CAPE FEAR
COMMUNITY COLLEGE

DENTAL ASSISTING
2013-2014

STUDENT HANDBOOK
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The philosophy of the Dental Assisting Program of Cape Fear Community College is as follows: To provide a strong academic and practical background in Dental Assisting which leads to a Diploma in Dental Assisting. Dental assistants assist the dentist in caring for client’s preventive and operative care both chairside and intraorally according to the Dental Practice Act of each state. The dentist, registered dental hygienist, dental assistant, and dental staff work together to restore and maintain the total health of their patients.

The faculty of the dental assisting program is committed to the philosophy and goals of Cape Fear Community College. The faculty concurs with the open-door admission policy; however, in light of the complexity of current health care and the academic standards of the dental assisting program, we endorse the need for selective admissions to 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. Like dental assisting practice, Dental Assisting education is based on theories and principles from various disciplines. The program of learning is based on the program philosophy and outcomes, and incorporates influences of the school and geographic setting in which the program is located. Continuous review and revision of institutional and program philosophy and outcomes provide for currency in Dental Assisting education. The responsibility for learning belongs to the student and the faculty serves as organizers, resource persons, facilitators, role models, and evaluators. The faculty plan 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 practice; the importance of dental research; roles of professional dental assisting organizations; political, economic, and societal influences which impact on dental assisting; lines of authority and communication within the work setting and the ability to make sound decisions and utilize critical thinking skills.

**A Certified Dental Assistant**

Doni Bird and Debbie Robinson in their textbook, Torres and Ehlich, Modern Dental Assisting, 10th ed. 2012 states how a dental assistant may obtain and maintain their CDA designation:

“To become a certified dental assistant (CDA), an assistant must take and pass a national written examination administered by DANB. Successful completion of the DANB examination entitles the assistant to use the CDA credentials, wear the official certification pin and display the CDA certificate.”

To remain currently certified, the CDA must complete a specified number of continuing education hours and must pay a renewal fee each year.
Dental Assisting 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 to be studious. I hereby pledge to devote my best energies to the service of humanity in the relationship of life to which I consecrated myself when I elected to become a Dental Assistant.”

ADAA PRINCIPLES OF ETHICS AND PROFESSIONAL CONDUCT

Each member of the American Dental Assistants Association has the ethical obligation to subscribe to the following principles:

- 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
- Maintain respect for the members and employees of 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
- 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 Association
- Maintain high standards of personal conduct and integrity
- 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

Dental Assisting Program Goals

The Dental Assisting Program at CFCC provides the opportunities and experiences for the student to:

1. Acquire knowledge and skills necessary to provide a safe environment for clients and dental staff.
2. Master basic dental theory sufficient to understand the significance and implication of client care procedures.

3. Develop and refine marketable skills in chairside, clinical, radiographic and laboratory procedures.

4. Acquire knowledge and skills to promote and participate in preventive dental care.

5. Gain knowledge and skills in basic business office procedures, including communication, record management and computer applications.

6. Obtain an understanding of the importance of professional conduct and ethics.

7. Develop a personal commitment to continuing education.

### Dental Assisting Curriculum

#### FALL

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>DA CURRICULUM TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 111</td>
<td>BASIC PC LITERACY</td>
<td>2</td>
</tr>
<tr>
<td>DEN 100</td>
<td>BASIC OROFACIAL ANATOMY</td>
<td>2</td>
</tr>
<tr>
<td>DEN 101</td>
<td>PRECLINICAL PROCEDURES</td>
<td>7</td>
</tr>
<tr>
<td>DEN 102</td>
<td>DENTAL MATERIALS</td>
<td>5</td>
</tr>
<tr>
<td>DEN 111</td>
<td>INFECTION/HAZARD CONTROL</td>
<td>2</td>
</tr>
</tbody>
</table>

**18 Total**

#### SPRING

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>DA CURRICULUM TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 118 or 150</td>
<td>INTERPERSONAL PSYCHOLOGY OR INTRODUCTION TO PSYCHOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>DEN 103</td>
<td>DENTAL SCIENCES</td>
<td>2</td>
</tr>
<tr>
<td>DEN 104</td>
<td>DENTAL HEALTH EDUCATION</td>
<td>3</td>
</tr>
<tr>
<td>DEN 105</td>
<td>PRACTICE MANAGEMENT</td>
<td>2</td>
</tr>
<tr>
<td>DEN 106</td>
<td>CLINICAL PRACTICE I</td>
<td>5</td>
</tr>
<tr>
<td>DEN 112</td>
<td>DENTAL RADIOGRAPHY</td>
<td>3</td>
</tr>
</tbody>
</table>

**18 Total**

#### SUMMER

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>DA CURRICULUM TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106</td>
<td>ANATOMY/PHYSIOLOGY/ANATOMY</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>APPLIED COMMUNICATIONS II</td>
<td>3</td>
</tr>
<tr>
<td>DEN 107</td>
<td>CLINICAL PRACTICE II</td>
<td>5</td>
</tr>
</tbody>
</table>

**11 Total**

**47 Total Credits**

A credit hour equals:
- 1 hour of class
- 3 hours of lab
- 3 hours of clinical

A semester credit hour is equal to 16 hours of classroom instruction or 48 hours of laboratory or clinical instruction.
TECHNICAL STANDARDS FOR STUDENTS IN THE DENTAL ASSISTING PROGRAM

In compliance with the 1990 Americans with Disabilities Act, the following standards have been established. According to the nature of the work required in dental assisting practice and the educational requirements of the dental assisting curriculum, the student must be able to meet the following:

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples of Necessary Behaviors (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, physical, medical and intellectual backgrounds</td>
<td>Establish rapport with clients, families and colleagues.</td>
</tr>
<tr>
<td>Communication abilities sufficient for interaction with others in verbal and written form.</td>
<td>Explain treatment procedures and oral health instruction as well as document treatment procedures and client responses.</td>
</tr>
<tr>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Identify cause and effect relationship in clinical situations. Assimilate knowledge from lecture, laboratory and clinical arenas. Utilize basic mathematic skills.</td>
</tr>
<tr>
<td>Physical abilities sufficient to move around rooms in the dental environment and maneuver in small spaces and reach needed equipment.</td>
<td>Move around clinical operatories, dark room, sterilization room and other treatment areas. Position self chairside in close proximity to client. Administer CPR and BLS procedures. Reach radiographic equipment, which is approximately 5-6’ off floor. Transfer clients from wheel chairs to dental chairs and back.</td>
</tr>
<tr>
<td>Gross and fine motor abilities sufficient to provide safe and effective assistance to the dentist, client and co-workers.</td>
<td>Move, calibrate and use equipment and dental materials and supplies including sharp instruments during operative procedures. Use ancillary aids chairside-mannequins, small equipment, etc.</td>
</tr>
<tr>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Hears patients; cries of distress; sounds of instruments and equipment being properly utilized; sound of slow speed handpiece and monitor vital signs.</td>
</tr>
<tr>
<td>Visual ability sufficient for physical assessment, performance of dental procedures and maintenance of environmental safety.</td>
<td>Observes client 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.</td>
</tr>
<tr>
<td>Tactile ability sufficient for assessment and performance of dental chairside procedures including safe expanded functions.</td>
<td>Perform selective coronal polishing; placement of x-rays and gingival retraction cord; mixing and placing alginate impression material, sealants; and removing excess cement.</td>
</tr>
</tbody>
</table>
ATTENDANCE

Cape Fear Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college 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 Program necessitates the student’s regular attendance, so that he/she may obtain maximum benefit from the course, and ultimately from the program.

