



CHANGING LIVES

Dental Assisting



Program Information & Application Process
Kokomo – Region 5

2019-2020



Dental Assisting Program
School of Health Science
Ivy Tech Community College – Kokomo
2019-2020

Dear Interested Candidate:

Thank you for your interest in the Dental Assisting Program offered at the Kokomo Campus of Ivy Tech Community College. Attached you will find the application steps, information about the program, the current suggested curriculum sequence, and the forms needed to complete the application process.

Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools and the American Dental Association Commission on Dental Accreditation.

We want to help you with your goals to become a part of the health care team. Please carefully read the information supplied in the packet.

If you have any further questions, please call my office at the Kokomo Campus: (765) 252-5572

Sincerely,

Kristy Parker

Kristy Parker, MEd, CDA, EFDA, CPDA
Dental Assisting Program Chair

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. The college also provides opportunities to students on the same non-discriminatory opportunity basis.

Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

**Ivy Tech Community College
Kokomo – Region 5
Dental Assisting Program**

Dental Assisting Program Overview

Introduction

Welcome to Ivy Tech Community College. It is the second largest college in Indiana.

The purpose of the application booklet is to explain basic information about the history, the program of study, and the present admission process to the Dental Assisting Program, One-Year Technical Degree. We encourage you to read the document thoroughly and mark any areas that may raise questions and warrant clarification. Please call the Health Science Division of Kokomo at (765) 252-5572.

The Technical Certificate Dental Assisting Program has specific technical ability (physical and mental) requirements. A list of those abilities is enclosed with this document. Also enclosed is a list of competency statements. If an applicant has a question about these statements, or if the applicant would like to request accommodations for his/her disability, please contact the program chair at the above number.

It is important to note that acceptance to the program is separate from admission to the College as a degree seeking student. Students may be accepted to the College, and take Academic Skills Advancement Courses, General Education Courses, or other courses that require program acceptance. Please see the application procedure found within this information and application process packet.

Professional Overview

The educationally qualified dental assistant plays a vital role as a member of the dental health team. Didactic, laboratory and clinical content are included in a one year academic program. Each state has a dental practice act that governs which duties a dental assistant can and cannot perform.

Program History

Following the request of local dentists within the Kokomo Region, Ivy Tech Community College submitted a proposal to begin a dental assisting program at its campus. The proposal was approved by the Commission of Higher Education in August of 2001.

The academic portion of the Dental Assisting Program consists of two (2) semesters and one (1) summer session. Courses are offered during daytime hours. Included in the program of study are mandatory clinical requirements, which are completed at affiliated dental offices and clinics. The Dental Assisting Program Faculty is responsible for assigning all clinical rotations.

Dental Assisting Program Specialty Courses are presented in lecture/laboratory format. The lecture presents principles of dental practices, instrument and equipment, and dental procedures. The laboratory portion of these courses provides hands-on experience with dental techniques and instrumentation.

The Dental Assisting Program has a limited enrollment of 24 qualified full-time students per once a year cohort, because of instructor/student ratio and laboratory space limitations. The full-time class begins in August of each year.

The program is accredited by the American Dental Association Commission on Dental Accreditation. For questions regarding your ability to sit for the certification exams, please contact the Dental Assisting National Board, Inc. at www.danb.org.

Successful completion of an American Dental Association-Approved College Dental Assisting Program and successful completion of the General Chair-Side Assisting Certification Exam or the Radiation Health and Safety Exam qualifies a dental assistant to apply for a Dental X-ray Operator License in Indiana. A dental assistant cannot legally operate x-ray equipment in Indiana without this license.

Description of the Profession

The dental profession is dedicated to providing patients with optimum oral health care. In becoming a dental assistant, the assistant will be a representative of the profession and an extension of the dentist in his/her practice. The dental assistant must have the ability to perform under stressful and emergency situations. A stable temperament, a strong sense of responsibility, patience, and concern for detail are required. Manual dexterity and physical stamina are vital. Most duties require sitting for extended periods of time with bending, reaching, pulling, and pushing occurring repeatedly during a normal eight (8) hour work period. The dental assistant's full attention and focus are mandatory for the task being performed.

Program Mission and Purpose

It is the mission and intent of the Dental Assisting Program Faculty to view the educationally qualified dental assistant as a person who has received specified technical and clinical training that allows them to function as a productive and valuable member of the dental health team. Faculty define education as a teaching/learning process whereby the assimilation of appropriate knowledge, skill, and judgment produce a graduate dental assistant, who is a credit to his/her profession, with the competencies to successfully complete the National Certification Examination. Consistent with the philosophy of Ivy Tech Community College, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundation knowledge with clinical experience. Furthermore, faculty feels this is necessary in order for the students to become an integral supporting link in the environment of a professional dental practice. The dental assistant contributes to the well being of the patient by professional competency in assisting the dentist in the care of the patient in the general, specialty, emergency, and administrative areas of dentistry.

Teaching and Clinical Facilities

All facilities and resources of Ivy Tech Community College's Region 5 Area are available to dental assisting students. Students may use the College's library, open computer lab, the Academic Support Center, student services, and other academic services. All didactic courses are taught at the Kokomo Health Science campus by faculty with degrees in the appropriate field of study. Clinical experience is an integral part of the educational experience for all dental assisting students. The Dental Assisting Program has affiliation agreements with a wide range of dental offices to provide student-learning experiences.

Drug Testing and Criminal Background Checks

Ivy Tech Community College requires drug testing for admission to the College and it may be required for participation at clinical, practicum, externship, or internship sites. Results of drug testing could impact your ability to participate in the activities. Many health care employers now require negative results from drug testing before employment. Our clinical affiliate institutions may require that students also meet that requirement before participating in patient care or observation of patient care.

If the clinical facility where the students are attending requires a criminal background check, the student must comply with the facilities request. No exceptions will be allowed. The cost of the background check will be at the expense of the student.

Criminal Background Checks are a requirement for admission to the Dental Assisting program. The instructions for completion of background checks will be mailed to each student along with the acceptance letter.

Application to the College

Step 1

Attend an Ivy Tech Community College advising meeting prior to enrolling into courses. Complete the admissions application and return it to the Records Office, located in the Office of Student Affairs.

Step 2

Submit an official high school or GED transcript. If you have previously attended an accredited postsecondary institution(s), please submit a transfer of credit form (located in the Records Office) to request credits from the institution(s).

Step 3

Complete one of the following:

- a. ACCUPLACER evaluation – scores will determine initial course placement.
ACCUPLACER EVALUATION

This evaluation is designed to measure your strengths and weaknesses in reading, writing, and mathematics. There is no charge for the evaluation, which is offered throughout the semester. Accuplacer is not timed, but usually takes two hours to complete. Accuplacer may be taken on a walk-in basis at the Testing Center at any of the campuses in the Kokomo Region. The center is sometimes reserved for specialized testing so individuals are encouraged to call ahead prior to taking the test. You may do so by calling the main campus at (765) 459-0561 for walk-in testing availability.

- b. SAT or ACT scores – scores of 460 verbal or 460 math on the SAT (or scores of 19 reading, 19 writing and 19 math on the ACT) will allow the student to waive a portion of the ACCUPLACER.
- c. Associate degree or higher from a regionally accredited institution of higher learning (official college transcript required), with evidence of successful completion of college-level algebra.
- d. Comparable Academic Skill Advancement or General Education courses with a grade of “C” or better at a regionally accredited institution of higher learning (official transcript required.).

