

Catalog

Effective Date: March 1, 2024

Business Hours:

Administrative Hours: M – F 8:00 AM – 6:00 PM; Sat. 9:00 AM – 1:00 PM (PST); Sun. Closed

Clinical Hours: M-F Closed Sat. 9:00 AM- 4:00 PM (PST); Sun. Closed

(Excluding Holidays)

Board Members: Dr. Whitney Sebree, Steve Sebree, Joe Salloum, Dr. Wyatt Dannels

President: Steve Sebree

School Director: Dr. Wyatt Dannels

Academic Director:

Licensed by the Commission on Postsecondary Education

1. Program Offered

1.1. Dental Assistant Training: Unity Dental Assisting is a certificate granting private postsecondary program which accelerates the education and success of students in the field of dentistry. This training program is designed to prepare students with foundational knowledge to enter the workforce as trained Dental Assistants. All Unity Instructors have years of industry experience working as trained professionals in Dental Assisting. Focus will be placed on both basic and advanced techniques in the field of dentistry through a hybrid educational delivery method.

1.2. Clock Hours:

Online Learning Clock Hours = 50.0

Hands-On Training Clock Hours = 45.5

Total Program Clock Hours = 95.5

Externship Clock Hours = 40.0 (Optional Add-On)

2. Program Objectives/Outline:

2.1. DENT 101 - Foundations of Dentistry
17.0 hours - Online Learning and Hands-on

2.1.1. Course Description/Objectives: In this course, students will learn the inner workings of a dental practice, including sterilization in a safe and proficient manner, dental instruments and material names and uses dental anatomy. After completion of this course, students should have the ability to or understand: the law and ethics of dentistry, Run instruments through sterilization, understand spore testing, maintain dental equipment, don and remove PPE in the correct sequence, set up and breakdown a room proficiently, set up and start a comprehensive exam, assist with suctioning, transfer instruments, isolation techniques, load anesthetic into a syringe, dental anatomy, universal tooth numbering, tooth surfaces, tooth composition, mucosa, and the components of the jaw.

**2.2. DENT 102 - Dental Laboratory Procedures
13.0 hours - Online Learning and Hands-on**

2.2.1. Course Description/Objectives: In this course, students will learn impression material, impression techniques, and laboratory equipment and safety. After completion of this course, students should have the ability to or understand: Proper ergonomics to prolong their career as a dental assistant, proper tray selection, mixing and placing an alginate-filled tray sufficiently, PVS impressions, pouring up models that are clinically acceptable, using the model trimmer, how to use the vacuum former and what type of material can be used with it, and scallop a whitening tray.

**2.3. DENT 103 - Dental Software
9.5 hours - Online Learning and Hands-on**

2.3.1. Course Description/Objectives: In this course, students will learn how to utilize Dentrrix, a commonly used dental software. After completion of this course, students should have the ability to complete or understand: find and select the correct procedures when asked, understand medical histories and the complexities, students should be able to follow along as the doctor calls out things during a comprehensive exam, and put those into Dentrrix proficiently.

**2.4. DENT 104 - Preparing for Dental Procedures
14.5 hours - Online Learning and Hands-on**

2.4.1. Course Description/Objectives: In this course, students will learn how to prepare for a wide variety of procedures and radiography. After completion of this course, students should have the ability to or understand: place all three different XCPs correctly in the mouth, how to put each XCP together, x-ray safety protocols, know how to spot errors and correct them when taking x-rays, recognize tooth numbers when looking at an x-ray, what each type of x-ray is prescribed for, point out general dental anatomy on x-rays, know how to use Tofflemire, Garrison, and Mylar strips, how to set up for a variety of procedures and their purpose for those procedures, the importance of isolating teeth during procedures, what material and instruments are used in the crown and filling procedures, and what each material does in crown and filling procedures Dentrrix proficiently.

**2.5. DENT 105 - Restorations
18.5 hours - Online Learning and Hands-on**

2.5.1. Course Description/Objectives: In this course, students will learn about materials used in restoration procedures and how to assist with restoration procedures. After completion of this course, students should have the ability to or understand: how to set up a crown and filling procedure, how to start crown and filling procedures before the doctor enters the room, the uses of the material and instruments used during crown and filling procedures, assist in crown and filling procedures, taking a preliminary impression, reasons behind the patient needing a temp crown and how it should look, the sequence of placing a filling and completing a crown, and the different types of cements and their uses.