Being an allied health professional entails a far greater amount of discipline than that tolerated by the normal standards of society. For all didactic and laboratory classes, absences shall not exceed the equivalent of 2 weeks of instruction. For clinical courses, absences shall not exceed the equivalent of 1.5 weeks of instruction. Those students who incur absences in excess of the attendance policy may be dropped from the course and therefore dismissed from the dental hygiene program. Example: DEN 101 Lecture: 4hrs/week x 2 = 8 hours; DEN 101 Lab: 6hrs/week x 2 = 12 hours; DEN 106 Seminar: 1hr/week x 2 = 2 hours; DEN 106 Clinical: 12hrs/week x 1.5 = 18 hrs.

Entering class after the class has begun is considered being tardy. Two tardies will be counted as one absence. If a class is three hours in length, then being tardy for two classes will count as missing three hours of class time. Missing one-third of a class, lab, or clinic session will be counted as one absence. Each student should check his/her attendance record on a regular basis. In addition, arriving late to and leaving early from class is rude, disruptive, and highly unprofessional.

If a student will be absent he/she is responsible for calling the course instructor. It is THE STUDENT’S responsibility, not a classmate, to contact the instructor.

If the student is going to be tardy or absent, the student must notify the instructor at least 10 minutes prior to the start of class. The classroom door will be shut at the beginning of class. If the student is late, he/she will only be allowed to enter class at break, unless he/she has contacted the instructor at least 10 minutes prior to the start of class. Do Not email the instructor to inform him/her of the tardy or absence UNLESS this has been requested directly by the course instructor on an individual basis. For didactic courses, the student must call the lead instructor’s office number and leave a message informing him/her of the absence or tardy if the student is unable to speak directly with the instructor.

If a student is tardy or absent and a test, quiz or competency is scheduled and the student has not first contacted the instructor at least 10 minutes prior to the start of class, the student will have an opportunity to make up the scheduled test or quiz on the next day he/she is on campus. The maximum grade the student can receive on a make-up test or quiz is an 84%. All make-up tests and quizzes will be modified from the original format.

If a student is tardy and has first notified the instructor at least 10 minutes prior to the start of class, the student will have to complete the quiz, test or competency in the remaining time allotted for the quiz, test or competency. No extra time will be given to complete the quiz, test or competency due to tardiness.
If a student is *absent* and a test or quiz is scheduled and the student has contacted the instructor at least 10 minutes prior to the start of class, the student will have an opportunity to make up the scheduled test or quiz with no grade penalty. All make-up quizzes and tests will be modified from the original format.

If a student is *tardy* and a lab, clinical, or preclinical competency is scheduled, and the student has first notified the instructor at least 10 minutes prior to the start of class, the student will have to complete the competency in the remaining time allotted for the competency. No extra time will be given to complete the competency.

If a student is *absent* and a lab, clinical, or preclinical competency is scheduled, and the student has first notified the instructor at least 10 minutes prior to the start of class, the student will be afforded an opportunity to make up the competency. The student must contact the instructor to make up the competency at the convenience of the instructor within a week of returning to school.

If a lab is missed, arrangements must be made with the instructor to schedule a make-up session. The make-up session consists of the student finding a classmate to demonstrate the procedure and the student then practices the procedure. The student then must have the classmate do a procedure check. The student will then be expected to take the competency for that procedure when it is scheduled. This must be done within three days of returning to school.

If a student is *tardy or absent* and a competency is scheduled and the student *has not* first contacted the instructor at least 10 minutes prior to the start of class, the student will have an opportunity to make up the scheduled competency at the convenience of the instructor. The maximum grade the student can receive on a make-up competency is an 84%.

Homework cannot be made up and the student will not receive credit for these assignments.

Clinic time cannot be made up due to student absence. A student must document 174 hours of clinical experience in DEN 106 and DEN 107.

Individual instructors may inform students in class or in the course syllabus prior to the submission of assignments or homework of specific conditions for these submissions. It is the student’s responsibility to make note of those directions.

If a student is absent, he/she is responsible for all work missed.
Work Restrictions:

For the following conditions, the dental department will follow the CDC recommendations as described in for attending classes: Centers for Disease Control in Dental Health-Care Settings – 2003. MMWR 2003; 52 (No. RR-17): pgs 8-9. Please see your instructor should you be diagnosed with any of the following:

<table>
<thead>
<tr>
<th>Disease/Problem</th>
<th>Work Restriction</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>Restrict from patient contact and contact with patient’s environment.</td>
<td>Until discharge ceases</td>
</tr>
<tr>
<td>Cytomegalovirus infection</td>
<td>No restriction</td>
<td></td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Restrict from patient contact, contact with patient’s environment, and food-handling.</td>
<td>Until 7 days after onset of jaundice</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Personnel with acute or chronic hepatitis B surface antigenemia who do not perform exposure-prone procedures. No restriction; refer to state regulations. Standard precautions should always be followed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personnel with acute or chronic hepatitis B antigenemia who perform exposure-prone procedures. Do not perform exposure-prone invasive procedures until counsel from a review panel has been sought; panel should review and recommend procedures that personnel can perform, taking into account specific procedures as well as skill and technique. Standard precautions should always be observed. Refer to state and local regulations or recommendations.</td>
<td>Until hepatitis B e antigen is negative.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>No restrictions on professional activity. HCV-positive health-care personnel should follow aseptic technique and standard precautions.</td>
<td></td>
</tr>
<tr>
<td>Herpes simplex</td>
<td>Genital No restriction.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hands (herpetic whitlow) Restrict from patient contact and contact with patient’s environment.</td>
<td>Until lesions heal.</td>
</tr>
<tr>
<td></td>
<td>Orofacial Evaluate need to restrict from care of patients at high risk.</td>
<td></td>
</tr>
<tr>
<td>Human immunodeficiency virus personnel who perform exposure-prone procedures</td>
<td>Do not perform exposure-prone invasive procedures until counsel from an expert review panel has been sought; panel should review and recommend procedures that personnel can perform, taking into account specific procedures as well as skill and technique. Standard precautions should always be observed. Refer to state and local regulations or recommendations.</td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>Active Exclude from duty.</td>
<td>Until 7 days after the rash appears.</td>
</tr>
<tr>
<td></td>
<td>Postexposure (susceptible personnel) Exclude from duty.</td>
<td>From fifth day after first exposure through twenty-first day after last exposure, or 4 days after rash appears.</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Active</td>
<td>Exclude from duty.</td>
<td>Until 9 days after onset of parotitis.</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty.</td>
<td>From twelfth day after first exposure through twenty-sixth day after last exposure, or until 9 days after onset of parotitis.</td>
</tr>
</tbody>
</table>

| **Pediculosis** | Restrict from patient contact. | Until treated and observed to be free of adult and immature lice. |

