

# ***Colorado Dental Assisting School, LLC***

**2014 Catalogue  
Volume 2**

## ***Colorado Dental Assisting School, LLC***

**3715 Bloomington St., Ste 160**

**Colorado Springs, CO 80922**

**9227 E. Lincoln Avenue, Suite #800**

**Lone Tree, Colorado 80124**

**562 Castle Pines Parkway, Suite C-8**

**Castle Rock, Colorado 80108**

**Phone (719)484-8489**

Approved and Regulated by the Colorado Department of Higher

Education, Private Occupational School Board

(303) 866-2723

<http://higherred.colorado.gov/dpos>

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# **Faculty and Administrators of Colorado Dental Assisting School, LLC**

## **Faculty**

### **Instructors**

#### **Nicole Forsythe, Expanded Duties Dental Assistant**

Experience: Manages 11 dental assistants as the Lead Assistant for 9 general dentists and specialists and has over 4 years experience. Trains and mentors new dental assistants. Manages the supply orders for 3 dental practices. Earned her Expanded Duties Dental Assistant experience through on the job training. Is certified in Radiology, Nitrous Oxide, Chairside Dental Assisting, CPR, and OSHA regulations.

#### **Andrea Burris, Expanded Duties Dental Assistant**

Experience: Managed 3 dental assistants as the Lead Assistant for 2 general dentists and specialists and has over 10 years of experience with specialization in periodontics. Hired, trained, and mentored new dental assistants and worked with student interns to master basic skills of dental assisting. Manages the scheduling and supply orders for 2 dental practices. Certified in Radiology, Nitrous Oxide, Chairside Dental Assisting, CPR, and OSHA regulations.

#### **Natalie Robinson, Expanded Duties Dental Assistant**

Experience: Has 2 years as an Expanded Duties Dental Assistant. Is certified in Radiology, Chairside Dental Assisting, CPR, and OSHA regulations.

### **Senior Instructors**

#### **Scott Frederick, DDS**

Education: Graduated with Doctor of Dental Surgery Degree from University of Southern California School of Dentistry.

Experience: Currently is part owner in 3 different dental practices. Has experience in oral diagnosis, treatment planning, operative dentistry, endodontics, oral surgery, prosthodontics, periodontics, and preventive dentistry with a particular emphasis on restorative dentistry. Provide afterhours emergency care. Was officer in charge of the only dental clinic in North Eastern Afghanistan.

#### **Douglas Peak, DDS, Owner of Colorado Dental Assisting School LLC**

Education: Graduated with his Doctor of Dental Surgery Degree from University of Minnesota.

Experience: Owned and operated multiple general and specialty dental practices for over 35 years in Minnesota and Colorado. Member of the American Dental

Association, Colorado Dental Association, and recognized as a Fellow, Academy of General Dentistry.

## **Administration**

### **Andrew Peak, President, Owner of Colorado Dental Assisting School LLC**

Education: Graduated with a Master's of Business Administration degree from The Kellogg School of Management, Northwestern University, majored in Finance and Marketing.

Experience: Has 5 years experience building, managing and operating multiple profitable general and specialty dentist practices. Manages over 50 employees at multiple locations.

### **Andrea Smalls, Director of Education**

Education: Graduated with a Bachelor's degree in Technology from Cameron University

Experience: Monitors and reports on accounts receivable, production, collections and unscheduled treatment plans. Handles human resources and payroll for multiple locations. Verifies, submits and collects on insurance claims.

Experienced in all administration duties of a dental office. Has previously credentialed a dental laboratory and dental assisting school. Is a Certified Dental Assistant and is certified in CPR and X-ray.

### **Mindy Anderson, Financial Controller/Project Manager**

Education: Graduated with a Master's in Business Administration from the University of Colorado at Colorado Springs with an emphasis in Accounting and Finance.

Experience: Prepares monthly financials for multiple locations. Generate key performance indicator reports. Research various accounting issues. Help with special projects. Processes accounts payable. Developed accounting procedures and internal controls. Prepared annual budgets. Prepared year-end financial fore-casts. Helped process tax returns for individuals, partnerships, and corporations.

### **Ramona Pacheco, Admissions Officer**

Education: Graduated from Colorado State University with a Bachelor in Science in Business Administration

Experience: Has 9 years of healthcare/dental experience including managing specialist schedules, treatment planning, and making patient financial arrangements. Is one of the moral leaders among staff in a multi-dentist practice.