Step 4

After you have completed the application procedure to Ivy Tech, you will need to schedule an appointment with an advisor. Registration for required academic skills, general education and recommended pre-program coursework may now take place.

Application to the Dental Assisting Program

Introduction: After you have completed the College’s application procedure (Steps 1-4), and have completed all recommended Academic Skills Advancement courses, you may be considered for admission to the Dental Assisting Program. It is your responsibility to meet deadlines, or to contact the Health Science office to schedule appointments as necessary. We also ask that you inform the Health Science office if your plans change and you cannot keep a scheduled appointment.

**Application Deadline
is April 1st**

Step 5

You will be notified of your acceptance to the program. At that time, you will be requested to sign a statement of commitment to attend the program along with background check instructions. You will be given two weeks to complete the forms and return them to the Health Sciences Office. Failure to return both forms may cause your status to change from accepted to non-accepted. It is very important to return the commitment statement by the date specified in the letter.

Step 6

You will be required to attend an orientation meeting prior to the beginning of the semester classes. You will be enrolled in your classes, as well as receiving medical and dental forms, book lists, supply lists, and the Student Handbook.

Start of Dental Assisting program	Application Deadline Dental Assisting	Official Verification of Grades from other Colleges Due	Letters Sent on or before
Fall	April 1	May 16	May 30

Program Application Requirements

1. The applicant **MUST** have a high school transcript or GED.
2. If a recognized deficiency is identified on the ACCUPLACER evaluation in reading, writing, and mathematics, the applicant will be required to complete recommended academic skills courses before entering the program.
3. The program **HIGHLY RECOMMENDS** taking Dental Terminology.

Student Selection Criteria

The following criteria are established by Ivy Tech Community College for acceptance into the Dental Assisting Program.

Each application will be reviewed for the following:

- General Statement of Application
- Grades in the following prerequisite college courses:
 - English 111
 - Communications 102 OR 101
 - IVY112
 - HLHS 101

Required General Education Courses

The following points will be earned, depending on the grade in ENGL111, COMM102, IVY112, and HLHS 101:

<u>Grade</u>	<u>Points</u>
A	6
B	4
C	2

Multiple course attempts:

When the student has taken a prerequisite course more than once, points will be determined using the highest grade for the initial (first) two course attempts appearing on both Ivy Tech and other college transcripts. **A grade of “W” counts as an attempt.** Grades for courses over 5 years old may be excluded from consideration with the applicant’s written request included in the application packet. Excluding those grades from the admission point system does not affect calculation of the student’s grade point average. (GPA)

Candidates applying for the Associates of Applied Sciences degree must complete the following coursework in order to complete the AAS degree. These courses may be taken before entering the dental assisting program or after completing the Technical Certificate.

- MATH 123 Quantitative Reasoning
- APHY 101 Anatomy and Physiology I
- APHY 102 Anatomy and Physiology II
- PSYC 101 Introduction to Psychology
- SOCI 111 Introduction to Sociology
- DENT 171 Dental Terminology

APPLICANTS THAT ARE NOT ACCEPTED

Each applicant will be informed of his/her status. Applicants will be placed in 1 of 3 categories:

1. Accepted
2. Alternate
3. Declined

Candidates placed on alternate status will be offered a position if an accepted candidate declines their position.

Re-Application Process

Application materials such as ACCUPLACER scores are valid for two years. An applicant is considered “active” from date of application until April 1st. If an applicant is not accepted, his/her file will remain in the Health Sciences Office as an inactive file for one year.

If an applicant is interested in being considered for admission the following year, the applicant must notify the Dental Assisting Program Chair in writing to reactivate his/her application prior to the established deadline for that year. If new requirements are in place for applications at that time, the applicant must complete all new requirements. After the second admission deadline has passed, all inactive files will be destroyed.

Health History Form and Essential Functions

All dental assisting applicants must have a physical examination and appropriate immunizations completed prior to entering the program. During the physical, students will be expected to have all of their immunizations updated and/or administered. This includes the Hepatitis B injections. Students are also expected to be tested for tuberculosis. If a student has a positive tuberculosis skin test, he/she will be expected to follow the advice of his/her physician. **Any student who does not complete the health forms or refuses to follow the advice of his/her physician will be withdrawn from the clinical rotations, eliminating the opportunity to graduate from the program.**

Occupational Exposures to Blood

Exposure to Blood

What Health Care Personnel Need to Know

Introduction

Healthcare personnel are at risk for occupational exposure to blood borne pathogens, including Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV). Exposures occur through needle pricks or cuts from other sharp instruments contaminated with an infected patient's blood or through contact of the eye, nose, mouth, or skin with a patient's blood. Important factors that influence the overall risk for occupational exposures to blood borne pathogens include the number of infected individuals in the patient population and the type/number of blood contacts. Most exposures do not result in infection. Following a specific exposure, the risk of infection may vary with factors such as these:

- The pathogen involved
- The type of exposure
- The amount of blood involved in the exposure
- The amount of virus in the patient's blood at the time of exposure

Your employer/clinical site should have in place a system for reporting exposures in order to quickly evaluate the risk of infection, inform you about treatments available to help prevent infection, monitor you for side effects of treatments, and determine if infection occurs. This may involve testing your blood and that of the source patient and offering appropriate post-exposure treatment.

How to Prevent Occupational Exposures

Many needle pricks and other cuts can be prevented by using safer techniques (for example, not recapping needles by hand), disposing of used needles in appropriate sharps disposal containers, and using medical devices with safety features designed to prevent injuries. Using appropriate barriers such as gloves, eye, and face protection, or gowns when contact with blood is expected, can prevent many exposures to the eyes, nose, mouth, or skin.

Essential Functions

The following statements are provided to give the potential dental assistant applicant a description of the type of physical/technical abilities necessary to complete the program to work in the typical dental setting. These abilities are not measured as a requirement for program admission. However, the applicant is encouraged to consider the physical requirements of the program, and make an appointment with the program chair to discuss concerns or requests for accommodation for his/her disability. *Students with documented need for accommodations are to meet with the campus Disabilities Support Service Representative.*

Ivy Tech Community College Essential Functions

Qualified applicants are expected to meet all admission criteria as well as these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet the following criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the program.