**2.6. DENT 106 - Preventative Dentistry
14.5 hours - Online Learning and Hands-on**

2.6.1. Course Description/Objectives: In this course, students will learn about how to prevent diseases from occurring in the oral cavity and how they can manifest diseases throughout the body and how dental providers can use certain techniques to improve a patient's health. After completion of this course, students should have the ability to or understand: coronal polishing, flossing, fluoride varnish uses and the post-operative instructions for it, the importance of proper nutrition, know susceptible communities to dental disease, placing a sealant, and mixing IRM for temporary cement and sedative filling.

**2.7. DENT 107 - Cumulative Dental Practices
8.5 hours - Online Learning and Hands-on**

2.7.1. Course Description/Objectives: In this course, students will have a comprehensive review of all terminology, techniques, processes, and other aspects related to dentistry that was previously taught to them. During this course, the student will also learn about and receive basic life support certification.

2.8. Hybrid Program

The Dental Assisting program has been structured to meet the demands of today's students by teaching and training in a flexible and convenient two-part series of classes.

2.8.1. Part 1 Online Learning: Offered exclusively through Unity's proprietary online e-learning student portal. Here, students will watch instructional training videos, guide themselves through lecture slides accompanied with voiceover audio, and complete quizzes and tests. Once all online coursework has been completed with a passing grade, students will then be eligible to move onto Part 2 Hands-On Training.

2.8.2. Part 2 Hands-On Training: Students will find familiarity with each of these classes as they work through the entire curriculum for a second time via hands-on clinical training. Each online lecture is taught in an in-person setting by a Unity Instructor, ensuring the student is given multiple opportunities to learn the required material prior to completing the program. All Unity Dental Assisting Instructors are seasoned Dental Assistants and have spent years working in their field of expertise.

2.8.2.1. Training Facility: Hands-on training is held in a clinical setting hosted within an active dental practice where multiple operatories are utilized for active participation. Students gain exposure to real-world experiences using real dental equipment, materials, and technologies.

2.8.3. Externship: A 40-hour externship is recommended but not required to complete Unity's Dental Assisting Program. A student is allowed to start the externship process after their first hands-on class. Unity will offer support and resources for students seeking an externship for up to 30 days after the last day of hands-on class.

3. Tuition, Costs, & Fees

- 3.1. Total cost of Dental Assisting Program: \$4,450.00
- 3.2. Each student is provided with the necessary clinical supplies, dental equipment, and technology needed to complete the program and successfully achieve passing scores. This includes full access to Unity's proprietary online e-learning system containing the program curriculum and other valuable tools and resources. No physical textbook is required or mandated to pass the program. All students are required to purchase QTY (1) black scrub top and QTY (1) black scrub bottom at Unity's approved vendor/uniform store. No specific brand or design is required but they must be the color black. UDA allows a maximum stipend amount of up to \$40.00 per student including tax. Each student can choose to spend more than this on their scrubs at the approved vendor/uniform store, but the difference of any amount above \$40 is the responsibility of the student.
 - 3.2.1. Dental supplies & equipment: \$560.00
 - 3.2.2. Scrubs (color: black top, black bottom): \$40.00
 - 3.2.3. Tuition & Online e-Learning Platform: \$3,850.00

4. Payment Plans & Financing Options

All students must enroll online at <https://www.unityda.com> and students are required to pay by choosing from one of the below payment options. These payment and financing options are available to all students of Unity.

- 4.1. **Pay in Full:** Program must be completely paid for prior to starting classes. With this option, students may be eligible for tuition discounts based on seasonal specials, early tuition prepayment, or full tuition payment. There are no fees or interest associated with this option.
- 4.2. **Standard Payment Plans:** Weekly or bi-weekly payment options. A down payment is required for enrollment and must be received prior to the first day of class. Students may elect to start paying early. Program must be paid in full prior to receiving a certificate of completion. There are no fees or interest associated with this option. If a balance is due at the end of the course, the certificate of completion may be held until the outstanding tuition balance is satisfied. Employers can request confirmation of a student's graduation directly from Unity Dental Assisting.
- 4.3. **Customizable Payment Plans:** Weekly, bi-weekly, or monthly payment options based on selected variables using Unity's online tuition payment calculator. A down payment is required for enrollment and must be received prior to the first day of class. Program must be paid in full prior to receiving a certificate of completion. Students may elect to start paying early. There are no fees or interest associated with this option. If a balance is due at the end of the course, the certificate of completion may be held until the outstanding tuition balance is satisfied. Employers can request confirmation of a student's graduation directly from Unity Dental Assisting.

