

SCHOOL CATALOG

James Alan Michaels, DDS

Director

Publication/Effective date: January 2018

**MISSION STATEMENT**

Everything we do is inspired by our commitment to our students, and to supply well-trained entrylevel dental assistants to the field of dentistry. Well-trained dental assisting personnel are essential to delivering excellence in patient care. Our goals are:

* 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. Even though someone desires to be trained in this profession, there are challenges that prevent them from attending school. It is difficult for most people to attend school on a fulltime basis because they have to work to earn a living. The expense necessary to finance schooling in a major college or university is also another reason many people are discouraged from pursuing further education. We feel that the dental assisting program offered at our school will meet these challenges. The weekend and evening class schedules are designed to accommodate working students. The very affordable tuition fee will also solve the financial issues for most prospective students. Students are accepted regardless of sex, race, age, marital status, religious creed, and ethnic or national origin.

The Dental Assisting Curriculum is an accelerated instructional program providing a 10week dental assisting course consisting of 80 hours of lecture and lab, with an additional 5 hours of clinical internship at our office, under 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 entrylevel position in a dental office.

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

**LEGAL ORGANIZATION**

The Oconomowoc Dental Care, LLC, DBA Wisconsin Dental Assistant School is a limited liability company owned by Dr. James Alan Michaels. He owns 100% of the company. Dr. Michaels is the only shareholder.

**HISTORY**

The Wisconsin Dental Assistant School is an institution developed by Dr. James Alan Michaels. Dr. Michaels recognized the need for well-trained, efficient chairside dental assistants and has found difficulty in attracting good assistants throughout his many years in practice. Wisconsin Dental Assistant School will help prepare interested persons in becoming part of the dental profession and assuming a position in the dental field as a well-respected professional.

**PHYSICAL FACILITIES**

Wisconsin Dental Assistant School shares space in the office of Dr. James A. Michaels at Oconomowoc Dental Center located at 819 Summit Avenue, Oconomowoc, Wisconsin. On the first floor, there are three dental treatment rooms equipped with dental chairs, handpiece units, and digital x-ray machines. There are three hygiene treatment rooms, with digital x-ray units and an x-ray room with a digital panoramic x-ray unit and manual processor. There is a computerized business office, reception room with fireplace, a break room, and a small dental laboratory. The facility has a three-room office suite available for student lecture and study. There are ample restroom facilities. The school will occupy the total 4,661 square foot of space. There is parking in both the front and rear of the building.

**FACULTY AND STAFF**

**Dr. James Michaels, Director, Lead Instructor.**

Dr. Michaels graduated from Marquette University with a Bachelor of Science in Biology in 1981 and his DDS in 1985. He is a general dentist and owner of his own practice located at 819 Summit Avenue, Oconomowoc, Wisconsin for the past 26 years. He is skilled in all areas of cosmetic dentistry, endodontics, oral surgery, and crown and bridge. He belongs to many professional organizations. He is a licensed aviator, and currently flying search and rescue operations with the US Coast Guard, Waukesha and Dousman Police Departments and the Dousman Fire Department. Dr. Michaels is CPR certified.

**Ann M. Fischler, RDH, Dental Hygienist, Instructor**

Ms. Fischler graduated from Marquette University in 1983 with AA/ BS degrees in Dental Hygiene and has 35 years clinical experience as a dental hygienist. Ms. Fischler is certified to administer local anesthetic for in-depth periodontal procedures. She has experience in fabricating night guards, (NTI) and other oral devices. Ms. Fischler develops marketing and public relations campaigns and manages our online media presence for Dr. Michaels’ office and our school. She is CPR certified.

**ADMISSIONS OR ENTRANCE REQUIREMENTS**

Applicants must be 18 years of age. A personal interview is required. Only applicants who show a genuine desire to study and whose personal educational background points to enthusiasm to learn will be accepted. Applicants will be considered without regard to race, creed, sex, religion, or national origin.

