
	LAB109	Removable Prosthodontics – Full & Partial Dentures	0	2	0	
	LAB110	Fixed Prosthodontics	0	2	0	
		Total				6
		Sub-Total	14	28	0	42

Legend: LECT - Lecture      LAB - Laboratory      EXT- Externship      TOT – Total

WEEK	COURSE	COURSE DESCRIPTION	CLOCK HOURS				
			LECT	LAB	EXT	TOT	
8	DA115	Endodontics	1	0	0		
	DA116	Topical & Local Anesthesia	1	0	0		
	LAB 111	Endodontics Instrument & Procedures	0	2	0		
	LAB112	Techniques in Administering Anesthesia	0	2	0		
			Clinical Video of Crown Preparation				
		Total				6	
9	DA117	Orthodontics	1	0	0		
	DA118	Periodontics	1	0	0		
	LAB113	Placing Sealants & Home Bleaching	0	2	0		
	LAB114	Periodontal Treatment, Coronal Polishing, Oral Hygiene and Preventive Dentistry	0	2	0		
			Total				6
10	DA119	Oral Surgery	1	0	0		
	DA120	Medical Emergencies in the Dental Office	1	0	0		
	LAB115	Oral Surgical Procedures	0	2	0		
			Clinical Video of Oral Surgical Procedures				
	LAB116	CPR Training & Certification	0	2	0		
		Total				6	
11	DA121	Radiography In Depth Overview	4	0	0		
	DA122	Front Office Mgt. and Resume Preparation	2	0	0		
			Total				6
12		Practical Exams Review - Charting	0	2	0		
		Practical Exams Review - Radiography	0	2	0		
		Practical Exams Preparation – Instrument Transfer	0	1	0		
		Practical Exams Preparation – Instrument Recognition & Suction Tip Positioning	0	1	0		
			Total				6
13		Practical Final Exams	3	0	0		
		Final Exams - Theories	3	0	0		
			Total				6
	EXT101	Externship	0	0	50	50	
		Sub - Total (Page 6)	18	18	50	86	
		Plus: Sub - Total (Page 5)	14	28	0	42	
		<b>Grand Total (Pg. 5 + Pg. 6 = Curriculum Clock Hrs)</b>	<b>32</b>	<b>46</b>	<b>50</b>	<b>128</b>	

Legend: LECT - Lecture      LAB - Laboratory      EXT- Externship      TOT – Total

## **LECTURE SERIES – SUBJECT DESCRIPTION**

### **DA 101 - Introduction to the Profession - (1 hour of lecture)**

Students are introduced to the profession of Dentistry and the responsibilities of the dental health team which includes the dentist, hygienist, the front office personnel and the back office personnel. (Prerequisite: None)

### **DA 102 - Ethical and Legal Issues - (1 hour of lecture)**

Students will learn the ethics governing dentistry and the various governmental agencies entrusted with the regulation of the dental profession to ensure and protect the public from incompetent and unethical practices. Topics include licensure procedures and credentialing. (Prerequisite: None)

### **DA 103 - Dental Radiography - (1 hour of lecture)**

Students will learn the basic principles of X-Ray. The operating principle of the X-Ray Machine is also discussed. Topics also include types of film exposures and film processing errors. (Prerequisite: None)

### **DA 104 - Human Dentition - (1 hour of lecture)**

Students will learn the form and structures of the human natural teeth in the dental arch. Topics also include the method of identifying teeth by using the Universal Numbering System for permanent and primary teeth. (Prerequisite: None)

### **DA 105 - Composition of Teeth and Dental Terminology - (1 hour of lecture)**

Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology. (Prerequisite: None)

### **DA 106 - Tissues Surrounding the Teeth - (1 hour of lecture)**

Students will learn the tissues supporting the human teeth. Topics include the alveolar process, the periodontal ligament and the gingiva (gums) which are collectively known as the periodontium. (Prerequisite: DA104)

### **DA 107 - Bones of the Head - (1 hour of lecture)**

Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face. (Prerequisite: None)

