



**Catalog
Volume #4**

Published 2016

Important:

Disclosure Statement:

Each student should read and review this approved catalog for factual information about the Dental Assistant School of Syracuse, Inc.

This catalog was last revised 6/6/2016

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WELCOME

We at the **Dental Assistant School of Syracuse, Inc.**, wish to welcome you to a new, innovative and unique course in Dental Assisting, Infection Control, Radiation Health Safety and Dental Practice Administration. Our Foundational Dental Assisting Course is designed to give you the best, foundational knowledge and dental assistant skills necessary to start your new career, at a minimum cost of time and expense. Our Infection Control course is for all dental assistants currently working to become educationally sound in Infection Control standards for the dental office. Our Radiation Health and Safety course is for all dental assistants currently working to become educationally sound in Dental X-Rays standards for the operator safety and patient safety. Our Dental Practice Administration Online Course is designed to allow dental office staff to grow and educate themselves about how to effectively manage a dental practice.

We offer this unique opportunity from the perspective of practicing dentists and experienced dental assistants in the setting of an actual modern dental office. While we will seek to give you exposure to a wide range of techniques, materials and dental knowledge, we will focus on the skills, we as dentists see as “core necessities” for job acquisition.

History

These courses of study came into being as a result of conversations between dentists. Every dentist recognizes the importance of a good dental assistant in helping him/her provide a good service to his or her patients reduce stress on both the patient and doctor and keep the practice growing and profitable. Given the shortage of trained dental assistants, the existing obstacles for a person to go to school for training, and the unwillingness of dentists to train someone “from scratch”, **Dental Assistant School of Syracuse, Inc.** came into being.

Legal Status

The **Dental Assistant School of Syracuse, Inc.** is a private co-educational school registered as a corporation with the Secretary of State. The president is Dr. Brent A. Bradford. The name of the corporation is **Dental Assistant School of Syracuse, Inc.** The school assumes full responsibility for any agreement reached between the student and the school.

Certificate of Approval

Dental Assistant School of Syracuse, Inc. is licensed and regulated by the New York State Education Department-BPSS Bureau of Proprietary School Supervision,
89 Washington Avenue, EBA 560
Albany, New York 12234
Telephone Number: (518) 474-3969
Facsimile Number: (518) 474-6543
BPSS@mail.nysed.gov

Institutional Philosophy

The philosophy of **Dental Assistant School of Syracuse, Inc.** is based on the belief that people can be trained in a relatively short period of time to enter the world of professional dental assisting. We believe that our courses will prepare any motivated individual to obtain their first job or be more competent at their current job. We also believe the amount of “on the job” experience, not classroom hours, is the best teacher. Therefore, it is our purpose to equip each student with the basic skills and knowledge necessary to enter the workplace and begin to gather experience. We also feel that our many years in the profession not only qualifies us to teach these skills, but also gives us the opportunity to impart what “golden nuggets” we have discovered along the way.

Faculty and Staff

Dr. Brent A. Bradford

Dental Assistant School of Syracuse, Inc. – President

Julie A. Varney, Practice Manager/Dental Assistant

Dental Assistant School of Syracuse, Inc – Director/Teacher

19 years experience in the field of dentistry

Certified CPR Instructor

Agent Certificate #11575646

Jillian Rinaldi, Registered Dental Hygienist

Dental Assistant School of Syracuse, Inc.-Teacher

Certified CPR Instructor

10 Years experience in the field of dentistry

General Information

Location

Dental Assistant School of Syracuse, Inc. is located at North Medical Center, 5100 West Taft Road, Suite 4N, Liverpool, NY 13088, phone 315-409-8507. Our school is run in the office of Dr. Brent A. Bradford, general dentist. Our mailing address is North Medical Center, 5100 West Taft Road, Suite 4N, Liverpool, NY 13088. Our facility is handicapped accessible.

Driving Directions

From Interstate 81 proceed west on Taft Road to the intersection of Taft Road and Buckley Road. An M&T Bank will be on the left side and Hafner’s Nursery on the right. You will see North Medical Center on the left side; it is a 5-story tall glass building. The school is in the office of Dr. Brent A. Bradford, suite 4N.

Procedure to Review Licenses and/or Approvals

Students and prospective students may review licenses, or approvals relating to **Dental Assistant School of Syracuse, Inc.** upon request to the School Director, Monday through Friday 7:30am-3:30pm by appointment.

Dissemination of Consumer Information

A representative of **Dental Assistant School of Syracuse, Inc.** will be available to disseminate consumer information upon request between the hours of 7:30am to 4:00pm Monday through Friday by appointment only.

Facilities and Equipment

The **Dental Assistant School of Syracuse, Inc.** facility includes a business office with computers, phones, and records, a reception area which doubles as a classroom, four fully equipped treatment rooms, one laboratory, sterilization area, one private office, two restrooms and a break room. The equipment includes one developer for radiographs, one autoclave sterilizer, one ultrasonic cleaner, four x-ray machines, two amalgam mixers, and three curing lights. There are 8 Typodonts and 4 X-Ray Typodonts for student use. There is plaster stone for models and dies, impression materials and cements. The lab also includes a vacuum former, a lab agitator and one model trimmer. There is an up to date OSHA program in place with accompanying MSDS sheets and other regulatory necessities. We feel a practicing dental office is the perfect place for students to maximize their time and experience

School Hours of Operation

Tuesday or Thursdays from 4-8pm, during active sessions. Friday and Saturday hours of operation will be between 8:00am and 5:30pm with a one hour lunch break at noon during active sessions. During active Friday and Saturday Sessions breaks for refreshments and restrooms will be given every hour to one and one-half hours (at the discretion of the instructor) for 10 minutes. Enrollment appointments are Monday-Thursday from 3:30pm- 5:30pm.

School Holidays

Christmas, New Years Day, Independence Day, Memorial Day, Labor Day and Easter depending if falling on the weekend.

Training Aids

Instructors are supplied with teaching manuals, appropriate charts, diagrams, a human skull for anatomy, Typodonts, X-ray manikins, audiovisual equipment (TV w/DVD) and all the dental equipment and supplies necessary for laboratory and operatory training.

