

CATALOG

DENTAL ASSISTANT SCHOOL OF MEMPHIS, LLC

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Dental Assistant School of Memphis, LLC is authorized by the Tennessee Higher Education Commission.
This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

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MISSION STATEMENT

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

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

PHILOSOPHY

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

The Dental Assisting Curriculum is an instructional program providing a thirteen-week course consisting of 90 hours of lecture and lab and a 50-hour externship with a practicing dentist. The program utilizes a hands-on educational approach where students learn by doing. The course includes lectures on fundamentals of general dentistry and the basic skills, knowledge and technical proficiency necessary to assist the dentist in the various operative procedures performed in a dental clinic. Completion of the program will allow the student to have enough training to qualify for an entry level position in a dental office.

The Dental Assistant School of Memphis, LLC is dedicated to the ideals of developing efficient, effective dental assistants through a competency-based program.

LEGAL ORGANIZATION

The Dental Assistant School of Memphis, LLC is a limited liability company fully owned by Dr. Dellwyn M. Turnipseed, D.M.D. She owns 100% of the company. Dr. Turnipseed is the only share holder.

HISTORY

The Dental Assistant School of Memphis, LLC is an institution developed as an effort of Dr. Dellwyn M. Turnipseed. Dr. Turnipseed recognized the need for well-trained, efficient chairside dental assistants and found difficulty in attracting good assistants throughout their years

in practice. The Dental Assistant School of Memphis will help prepare interested persons in becoming part of the dental profession and assuming a position as a well-respected professional.

FACULTY AND STAFF

Dr. Dellwyn M. Turnipseed, D.M.D., Director/Chief Instructor

Dr. Turnipseed received her B.S. degree in Biology from Tougaloo College, Tougaloo, Mississippi in 1977. She received her DMD from University of Mississippi School of Dentistry in 1981. She has provided dental care in Memphis, Tennessee and the surrounding area for over 30 years. The initial dental facility was established in August, 1983 and, a second location in August, 2000. Dr. Turnipseed serves as a member of Leadership Memphis, where community leaders gain a stronger understanding of how to elevate Memphis through an increases understanding of both self and community. She has served as volunteer Dentist of Church Health Center, a faith based nonprofit organization providing care for to low income Shelby County Residents. Dr. Turnipseed has sponsored several young adults interested in continuing their education, helping make their dream of a college education come true.

Dr. Turnipseed is Owner/CEO of Dellwyn M. Turnipseed, DMD, PC (DBA The Dental Connection) and The Dental Connection East, PC in Memphis, Tennessee and Owner/CEO of The Dental Assistant School of Memphis, LLC. She is currently a member of the American Dental Association, National Dental Association, American Orthodontic Society and the Academy of General Dentistry.

Jennie Bowles, Registrar/Administrator

Ms. Bowles has worked in the dental field for more than 17 years. She has worked as a financial manager with the dental office of Dr. Dellwyn M. Turnipseed, D.M.D., P.C. and the Dental Connection East, P.C. in Memphis, Tennessee. She has worked with the organization as a bookkeeper working with the dental offices Certified Public Accountant.

Patricia Walker, Lead Instructor

Ms. Walker has worked as a licensed Dental Assistant for the past 20 years. She became a Certified Dental Assistant in 1997 and a Registered Dental Assistant in 1999. She currently works as the lead Dental Assistant for Dr. Dellwyn Turnipseed D.M.D., P.C. and The Dental Connection East, P.C. in Memphis, Tennessee.

Shari Jackson, Instructor

Ms. Jackson is a 2011 graduate of Florida State College at Jacksonville with an Associate's of Science Degree. She is a Registered Dental Hygienist and holds certification for the administration of local anesthesia. She has worked in the dental field for more than 15 years with the first five years of her career spent as a Dental Assistant with the United States Navy. During her naval tenure she gained hands on experience in many aspects of dentistry.

Cynthia Barton, Instructor

Ms. Barton received her Dental Hygiene degree from the University of Memphis in 2000. She has worked as a Dental Hygienist for 18 years. She is certified to monitor nitrous oxide and certified to administer local anesthesia. She is currently working as the Dental Hygiene Manager for Dr. Dellwyn M. Turnipseed, D.M.D., PC and The Dental Connection East, PC. In

Memphis, Tennessee.

