

**MONTGOMERY COMMUNITY COLLEGE**



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**DENTAL ASSISTING STUDENT HANDBOOK**  
**Revised 2018**

# WELCOME

The Dental Assisting faculty at Montgomery Community College would like to welcome you to a new and exciting college experience. The faculty wishes to guide you in preparing to care for individuals of all ages, diverse personalities and cultural backgrounds, along with a variety of dental conditions; in addition, we look forward to leading you as you become a professional, proficient, and caring dental assistant.

Upon graduating from the program you will be privileged to share in a challenging and satisfying dental career under the supervision of a licensed dentist.

The Montgomery Community College Dental Assisting Program is accredited by the Commission on Dental Accreditation (CODA) ([www.ada.org](http://www.ada.org)), 211 East Chicago Avenue Chicago, IL 60611.

We hope as you continue your education, you will find your time at MCC rewarding. We are happy you have chosen to MCC and the Dental Assisting program.

## Philosophy

The Montgomery Community College Dental Assisting Program operates within the framework and philosophy of the college. The faculty believes that the teaching/learning paradigm is an interactive process and that instruction should be presented in a supportive educational environment to engender the student's personal and professional development. The program provides an environment to support lifelong learning and to develop skills and attitudes which foster the team concept, thus helping students meet the changing needs of today's world. Dental Assisting Profession

<http://dentalassistant.org>

The Dental Assisting profession is a vital component in the dental healthcare delivery team. The US Department of Labor's Occupational Outlook Handbook lists Dental Assisting as the fifth highest profession that is expected to grow at a faster than average pace through the year 2020 ([www.bls.gov](http://www.bls.gov)).

Dental Assisting is highly technical skilled work. The Dental Assistant is responsible for working under the supervision of a licensed dentist(s) with a wide range of task in the dental office, ranging from patient care to administrative duties to laboratory functions. Work involves assisting a dentist engaged in performing general dentistry practices such as diagnostic, operative, preventive, and other dental procedures during examination and treatment of patients.

The dental assistant performs many tasks requiring both interpersonal and technical skills. Although state regulations vary, responsibilities may include:

- assisting the dentist during a variety of treatment procedures
- exposing dental radiographs (x-rays)
- reviewing the patient's medical history and taking vitals, including blood pressure

- serving as an infection control officer, developing infection control protocols, and preparing and sterilizing instruments and equipment
- helping patients feel comfortable before, during and after dental treatment
- providing patients with instructions for oral care following surgery or other dental treatment procedures, such as the placement of a restoration (filling)
- teaching patients appropriate oral hygiene strategies to maintain oral health

## Program Goals

1. To provide didactic and experiential learning environments that will enable students to gain the knowledge and skills necessary to:

Assist chairside in four-handed dentistry procedures in a clinical practice developing entry level skills for the practice of dental assisting

Perform a variety of clinical supportive treatments and dental laboratory procedures

Use critical thinking to solve problems and communicate effectively with patients and dental team members

Provide support functions and dental emergency care

Maintain principles of appropriate safety management and practices

Demonstrate professional and ethical behavior as a member of a dental team

Master competencies necessary for successful completion of the Dental Assisting Program and to prepare for the Dental Assisting National Board certification

Initiate and develop a desire for life-long learning

Inspire and promote dental team concept

2. To maintain accreditation by the Commission on Dental Accreditation of the American Dental Association as a benchmark of program quality.

### **Financial Aid “Return to Title 4” (r2t4 Pell Grant Monies)**

The Dental Assisting curriculum includes two or more courses which are completed in 8 weeks. Due to “Return to Title 4” (r2t4, Pell grant) policy any student dropping DEN classes that are offered as 8 week course may not be paid for, but may be considered a r2t4, as financial aid is based on completion of the term. Students are encouraged to see Doni Cody in the Financial Aid Department for guidance on the issue prior to dropping courses in the program.

### **Dental Assisting Education**

The Dental Assisting educational process progresses from simple to complex and actively involves the student in what will become a lifelong learning process. Dental Assisting is based on theories and principles from various disciplines. The responsibility of learning belongs to the student as the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plans learning experiences in which students think carefully and thoroughly about situations and are motivated to use their cognitive and critical thinking skills in a responsible manner.

The Dental Assistant must be committed to professional growth, continuous learning, and self-development both as a member within the discipline of Dental Assisting and the dental team. Essential knowledge includes understanding of legal parameters governing dental assisting practices; the importance of dental research; roles of professional dental assisting organizations; political, economic, and societal influences which impact dental assisting; lines of authority and communication within the work setting, and the ability to make sound decisions and utilize critical thinking skills.

### **State of North Carolina Recognized Categories for Dental Assistants**

DA II is one who has successfully completed:

- 1) an ADA-accredited dental assisting program and has a current certification in CPR; or
- 2) one academic year or longer in an ADA-accredited dental hygiene program and has current certification in CPR

CDA is one who has

- 1) successfully completed the certification examination administered by the Dental Assisting National Board (DANB), and
- 2) a current certification in CPR

Students/Graduates may be eligible for the Dental Assisting National Board exam through DANB. Candidate qualifications can be found at [www.danb.org](http://www.danb.org)

Information pertaining to Dentistry/Dental Assisting in the state of North Carolina can be obtained at [www.ncdentalboard.org](http://www.ncdentalboard.org) including expanded functions for dental assistants.

## **THE DENTAL ASSISTANTS PLEDGE**

I solemnly pledge that, in the practice of my profession, I will always be loyal to the welfare of the patients who come under my care, and to the interest of the practitioner whom I serve.

I will be just and generous to the members of my profession, aiding them and lending them encouragement to be loyal, to be just, and to be studious.

I hereby pledge to devote my best energies to the service of humanity in that relationship of life to which I consecrated myself when I elected to become a Dental Assistant.