Colorado Dental Assisting School, LLC is a Limited Liability Company and is licensed by the Colorado Department of Higher Education, Division of Private Occupational Education.

## **Statement of Purpose**

The mission of **Colorado Dental Assisting School, LLC** is to provide an introductory program in dental assisting in a working dental office. Upon graduation, the student will be provided with a certificate of satisfactory completion of the course, a dental assistant pin, and a letter of recommendation. The graduate will have a working knowledge of entry level dental assisting and be able to begin a career as an entry level dental assistant.

## **Office Hours**

Colorado Dental Assisting School, LLC's office hours are Monday thru Friday 8am to 5 pm and during class hours.

## **Academic Calendar**

Classes are held 4 times per year starting in January, March, May, and September tentively. Enrollment is accepted up to one week prior to the 1<sup>st</sup> class of each term, by filling out the registration form and submitting it to Colorado Dental Assisting School, LLC's office. Late enrollment is permitted upon the discretion of the Director of Education. Classes are held for 10 consecutive weeks excluding holidays. Optional externships will be available after each 10 week course is completed.

## **Holidays**

Colorado Dental Assisting School's will be closed on New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas Eve, and Christmas Day.

## **Admission Requirements**

1. Student must be at least 18 years of age.
2. Student must have a high school diploma or GED equivalent.

## **Description of Curriculum**

The curriculum of the school consists of one program at this time, **Entry Level Dental Assisting**

### **Course Numbers and Hours**

- DA 1.1 Dental Theory and Terminology 10 Hours
- DA 1.2 Receptionist / Front Office 10 Hours
- DA 1.3 Four Handed Dental Assisting 20 Hours
- DA 1.4 Radiology 8 Hours
- DA 1.5 Cements and Liners 5 Hours
- DA 1.6 Impressions and Model Trimming 5 Hours
- DA 1.7 Sterilization Techniques 10 Hours
- DA 1.8 Pharmacology and Anesthesia 5 Hours
- DA 1.9 Job Interview and Placement Assistance 5 Hours
- DA 1.10 CPR Certification class 2 Hours
- DA 1.11 Optional Externship Program

The course numbering system uses a five or six digit alpha numeric identifier. The prefixes are characters that represent the type of course and the suffixes are numbers that represent the sequence in which they are taught. A clock hour is defined as a minimum of 50 minutes of supervised directed instruction and appropriate breaks.

# Entry Level Dental Assisting Program Outline

## DA1.1 Dental Theory and Terminology

- A. Dental and oral anatomy, tooth identification and numbering system
- B. Anatomy and physiology of the head and neck
- C. Instrument nomenclature and identification for all aspects of General Dentistry
- D. Dental terminology
- E. Equipment operation, chair positioning, assistant equipment usage
- F. Treatment options available, depending on oral conditions

## DA1.2 Receptionist–Front Office Management

- A. Phone techniques and appointment book control
- B. Billing; accounts receivable and accounts payable
- C. Filing insurance forms and pre-treatment estimates
- D. Insurance terminology
- E. Paperless office

## DA1.3 Four Handed Dental Assisting

- A. The taking and recording of vital signs
- B. Hand washing techniques and practices
- C. First aid training and emergency care
- D. Instruction in HIV/AIDS awareness/prevention
- E. Safety techniques while working in the laboratory or with patients
- F. Instrument transfer techniques, chair-side assisting and patient suctioning
- G. Body mechanics for the patient and assistant
- H. Tub and tray systems of instruments and materials
- I. Familiarity and use of instruments and materials in assisting for: **1. Operative Dentistry** – amalgam and composite fillings **2. Oral Surgery** – instruments, procedures and post-op protocol **3. Crown and Bridge** – impression taking, temporary fabrication, cord packing, hemostatic agents, introduction into various crown types **4. Endodontics** – instruments, medicaments and materials; how and why they are used **5. Periodontics**– disease origin and usual treatment methods **6. Pedodontics** – commonality and differences in treating children vs. adult patients

## DA1.4 Radiology

- A. X-ray theory and technique, use of Rinn holders and other methods
- B. Intraoral, bitewing, panoramic, and endodontic exposure methods
- C. Working with Digital X-rays and Cephalometric projections
- D. X-ray interpretation, safety and precautions.