PHYSICAL FACILITIES

The Dental Assistant School of Memphis, LLC, shares space in the office of Dr. Dellwyn M. Turnipseed at the Dental Connection located at 1195 Poplar Avenue. There are a total of nine dental treatment rooms equipped with dental chairs, units, and x-ray machines. There is a darkroom with an automated film processor and digital x-rays in both locations. There is a computerized business office, a reception room, a break room, and a small dental laboratory. The facility has approximately 800 square feet available for student discussions. The school will occupy the total 2724 square foot of space.

SCHOOL POLICIES AND PROCEDURES:

ENROLLMENT DATES

- A student may enroll at any time prior to the start of a new class. Deadline for enrollment for a specific quarter is the last business day before the first day of class. No late enrollments will be accepted.
- The school has rolling admissions. A new session starts every three months (February, May, July, and October).

ADMISSION REQUIREMENTS:

To enroll in school, applicants:

- Must be at least 18 years of age
- Must possess a valid driver's license
- Must submit high school transcripts, GED, or recognized equivalency
- Must schedule interview and tour of school facility
- Must submit registration fee
- Must submit completed and signed enrollment documents.

Admission decisions are based on the application. Applicants will be notified of the school's decision by letter or phone call. After notification of acceptance, applicants will have 5 business days to complete the registration/enrollment process, as described in the acceptance letter. We recommend that you register early, as classes fill quickly. Rejected qualified applicants due to class full or late enrollment will be advised to enroll in subsequent classes.

Only those applicants showing a desire to participate, motivation to study, and whose personal educational background displays an enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, or national origin.

TRANSFER OF CREDIT

The Dental Assistant School of Memphis, LLC does not accept credit for previous education, training, work experience (experiential learning), or CLEP (College Level Examination Program).

Furthermore, it should not be assumed that any of the programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university, or other institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.

DISABILITIES

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

CLASS SIZE

The teacher/student ratio will be a maximum of 5 students per one instructor in a lecture class and a maximum of twelve students per two instructors in a lab class.

ACADEMIC POLICIES

ATTENDANCE

Students shall be required to attend all school days from the date of enrollment to graduation in accordance with the program requirements and enrollment contract. Regular attendance is essential for adequate training. Cultivation of desirable work habits is just as important as the acquisition of knowledge and the development of skills needed in a given occupation. Students should train themselves to be present and on time for all classes with proper materials..

Saturday students may not miss more than one class and evening students may not miss more than two classes during a program term for a total of six hours. The students must make up these missed classes. Make up is on Saturday, the first three hours are made up complementary with the instructor. However, each three hours after the initial three complementary make up hours, will cost an additional \$75.00 for the cost of instruction to the student. If a student misses more than twelve class hours, the student will be terminated from the training program and must follow the institutional procedure for re-admittance. NOTE: A complete class is defined as a six-hour Saturday class or two three-hour weeknight classes. Each Saturday six hour class missed is a significant amount of information lost within a 13 week program, and will require considerable time for the instructor. Evening students who miss two classes (a total of six hours) during a program will also take significant time for instruction.

MAKE-UP WORK

Students are responsible for all work missed during an absence and should contact an instructor regarding make-up work. Make-up sessions shall consist of instruction in that portion of the course or curriculum which was not received by the student as a result of absences. Make up work shall be completed during the instructor's office hours which will be set and presented to students during orientation. The students must make up these missed classes within ten days of their return to school. A record for make-up sessions shall be maintained in the attendance register. Makeup work shall not be authorized for the purpose of removing an absence. Make-up work due to unsatisfactory grades shall be governed by the rules established and outlined in Satisfactory Academic Progress under Policy on Satisfactory Progress (b).

TARDINESS

It is required that students arrive on time for all scheduled classes. Tardiness is irresponsible and unprofessional. It is not an acceptable behavior and students arriving 10 minutes late for class more than three times will be placed on probation. If promptness does not improve during the probationary period, the school may suspend or terminate enrollment. The school's policy on suspension or termination of enrollment will be followed.

LEAVE OF ABSENCE (LOA)

A request for a leave of absence must be submitted in writing. The request will state the reason for the leave and length of time being requested. The school may grant approval at its discretion when circumstances for the leave are not related to illness, accident, or a death in the family. A student on leave is considered by the school as enrolled. No charges or fees are assessed during an authorized LOA. Students not returning to school at the end of their LOA will be withdrawn/dropped from the school.

EXCEPTION: A student taking a voluntary leave of absence from the school may reenter during the next session at the point in the course where leave was taken. No additional tuition will be required beyond the original contract. A student not returning during the next term must begin at the beginning of the program and will be considered a new student.