- 4.4. **Financing Option:** Monthly payments made to a third-party financing partner. Application and approval are required before enrollment can be completed. A down payment is required to be eligible for this option. Provisions required by the lender must be adhered to and are an agreement between the student and lender. You are responsible for understanding and complying with lenders terms and conditions.
- 4.5. All payments going directly through Unity Dental Assisting will be automatically charged to the card used for the first payment transaction. A confirmation receipt for each transaction will be sent to the student's email.

5. **Admission Requirements**

- 5.1. To be eligible for enrollment, all applicants must have an entrance interview with an Admissions Representative and meet at least **ONE** of the following criteria:
- 5.1.1. Proof of high school diploma, certificate of high school equivalency, or completion of a secondary education in a home school setting that complies with all state law.
 - 5.1.2. Official educational transcripts
 - 5.1.3. Must be 18 years of age, or 17 years of age with parental or guardian consent. Must show proof of date of birth via driver's license, state issued ID, or other form of legal documents.
- 5.2. **English Proficiency:** This course is offered in English and due to the accelerated pace of this course, students should be proficient in reading, writing, and speaking English.

6. **Credits**

No previous credits or clock hours will be accepted to complete the program.

7. **Campus Information, Housing, and Security Policy**

Training takes place in a modern dental office facility fully equipped with clinical areas, operatories, lab and sterilization, and x-ray rooms. Instructors and students have access to all necessary dental assistant equipment to help facilitate hands-on classes. The facility is ADA accessible, with reasonable accommodation available upon student request. Class sizes are capped at 18 students, maintaining a student/teacher ratio of 6:1. Lockers or storage for personal belongings are not provided, and students are advised to secure their items at their own discretion, either at home, in their vehicles, or in class. Firearms are strictly prohibited on the school campus. Residential housing is not offered or provided by Unity. The entire Unity Dental Assisting program, curriculum, and materials will be conducted in English.

8. **Health Risk Acceptance**

Every student acknowledges the health risks associated with a career in Dental Assisting and understands they could encounter various infections, viruses, and diseases during their time as a student enrolled in Unity's Dental Assisting program. All students of UDA recognize these health risks and assume personal responsibility for either receiving or not receiving the necessary vaccinations and/or known methods of protection against various infections, viruses, and diseases, including, but not limited to Hepatitis B, Tetanus/Diphtheria, and Tuberculosis. Unity Dental

Assisting is not held liable for any student who contracts infections, viruses, or diseases while enrolled in the program.

9. Completion Requirements

Students must successfully fulfill the following requirements to receive a Certificate of Completion in Dental Assisting:

- 9.1.** Must end the Dental Assisting program with an average grade of 70% or higher to be eligible to receive a certificate of completion.
- 9.2.** Must have an attendance rate of at least 71% (attend at least five (5) out of seven (7) in-person classes) to graduate.
- 9.3.** Students whose grade average is below 70% or students who have missed more than two (2) in-person classes will not receive a certificate and will be considered failed. These students, however, will be allowed to retake the entire Dental Assisting Program at a reduced fee of \$1,000.00 only if all prior and current financial obligations have been met.
- 9.4.** The payment plan selected may delay when a student receives their certificate of completion. Students who have completed all program requirements and who have outstanding financial obligations to Unity Dental Assisting will have their certificates held until their financial obligations are satisfied.
- 9.5.** Completion of CPR training is required for students to receive their certificate of completion.
- 9.6.** Students who miss their scheduled CPR training class must obtain certification independently. Proof of completion must be submitted to Unity within 30 days of the last Dental Assisting hands-on class to graduate. The certificate for Unity's Dental Assisting Program will be withheld until CPR training is completed and verified by Unity. Failure to complete CPR training within 30 days of the last hands-on class renders students ineligible for Dental Assisting program completion and will not receive their certificate of completion.

