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Welcome to the Great Falls College (GFC) Montana State University, Dental Assistant Program. This college is part of the Montana University System. The Dental Assistant program is accredited through the American Dental Association’s Commission on Dental Accreditation. Northwest Commission of Colleges and Universities provides accreditation to GFC. The program is designed to prepare you for an exciting career in Dental Assisting. You will receive the necessary information and preparation to sit for the Dental Assisting National Board (DANB) examination.

This handbook is designed to explain the policies and guidelines unique to the Dental Assistant program. The handbook is to be used in conjunction with the college catalog to provide general information, which will assist you in your college experience. It is your responsibility to be familiar with the handbook, as your faculty may refer to it throughout the academic year. You should keep the handbook in a safe and convenient place. It will help answer questions that may arise at any point during the program. Additions and/or changes may be made to this handbook during your training. You will be provided with documentation of any changes as they occur.

Please do not hesitate to ask for further information. We hope that the time spent in class and in the clinical sites will be a rewarding time for you as you pursue a challenging and rewarding profession as a Dental Assistant. Best wishes to each of you for a stimulating and successful program and career.

Sincerely,

Robin R. Williams, MS, CDA  
Carmen Perry, BS, M.Ed., CDA
DENTAL ASSISTANT PROGRAM FACULTY AND STAFF

Faculty

Robin Reed Williams, MS, CDA Dental Assistant Program Director
Ms. Williams received her Certificate in Dental Assisting in 1987 from Great Falls College MSU (formerly the Great Falls Vo-Tech) and became a Certified Dental Assistant that same year. She returned to GFC in May 2002 with an MS in Microbiology and 12 years of dental assisting/dental office management experience. She is the director of the Dental Assistant program and teaches Theory of Infection Control & Disease Prevention, Dental Office Management, Chairside Theory & Practice I and II, Dental Science/Preventive Dentistry, Dental Specialties, and is the Clinical Coordinator and an evaluator for summer clinical rotations.

Carmen Perry, AA, BS, M.Ed., CDA
Mrs. Perry received her national certification as a Certified Dental Assistant in the mid 1980’s and worked eleven years as a clinical dental assistant prior to securing her faculty position with the college in 1993. Mrs. Perry is beginning her 23rd year as a faculty member at the college. During that time, she served as the program director for seven years, clinical coordinator for eleven years, and played major roles in the development and initiation of the dental hygiene program which started in 2002. She has also held state-level positions representing dental assistants and the dental assisting profession and served many years as the testing proctor for Montana’s oral radiology certification exam. Mrs. Perry holds an associate degree in health sciences, a bachelor’s degree in biology and chemistry, and a master’s degree in adult and higher education. She has experience with teaching all dental assisting courses, with the exception of Dental Office Management, and currently teaches Oral Anatomy, Oral Radiology/Radiography I and II, Chairside Theory and Practice I and II, Dental Specialties, and Clinical Seminar. She also serves as a faculty evaluator during summer clinical rotations.

Staff

Donald Blevins, D.D.S. Supervising Dentist
Dr. Blevins joined the dental programs at Great Falls College MSU in 2010 as a supervising dentist providing clinical supervision of dental hygiene students, exams and clinical supervision of clients, and providing clinical instruction to dental assisting students during restorative clinic. Dr. Blevins comes to the college with extensive private practice clinical experience; he owned and operated his dental office in Great Falls for 35 years.

Holly Schott, Dental Clinic Manager
Mrs. Schott has been with Great Falls College MSU since June 2011. She is a graduate of the Great Falls College MSU Dental Assistant Program. Mrs. Schott came to the college with 11 years of dental assisting and dental receptionist experience. She is involved with all aspects of the running of the Dental Assistant and Dental Hygiene Programs and Dental Clinic.
PURPOSE OF THE HANDBOOK

The Dental Assistant student handbook provides the students with policies specifically related to the Dental Assistant Program and the Division of Health Sciences. The student will need to rely on the College catalog for policies related to all students attending Great Falls College MSU.

MISSION OF THE COLLEGE, DIVISION AND DENTAL ASSISTANT PROGRAM

College Mission Statement

Our Mission is to foster the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society.

Health Sciences Division Mission Statement

The Health Sciences Division is a student-centered division providing quality care in health science education that is responsive to community health care needs.

Program Mission Statement

The mission of the Great Falls College MSU Dental Assistant Program is to prepare competent and professional dental assistants who are prepared to pass the DANB Certified Dental Assistant Exam, become employed as entry level dental assistants, and contribute to the profession as a whole through participation in professional affiliations and lifelong learning activities.
GFC MSU EIGHT ABILITIES

The faculty and staff have deemed the following abilities to be central to the personal and professional success of all Great Falls College MSU graduates:

**Communication:** The ability to utilize oral, written and listening skills to effectively interact with others.

**Quantitative Reasoning:** The ability to understand and apply mathematical concepts and models.

**Inquiry and Analysis:** The ability to process and apply theoretical and ethical bases of the arts, humanities, natural and social science disciplines.