Dr. C. N. Johnson



## **American Dental Assistants Association (ADAA) Principles of Ethics and Professional Conduct**

Abide by the Bylaws of the Association

Maintain loyalty to the Association

Pursue the objectives of the Association

Hold in confidence the information entrusted to me by the Association

Serve all members of the Association in an impartial manner

Recognize and follow all laws and regulations relating to activities of the Association

Maintain respect for the members and the employees of the Association

Exercise and insist on sound business principles in the conduct of the affairs of the Association

Use legal and ethical means to influence legislation or regulation affecting members of the Association

Issue no false or misleading statements to fellow members or to the public

Refrain from disseminating malicious information concerning the Association or any member or employee of the American Dental Assistants Association

Maintain high standards of personal conduct and integrity

To not imply Association endorsement of personal opinions or positions

Cooperate in a reasonable and proper manner with staff and members

Accept no personal compensation from fellow members, except as approved by the Association

Promote and maintain the highest standards of performance in service to the Association

Assure public confidence in the integrity and service of the Association

## SYLLABI

A syllabus for each course will be provided for students at the beginning of the semester. Students can access a course syllabus through blackboard in the course information section of the class. Students are encouraged to print a copy of all syllabi to use as reference throughout the semester.

Each syllabus will be reviewed at the beginning of the course. Students should share questions or concerns about the content or requirements for the course with the instructor. Questions/concerns will be addressed throughout the first week of the course and throughout the semester as necessary.

### Dental Assisting Curriculum

<b>FALL</b>	<b>PREFIX</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
(8 Weeks)	DEN 100	Basic Orofacial Anatomy	2
	DEN 101	Preclinical Procedures	7
	DEN 102	Dental Materials	4
(8 Weeks)	DEN 111	Infection/Hazard Control	2
	BIO 106	Anatomy/Physiology/Micro	3
			Total 18
<b>SPRING</b>	<b>PREFIX</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
(8 Weeks)	DEN 103	Dental Sciences	2
(8 Weeks)	DEN 104	Dental Health Education	3
	DEN 106	Clinical Practice I	6
	DEN 112	Dental Radiography	3
	ENG 111	Writing & Inquiry	3
			Total 17
<b>SUMMER</b>	<b>PREFIX</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>
(6 Weeks)	DEN 105	Practice Management	2
(6 Weeks)	DEN 107	Clinical Practice II	5
	PSY 150	General Psychology	3
			Total 10

**45 Total Credits**

## Technical Standards for Students in the Dental Assisting Program

According to the nature of work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student should be able to meet the following behaviors through natural abilities or the use of assistive devices.

Standard of Practice	Examples of Necessary Behaviors (not all inclusive)
<b>Interpersonal abilities</b> sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds.	Establish rapport with classmates, faculty, patients, families and colleagues
<b>Communication abilities</b> sufficient for interaction with others in verbal and written form	Explain treatment procedures and oral health instruction as well as document treatment procedures and client responses
<b>Critical thinking</b> ability sufficient for clinical judgment	Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematic skills
<b>Physical abilities</b> sufficient to move around rooms in the dental environment and maneuver in limited spaces and reach equipment	Move around clinical operatories, sterilization room and other treatment areas. Position self-chairside in close proximity to patient. Administer CPR and BLS procedures. Reach radiographic equipment. Transfer patients from wheel chairs to dental chairs and back
<b>Gross and fine motor abilities</b> sufficient to provide safe and effective assistance to the dentist, client and co-workers	Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids chairside mannequins, small equipment, etc.
<b>Auditory ability</b> sufficient to monitor and assess health records	Hears patients; cries of distress; sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs



Standard of Practice	Examples of Necessary Behaviors (not all inclusive)
<b>Visual ability</b> sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety	Observes patient responses such as skin color and facial expression. Monitors vital signs. Evaluates radiographs for technical quality including density, contrast and distortion. Read records. Notes color changes in dental materials, which indicate reactions occurring
<b>Tactile ability</b> sufficient for assessment and performance of dental chairside procedures including safe expanded functions.	Perform selective coronal polishing; placement of x-rays and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement

## Dental Assisting Program

The Dental Assisting program has established requirements, guidelines and policies which students are expected to follow and adhere to throughout enrollment in the program. All requirements, guidelines and policies are enforceable while attending the MCC Dental Assisting program.

Each student will receive a copy of the Dental Assisting Handbook and Lab Manual at the beginning of the fall semester; a clinical manual will be provided at the beginning of the spring semester. It is the student's responsibility to read and understand the content of each manual.

Students will be given the opportunity to ask questions during the first week of class allowing for clarification on requirements, guidelines and policies. In addition, students are encouraged to ask questions throughout the program should they be unclear on a policy or guideline.

Students will be required to sign an agreement stating he/she has access to a copy of the manual. The statement ensures that students have read and understand the information provided in each of the documents.

## **Program Requirements**

### **1) Medical Health Form**

**(Form will be given at orientation and required to be returned to faculty prior to registering for classes)**

Once a student has been accepted into the Dental Assisting program they are required to attend a mandatory orientation. Students will receive a copy of the Medical Health Form at that time. Students are required to have the Medical Health Form completed by a licensed physician or appropriate medical personnel and kept on file with the Dental Assisting Program Department Head, prior to registering for fall DEN courses.

Records relating to specific vaccines are required including Hepatitis B. The Hep B vaccine requires three injections; the initial injection, followed by the second injection one month later, and the third six months following the first injection. Students are encouraged to have completed the Hep. B vaccine prior to entering the program. However, should a student not have the vaccine they must start the series with the completion of the Medical Form. A student will not be allowed to enter the clinical portion of the program without the completed series of Hep. B vaccine, unless it is at the recommendation of their physician. Due to clinical site requirements, a student that declines or is unable to receive the Hepatitis B Vaccine may not be able to complete the clinical requirements of the program.

A student that declines the vaccine must sign a declination form, and therefore understand clinical sites are not required to accept students without the vaccination. Students are encouraged to discuss any concerns about receiving the vaccination with their physician. The dental assisting program does not require that a seroconversion titer be performed following the vaccination for Hepatitis B immunity, however, students are highly encouraged to have a titer to for immunity following the vaccine, to ensure immunity.

### **2) CPR (proof of certification on file prior to registering for classes)**

Students entering the program must hold a current CPR Healthcare Provider certification prior to entering the Dental Assisting Program. The expiration date on the card must extend throughout the program or the student must re-certify prior to the expiration date to avoid dismissal from the program.

### **3) LIABILITY INSURANCE (paid at the time of registration)**

According to college policy, students enrolled in allied health programs are required to purchase liability insurance **each** semester. The fee is charged at registration. This is not a health insurance policy, but rather a form of malpractice insurance.