10. Graduation Awards

Once students have fulfilled all requirements of the Dental Assisting Program and it is determined they are eligible to graduate, they will receive the following:

- 10.1.** Certificate of Completion in Dental Assisting (a \$15 fee is required to reprint and/or mail any certificates)
- 10.2.** American Heart Association BLS CPR Certification

11. Cancellation & Refund Policy

NRS 394.449 Requirements of policy for refunds by postsecondary educational institutions.

- 11.1.** Each postsecondary educational institution shall have a policy for refunds which at least provides:

- 11.1.1. That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
- 11.1.2. That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less, and that if the institution is accredited by a regional accrediting agency recognized by the United States Department of Education, the institution may also retain any amount paid as a nonrefundable deposit to secure a position in the program upon acceptance so long as the institution clearly disclosed to the applicant that the deposit was nonrefundable before the deposit was paid.
- 11.1.3. That if a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- 11.1.4. That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
- 11.2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - 11.2.1. Date of cancellation by a student of his or her enrollment;
 - 11.2.2. Date of termination by the institution of the enrollment of a student;
 - 11.2.3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - 11.2.4. Last day of attendance of a student, whichever is applicable.
- 11.3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
- 11.4. For the purposes of this section:
 - 11.4.1. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - 11.4.2. The period of time for a training program is the period set forth in the enrollment agreement.
 - 11.4.3. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

- 11.5. As used in this section, “substantially failed to furnish” includes canceling or changing a training program agreed upon in the enrollment agreement without:
- 11.5.1. Offering the student a fair chance to complete the same program or another program with a demonstrated possibility of placement equal to or higher than the possibility of placement of the program in which the student is enrolled within approximately the same period at no additional cost; or
 - 11.5.2. Obtaining the written agreement of the student to the specified changes and a statement that the student is not being coerced or forced into accepting the changes, unless the cancellation or change of a program is in response to a change in the requirements to enter an occupation.
- 11.6. **Three-Day Cancellation:** If a student cancels his or her enrollment before the start of the training program or no later than three (3) days after completing enrollment, the institution shall refund to the student all the money the student has paid. Cancellation may occur when the student provides a written notice of cancellation to the campus. This can be done electronically, by mail, or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
- 11.7. **Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to starting the UDA program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.
- 11.8. **Leave of Absence (LOA):** If a student needs to take a LOA (maximum four (4) weeks) they must first notify in written format, describing why they are taking time off, how long they expect to be absent, and their expected return date. UDA will review each individual case and accept or deny the request. If the request is accepted, a plan is implemented to place the student in the next available class where he/she left off in the program. If the student does not return on the specified date agreed upon by student and UDA, then the refund policy is followed. If the request is denied, then the student will be refunded money as listed in the refund policy. Each student is only allowed to take one LOA during their enrollment in the program, and the time cannot exceed four (4) weeks). If the student needs to take a longer period off, they will be refunded their monies based on UDA’s refund policy listed below. If they wish to re-enter the program, they will have to reapply and pay the full fee.

12. Refund After the Commencement of Classes

12.1. Procedure for Withdrawal/Withdrawal Date

- 12.1.1. A student choosing to withdraw from UDA after the commencement of classes must provide written notice to a UDA Student Success Advisor. The notice shall indicate the expected last date of attendance and be signed and dated by the student. An email sent from the student’s email address is an acceptable form of notification.
- 12.1.2. For a student who is on authorized LOA, the withdrawal date is the date the student was scheduled to return from the LOA and failed to do so.

- 12.1.3. A student is determined to be withdrawn from the institution if the student has missed more than three (3) hands-on classes without prior arrangements.
- 12.1.4. If a refund is owed, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - 12.1.4.1. Date of cancellation by a student of his or her enrollment;
 - 12.1.4.2. Date of termination by the institution of the enrollment of a student;
 - 12.1.4.3. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - 12.1.4.4. Last day of attendance of a student, whichever is applicable.
- 12.1.5. Books, educational supplies, or equipment for individual use are not included in the refund policy. A separate refund must be paid by the institution to the student if the student did not use those items. A UDA Administrator must resolve any dispute for refunds required by this subsection on a case-by-case basis.
- 12.1.6. For the purposes of this section:
 - 12.1.6.1. The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - 12.1.6.2. The period of time for a training program is the period set forth in the enrollment agreement.
 - 12.1.6.3. Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

12.2. Tuition Charges/Refunds

- 12.2.1. If a student withdraws or is expelled by the institution after the start of the training program and before the completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$150, whichever is less.