Prospective applicants may request an Enrollment Agreement from the school. Applicants will be notified of the status of their application by phone or mail. All accepted applicants must submit a signed/completed Enrollment Agreement prior to the start of the session. The School does not accept credit for previous education, training, work experience or CLEP (College Level Examination Program).

**READMISSION**

The Physician Director will determine the eligibility for readmission for any student having been suspended by the school for academic reasons. The Physician Director will also determine readmission eligibility for any student having been suspended for attendance problems or disciplinary issues. The Physician Director’s decision is final. If the student is eligible for readmission, after 30 days separation, the student may re-apply at the beginning of the next 10week session. A complete new application procedure will be required as the application will be considered with other applicants who have applied for a particular course. If accepted, the student will be considered a new student, and start at the beginning of the next 10-week session.

**EXCEPTION**

A student taking a voluntary Leave of Absence (LOA) 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. Students who do not return during the next term must start at the beginning of the program and be considered a new student.

**LEAVE OF ABSENCE**

In cases of prolonged illness or accident, death in the family or other circumstances that make it impractical for the student to complete the program, the student may take a Leave of Absence. The student must contact the Physician Director to establish the reason for the LOA and the length of time the student expects to be absent from classes.

**ENROLLMENT DATES**

Students may enroll up to the last business day prior to the beginning of a new 10-week class session. A personal interview is required of each student.

**ORIENTATION**

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

Instructors Facilities

Syllabus Grading System

Program Requirements Graduation Requirements

Attendance Rules and Regulations

School Policies and Procedures Dress Code/Conduct

Parking

**PROGRAM COURSE OBJECTIVES FOR DENTAL ASSISTING**

The Wisconsin Dental Assistant School 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, i.e., four-handed dentistry
* Use suction devices to keep patients mouth clear and dry
* Prepare materials
* Set-up and sterilize instruments and equipment and treatment areas
* Prepare dental charts
* New patient work-ups, write up treatment plans
* Apply topical anesthetics
* Take digital dental x-rays
* Take impressions of patient’s teeth and pour up models
* Obtain patients’ medical history
* Provide instructions on oral care and hygiene
* Obtain blood pressure and pulse
* Respond to office medical emergencies, render basic first aid and perform CPR

**DENTAL ASSISTING CURRICULUM--85 Clock Hours**

The Dental Assisting program involves ten weeks of “hands-on” training where students have an opportunity to practice the various routines of chairside assisting. Classes are offered on Saturdays, ten consecutive weeks, from 8:00 a.m. to 5:00 p.m., with an hour off for lunch. Students may leave for lunch, but class resumes promptly at 1:00 p.m. Five hours of a clinical internship during office hours will be required of each student. You must sign up in advance for these internship hours by contacting the office at (262) 567-7224. This will give the student an opportunity to observe all aspects of a dental practice first hand. At the completion of the 10week program, the students must have achieved a 70% score or better on all examinations and clinical assignments. A certificate of completion will be awarded to all graduates of the program.

**GRADUATION REQUIREMENTS**

Students who graduate 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
* All written and clinical requirements are complete

**LECTURE SERIES – SUBJECT DESCRIPTION**

**Introduction to the Profession:** 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.

**Ethical and Legal Issues:** 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.

**Dental Radiography:** 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.

**Human Dentition:** 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.

**Composition of Teeth and Dental Terminology:** Students will learn the different parts of the tooth. Topics include cervix, apex, dental pulp, tissues of the teeth such as enamel, dentin and cementum. Also includes discussion of anatomical landmarks of the tooth and dental terminology.

**Tissues Surrounding the Teeth:** 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.

**Bones of the Head:** Students will learn the basic anatomy and physiology of the human skull. Topics include the cranium and the bones of the face.

**Muscles of the Head and Neck and Temporomandibular Joint (TMJ) and Paranasal Sinuses:** 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.

**Oral Pathology:** 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.

**Oral Cavity, Salivary Glands and Immune System:** Students will earn 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.

**Dental Materials:** 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.

**Pediatric Dentistry:** 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.

**Removal Prosthodontics (RPD):** Removable Prosthodontics (RPD) replaces missing teeth. The students will learn the component parts of both the partial and complete RPDs and the various steps necessary to take during replacement appointment with patient.