#### **4) ACCIDENT INSURANCE (paid at the time of registration)**

All MCC students are required to purchase accident insurance each semester. The fee will be paid at the time of registration. **The policy covers school-related activities only.**

"MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities."

While in clinical/co-op activities, students are covered through their accident insurance and malpractice insurance . . .

However, if the student is exposed to TB, AIDS, or any other disease, illness or injury, the College is not liable nor will the student's MCC insurance pay . . . the student must pay for test, x-rays, etc. required as a result of the exposure.

#### **Program Guidelines**

##### **1) Study Time**

Developing good study skills is a necessity for most students. Reading assignments, and note taking skills are vital to successfully completing the program.

In addition to class time, students should expect to spend approximately two-four hours each day on assignments. The understanding and comprehension of dentistry is primarily supported through reading assignments found in the course syllabus. Students will benefit in preparing for class ahead of time as dental assisting builds upon each lecture and lab.

The Dental Assisting program is intense and requires complete commitment on the part of students; therefore, students are advised to monitor the number of hours they work outside of the program. Should a student work, it is suggested that a maximum of 20 hours per week be scheduled, this includes weekends. It is imperative that time be allowed for reading and homework assignments. While the decision to be employed during enrollment in the program is the student's choice, however, it is the policy of the program that exceptions cannot be made for incomplete coursework or lack of attendance due to work schedules.

Additional resources may be available through textbooks that accompany assignments, it is suggested that students utilize these tools to assist them in understanding the dental assisting materials.

Due to online and hybrid classes it is suggested that students have access to a computer that is easily accessible in order to complete assigned course work on time. The college provides computer availability to students in the CATS lab. Students should check the CATS lab for operational hours at the beginning of the semester.

Students are encouraged to attend open lab to study or practice skills that may be causing them difficulties; however, an instructor may not be available. Students must check with an instructor prior to scheduling an open lab session that may require assistance from an instructor.

## **2) Assignments & Homework**

Assignments and/or homework can be found on the course syllabus or within the assignments found on Blackboard. Should an assignment/homework not be turned in or submitted on the due date the student will receive a grade of zero. Assignments/homework include, but are not limited to, essays, projects, worksheets, etc. Students must turn in assignments in the format in which it is assigned, such as hardcopy, email or blackboard. Students must have permission to submit an assignment in any other form other than it is assigned. Late work will not be accepted without prior approval from the instructor or with a medical note stating the student was sick on the due date of the assignment.

## **3) Extra Credit**

Extra credit assignments cannot be made up. No extra credit will be given the last three weeks of the semester. Extra credit is offered at the discretion of the instructor when an assignment or activity will enhance the students' education. Extra credit assignments are not given on an individual basis.

## **4) Online Courses**

The Dental Assisting curriculum conducts online and hybrid courses. Therefore, it is advisable that students have access to a computer. If one is not available students are expected to use the CATS lab to complete their assignments.

The program and college Cheating policy is expected to be adhered to when taking test/quizzes, etc. within hybrid/online courses.

All courses in the Dental Assisting curriculum will be available as a course or supplement through Blackboard, which is the college Distance Learning platform and can be accessed at [www.montgomery.edu](http://www.montgomery.edu) or <https://www.google.com/a/student.montgomery.edu/>

## **5) Ethics and Professionalism**

Students are expected to conduct themselves on a professional level at all times. Students are expected to adhere to and abide by the code of ethics of his/her professional organization. The specific codes are included in this document and will be discussed at the beginning of the fall semester. This includes, but is not limited to, putting a patient's health/life at risk due to serious violations of safety, infection control, and exposure control procedures.

In addition, students are expected to conduct him/herself on a professional level during the course of instruction by refraining from causal conversations with classmates, and remaining respectful of all faculty, staff, classmates, patients and guest lecturers.

Students are to respect others while they are receiving one-on-one instruction, students should not interrupt the instructor, however in most circumstances it will benefit others to

listen and watch as instruction is delivered to classmates. At the appropriate time the instructor will acknowledge the student's question and will work with them at the appropriate time.

## 6) **HONESTY AND STUDENT ETHICS**

As a developing professional healthcare provider, students are held to a higher standard of personal and professional ethics which includes:

- Honesty in taking tests, quizzes, and exams
  - Honesty and ethical behavior in providing clinical services
  - Personal and professional responsibility in the care and maintenance of school supplies and equipment
  - Personal and professional responsibility in the rendering of infection control and sterilization procedures
  - Truthfulness and professionalism in interactions with fellow students, faculty, staff, and patients
  - Adherence to the dress code and professional appearance policy of the DA Program
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- Addictions to drugs and alcohol, which may predispose substandard or unsafe treatment of patients, are grounds for dismissal. Chronic disregard or failure to adhere to the rules and regulations of the DA Program are also grounds for dismissal.

## 7) **Attitude/Personal & Academic Issues**

A cheerful, positive, and dedicated dental assistant is an asset to any dental team and enhances the learning environment and the workplace.

Therefore, personal problems should be left outside the door of the dental office and of Montgomery Community College. If needed, it is recommended students discuss personal problems with the college counselor. Should a student have personal problems which jeopardizes their ability to practice skills on a manikin or provide competent dental care to patients they should notify the instructor and a determination will be made to whether the student can remain in the program, advised to drop the program or be dismissed. The program reserves the right to approach/dismiss a student when there is concern about a lack in skills or performance due to outside issues.

Students should discuss academic concerns with the instructor or department head. The welfare and educational success of students is a concern to all faculty members.

Open communication between a student and a peer, instructor and /or patient is essential for clear understanding, conflict resolution and harmonious relationships. Although confronting someone with a problem may be difficult, often the problem can be resolved when discussed at the time of its occurrence rather than an elapsed period of time. Issues or conflict that are allowed to continue may become amplified into an unmanageable and unfortunate disagreement between people. As a result hurt feelings or hostility may develop.

Professional behavior is expected of all students throughout the program; the following examples in the way of attitude is unacceptable whether they be verbal or non-verbal:

1. Negative comments/actions toward the profession, program, instructors, and classmates or college.
2. Negative attitude toward classwork or hands on tasks.

A negative and/or unprofessional attitude may constitute probation or dismissal from the program.