FUNCTIONS ABILITY CATEGORY	REPRESENTATIVE ACTIVITY ATTRIBUTE
GROSS MOTOR SKILLS	<ul style="list-style-type: none"> Move within confined spaces of operatory Sit and maintain balance Stand and maintain balance Perform full range of body motion
FINE MOTOR SKILLS	<ul style="list-style-type: none"> Pick up objects with hands Grasp small objects with hands (i.e. instruments) Write with pen or pencil Key/type (i.e., use a computer) Pinch/Pick or otherwise work with fingers (i.e. transfer, retrieve instruments, materials, and equipment) Twist (i.e., turn objects/knobs using hands)
PHYSICAL ENDURANCE	<ul style="list-style-type: none"> Stand, sit, or combination of both for long periods of time (i.e. operative procedure) Sustain repetitive movements (i.e., CPR) Maintain physical tolerance (i.e., work entire day)
MOBILITY	<ul style="list-style-type: none"> Twist Bend Reach Stoop/squat Pull/push Move quickly (i.e., response to an emergency) Climb (i.e., ladders/stools/chairs) Walk
HEARING	<ul style="list-style-type: none"> Hear normal speaking level sounds (i.e., person-to-person report) Hear faint voices Hear in situations when not able to see lips (i.e., when masks are used)
VISUAL	<ul style="list-style-type: none"> See objects up to 20 inches away (i.e., information on a computer screen) See objects up to 20 feet away (i.e., patient in a room) Use depth perception Use peripheral vision Identify color changes in skin Distinguish color intensity (i.e., flushed skin, paleness)
SMELL	<ul style="list-style-type: none"> Detect odors from patients (i.e., foul smelling oral cavity) Detect smoke Detect gases or noxious smells

FUNCTIONS ABILITY CATEGORY	REPRESENTATIVE ACTIVITY ATTRIBUTE
READING	Read and understand written documents (e.g. policies/protocol) Read digital displays (steam autoclave)
ARITHMETIC COMPETENCE	Tell Time Use a calculator
EMOTIONAL STABILITY	Adapt effectively to environments with high tension to insure patient safety Respond quickly and in an emotionally controlled manner in emergency situations Provide emotional support to the patient and attend to the needs of the patient Maintain composure when subjected to high stress levels Focus attention on task Perform multiple responsibilities concurrently
ANALYTICAL THINKING	Transfer knowledge from one situation to another Process information Problem solve Prioritize tasks Use long term memory Use short term memory
CRITICAL THINKING	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information
INTERPERSONAL SKILLS	Negotiate interpersonal conflict Respect differences in patients Establish rapport with patients Establish rapport with co-workers
COMMUNICATION SKILLS	Teach (i.e., patient/family about dental health care) Explain procedures Give oral reports (i.e., reports on patient's condition to others) Interact with others (i.e., dental health care workers) Direct activities of others Convey information through writing

Indiana Licensure Requirements for Dental Assisting Applicants

In the State of Indiana, licensure is not required for general dental assisting duties with the exception of Radiation Health and Safety; however, it is highly recommended that students sit for all three sections of the National Certification Examinations.

Indiana Licensure for Dental Assistant Applicants:

Answer each of the following questions “Yes” or “No”. If you answer any of the questions “Yes”, please provide a complete explanation on a separate sheet. Keep in mind that the licensing agencies may or may not grant a permit based on the level of the infraction.

- Have you ever been convicted of a felony? Yes/No
- Have you ever been denied or had a license/certification revoked? Yes/No
- Have you ever been formally notified of any complaint against you relative to the practice of radiologic technology? Yes/No
- Do you have a drug or an alcohol abuse problem or any mental or physical disability that, through the practice of your duties, may be dangerous? Yes/No

REQUIRED ACADEMIC SKILLS COURSE (PRE-PROGRAM)

(Sufficient score on recent SAT or ACT may substitute for all or part of assessment.)

Check Required Courses:

Completed:

Writing

_____ ENGL 024
(CMPSQ WRIT 23-51 or ASETQ WRIT 32-27)

_____ ENG 025
(CMPSQ WRIT 52-69 or ASETQ WRIT 38-50)

Reading

_____ ENGL 031
(CMPSQ READ 44-65 or ASETQ READ 32-35)

_____ ENGL 032
(CMPSQ READ 66-79 or ASETQ READ 36-40)

Classes that begin with "0" are academic skills courses. They do not count toward a degree, but they will help students gain success in college-level courses.

SCHOOL OF HEALTH SCIENCES

DENTAL ASSISTING

TECHNICAL CERTIFICATE

Curriculum – Dental Assisting

General Education – 10-12 Credits

COMM 102	Introduction to Interpersonal Communication	3
ENGL 111	English Composition	3
IVYT 112	Student Success in Healthcare	1
HLHS 101	Medical Terminology	3
General Education		10

Professional/Technical Courses – 33 Credits

DENT 102	Dental Materials and Laboratory I	3
DENT 115	Preclinical Practice I	4
DENT 116	Dental Emergencies/Pharmacology	2
DENT 117	Dental Office Management	2
DENT 118	Dental Radiography	4
DENT 122	Clinical Practicum I	1
DENT 123	Dental Anatomy	3
DENT 124	Preventive Dentistry/Diet and Nutrition	2
DENT 125	Preclinical Practice II	3
DENT 129	Dental Materials and Laboratory II	3
DENT 128	Coronal Polishing and Fluoride Application	1
DENT 130	Clinical Practicum II	5
ELECTIVE		
DENT 132	Expanded Functions for Dental Auxiliaries	3

	Professional-Technical	36
TOTAL CREDITS		46

DENTAL ASSISTING TECHNICAL CERTIFICATE

One-Year Program of Study Sequence

Semester I	Course	Credits	Contact Hours (per week)
DENT 102*	Dental Materials & Lab I	3	4 lecture/4 lab
DENT 129**	Dental Materials & Lab II (Prerequisite DEN 102)	3	4 lecture/4 lab
DENT 115	Preclinical Practice I	4	4 lecture/ 4 lab
DENT 123*	Dental Anatomy	3	3 lecture
DENT 116*	Dental Emergencies/Pharmacology (Prerequisite DENT 115)	2	2 lecture
		<hr/> <hr/> 15 credits	
Semester II			
DENT 118	Dental Radiography (Prerequisite DENT 115 & 123)	4	2 lecture/ 4 lab
DENT 124*	Preventive Dentistry/Diet & Nutrition (Prerequisite DENT 115 & 123)	2	2 lecture/2 lab
DENT 125**	Preclinical Practice II (Prerequisite DENT 102, 115, 116, 123)	3	4 lecture/4 lab
DENT 122**	Clinical Practicum I (Prerequisite DENT 102, 115, 116 & 123)	1	3 clinical
DENT 117**	Dental Office Management (Prerequisite DENT 123)	2	2 lecture/ 2 lab
DENT 128*	Coronal Polishing and Fluoride	1	.5 lecture/1 clinical
DENT 132 *	Expanded Functions	3	
		<hr/> <hr/> 16 credits	
Summer III			
DENT 130	Clinical Practicum II (Prerequisite DENT 102, 115, 116, 117, 118, 122, 123, 124, 125, 129, 131)	5	2 lecture/ 30 practicum
		<hr/> <hr/> 5 credits	
TOTAL CREDITS *Including prerequisites		46 credits	

* Indicates 1st 8-week course

** Indicates 2nd 8-week course

Ivy Tech Community College

Core Curriculum - Curriculum of Record

Associate of Applied Science in Dental Assisting

Full Time

2018 - 2019

The following suggested sequence includes all course requirements for this degree. You must consult with an academic advisor to determine which electives best meet your career goals.

Program Code: DENT

Anderson - Columbus - Kokomo - Lafayette - South Bend

Semester 1

#	APHY 101	Anatomy and Physiology I	3
#	HLHS 101	Medical Terminology	3
#	ENGL 111	English Composition	3
#	IVYT 112	Student Success in Healthcare	1

Select 1 of the following courses.