Statement of Non-Discrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination because of sex, race, age, creed, religion, national origin, or physical handicap.

Family Educational Rights and Privacy Act

Under the Family Educational Rights and Privacy Act, each student is given the right to inspect and review his/her records, and to request that errors in those records be changed to ensure that they are not inaccurate, misleading, or otherwise in violation of the students privacy or other rights. The detailed policy and procedures that the institution uses in this regard can be obtained from the School Director. These include our right to refuse to provide such records if the student has an unpaid financial obligation to the school.

Under Federal rules, the school is permitted to disclose certain basic information about the student without permission from the student, unless the student specifically requests that this information not be disclosed. ***If you do not wish this information to be released, you must contact the School Director within thirty days of signing the Enrollment Contract.*** This basic information is called Directory Information, and this school includes the student's name, address, telephone number, date and place of birth, program of study, participation in activities, dates of attendance, certification and diploma awarded, photograph, and place of employment.

Students who feel that the institution has not complied with their rights under the law may file a complaint under Section 99.64 with the U.S. Department of Education .

Policy for Granting Credit for Previous Education and Training

Dental Assistant School of Syracuse, Inc. will not give credit for previous education and training.

Financial Aid or Assistance

Currently, **Dental Assistant School of Syracuse, Inc.** has no financial aid packages available. However, **Dental Assistant School of Syracuse, Inc.** offers a payment plan that allows a student's tuition to be paid over the course of the training.

Certificate/Transcripts

There is no charge for the original copy of your certificate; however, additional copies of the diploma will be \$10.00. Official transcripts of student's records are issued only on written request; the first copy is at no cost; additional copies are \$2.00 each. Transcripts must be requested 24 hours in advance.

Please note:

- Transcripts will be withheld until all fees and charges have been met.
- **While placement assistance may be provided, it is understood that this school cannot promise or guarantee employment to any student or graduate.**

Grievance Policy

From time to time, differences in interpretation of school policies will arise among students, faculty and/or the administration.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director of the school should be contacted. Normally, the informal procedure of “discussing” the difference will

resolve the problem. However, occasionally, more formal (written) procedures are required. When deemed appropriate by either a student or staff member, the individual is encouraged to communicate the specific issues and concerns in writing to the Director. The Director will then review the grievance, meet with the parties involved, and will notify all parties of the decision, in writing, within seven (7) working days.

Complaints

If the Director’s decision does not resolve the grievance to the satisfaction of all parties, the student or staff member, as appropriate, should contact the New York State Education Department-BPSS Bureau of Proprietary School Supervision, 89 Washington Avenue, EBA 560 Albany, New York 12234 Telephone Number: (518) 474-3969 Facsimile Number: (518) 474-6543 BPSS@mail.nysed.gov to report complaints.

Refund Requests

Students must contact the Director of the **Dental Assistant School of Syracuse, Inc.** to request a refund.

Withdrawal Policy

Please note: The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law

Out of State Students

There is no additional charge to out-of-state residents for any of the programs listed.

Foundational Dental Assisting Program

Program Information

Dental Assistant School of Syracuse, Inc. designed this program for the individual who wants to gain the basic knowledge and skills necessary to enter the professional field of dental assisting. This program will allow people to access the job market quickly without incurring a burdensome debt and loss of time at their current job or profession. This program will only be offered in the **English** language.

Program Schedule and Hours

The course runs for 13 consecutive weeks on Tuesdays/Thursdays from 4pm-8pm for 13 weeks or Thursdays, Fridays or Saturdays from the hours of 8:00am to 5:00pm, with an hour for lunch. Breaks are given for ten-minute periods approximately every one to one and one-half hours. *Morning sessions (8:00 to 12:00) are lecture, and afternoon sessions (1:00 to 5:00) are for clinical, hands-on laboratory experience. Instructors are available by appointment for tutoring.* Course is held 5 times a year.

One-Hundred (100) clock hours are required for the successful completion of this course.

- Please Note: In order to become a LICENSED DENTAL ASSISTANT in the state of New York, more training is necessary. Our dental assisting course will only provide you with basic dental assisting skills. However, you are able to work in the state of New York as a dental assistant without being licensed.

Class Size

The teacher/student ratio will be a maximum of 8 students per one instructor in a lecture class and a maximum ratio of 8 students per 2 instructors in lab class .

Dress Code

Dress code is scrubs and comfortable sneakers, since some of the materials we work with in a dental office can permanently stain or damage clothing. Also, we like students to get used to “feeling and looking like” dental assistants. Hospital scrubs are the preferred dental office attire.

Curriculum

101 Module

CPR Training, Medical Emergencies, Introduction to Dentistry, Dental Assisting, Structures of the Head and Neck, Dental Anatomy, and Tooth Morphology, Scope of Practice in NYS for Dental Assistants

(Text Chapters 1 – 4,13 & CPR Booklet)

Prerequisites: None

Clock Hours: 6 Lecture, 2 Lab

102 Module

Disease Transmission, Infection Control & Hazardous Materials, Surface Disinfection and Treatment Room Preparation, Instrument Processing

(Text Chapters 5,6,7,8 and 9)

Prerequisites: Module 1

Clock Hours: 5 Lecture, 3 Lab

103 Module

Radiation Safety and Production of X-Rays, Oral Radiography, Moisture Control

(Text Chapters 10, 15-16)

Prerequisites: Modules 1 & 2

Clock Hours: 3 Lecture, 5 Lab

104 Module 4

The Dental Patient, Dental Examination, Pain and Anxiety Control, Impression Materials and Lab Procedures

(Text Chapters 11,12,14,22)

Prerequisites: Modules 1 - 3

Clock Hours: 4 Lecture, 4 Lab

105 Module

Preventive Care, Coronal Polishing and Dental Sealants, Instruments, Handpieces and Accessories, Restorative Materials

(Text Chapters 17-20)

Prerequisites: Modules 1 - 4

Clock Hours: 5 Lecture, 3 Lab

106 Module

Mid-term, Restorative Procedures, Prosthodontics Periodontics, Endodontics, Oral & Maxillofacial Surgery, Pediatric Dentistry,