### **DA1.5 Cements and Liners**

- A. Introduction to various cements and liners used in dentistry
- B. Practice mixing cements and liners

### **DA1.6 Impressions and Model Trimming**

- A. Impression materials and practice in their uses: alginates, polyvinyl silicone, etc.
- B. Wax bites, counter impressions
- C. Model pouring and trimming

### **DA1.7 Sterilization Techniques**

- A. Sterilization theory and terminology, autoclave operation
- B. Instrument and equipment sterilization/disinfection
- C. Treatment room disinfection and asepsis techniques
- D. Handpiece care and maintenance

### **DA1.8 Pharmacology and Anesthesia**

- A. Functions of pharmacology and anesthesia as they relate to dentistry
- B. Common drugs or their reactions/allergies as they relate to dentistry
- C. The use of PDR (Pharmaceutical Drug Reference)
- D. Topical anesthetics and their proper application/side effects

### **DA1.9 Job Interview and Placement Assistance**

- A. Proper image, dress, resume, and how to prepare for the job interview process
- B. Difficult questions you may face – how to answer them
- C. Do's and don'ts during the interview

### **DA1.10 CPR Certification**

- A. Proper technique in CPR

### **DA1.11 Optional Externship**

- A. Optional hours available to spend in a working dental office
- B. Opportunity to perform all tasks learned in class



## **Standards of Satisfactory Progress and Completion**

A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate and letter of recommendation but will be allowed to retake the entire program (if desired) at a reduced fee of \$2000.

A mid-term examination will be given at the mid-point and final written examination will be given at the end of the program. Each exam is worth 33% of the final grade. The final 34% of the grade is from a practical exam given on the last day of the program. Should the student receive a failing grade on the mid-term examination or is not progressing in a satisfactory manner, the student will be informed in writing and be given an opportunity to raise their grade on the final written and practical exam.

Grades will be provided to the student at the end of the class in which the exams are given.

The grading scale used is:

92-100%	A
84-92%	B
76-83%	C
70-76%	D
Below 70%	F

## Attendance Policy

Successful performance in the school's courses is dependent upon regular student attendance and participation. It is the School's expectation that students will participate in every class, independent of whether attendance is formally part of the course grade.

### Excused Absences

1. Excused absences are authorized by the Colorado Dental Assisting School. Anticipated excused absences must be cleared with the instructor prior to the event, and religious observances must be declared at the beginning of the course. An independent official must verify unanticipated or emergency excused absences.

Examples of excused absences and the required documentation and verification are offered in the

Following tables:

<b>Anticipated:</b>	<b>Required Documentation:</b>
Official Colorado Dental Assisting School holiday	No verification required
Required court or jury appearance	Clerk of the Court
Required military obligation	Copy of orders; or commanding officer
Religious observances	Student initiated request

<b>Emergency or Unanticipated:</b>	<b>Required Documentation:</b>
Extraordinary illness or injury	Physician
Death of Family member	Copy of death certificate, family relationship
Inclement weather / Open campus	Highway department closed road verification

2. Upon failure of the student to notify the instructor in advance (anticipated) or immediately upon return (emergency), the instructor may consider the absence unexcused. Instructors have the right to ask for written, independent verification of an

excused absence before classifying the absence as excused, or before providing any accommodations for the absence.

3. Students are responsible for identifying anticipated absences at the beginning of the quarter in order to give instructor time to mentor the student about possible accommodations and to provide counseling about whether the student should continue in the course. Students who know in advance about numerous excused absences should avoid, when possible, select course dates.

4. The lack of attendance or class participation as a result of excused absences cannot be counted against a student in a class with required attendance or participation, unless such absences are so numerous as to interfere with the learning process or to preclude an adequate evaluation of student performance in which case an administrative solution should be explored.

5. Students are responsible for materials covered in classes missed during an excused absence. It is the student's responsibility to verify excused absences and to contact the instructor for completing missed materials and assignments.

6. For students with excused absence(s), faculty members will provide accommodations consistent with the number of assignments missed, pedagogy of the discipline, and time frame available. Any makeup accommodations must be at a time and place mutually agreeable to the instructor and student. Accommodations are restricted to material(s) for which the student was originally responsible. Accommodations may include, but are not limited to, the following:

- a. appropriate substitute assignments, examinations, quizzes, or projects
- b. assignment of individual extra credit equivalent to the missed graded assignment(s)
- c. recalculation of grade on remaining assignments

### **Unexcused Absences**

1. Student absences that do not meet the criteria for an excused absence are classified as unexcused.

2. Faculty are under no obligation to allow students to make up, or to provide any grading adjustment for, a missed assignments as a result of an unexcused absence. Instructors may have class policies that lower a student's grade because of unexcused absences.