## **8) Graduation Ceremony**

MCC holds its annual graduation ceremony in May, students who successfully complete Spring Semester of the Dental Assisting Program are eligible to participate in the cap and gown ceremony. However, to receive a diploma in Dental Assisting the student must successfully complete the Summer Semester.

## **9) Withdrawal**

Students may withdraw at any time during a semester/session prior to the 75% point of the term. A student who wishes to withdraw from any course should complete an official withdrawal form in Student Services. Failure to officially withdraw will result in a grade of "F" for the course which remains on the students' transcript and will affect their overall GPA.

A student may be advised to withdraw if the instructor(s) feels that the student will not be successful due to but not limited to: unsatisfactory theory grades; inability to perform laboratory task, lack of interest; health concerns, etc.

## **Program Policies**

### **1) Attendance**

The Dental Assisting program is committed to the principle that attendance is an essential part of its educational process. While urging regular class attendance, the program at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward his/her studies. Students are required to be in class, with class materials, and ready to start on time.

The nature of the Dental Assisting program necessitates the student's regular attendance, so that he/she may obtain maximum benefit from the course, and ultimately from the program, therefore, the attendance policy requires 90% attendance of class meetings, including online attendance, labs and clinical practicum in order to meet course requirements. When absences total more than 10 percent of any course, a student will be dropped from the program. This policy supersedes the MCC catalog.

Should a student be dropped, the drop may be considered for submission to and waived by the Vice-President of Instruction, however, the student must provide proper written documentation to the department head and the VP.

**The Dental Assisting program allows students 5 minutes past the scheduled class time to be counted present for a class.**

Should a student arrive more than 5 minutes past the schedule class time they will be allowed to attend class, however, they will be counted absent. The classroom door will be shut at the 5 minute timeframe. If the student is late, he/she will only be allowed to enter class at break, unless contact has been made with the instructor prior to class starting. In addition, arriving late to and leaving early from class is rude, disruptive, and highly unprofessional. The program attendance policy does not include a tardy policy, students are counted present or absent.

Should a student be absent for lecture or lab it will be his/her responsibility to notify the instructor at 910-898-9711 or at [mcallister16531@montgomery.edu](mailto:mcallister16531@montgomery.edu). It is the responsibility of the student, not a classmate, to contact the instructor.

When a student is absent it is the responsibility of the student to obtain missing assignments, this includes lecture notes and lab information. It is also the student's responsibility to schedule any missed test with the appropriate instructor, provided guidelines for taking a test has been met.

Tests will be timed, if a student arrives to class late without an excused absence, the student will not be allowed to take a test. Should a student arrive late with an excused absence (written documentation) he/she will be allowed to take the test, however, they will only be allotted the remaining amount of time. All tests must be turned in at the same time. The instructor will determine if provided written documentation constitutes an excused absence. In most cases, a medical note from a physician will be the only acceptable excuse.

When a student continues to arrive late for class it will be addressed by the instructor. When a student reaches the allotted number of absences they will be dropped from the course. Any student dropped from (1) one DEN or BIO 106 course will be dropped from the program. Courses are required in a specific sequence to progress through the program.

Attendance must be established as a top priority by each student.

Court appearances will not be considered as an excused absence, unless they pertain to jury duty or legal issues which are out of the control of the student. Court appearances for lack of appropriate personal behaviors, such as speeding tickets, etc. will not be considered as an excused absence. Determination will be made by the department head when the student submits the proper written documentation.

## 2) Absences and Testing

A student who arrives late, therefore counted absence, to class on the day of an announced test/quiz (found on syllabus) with an unexcused absence will not be allowed to take the test and will receive a zero (0) on the test.

Should a student be absence on the day of an announced test/quiz (found on syllabus), and provides acceptable written documentation for the absence on the day they return to class will be allowed to take the missed test or quiz on the first day they return to class, regardless of the course schedule for that day. The student must meet with the instructor the first day they return to class to schedule a time for make-up test/exam.

It is the responsibility of the student to obtain materials covered during his/her excused absence and be prepared for any announced tests on the day of his/her returning to class.

## 3) Taking Tests and Quizzes

To reduce the temptation to talk during classes or obtain information unethically during testing, the following procedures will be followed in all dental courses.

During a test or quiz the student will be allowed to have only the items needed on their desk. Two pencils or one ink pen is acceptable

Student's will be arranged in a seating pattern as per the instructor's direction should the instructor deem it necessary.

No communication, verbal or otherwise, will be tolerated once the test or quiz has been distributed. Any talking will be viewed as cheating. The offender will be asked to leave the room and the policy for cheating will be enforced. Therefore, if something is needed, the instructor, not a fellow student, should be consulted.

Many times tests/quizzes will be graded by the student following the test. The student must remove all writing instruments from the desk, except a highlighter. Should a student grade a tests/quizzes incorrectly the points per question graded incorrectly will be doubled and deducted from the tests/quiz.

## 4) Cheating

Cheating on test, homework or any type of assignments, shortcutting or omitting clinical procedures or radiographs is considered academic dishonesty. The Dental Assisting faculty emphasizes that attitudes and actions demonstrate the student's ethics. The policy for cheating is:

Any student that chooses to cheat in any course in the Dental Assisting curriculum will be given an "F" in the course and dismissed from the program. Cheating is defined as any practice that gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during tests/quizzes/exams or on required work, including online



sessions; the improper use of books, notes, or other sources of information; altering of any grade or academic record; omitting or shortcutting clinical procedures or plagiarizing.

Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including internet content, whether paraphrased or quoted, must be cited correctly. Direct quotes must have quotation marks around them, or it is considered plagiarism even if the quote is correctly cited. Rearranging parts of an author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism.

Should a faculty member observe cheating on the part of the student, the case shall be handled in accordance with the following procedures:

- The faculty member shall notify the student who has been observed cheating that he/she will receive a grade of "F" on the assignment and in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position.
- The faculty member shall submit a written report of the incident stating the facts and action taken to the Department Head and VP of Instruction within three weekdays from the time the incident occurred.

Students caught cheating will be dismissed from the program. Should a student wish to enter the program a second time they will be required to reapply to the program and repeat all courses in the dental assisting program. Should a student be dismissed for academic issues and the student chooses to reapply to the DA program they will not be considered for readmission until after June 1<sup>st</sup>. of the following academic year. A student may enter the program only twice.