13. Refunds

Refunds are issued within 15 days of the date of student notification, or date of UDA determination (withdrawn due to absences or other criteria as specified in the UDA Catalog). In the case of a student not returning from an authorized LOA, refunds are issued within 15 days of the date the student was scheduled to return from the LOA and did not return.

14. Account for Student Indemnification

In an event of a school's discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or

enrollee who has suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

15. Educational Delivery Method

- 15.1.** The curriculum for UDA has been carefully crafted and structured by practicing dentist, Dr. Whitney Sebree, DMD, to help graduating students walk away with the confidence and skill set needed to be a valued member of a dental team. The hybrid program consists of eleven (11) online modules followed by seven (7) consecutive Saturdays of hands-on training. An optional 40-hour externship can be completed at the discretion of the student. Classes will consist of the following:
- 15.1.1.** Online coursework including instructional videos, lecture slides with voiceover instructor audio, quizzes, and tests.
- 15.1.2.** In-person training in a dental practice with hands-on experience taught by Dental Assisting Instructors.
- 15.2.** Unity's online learning and hands-on training gives students the relevant exposure and real-world experience in various dental scenarios they need before entering the workforce.

16. Student Services

At UDA, student success is the absolute top priority. It is the goal for every graduate of the dental assisting program to be ready to start work immediately. Because the quality and success of each UDA student is of the highest importance, the following services are offered to ensure all students are given the opportunity to achieve their goals:

- Online webinars and chat sessions available to answer student questions
- Resume support and feedback
- Interviewing techniques and coaching
- Externship placement support
- Job placement support
- Career counseling

- 16.1. Job Placement Support:** Unity Dental Assisting has several ways to assist graduates in finding jobs upon graduation. Although every effort is made to support graduates with job placement in the Dental Assisting field, there is no guarantee of employment. Unity students and graduates are provided the following as part of job placement support:
- Resume writing guidance and feedback.
 - Coaching students on the interview process and providing real-world scenarios with sample questions.
 - Coaching students on overcoming objections in the job searching process.

17. Academic Calendar

Due to the short term of the course, all holidays may not be observed. However, the holidays that will always be observed if they occur the same day as a hands-on class are: New Years Eve, New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas Day. The academic calendar will be updated each year.

17.1. Session Dates:

Session 1
May 13, 2024 – July 20, 2024

Session 3
August 19, 2024 – October 26, 2024

18. Postponement of Start Date

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

- 18.1.** Whether the postponement is for the convenience of the school or the student, and;
- 18.2.** A deadline for the new start date, beyond which the start date will not be postponed.
- 18.3.** If a new start date cannot be agreed upon by both parties, then a full refund will be issued to the student within 15 days of the decision.
- 18.4.** If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student is entitled to a full refund of prepaid tuition and fees within 15 days of the deadline of the new start date. This is determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

19. Attendance Requirements

It is highly recommended that no student is absent from any classes due to the concentrated learning structure of the course. Except for family emergencies and serious illness, students should plan to attend all classes. If a student misses more than two (2) hands-on classes, the student will be considered failed. All financial obligations of the failed student must be met regardless of their success or lack of success at Unity Dental Assisting. Refer to the refund policy to determine if a refund applies. In the event of inclement weather and/or emergency cancellation by the school, Unity Dental Assisting will adjust the hands-on classes and make every attempt to complete all training and coursework with the same final class date as originally planned. Rescheduling or adjusting of any classes or coursework will be communicated as necessary.

- 19.1.** Students can miss up to 13 hours of class/clinic time and still qualify for graduation (must attend at least five (5) of seven (7) hands-on classes). Students are required to have an attendance rate of at least 71%.
- 19.2.** Students arriving late or leaving early will result in a half day absence (0.5) on a student's attendance record. The student MUST be present for five (5) days out of the seven (7) class days.
- 19.3.** To receive credit for attending the full class day, the student must arrive on time and stay until the end of class.
- 19.4.** If a student is late to class or is unable to attend a class, the student is required to inform their instructor immediately of their tardiness or absence. Arrangements will be made to help the student make up the hands-on coursework that was missed. There will be no additional charge for make-up sessions. Instructors may request a student's withdrawal from the program if absences or tardiness exceed the allowable limit of missed hours.
- 19.5.** Students who are unable to continue classes for medical or personal reasons will be required to take a leave of absence until they are able to return to class. Please refer to the Leave of Absence policy in this Catalog.