3. A student who believes a faculty member's attendance policies are inconsistent with school's policies or unfair for the circumstances should discuss the situation with the instructor.

### **Religious Observances**

1. While Colorado Dental Assisting School is a private institution governed by secular policies, instructors have a legal and moral obligation to accommodate students who must miss class because of religious observances.

Instructors are encouraged to plan examinations and graded assignments to minimize conflicts with major religious holidays. Students must notify instructors at the beginning of the course about religious conflicts with graded assignments outlined in the syllabus.

2. Students and instructors are encouraged to exercise sound judgment pertaining to absences associated with the observance of religious, or ethnic, holidays.

## Description of Certificate Awarded

A certificate similar to the one shown here will be awarded upon completing the program with a passing grade

### Colorado Dental Assisting School, LLC

Certifies That

**Mary Brown**

Has satisfied all requirements and duly completed the educational program sponsored by this institution in

**Dental Assisting**

And has met the requirements for the State of Colorado and State Board of Dentistry for Dental Assisting.

In witness, this Certificate of Achievement has been awarded on

**August 10, 2013**

*Douglas Peak, DDS*



## Tuition and Financial Arrangements

The tuition for the Entry level dental assisting program offered by this institution is:

**\$3995.00**

The above tuition covers all costs for the program, including the \$100 non-refundable registration fee. Lunch is not provided, however several eating establishments are within short walking distance.

The tuition may be paid using one of the following arrangements:

1. **Cash or Check:** Accept personal checks via payment in full five days prior to the first day of class
2. **Credit Cards:** Accept all credit cards via payment in full prior to the first day of class
3. **In-house Payment Plan:** Accept \$100 registration fee (refundable up to 30 days before session). Three installments: \$1,325 (1st day of class), \$1,325 (14th day of class), and \$1,245 (28th day of class)
4. **Long-term Financing:** Accept and arrange for outside financing for those that are approved from Care Credit or Enhance Patient Financing, or Lending Tree.
5. **Grants:** The Workforce Center offers Workforce Investment Act (WIA) grants to people who qualify. Arrangements must be made prior to the first day of class. We do not qualify for most other government student grants (Pell) as the program is not the one year length those programs require.

The program will run ten (10) consecutive weeks (excluding holidays), eight classroom hours per week for a total of eighty (80) classroom hours of instruction. This will include lecture material as well as clinical "hands on" training. In addition, there is approximately 60 hours of home study plus an optional externship where you will be able receives practical on-the-job training.

The tuition fee includes all of the following:

- Textbook: "Modern Dental Assisting", Torres & Ehrlich, 10th Edition (Saunders) Published 2011
- Textbook: "Concepts in Dental Assisting", Richard Erickson, DDS, 4th, Edition (DCI Publishing) Published 2012
- All training and visual aids, materials and dental supplies used in the clinical training.
- A set of professional scrubs
- A teeth whitening kit. (\$100 value)
- CPR Certification
- Use of all equipment and instrumentation with actual "hands on" training during the program of study. There are **no** hidden costs or expenses once you get started.

A **Certificate in Entry Level Dental Assisting**, **Dental Assistant** pin, and a letter of recommendation outlining your training and experience will be awarded to all students who have attained a 70% or above grade average.

The following skills are taught in our program: X-ray training in accordance with state regulations as well as training in all phases of General Dentistry, including, Endodontics, Crown & Bridge, Cosmetic Bonding, Amalgam Restorations, Impressions, Oral Surgery, Periodontics, 4-handed dentistry, Front Desk, CPR Certification and much more.

All training is done by dental professionals in an actual practicing dental office, not a classroom.