(Text Chapters 21,23-25)

Prerequisites: Modules 1 - 5

Clock Hours: 5 Lecture, 3 Lab

107 Module

Oral & Maxillofacial Surgery, Pediatric Dentistry, Orthodontics & Preparation for Employment, DANB Exam Information

(Text Chapters 26-29, DANB Booklet)

Prerequisites: Modules 1 - 6

12 Clock Hours: 2 Lecture, 6 Lab

108 Module

Hands on Clinical Lab: Radiographs, Impressions and Stone Models, Dental Charting, and Moisture Control with Four-Handed Dentistry

(Text Chapters 29)

Prerequisites: Modules 1 - 7

Clock Hours: 1 Lecture 7 Lab

109 Module

Hands on Clinical Lab: Radiographs and Panoramic, Impressions, Four-Handed Dentistry, Restorative Procedures and Infection Control Standards

(Text Chapters 1 – 29)

Prerequisites: Modules 1 - 8

Clock Hours: 1 Lecture 7 Lab

110 Module

Hands on Clinical Lab: Dental Software, Digital Radiographs, Endodontics, Oral Surgery, Moisture Control and Orthodontics

(Text Chapters 1 – 29)

Prerequisites: Modules 1 - 9

Clock Hours: 1 Lecture 7 Lab

111 Module

Hands on Clinical Lab: Dental Operatory Equipment, Sterilization Area, Impressions, Dental Cements and Materials, Dental Instruments and Handpieces, Radiation Safety and Infection Control

(Text Chapters 1 – 29)

Prerequisites: Modules 1 - 10

Clock Hours: 1 Lecture 7 Lab

112 Module

Course Review and Lab Review:

(Text Chapters 1 – 29)

Prerequisites: Modules 1 - 11

Clock Hours: 2 Lecture, 6 Lab

113 Module

Exam and Practical

(Text Chapters 1 – 29)

Prerequisites: Modules 1 – 12

Cost

The cost for the Foundational Dental Assisting Program is:

Hours: 100

Tuition: \$3427.00

Text Books: \$270.00

Equipment Fee: \$500.00

Non-Refundable Registration Fee: \$100.00

Total Cost of Program: \$4297.00

There are no additional fees for materials or supplies.

Refund Policy: 13 Weeks = One Quarter

Equipment Fee:

Equipment consists of, but is not limited to: masks, gloves, all disposable supplies needed to learn about dental assisting, use of all of our dental equipment – chairs, x-ray machines, and lab supplies.

Payment Options

Tuition is due and payable in advance. However, students may elect to arrange for weekly payments while attending school. Extended payment plans may be considered through bank financing based upon the applicant's personal credit position.

The **total cost** may be paid out using any of the following options:

Option #1: Payment **in full** prior to the first day of class instruction or the first day of instruction.

Option #2: Down payment of \$1000.00 **before** class start with payments of \$260.00 on each of the 12 classes. Last class payment will be \$177.00. Total cost \$4297.00

Refund and Cancellation Policy

- A. A student who cancels within 7 days of signing the enrollment agreement and has pre-paid the total tuition but before instruction begins receives all monies returned with the exception of the non-refundable registration fee, which is \$100.00. You may cancel the enrollment contract by written or oral notice. The enrollment agreement is not binding until signed by the school director or designated school official. An applicant, who has not visited the school, toured the school facilities and inspected the equipment prior to signing the enrollment contract, has an additional three days to withdraw without penalty and request a full refund of any monies paid.

- B. Thereafter, a student will be liable for:

- 14
1. The non-refundable registration fee of \$100.00 plus
 2. The cost of any textbooks or equipment accepted plus
 3. Tuition liability as of the students last date of physical attendance. Tuition liability is divided by the number of weeks in the program. Total tuition liability is limited to the week during which the student withdrew or was terminated, and any previous weeks completed.
 4. After the student enters school, he/she may voluntarily cancel or terminate by contacting the school. Charges to students who terminate after entering school will be as follows:
 5. Our course is 13 weeks, which makes up one quarter. Charges to students who terminate after entering school will be as follows:

Schedule Of Refunded Tuition Charges

| Termination occurs: | School May keep |
|---|-----------------|
| Prior to or during the 1 st week | 0% |
| During the 2 nd Week | 25% |
| During the 3 rd week | 50% |
| During the 4 th week | 75% |
| After the 5 th Week | 100% |

6. Refund Calculation chart

Refund is based on Students paying in full

| Week | % Retained | Student Liability | Refund Due |
|-----------|------------|-------------------|------------|
| Week 1 | 0% | \$870.00 | \$3427.00 |
| Week 2 | 25% | \$1726.75 | \$2570.25 |
| Week 3 | 50% | \$2583.50 | \$1713.50 |
| Week 4 | 75% | \$3440.25 | \$856.75 |
| Week 5-13 | 100% | \$4297.00 | \$0.00 |
| | | | |

7. The student refund may be more than that stated above if the accrediting agency or federal refund policy results in a greater refund.
8. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.
9. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or non-conformance with the rules and regulations of the school.
10. Refunds to students who fail to enter school will be made as follows:
 - a. An applicant who is not accepted by the school will receive a full refund

- 15 b. An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing the course
- c. An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school
- C. A full refund of all tuition and fees is due and refundable in each of the following cases:
- a. If class is postponed from its starting date
 - b. If the program of instruction is discontinued by the school and this prevents the student from completing the program
 - c. If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school

In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Admissions Requirements

- 1) Any person who has attained a high school diploma or G.E.D. high school equivalency certificate is eligible to attend **Dental Assistant School of Syracuse, Inc.** (subject to personal interview). All applicants must exhibit a proper willingness and enthusiasm to learn the art of dental assisting. All prospective students will be required to show proof of a high school diploma or G.E.D. at the time of enrollment.
- 2) Students must be at least 18 years old.
- 3) Admissions at **Dental Assistant School of Syracuse, Inc.** are conducted throughout the year. Those applicants who apply during the course of class training will be given first consideration to be enrolled in the next class. Classes are held 5 times a year for 13 weeks each session.