The stringency of this policy is understandable when read in the context of an educational program preparing individuals for a health career where the safety and well-being of the public are largely dependent upon the knowledge and ethical responsibility of the health care personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty's responsibility to declare prospective graduates to be reliable, competent and ethical.

Dishonesty of any kind is considered a serious violation and will not be tolerated. Any student caught lying, cheating, taking and /or using other student's work, falsifying or attempting to falsify records or documents, etc. will be dismissed from the program. In addition, any action of the student that results in a dangerous situation for patients, students or faculty members may also result in disciplinary action/dismissal. Refer to the Student Handbook for college policies on cheating & dishonesty.

Health care depends upon the development of professional ethics by potential health care providers. Attitudes and personal actions demonstrate a person's ethical convictions such as work ethics. Cheating is considered academic dishonesty and represents unethical behavior.

Examples of cheating and dishonesty include but not limited to:

- Making unauthorized changes or falsifying or attempting to falsify any type of document(s), such as skill sheets, test, quizzes, time sheets, clinical site evals, etc.
- Lying
- Substituting another student's work or radiographs as your own
- Failing to submit laboratory work or projects that are not the student's original work
- Using notes, markings, wandering eyes, signals or any type of technology to obtain answers during test, quizzes or laboratory activities.

Any student who chooses to cheat will be dismissed immediately from the dental assisting program

This policy is enforced as the Dental Assisting curriculum prepares individuals for a career where safety and well-being of the public are dependent upon the knowledge and ethical responsibility of the health care provider.

### **5) Grades/Progression**

All courses required in the dental assisting curriculum must be taken in the sequence outlined in the program. Related courses may be taken prior to or while attending the program.

In order to remain in the Dental Assisting Program students must maintain a 2.0 GPA.

In addition, students must achieve a final course grade of a "B" in all DEN and BIO 106 courses to progress through the Dental Assisting Program.

Students must achieve a grade of 80 or higher in each DEN course in the didactic portion, and a grade of 86 or higher in each DEN lab portion of the course prior to grades being averaged for a final course grade.

<b>100</b>	<b>90</b>	<b>A</b>
<b>89</b>	<b>80</b>	<b>B</b>

When the didactic and laboratory grade requirements are met the grades will be averaged 50/50 to calculate a final course grade. Students not meeting academic requirements will be advised to drop the courses or dismissed from the program.

<b>79</b>	<b>70</b>	<b>C</b>
<b>69</b>	<b>60</b>	<b>D</b>
<b>59</b>	<b>0</b>	<b>F</b>

A grade of “D” in related courses such as ENG 111 or PSY 150 will impact a student’s GPA, therefore students must monitor DEN and BIO course grades closely in order to maintain a GPA of 2.0 or higher. Should a student’s grade(s) received on related courses causes a student’s GPA to drop lower than a 2.0 the student will not be able to remain in the program. Student’s GPA’s will be checked at the end of each semester. Students will have access to all DEN course grades through blackboard. Grades will be posted within 5 working days.

Should a student not be progressing successfully it is recommended an appointment be scheduled with the instructor/department head. Students are encouraged to seek advising at any time during the semester to discuss their academic status. Office hours will be posted each semester on the classroom door. Academic counseling is also available through Counseling and Career Services. It is ultimately the responsibility of the student to monitor his/her grades and contact the instructor at the first sign of difficulty in a course. The student is responsible for all course work assignments and deadlines. The student will be held responsible for late or missed assignments. Each instructor will determine assignments, test, deadlines and additional policies for his/her own course. It is the student’s responsibility to contact the instructor with regards to these matters.

Beginning fall 2017 Montgomery Community College will move to a 10 point grading scale. Please refer to specific program requirements in Grades/Progression concerning GPA, didactic, laboratory and clinical grade requirements.

**Grading Scale:**

In order to remain in the Dental Assisting Program students must maintain a 2.0 GPA.

In addition, students must achieve a final course grade of a “B” in all DEN and BIO 106 courses to progress through the Dental Assisting Program.

Students must achieve a grade of 80 or higher in each DEN course in the didactic portion, and a grade of 86 or higher in each DEN lab session, prior to grades being averaged for a final course grade.

**Sharing grades with classmates**

Although students may choose to share their grades and comments provided by an instructor with classmates, they may want to consider using the grades only to enhance their own abilities and should not feel obligated in any way to share the information with others. It is unprofessional to ask classmates what grade(s) they received on a test, quiz, task, etc.

Should a student bring to the attention of an instructor that they feel they were not graded based on the same criteria of a classmate(s) the student will be encouraged to meet with the instructor and the classmate(s) in question to discuss the discrepancy. The meeting must involve all students involved and they must be in agreement to share their grades and

comments in the presence of the student(s) questioning the discrepancy. Should the student(s) not agree to share grades or comments with the student making the allegation the instructor cannot discuss the alleged discrepancy based on FERPA.

Students may refer to the FERPA policy located in the student handbook on page 5 or in the college catalog @[www.montgomery.edu](http://www.montgomery.edu)

#### 6) Professional Conduct and Appearance

The public expects competence and integrity from health care providers, anything less than the highest standard can result in the loss of confidence in the student, the college and the profession. Failure to meet guidelines will result in loss of professional responsibility points, placed on probation or dismissed from the program.

- Personal conduct and appearance of students in the Dental Assisting program is important as it makes an impression on patients, health care professionals and the community.
  
- Lecture-  
Attire in lecture should be neat, clean and represent professionally. Students should present themselves with proper personal hygiene including hair, nails, skin and teeth. Clothes & shoes should be clean and respectable. Students should also refer to the college policy concerning dress code.

#### **Unacceptable appearance during class:**

Clothing lacking length allowing visibility of buttocks
Jeans with excessive holes or cut outs
No shoes
Bare midriffs; skimpy clothing
Tops/shirts reveal chest or cleavage
Tops/shirts with large arm openings that reveal upper body area
Tops/shirts see through without shirt/covering underneath
Visible tattoos or piercings, includes piercings inside of oral cavity

## Unacceptable conduct during class:

Eating (pertains to food in the way of meals or snacks, including candies; drinks are acceptable but must be in a closed container)
Chewing gum
Disrespect to classmates and instructors verbally and non-verbally
Side conversation between students during instruction
Cell phone use unless instructed to use for educational purposes
Sleeping or obvious lack of listening or participating in class

## Classroom Expectations

1. All classes will begin at the time stated on the course schedule/syllabus.
2. Students are expected to report on time and ready to begin class.
3. Students should prepare for class. This includes having textbooks, notebooks, writing instruments, dentoform (teeth) etc. available.