#	COMM 101	Fundamentals of Public Speaking	3
#	COMM 102	Introduction to Interpersonal Communication	3

Semester 1:

Semester 2

	APHY 102	Anatomy and Physiology II	3
	DENT 171	Dental Terminology	3
	MATH 123	Quantitative Reasoning	3
	PSYC 101	Introduction To Psychology	3
	SOCI 111	Introduction To Sociology	3

Semester 2:

Semester 3

	DENT 102	Dental Materials and Lab I	3
	DENT 115	Preclinical Practice I	4
	DENT 116	Dental Emergencies/Pharmacology	2
	DENT 123	Dental Anatomy	3
	DENT 124	Preventive Dentistry/Diet and Nutrition	2

Semester 3:

Semester 4

	DENT 117	Dental Office Management	2
	DENT 118	Dental Radiography	4
	DENT 122	Clinical Practicum	1
	DENT 125	Preclinical Practice II	3
	DENT 129	Dental Materials and Laboratory II	3

Semester 4:

ENGL 111 – English Composition

CATALOG DESCRIPTION: English Composition is designed to develop students' abilities to think, organize, and express their ideas clearly and effectively in writing. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. A research paper is required. Numerous in-class writing activities are required in addition to extended essays written outside of class.

COMM 102 – Interpersonal Communications

CATALOG DESCRIPTION: Focuses on the process of interpersonal communication as a dynamic and complex system of interactions. The course provides theory, actual practice, and criticism for examining and changing human interactions in work, family, and social contexts. Topics such as perception, self-concept language, message encoding and decoding, feedback, listening skills, conflict management, and other elements affecting interpersonal communication.

HLHS 101-Medical Terminology

CATALOG DESCRIPTION:

Addresses basic terminology required of the allied health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots, and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling, and pronunciation. Medical abbreviations, signs, and symbols are included.

DENT 102 – Dental Materials and Lab I

CATALOG DESCRIPTION: This is the first in a series of two courses that reviews in depth the properties of dental materials, proper modes of manipulation, necessary armamentarium used, and the technical duties required of dental assistants. Clinical behavior of materials is emphasized and biological factors of importance to dental assisting.

DENT 115 – Preclinical Practice I

CATALOG DESCRIPTION: This is the first in a series of two courses that introduce in depth qualification and legal/ethical requirements of dental assisting. Course surveys history and professional organizations; emphasizes clinical environment and responsibilities, chair side assisting, equipment and instrument identification, tray setups, sterilization, characteristics of microorganisms and disease control.

DENT 116 – Dental Emergencies/Pharmacology

CATALOG DESCRIPTION: Dental Emergencies and Pharmacology is an in-depth course that surveys the most commonly utilized and required first aid measures for emergencies. Course examines proper techniques and procedures as well as equipment, medications and positioning for care of the patient. Review of anatomy/physiology and cardiopulmonary rescue as provided by the American Heart Association/American Red Cross for the health care provider.

DENT 117 – Dental Office Management

CATALOG DESCRIPTION: This introductory course focuses on the principles of administrative planning, bookkeeping, recall programs, banking, tax records, computer software, insurance, office practice and management as related to the dental office. Attention is given to techniques of appointment control, record keeping and credit and payment plans.

DENT 118 – Dental Radiography

CATALOG DESCRIPTION: This is an in-depth course that focuses on the principles, benefits, effects, and control of X-ray production. Coverage of history, radiation sources, modern dental radiographic equipment and techniques, anatomical landmarks, dental films and processing. Emphasis on avoidance of errors while exposing and processing dental radiographs.

DENT 123 – Dental Anatomy

CATALOG DESCRIPTION: This is an in-depth course that focuses on oral, head and neck anatomy, basic embryology, histology, tooth morphology and charting dental surfaces related to the dental field. Course will include dental anomalies, pathological conditions and terminology relevant to effective communication.

DENT 124 – Preventive Dentistry/Diet and Nutrition

CATALOG DESCRIPTION: An in depth course that emphasizes the importance of preventive dentistry and the effects of diet and nutrition on dental health techniques of assisting patients in the maintenance of good oral hygiene.

DENT 125 – Preclinical Practice II

CATALOG DESCRIPTION: This is the second in a series of two in depth courses that continues Preclinical Practice I. Anesthesia is presented. The following dental specialties are presented: Oral and Maxillofacial Surgery, Periodontics, Endodontics, Pediatric Dentistry, Orthodontics, Prosthodontics, and Dental Public Health.

DENT 129 – Dental Materials and Lab II

CATALOG DESCRIPTION: This is the second in a series of two in depth courses that reviews the properties of dental materials, proper modes of manipulation, necessary armamentarium used, and the technical duties required of dental assistants. Course emphasizes clinical behavior of materials and biological factors of importance to dental assisting.

DENT 130 – Clinical Practicum II

CATALOG DESCRIPTION: An in depth clinical learning experience that provides increased practical chair side dental assisting experience to be gained from private dental practices in general and specialty areas of dentistry. Opportunity for increased skill development in clinical support and business office procedures also provided. Weekly seminars are included as an integral part of the learning experience. Simulated exams are administered to review for the national certification exam.

STUDENT RESPONSIBILITIES

Academic Integrity

At Ivy Tech Community College, learning is valued and honored. Our learning community cannot thrive if its students copy the work of others, known as plagiarism, and seek an unfair advantage over their fellow students by cheating. The academic standards of Ivy Tech Community College are based on a genuine pursuit of knowledge and demand a high level of integrity from every one of its students.

When this trust is violated, the learning process suffers injury and steps must be taken to ensure that learning standards remain meaningful. Cheating and/or plagiarism are grounds for immediate dismissal from the College. All students are encouraged to avoid dishonest behavior and seek available tutorial and counseling services to help them succeed. (Please see the Student Handbook for further details.)

Student Disciplinary System/Student Code of Conduct

Students enrolled at the College are expected to conduct themselves in a mature, dignified and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment and intimidation. This applies to the conduct between faculty and staff to students, student to student, and students to faculty and staff.

Students are subject to College jurisdiction while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech representatives, is not in the best interests of the student, other students, or the College. All Ivy Tech students are expected to abide by the College rules of conduct listed on pages 3-8 of 9.1SAP – STUDENT RIGHTS AND RESPONSIBILITIES.

Anyone found in violation of College regulations shall be subject to disciplinary action, by the College through due process procedures, for student conduct violations. Cases of student misconduct and/or lack of academic integrity are to be referred to the Dean of Academics or Chief Student Affairs Officer. A student who violates the rules and regulations of the College may be subject to disciplinary actions, which may include, but not limited to the following:

1. Verbal reprimand.
2. Restitution for damages.
3. Restriction of privileges.
4. Failure of the assignment or course.
5. Withdrawal from a course, program or the College for the remainder of the semester or term.
6. Suspension from the College (one calendar year).
7. Dismissal from the College (five years; student may appeal for reinstatement).

In addition, the College representative will be responsible to review all initial disciplinary procedures and may suspend a student for a period of time until the Student Status Committee can meet. Students are provided an opportunity to appeal any disciplinary decision and are required to sign a waiver if they choose to waive the right to appeal. The basic process in discipline cases is as follows: to notice of charges, notice of possible penalty, and opportunity to

explain a defense to some authority. The Student Status Committee hears all appeals relating to disciplinary actions.