### **DA 108 - Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses - (1 hour of lecture)**

Students will learn the muscles of the head and neck and the temporomandibular joint which connects the maxillary and mandibular jaws. Topic also includes paranasal sinuses which are the air cavities in the bones above and each side of the nasal cavities. (Prerequisite: None)

**DA 109 - Oral Pathology** - (1 hour of lecture) Student will learn the nature of diseases that affect oral structures and regions nearby. Topics include discussion on how to distinguish normal from abnormal conditions in the oral cavity. (Prerequisite: None)

**DA 110 - Oral Cavity, Salivary Glands and Immune System** - (1 hour of lecture)  
Students will learn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: None)

**DA 111 - Dental Materials** - (1 hour of lecture)  
Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

**DA 112 - Pediatric Dentistry** - (1 hour of lecture)  
Specialty limited to the dental care of children. The students will learn the special requirements prior to treatment of children. Topics include informed consent from guardians, behavioral management of children during treatment and the common pediatric dental procedures. (Prerequisite: None)

**DA 113 - Removable Prosthodontics (RPD)** - (1 hour of lecture)  
Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPD's and the various steps necessary to take during replacement appointment with patient. (Prerequisite: None)

**DA 114 - Fixed Prosthodontics** - (1 hour of lecture)  
Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

**DA 115 – Endodontics** - (1 hour of lecture)  
More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

**DA 116 - Topical and Local Anesthesia** - (1 hour of lecture)  
Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

**DA 117 – Orthodontics** - (1 hour of lecture)  
Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

**DA 118 – Periodontics** - (1 hour of lecture)  
Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)



**DA 119 - Oral Surgery** - (1 hour of lecture) Involves with removing of teeth, treating jaw fractures, bone and tissue grafts and removal of tumors and cysts and reconstruction of oral and dental deformities. The students will learn the various procedures and instruments use in oral surgery. (Prerequisite: None)

**DA 120 - Medical Emergencies in the Dental Office** - (1 hour of lecture)  
Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

**DA 121 - Radiography In Depth Overview** - (4 hours of lecture)  
The students will have an in depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

**DA 122 – Front Office Mgt. and Resume Preparation** - (2 hour of lecture)  
Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (Prerequisite: None)

### **LAB SESSIONS – SUBJECT DESCRIPTIONS**

**LAB 101 - Dental Chair and Infection Control (PPE)** – (1 hour of Lab)  
Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments

The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to don the various Personal Protective Equipment (PPE) required in the dental clinic. (Prerequisite: None)

**LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays** - (1.5 hours of Lab)  
Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown. (Prerequisite: LAB101)

**LAB103 – Infection Control: Treatment Preparation and Clean-up** - (1.5 hours of Lab)  
Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

**LAB 104 - Radiography Basics and X-Ray Procedures** - (8 hours of Lab)  
Students will learn basic x-ray techniques. They will also learn how to take full mouth

series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs. (Prerequisite: LAB101, DA103 & DA104)

**LAB 105 - Dental Charting - (6 hours of Lab)**

Students will learn how to document the present dental conditions of the patient and the dental services to be rendered. This serves as a legal record of the patient. The students are taught and asked to prepare a dental chart using appropriate symbols and abbreviations. (Prerequisite: DA104)

**LAB 106 - Alginate Impressions, Laboratory Materials and Techniques - (2 hours of Lab)**

Students will learn that Alginate Impressions are taken in order to capture an accurate three dimensional duplication of a patient's teeth and/or surrounding tissues. Students are taught how to get alginate impressions. Students also learn to take impressions using silicon and gypsum. (Prerequisite: DA104)

**LAB 107 - Restorative Materials and Techniques - (2 hours of Lab)**

Students will learn the use of bonding agents to be used between the tooth structures and the restoration. They are taught to prepare bonding agents using various instruments. In addition to the actual demonstration, a clinical video of amalgam restoration and composite resin restoration is shown to the students during this session. (Prerequisite: None)

**LAB 108 - Pedodontic Procedures - (2 hours of Lab)**

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE) base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