If a student must leave after class begins to retrieve needed items they will be counted absent.

4. Students are expected to be responsible adults. This includes purchasing and having available classroom/lab necessities; paper, pencils, pens, etc.
5. Students are expected to participate in class discussion but should refrain from conversations that may interfere with the learning process of other students  
  
Side conversation during lecture/ laboratory instruction is not acceptable.
6. All seated tests and examinations are to be completed in the classroom in the presence of the instructor or proctor.
7. Students should be neat and properly dressed when attending class/ lab.
8. Students are expected to participate in keeping all classrooms and laboratories neat, clean, and in order.
9. Food is not permitted in the dental classroom except during breaks, neither food nor drinks are allowed at any time in the dental laboratory. Students may have drinks in the classroom as long as the container is covered with a lid.

Snacks and lunch should be eaten during the appropriate time *not during class*.

If a student insists on eating during class or lab they will be asked to leave the classroom or lab and will be counted absence.

10. Students should not leave class or lab except during scheduled breaks. All cellular phones and electronic devices should be turned off prior to students entering the classroom. Cellular devices are not acceptable in the dental lab. Should a student expect a call that is of a serious matter they should notify the instructor prior to the beginning of class/lab. This is considered an exception not an everyday occurrence.
11. Students that choose to sleep during class time may do so; however it will be considered an absent.
12. Students are encouraged to ask questions during class, however when a student needs one on one help with a specific topic or concept it is advisable they contact an instructor following class time.
13. Faculty office and desk is off limits to students, unless faculty is present in the office.
14. Copiers may not be used by students. Copiers are available to students in the library and CATS lab.

### **Oral Health for Dental Professionals**

A plaque-free, healthy mouth should be held in high regard of any dental professional. Therefore, it is expected that students in the Dental Assisting program seek regular dental care and treatment, and maintain a healthy mouth.

The Department Head may not be able to assign students in clinical sites as the site providers reserve the right not to accept a student in a site based on poor oral hygiene (gross calculus) or lack of proper dental care (visible decay) or other dental issues. Dental professionals set an example for the dental practice and for patients. To be effective in promoting optimum oral health dental professionals must practice the concepts in which they promote.

In addition, breath odors must be minimized by effective oral hygiene, avoiding certain foods, not smoking and using mouth freshening products, however, chewing gum is considered unprofessional in the field of dentistry and is unacceptable during class, lab and while attending clinical sites.

## **Tobacco Use Policy**

MCC is a tobacco free campus. Refer to Board Policy 414.00 for complete information.

In addition, tobacco or food odors on hands or scrubs can be offensive to patients, classmates, and instructors. Scrubs must be laundered properly and odor free.

Hands must remain odor free and washed regularly and thoroughly with microbial soap. Proper hand washing is the best defense against the spread of bacteria, viruses, etc.

## **Piercings**

Visible piercings are typically not accepted in the health field, therefore it is not acceptable in class, lab or in the clinical site. This policy includes tongue, lips, nose, etc. however, spacers are acceptable. Any attempt to cover the piercing with items such as bandaids, etc are not acceptable and must not be worn to cover the piercing as opposed to removing it.

## **Cell Phones/Electronic Devices**

During regular work hours cell phones are not acceptable in the dental office and should not be used during the hours in which a dental assistant is being paid. Therefore, cell phones must not be on the student during class, lab or while in the clinical site. Cell phones must be kept with the students personal belongings and must be silenced during class, lab and while in the clinical site. I-watches are not to be worn during lab or while at the clinical site. If an I-watch is worn during class students are not to use the electronic device to access websites, etc. during class hours.

Should a student choose to use a cell phone, I-pad, or lap top during class to access Blackboard or other websites that are pertinent to class it is acceptable, this will be at the discretion of the instructor. Students using electronic devices for other purposes during class time will be counted absent for the class time and placed on probation or dismissed from the program.

At no time are students to use “snap chat” or other social media to post unauthorized images during class, lab or clinical hours. A student will risk dismissal from the program if they chose to dismiss or ignore this policy.

Social media has become a standard for employers to access prior to hiring staff, therefore students are advised to be mindful of posting on any and all social media as this may adversely affect clinical site assignments and employment with potential employers.

In addition, faculty ask that students not make friend request to instructors on social media as it is against policy for instructors to accept request. The Dental Assisting Program operates a Facebook page through the college and students are encouraged to join and become an active member by way of social media for the program.

In addition to the requirements listed above, students are expected to conduct him/herself on a professional level during the course of instruction including class, lab and while attending clinical sites.

Faculty and clinical site supervisors regard casual conversations with others while they are speaking disrespectful and a lack of demonstrating professionalism. Students are encouraged to be engaged in the topic being discussed by adding to the conversation or by way of asking questions to the instructor or supervisor.

At any time while attending the program should a faculty member or clinical supervisor suspect recent ingestion of alcohol or drugs, the student will be required to submit to immediate drug testing at the student's expense. Depending on the results the student may be dismissed immediately from the program. This policy includes classes, labs and while attending clinical sites.

### **Professional Confidentiality**

Confidentiality is a duty owed to all by the health care provider. It is a legal right of the health care consumer to expect that information regarding his/her health record and treatment will not be shared with others, unless the individual provides written permission.

Professional confidentiality toward classmates, patients, instructors, dentist, dental staff and all others is expected of all dental assisting students.

It is expected that students in the Dental Assisting program at MCC will work to insure this patient right.

This policy is enforced as the Dental Assisting curriculum prepares individuals for a career where safety and well-being of the public are dependent upon the knowledge and ethical responsibility of the health care provider.

### **Pregnancy**

Pregnancy is not viewed as a disability or hindrance to completing the Dental Assisting Program. The faculty, however, recognizes that pregnancy poses certain considerations pertaining to the general welfare of the expectant mother and unborn child.

In order to promote the wellbeing of the pregnant student and to assist her, the faculty has established the following guidelines for the pregnant student.

- Notify the program head as soon as determination of pregnancy is made
- Notify the program head of any limitations and or complications that the pregnancy may be posing.