**Fixed Prosthodontics:** 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.

**Endodontics:** 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.

**Topical and Local Anesthesia:** Application of anesthetics to oral tissues. The students will learn the properties of anesthesia and when and where they are used.

**Orthodontics:** 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.

**Periodontics:** 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.

**Oral Surgery:** 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)

**Medical Emergencies in the Dental Office:** Risk associated with providing medical and dental care. The students will learn how to respond to medical emergencies.

**Radiography in Depth:** 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.

**Front Office Mgt. and Resume Preparation:** 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.

**LAB SESSIONS – SUBJECT DESCRIPTIONS**

**Dental Chair and Infection Control (PPE):** Students will learn the different components of the dental operatory and dental chair. They will be taught how to operate the dental chair and the various associated instruments. The goals of infection control are discussed together with Occupational Safety and Health Administration (OSHA) requirements and standards. Students are taught how to do the various Personal Protective Equipment (PPE) required in the dental clinic.

**Infection Control: Maintaining the Operating Field, Dental Instruments and Trays:** 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.

**Infection Control: Treatment Preparation and Clean-up:** 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

**Radiography Basics and X-Ray Procedures:** 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.

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

**Alginate Impressions, Laboratory Materials and Techniques:** 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.

**Restorative Materials and Techniques:** 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.

**Pedodontic Procedures:** 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.

**Removable Prosthodontics:** 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.

**Fixed Prosthodontics:** Studentswilllearn the proper technique for expelling impression materials. They are taught how to fabricate and adjust temporaries.

**Endodontic Instruments and Procedures:** 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.

**Techniques in Administering Anesthesia:** 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.

Clinical Video of Crown Preparation will be shown.

**Placing Sealants and Home Whitening:** Students will learn that newly erupted and caries free teeth benefit from sealants. Students are taught to apply sealants and bleaching techniques.

**Periodontal Treatment Procedures:** Students will learn the various steps and instruments used in sealing, prophylaxis and polishing. Students are taught the techniques in passing periodontal instruments. They are also taught how to assemble the ultrasonic scaler correctly.

**Oral Surgical:**  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.

**CPR Training and Certification:** 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.

**PRACTICAL EXAMS REVIEW, WEEK 8 & 9 – (16 hours)**

**PRACTICAL EXAMS/FINAL EXAMS, WEEK 10 – (8** **hours**)

**\*INTERNSHIP** – 5 hours are required of each student.

Students will have an opportunity to observe all areas of our dental practice during office hours. This internship can be done during any time during the 10-week class, **but it must be prearranged.** Students may sign up for internship hours by contacting the office at (262) 5677224. Careful scheduling is necessary to ensure that all students get their internship experience without overcrowding the office. Lab coats and scrub pants must be worn at all times during the internship hours.

**TUITION AND FEES** All students enroll for a complete program and pay for the complete program prior to entrance.

**TOTAL PROGRAM COST--$3495.00**. This includes all books, supplies and fees.

**TUITION PAYMENTS:**

Tuition must be paid in full prior to the start of the 10-week session to secure a spot in the program. Visa and MasterCard are accepted.

**CANCELLATION AND REFUND POLICY:**

**Full Refund:**

1.) Three-Day Cancellation: An applicant who cancels within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies to be paid within 10 days.

2.) The student accepted was unqualified, and the school did not secure a disclaimer under s.EAB 9.04.

3.) The school procured the student’s enrollment as the result of any false representations in the written materials used by the school or oral representations made by or on behalf of the school.

**Withdrawals:** An applicant requesting withdrawal more than three days after signing an enrollment agreement and making full payment, but prior to the start of classes is entitled to a refund of all money paid minus a $100.00 application fee. All monies will be paid within 40 days.