ADVANCED STANDING

Prior educational and formal training may be considered for advanced placement into the program. In many cases, credit may be awarded through transfer of credit from other post-secondary institutions, challenge examinations, the College Level Examination Program (CLEP), or military experience, with the education period lightening the academic level.

Ivy Tech Community College does award, in some cases, prior learning credit for experiences in technical coursework. General education competencies must be validated through nationally recognized testing.

If you think you qualify and are interested in seeking this credit, please contact the Dental Assisting Program Chair for more information.

STUDENT GRIEVANCE PROCESS (DUE PROCESS)

The student grievance process provides the College an appropriate mechanism to deal with violations of student rules of conduct and conversely allows a student with a disagreement to grieve against a College employee's decision affecting that student. The College encourages students to resolve their complaints informally.

The informal grievance procedures are designed to accomplish a quick resolution that is most expeditious and effective. Whenever the informal process does not result in a satisfactory resolution, the College's formal grievance procedure is also available.

If you have problems with a class (regardless if it is general education or professional courses), the following is a list of individuals you will need to meet with, by appointment only, to discuss your grievance issue. You must meet with these individuals in the order listed. If the issue is resolved, you will not need to see the next person.

1. Instructor of the course.
2. Program Chair for the program/course.
3. Division Dean for the program/course.
4. Director of Academic Affairs.
5. Director of Student Affairs.

- Please refer to the current Student Handbook for further information concerning this matter.

READMISSION POLICY DENTAL ASSISTING PROGRAM

Students who withdraw from or do not successfully complete one or more of the program's technical courses must reapply to the program. Students considering reentry are encouraged to reapply for the earliest possible return to the program. Experience has shown students who do not reapply within one calendar year are unlikely to successfully complete the program or earn their professional credentials.

To apply for reentry to a Health Sciences' program, the student must fill out a form, which is available from the Health Sciences' office. Attached to the form must be a current transcript, which the student should obtain from the Registrar's office. If the student has not attended Ivy Tech during the most recent fall and spring semesters, he/she must also reapply to the College, through the Admissions Office. Reapplying through Admissions does not guarantee the student reentry into the program. All program processes, outlined below, must be completed. Reentry to the program is contingent on the following criteria:

1. Students may repeat any general education course or technical course in the curriculum only one time. They may repeat a course only if the grade earned is a D or F.
2. Students who do not successfully complete a course on the second attempt may not reapply to the program unless there are extenuating circumstances presented that allow for an exception to be made by the Dean of Academic Affairs.
3. Students who have withdrawn from one or more technical courses may reenter the program one time only. A second withdrawal from technical courses will be considered permanent.
4. Students who reenter a program will be admitted under the curriculum, which is currently in effect. This may require that the student repeat certain content or experiences, if the curriculum has been revised.
5. Students may be required to participate in an assessment of theoretical knowledge and/or clinical skill proficiency upon applying for readmission to the program. The program chair and/or program faculty will determine if an assessment is required. The decision will be based on criteria which includes how long the student has been out of the program, the student's GPA in completed program and general education courses, and whether an assessment may include exams, skill demonstration, documentation of related work activities during the time the student has been out of the program, or clinical.
6. If the student does not pass the required assessments, he or she will be advised of the options. Options may include repeating an equivalent course for courses already completed, with permission of the Dean of Academic Affairs, auditing courses previously completed, taking an individualized or group remediation course, or denial of readmission to the program. Not all options may be available in every individual situation. The program faculty, based on the individual's performance on the required assessments and other factors, will determine the options. To be readmitted to the program, the student must successfully pass (earn a grade of D or higher) any required courses taken for remediation. Failure to successfully complete any required courses taken for remediation will result in the student not being accepted for reentry into the program.
7. Students will be readmitted to programs on a space-available basis. Students applying for reentry will not be allowed to replace other students currently in the technical sequence. If space is not

available in the program when the student applies, they must reapply for future semester, and may be required to repeat or complete required assessments of current knowledge and skills.

8. General Education and technical course credits are valid for five years after completion. Credits earned more than five years from the date of readmission to the program may need to be updated by repeating the course work. Credits that were earned more than five years before, per College policy, will require review by the Dean of Academic Affairs.

READMISSION POLICY FOR VIOLATION OF THE COLLEGE RULES OF CONDUCT

If a student is dismissed from any campus or region of Ivy Tech Community College, that individual is dismissed from the College. A one-year suspension begins at the date of the official notification to the student by the Chancellor. After one calendar year, the individual under suspension may apply for reinstatement. If the student is dismissed from the College, the student may appeal for reinstatement after five years.

The individual must begin the reinstatement appeal process by informing the Dean of Student Affairs of her/his intentions at the campus where the dismissal took place. The appeal for reinstatement may be applied for at any campus/region of Ivy Tech campus where the individual hopes to attend. The campus/region Student Status Committee will act on the appeal within (30) days of its receipt. The recommendation of the Student Status Committee will be forwarded to the Chancellor, who will render a judgment on the appeal. That judgment will be final. (Please refer to the current Student Handbook.)

Attendance

Students are expected to attend class meetings, or other activities assigned as a part of a course of instruction, on a regular basis. Instructors are responsible for maintaining attendance records. A statement regarding the College's expectations for class attendance will be included in the Student Catalog/Handbook. Instructors will also supply students with a written statement at the beginning of the term, which identifies attendance expectations. These expectations will be further delineated in the individual course syllabi.

Students should confer with instructors in advance if absences are anticipated. If the option for making up work exists (for anticipated or unexpected absences), the student is responsible for consulting with instructors immediately upon return in order to make necessary arrangements. Instructors will complete Student Status Reports when classes/activities are missed a sufficient number of times to jeopardize successful course completion, and will forward forms to appropriate personnel for follow-up.

Transfer

The College encourages articulation between programs offered at each campus and similar programs offered at secondary or post-secondary levels. To ensure that articulation between programs at the high school level and Ivy Tech and between Ivy Tech and four-year institutions is

established on a permanent and educationally sound foundation, formal written articulation agreements with secondary and/or postsecondary institutions must be developed.

Local articulation agreements between Ivy Tech campuses and postsecondary institutions and statewide postsecondary articulation agreements should include a statement listing all conditions under which the courses or degree programs transfer.

For transfer credits, the Registrar will accept any course appearing on the SIS+ transfer list. For courses not appearing on SIS+, recommendations for transfer of credit are made by the Department/Program Head. Credits to be considered for transfer must have been earned at a postsecondary institution accredited by a regional accrediting board, and the student must have earned a grade of "C" or better in the course(s) involved. Grades below "C" do not transfer. Transferred credit is included in earned hours, but does not affect the grade point average. Final authority for transfer credit rests with the Dean of Academics. Credits taken more than 10 years prior must be reviewed by the Dean of Academics, if applied to a degree or certificate objective. This policy applies to credits accepted in transfer from another institution, and to credits taken at Ivy Tech prior to declaring the new degree or certificate objective, to which the credits may apply.

Transfer students may be admitted on a space available basis and must submit all college transcripts, course descriptions, and notarized copies of original records describing the level and content of clinical competency. A written recommendation from the current Program Director is required. Transferring students must comply with the current requirements for graduation. Placement in the program will be determined by competency and equivalency testing by the Ivy Tech Dental Assisting Program Faculty.