- A statement from the obstetrician must be submitted giving permission to continue the course of study in the program and specifying any limitations.
- Comply with guidelines specified by the faculty concerning radiation and nitrous oxide exposure.

In the event that the delivery is anticipated before completion of the program, the student should, in addition to the above.

- Make an appointment with the program head to discuss academic plans after delivery and to clarify readmission procedures, if necessary.

If the student's intent is to return within a short period after deliver, the student must:

- Submit a statement from the obstetrician verifying physical ability to return, if the anticipated return date is prior to 4 weeks postpartum.

## **Drug and Alcohol Policy**

Students should be familiar with the college policy on drug and alcohol use. The policy can be found in the student code section of the college handbook on page 13. In addition, the dental assisting program requires that students sign a drug and alcohol use policy that will be in effect throughout the program. The agreement can be found at the end of this document.

## **Probation**

Should a faculty member determine a student is not capable of providing care to patients or is a threat to the health and safety of the patients, faculty, staff or students, the student may be placed on probation or dismissed. A student may be placed on probation or dismissed for reasons that include but are not limited to the following; unethical behavior, unprofessional behavior, unsatisfactory aseptic technique, unsatisfactory class, lab/clinical performance, incomplete or inaccurate written documentation, or substandard care as it relates to the patient's medical history or medications. In addition, forgery, stealing, drug or alcohol abuse, HIPPA violations, compromising the health and safety of a patient, classmate, faculty, etc. (this is not a conclusive list)

The student will be advised of the probation or dismissal. In all cases the faculty member who recommends probation or dismissal shall devise a written document for the student. The document will include the conditions, length of probation and the deficiencies that must be corrected or the reason for dismissal. Probation may be in effect for the semester or throughout the program, this will be at the discretion of the Department Head.

## **Dismissal**

Reasons for student dismissal from the program include but are not limited to the following

Problems in physical or emotional health that impairs the ability to provide safe care to patients including classmates, which do not respond to appropriate treatment and/or counseling within a reasonable period of time. As dentistry is a highly technical skilled profession, uncontrollable shaking of the hands may be considered a physical impairment which is neither safe nor acceptable to the profession.

Any student whose behavior causes concern as to alcohol or drug abuse will be requested to submit to immediate drug screening at their own expense. Failure to comply or evidence of drug or alcohol in the screening test will result in immediate dismissal from the dental assisting program. Indulging in alcoholic beverages or abuse/misuse of any drug or medication (including legal/prescribed drugs) that interferes with the ability to function in a safe and responsible manner will constitute immediate dismissal.

Incident of unsafe practice, regardless of whether or not patient injury occurred. Creating dangerous situation for others.

Disregard/failure to follow infection control procedures and policies; including failure to inform program head of a contagious disease or failure to inform dentist/program head of an exposure.

Any student causing potential danger to themselves, an instructor, classmate or college/program property.

CPR certification not renewed prior to expiration date.

Attitude or behavior not conducive to the learning process and/or inappropriate for the dental profession, including but not limited to:

- Class disruption that interferes with the learning process of other students.
- Inability to communicate appropriately with instructors, classmate or dental office person
- Failing to follow proper chain of command in any of the educational settings  
Instructor, Department Head, Dean of Public Health Services, VP of Instruction, College President
- Any incident of unsafe practice (not using proper PPE's, etc.) or gross unprofessional conduct in any of the educational settings, including on campus dental lab facility.

- Lack of cooperation, inability to work with or get along with others, including classmates, faculty or staff members, etc.
- Failure to follow program guidelines
- Lack of interest in Dental Assisting or the profession
- Lack of being a team player
- Inappropriate lab/clinic attire or appearance; inappropriate classroom behavior
- Exceeds the number of acceptable absences
- Cheating, lying, falsifying records/ documents or attempting to falsify records or documents.
- Actively performing hands on task for another student
- Plagiarism
- Submitting another's work as your own in lab activities/written work
- Misuse of electronic devices
- A request from a clinical site that a student be removed during an assignment. Dismissal will be at the discretion of the program head based on the circumstances.
- Confidentiality is a right of all including classmates, patients, dentist and dental staff, on and off campus. Students not observing and protecting this right will be dismissed.
- Performing illegal functions in dental assisting lab or clinical sites, including legal expanded functions in which students have not been trained. Failure to comply with standards of the NC Dental Practice Act.
- Policy violations
- Students who do not submit required paperwork within the specified time frame and are not meeting course requirements
- Removal of patient records and /or radiographs from the dental lab/clinical sites
- Failure to meet probation requirements

**(This is not a conclusive list)**

## **ADVERSE WEATHER POLICY**

Blackboard Connect Five: Students are encouraged to complete the Blackboard Connect Five (5) included in the information packet received at orientation. BB Connect Five will notify students of inclement weather and college emergencies.

Students should refer to the college student handbook for further information regarding closings

The College does not operate on decisions made by the Montgomery County School system. For more information consult the Student Handbook.

When classes are on a delayed schedule students should report to class that would normally begin with the college opening.

## **Counseling Center**

Students should be aware that personal problems may be disruptive to the learning process in the form of inability to concentrate, skipped classes, lack of enthusiasm and motivation.

Realizing the need for possible professional intervention MCC has established a Counseling Center that is available to provide counseling to those students in need of assistance.

Any student, who feels the necessity to seek these services or needs further information, may contact Director of Counseling Services, Natalie Winfree in Building 100, 910-576-6222 ext. 210 or [winfreen@mongtomery.edu](mailto:winfreen@mongtomery.edu)

## **ACCESSIBILITY STATEMENT**

If you have a special need that may affect your academic performance and are seeking accommodations, it is your responsibility to inform the Director of Counseling Services, Natalie Winfree in Building 100, 910-898-9618 or [winfreen9618@mongtomery.edu](mailto:winfreen9618@mongtomery.edu) as soon as possible. It is important to request accommodations and /or make your disability known in a timely manner in order to consider your request and recommend reasonable accommodations.

## **DENTAL ASSISTING CLUB:**

The dental assisting club is an organized club through the Student Government Association (SGA). The club is managed by the students with a president, vice-president, secretary, and treasurer. SGA meetings are scheduled by the college and the president of the club should attend the meetings in order to keep the class informed of any pertinent information. The club arranges fundraisers and participates in college activities to promote their club and the program. It is not mandatory that students participate in the club, however in order to have a vote on disbursing funds you must be an active member. The Dental Assisting Department Head serves as club advisor.