- 19.6. Makeup Policy for Hands-On Classes:** It is strongly recommended that students put forth their very best effort to make up for any missed coursework or training. It is the students' responsibility to contact their instructor to coordinate a mutually convenient time for a makeup session. The instructor can use their discretion to decide when the student will complete their makeup work. If the student and instructor are unable to schedule a mutually agreeable makeup appointment during the week, the student must be prepared to either complete the makeup work during the following class or attend the class of the next cohort/training session that covers the material the student missed.
- 19.7. Makeup Policy for Final Exam Practical (Last Day of Class):** If, for any reason, a student is unable to take the Final Exam Practical during the last day of hands-on training, the student is required to schedule and attend a makeup session. It is the students' responsibility to coordinate a mutually convenient time with their instructor. If the student does not make up the Final Exam Practical within 60 days of the missed last day of class, the student will receive a zero for the exam.

20. Student Re-Enrollment

- 20.1. LOA:** Following a LOA that is approved by UDA, the student may re-enroll in the next available course that has open seating.
- 20.2. Four Weeks or Less:** Students who've missed four weeks or less, and have been approved for the leave of absence, may stay where they were in the program and join the next available course to finish up the program at no additional cost. UDA will reserve a seat in the appropriate class for the student.
- 20.3. Over Four Weeks:** Students will have to start over with the courses and will be placed in the next upcoming class that has availability. After a LOA of greater than 4 weeks, a refund will be given to the student based on UDA's refund policy. For this reason, the student will have to pay all fees again.

21. Academic Standards

- 21.1. Homework:** Students are required to complete all assignments listed for each module and course to receive their certificate of completion. Homework is graded on the percentage-based grading scale in the following section.
- 21.2. Grading Scale for Homework, Exams, & Practical's:**
A = 90% – 100% Excellent
B = 80% – 89% Above Average
C = 70% – 79% Average
D = 60% – 69% Below Average/Fail
- 21.3. Exams & Failures:** Exams for each online module will be taken online and will cover the coursework and material for that module/course. Weekly hands-on quizzes for each week of hands-on training class will be taken online prior to the upcoming hands-on class. Students will be graded on Unity's percentage-based scale. Receiving passing exam grades indicates the student's capabilities and workforce readiness, and their ability to apply the principles taught throughout the course. If a student fails a quiz (less than 80%), or if a student fails a test (less than 70%), the student is required to retake the quiz/test until

they receive a passing grade for each failed attempt. Any student who fails a quiz or test is strongly encouraged to schedule time with a UDA Instructor for the purpose of remediation.

21.4. Clinical Proficiency: Proficiency in clinical tasks is recorded every hands-on session

21.4.1. Students who receive a proficiency score below neutral for 1 class will be given a verbal warning.

21.4.2. Students who receive a proficiency score below neutral for 2 classes will put on probation for the remainder of the program. The student will be required to attend the mandatory makeup class that is offered one time during each 7 week hands-on session. The class will be taught by a UDA instructor.

21.4.3. Students who receive a proficiency score below neutral for 3 classes will be dismissed from the program.

21.4.4. Proficiency Scale for hands-on session

- 1 = very not proficient (did not participate, gave no effort, refused help from instructors)
- 2 = not proficient (gave some effort, constant adjustment to technique, did not understand exercise)
- 3 = neutral (forgot some details, not confident in their skills, moderate guidance from the instructors)
- 4 = proficient (gave effort, forgot very few details, semi-confident in skills, little guidance from instructors)
- 5 = very proficient (Gave effort, forgot little/no details, confident skills, could teach another student)

21.5. Satisfactory Academic Progress Policy: Students must maintain satisfactory academic progress to remain enrolled. To maintain satisfactory academic progress, the student is required to pass each exam. The program in which the student is enrolled must be completed in no more than 150% of the clock hours required. Students must maintain a cumulative grade point minimum of 70% (C) for the entirety of the program.