## Refunds and Cancellations

- A graduation certificate, letter of recommendation, and pin will only be awarded to those students attaining a 70% or above grade average. Those students whose grade average is below 70% will not receive a certificate and letter of recommendation.
- Cancellation date is based on when cancellation notice is received by the school.
- A full refund will be made of all deposits or payments if the student is not accepted.
- A full refund will be made of all deposits or payments if cancellation is made up to 30 days prior to the class starting date or up to 3 days after applying for the class. Students have a 3-day cancellation right to a full refund accept when student has started training.
- All but \$100 will be refunded if cancellations are made after 3 days after applying for the class.
- If cancellation is made after the first class but prior to the second class, all but \$489.50 will be refunded. (10% of tuition and registration fee)
- For cancellations during Classes 2 through 4, \$1,073.75 will be retained and any remaining balance will be refunded. (25% of tuition and registration fee)
- For cancellations for classes 5 through 6, \$2,047.50 will be retained and any remaining balance will be refunded. (50% of Tuition and registration fee)
- For cancellations for classes 7 through 8, \$3,021.25 will be retained and any remaining balance will be refunded. Any cancellations after this will be non-refundable (75% of Tuition and registration fee )
- If a student drops out of the program at any point, and decides to re-register for a future class, full tuition fee of \$3,995 will be charged and no credit will be given to payments made for the previous class.
- Refund will be made within 30 days of termination or receipt of cancellation notice.
- A student can be dismissed, at the discretion of the Clinical Director, for misconduct, nonpayment of tuition, or failure to comply with the Student Conduct Policy.
- For any program or course that is postponed by the institution, the student will have the right to request a refund or continue on with the class with the updated schedule.
- For any program or course start date that is postponed by the student, all but a \$100 will be refunded if student cancels prior to the first class.
- For any program or course that is cancelled by the institution, the institution will refund the tuition in full or apply the tuition to a future course depending on the wishes of the student.
- The policy for the granting of credit for previous training shall not impact the refund policy

## Physical Facilities and Equipment

The facility is located in a modern dental office. There are 13 fully functional dental operatories, each with its own digital x-ray machine, dental chair, doctor and assistant stools, and rear delivery systems. In addition, there is a panoramic x-ray machine, Cephalometric projections, dental lab, two separate sterilization areas and fully computerized paperless business office.

Classes are taught using power point presentations in a lecture room. In addition, the school has numerous dental textbooks and journals all of which are available to the students. Clinical exercises are taught both in the dental treatment rooms and in the dental laboratory. Scheduled breaks will be taken in the classrooms.

## Placement Services

Placement services shall be provided to all graduates at no charge. A letter of recommendation outlining your training and experience will be given to all students who have attained a 70% or above grade average. The current class will be put on a list that will be made available to any inquiring dentists.

No guarantee of placement to graduates will be made but every effort will be made to help graduates find a position upon graduation.

Dentists in the area will be made aware of our school and will be advised when graduates are available. Every effort will be made to provide qualified entry-level assistants to any dentist inquiring about availability from our school.

## Transfer of Credits

Any previous courses taken in dental assisting may have credit granted towards this course. Depending on the level of knowledge, courses taken and prior experience the student may be excused from taking certain classes. However, the student is still responsible for taking and passing all examinations. Students must be in attendance on exam days in order to take exams.

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution.

## Disclosure Statement

By satisfactorily completing this program, this qualifies you to begin a career as an entry level dental assistant in any office. Note this is **not** the course that is needed to obtain the title Certified Dental Assistant (CDA).

This program is licensed by the Colorado Department of Higher Education, Division of Private Occupational Schools. Additional information regarding this institution may be obtained by contacting the Colorado Department of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, CO 80202.



Students are encouraged to contact the commission with any questions or comments regarding Colorado Dental Assisting School, LLC.

## **Student Records**

Student records will be stored onsite of the school facility for a period of seven years. All records will be stored digitally and will be available to students upon their request, and to interested dentists upon written permission of the student concerned.

## **Student Academic Conduct Policy**

### **Expectations**

Integrity is a concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the Colorado Dental Assisting School, LLC community, students accept the Student Academic Misconduct Policy and are expected to always engage in ethical decision-making. Students enrolling in Colorado Dental Assisting School, LLC assume the obligation to conduct themselves in a manner compatible with Colorado Dental Assisting School, LLC 's function as an educational institution.

#### **A. Honesty**

Honesty is the foundation of teaching, learning, research and service; and the prerequisite for full realization of trust, fairness, respect and responsibility. Students and faculty alike must be honest with themselves and others.

#### **B. Trust**

Colorado Dental Assisting School, LLC fosters a climate of mutual trust and encourages the free exchange of ideas. Only with trust can the public believe in the social value and meaning of an institution's certificates.

#### **C. Fairness**

We strive to establish clear standards, practices, and procedures and expect fairness in the interactions of students, faculty and administrators. Important components of fairness are predictability, clear expectations, a predictable and transparent process, as well as consistent and just responses.