## Important Websites

<https://www.facebook.com/pages/MCC-Dental-Assisting/148795278614568?fref=ts>

North Carolina Dental Assistants Society (NCDAA)

<http://www.ncdentalassistant.org/>

<https://www.facebook.com/groups/477533752306258/>

NCDAA represents dental assistants, business and office personnel and Educators throughout North Carolina. Membership in our national organization the

American Dental Assistants Association (ADAA) includes membership in our state (NCDAA) and local organizations.

American Dental Assistants Association

<http://dentalassistant.org/>

The American Dental Assistants Association is the oldest, largest group representing professional dental assistants. Its members include clinical personnel-those working chairside with the dentist-as well as those on the administrative side: the receptionist, office manager, practice manager and those working behind the scenes in dental product sales, insurance and, of course, educators. Student membership is available at a reduced fee. Scholarships are available.

Students are required to join the ADAA at the beginning of the fall semester.

Sandhills Dental Assistants Society

<https://www.facebook.com/sandhills.dental?fref=ts>

A local organization of ADAA which holds monthly meetings at MCC.

Students are welcome and encouraged to attend meetings as this will enhance their education and allow them to meet other professionals in the work field. Students will be given the opportunity to drop a quiz grade of their choice for each meeting they attend.

Dental Assisting National Board

[www.danb.org](http://www.danb.org)

DANB is the nationally recognized certification organization for dental assistants.

The Toothful Exchange

<http://www.the-toothful-exchange.com/>

Website created by Rick Foster, DDS to help dental assisting/hygiene students to sit and learn or refresh some of the things they may have learned during their education.

MCC is a SMOKE FREE FACILITY

Refer to Board Policy 414.00 for complete information

Montgomery Community College Dental Assisting Program

DENTAL ASSISTING HANDBOOK AGREEMENT

I, \_\_\_\_\_ (student name) received a copy of the Dental Assisting Handbook at the mandatory orientation and or during the first day/week of enrollment in the program.

I have read and understand all policies and guidelines set forth by the Dental Assisting program. I understand that the Dental Assisting program reserves the right to revise or change course requirements/guidelines in accordance with applicable state laws, ADA Accreditation and/ or college requirements and at the discretion of the dental faculty. Should changes be made I will receive a copy of the change which will require my signature at the time it is presented. Furthermore, I understand that I may access the program handbook online through the college blackboard system in DEN 101.

By accepting admission into the dental program I agree to abide by the Dental Assisting program requirements/guidelines and procedures as set forth in the Dental Assisting Handbook and manuals, including specific course syllabus. I understand that I am bound by such requirements and procedures regardless of whether they were established before or after the date of my enrollment in the Dental Assisting program. I understand that changes made after the publication date of this handbook will be posted in a revised document as an addendum to the current document.

I further understand that failure to comply with and follow the policies and guidelines may result in dismissal from the Dental Assisting program. All policies and guidelines will be effect throughout the duration of the program.

Please sign and return to Dental Assisting Program Head

Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

Program Head \_\_\_\_\_  
Date \_\_\_\_\_

**MONTGOMERY COMMUNITY COLLEGE  
DENTAL ASSISTING ACADEMIC DISHONESTY AND  
ENDANGERMENT POLICY**

Cheating is considered academic dishonesty. It represents unethical behavior and cannot be tolerated. Incidents which result in the endangerment of a patient, student or faculty

member's health are equally serious. The following critical incidents are considered by the dental faculty to be a serious nature and can result in dismissal from the Dental Assisting Program. This list provides examples of violations of this policy and should not be considered all-inclusive.

1. Unnecessary ionizing radiation exposure to patient, classmate or faculty member. This includes the unauthorized retaking of radiographs.
2. Leaving a dental clinic patient unattended without authorization
3. Failure to report medical/dental conditions which endanger a patient, student or faculty member
4. Falsifying or attempting to falsify records(/documents/grades/skill sheets/evaluation, etc) of any kind
5. Forging instructor/skill sheet or clinical site evaluation/timesheet signature
6. Removal of records from the dental program files or clinical area
7. Breach of aseptic technique, compromising the health of a dental patient/faculty/classmates etc.
8. Plagiarism/copyrights
9. Using notes, signals, wandering eyes, any type of technology to obtain answers during a test or exam
10. Submitting work not created by the individual student.
11. Failure to abide by the standards set in the Code of Ethics for Dental Assisting Students
12. Code of Ethics can be found on page 27 of the Modern Dental Assisting Textbook and on the ADAA website at [www.dentalassistant.org](http://www.dentalassistant.org)
13. Refer to handbook for further information

I have read and understand the Academic Dishonesty and Endangerment Policy.  
Please sign and return to the lead instructor

Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

## **Drug and Alcohol Agreement**

I \_\_\_\_\_ understand and agree that if an instructor or extramural site staff member or dentist has reasonable cause to suspect the use or influence of alcohol, drugs or any other mind altering chemicals while in the Dental Assisting program and while participating in clinical rotations, the instructor reserves the right to require a drug test by a



medical professional at the expense of the student. If alcohol can be detected on the student appropriate action will be taken immediately.

I further understand that if the medical professional (instructor, dentist if alcohol) deems the student is under the influence of alcohol, drugs or any other mind altering chemicals the student will be dismissed from the program immediately. I understand that my signature on this document represents that I understand and agree to be tested and to pay any medical cost associated with testing or cost that may be involved with this policy.

Although prescription drugs are necessary at times I understand any drug that causes a student to possibly endanger themselves, faculty member or a patient may result in dismissal from the program or removal from the clinical site. I understand it is necessary to demonstrate the effects of a prescribed drug are no longer causing a potential danger or are no longer being used. I also understand that removal from a clinical site may adversely affect the required attendance policy of the program which may result in dismissal from the program.

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Student Signature

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Date

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Program Head Signature

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Date

Required notice of opportunity and procedure to file complaints with the Commission of Dental Accreditation of the American Dental Association.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained

quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. Complaints must be received by the commission no later than September 4, 2014. Complaints must be signed. The Commission will remove signatures prior to forwarding the complaint to the Dental Assisting Program Coordinator.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611.