**LAB 109 - Removable Prosthodontics - (2 hours of Lab)**

Students will learn the steps involve in the fabrication and installation of complete (full) and partial dentures. Students are asked to practice putting tray set-ups together for each stage of removable and Prosthodontic fabrication and delivery. (Prerequisite: DA113)

**LAB 110 - Fixed Prosthodontics - (2 hours of Lab)**

Students will learn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries. (Prerequisite: DA114)

**LAB 111 - Endodontic Instruments and Procedures - (2 hours of Lab)**

Students will learn endodontics (root canal) procedures and the various materials and instruments use. Students are taught to place the rubber dam on the typodont. (Prerequisite: DA115)

**LAB 112 – Techniques in Administering Anesthesia - (2 hours of Lab)**

Students will learn the proper use of anesthesia in the dental practice. Students are taught how to load syringes, proper passing techniques and safe recapping techniques. (Prerequisite: DA116)

**LAB 113 - Placing Sealants and Home Bleaching - (2 hours of Lab)**

Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught how to apply sealants and bleaching techniques. (Prerequisite: None)

**LAB 114 - Periodontal Treatment, Coronal Polishing, Oral Hygiene and Preventive Dentistry - (2 hours of Lab)**

Students will learn the various steps and instruments used in sealing, prophylaxis and coronal polishing. Students are taught the techniques in passing periodontal instruments and are taught how to assemble the ultrasonic scaler correctly. Additionally, they will be taught the process of removing stained and soft deposits from the clinical crown of a tooth. (Prerequisite: DA118)

**LAB 115 - Oral Surgical Procedures - (2 hours of Lab)**

Students will learn the instruments needed for routine surgical and dental extraction. Students are taught instrument passing in the correct order for a typical tooth extraction and how they are passed over a patient. To further enhance classroom demonstration, a clinical video of oral surgical procedure is shown to the students during this session. (Prerequisite: DA119)

**LAB 116 – CPR Training and Certification - (2 hours of Lab)**

Students are taught how to administer Cardio Pulmonary Resuscitation. Training will be conducted by representatives of the local American Red Cross or Fire Department. Upon completion of this training students will be awarded Certificates of Completion. (Prerequisite: None)

**PRACTICAL EXAMS REVIEW/PRACTICAL EXAMS/FINAL EXAMS AND GRADUATION – (12 hours)**

**EXT101- EXTERNSHIP - (50 hours)**

Students will undergo fifty (50) hours of on the job training in the office of a practicing dentist to further enhance their hands on experience. This training could be conducted in the school premises or in the offices of other participating dentists. (Prerequisite: Dental Assisting Program)

**TUITION AND FEES**

<u>Course</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Books/Lab supplies</u>	<u>Total Tuition</u>
Dental Assisting	\$3700.00	\$125.00	\$175.00	\$4000.00

**The registration/administration fee must accompany the Enrollment Agreement to secure a space in the program and shall be applied to the first installment or full payment upon enrollment.**

## **TUITION PAYMENTS**

To assist students who are financially not capable of paying the full tuition up front, the school will offer an easy interest free installment plan. The plan will consist of four installments:

1 <sup>st</sup> installment upon enrollment	- \$ 1000.00
2 <sup>nd</sup> installment on the 4 <sup>th</sup> week of class	- 1000.00
3 <sup>rd</sup> installment on the 8 <sup>th</sup> week of class	- 1000.00
4 <sup>th</sup> installment on the 12 <sup>th</sup> week of class	- <u>1000.00</u>
<b>TOTAL</b>	<b><u>\$ 4000.00</u></b>

## **LATE PAYMENTS**

Installment payments not received 10 days after the due date shall incur a five percent (5%) penalty of the amount due.

Arrangements may be made for students to pay tuition on a monthly basis. Tuition must be paid either prior to entrance or prior to the month in which it is due. All payments must be paid by the end of the program. Installment payments not received 10 days after the due date shall incur a five percent (5%) penalty of the amount due in addition to the \$50.00 late fee.