Movement within the Ivy Tech System

Movement within the Ivy Tech system is based on the following:

- A. Clinical space availability.
- B. Written request by the student indicating the desire to complete their studies at another Ivy Tech Campus.
- C. Good academic standing with a cumulative GPA of 2.0 or higher.

The student is held harmless in the transfer of co-requisite credit of the General Education courses required region-to-region.

Grading Practices

The Dental Assisting Program will use the following grading scale:

93-100	A
85-92	B
75-84	C
70-74	D
0 – 69	F

Appeals System for Non-Acceptance

Applicants who apply and are denied admission to the program are advised that the appeal process is available and explained within the college catalog.

Reasons for non-acceptance might include, but are not limited to:

1. Application received after program enrollment has been reached.
 2. BSA courses not successfully completed.
- Please refer to the *Student Grievance Process* included in this document.

Disability Services

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student's responsibility to contact the campus Disability Services Representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

If you would like more information about the Disability Support Services at Ivy Tech Community College, or would like to schedule an appointment for an intake interview, please contact our Disabilities Service Coordinator, Cheryl Locke, at 765-459-0561, ext. 504; she is located at the Learning Resource Center (LRC) on Touby Pike.

Student Support Services

The College's Office of Student Affairs offers assistance in the following areas:

1. Advisors to assist students with financial aid, study habits, and test taking skills.
2. Career Services and Employment Services to assist students with job placement, interview skills, creating resumes, and career research.
3. Records Office to process student registration, process transfer credits, and provide transcripts.
4. Student Government Association, which is the representative governing body of the students.
5. Academic Support Center has tutors that are available, at no cost to the student, to assist with general education coursework.
6. Library is open for student use at the main campus. Computers are available for on-line research.

**REGIONALLY DETERMINED POLICIES
REGION 05
KOKOMO, INDIANA**

Progression

A GPA of 2.0 is required for progression in the program. For didactic courses, the exam average must be a minimum of 75% to obtain a passing grade. For clinical courses, a grade of “C” must be maintained in clinical performance to obtain a passing grade in the course. To pass the clinical courses, the student must achieve a passing point value on each criterion identified as a critical indicator.

Rounding of Scores

Scores will be rounded from tenths place. For example, a score of 74.5 rounds to 75. A score of 74.45 rounds to 74. Rounding will only be done at the final computation stage of the grading process, not after each individual assignment or test score.

Attendance

Absences are to be avoided. Attendance will be reflected in course grades. If more than 20% of the classroom or 10% of assigned lab/clinical hours are missed for the semester, it will constitute failure in that course. Outside clinical experiences are part of the clinical hours. The student must be present for 75% of a clinical day or it will be counted as a full absence. Time missed from a clinical due to an early departure, for a personal emergency or a late arrival, will count as hours toward a total absence. Attendance will be included in references requested by graduating students or potential employers.

Students who are tardy or absent are responsible to check with the instructor concerning material covered in class.

- 1) The faculty reserves the right to require a student to make up missed clinical experiences.
- 2) A student should not come to school/clinical if he or she is ill or with fever. The faculty reserves the right to send home any student deemed ill, physically or emotionally. The time is considered an absence.
- 3) If the student cannot participate fully in the assigned activity, he/she will be considered as absent.
- 4) Students may not leave school/clinical, other than at the normal ending time, without notification to faculty/clinical instructor.
- 5) Students are encouraged to refrain from working the shift immediately prior to school clinical experiences or on clinical days. Faculty reserves the right to send home a student who is too tired or sleepy to provide safe care. The missed time will be treated as an absence.
- 6) All appointments, including doctor and dentist, should be made outside of school hours.
- 7) Faculty reserve the right to have the student write a formal 10 page APA paper concerning a dental issue for any missed clinical time.
- 8) It will be at the instructors’ discretion if attendance will be worth a percentage of the overall course grade.

ABSENCES FROM AN EXAM will result in an **automatic “0”**, unless arrangements are made with the instructor. Arrangements for test make-ups must be made with the instructor **prior** to the exam. If more than one test is missed, the student will receive a “0” for that test. The instructor reserves the right to give a comprehensive test at the end of the course for ANY make-up exam if she/he so desires. Extenuating circumstances will be evaluated at the discretion of the faculty. Homework assignments will be due back in class at the exact time collected, one week after they are assigned. Late papers will NOT be accepted. Assignments not turned in at the exact time they are due will receive a “0” grade for that particular assignment. Quizzes cannot be made up.

Tardiness

Prompt attendance in class is required. Tardiness is disruptive and an inconvenience to instructors and other students. It displays the type of attitude and/or behavior totally unacceptable in the health profession.

Clinical Tardiness (defined as not being present at the designated clinical meeting site at the instructors designated start time) and “leave earlier” will be counted as absent hours. Any portion of one hour will be counted as one entire hour in the final calculation. (EXAMPLE: If you arrive 15 minutes late, it will be counted as arriving one hour late or if you leave 30 minutes early it will be counted as leaving one hour early.) Three clinical tardy absences or three early leaves will equal one clinical day absence. Habitual tardiness (defined as more than three times in a clinical course) may result in failure of the course.

Dress Code

The Dental Assisting Student is expected to exhibit appropriate professional appearance and behavior. The student is to be in full uniform when indicated. The following regulations for dress will be expected:

1. **PERSONAL HYGIENE and APPEARANCE:** Good personal hygiene and appearance are to be maintained at all times. Deodorant is to be worn daily. Gum chewing is not permitted in the clinical areas.
2. **PERFUME/SCENTED LOTION:** In the clinical areas students will not be permitted to wear perfume or strongly scented lotions, due to respiratory complications that may occur with patients.
3. **HAIR:** Hair must always be worn in a style well-controlled and away from the face. Beards and mustaches must be clean and neatly trimmed. Faculty may dictate appropriateness of hair as indicated by clinical site. NO scented hair spray is allowed.
4. **UNIFORM:** The dental uniform (dress, pant suit, lab coat, hose, and shoes) is to be neat and clean at all times. *NO WRINKLES*. The uniform should be laundered after each day worn.
 - a. The dress, pants, and top should be professionally appropriate in length and fit.
 - b. Underclothing should be clean and inconspicuous.
 - c. Name pin is considered part of the uniform. It is suggested that students carry a small pocket size notebook to each clinical.

- d. The uniform lab coat or a disposable gown must be worn when administering patient care.
5. **ID BADGES:** Photo ID badges are to be worn at ALL times. If the name pin is lost or broken, replacements must be purchased. The student is responsible for purchasing replacement pins.
6. **SHOES:** Shoes are to be clean, not bright colored, laces must be clean, low-heeled shoes are recommended for the student's comfort. Enclosed heel and toe shoes must be worn.
7. **MAKE-UP:** Make-up is permitted as long as it looks natural and is kept to a minimum.
8. **FINGERNAILS:** Fingernails must be kept short and rounded. Nail polish must be smooth and not chipped. Artificial nails are to be of short length only.
9. **JEWELRY:** If earrings are worn, they will be in both ears NOT one ear. One band (i.e. wedding ring) and one watch with a second hand may be worn during clinical. Absolutely NO other body piercing (other than earrings) is permitted. (No facial or tongue piercing jewelry is permitted.)
10. **TATOOS:** If visible, must be covered.
11. **PURSES/WALLETS:** Pocketbooks, purses, and wallets should not be brought to the clinical setting due to lack of secure space to house them. Students should carry enough money for personal items and lunch. The college or clinical facility is not responsible for lost or stolen items.
12. **CELL PHONES:** Are not permitted in the clinical areas.