#### **D. Respect**

As an academic community of integrity, we recognize the participatory nature of the learning process and honor and respect a wide range of opinions and ideas. Students and faculty must respect themselves and each other as individuals. All must show respect for the contribution of others by acknowledging their intellectual debts.

#### **E. Responsibility**

Every member of an academic community – each student, faculty member and administrator – is responsible for upholding the integrity of the courses.

Individuals must take responsibility for their own academic honesty and must not tolerate or ignore academic dishonesty on the part of others.

**F. Professionalism**

Because students are aspiring professionals, our community expects them to exercise professional conduct during their career as students and uphold the core value of integrity.

**Academic Misconduct Violations – Definitions**

Academic Misconduct is any intentional or unintentional occurrence of the following:

- A. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
- B. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
  - 1. Providing or receiving aid in connection with any academic assignment;
  - 2. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation for use during the academic evaluation or assignment;
  - 3. Communication in any manner with another student;
  - 4. Working with others on graded coursework, including in-class, on-line and take-home examinations; or
  - 5. Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
- C. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
- D. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
- E. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.

- F. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
- G. Facilitating, permitting or tolerating any of the above-listed items.

### **Procedures for Handling Student Academic Misconduct**

These procedures are designed to encourage a fair and appropriate response to allegations of student academic misconduct. They may be modified in individual cases, so long as the student agrees in writing to the proposed modifications, is provided an opportunity to respond to allegations of academic misconduct within a reasonable time after the allegations have been made, and the modifications do not violate fair process.

- A. Anyone with a good faith basis for believing a student has violated this policy may report the alleged violation to the responsible instructor, chair/director, dean or appropriate designee within the academic unit. The person who pursues the allegation may be the responsible instructor or a designee appointed by the supervisor of the academic unit in which the course is located. It is expected that appropriate review and consultation with a supervisor or chair or dean is a part of this process.
- B. A faculty member or primary course instructor who suspects that a student has committed an act of academic misconduct:
  - 1. Shall notify the student of the nature of the allegation and offer the student an opportunity for an initial meeting to discuss the allegation and to present any relevant information. When possible, this initial meeting shall occur within five (5) college working days of discovery of the alleged violation.

or

  - 2. Shall notify the student of the nature of the allegation and schedule an initial meeting with the student within five (5) college working days of discovery of the alleged violation. The message shall contain the following: "This message concerns the \_\_\_\_\_ (paper, report, assignment, etc) that you submitted in partial fulfillment of the course requirement in your \_\_\_\_\_ (course number and section) class on \_\_\_\_\_ (date). My initial examination of that (paper, report, assignment) reveals that you may have violated the Colorado Dental Assisting School, LLC Student Academic Misconduct Policy. I request that you meet with me on \_\_\_\_\_ (date of initial meeting) at \_\_\_\_\_ (time) in \_\_\_\_\_ (location)." (parenthetical material deleted)
- C. Proceedings in case discussions are informal and non-adversarial. The responsible instructor/designee may make a verbal agreement on, or provide the student with a written or electronic notice of, a scheduled meeting. The responsible instructor/designee may request a witness to be present for this

meeting. In compelling circumstances, this initial meeting may also be referred to the Director of Education.

- D. The purpose of this initial meeting will be to review and discuss the charges before a decision is reached. The responsible instructor/designee may use documentary evidence, provided the student is allowed to respond to it at the meeting. At the sole discretion of the responsible instructor/designee, a student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as their advisor at an initial meeting. An advisor is not permitted to participate directly or speak for the student, but only may be present during initial meetings or any subsequent university hearings.
- E. At this initial meeting, the following results may occur:
  - 1. The allegations are dismissed.
  - 2. The student accepts responsibility for the violation and accepts the academic sanction(s).
  - 3. The responsible instructor/designee believes a violation occurred with the student not admitting responsibility and requesting a hearing.
  - 4. The student accepts responsibility for the violation but does not accept the academic sanction(s) and requests a hearing.
- F. In any of the above circumstances, the Colorado Dental Assisting School, LLC Student Conduct Report form shall be completed with a signed copy being provided to the student. Authority and jurisdiction for actual determination of academic misconduct and appropriate academic sanctions are with the primary instructor of the class and/or assignment or the approved departmental process in accordance with the Director of Education's approval.
- G. Upon completion of this initial meeting/approved departmental process, if the responsible instructor/designee believes academic misconduct has occurred at any level, he or she shall notify the Director of Education for resolution of a Student Conduct Code violation and shall include a copy of the signed Alleged Student Misconduct Report form and copies of any relevant documentation used in determining the violation. The responsible instructor/designee shall forward the Alleged Student Misconduct Report and copies of relevant documentation within ten (10) college working days of discovery and/or the initial meeting with the student.
- H. The Director of Education will notify the charged student via Certified Mail. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.