## **CANCELLATION AND REFUND POLICY:**

(To comply with R4-39-308 and R4-39-404)

**Rejection:** An applicant denied by the school is entitled to a refund of all monies paid.

**Five-Day Cancellation:** The enrollment agreement may be cancelled within five calendar days after the date of signing provided that the school is **notified of the cancellation**. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty (30) days after cancellation. This provision shall not apply if the student has already started academic classes.

**A full refund of all tuition and fees is due and refundable in each of the following cases:**

- a.) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- b.) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

## **REFUND AFTER COMMENCEMENT OF CLASSES:**

### **1. Procedure for withdrawal/withdrawal date:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide written **notice** to the Director of the school. The notice is to indicate the expected last date of attendance and be **signed and dated by the student**.
- B. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 consecutive class hours.
- D. All refunds will be issued within 30 days of the determination of the withdrawal date.

### **2. Tuition charges/refunds:**

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program

(1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

(2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

(3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

(4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program.

Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

**Special Cases:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair (optional language).

**Holder in Due Course Statement:**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

**THE STUDENT UNDERSTANDS:**

1. The School does not accept credit for previous education, training, work experience (experiential learning), or CLEP (if applicable).
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules.
6. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.

**ORIENTATION**

Orientation shall be conducted on the first day of class. Students will be acquainted with the following:

- Instructors
- Facilities
- Syllabus
- Grading System
- Internship Requirements
- Graduation Requirements
- Attendance
- Rules and Regulations
- School Policies and Procedures
- Dress Code/Conduct
- Parking

**STUDENT ATTENDANCE**

Students must not miss more than six hours which is equivalent to two weekdays sessions or one weekend session. If this limit is exceeded, the student will be terminated. The student must follow the re-admission procedure outlined in the Student Catalog if the student wishes to join the next scheduled session.

**CONDUCT STANDARDS**

Smoking, the use of drugs, alcoholic beverages, vulgar behavior, or use of profanity in the school premises are strictly prohibited. Failure to comply will be grounds for suspension. No drinking or eating allowed inside the classroom area. The employee lounge can be used during breaks. The student must follow the re-admission procedure as previously outlined in the Catalog if the student wishes to join the next session.

**DRESS CODE**

Students have the option of wearing scrubs or other appropriate and comfortable clothing during class. Use of jewelry that may interfere with clinical activities are not allowed.

**ACADEMIC POLICIES AND STANDARDS**

The school has established academic requirements together with other financial obligations which must be fully satisfied before a certificate of completion is granted. For this reason, it is important for the student to be acquainted with all requirements. As part of the school's stated mission regarding excellence in education, we are committed to assessing the student's theoretical and practical achievements. In order to verify that these goals are being met, graded tests and quizzes are given almost on a daily basis. Internship/ Externship evaluations are also included in the final grade determination. At the end of the course, final exams in both the theoretical and practical aspects are given. An overall final grade of 70 or above is required for graduation.

Students must adhere to high standards of scholarship. There will be two students' progress evaluations. The first evaluation will be conducted after the 4<sup>th</sup> week of class and the second will occur after the 7<sup>th</sup> week. Students who have attained a grade of 70% or above would have attained a satisfactory progress. The students who have attained an average of less than 70% on the tests, quizzes and lab tests at the time of evaluation will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the student will be placed on probation. The student will be given an opportunity to be removed from probation by taking make-up tests on the failing subjects. At the end of the course, final examinations in both the theoretical and practical aspects are given. An **overall grade of 70%** and above which includes internship/externship would be considered satisfactory and will qualify the students to graduate. Students receiving an overall grade below 70% will be given a final grade of "F" and has to repeat the entire program. If the student wishes to be readmitted to the program, he/she must follow the readmission procedure as outlined in this Catalog.