Admissions Procedure

- 1) **Dental Assistant School of Syracuse, Inc.** prefers a personal interview with each applicant prior to acceptance, and encourages the parent, spouse or other family member as is appropriate to attend the appointment for enrollment. Enrollment period is prior to the class start date. At this time you may enroll for the course and reserve your place in class with a \$100 non-refundable registration fee. Enrollment is continuous up until the start of the first scheduled class or until the class is filled.
- 2) Admissions representatives are available by appointment only, Monday – Thursday 3:30pm-5:30pm.

Academic Standards

Students will receive a percentile grade for each written and practical exam. Grades will be calculated from 5 categories, average of all the quizzes and homework=10%, 12 Week

- 16 Project 15%, midterm=25%, written final exam=25% and final practical exam=25%. A perfect final score is 100%. Listed below is the grading distribution.

| | |
|------------------|------------|
| Homework/Quizzes | 10% |
| 12 Week Project | 15% |
| Midterm Exam | 25% |
| Final Exam | 25% |
| Practical | <u>25%</u> |
| | 100% Total |

Letter Grade Equivalents

| | |
|------------|-----------|
| 95-100= A+ | 79-75= C+ |
| 94-90= A | 74-70= C |
| 89-85= B+ | 69-65= D |
| 84-80= B | 64-60= F |

Grading Period

There are two grading periods in the course: one at the end of the first six weeks (after the mid-term exam); the second at the end of the course (13 weeks). Written progress reports will be given to each student at mid-term and at the completion of the course.

- Satisfactory progress will be determined by accumulated percentage. Students must maintain at least 80%(B). Should a student at the completion of the first grading period fail to obtain at least 80%(B), the student will be placed on probation. A student on probation will be allowed to retake an exam, which will be averaged with the original exam. If the probationary student fails to bring his/her grade to a 80%(B) level at the end of a 2-week probationary period, the student will be terminated. A student terminated for unsatisfactory progress may apply to repeat the course at the next course offered, after a minimum of one grading period has passed. Students will be required to pay to repeat the course if dismissed or terminated for academic failure.
- A student may request a grade of “incomplete” if a student withdraws for an appropriate reason unrelated to the student’s academic status. A student, who receives a grade of incomplete, may re-enroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.
- Permanent grades will be posted at the end of the course, which will be made available to prospective employers. Requirements for graduation include 100 hours (class lecture and lab combined) and a passing grade of 80%(B).
- Students will obtain CPR during the first week of instruction as it is included in the curriculum.

X-Rays Protocol

If you are attending the Foundational Dental Assisting Program and if you are PREGNANT, or think you may be, we must have a release note from your doctor. (We need this doctor’s release **note AS SOON AS POSSIBLE** – before week 3 of class due to the fact that this release indicates that you may take x-rays; however, you will not have x-rays taken on you.)

Course Work

17 Everything is due by week 12. Any make-up quizzes due to absences and make up homework. You are responsible for obtaining phone numbers from other students for information missed when you are not in school. You must ask an instructor for handouts and missed quizzes upon returning to class. It is up to you to stay after school (by appointment) and take any missed quizzes or tests.

If you miss your lab time, you will lose one half-letter grade.

End of Day Responsibilities

All students must do the following:

- Students are required to clean and disinfect all operatories before leaving.
- You are responsible for cleaning all impression trays before leaving.
- Please fold your chair and put it on the chair cart.

Graduation

Upon successful completion of our Foundational Dental Assisting Course, student will receive a certificate of completion and dental assistant pin. Graduation is held on a separate night so that family and friends can attend. Certificates, pins and transcripts will be handed out this night.

Infection Control For The Dental Assistant

Program Information

Dental Assistant School of Syracuse, Inc. designed this program for the individual who is currently working as a dental assistant and wants to keep up with the CDC Infection Control Standards for The Safest Dental Visit. This program will allow current working dental assistants to gain knowledge of the infection control protocols for the dental work place. This program will only be offered in the **English** language.

Schedule and Hours

Our **Infection Control for the Dental Assistant** runs for 3 consecutive weeks on Wednesdays from the hours of 5:30pm to 9:30pm. Sessions are lecture only. Breaks are given for ten minute periods approximately every one to one and one-half hours. Dress code is informal and casual.

Class Size

The teacher/student ratio will be a maximum of 8 students per one instructor in a lecture class. There is no lab for this class.

Curriculum

101 Module

Introduction to Infection Control, Occupational Exposure, Personal Protection, A Practical Program for Exposure Control, Instrument Processing

(Chapters 1-5)

Prerequisites: None

Clock Hours: 4 Lecture

102 Module

Product Selection, Written Procedures, Hazard Communication (HAZCOM), Medical Waste Disposal, Pulling it All Together

(Chapters 6-10)

Prerequisites: Module 101

Clock Hours: 4 Lecture

103 Module

Review and Exam

(Chapters 1-10)

Prerequisites: Module 101&102

Clock Hours: 4 Lecture

Cost

Infection Control For The Dental Assistant

Hours: 12

Tuition: \$100.00

Textbooks: \$50.00

Non-Refundable Registration Fee: \$10.00

Total Cost of Program: \$160.00

There are no additional fees for materials or supplies.

Refund Policy: 3 Weeks= Mini-Program

Payment Options

Payment in full is due on or before the first day of class. Payments may be made by cash, personal check, or credit card.

Refund and Cancellation Policy

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for:

- The non-refundable registration fee of \$10.00 plus
- The cost of any textbook (if opened)
- Tuition liability as of the students last hours of physical attendance.

Tuition refund is calculated by the percentage of hours student attended the program to the percent of total program tuition cost. Total tuition liability is limited to the hours during which the student withdrew or was terminated and any previous hours completed.