POLICY ON SATISFACTORY PROGRESS

a. Satisfactory progress is defined as having complied with the school's established attendance requirements, arrive on time for class, return promptly to class after scheduled breaks, and participate actively in class on assigned tasks. Should a student be terminated due to violation of school policies and procedures, tuition to be refunded shall be proportionately up to date of official termination or last date of attendance policy.

b. There will be three students' progress evaluations. The first evaluation will be conducted after the 4th week of class, the second will occur after the 7th week and the third will be on the 9th week. Students who have attained a grade average of 70% or above, on the first evaluation would have attained satisfactory progress. Those who attained less than 70% will be counseled and advised to improve their grades. If no improvement has occurred on the second evaluation, the students will be placed on probation. They will be given two chances to be removed from probation by taking make-up tests on the failing

subjects. The first make-up test will be given after the 7th week and if there is no improvement, another will be given after the 9th week. If a student still fails to bring his/her overall average to 70% or above after the two make-up tests, the student will be terminated.

c. Terminated students can be re-admitted after one complete session. See Re-admission Policy.

d. The first progress report will be given at the end of the 4th week; the second progress report will be given at the end of the 7th week and the third after the 9th week. Final grades will be issued after the final exams and upon completion of the externship program.

e. The progress reports will be given verbally and in writing. A counseling session will be scheduled for those who have grades of less than 70% as described in (b).

f. If a student withdraws and has an appropriate reason (President/Director decides what is appropriate and the decision is final) for withdrawing, he/she can request the school for a grade of "Incomplete". The student can then re-enroll in the program during the 12-month period following his/her date of withdrawal and complete those incomplete subjects without payment of additional tuition.

g. If a student withdraws due to a grievance related issue, the student may resolve the issue through the institution's Grievance Procedure as stated in this Catalog. If the Grievance Committee establishes that the complaint is justified, the student can request the school for a grade of "incomplete". He can then re-enroll in the program during the 12-month period following his date of withdrawal and complete those incomplete subjects without payment of additional tuition.

GRADING SYSTEM

During the course of the session, there will be 10 tests, 10 quizzes, 15 lab tests, final examination on theories and Clinical Procedures. The results of these tests will be grouped into five areas of achievement namely, Tests/ Quizzes, Lab Tests, Final Examination, Clinical Procedures and Internship/Externship. Each of these areas are assigned weight factors of 30%, 10%, 20% and 30% and 10% consecutively for a total of 100%. The final grade on the dental assistant course on theory and lab is obtained by adding the results of the weight factors multiplied by each of the corresponding averages of the areas under consideration. The Internship/Externship will be graded separately by the person responsible for the training of the intern also known as the Preceptor. The final dental assistant overall grade is obtained by taking the sum of all the weighted scores. This will be converted into a grade letter and GPA equivalent using the table below:

GRADE EQUIVALENT

| | | | |
|--|----------------------------|--|--|
| | Weighted Ave. Score | | |
|--|----------------------------|--|--|

| Grade Letters | | GPA | |
|----------------------|----------|------------|------------|
| A | 90 - 100 | 4 | Superior |
| B | 80 - 89 | 3 | Good |
| C | 75 - 79 | 2 | Average |
| D | 70 - 74 | 1 | Below Ave. |
| F | Below 70 | 0 | Failed |
| I | | 0 | Incomplete |
| W | | 0 | Withdrawal |

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

GRADUATION REQUIREMENTS

Students may graduate and are awarded a Dental Assisting Certificate of Completion with the following conditions:

- Successful completion of the Dental Assisting Program
- An overall grade point average of 70% or greater
- Externship/Internship requirements are completed
- All financial obligations are satisfied

*The 50-hour internship/externship program must be completed concurrently with the course. The student may start the externship after completing at least two full weeks of the course. This will give the student enough introductory knowledge of the dental profession to benefit from the internship experience. The student must complete the 50-hour requirement prior to the end of the 13 week course to satisfy the graduation requirement.

CERTIFICATES

Upon successful completion of the program, a Certificate of Completion on Dental Assisting and a CPR Certificate will be awarded to the students.

CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times. Respect, courtesy, and sensitivity are behavioral practices expected among students, instructors, and

administrative personnel. Appropriate behavior includes regular and punctual attendance. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, intimidating, dangerous to themselves or others, and that does not hinder the progress of other students in the school. Possession of weapons, illegal drugs and alcohol of any kind are not allowed at any time on school property. At the conclusion of each school session, students are expected to maintain classrooms, equipment, and the clinic area at a level comparable to when they started. Any violation of school policies may result in permanent dismissal from school.