<table>
<thead>
<tr>
<th><strong>Pertussis</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Exclude from duty</td>
<td>From beginning of catarhal stage through third week after onset of paroxysms, or until 5 days after start of effective antibiotic therapy.</td>
</tr>
<tr>
<td>Postexposure (asymptomatic personnel)</td>
<td>No restriction, prophylaxis recommended.</td>
<td></td>
</tr>
<tr>
<td>Postexposure (symptomatic personnel)</td>
<td>Exclude from duty.</td>
<td>Until 5 days after start of effective antibiotic therapy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Rubella</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Exclude from duty.</td>
<td>Until 5 days after rash appears.</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty.</td>
<td>From seventh day after first exposure through twenty-first day after last exposure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Staphylococcus aureus infection</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active, draining skin lesions</td>
<td>Restrict from contact with patients and patient’s environment or food handling.</td>
<td>Until lesions have resolved.</td>
</tr>
<tr>
<td>Carrier state</td>
<td>No restriction unless personnel are epidemiologically linked to transmission of the organism.</td>
<td></td>
</tr>
<tr>
<td>Streptococcal infection, group A</td>
<td>Restrict from patient care, contact with patient’s environment, and food-handling.</td>
<td>Until 24 hours after adequate treatment started.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tuberculosis</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active disease</td>
<td>Exclude from duty.</td>
<td>Until proved noninfectious.</td>
</tr>
<tr>
<td>PPD converter</td>
<td>No restriction.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Varicella (chicken pox)</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Exclude from duty.</td>
<td>From tenth day after first exposure through twenty-first day (twenty-eighth day if varicella-zoster immune globulin [VZIG] administered) after last exposure.</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Exclude from duty.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Zoster (shingles)</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Localized, in healthy person</td>
<td>Cover lesions, restrict from care of patients at high risk.</td>
<td>Until all lesions dry and crust.</td>
</tr>
<tr>
<td>Generalized or localized in immunosuppressed person</td>
<td>Restrict from patient contact.</td>
<td>Until all lesions dry and crust.</td>
</tr>
<tr>
<td>Postexposure (susceptible personnel)</td>
<td>Restrict from patient contact.</td>
<td>From tenth day after first exposure through twenty-first day (twenty-eighth day if VZIG administered) after last exposure; or, if varicella occurs, when lesions crust and dry.</td>
</tr>
<tr>
<td>Viral respiratory infection, acute febrile</td>
<td>Consider excluding from the care of patients at high risk or contact with such patients’ environments during community outbreak of respiratory syncytial virus and influenza.</td>
<td>Until acute symptoms resolve.</td>
</tr>
</tbody>
</table>
INCLEMENT WEATHER POLICY

Please refer to the CFCC Website in the case of snow, ice, hurricane warnings or any other reason for school to be cancelled or delayed. It lists how you may determine if school is going to be in session.

PROGRESSION

All courses required in the dental assisting curriculum must be taken in the sequence outlined in the dental assisting curriculum. The student must make a grade of “C” or better in all dental assisting and related courses as outlined in the dental assisting curriculum before being allowed to progress to the next semester. In courses in the dental assisting (DEN) curriculum which have a lecture portion and a lab/clinical component, the student must have a final grade of “C” or above in each area to pass the course.

All prerequisites and/or co-requisites must be satisfactorily met. They may be taken prior to or along with DEN courses in the sequence outlined.

All non-dental courses are outlined within the curriculum. A student may elect to take these courses at other times within the curriculum as long as these courses are taken sequentially to meet corequisite or prerequisite requirements. A student may receive a grade of Withdraw Pass (“WP”) and still continue in the dental assisting program as long as the course is completed following corequisite or prerequisite requirements and are completed prior to graduation and does not interfere with any other class in the curriculum. A student may not receive a grade of Withdraw Fail (“WF”) or a grade of “D” or “F” and continue in the dental assisting program. Once a student is registered in the course, a minimum grade of “C” must be achieved in order to stay in the dental assisting program regardless of the number of semesters remaining in the program.

It is strongly encouraged to take all non-dental courses in the sequence outlined in the curriculum. The dental assisting faculty has found these times to fit best in the students’ schedule while balancing the semester course load. Non dental courses may be taken early in the curriculum than scheduled if it fits into the student’s schedule; however, once the student is registered for the course, the student must pass the course with a minimum grade of “C”. Any course taken outside the outlined curriculum schedule and times must have prior approval from the program director.

At the end of each course for which a student is registered, he/she will receive a final grade. Students experiencing academic difficulty will receive written notice from the course instructor according to CFCC guidelines. Non-receipt of the written notice will NOT be considered grounds for claiming eligibility to enroll for a subsequent semester. It is the student’s responsibility to schedule a meeting with the course instructor and develop a written plan to successfully complete the course.
Instructors determine final grades using the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>92-100</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>84-91</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>76-83</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>68-75</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>0-67</td>
</tr>
</tbody>
</table>

A cumulative grade point average of 2.00 or better is required to continue in the dental assisting program. Students must meet course requirements, in clinical and didactic courses, to continue in the dental assisting program. Students receiving a “D” or “F” in any dental assisting or related course as outlined in the dental assisting curriculum will be dismissed from the dental assisting program. Reinstatement of the student will be considered the following academic year.

Any student who has been determined to have unsuccessfully completed a didactic course has the right of appeal. Any grievance/grade appeal, other than those related to preclinical/clinical probation or dismissal, should first be addressed with the course instructor. If the grievance is not resolved at this level, the student should meet with the program director. If the issue is not resolved at this level, the student should follow the Grievance Procedure, the Right of Appeal, or the Grade Appeal process as outlined in the CFCC STUDENT HANDBOOK. A student seeking an appeal must request, in writing, to attend class until the process is complete. This process is detailed in the CFCC STUDENT HANDBOOK.

Grade appeals/grievances for preclinical/clinical courses are explained under the section “PRECLINICAL/CLINICAL PROBATION/DISMISSAL/UNSATISFACTORY PRECLINICAL/CLINICAL EVALUATION” in this handbook.

**ADVISING AND GUIDANCE**

Each student will be assigned to a dental assisting faculty member who will function as an academic advisor. Quality advising encompasses the exploration of student goals, assessment of student’s records, discussing financial aid options, and the recommendation of appropriate courses to fulfill departmental and college requirements. Personal appointments with the academic advisor are scheduled as often as necessary to help students meet individual needs and academic pursuit.

Students who are in academic trouble will meet with their instructor and be given written notice of their status as well as a success plan. Students are encouraged to see their advisor at any time during the semester to discuss their academic status. Office hours of the dental assisting faculty will be posted each semester on their office doors.

Counseling and guidance are ongoing processes, which begin with initial contact. Counseling through Student Services is available to every student.