Schedule of Refunded Tuition Charges:

| Termination occurs: | Student Refund |
|--------------------------|----------------|
| Hours Attended 0%-15% | 100% |
| Hours Attended 16%-30% | 75% |
| Hours Attended 31%-45% | 50% |
| Hours Attended 46%-60% | 25% |
| Hours Attended After 60% | 0% |

Refund is based on Students paying in full

| Hours | % Retained | Student Liability | Refund Due |
|--------------|------------|-------------------|------------|
| Hours 0-15% | 0% | \$60.00 | \$100.00 |
| Hours 16-30% | 25% | \$85.00 | \$75.00 |
| Hours 31-45% | 50% | \$110.00 | \$50.00 |
| Hours 46-60% | 75% | \$135.00 | \$25.00 |
| Week 5-13 | 100% | \$160.00 | \$0.00 |
| | | | |

C. The student refund may be more than that stated above if the accrediting agency or federal refund policy results in a greater refund.

D. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

E. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or non-conformance with the rules and regulations of the school.

F. Refunds to students who fail to enter school will be made as follows:

- a. An applicant who is not accepted by the school will receive a full refund
- b. An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing the course
- c. An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school

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

- a. If class is postponed from its starting date
- b. If the program of instruction is discontinued by the school and this prevents the student from completing the program
- c. If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school

- 21 In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Admission Requirements

- 1) Any person who has attained a high school diploma or G.E.D. high school equivalency certificate is eligible to attend **Dental Assistant School of Syracuse, Inc.**- subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn about Infection Control Standards. All prospective students will be required to show proof of a high school diploma or G.E.D. at the time of enrollment.
- 2) Students must be currently employed by a Dental Office.
- 3) Admissions at **Dental Assistant School of Syracuse, Inc.** are conducted throughout the year. Classes will be held 3 times a year.

Admission Procedure

1) **Dental Assistant School of Syracuse, Inc.** prefers a personal interview with each applicant prior to acceptance. Enrollment period is prior to the class start date. At this time you may register for the course and reserve your place in class with a \$10 non-refundable registration fee. Enrollment is continuous up until the start of the first scheduled class or until the class is filled.

Academic Standards

Students will receive a percentile grade for the Final exam. A Final exam will be given on the last day of the course is worth 100%. Passing for this course is 80%.

Listed below is the letter grade equivalents.

Letter Grade Equivalents

| | |
|------------|-----------|
| 95-100= A+ | 79-75= C+ |
| 94-90= A | 74-70= C |
| 89-85= B+ | 69-65= D |
| 84-80= B | 64-0= F |

Grading Period

There is just one grading period in the course. There is a final exam at the end of the three weeks. A transcript will be given to each student at the completion of the course.

Graduation Requirements

A certificate of completion will be awarded to those students who have maintained a score of at least 80%, have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation.

Radiation Health and Safety For The Dental Assistant

Program Information

Dental Assistant School of Syracuse, Inc. designed this program for the individual who is currently working as a dental assistant and wants to keep up with the latest techniques in Dental Radiology. This program will allow current working dental assistants to gain knowledge of dental radiograph techniques and protocols for the dental work place. This program will only be offered in the **English** language.

Schedule and Hours

Our **Radiation Health and Safety for the Dental Assistant** runs for 6 consecutive weeks on Thursdays from the hours of 5:30pm to 9:30pm. Sessions are lecture and lab. Breaks are given for ten minute periods approximately every one to one and one-half hours. Dress code is scrubs and sneakers

Class Size

The teacher/student ratio will be a maximum of 8 students per one instructor in a lecture class. The teacher/student ratio will be 4 students per 1 teacher in lab.

Curriculum

101 Module: Ionizing Radiation and Basic Principles of X-Ray Generation, The Dental X-Ray Machine, Image Formation, Image Receptors, Biologic Effects of Radiation

(Chapters 1-5)

Prerequisites: None

Clock Hours: 4 Lecture

102 Module: Patient Protection, Operator Protection, Film Processing, Infection Control, Intraoral Technique

(Chapters 6-10)

Prerequisites: Module 101

Clock Hours: 3 Lecture 1 Lab

103 Module: Accessory Radiographic Techniques, Panoramic Radiography, Extraoral Techniques, Radiography of The Temporomandibular Joint, Digital Imaging

(Chapters 11-15)

Prerequisites: Module 101-102

Clock Hours: 3 Lecture 1 Lab

104 Module: Advanced Imaging Systems, Quality Assurance, Patient Management, Film Mounting and Radiographic Anatomy, Principles of Radiographic Interpretation

(Chapters 16-20)

Prerequisites: Module 101-103

Clock Hours: 3 Lecture 1 Lab

105 Module: Caries and Periodontal Disease, Pulpal and Periapical Lesions, Development Disturbances of Teeth and Bone, Bone and other Lesions, Legal Considerations, Hands On Clinical Lab: Conventional X-Ray Placement and Developing

(Chapters 21-25)

Prerequisites: Module 101-104

Clock Hours: 2 Lecture, 2 Lab

106 Module: Hands on Clinical Lab: Digital X-Ray Placement and Developing, Review and Final Exam

(Chapters 1-25)

Prerequisites: Module 101-105

Clock Hours: 2 Lecture, 2 Lab

Cost

Radiation Health and Safety for the Dental Assistant

Hours: 24

Tuition: \$200.00

Textbooks: \$50.00

Non-Refundable Registration Fee: \$20.00

Total Cost of Program: \$270.00

There are no additional fees for materials or supplies.

Refund Policy: 6 Weeks= Mini-Program

Payment Options

Payment in full is due on or before the first day of class. Payments may be made by cash, personal check, or credit card.

Refund and Cancellation Policy

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for:

- The non-refundable registration fee of \$20.00 plus
- The cost of any textbook (if opened)
- Tuition liability as of the students last date of physical attendance.

24 Tuition refund is calculated by the percentage of hours student attended the program to the percent of total program tuition cost. Total tuition liability is limited to the hours during which the student withdrew or was terminated and any previous hours completed.

Schedule Of Refunded Tuition Charges:

| Termination occurs: | Student Refund |
|--------------------------|----------------|
| Hours Attended 0%-15% | 100% |
| Hours Attended 16%-30% | 75% |
| Hours Attended 31%-45% | 50% |
| Hours Attended 46%-60% | 25% |
| Hours Attended After 60% | 0% |

Refund is based on Students paying in full

| Hours | % Retained | Student Liability | Refund Due |
|--------------|------------|-------------------|------------|
| Hours 0-15% | 0% | \$70.00 | \$200.00 |
| Hours 16-30% | 25% | \$120.00 | \$150.00 |
| Hours 31-45% | 50% | \$170.00 | \$100.00 |
| Hours 46-60% | 75% | \$220.00 | \$50.00 |
| Week 5-13 | 100% | \$270.00 | \$0.00 |

C. The student refund may be more than that stated above if the accrediting agency or federal refund policy results in a greater refund.

D. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

E. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or non-conformance with the rules and regulations of the school.

F. Refunds to students who fail to enter school will be made as follows:

- a. An applicant who is not accepted by the school will receive a full refund
- b. An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing the course
- c. An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school

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

25 a. If class is postponed from its starting date

b. If the program of instruction is discontinued by the school and this prevents the student from completing the program

c. If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school

In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Admission Requirements

1) Any person who has attained a high school diploma or G.E.D. high school equivalency certificate is eligible to attend **Dental Assistant School of Syracuse, Inc.**- subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn about Radiation Health and Safety. All prospective students will be required to show proof of a high school diploma or G.E.D. at the time of enrollment.

2) Students must be currently employed by a Dental Office.

3) Admissions at **Dental Assistant School of Syracuse, Inc.** are conducted throughout the year. Classes will be held 3 times a year.

Admission Procedure

1) **Dental Assistant School of Syracuse, Inc.** prefers a personal interview with each applicant prior to acceptance. Enrollment period is prior to the class start date. At this time you may register for the course and reserve your place in class with a \$20 non-refundable registration fee. Enrollment is continuous up until the start of the first scheduled class or until the class is filled.

Academic Standards

Students will receive a percentile grade for the Final exam. A Final exam will be given on the last day of the course is worth 100%. Passing for this course is 80%.

Listed below is the letter grade equivalents.

Letter Grade Equivalents

| | |
|------------|-----------|
| 95-100= A+ | 79-75= C+ |
| 94-90= A | 74-70= C |
| 89-85= B+ | 69-65= D |
| 84-80= B | 64-0= F |

Grading Period

There is just one grading period in the course. There is a final exam at the end of the 6 weeks. A transcript will be given to each student at the completion of the course.

Graduation Requirements

A certificate of completion will be awarded to those students who have maintained a score of at least 80%, have compiled a satisfactory attendance record as outlined by the school and are in good standing financially with the school at the time of graduation.

Dental Practice Administration Online Program

Program Information

Dental Assistant School of Syracuse, Inc. designed this program for the individual who is currently working in a dental office, to become more educated in the business of dentistry. By learning about being a service profession, dental team, patient management, legal or ethical issues, technology in the office, communication, business office systems, recall, appointment scheduling, dental codes and insurance billing. This program places emphasis on planning and management of a career path in the business of dentistry. This program will only be offered in the **English** language.

Schedule and Hours

Our **Dental Practice Administration Online Program** runs for 8 consecutive weeks for 30 Online Hours, 4 Hours each of weeks 1-7 and 2 Hours week 8. Sessions are online only.

Class Size

The teacher/student ratio will be a maximum of 20 students per one instructor each online session. There is no lab for this course.

Curriculum

101 Module 1: Business of Dentistry, Dental Team Management, Patient Management
(Text Chapters 1 - 3)
Prerequisites: None
Clock Hours: 4

102 Module 2: Legal and Ethical Issues in the Dental Office
Technology in the Business Office, Office Design and Equipment Placement
Lab Skills: Dental Office and equipment overview
(Text Chapters (4-6)
Prerequisites: Module 1
Clock Hours: 4

103 Module 3: Working with Dental Office Documents, Storage of Business Records, **Written Communications, Mid-Term Review, Lab Skills: Greeting a patient, phone skills**
(Text Chapters (7-9)
Prerequisites: Modules 1 & 2
Clock Hours: 4

104 Module 4: Midterm, Telecommunications, Appointment Management Systems
Lab Skills: Eagle Software Practice
(Text Chapters (10-11)

28 Prerequisites: Modules 1 - 3
Clock Hours: 4

105 Module 5: Recall Systems, Inventory Systems and Supply Ordering, Dental Insurance Lab Skills: Insurance Forms, Recall Systems

(Text Chapters 12-14)
Prerequisites: Modules 1 - 4
Clock Hours: 4

106 Module 6: Financial Systems: Account Receivables, Other Financial Systems, Infection Control Systems. Lab Skills: Billing Statements and Collections, Dentrix Software Practice

(Text Chapters 15-17)
Prerequisites: Modules 1 - 5
Clock Hours: 4

107 Module 7: Planning and Managing Your Career Path, Professional Organizations, Review for Final Lab: Eagle Software Practice

(Text Chapters; 18, 1-17)
Prerequisites: Modules 1 - 6
Clock Hours: 4

108 Module 8: Final Exam

Prerequisites: Modules 1 - 7
Clock Hours: 2

Cost

Dental Practice Administration Online Program

Hours: 30

Tuition: \$150.00

Textbooks: \$100.00

Non-Refundable Registration Fee: \$25.00

Total Cost of Program: \$275.00

There are no additional fees for materials or supplies.

Refund Policy: 8 Weeks= Mini-Program

Payment Options

Payment in full is due on or before the first day of class. Payments may be made by cash, personal check, or credit card.

Refund and Cancellation Policy

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for:

- The non-refundable registration fee of \$25.00 plus
- The cost of any textbook (if opened)
- Tuition liability as of the students last hours of physical attendance.

Tuition refund is calculated by the percentage of hours student attended the program to the percent of total program tuition cost. Total tuition liability is limited to the hours during which the student withdrew or was terminated and any previous hours completed.

Schedule of Refunded Tuition Charges:

| Termination occurs: | Student Refund |
|--------------------------|----------------|
| Hours Attended 0% -15% | 100% |
| Hours Attended 16%-30% | 75% |
| Hours Attended 31%-45% | 50% |
| Hours Attended 46%-60% | 25% |
| Hours Attended After 60% | 0% |

Refund is based on Students paying in full

| Hours | % Retained | Student Liability | Refund Due |
|--------------|------------|-------------------|------------|
| Hours 0-15% | 0% | \$125.00 | \$150.00 |
| Hours 16-30% | 25% | \$162.50 | \$112.50 |
| Hours 31-45% | 50% | \$200.00 | \$75.00 |
| Hours 46-60% | 75% | \$237.50 | \$37.50 |
| Week 5-13 | 100% | \$275.00 | \$0.00 |
| | | | |

C. The student refund may be more than that stated above if the accrediting agency or federal refund policy results in a greater refund.

D. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made.

E. Grounds for termination are: unsatisfactory academic progress, excessive absenteeism, failure to comply with school rules, and or non-conformance with the rules and regulations of the school.

F. Refunds to students who fail to enter school will be made as follows:

- An applicant who is not accepted by the school will receive a full refund
- An enrollee will receive a full refund if educational service is discontinued by the school preventing the student from completing the course

c. An enrollee will receive a full refund if the enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representations of the school

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

a. If class is postponed from its starting date

b. If the program of instruction is discontinued by the school and this prevents the student from completing the program

c. If the student's enrollment was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school

In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Admission Requirements

1) Any person who has attained a high school diploma or G.E.D. high school equivalency certificate is eligible to attend **Dental Assistant School of Syracuse, Inc.**- subject to personal interview. All applicants must exhibit a proper willingness and enthusiasm to learn about Infection Control Standards. All prospective students will be required to show proof of a high school diploma or G.E.D. at the time of enrollment.

2) Students must be currently employed by a Dental Office.

3) Admissions at **Dental Assistant School of Syracuse, Inc.** are conducted throughout the year. Classes will be held 3 times a year.

Admission Procedure

1) **Dental Assistant School of Syracuse, Inc.** prefers a personal interview with each applicant prior to acceptance. Enrollment period is prior to the class start date. At this time you may register for the course and reserve your place in class with a \$10 non-refundable registration fee. Enrollment is continuous up until the start of the first scheduled class or until the class is filled.

Academic Standards

Students will receive a percentile grade for each chapter quiz, midterm, final exam and participation in discussion board. Grades will be calculated from 4 categories, average of all the chapter quizzes 20%, Chapter Discussion Board 20%, Midterm 30%, and Final

31 exam 30%. A perfect final score is 100%. Passing score is 80% out of 100%.
Listed below is the grading distribution.

| | |
|--------------------|-------------------|
| Chapter Quizzes | 20% |
| Chapter Discussion | 20% |
| Midterm Exam | 30% |
| Final Exam | 30% |
| | 100% Total |

Letter Grade Equivalents

| | |
|------------|-----------|
| 95-100= A+ | 79-75= C+ |
| 94-90= A | 74-70= C |
| 89-85= B+ | 69-65= D |
| 84-80= B | 64-60= F |

Grading Period

There is just one grading period in the course. There is a weekly chapter quizzes, chapter discussions, midterm and final exam at the end of the 8 weeks. A transcript will be given to each student at the completion of the course.

Graduation Requirements

A certificate of completion will be awarded to those students who have maintained a score of at least 80%, have compiled a satisfactory online record as outlined by the school and are in good standing financially with the school at the time of graduation

Student Conduct Policies

Students must adhere to the highest standard of conduct, which will reflect credit upon themselves and the school. Students must conduct themselves in a manner that will not in any way interfere with the learning process of other students, the instructor's classroom presentation, or the progress of the class in general.

Attendance Policy for all Approved Programs

Students are expected to attend and be on time for all classes. Tardiness is considered disrespectful to both classmates and instructors. Students who have a pattern of tardiness will be advised and will be disciplined on an individual basis.

Students are required to complete all assignments regardless of class attendance, and are required to maintain, at a minimum, an attendance average of 80%, for the total instructional hours enrolled from program inception to the point where progress is being measured. Students, who miss more than 20% of the instructional hours, will be placed on attendance probation, and any further absenteeism may result in termination with proper pro-rated refunds. A student who is absent more than 20% of the total contact hours in a program may automatically be terminated from the current class. However, the student may, at the sole discretion of the Director, be allowed to pick up the course study at the next session. Tests missed because of absence must be made up upon the day the student returns to school, unless other arrangements have been made by the instructor and approved by the Director.

The school has no provision for excused absences. Make-up work shall not be authorized for the purpose of removing an absence. A student will be charged one hour of absence for each hour of tardiness or any part thereof. The time elapsed during an authorized Leave of Absence is not considered as being "absent" for the purpose of the cumulative attendance average. If a Leave of Absence is granted or if inclement weather forces the school to close, a student's completion date will be extended to make up for clock hours missed. Scheduled school holidays, summer and Christmas breaks, are not counted as absences.

If you are sick and cannot attend school, you must present a doctor's note. *(Any and all time you are not in school is counted against your 20% allowance.)*

If you leave early, you must inform the instructor of the reason and time you are leaving. The instructor must record this on your attendance record.

Smoking

Smoking is not allowed.

Leave of Absence Policy

A student may be granted one leave of absence per 13-week course, which must be requested in writing. At no additional charge, the student may make up the day missed during the next session. A leave of absence is discouraged except in

33 emergency situations. A leave of absence is limited to 60 days by the New York State Department of Education, Bureau of Proprietary School Supervision rule.

In the event of a prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school shall make a settlement that is reasonable and fair to both parties.

Reasons for termination:

The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds:

- 1) Failure to abide by the school regulations.
- 2) Failure to maintain the attendance requirement.
- 3) Unsatisfactory course work. (You have to work very hard to fail the class, instructors are here for you; they are willing to help. You will be notified if your grades are failing. You must ask for help if you need it. Extra help is given by appointment.
- 4) Failure to pay tuition when due.
- 5) Cheating. (If caught cheating, you will be expelled.)
- 6) Falsifying school records.
- 7) Entering the school under the influence of alcohol, drugs, or narcotics of any kind.
- 8) Carry a concealed or potentially dangerous weapon.
- 9) Willful neglect, damage, or abuse of school property.
- 10) Not participating in lab-time properly.