DISMISSAL

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments or makes unsatisfactory progress. The Director, after consultation with all parties involved, makes the final decision.

The Director may temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance. The Director will review each case and decide upon re-admittance.

RE-ADMISSION POLICY

Readmission is at the sole discretion of the school. A student who withdraws or is terminated from the program may apply for readmission, by contacting the School Director. The student may be readmitted by the Director, provided he/she meets the admissions criteria, and has successfully completed any and all probationary or other agreements with the school.

A student requesting readmission after withdrawal or termination will be subject to a satisfactory progress analysis and determination applicable to their previous period of enrollment. Students failing to meet academic, or attendance standards may be enrolled in a probationary status upon reentry.

A student may be denied readmission for, but not limited to, demonstrated lack of commitment to complete the program as shown during the previous enrollment by poor attendance and/or academic performance; dismissal due to inappropriate conduct; failure to meet financial obligations; or the lack of available space. All students who are re-admitted shall pay the remaining prorated tuition figured from the date that they start classes.

DRESS CODE

Students are required to bring their own scrubs, which they are expected to wear during each class session. No jewelry is allowed which could hinder or interfere with proper implementation of their training activities. The school provides safety equipment such as gloves, masks and protective glasses which the students are expected to wear if required during training sessions.

PROGRAM/COURSE COSTS - TUITION AND FEES

All students enroll for a complete program and pay tuition for the complete program prior to entrance unless other arrangements have been made. Tuition includes books and supplies.

| Course | Tuition | Registration Fee | Admin Fee | Books/Supplies | Total |
|------------------|----------------|-------------------------|------------------|-----------------------|--------------|
| Dental Assisting | \$3500.00 | \$125.00 | \$75.00 | \$250.00 | \$3950.00 |

PAYMENT SCHEDULE

To assist students who are financially not capable of paying the full tuition up front, the school will offer an interest free easy installment plan. These terms are available to all students who need assistance. The plan will consist of four (4) installments:

| | | |
|---|---|------------------|
| 1 st installment upon enrollment | - | \$ 987.50 |
| 2 nd installment on the 4 th week of class | - | \$ 987.50 |
| 3 rd installment on the 8 th week of class | - | \$ 987.50 |
| 4 th installment on the 12 th week of class | - | \$ 987.50 |
| Total Payment | - | \$3950.00 |

Tuition must be paid either prior to entrance or prior to the month in which it is due. All payments must be paid by the end of the program. Installment payments not received 3 days after the due date shall incur a five percent (5%) penalty of the amount due in addition to the \$50.00 late fee.

LATE PAYMENTS:

Installment payments not received 10 days after the due date shall incur a five percent (5%) penalty of the amount due in addition to the \$50.00 late fee.

CANCELLATION AND REFUND POLICY

Withdrawal Prior To Start Date: If a student withdraws on or before the first day of class, or fails to begin classes, the refund shall equal the sum of all refundable fees paid and if, the student has institutional loans, forgiveness of the amounts owed by the student for period of enrollment for which was charged.

Refund after the commencement of classes:

Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide **written notice** to the Director of the school. The notice is to indicate the expected last date of attendance and be **signed and dated by the student**.
- B. A student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student who withdraws at any time is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.
- D. A student will be determined to be withdrawn from the institution if the student has not attended any class for 6 consecutive class hours since last date of attendance without notice or explanation. The last day of attendance is used for the date of withdrawal.
- E. If after the classes have commenced and before expiration of (10%) of the period of enrollment for which the student was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy five percent (75%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of twenty five percent (25%) the student owes the institution, less administrative fee of seventy five dollars (\$75.00).
- F. If after expiration of ten percent (10%) of the period of enrollment for which the student was charged, and before expiration of twenty-five percent (25%) of the period, a student equal twenty-five percent (25%) of all refundable fees paid and, if the student has institutional loans, forgiveness of the loan amount in excess of the seventy five percent (25%) the student owes the institution, less administrative fees of seventy five dollars (\$75.00) or
- G. If after expiration of twenty-five percent (25 %) of the period of enrollment for which the student was charged, a student withdraws, drops out is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition and other fees charged by the institution.
- H. If a student is involuntarily withdrawn or when no written notice of withdrawal is given, the institution shall use the last day of attendance as the date of withdrawal.
- I. All refunds will be issued within 30 days of the determination of the withdrawal date.

The percentage of the clock hours attended is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

Timely Refunds Payments: Refunds shall be paid within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the school catalog), or in the case of a student not returning from an authorized

Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition.