**Refund after the commencement of classes:**

**1. Procedure for withdrawal:**

* For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
* A student will be determined to be withdrawn from the institution if the student has not attended any class for 16 consecutive class hours.
* All refunds for withdrawal will be issued within 40 days of the determination of the withdrawal date.
* **Tuition charges/refunds:**

After the commencement of classes, the tuition refund amount shall be determined as follows:

**TUITION REFUND AFTER COMMENCEMENT OF CLASS**

|  |  |
| --- | --- |
| % of the Clock Hours attended: | Tuition Refund amount: |
| 10% or less  |  90%  |
| More than 10% and less than or equal to 20% |  80%  |
| More than 20% and less than or equal to 30% |  70%  |
| More than 30% and less than or equal to 40% |  60% |
| More than 40% and less than or equal to 50% |  50%  |
| More than 50% and less than or equal to 60% |  40% |
| More than 60% | No refund  |

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.

**Refunds:** Will be issued within 40 days of the date of student notification, or date of school determination (withdrawal 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 40 days of the date the student was scheduled to return from the LOA and did not return.

**Leave of Absence:** In cases of prolonged illness, accident, death in their family, or other circumstances which make it impractical for the student to complete the program, the student may take a Leave of Absence, (LOA). The Student must contact the Physician Director and discuss the length of time needed for the LOA and the date in which the student expects to return to class. The school may make a settlement which is reasonable and fair.

**THE STUDENT UNDERSTANDS:**

1. The school does not accept credit for previous education, training, work experience or CLEP (College Level Examination Program).

 2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation.

3. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.

4. The School will not be responsible for any statement of policy or procedure that does not appear in the school catalog or enrollment agreement.

* The school reserves the right to discontinue any students’ training for unsatisfactory progress, failure to pay tuition or failure to abide by school rules.
* Information concerning other schools that may accept the school’s credits toward their programs can be obtained by contacting the office of the Physician Director. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

**ATTENDANCE**

Regular attendance is essential for adequate training. Students are expected to be present and on time for all classes. Students are responsible for all work missed during an absence and should contact an Instructor regarding makeup work. Makeup work shall not be authorized for the purpose of removing an absence.

Students may not miss more than two 8-hour classes (sixteen hours) during a program term**. If a student misses two complete classes (sixteen hours), the student will be withdrawn from the training program and after a 30-day separation, they may apply for re-admittance for the next 10-week session.** NOTE: A complete class is defined as an 8-hour Saturday class.

**TARDY**

A student will be considered tardy if they are more than 10 minutes late for class. Two late arrivals equal one unexcused absence.

\***It is suggested students arrive 10 minutes prior to the start of all scheduled classes. Any time out of class (tardiness) will be treated as absence time**.

**EXCUSED ABSENCES**

An excused absence is scheduled in advance for such events as medical appointments, jury duty, or funerals, or one in which the student provides an acceptable reason upon return to school, such as illness or child care issues. We request that the student please call the school prior to the beginning of class so the instructors know they will not be in attendance that day. Please call the school at 262-567-7224.

Receiving an excused absence does not affect the expectation that the student will meet the course requirements as outlined. Arrangements must still be made with the lead instructor for make-up work.

**UNEXCUSED ABSENCES**

An unexcused absence is one in which the student does not notify the school they will not be attending classes that day and they do not have an acceptable reason upon returning to school. After missing 16 hours of class, the student will be considered withdrawn from the program and must follow the procedure for re-admittance.

**CONDUCT STANDARDS**

Since career preparation is the objective of the dental assisting program, the student’s conduct should be that which is normally required in the dental profession. Use of profanity is not tolerated. Having alcoholic beverages or drugs on school property is strictly prohibited. Eating, drinking, or smoking is not permitted in the operatories. Students may use class room for eating; however, no smoking is allowed in these facilities. **Students may be dismissed from the program by the Director if they disrupt the normal activities of the school, or fail to comply with attendance, dress code, conduct or academic requirements**.