**CHEATING POLICY**

Cheating in didactic courses and 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 who chooses to cheat in any course in the Dental Assisting curriculum will be given an “F” in the course and be relieved of the right to attend the course. 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 examinations or on required work; 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 author’s sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism.

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

1. The faculty member shall notify the student who has been observed cheating that he/she will receive a grade of “F” on the assignment or “F” in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position.

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair and Vice President of Student Development within three (3) weekdays from the time the incident occurred.

Students caught cheating will be dismissed from the dental assisting program and will be required to reapply to the program and repeat all courses in the dental assisting program. This is the student’s only opportunity to re-apply to the program.

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 personnel. Evidence of unethical behavior, such as cheating, precludes the instructional faculty’s responsibility to declare prospective graduates to be reliable, competent and ethical, since both the level of the knowledge and the degree of ethics is unknown values in such a situation.

**TEST AND QUIZ TAKING POLICY**

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

1. On test or quiz days, the student will be allowed to have only the items they need ie. pencil, calculator, scrap paper, etc.
2. On test or quiz days, all the students will be arranged as per the instructor’s directions.
3. 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.
4. Once the test or quiz has begun, students may leave the testing area only with instructor’s permission.
5. Once a student has completed a test or quiz, the paper should be turned in and follow the directions of the instructor for the course on whether they may leave the room or not. No one will be allowed to re-enter the room until all students have completed the test or quiz. “Hanging around” outside the door is disruptive and discouraged.
6. Instructors will not give answers to the test or quiz until the tests or quizzes are returned to all students.
7. No test will be reviewed until everyone has taken it. Students will have 24 hours to seek clarification of the rationale for any question via email or by appointment.
8. After taking a test or quiz, students are not to discuss the test topic or questions with any student not present for the test or quiz. Doing so will be considered cheating and will result in dismissal from the dental assisting program.
9. Computer averages will be available within one week of the test, quiz, assignment or competency date.

**MAKE-UP TEST, QUIZ OR COMPETENCY POLICY**

If a student is absent on a scheduled test or quiz day, they must call the instructor as described under attendance in this handbook and let them know either by talking with the instructor or leaving a message and will be expected to take the test or quiz on their first day back to campus. Failure to contact the instructor 10 minutes before class begins and on the first day back to campus will result in a zero for that test or quiz. If a student is absent on a scheduled competency day, they must call the instructor as described under attendance in this handbook and let the instructor know either by talking with the instructor or leaving a message and will be expected to take the competency at the convenience of the instructor, but within a week of the absence.

**TEST AND QUIZ POLICY FOR HYBRID AND ONLINE COURSES**

Test and quizzes scheduled within hybrid and online courses cannot be made up. If the student does not complete the test or quiz within the allotted time, the student will receive a zero for the test or quiz grade.

**TAKE HOME TESTS**

All take home tests will be assigned a date and time they are due to the instructor. If a take home test is not received by the instructor on the specific day and time, the student will receive a zero for the test grade.

**HOMEWORK**

All homework will be assigned a due date. If a student is absent, homework may not be made up and a student will not receive credit for the homework assignment. If a student is present in class and homework is not turned in on the due date and the student is present in class, the student will receive a grade of zero for the homework assignment.
ASSIGNMENTS

All assignments will be assigned a due date and time, refer to individual course syllabi for these dates and times. If an assignment is not turned in on the specific due date and time the student will receive a grade of zero for the assignment. Assignments include, but are not limited to, journal evaluations, projects, pamphlets, etc. These assignments are listed under the evaluation procedure in your course syllabus and have a percentage that counts towards your final course grade. Students must have instructor permission to email assignments to the instructor.

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 instructor’s discretion when an assignment or activity will enhance the students’ dental assisting education. Extra credit is not given on an individual basis.

MAKE-UP CLINIC POLICY

Faculty cannot guarantee that additional clinic sessions will be available for students to make up missed clinical hours. Clinical hours (DEN 104, DEN 106, DEN 107, DEN 112) missed due to student absence cannot be made up.

CREDIT BY COMPETENCY

Any student wishing to receive credit by competency for previous experience or training must follow procedures as outlined in the College Catalog. The student must be currently enrolled at CFCC and must not have enrolled in the course prior to taking the competency exam.

If a student wishes to challenge a dental course (receive credit by examination) they must follow the guidelines listed below and found in the CFCC Student Handbook.

1. When the student pre-registers for classes, list all of your classes even if you feel you will “test out”.
2. Go to the registrar’s office and pick up a REQUEST FOR CREDIT BY EXAMINATION form. Complete the form and submit it to the Department Chair responsible for the subject area in which you are requesting testing for their signature.
3. The Department Chair will render a decision on the request.
4. If the request is approved, the Department Chair will schedule, with the appropriate instructor and you, a time within thirty calendar days a time to administer the competency test. The results will be filed with the registrar. A student may challenge a course only once.
5. Remember that credit by competency is the responsibility of the student. If the above procedures are not followed, it will be assumed you will take the course.
6. For DEN courses, please see the READMISSION section of this handbook.
**CLINICAL GRADING**

In order to successfully complete a dental assisting clinical course, outcomes must be mastered satisfactorily and clinical requirements must be met. Competencies and clinical requirements will be specified within each course syllabus that has a clinical component.

**INCOMPLETE CLINICAL REQUIREMENT QUOTA POLICY**

To receive an Incomplete (I) grade for a clinical course:
1. The student must have completed at least 80% of his/her patient requirements and/or at least 80% of his/her competencies. Students must request an Incomplete (I) grade during the last week of the semester. If at least 80% of the clinical requirements and/or at least 80% of his/her competencies are not met, the student will not be able to receive an Incomplete grade and will be dismissed from the dental assisting program.
2. The student must provide documentation of the circumstances contributing to the reason for the incomplete requirements and
3. Present a plan to complete the missing requirements within six weeks of the next academic semester.

If a student receives an Incomplete (I) grade, they will have six weeks in the next academic semester in which to complete their missing requirements. An Incomplete (I) grade not finalized within the appropriate time frame will convert to an (F) and the student will be dismissed from the program. The course requirements must be completed within the first six weeks of the next academic session.

A student may only receive one Incomplete (I) grade during the one year enrolled in the dental assisting program.

**CLINICAL/CLASSROOM/GUIDELINES**

**Attitude**

A cheerful, dedicated dental assistant is an asset to the dental team. All personal problems should be left outside the doors of Cape Fear Community College and clinical sites. Any personal problem should be discussed with a counselor. If a student has a personal problem which jeopardizes their ability to provide competent dental care to their patient in a clinical setting, they should notify the instructor and a determination should be made to whether the student may be dismissed from that clinical class session. Academic problems are discussed with the lead instructor of the course. If a mutually agreeable solution is not found, the problem should be taken to the program director, then the division chairperson. All of the staff and faculty are concerned with the welfare of our students and will do anything possible to improve the learning experience.