BOOKS AND SUPPLIES

There is no refund for any equipment, books and supplies received by the student. Fees for books and supplies are **subject to cost change**.

REFUNDS IN SPECIAL AND UNANTICIPATED CASES

In case of prolonged illness, accident, or death in the immediate family the school shall make a prorated tuition settlement based on the percentage of the course completed by the student. The student shall also have the option to attend the next course offered by the school at no additional charge in lieu of a refund. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school shall make a settlement.

1. Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If a student enters a residence or and withdraws or is otherwise terminated, the school may retain not more than \$75.00 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
4. **Books, Supplies and fees:** Fee for books and supplies is **\$250.00 and is subject to cost change**. There are no refunds for equipment, books, and supplies received by the student.

5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

REFUND POLICY: STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata, fair and reasonable refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

CANCELLATION OF PROGRAM OR SCHOOL CLOSURE

If a course or program is discontinued or canceled or the school closes prior to completion of contracted services, a refund of all tuition and fees shall be made by the school to the students.

HOLDER IN DUE COURSE STATEMENT

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

PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING

Dental Assistant School of Memphis, prepares students for entry level positions as a chairside assistant in a dental office. The dental assistant training program is a course designed to teach the students the skills and knowledge necessary to assist dentists and hygienists in all chairside procedures. Students that graduate from this program will be able to effectively perform the following procedures:

- Pass instruments and supplies to the dentists
- Use suction devices to keep patients mouth clear and dry
- Prepare materials
- Set-up and sterilize instruments and equipment
- Remove sutures
- Prepare dental charts
- Apply topical anesthetics
- Apply bleaching agents and fissure sealants
- Remove stained and soft deposits from the clinical crown of a tooth
- Selection and placement of matrix bands during amalgam and composite resin restoration
- Placement of dental dams
- Fluoride placements
- Take and develop dental x-rays
- Take impressions of patients teeth
- Obtain patients' medical history
- Obtain blood pressure and pulse
- Provide instructions on oral care and hygiene
- Medical Emergencies, render basic first aid and CPR

PROGRAMS/COURSES OFFERED

DENTAL ASSISTING CURRICULUM - 140 Clock Hours

The Dental Assisting program involves thirteen and a half weeks of “hands on” training where students have an opportunity of practicing the various routine of chairside assisting. At the completion of the thirteen-week portion of the training, the students must successfully complete a **50-hour externship** at the dental locations of 1195 Poplar Avenue, Memphis, TN 38105. Upon completion of the thirteen week program, the 50 hour internship and all financial obligations to the school discharged/satisfied, only then can the grades, transcripts and Certificate of Completion be awarded.

The entire curriculum is designed in sequence. The student starts with basics and fundamentals in dental assisting. Classes are scheduled in such a way that lectures on theories and fundamentals are given during the first hour of each class. This is then followed by a two hour lab; applying what was discussed during the lecture. This is typical for the entire course. The design of the course is reflected in the Weekly Class Schedule and Lesson Plan.

| WEEK | COURSE | COURSE DESCRIPTION | CLOCK HOURS | | | |
|------|---------|---|-------------|-----|----|-----|
| | | | LEC | LAB | EX | TOT |
| 1 | DA101 | Introduction to the Profession | 1 | 0 | 0 | |
| | DA102 | Ethical & Legal Issues in Dentistry | 1 | 0 | 0 | |
| | LAB 101 | Dental Chair & Infection Control (PPE) | 0 | 1 | 0 | |
| | LAB102 | Inf. Cont. - Maintaining the Operating Field | 0 | 1.5 | 0 | |
| | LAB103 | Inf. Cont. – Treatment Preparation & Clean-up | 0 | 1.5 | 0 | |
| | | Total | | | | 6 |