Any student who does not comply with the dress code shall be counseled by the clinical instructor. While in uniform, students will adhere to the clinical facilities smoking policy.

Statewide Conduct Policies

The reputation of the College among the community depends, in large part, upon the behavior of its students. Students enrolled in the College are expected to conduct themselves in a mature, dignified, and honorable manner. Students are entitled to a learning atmosphere free from discrimination, harassment, sexual harassment, and intimidation. This applies to all conduct among faculty, staff, and students.

Students are subject to college jurisdiction while enrolled at the College. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of the college representatives, is not in the best interest of the students, other students, or the College. Students who are disciplined should expect to find their sanctions enforced at other Ivy Tech campuses. (Please see the current Student Handbook).

Classroom Behavior

- A. Classes are conducted on an informal discussion basis. Students are expected to come to class prepared and ready to participate. This includes reading assignments prior to class and bringing books, paper, and pen to class.
- B. A student will not be allowed to control discussion and is expected to accept responsibility to make appropriate meaningful contributions to class discussions.
- C. The student is expected to be alert and attentive in class. The instructor is expected to ask a student to leave the class if the student is inattentive or disruptive.
- D. Eating or drinking is permitted in the classroom area at the **discretion of the instructor**. Break time is provided during classes and students may go to the student lounge. Eating and drinking are not permitted on the clinical units or in the computer labs at any time. The student commons is the designated area for all food and drink.
- E. **SMOKING IS PROHIBITED IN THE CLASSROOM AND CLINICAL AREA:** The Ivy Tech Community College Main Campus Building and the Health Science Division Building are smoke-free facilities. Smoking is not permitted.
- F. **Dress for Class Days:** Street wear should be clean, neat, and appropriate to the professional student. Students whose attire is inappropriate will be sent home to change. (Examples: short-shorts, micro-mini skirts, bare midriffs, halters, or bare feet.)
- G. **Participation:** Classes are conducted as lecture, demonstration, discussion, and other teaching methods. Students are expected to participate in class and share professionally. It is the student's responsibility to make appropriate meaningful contributions to class discussions.
- H. **Inattention:** The student is expected to be alert and attentive in class. The instructor may ask a student to leave class if he/she is inattentive or disruptive. The student will be recorded as absent.
- I. **Tape Recorders:** Students are permitted to bring tape recorders to lecture classes as long as the operation of them does not distract or disturb other students or the instructor.
- J. **Breaks:** A 10-minute break period per each hour of class will be observed.
- K. **Sleeping:** Sleeping in class will not be tolerated.
- L. **Food or Beverages:** Food or beverages **are not** permitted in the clinical areas, but are generally permitted in the classroom, and at the class tables only not in the Lab area.
- M. **Smoking:** Clinical facilities are smoke-free environments and may or may not have designated smoking areas outside the facility.
- N. **Profane Language:** Profane or vulgar language will not be tolerated.

- O. **Confidentiality:** Information concerning the condition of patients should be held in strict confidence. Students should never discuss a patient's condition with anyone not directly concerned with his/her case and treatment. Dental Assistants may be criticized because of unguarded conversation. Such conduct is unethical and unprofessional. Students must learn to leave their work at the facility when they have finished their hours of duty.
- P. **Constructive Criticism:** Students should be willing to accept constructive criticism and guidance without showing disrespect. The faculty strives to teach students to become successful Dental Assistants. What the student becomes will depend largely upon attitude, willingness to learn, and industriousness, both in the classroom and in the affiliating agency.
- Q. **Alcohol/Drugs:** Any student suspected to be under the effect of alcohol or drugs will not be permitted to attend class or perform dental care, and will be subject to possible disciplinary action.
- R. **Tips or gifts:** The acceptance of gifts or tips from patients is not allowed.
- S. **Visitors in Class:** Visitors are distracting to both students and instructors. Therefore, bringing visitors to class or clinicals is not permitted. This includes relatives, children, and friends.
- T. **Attitude:** The College's objective is to develop successful Dental Assistants. Therefore, the individual's attitude, willingness to learn, and industriousness in the classroom, laboratory, and clinical will determine the success of this goal.

General Policies

- A. Ivy Tech Community College is not responsible for the student's personal property.
- B. Parking for clinical is provided by the clinical facility. Students are **not permitted** to park in restricted areas. Any student disregarding this policy may receive a student status report and may have clinical privileges rescinded. Students who are employees of the clinical site are **not** exempt from this policy.
- C. Telephone provided in the Health Science Division Office and in the Clinical sites are for official use only. Students are permitted to receive only **EMERGENCY** calls during school hours. It is the responsibility of the student to discourage all non-emergency calls during school hours.
- D. Study time is not provided for the student during regular school hours unless permitted by the instructor. Studying at clinical sites is prohibited. Students wishing to use additional study time for reference books and procedure practice are encouraged to use the library, computer lab, and practice laboratory areas.
- E. The College reserves the right to request a "health clearance" from the student's physician when there is a question regarding the student's health. Please do not come to school if you are too ill to participate in all activities, including clinical practice and class work. This will however be counted as an absence.

- F. Change of name, address and/or phone number must be reported by the student to the following areas: Health Sciences' Office and Student Affairs.
- G. Children may not accompany adults to class or laboratory areas, NOR may they be left unattended in any of the buildings.

REGION 5 - COMPUTER RESOURCE USAGE RULES

Learning Resource Center-Library computer labs are available on campus for currently enrolled students to complete their course work. Hours of operation are posted. Students are expected to follow the particular rules for these labs.

Students may use available College computer systems in these computer labs to complete assignments for Ivy Tech courses and articulated programs. Because the number of computer workstations is limited, course work has priority for computer use.

Students may use College-owned computer systems in these labs for activities such as career and job exploration, resume preparation, exercises which promote self-taught learning, and projects for College-sponsored clubs and organizations.

Additionally, several program area labs in which courses are held may be available for other student use when classes are not in session. This is at the discretion of the Program Chair, and use is subject to the rules of those labs.

In general, computer resources may not be used for any purpose which is illegal, immoral, unethical, academically dishonest as in plagiarizing or cheating, damaging to the reputation of the College, or likely to subject the College to liability as determined solely by the College.

Unless approved or endorsed by the College, College computer resources may not be used for the following:

1. Promote, advertise, sell or create products or services, as part of a personal or private business venture, or intended for personal profit.
2. Promote, advertise, sell or create products or services, of another organization, not supported or endorsed by the College.
3. Send, post, download, print, or intentionally receive or display information outside the scope of students' approved academic studies and research which concerns: 1) political causes, office holders or candidates; 2) religious beliefs, organizations or materials; 3) pornographic or harassing materials.
4. Download, play or participate in: 1) network or on-line games; 2) networked or on-line chat rooms or list servers not related to College academic studies; 3) e-mail chain letters.