21.6. On-Time Program Completion: Each student must complete all designated online coursework (except for the final exam) in a timely manner prior to entering hands-on training. Each student selects and signs up for a specific hands-on training class and is required to first complete the designated online coursework to be eligible for their selected hands-on class. If a student does not complete the designated online coursework within six months of the online learning start date and prior to the hands-on training class they selected, UDA reserves the right to:

21.6.1. Require the student to retake all designated online coursework, or

21.6.2. Move the student to a different future hands-on class, or

21.6.3. Dismiss the student from the program. If dismissed for this reason, the student is entitled to a refund according to the policy outlined in the section, Refund After the Commencement of Classes.

22. Grade Reporting & Transcripts

Grades for every student are recorded online at the completion of each module and are readily available to students at any point during the program. Cumulative grades are calculated as a running total so that students can check their overall score as they progress through the program. All records will be kept in a digital format after the student's graduation. Students can request a transcript by notifying the administration department in writing.

23. Dismissal Policy

A student may be dismissed from UDA at any time for the following reasons:

23.1. Academic Failure: In the unfortunate circumstance that a test is failed (score below 70%) three (3) consecutive times, the student shall be dismissed from the program due to unsatisfactory academic performance.

23.2. Clinical Failure:

23.2.1. Students who score below neutral on the clinical proficiency for 3 classes

23.2.2. Unsafe practice in the clinical area without corrective behavior once addressed by the instructor.

23.2.3. Students miss three (3) or more clinical hands-on courses without taking a LOA.

23.3. Student Conduct:

23.3.1. Students will be terminated for violation of any of the following rules and regulations. All students are expected to act maturely and are required to respect other students and faculty members

23.3.2. Any student caught cheating on exams or assignments or committing plagiarism.

23.3.3. Any sexual misconduct, i.e.: unprofessional advances, vulgar or offensive language, innuendoes, or harassment on the School's premises.

23.3.4. Disruptive, abusive or unprofessional behavior.

23.3.5. Any student under the influence or in possession of alcohol, marijuana, or any controlled substances on the School's premises.

23.3.6. Any student having possession of firearms or weapons of any nature on the School's premises.

23.3.7. Threat or physical altercation with staff, faculty or another student.

23.4. False or Fraudulent Behavior: We at UDA believe that the most important qualities a healthcare professional can possess are honesty, integrity, optimism, and compassion. We hold our students to the highest standard and expect them to carry themselves in an ethical and professional manner. There will be no tolerance for any type of cheating, academic dishonesty, disruptive behavior, or disrespect in any aspect of the program.

- 23.5. Externship:** All students and former students of Unity Dental Assisting who participate in an externship are expected to behave in a professional and ethical manner, acting with the absolute highest level of honesty, integrity, and reliability. In addition to conforming to these policies and standards, all current and former UDA students are expected to treat every externship site representative, potential employer, and dental team member(s) with the same courtesy and respect that would be required for any professional setting.
- 23.6. Breach of patient confidentiality:** Students may inadvertently encounter confidential patient information which is protected by HIPAA. Sharing any patient information with anyone who is not involved in their immediate care, or improper handling of any patient documentation. These actions are strictly prohibited and will result in immediate dismissal of any UDA student.

24. Student Grievance Procedure

Unity Dental Assisting is dedicated to the fair treatment of and professional conduct with students. This policy and procedure pertains to grievances of a various nature including but not limited to: academic, discrimination, harassment, and bullying. Should any student have a complaint, the student is asked to:

- 24.1.** Bring the grievance to the Nevada Director/School Official who will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:
- 24.1.1.** Define the problem
 - 24.1.2.** Identify acceptable options for resolution
 - 24.1.3.** Implement option chosen for resolution
- 24.2.** If, as a result of these discussions, the student does not feel that the issue has been satisfactorily resolved, the student can file a formal complaint to:
- Nevada Commission on Postsecondary Education
2800 E. St. Louis Avenue
Las Vegas, NV 89104
www.cpe.nv.gov

25. The Student Understands

- 25.1.** UDA does not accept credit for previous education, training, work experience.
- 25.2. UDA does not guarantee job placement to graduates upon program completion or upon graduation.**
- 25.3.** UDA reserves the right to reschedule the program start date when the number of the students scheduled is too small.
- 25.4.** UDA will not be responsible for any statement of policy or procedure that does not appear in the UDA catalog.
- 25.5.** UDA reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition, or failure to abide by UDA rules.

- 25.6.** UDA does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.