| | | | | | | |
|---|--------|---|----|----|---|----|
| 2 | DA103 | Dental Radiography | 1 | 0 | 0 | |
| | DA104 | Human Dentition | 1 | 0 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures | 0 | 4 | 0 | |
| | | Total | | | | 6 |
| 3 | DA105 | Composition of Teeth & Dental Terminology | 1 | 0 | 0 | |
| | DA106 | Tissues Surrounding the Teeth | 1 | 0 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 4 | 0 | |
| | | Total | | | | 6 |
| 4 | DA107 | Bones of the Head | 1 | 0 | 0 | |
| | DA108 | Muscles of the Head & Neck, Temporomandibular Joint and Paranasal Sinuses | 1 | 0 | 0 | |
| | LAB105 | Dental Charting/Black Cavity Classifications | 0 | 4 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 2 | | |
| | | Total | | | | 8 |
| 5 | DA109 | Oral Pathology | 1 | 0 | 0 | |
| | DA110 | Oral Cavity, Salivary Glands & Immune System | 1 | 0 | 0 | |
| | LAB105 | Dental Charting (Cont'd) | 0 | 2 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 2 | | |
| | LAB106 | Alginate Impressions, Lab Materials & Techniques | 0 | 2 | 0 | |
| | | Total | | | | 8 |
| 6 | DA111 | Dental Materials | 1 | 0 | 0 | |
| | DA112 | Pediatric Dentistry | 1 | 0 | 0 | |
| | LAB107 | Restorative Materials & Techniques | 0 | 2 | 0 | |
| | | Clinical Video of Amalgam & Composite Filling | | | | |
| | LAB108 | Pedodontic Procedures | 0 | 2 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 1 | 0 | |
| | | Total | | | | 7 |
| 7 | DA113 | Removable Prosthodontics | 1 | 0 | 0 | |
| | DA114 | Fixed Prosthodontics | 1 | 0 | 0 | |
| | LAB109 | Removable Prosthodontics – Full & Partial Dentures | 0 | 2 | 0 | |
| | LAB110 | Fixed Prosthodontics | 0 | 2 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 1 | 0 | |
| | | Total | | | | 7 |
| | | Sub-Total | 14 | 34 | 0 | 48 |

Legend: LECT - Lecture

LAB - Laboratory

EXT- Externship

TOT – Total

COURSE OUTLINE - DENTAL ASSISTNT PROGRAM

COURSE OUTLINE - DENTAL ASSISTING PROGRAM

| WEEK | COURSE | | | | | |
|------|--------|------------|-----|-----|-----|-----|
| | | | LEC | LAB | EXT | TOT |
| 8 | DA115 | Endodontic | 1 | 0 | 0 | |

| | | | | | | |
|----|---------|---|---|---|---|---|
| | DA116 | Topical & Local Anesthesia | 1 | 0 | 0 | |
| | LAB 111 | Endodontic Instrument & Procedures | 0 | 2 | 0 | |
| | LAB112 | Techniques in Administering Anesthesia | 0 | 2 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 2 | 0 | |
| | | Clinical Video of Crown Preparation | | | | |
| | | Total | | | | 8 |
| 9 | DA117 | Orthodontics | 1 | 0 | 0 | |
| | DA118 | Periodontics | 1 | 0 | 0 | |
| | LAB113 | Placing Sealants & Home Bleaching | 0 | 2 | 0 | |
| | LAB114 | Periodontal Treatment and Coronal Polishing, Oral Hygiene and Preventive Dentistry | 0 | 2 | 0 | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 2 | 0 | |
| | | Total | | | | 8 |
| 10 | DA119 | Oral Surgery | 1 | 0 | 0 | |
| | DA120 | Medical Emergencies in the Dental Office | 1 | 0 | 0 | |
| | LAB115 | Oral Surgical Procedures | 0 | 2 | 0 | |
| | | Clinical Video of Oral Surgical Procedures | | | | |
| | LAB104 | Radiography Basics & X-Ray Procedures (Cont'd) | 0 | 2 | 0 | |
| | LAB116 | CPR Training & Certification | 0 | 2 | 0 | |
| | | Total | | | | 8 |
| 11 | DA121 | Radiography In Depth Overview | 4 | 0 | 0 | |
| | DA122 | Front Office Mgt. and Resume Preparation | 2 | 0 | 0 | |
| | | Total | | | | 6 |
| 12 | | Practical Exams Review - Charting | 0 | 2 | 0 | |
| | | Practical Exams Review - Radiography | 0 | 2 | 0 | |
| | | Practical Exams Preparation – Instrument Transfer | 0 | 1 | 0 | |
| | | Practical Exams Preparation – Instrument Recognition & Suction Tip Positioning | 0 | 1 | 0 | |
| | | Total | | | | 6 |
| 13 | | Practical Final Exams | 3 | 0 | 0 | |

| | | | | | | |
|--|--------|--|-----------|-----------|-----------|------------|
| | | Final Exams - Theories | 3 | 0 | 0 | |
| | | Total | | | | 6 |
| | EXT101 | Externship | 0 | 0 | 38 | 38 |
| | | Externship- Radiography Focus | | | 12 | 12 |
| | | Sub - Total (This pg.) | 18 | 24 | 50 | 92 |
| | | Plus: Sub - Total (Previous Pg.) | 14 | 34 | 0 | 48 |
| | | | | | | |
| | | Grand Total (Previous Pg. + This Pg. = Curriculum Clock Hrs.) | 32 | 58 | 50 | 140 |
| | | | | | | |