Open communication between a student and a peer, instructor and/or patients is essential for clear understanding, conflict resolution and harmonious relationships. Although confronting someone with a problem may be difficult, often the problem will be more easily resolved when discussed closer to the time of its occurrence rather than after a significant period of time has elapsed, allowing the problem to be amplified into an unmanageable and unfortunate disagreement with unnecessarily produces hurt feelings as well as hostility.
Attire

The following is the policy for attire while on Cape Fear Community College campus. A dental assisting student is considered a professional and their attire should reflect this.

1. Lecture – Attire in lecture classes should be neat and clean.
   a. Shorts and jeans are acceptable as long as they are in good taste.
   b. Shoes must be worn at all times.
   c. Bare midriffs and skimpy clothing are not allowed.
   d. Male students must wear clothing that covers their chest.
   e. No T-shirts with large arm holes.
   f. No translucent shirts.
   g. Undergarments should not be seen.

2. Dental Materials Lab
   a. Jeans or scrubs are encouraged when working in the dental materials lab.
   b. A lab apron or jacket must be worn to protect clothing.
   c. Hair must be secured away from the face.
   d. For safety purposes, bracelets, long dangling necklaces and dangling earrings are not to be worn. Some of the materials in the lab are caustic and can ruin jewelry.
   e. Protective lenses with side shields must be worn at all times in the dental material lab.
   f. Flat comfortable full coverage, closed toed shoes are required.

3. Dental Clinic (Preclinical) – When in the dental clinic in a preclinical situation
   a. Full uniform includes: Clean, pressed solid color scrubs (top and pants) must be worn at all times –pants cannot be touching the floor, black socks that cover the ankle, and clean black clinic shoes (no boots or shoes with laces or holes)
   b. If an undershirt is worn, it must be solid white or black. Undergarments should not be seen through the student’s scrubs
   c. The student’s lab jacket must be worn at all times unless the course lead instructor has indicated otherwise.
   d. Dress pants, skirts, dresses, or jeans without holes are acceptable attire under lab coats when the course lead instructor has indicated scrubs are not necessary.
   e. No holey jeans, short shorts, leggings or jogging pants are allowed in the clinic or under gowns.
   f. Hair must be secured away from the face and out of the field of operation.
   g. Protective lenses with side shields must be worn in clinic.
   h. Be sure to wear name tags, when available.
   i. A watch with no dangling catches and one that is not loose on the wrist should be worn. A watch with a second hand is required. No other jewelry is acceptable.
   j. Visible tattoos must be covered
   k. No visible or intraoral piercings, including the ears
   l. Fingernails should be well manicured, short and clean. No nail polish. No artificial fingernails. Fingernails are to be flush with the end of the finger pad.
   m. No perfume or cologne is to be worn while in uniform or in clinic
   n. All PPEs must be worn when working intraorally.
o. Class Color scrubs and scrub jacket must be worn whenever the student is in the clinic area and patients are being seen.

**Failure to meet guidelines will result in loss of professional responsibility points when applicable. Professional responsibility points will be explained in each course where they are applicable.**

4. Dental Clinic (Clinical Situation) – When treating patients, the student should wear full uniform and maintain a professional appearance.
   a. Full uniform includes: Clean, pressed class color scrubs (top and pants) – pants cannot be touching the floor, black socks that cover the ankle, black clinic shoes (no boots or shoes with laces or holes) and scrub jacket.
   b. Class color scrub jacket to be worn over scrub and all snaps must be closed during patient treatment and when working in the sterilization area.
   c. Undergarments should not be seen through scrubs
   d. Hair must be secured away from the face and out of the field of operation.
   e. A watch with no dangling catches and one that is not loose on the wrist should be worn. A watch with a second hand is required. No other jewelry is acceptable.
   f. Visible tattoos must be covered
   g. No visible or intraoral piercing jewelry, including the ears
   h. Fingernails should be well manicured, short and clean. No nail polish. Not artificial fingernails. Fingernails are to be flush with the end of the finger pad.
   i. No perfume or cologne is to be worn while in uniform or in clinic.
   j. Radiographic monitoring badge
   k. All PPEs must be worn when working intraorally
   l. During ultrasonic/air polishing usage, protective lenses with side shields and hair bonnet must be worn. A face shield is optional.
   m. Tobacco, darkroom solutions, alcohol, and food odors on hands or breath may be offensive to patients. These odors may be removed from hands by rubbing your hands with a small amount of lemon concentrate. Breath odors may be minimized by effective oral hygiene, avoiding certain foods, or smoking and using mouthwash as needed. CFCC is a Tobacco Free campus
   n. If a clinical faculty member suspects recent ingestion of alcohol or drugs, the student will be required to submit to immediate testing and possible dismissal from the program.

**Failure to meet guidelines will result in loss of professional responsibility points when applicable. Professional responsibility points will be explained in each course where they are applicable.**

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**GENERAL APPEARANCE FOR ALL TIMES AS A CFCC DENTAL ASSISTING STUDENT**

Students should maintain a professional, well-groomed appearance. General guidelines to achieve such are as follows:

1. Hair must be of a natural color
2. Make-up should be applied lightly.
3. A plaque-free, healthy mouth should be maintained. Each student should receive regular dental care and should use a breath deodorant, which is provided, in the clinic.
4. No chewing gum, food or drink is allowed in lab, clinic, or classrooms. You may take a break to get a drink or snack.
5. The Dental Assisting faculty urges all students who smoke to quit. Dental Assisting is a health field and it is distasteful to see a health professional smoke. Brush after each meal and after you smoke. Your breath, hands, and uniforms should be free of smoke odor. If a student chooses to continue to smoke, the student must do so off campus as CFCC is a tobacco free campus.

Students may request a faculty opinion about certain aspects of recommended personal appearance. The faculty reserves the right to dismiss a student from a clinic or lab with a professionalism grade of “0” if personal appearance and conduct are not in compliance with professional standards. More than two repeated infractions by students in this area can be cause to place the student on clinical probation and ultimately be grounds for dismissal.

CLASSES IN THE DENTAL MATERIAL LAB

Please be considerate and do not enter the dental materials lab during a scheduled class without permission from dental materials instructor. The disruption is disrespectful and not accepted behavior of dental professionals.