Termination and Re-admittance

1. A student who is absent more than 20% of the total contact hours in a program may be terminated automatically.
2. A student may be placed on attendance or academic probation or terminated due to:
 1. Unsatisfactory course work.
 2. Failure to maintain the attendance requirement.
 3. Failure to progress within the school's maximum time frame.
3. Failure to abide by the school's rules and regulations.
4. A student whose enrollment was terminated for unsatisfactory progress or nonconformance with the rules and regulations of the school may only be re-admitted, with the approval of the School Director, under the following conditions:
 1. One grading period must elapse before being readmitted; and
 2. The problem that caused the dismissal must be satisfactorily resolved; and
 3. The student must demonstrate the potential to succeed.
5. A student who re-enrolls after being terminated for unsatisfactory progress will be placed on probation for the next grading period.
6. A student whose enrollment was terminated for violation of the attendance policy may not re-enter before the start of the next grading period.

- 34 7. A student in good standing, who voluntarily withdraws, may apply for readmission at any time.

Appeals

A student can appeal an unsatisfactory grade and/or attendance classification to the Director by explaining in writing any circumstances relevant to the situation. The Director will evaluate the circumstances presented by the student and the student's program record will be amended to reflect the results of the appeal. The student's status will be revised as is appropriate.

Cell phones

You must have your phones off during class time. Please tell family members that your cell phone will be turned off during class. They can leave you a message on our phone and you will return their call during break or lunch.

Food Policy

Snacks and drinks are allowed, but please discard and keep area neat. Please empty your drinks into sink before throwing away. You are allowed to bring tape recorders, lap trays, or pillows.

Student Advising

The staff and faculty of the school are available, by appointment; to assist students with school or dental profession related problems or questions.

Placement

Upon graduation from our Foundational Dental Assisting Program, job placement assistance is available to all students at no additional cost. Students are assisted and/or advised with regard to resume preparation, interview techniques and employment opportunities. **Dental Assistant School of Syracuse, Inc.** will do its best in helping students find a rewarding job. *Dental Assistant School of Syracuse, Inc. cannot, however, guarantee employment.*

There is no job placement assistance for our Infection Control or Radiation Health and Safety Program, as per the entrance requirement student is currently working in a dental office.

Occupational Education Data Survey

Foundational Dental Assisting Program

Reporting Period: 7/1/2014 to 6/30/2015

Part 1 Admissions, Applications, Acceptances and Denials 7/1/2014 to 6/30/2015

Number of Applications Received =46

Number of applications Accepted=46

Number of Applications Denied=0

Part 2 Current Year Enrollment 7/1/2014 to 6/30/2015

Number of Students New Enrolled= 46

Number of Students Enrolled/Continuing from Previous Year= 13

Number of Students Enrolled during this period= 59

Part 3: Status of 2014-15 Enrollment as of 6/30/2015

Still Enrolled/Continuing into the next reporting period = 5

Non-Completers=13

Graduates=41

Part 4: Graduate Follow-up

Employed in:

Related Field=33

Slightly Related Field=2

Unrelated=2

Military=1

Seeking Employment=0

Pursuing Additional Education=2

Other, Unavailable for Employment=0

Status Unknown=1

Total Graduates 7/1/2014 to 6/30/2015 =33

Reporting Period: 7/1/2013 to 6/30/2014

Part 1 Admissions, Applications, Acceptances and Denials 7/1/2011 to 6/30/2012

Number of Applications Received =39

Number of applications Accepted=39

Number of Applications Denied=0

Part 2 Current Year Enrollment 7/1/2013 to 6/30/2014

Number of Students New Enrolled= 39

Number of Students Enrolled/Continuing from Previous Year= 4

Number of Students Enrolled during this period= 43

Part 3: Status of 2011-12 Enrollment as of 6/30/2014

Still Enrolled/Continuing into the next reporting period = 13

Non-Completers=5

Graduates=25

Part 4: Graduate Follow-up

Employed in:

Related Field=20

Slightly Related Field=0

Unrelated=3

Military=0

Seeking Employment=1

Pursuing Additional Education=1

Other, Unavailable for Employment=0

Status Unknown=4

36 Total Graduates 7/1/2013 to 6/30/2014 =25

Reporting Period: 7/1/2011 to 6/30/2012

Part 1 Admissions, Applications, Acceptances and Denials 7/1/2011 to 6/30/2012

Number of Applications Received =31

Number of applications Accepted=31

Number of Applications Denied=0

Part 2 Current Year Enrollment 7/1/2011 to 6/30/2012

Number of Students New Enrolled= 37

Number of Students Enrolled/Continuing from Previous Year= 8

Number of Students Enrolled during this period= 45

Part 3: Status of 2011-12 Enrollment as of 6/30/2012

Still Enrolled/Continuing into the next reporting period = 0

Non-Completers=9

Graduates=9

Part 4: Graduate Follow-up

Employed in:

Related Field=26

Slightly Related Field=1

Unrelated=0

Military=0

Seeking Employment=2

Pursuing Additional Education=3

Other, Unavailable for Employment=0

Status Unknown=4

Total Graduates 7/1/2011 to 6/30/2012 =36

Reporting Period: 7/1/2010 to 6/30/2011

Part 1 Admissions, Applications, Acceptances and Denials 7/1/2010 to 6/30/2011

Number of Applications Received =33

Number of applications Accepted=33

Number of Applications Denied=0

Part 2 Current Year Enrollment 7/1/2010 to 6/30/2011

Number of Students New Enrolled= 25

Number of Students Enrolled from Previous Year= 10

Number of Students Enrolled during this period= 35

Part 3: Status of 2010-11 Enrollment as of 6/30/2011

Still Enrolled/Continuing into the next reporting period = 8

Non-Completers=1

Graduates=26

Part 4: Graduate Follow-up

Employed in:

Related Field=19

Slightly Related Field=2

37 Unrelated=0
Military=0
Seeking Employment=3
Pursuing Additional Education=3
Other, Unavailable for Employment=0
Status Unknown=2
Total Graduates 7/1/2010 to 6/30/2011 =26

Class Size Information

Average Class Size: 8
Maximum Class Size: 10
Student/Instructor Ratios:
Maximum of 1:10 in Lecture
Maximum 1:4 in Lab