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

LECTURE SERIES – SUBJECT DESCRIPTION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DA 110 - Oral Cavity, Salivary Glands and Immune System - (1 hour of lecture)

Students will learn the cavity of the mouth and the salivary glands which are located outside the oral cavity. Topics include discussion of infectious diseases that can be transmitted from the patient in a dental environment. (Prerequisite: None)

DA 111 - Dental Materials - (1 hour of lecture)

Students will learn various materials used in dentistry. Topics include cavity varnishes and liners, dental cements, surgical cements/periodontal dressing, glass ionomer cements, composites, sealants and dental amalgams. (Prerequisite: None)

DA 112 - Pediatric Dentistry - (1 hour of lecture)

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

DA 113 - Removal Prosthodontics (RPD) - (1 hour of lecture)

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

DA 114 - Fixed Prosthodontics - (1 hour of lecture)

Complete restoration, or the replacement, of one or more teeth in a dental arch. The students will learn the different types of fixed prosthodontics restorations. (Prerequisite: None)

DA 115 – Endodontics - (1 hour of lecture)

More commonly referred to as Root Canal Therapy. The students will learn the steps in a root canal procedure and the different instruments and materials required. (Prerequisite: None)

DA 116 - Topical and Local Anesthesia - (1 hour of lecture)

Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used. (Prerequisite: None)

DA 117 – Orthodontics - (1 hour of lecture)

Prevention and correction of dental and oral deviations. The students will learn the various types and causes of malformations and malocclusions and how they are corrected. (Prerequisite: DA104)

DA 118 – Periodontics - (1 hour of lecture)

Deals with the prevention and treatment of periodontal diseases which is the most common cause of tooth loss. The students will learn the causes of periodontal disease, symptoms, examination procedures and treatment. (Prerequisite: None)

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

DA 120 - Medical Emergencies in the Dental Office - (1 hour of lecture)

Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies. (Prerequisite: None)

DA 121 - Radiography In Depth Overview - (4 hours of lecture)

The students will have an in depth review of subjects likely to be encountered on the state specific radiographic written examination. A good grasp of this subject will greatly enhance the student's likelihood of passing the written examination. (Prerequisite: DA103)

DA 122 – Front Office Mgt. and Resume Preparation - (2 hour of lecture)

Student learns front office duties, reception, record keeping, patient scheduling and general office management/maintenance. The students will also learn how to write effective resumes. (Prerequisite: None)

LAB SESSIONS – SUBJECT DESCRIPTIONS

LAB 101 - Dental Chair and Infection Control (PPE) – (1 hour of Lab)

Students will learn the different components of the dental operator and dental chair. They will be taught how to operate the dental chair and the various associated instruments

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

LAB 102 – Infection Control: Maintaining the Operating Field, Dental Instruments and Trays - (1.5 hours of Lab)

Students will learn the techniques in maintaining the operating field clean, visible, accessible and comfortable for the patient. They will also learn the various dental instruments, how they are organized to the tasks they are to perform and separated onto trays. During this session, a clinical video of the set-up and breakdown of dental operatory will be shown.

(Prerequisite: LAB101)

LAB103 – Infection Control: Treatment Preparation and Clean-up - (1.5 hours of Lab)

Students will learn the procedures performed by the dental assistant prior to seating a patient in the operatory. Students are taught to follow the Centers for Disease Control (CDC) Guidelines in effective infection control. They will also learn the various procedures required to be accomplished following dental treatment (Prerequisite: LAB101)

LAB 104 - Radiography Basics and X-Ray Procedures - (20 hours of Lab)

Students will learn basic x-ray techniques. They will also learn how to take full mouth series of x-rays. Students will be asked to take x-rays, developing and mounting radiographs.