**DRESS CODE**

**Scrubs and clean, white tennis shoes or clogs (NOT CROCS) are to be worn to class every day. Hooded sweatshirts are not allowed in class or lab.**

**Hair: Hair should be clean and pulled back, off your face and off the neck. Colored hair streaking (hot pink, blue, etc.) or feather extensions are not allowed.**

**Piercings and Tattoos: Regardless of how many piercing holes you have in your ears, one pair of simple stud earrings, only, are allowed. No hoops or dangling earrings. All facial/nasal/tongue piercings are to be removed for class, and all visible tattoos must be covered.**

**Nails: No artificial nails or nail polish are allowed. They trap and harbor bacteria. Nails should be clean and short.**

**Perfume: Do not wear perfume to class or during your internship at our office. Many patients are sensitive to any perfume/cologne.**

**Make up: Should be subtle and natural looking. Heavy foundation, and heavy mascara and eye-shadow are not allowed.**

**Name tags: Name tags are to be worn at all times during class hours and then left in each student’s individual bin at the end of each class.**

**A student will be given a verbal warning if he/she is not in compliance with the dress-code policy. If the student chooses not to comply by the following class, he/she will be asked to leave.**

**COURSE EVALUATION/GRADING SYSTEM**

During the course of the session, there will be 10 tests, 10 take-home quizzes, and 10 take-home lab tests, and a 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, and clinical procedures. 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 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:

Grading System

|  |  |  |
| --- | --- | --- |
| GRADE LETTER | WEIGHTED SCORE | GPA |
| A |  94 - 100 | 4.0 |
| A- |  90 - 93 | 3.7 |
| B+ |  87 - 89 | 3.3 |
| B |  83 - 86 | 3.0 |
| B- |  80 - 82 | 2.7 |
| C+ |  77 - 79 | 2.3 |
| C |  70 - 76 | 2.0 |
| F |  69 7 Below | 0.00 |
| I |  | Incomplete |
| W |  | Withdraw |

A grade of “I” is Incomplete which means that the student has not completed all graduation requirements. 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.

**ACADEMIC REQUIREMENTS AND STANDARDS OF PROGRESS:**

Satisfactory progress is maintaining a 70% GPA or above and participating actively in class on assigned tasks and arriving on time for classes. There will be 2 written students’ progress evaluations. The first evaluation will be conducted after the 3th week of class, the second will occur after the 5th week. Students must maintain a grade point average of 70% or above on the first evaluation to 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 the week of the 2nd evaluation and if there is no improvement, another will be given after the 6th week. If a student still fails to bring his/her overall average to 70% after the two make ups they may be terminated from the program.

* Terminated students can be re-admitted after a 30-day separation and applying for the next ten-week session. All students who are re-admitted shall pay the remaining prorated tuition figured from the date that they start classes.
* Final grades will be issued after the final exams at the completion of the 10-week program.
* 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%.
* If a student withdraws and has an appropriate reason (the Director decides what is appropriate and her decision is final) for withdrawing, the student can request an “Incomplete”. The student 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.

**STUDENT RECORDS**

The school shall keep records of each student and will include the grade point average, class attendance, externship evaluations, starting and graduation dates, and any other pertinent information. Signed written request from students will be required prior to issuance of any school records.

**RECORDS RETENTION**

The school shall maintain, for a minimum of 6 years from graduation or last date of attendance, student records that shall include at least the following:

* Enrollment agreement and other instruments relating to payment for educational services.
* Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds.
* Date of completion or termination and the reason(s).
* Record of any student grievance and subsequent resolution.

**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. Additional copies cost $5.00.

**MAKE-UP WORK**

Students may make up work missed due to an excused absence at the discretion of the Lead Instructor.

**FAMILY EDUCATIONAL PRIVACY ACT**

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

**DISABILITIES**

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

**TRANSCRIPTS**

Transcripts are available upon request unless the student is indebted financially to the school. **No transcript of grades will be released without the student’s prior approval in writing.** Each graduate is issued an official transcript of her/his academic record. 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. The school shall permanently retain original transcripts for all students. The transcripts will provide the following:

* Name of student
* Title of program, including total number of hours of instructions/internship received and dates of enrollment.
* Grade record for each course, lesson or instruction and the cumulative grade for the program.
* Explanation of the grading system on the transcript.

**CHANGE OF STUDENT STATUS**

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