The grading will take into consideration four areas of achievement namely, Tests/Quizzes, Lab Tests, the Final Examination, the Clinical Procedures and Internship. Each of these areas is assigned weight factors of 30%, 10%, 20%, 30% and 10% consecutively for a total of 100%. The final grade is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. Whatever total is obtained by this procedure is the final grade. This numerical grade can be converted into a grade letter equivalent using the table below:

### Grading System

Grade Letters	Score	Grade
A	90 - 100	Excellent
B	80 - 89	Good
C	75 - 79	Average
D	70 - 74	Unsatisfactory
F	Below 70	Failure
I		Incomplete
W		Withdrawal

A grade of "I" is Incomplete which means that the student has not completed all graduation requirements such as internship or has not paid his/her financial obligations to the school. This grade will remain in his/her record until all requirements are satisfied. A grade of "W" means that it is a withdrawal and will remain as such until he/she has re-enrolled to complete the requirements of the course. A grade of "F" is a failing grade which means that the student has to repeat the course.

An overall grade of 70 or greater is considered passing and will qualify the student for graduation. An overall grade of less than 70 is considered failing and the student has to repeat the course.



**RECORDS**

The school keeps on file the academic records of each student. These include class attendance, test scores, grades and internship evaluation.

**GRADE REPORTS**

A certificate of completion upon graduation will be granted the student and a transcript of record will be issued to the student upon request as long as all financial obligations are satisfied.

**MAKE-UP WORK**

Request for make-up work may be granted at the discretion of the Instructor or Director.

**FAMILY EDUCATIONAL PRIVACY ACT**

All students enrolled at the school shall have the right to inspect and review their education records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Privacy Act of 1974. The procedure for reviewing records and subsequently correction or deleting portions of the records may be received from the school director.

**DISABILITIES**

In accordance with the Americans with Disabilities Act, the school does not discriminate on the basis of disabilities. Persons with disabilities should contact the school to determine if their capabilities will enable them to meet the requirements for graduation.

**GRADUATION REQUIREMENTS**

Students may graduate with the following conditions:

- Successful completion of the dental assisting program
- An overall grade point average of 70% or greater
- Internship requirement are completed
- All financial obligations are satisfied

**TRANSCRIPTS**

All requests for transcripts must be requested and signed in writing by the student. No transcript shall be issued unless all academic, internship/externship requirements are completed and financial obligations satisfied. There will be no charge for the first request of copy of student's transcript, a \$5 charge will be assessed for each additional requests. A federal or state agency which periodically required a transcript in order to determine a student's progress is exempt from this fee.

**GRIEVANCE PROCEDURE**

The School Director will be available to discuss any problems or complaints brought forth by any student. If the matter remains unresolved after conferring with the school Director, the following steps will be taken:

- Submit a written description of the complaint to the School Director
- Within 14 days of the written complaint, the School Director will appoint a Review Board consisting of the School Director, the School Registrar, the Lead Clinical Instructor and two students. The School Director will serve as Chairman.
- Within 7 days, the School Director will convene to discuss the problem and interview the complainant.
- Within 14 days of the meeting, the Board will render its decision. The Board's decision is final.
- If the student is not fully satisfied with the Board's resolution of the complaint, he/she may choose to submit a grievance in writing with the State of Ohio Board of Career Colleges and Schools. The student must contact the State Board for procedures in filing a complaint. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director at:

State of Ohio Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481 Columbus, Ohio 43215-3138  
(614) 466-2752 Toll Free (877) 275-4219

## School Calendar

Spring Session:	April 4, 2017	-	June 29, 2017	Tuesday/Thursday Classes
Summer Session:	July 5, 2017	-	September 29, 2017	Tuesday/Thursday Classes
Fall Session:	October 1, 2016	-	December 24, 2016	Saturday Classes
Winter Session	January 7, 2017	-	April 1, 2017	Saturday Classes

You must enroll 7 days prior to the first day of class.

## Holidays

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

I acknowledge that I have received a school catalog and agree with the school Policy's and procedures as stated. I acknowledge that I have received and read a copy of the enrollment agreement.

Applicant's  
Signature \_\_\_\_\_ date: \_\_\_\_\_

Parent or Guardian  
(if applicable) \_\_\_\_\_ date: \_\_\_\_\_

School representative: \_\_\_\_\_ date: \_\_\_\_\_