- I. If the student does not attend the initial meeting, the instructor shall forward the charge to the Director of Education's office.

### **Hearing and Appeal Procedures for Academic Misconduct**

- A. In any case where a student requests a hearing beyond the initial meeting , it shall occur in the following order:
  1. If the student wishes to appeal the findings of the responsible instructor or department chair/director/designee/committee, he/she must file the appeal of the decision and any sanctions to the Directors' Office of Colorado Dental Assisting School, LLC. This appeal must be filed within five (5) working days of the student's initial meeting with the instructor filing the report. The Director of Education will meet with all parties and all parties will be notified within fifteen (15) college working days of the outcome of this appeal; sending his/her decision to the student and instructor.
  2. When a student is appealing the academic sanctions given as a result of an allegation of academic misconduct, and when such sanctions are provided in departmental publications and/or in the responsible instructor's class syllabus, close consideration of materials will be given based on the clarity of the publication.
  3. In cases involving suspension or expulsion, the President's decision shall constitute the final authority.
- B. A student alleged to have committed academic misconduct is not permitted to withdraw from the class in question unless the matter is resolved in the student's favor, without the responsible instructor's expressed permission, and may not be permitted to do so if withdrawing from the class would negate the academic sanction.

### **Confidentiality of Records**

All records in relation to a student misconduct case will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the U.S. Department of Education guidelines for implementation. Transcripts of academic records shall contain information about academic status, including disqualification for academic or conduct reasons, and expulsion, suspension and revocation of admission for disciplinary reasons. The school vigorously protects the privacy of student education records.

## **Sanctions for Academic Misconduct**

Potential sanctions for academic misconduct may include, but are not limited to, any one of the sanctions listed below singularly or in combination with each other:

### **A. Academic Sanctions**

1. Resubmitting an assignment
2. Reduction of points/letter grade for the assignment
3. Reduction of points/letter grade for class
4. Failing grade for assignment
5. Failing grade for class

**NOTE:** *Each of the above may be agreed upon at the initial meeting.*

### **B. Conduct Sanctions**

1. Reflection Letter of Understanding
2. Skill Remediation
3. Academic Integrity Seminar
4. Conduct Warning or Probation
5. Loss of Privileges\*
6. Transcript notation (approved by the Director of Education)
7. Suspension or Removal from program, school or college (approved by Director of Education)
8. Suspension
9. Expulsion
10. Revocation of a degree or certificate
11. Referral to the appropriate legal authorities

\*In instances where it is determined that the academic misconduct is of both an intentional and egregious nature, and the resulting academic sanction is a failing grade in the course, the student may lose the privilege of evaluating a course instructor.

## Student Services

Students needing advisement on Academics, Personal Issues, or Placement Services should consult with any faculty member of the school, all of whom are knowledgeable regarding these issues.

Any student that wishes to appeal academic or disciplinary actions should consult directly with the school director, Andrea Smalls. In the event that agreement regarding any dispute cannot be reached, students are entitled and encouraged to contact our licensing organization which is the Colorado Department of Higher Education, Division of Private Occupational Schools, 1560 Broadway, Suite 1600, Denver, CO 80202. Complaints can also be filed online with the Division of Private Occupational Schools at [higher.colorado.gov/dpos](http://higher.colorado.gov/dpos) or by calling 303-866-2723. There is a two-year limitation (based on the student's last date of attendance) on the Division taking action on student complaints.

## Student Grievance Procedure

### Basis

This Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants action, including the right to secure educational benefits and services.

### Definitions

**Complainant(s)** is a person who is subject to alleged inequity as it applies to Colorado Dental Assisting School LLC's course policies. For purposes of this procedure, a complainant is student who was enrolled at the time of the alleged incident.

**Respondent(s)** is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can be a Colorado Dental Assisting School LLC employee(s), student(s) who was enrolled at the time of the alleged incident, authorized volunteer(s), guest(s), visitor(s), or school.

**Grievance:** A grievable offense is any alleged action which violates or inequitably applies State Board Policies. The complainant must be personally affected by such violation or inequitable action.