SPECIFIC CLINIC GUIDELINES

1. Students may not begin to disinfect or prepare their operatories until a dental assisting instructor is in the clinic.
2. All students are expected to be in clinic at the time designated by the instructor.
3. All clinic procedures must be completed only during scheduled clinic periods unless approved by the instructor. All patient grade sheets must be given to the faculty member in charge before you leave the clinic area. Withholding grade forms, clinical points, or radiographs beyond the deadline is unethical and cause for probation or dismissal from the program. Instructors will not correct grade forms at the end of the semester.
4. Instructors will not discuss competency points, grades, or competency evaluations while patients are in the clinic. You should schedule a time to meet with your clinical instructor to discuss such matters during their scheduled office hours.
5. Only the clinic assistant and the screener are allowed in the clinic manager’s office. The clinic assistant and screener are present to facilitate the smooth flow of clients and are not to attend to personal matters during their assignment.
6. A dentist must prescribe all radiographs, sealants, coronal polishing and topical fluorides. However, each student should evaluate their patient for the need for any of the above and discuss their individual client’s needs with the instructor.
7. All image reflectors and mounts must be obtained from the instructor. The student must sign the radiology log at the time the receptors are distributed.
8. Students should expose the minimum number of projections for each patient. If the student exposes more projections than needed, it is considered poor professional judgment and will be marked off on professionalism and lose 4 points for each additional film exposed.
9. The instructor, the operator, and the patient must sign the consent form before exposing the projections or performing any operative work as per the informed consent form.
10. The clinic dentist must review mounted radiographs with the patient and the student the day the radiographs are exposed. The dentist will initial the technique evaluation form. If the student fails to receive the dentist’s initials, the x-rays will not be graded and will be subject to late penalty points.
11. All radiographs are due for a grade one week after the final retake is exposed. For each day the films are late, the student will lose 5 points from their technique grade.
12. Procedures completed on a dental hygiene/assisting student or faculty/staff will be counted as a requirement only when an instructor has judged the procedure to be needed. Dental assisting students acting as patients must be given comprehensive care just as any other patient. Students may not be a patient during their scheduled clinical time.
13. Only the clinic assistant is allowed to remove supplies from room “G”. Students are to ask the clinic assistant for supplies and the clinic assistant must sign out the supplies.
14. You are expected to abide by the announced sign up and dismissal times for your patients.
15. ALL patient charts must be submitted for signatures before the student begins to disinfect their unit.
16. No clinical services shall begin until the Health History, Informed Consent, HIPAA, and Dental Treatment Plan are signed by all parties.
17. The student must be present at their unit for all instructor/dentist evaluations. If the student leaves their unit and the instructor/dentist comes to do an evaluation or the forms or grade sheets are not present or completed, the student must sign up again for evaluation.
18. When an instructor/dentist arrives to evaluate the student, the student must:
   a. Pass them a clean mirror and explore/probe handing these items to them so that they may receive them in the correct hands: mirror in non-dominant operator hand, explorer/probe in the dominant hand of the operator
   b. Adjust the patient and dental light in the correct position
   c. During dental charting use the air syringe to dry the tooth surfaces as the dentist moves around the mouth
   d. Suction as needed during all dental/perio charting evaluations.
19. The student is not to sign up for any evaluation on any service that has not been completed prior to signing up. Ex. Do not sign up for a coronal polish check because time is running out when you have not completed the polishing.
20. Students cannot begin to coronal polish until they have been given permission from their instructor. If a student decides to proceed and polish an area NOT authorized, the instructor will evaluate that service, but the student will receive a zero for the procedure. This may mean that the student does not receive credit for completing the patient.
21. ALL patients are to receive comprehensive care.
22. Care is based upon the patient’s needs, not the student’s graduation requirement needs.

GENERAL /CLASSROOM/CLINIC GUIDELINES

1. Faculty and Secretarial desks are off limits. If a student is in need of supplies (scissors, paperclips, pencils, stapler, etc) they can be obtained by asking a faculty member or the clinic manager.
2. Phone messages taken by the dental clinic manager will be placed in the student’s clinic mailbox. The clinic manager will not “come and find you” unless it is an emergency. The clinic manger is not there to take personal phone calls for the students.
3. No cell phones/beepers are to be used during lecture, lab, or clinic. The student will be asked to leave the classroom and will not be permitted to return until the beginning of the next class. Absence policies will be applied.
4. Patients should silence and not use any cell phone or pagers while in the dental clinic.
5. Office copiers and printers may not be used by any student. There are copiers in the library for student use.
6. The computers in the clinic conference room are for curriculum use only. They are not to be used to surf the web, check email, etc.
7. Students may not enter faculty offices unless faculty is present.
8. NO food or drinks without secure lids in the classrooms.
9. Classroom doors may be LOCKED at the beginning of class. Late arriving students will have to wait for the break and will be counted absent for the class time missed unless the student has contacted the instructor at least 10 minutes prior to the start of class. Please refer to the Attendance Policy in this handbook for more information.
10. If a student wishes to meet with an instructor, they must check in with the health sciences secretary before proceeding to the instructor’s office. If no secretary is available, they may then proceed to the faculty member’s office.

**STUDENTS WORKING OUTSIDE OF SCHEDULED CLASS TIME**

Any student working in the clinic/lab/darkroom, etc. when they are not scheduled to be there must adhere to the following policy:

1. An instructor must be present to supervise you while you are working. A student is **not** allowed to work in the clinic or dental materials lab unless a dental assisting faculty member (not clinic manager) is in the dental area.
2. Complete your assignment and CLEAN UP. Failure to clean up lab will result in a loss of professional responsibility points.
3. Request the instructor inspect the area you were working to assure you have left it in the proper fashion. There will be a sheet where each class will have a student to sign before leaving the dental materials lab that it is being left in proper condition. If not, then the student will then be required during their own time to clean up or fix the problem.

**POLICY ON BASIC LIFE SUPPORT**

Each student shall maintain current certification in Healthcare Provider CPR. Students will not be allowed to administer care or practice on peer/patients without current CPR certification as designated by the program. The deadline for new student certification will be announced in their acceptance letter.

No student will be allowed to supervise or deliver patient care once basic life support certification expires.

**CLINICAL PROBATION/DISMISSAL/UNSATISFACTORY CLINICAL EVALUATION**

To continue in the dental assisting program a student must earn a grade of C in all courses that are part of the curriculum.

In the clinical area, the dental assisting faculty exercises their professional judgment in determining if a student is capable of performing client care or presents a threat to the health and safety of the clients, faculty, staff or students.
**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 directed to leave the clinic.

A student will be placed on clinical probation for reasons that include but are not limited to the following: unethical behavior, unprofessional behavior, unsatisfactory aseptic technique, unsatisfactory clinical performance, incomplete or inaccurate written documentation, or substandard care as it relates to the client’s medical history or medications.

A student will be dismissed from the clinical setting or a clinic course for reasons that include but are not limited to: forgery, stealing, drug or alcohol abuse during clinic, unprofessional behavior, and violating HIPAA by removing client records or radiographs from the clinic.

A student may be dismissed from a clinical session for compromising the health and safety of a client, faculty, staff or student. The instructor of the clinical course and director of dental assisting will inform the student of the dismissal or probation.

In all cases the faculty member who recommends probation or dismissal shall devise a written contract for the student. The contract shall state the conditions and length of the probation and the deficiencies that must be corrected or the reason[s] for dismissal. Probation contracts will be in effect for a minimum of one semester and no longer than the remainder of the student’s time in the program. The contract will be signed by the student, the clinical course instructor and the program director.