(Prerequisite: LAB101, DA103 &DA104)

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

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

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

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

(Prerequisite: DA104)

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

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

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

Students will learn the procedure performed if the pulp of a primary or newly erupted permanent tooth has been exposed. Students are taught to setup trays for the pulpotomy and stainless crown placement procedure. Students are also taught how to mix Zinc Oxide Eugenol (ZOE)

base and permanent cement. A clinical video of crown preparation is shown during this session. (Prerequisite: DA104 & DA111)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXT101- EXTERNSHIP - (50 hours)

Students will undergo fifty (50) hours of on the job training in the office of a practicing dentist to further enhance their hands-on experience. This training will be conducted at the dental office of Dr. Dellwyn M. Turnipseed or The Dental Connection. (Prerequisite: Could be started after completion of second week of Program)

CLASS SCHEDULE

Classes are offered either on Saturdays from 9:00 am until 4:00 pm (includes a one-hour lunch break) or on Monday and Wednesday evenings from 5:30 pm until 8:30 pm. (Make-up and Extra study on Saturday 8:00 am until 12:00 noon)

SCHOOL CALENDAR

Monday & Wednesday Evening Schedules

Summer Quarter

July 13th, 2018 thru October 17th, 2018

Fall Quarter

October 22nd, 2018 thru January 30th, 2019

Winter Quarter

February 4th, 2019 thru May 6th, 2019

Spring Quarter

May 13th, 2019 thru August 14th, 2019

Saturday Schedule

September 15th, 2018 thru December 8th, 2018

February 2, 2019 thru April 27, 2019

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone.

HOLIDAYS

Classes are not held on the following holidays:

- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday following
- Christmas Eve

Christmas Day
New Year's Eve
New Year's Day

SCHEDULE CHANGES

The school, at its discretion, may add classes to allow students to make up missed hours, to provide additional class time to assist students having difficulties, or to ensure that all required hours for program completion are met. Additional classes can also be scheduled to make up for cancelled classes due to weather or other events beyond the school's control.

PLACEMENT ASSISTANCE

To prepare students in the job hunting process, the course includes resume preparation and interview techniques. Following graduation, or at any time thereafter, graduates may avail themselves of the school's placement assistance. Our school will provide leads for job opportunities.

The school will make every effort not only to satisfy the wishes of a graduate as to location and type of employment but also to match his or her particular qualifications to the requirements of the prospective employer. However, **no guarantee of employment can be made.**

Follow-up surveys of both graduates and employers are conducted and maintained for the purpose of improving curriculum and assisting future graduates with employment.

STUDENT RECORDS

All student evaluations and grades are maintained by the school for a period of five years. Student transcripts are kept on file permanently and are protected from fire, theft and other perils.

GRADE REPORTS

The school will issue a transcript of grades at the end of the training period. Each student is entitled to one copy of his/her transcript provided the tuition account has been satisfied.

TRANSCRIPTS

Each graduate is issued an official transcript of her/his academic record unless the student is indebted financially to the school. Additional transcripts are available upon request. **No transcript of grades will be released without the student's prior approval in writing.** Each subsequent transcript for a graduate or any transcript for a non-graduate is furnished after receipt of a \$5.00 fee. A federal or state agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

FAMILY EDUCATIONAL PRIVACY ACT

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

POSTPONEMENT OF START DATE

Postponement of a starting date, whether at the request of the school or the student, require a written agreement signed by the student and the school. The agreement must be forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to a full refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement. Refund will be in accordance with the school's Refund Policy.

GRIEVANCE PROCEDURE

From time to time circumstances may arise where you may have a complaint. The first step is to try and resolve your complaint or issue with the instructor/employee. If the problem is not resolved to your satisfaction, you should feel free to discuss the issue with the school President/Director.

Dellwyn M. Turnipseed, DMD
1195 Poplar Avenue
Memphis, TN 38105
901-722-8448

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

- Submit a written description of the complaint to President/ Director:

Dellwyn M. Turnipseed, DMD
1195 Poplar Avenue
Memphis, TN 38105
901-722-8445

- Within the next 7 days, the school Director will convene to discuss the problem and interview the complainant. If no resolution, a board will convene.

- Within 14 days of the written complaint, the school Director will appoint a Review Board consisting of the school Director, the school Registrar, the Lead Clinical Instructor and two other instructors. The school Director will serve as Chairman.
- Within 14 days of the meeting, the Board will render its decision. The Board's decision is final at the institutional level.
- The student is strongly encouraged to go to the Director for complaints.

Any person claiming damage or loss as a result of any practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

*Division of Postsecondary Schools
Tennessee Higher Education Commission
404 James Robertson Pkwy, Suite 1900
Nashville, TN 37243
Phone: (615) 741-5293
Website: www.state.tn.us/thec*

Catalogs are available to students and prospective students. Within 10 days from the date of a catalog revision, the revised catalog shall be submitted to the State Board.

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