**Aesthetic Engagement:** The ability to develop insight into the long and rich record of human creativity through the arts to help individuals place themselves within the world in terms of culture, religion, and society.

**Diversity:** The ability to understand and articulate the importance and influence of diversity within and among cultures and societies.

**Technical Literacy:** The ability to use technology and understand its value and purpose in the workplace.

**Critical Thinking:** The ability to understand thinking that is responsive to and guided by intellectual standards such as relevance, accuracy, precision, clarity, depth, and breadth.

**Effective Citizenship:** The ability to commit to standards of personal and professional integrity, honesty and fairness.
PROGRAM OUTCOMES

- Sit for the national certification examination administered by the Dental Assisting National Board.
- Perform entry level skill and competence in assigned chairside dental assistant duties and responsibilities (including expended duty functions as defined by the Montana Board of Dentistry.)
- Substantiate the mastery of oral radiography theory and techniques.
- Utilize computer technology associated with the profession of dentistry including but not limited to digital radiography, intraoral cameras, and dental-specific software for the operation of a dental practice.
- Integrate concepts in the dental sciences, prevention and oral health promotion to a variety of treatment situations in the dental setting
- Demonstrate appropriate cultural, legal, ethical, and professional values (including adherence to HIPAA standards.)
- Articulate dental language appropriate in business, clinical, and educational situations.
- Apply OSHA Infection Control and Hazard Communication standards during all aspects of dental care and practice.

CURRICULUM

Courses are designed to meet the requirements of the Commission on Accreditation of the American Dental Association. The course content is also planned to meet the requirements of the Dental Practice Act Expanded Duties Section of the State of Montana Board of Dentistry regulations (ARM rule 24.138.406 of the Administrative Rules of Montana found at http://www.mtrules.org/gateway/ruleno.asp?RN=24.138.406 .) The material covered is intended not only to prepare the student to function in the dental office or clinic, but also to facilitate a satisfactory performance on the Dental Assisting National Board, which is taken upon graduation.

LIABILITY & HEALTH INSURANCE

Each student must have professional liability insurance while enrolled in the Dental Assistant Program. The liability insurance is available through a college-selected company and is included in the fees each semester.

Basic terms of the policy are:
- Each student is covered only while a member in an official Great Falls College MSU Dental Assistant course. Coverage ceases upon termination of the student’s enrollment, either by graduation, withdrawal or dismissal.
- Coverage is limited to activities that are part of, and a requirement of, the student’s curriculum.

It is the student’s responsibility to notify the clinical faculty member about any occurrence that might cause liability to the student, clinical affiliate, or Great Falls College MSU. An unusual occurrence report must also be completed to document the incident. The program director or Health Sciences division director will provide the appropriate protocol for documentation.
The student is responsible for all expenses resulting from injuries that he/she experiences during program activities. Student health and medical insurance can be obtained through Great Falls College MSU. Visit Student Central for details.

IONIZING RADIATION AND PREGNANCY POLICY

Any pregnant student, faculty, or staff member must inform the respective oral radiology/radiography instructor and director of the program at the earliest knowledge of pregnancy and must have written authorization from their attending physician in order to participate in instruction involving ionizing radiation. This documentation is to be provided to the DA oral radiology instructor as well as to the director of the program. One additional radiation monitoring device will be issued to the pregnant student to be worn in the abdominal area and will be monitored on a weekly basis. All students and faculty must be out of range of any direct or scatter radiation before exposing oral radiographic image receptors. If physician authorization is denied, the student will have to withdraw from the class. Said student would thereby become ineligible for program completion and graduation.

EQUAL OPPORTUNITY/AMERICANS DISABILITY ACT POLICIES

The Great Falls College MSU as a unit of Montana’s University System, and the Dental Assistant Program, is committed to provide for all students, a program of equal opportunity for education and participation in all college activities. The Dental Assistant Program complies with the Equal Opportunity, Sexual Harassment, and Americans with Disability Act policies. Please refer to the current College catalog for details.

Technical Standards for the Dental Assistant Profession

We are providing a listing of our technical standards and exit criteria so that all students will understand the broad scope of the program and its expectations.

To successfully complete the dental assistant program, students must demonstrate their competency in carrying out tasks necessary for safe and effective practice in the field, including:

1. Accurately perform dental assisting procedures such as positioning patients, setting up and operating dental equipment.
2. Accurately perform expanded function dental assisting procedures such as dental sealant placement, coronal polishing, topical anesthetic placement, and using dental instruments in the oral cavity.
3. Accurately assessing the condition of the oral cavity.
4. Maneuver patients and themselves within the dental clinic operatory & dental facility.
5. Effectively communicate and interact with faculty, staff, peers, patient/clients, families, and healthcare workers in a culturally sensitive manner.
6. Accurately perform CPR and other basic life support functions and assess medical emergencies in the clinical setting.
7. Consistently adhere to standard precautions for infection control by:
   a. sterilizing and disinfecting contaminated equipment
   b. sterilize dental instruments
   c. breakdown and set up dental operatory for patient treatment
d. maintaining asepsis throughout patient treatment

8. Accurately document treatment information in patients’ charts.


10. Demonstrate understanding and adherence to the professional standards of the American Dental Assistants Association and the state of Montana.