**Non-grievable matters:** The following matters are not grievable under this procedure except as noted: matters over which the college is without authority to act; grades and other academic decisions unless

**Notice:** Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailing by certified mail, or email with receipt notification to the address the student has filed with the Colorado



Dental Assisting School LLC's office. If notice is mailed, student shall be given three (3) additional days to respond.

**Day:** Refers to calendar day unless otherwise noted below.

**Remedy:** The relief that the Grievant is requesting.

### **Filing a Complaint**

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report.

### **Procedures**

Students must timely submit all grievances in writing to the Director of Education. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable. There is a two year statute of limitations on the Division taking action on a complaint starting the student's last day of class.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

The Colorado Dental Assisting School's community benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns students may have about the implementation of policies and procedures that govern the institution.

### **Informal Grievance Process**

Complainant is encouraged to resolve the issue with the Respondent through the informal process. The Director of Education shall facilitate the informal process. If the informal grievance process is unsuccessful, or if Director of Education or the complainant chooses not to pursue the informal process, the Director of Education will open a formal grievance case.

### **Formal Grievance Process**

Complainant must timely file a written statement of the actions complained of and describes the remedy s/he is seeking with the Director of Education. A matter could also



be referred to this process by the Colorado Dental Assisting School president or his/her designee. Once a written grievance is filed or referred, the Director of Education or designee will determine whether or not the situation states a grievable offense. The matter will be closed if the situation is determined not grievable and the Complainant will be notified of the reasons.

If the matter is determined to be grievable, the Director of Education will request a meeting (hearing) with both the complainant and respondent. Both parties will be given the opportunity to discuss the allegations of the grievance and may offer any documentation, witnesses, or other materials in support of the complaint. During this hearing, neither party may have a representative, including attorneys or law students. These procedures are entirely administrative in nature and are not considered legal proceedings.

No audio or video recording of any kind other than as required by institutional procedure is permitted.

The Director of Education may also contact or request a meeting with relevant school staff, students, or others as part of the investigation.

At the Director of Education's discretion, the Colorado Dental Assisting School may discontinue meetings with anyone that is causing a disruption to the process or is being uncooperative, and will proceed to make a determination based on the information known at that time.

Based on the preponderance of evidence, the Director of Education shall issue a decision, in writing, to both the complainant and respondent. The decision shall reject or grant the grievance and make recommendation(s) to resolve the issue(s). The complainant and respondent shall be advised of his/her right to appeal the decision, subject to the grounds below, by filing a written appeal with the Director of Education within seven (7) days of service of the Decision.

In the event of an appeal, the Director of Education shall give written notice to the other party to allow him/her the opportunity to submit a response in writing. The Director of Education will also draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the owners of Colorado Dental Assisting School for initial review to determine if the appeal meets the limited grounds and is timely. The original finding will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding is presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); or

To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding. A summary of this new evidence and its potential impact must be included in the written appeal.

If the owners of Colorado Dental Assisting School determine that new evidence should be considered, it will return the complaint to the Director of Education to reconsider in light of the new evidence, only.

If the owners of Colorado Dental Assisting School determined that a material procedural or substantive error occurred, it may return the complaint to the Director of Education with instructions to reconvene the hearing to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the Director of Education in cases of bias, the owners of Colorado Dental Assisting School may order a new hearing be held by a different individual acting in the place of the Director of Education. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

### **Special Grievance Process Provisions**

In the event that the student is under the age of eighteen or incapacitated, s/he may have an advisor present to assist him/her in presenting his/her case.

Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.

The student is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing except when the student is under the age of eighteen or incapacitated.

Student shall have the right to identify documents, witnesses and other material he/she would like the Director of Education to review before making a final decision.

Any hearing held shall be conducted in private unless all parties agree otherwise.

A record of the hearing should be maintained by the Director of Education.

If student has a disability and would like to request an accommodation to assist him/her through the grievance process they may do so by informing the Director of Education.

If the grievance is against the Director of Education, the President or other person designated by the president shall perform the duties of the Director of Education.

Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Standard of proof-the school will use the preponderance of evidence standard in the grievance proceedings, meaning, the school will determine whether it is more likely than not the complainant was subjected to inequity as it applies to the schools policies.

The procedural rights afforded to students above may be waived by the student.

## **Retaliatory Acts**

It is a violation of the grievance procedure to engage in retaliatory acts against any employee or student who files a grievance or any employee or student who testifies, assists or participates in the grievance proceeding, investigation or hearing relating to such grievance.