Students will not:

1. Change or alter any hardware or software configurations or appearance of any College computer resource.
2. Use the College computer CD-ROM equipment to play personal music CD's.
3. Store information on College computers without faculty or staff approval.
4. Display on a computer screen or print any materials that violate the College's harassment/intimidation or prejudice policies.
5. Use the Internet resources for non-academic activities which disturb system efficiency (including Internet "chat rooms" and network versions of multi-user games).
6. Access the Internet in classroom labs without instructor approval.
7. Attach personal hardware to or install personal software on College equipment. Any damage to College equipment that occurs, due to the attachment of personal hardware or software, will be the responsibility of the owner of the personal hardware or software.
Students may encounter materials, which may be considered inappropriate or controversial. It is the student's responsibility not to initiate access to such material, and not to disseminate it further.

Any violation of the aforementioned conditions and rules will result in a warning, suspension, and/or termination of user privileges as follows:

First violation: The student will be given a verbal warning and required to sign another copy of this usage sheet. The signed document will be filed in the lab.

Second violation: The student will forfeit computer resource use, in all labs at all Regional sites, for two weeks. Documentation will be filed in the lab.

Third violation: The student will forfeit computer resource use, in all labs at all Regional sites, for the remainder of the semester or for an extended period of time, at the discretion of the faculty or staff supervising the lab. Student must formally request return of privileges from the faculty or staff member supervising the lab.

These actions are not required to be taken in the order stated, but do provide a basis for progressive disciplinary action. The severity of the disciplinary action will depend on the severity of the problem. Gross misconduct, serious and improper behavior which the College cannot condone, does not require previous corrective warning and is grounds for immediate termination of privileges. The College maintains jurisdiction over violations of any College rules, including those listed earlier and others which may be communicated to students. To protect students and Ivy Tech employees, violators shall be subject to disciplinary action by the College and, when possible, to prosecution by the appropriate law enforcement officials. Disciplinary actions against students thought to have violated Ivy Tech regulations shall follow the due process procedures, which follow. Students have the right to due process. Students are provided an opportunity to appeal any disciplinary decision, and are required to sign a waiver, if they choose to waive that right to appeal. In disciplinary cases, due process includes the following elements: entitlement to notice of charges, notice of possible penalty, and opportunity to present a defense to some authority. Students may discuss this process in the Office of Student Affairs.

Financial Information

Financial Aid

Ivy Tech Community College offers a variety of financial aid programs to students who need assistance to continue their education. The College Financial Aid Office administers most programs for federal, state, and institutional aid under specific policies and guidelines. Eligibility for most financial aid at the College is based upon the student's demonstrated financial need.

Students can apply for financial aid and scholarships through the Financial Aid Office. Counselors are available to assist you in completing the financial aid forms and answer questions that may arise during this process. It is important to apply for financial aid early for each semester.

You should first meet with a financial aid counselor before dropping or adding courses during the semester, because it could potentially affect your funding. (Please refer to the current Student Handbook for further information.)

Estimated Program Cost

General fees for Indiana residents are \$111.15 per credit hour (fees are subject to change without prior notice). In addition, a technology fee will be assessed each student, each semester. Total fees and estimated costs for the twelve-month program are as follows:

ITEM	RESIDENT
General tuition (46 credit hours)	\$ 6,440.00
Books, Supplies (approximately)	\$ 1,600.00
Uniforms, Accessories (approximately)	\$ 250.00
Criminal Background Check/Drug screen	\$ 100.00
National Examination Computerized Testing Fees	\$ 750.00
(Includes Test and Application Fees INCLUDED IN TUITION)	
Laboratory Fees	\$ 610.00
Technology Fees (approximately \$60 per semester)	\$ 180.00
TOTAL:	\$ 9,930.00

NOTE: Fees are subject to change without prior notice and all books, supplies, uniforms, and accessories are approximate costs only.

Withdrawal and Refunds

When a student finds it necessary to withdraw from a course(s), a drop/add form needs to be completed with the Program Advisor. The form should be returned to the Office of Student Affairs. The College will refund student fees when applicable.

ASSESSMENT

Ivy Tech Community College is committed to graduating students who have the appropriate technical and general education skills. Each approved technical program in the College annually assesses its program graduates for technical competence. As all graduates are to be assessed for technical competence, students are expected to participate in assessment activities as required by their program. General Education skills are assessed through an authentic assessment project that uses work submitted by students as a part of their regular course requirements.

GRADUATION/PLACEMENT

Terminal Program Objectives (Graduate Competency Statements)

Working under the direct supervision of the dentist and with other members of the dental health team, the graduate dental assistant will:

1. Perform only those duties delegated by the dentist, which can be performed in keeping with the assistant's educational qualifications, and the State Dental Practice Act.
2. Participate as a member of the dental team by giving complete and loyal support to the dentist, and work in close harmony with other members of the dental staff.
3. Accept the dentist's method of practice and share his or her belief in the value of preventative dental care.
4. Protect the health of the patient and coworkers by carefully following Universal Precautions Guidelines and OSHA Mandates.
5. Hold in the strictest of confidence all things seen or heard in the dental office pertaining to the dentist, the patient, and other team members.
6. Execute safe handling of instruments and chemicals used routinely in a dental practice following OSHA safety and infection control guidelines.
7. Communicate effectively with patients and dental office staff.
8. Conduct self in a professional manner to reflect favorably on the dentist, the dental health team, and dental profession.
9. Demonstrate responsibility by arriving at work on time and being professionally attired.
10. Pass and receive instruments to the dentist in a smooth anticipating mode.
11. Manage business office procedures such as: patient reception, telephone etiquette, appointment control, and records management.
12. Maintain and update MSDA files.

Graduation Requirements

Certification requirements for students seeking a degree include:

- A. Successful completion of all courses within program certification requirements at a minimum cumulative grade point average of 2.0.
- B. Successful completion of the required number of credits.
- C. Completion of at least 15 degree credits as a regular student at Ivy Tech, and not through test-out or other means of advanced placement.
- D. Satisfaction of all financial obligations due the College.
- E. Satisfaction of program accreditation standards that may have additional requirements.

It is required that all technical courses, in the Dental Assisting Curriculum, must be passed with an overall GPA of 2.0.

Graduate Placement

Beginning salaries range for Certified Dental Assistants from \$ \$34,660 to \$36,195. Some graduates, working in specialty areas, have reported salaries in excess of \$39,000. The Office of Career Services is available to assist students with obtaining employment.

Ivy Tech Community College

Dental Assisting Program

1313 Touby Pike
Kokomo, IN 46901
(765) 252-5572

APPLICATION FOR ADMISSION

Personal Information

Social Security Number: _____ - _____ - _____ C# _____

Full Name: _____
(Last) (First) (M.I.)

Address: _____

City: _____ State: _____ Zip Code: _____

Cell phone best reached at, including Area Code: _____

Email Address: _____

Education History

Name/Address of High School	Years Attended	Year Graduated
Name/Address of College	Years Attended	Year Graduated
ENG 111 Grade: IVYT 112 Grade:	COMM 101 or 102 Grade:	HLHS 101 Grade:

A current transcript from each college or university attended must be on file to be considered for the program. If you received a GED, a copy must also be on file. All application materials, including the clinical observation form, must be turned in to the Dental Assisting Program by **April 1st**.

I hereby give permission to the Admissions Committee to inspect my application and academic records. I verify that the information provided is true.

Signature _____ Date _____