**3 Strike Rule**

1. If a student requires *three* attempts to meet competency on any *three* competencies during a course within a semester, they will be dismissed from the dental assisting program on the fourth attempt of the third competency
2. If a student receives *three* infractions for infection control during the course of a semester, they will be placed on probation and dismissed from the dental assisting program on the fourth infraction
3. If a student receives *three* infractions for professionalism during the course of a semester, they will be placed on probation and dismissed from the dental assisting program on the fourth infraction

**Competency Rule**

A student may not repeat a single competency more than four times. If a fifth attempt is needed, the student will be dismissed for the dental assisting program. Remediation to review the deficiency (ies) with the student and an opportunity for the student to practice the skill under instructor supervision is required after each unsuccessful attempt. Remediation will be at a predetermined date and length of time scheduled by the course instructor.
DENTAL ASSISTING PROGRAM DISMISSAL POLICY

Reasons for student dismissal include, but are not limited to, the following:

1. Failure to meet academic, lab or clinical criteria
2. Cheating
3. Plagiarism
4. Forgery
5. Physical or emotional health problems which indicate an impairment in ability to provide safe dental care to the public
6. Conduct not in accordance with the standards of the North Carolina Dental Practice Acts.
7. Failure to comply with CFCC Dental Assisting program attendance policy (clinical and/or academic)
8. Violation of policy (ies) so noted in the CFCC catalog or CFCC and DA student handbooks.
9. Evidence of falsification of information
10. Withholding patient records or radiographs
11. Students who do not submit required paperwork within the specified time frame are not meeting course requirements and are subject to dismissal.
12. Removal of patient records and/or radiographs from the dental clinic
13. 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.
14. A positive urine drug screen or criminal background check determined unsatisfactory by any clinical agency. Clinical agencies may conduct random and/or for cause drug tests.
15. At any time during the program, students may be requested to submit to immediate drug screening at his/her expense. Failure to comply or evidence of drug or alcohol in the screening test will result in immediate dismissal from the dental assisting program.
16. Unprofessional behaviors or demeanor including but not limited to failure to call instructor when you will be tardy or absent from class, lab, clinic or rotation; inappropriate clinic attire or appearance; inappropriate classroom behavior; not acting as a team player.
17. Failure to meet probation requirements.

A student who believes the dismissal is unfair and elects to appeal the decision may attend didactic classes but not clinical (protection of patient safety) while the case is being investigated via the appeals process. A written request to attend class must be submitted prior to attending class. (See CFCC Catalog & Student Handbook)

Dismissal from Preclinical or Clinical Course

A student, who is dismissed from a preclinical or clinical course or for unprofessional behavior, or for violating probation terms or earns a final course grade of less than C in a preclinical portion of a clinical course or a clinical course, may appeal to the director of dental assisting.

1. Within seven days from the end of the semester or the infraction whichever is earlier the student must meet with the lead instructor of the clinical course to discuss the dismissal or unsatisfactory clinical grade.
2. Within five days of the conference with the lead instructor, the student must file a written appeal with the director of dental assisting. The director of dental assisting will call a panel of 3 health science/dental assisting instructors. The panel may review written documentation and/or the student/lead instructor may request an opportunity to be heard. The clinical course lead instructor may attend the panel meeting.

3. The student may appeal the panel’s decision to the Health Sciences Department Chair. The student has five days to deliver the written appeal to the Health Sciences Department Chair.

4. In all matters of preclinical or clinical evaluations and preclinical/clinical dismissal, the Health Sciences Department Chair renders the final decision.

5. A student who is dismissed from a preclinical or clinical course or receives a grade of less than C in a course must withdraw from the dental assisting program.

6. A student may reapply to the CFCC dental assisting program once.

**READMISSION POLICY**

**Guidelines:**

Candidate must have completed at least one semester in the Dental Assisting Program at Cape Fear Community College with at least a 2.0 GPA in all dental courses. Candidates may reapply ONCE for readmission to the CFCC Dental Assisting Program

**Notes:**

- All readmission decisions for qualified candidates will be made on a space-available basis. If a student exits the program during the first semester or only completes one semester, the student must repeat ALL dental courses.

- This procedure for readmission or transfer is valid for a candidate for one calendar year from the date he/she leaves the dental program. After one calendar year, a candidate will reapply to the program and repeat all previous coursework.

- All candidates for readmission will be required to demonstrate competency in clinical and/or laboratory skills the academic semester prior to registration. If the skills are found to be deficient, an individual plan for remediation will be developed. This shall include repeating or auditing a clinical/laboratory course based upon the faculty’s clinical or laboratory assessment of the student.

- Due to the one calendar year time interval between leaving the program and re-entry, all applicants for readmission will be asked to demonstrate mastery of dental assisting competencies in clinical skills as determined by the program director. The method for assessing mastery will be determined by the dental faculty and a contract will be developed and signed. This assessment will be based on previous academic and clinical performance in the program. However, a space must be available in that clinical or preclinical course. If the applicant does not successfully complete the competencies assigned, they will not be readmitted to the program.
If a student left the Dental Assisting Program for reasons other than academic or unprofessionalism dismissal, that student can reapply to the program once within a year of leaving the program. If space is not available to begin the same semester he/she left, the student must begin with the first semester of the dental assisting program and repeat all coursework previously completed.

Related science courses: BIO 106 must be no older than 5 years prior to the application period in which the candidate semester in which the candidate will be readmitted or transfer.

All other related courses (non Den prefix courses) that meet the college’s criteria for transfer may be accepted without a time restriction.

Reapplication Process:

1. Meet with an academic counselor and inform them you wish to reapply – apply to transfer into the dental program during the designated admissions period.
2. Submit an application to CFCC.
3. Submit official copies of all high school and college transcripts.
4. Meet the basic entrance requirements of the Dental Assisting Program. {see admissions bulletin for the appropriate school year.}
5. Meet with the program director to review dental coursework competency criteria.

Readmissions Process:

A student who receives a “W”, “D”, or “F” in any required curriculum course, does not meet all course specific criteria or who receives an unacceptable professional behavior grade in a dental assisting course, will not be allowed to continue in the dental assisting program. These students may reapply to the program only once and must go through the complete application process.

A student who leaves the program for nonacademic reasons and exhibited good professional behavior may request to be considered for readmission by submitting a typed letter to the program coordinator; however, readmission is not automatic. Students may be considered for readmission under the following conditions:

1. Student has successfully completed at least one semester of the dental assisting curriculum.
2. Space in the class is available.
3. Student completes an application for dental assisting.
4. Student meets the admission requirements.
5. Student meets the specific conditions for readmission set by the director of Dental Assisting. Students will be required to re-take or audit previously completed courses in order to meet competency for courses already completed successfully.

Note: If more than one year has elapsed since withdrawal from the program, the student must reapply for admission as a new student and repeat all DEN course work and meet all admission requirements.
**Note:** If space is not available to be able to audit the semester prior to the readmission semester, the student must reapply to the program as a new student.

The program director will provide students with a copy of the readmission policy and procedures. When a student initiates the readmission process by requesting an Exit Interview, the program director will conduct the Exit Interview as soon as possible.

**Students who leave or are withdrawn from the program:**

1. **Must initiate** and complete an Exit Interview with the program director (see Exit Interview form).

2. **Must submit, if reapplying,** a written, typed letter that explains *why* readmission should be considered and *what factors have changed* so the student will be successful upon readmission.

3. **Must meet the following required conditions for eligibility, if seeking readmission less than one year of leaving the Dental Assisting program and space is available.**
   The program director will determine whether the student meets the following conditions:

   **Yes**  **No**
   - 1. This is the first time the student has applied for readmission.
   - 2. The student is in good academic standing (GPA, professional behavior, etc.)
   - 3. The student has current Healthcare Provider CPR certification.
   - 4. The student has provided current immunizations, including HBV, and health history.
   - 5. The student’s TB test is current within 90 days of readmission to classes.
   - 6. The student has completed the most current admission requirements that will be in effect at the time of anticipated readmission.
   - 7. The student has completed an application at the Admission and Records office.
   - 8. If the student has not been enrolled at CFCC for the past 3 years, the student must reapply as a new student to the College and to the program.
   - 9. The student has repeated all necessary course work, if required to do so, for readmission.

The student will be notified of readmission to the dental assisting program by mail by the Counseling Office.

4. If more than one year has elapsed from the time the student leaves the program, any student wanting to reenter the Dental Assisting Program must reapply as a new student.
### Dental Assisting Readmission Completion Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>Dental Assisting students exiting after completing only the First Semester must repeat all dental assisting courses.</td>
</tr>
<tr>
<td>Second Semester Spring</td>
<td>Dental Assisting students exiting after completing the Second Semester (Spring) must complete the following: Any course in which the student was unsuccessful/incomplete (“D”, “F” or “I”) and audit the previous preclinical course completed; a comprehensive competency written exam will be available to identify didactic areas that may warrant remediation.</td>
</tr>
<tr>
<td>Third Semester Summer</td>
<td>Dental Assisting students exiting Third Semester (Summer) must complete the following: Any course in which the student was unsuccessful/incomplete (“D”, “F” or “I”) and audit the previous clinical course completed; a comprehensive competency written exam will be available to identify didactic areas that may warrant remediation.</td>
</tr>
</tbody>
</table>

Note: If space is not available to audit the semester prior to the readmission semester, the student must reapply to the program and be ranked in the available seats for the incoming class. Depending on how long a student has been out of the Dental Assisting Program, the student will be required to repeat ALL DEN courses.
CFCC Dental Assisting Exit Interview
(To be completed by the program director)

Date of Exit Interview _________________________

Student _____________________________________ ID# __________________________

Date of Initial Program Admission _______________ Date of withdrawal ______________

Student’s Mailing Address ________________________________________________________
Street Address
______________________________________________________________________________
City                                           State                                                              Zip
______________________________________________________________________________
Phone Number                         Cell Phone Number                                Email Address

Information gathered through the Exit Interview will be used to evaluate program retention and student requests for program readmission.

☐ Check when completed:

1. ☐ STATE REASON FOR WITHDRAWAL: (i.e., academic failure, clinical failure, dissatisfaction with classes or program, change in career goals, personal obligations or problems, financial reasons, transfer from area):

2. ☐ DETERMINE STUDENT’S FUTURE EDUCATION PLANS AND READMISSION STATUS:

   Determine if the student is planning to reapply to the program. Discuss student’s goals.

   ☐ Student is planning to reapply to program.

   ☐ Student is NOT planning to reapply to program at this time.

   ☐ Student is NOT ELIGIBLE to reapply.
3. □ **DISCUSS AND RECOMMEND/REQUIRE STUDENT SUPPORT SERVICES:**
   Check below and explain what (if any) special services the student has sought or received while enrolled in the program. Discuss these services with the student and offer to make an immediate referral if student agrees. Make recommendations to student how to improve academic/clinical/professional development deficiencies, where necessary for future success. Document any referrals and recommendations.
   □ Financial Aid ________________________________________________
   □ Tutoring ____________________________________________________
   □ Career Planning ______________________________________________
   □ Counseling ___________________________________________________
   □ Other ________________________________________________________

4. □ **EXPLAIN SPECIFIC CONDITIONS FOR READMISSION AND MAKE RECOMMENDATIONS TO THE STUDENT:**
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

_______________________________
Program Director’s Signature

_______________________________
Date
WE HAVE DISCUSSED EACH OF THESE ITEMS:

Reason for leaving the program

Availability for Student Support Services

Readmission policy and procedure

EXPLAIN SPECIFIC CONDITIONS FOR READMISSION AND MAKE RECOMMENDATIONS TO THE STUDENT:

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

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STUDENT COMMENTS

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Student Signature

Date
IMMUNIZATIONS/VACCINES/TUBERCULIN

Students 17 years of age or younger ……………………………….REQUIRED

- 3 DTP (Diptheria, Tetanus, Pertussis) or Td doses (Tetanus, Diptheria) doses; one Td booster must have been within the past 10 years.
- 3 Polio (oral) doses
- 2 Measles (Rubeola), 1 Mumps, 1 Rubella (MMR is preferred vaccine)

Students born in 1957 or later and 18 years of age or older…..REQUIRED

- 3 DTP (Diptheria, Tetanus, Pertussis) or Td doses (Tetanus, Diptheria) doses; one Td booster must have been within the past 10 years.
- 2 Measles (Rubeola), 1 Mumps, 1 Rubella (MMR is preferred vaccine)

Students born before 1957 ……………………………………………..REQUIRED

- 3 DTP (Diptheria, Tetanus, Pertussis) or Td doses (Tetanus, Diptheria) doses; one Td booster must have been within the past 10 years.
- 1 Rubella dose (not required if student is 50 years of age or older)

TUBERCULIN SKIN TEST (PPD) IS REQUIRED within the TWELVE MONTHS PRECEDING the beginning of classes (or chest x-ray is positive)

VARICELLA disease or vaccination verification must be provided by a physician or a titer will need to be done.

HEPATITIS B vaccine is strongly encouraged to be initiated and, if possible, completed prior to clinical contact. Hepatitis B is more common in clinical areas than is HIV-1 infection. If the student chooses not to have the Hepatitis B vaccine, a waiver must be signed.

Students are strongly encouraged to receive a flu shot each fall. A waiver must be signed if the student chooses not to get the flu shot.

INSURANCE

Dental assisting students are required to carry student liability insurance. This fee is included in your clinical course tuition.

COMMISSION ON DENTAL ACCREDITATION – COMPLAINTS

The Commission on Dental Accreditation of the American Dental Association will review complaints that relate to a program’s compliance with accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs. They do not, however, 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.

A copy of the appropriate accreditation standards and/or ADA Commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 ext. 2719.
STUDENT AGREEMENT

NAME OF STUDENT: ________________________________

DATE RECEIVED: ________________________________

I have been given a copy of the Policies for the Dental Assisting Program of Cape Fear Community College. These Policies were explained to me on ____________, 20______, by the Director of the Dental Assisting Program. I have read these Policies myself in its entirety, and had the opportunity to have my questions answered. I understand and agree that as a student in the Dental Assisting Program of Cape Fear Community College, I am bound and responsible to comply with all of these Policies. I also understand and agree that I am subject to all of the requirements, provisions, and procedures contained in these Policies.

I understand that as part of the Dental Assisting National Board application process, I will have to divulge any felony activities within the past five years.

_____________________________________________
Signature of Student

_____________________________________________
Date submitted