11. Effectively communicate critical information in oral and/or written form to faculty, staff, peers, patients, families while adhering to HIPAA standards.

Requests for accommodation should be directed to Kathy Meier in the Disability Services Office.

DIGNITY STATEMENT

The Dental Assistant Program is committed to providing all students with an education of the highest quality and in a manner that exhibits concern and sensitivity to our students, faculty and others who use our services. It is therefore essential that every person who is connected with this program exhibit appropriate and conscientious behavior in dealing with others.

Students and staff members have the right to be treated fairly and with sensitivity. They must be given the maximum opportunity to learn and work in an environment that is caring, friendly, and free from harassment and discrimination. Every student and employee of Great Falls College MSU is expected to treat every person with dignity and respect.

CLASSROOM, LABORATORY AND CLINICAL ATTENDANCE POLICY

Regular attendance, punctuality, and responsibility for class work are three of the most significant factors for success in the program. Most of the coursework in the Dental Assistant program is sequentially specific and must be completed in the order stated in the college catalog. Students are urged to be present, punctual, and prepared for every class assignment and they are urged to seek additional help from the instructors or tutors when needed. While absences or tardiness may be unavoidable, you should keep in mind that regular attendance is important.

If you are unable to attend class, or will be tardy, it is expected that you will contact the course instructor (or instructors if a team-taught course) to inform them of your absence. Instructors for each course will have their attendance policy and consequences addressed in the course syllabus. Please refer to each course syllabus for the policy.

Rotations in the Dental Assistant program include Restorative Clinic rotations, Clinic Assistant rotations, End of Week Clinic Maintenance duties, and Summer Clinical Office rotations. Attendance in lab and clinical rotations is essential to the success of the student enrolled in this program. Students should arrive early for lab and clinical rotations to allow time for preparation for the session. All students are expected to be present and prepared for all assigned lab and clinical sessions.

The nature of laboratory and clinical sessions does not allow for breaks to be scheduled. To be respectful of your clinical instructors, patients, and other classmates, avoid the disruption of getting up and leaving the lab/clinical area during the scheduled session unless it is an emergency. If the student must leave the lab/clinical area it is asked that your instructors and lab partners be aware of it and your location.
Personal Appointments

Students should not make personal appointments during the time they are scheduled for lab, clinical rotations or didactic classes. You should schedule your non-emergent appointments for school breaks or times that you do not have didactic or lab classes or clinical rotations.

SMOKING, DRINK, AND FOOD

Great Falls College MSU is a tobacco-free building. A designated outdoor area is provided for this activity. The faculty encourages that the Dental Assistant students consider the negative health effects of smoking. The clinical sites you will be assigned to are smoke-free environments which means that smoking is prohibited on all properties owned by the clinical site including parking lots.

All students are asked not to have food or drink in the dental clinic and laboratory. Individual instructors will have their own food and drink policies for didactic classes.

VISITORS

No visitors will be allowed in the classroom during class without permission of the instructor. Children and infants can be a big distraction in class to the students and instructor. For this reason they are not allowed in the classroom.

ADVISORS

Due to the size of the class and the cohort nature of the program, Dental Assistant program faculty will advise the program students. The faculty is here to make your time at the college as productive and comfortable as possible. You are encouraged to see them at any time, but may be asked to make an appointment if necessary. The Dental Assistant faculty will provide you with your advisory pin number and course schedule for registration.

*Note: If you have a question or concern regarding a specific course, please address the instructor for that particular course as she will be your best resource.

PROFESSIONAL BEHAVIOR/CONDUCT

The students enrolled in this program are expected to conduct themselves in a manner which will be a credit to their school and the profession of a Dental Assistant. They are expected to abide by the code of ethics for this profession provided by the American Dental Assistants Association, as well as the policies and procedures of the clinical sites they are assigned to. Courtesy, cheerfulness, tact, kindness, and consideration should govern your contact with dental professionals, patients, visitors, and employees encountered at your clinical site. What you say and do becomes associated, in people’s minds, with the College and the clinical site. The time you spend at the clinical site is a privilege that the clinical site provides for you to learn this profession.
Student conduct in the Dental Assistant program must allow for a safe and comfortable atmosphere that is conducive to learning. Violation of any of the program specific rules and/or any of the college rules and regulations as outlined by the college will subject the student to disciplinary action.

Disciplinary Action will be taken against a student enrolled in the Dental Assistant program for the following list of reasons which is illustrative of, but not inclusive of, situations that can result in discipline, counseling, and/or dismissal:

The student will maintain a professional attitude at all times. Unprofessional conduct shall include but not be limited to:

a) Performing acts beyond the limits of legal practice.

b) Insubordination towards clinical preceptors, clinical staff, and/or Great Falls College MSU faculty.

c) Inappropriate behavior including body language e.g. rolling eyes when receiving direction from staff or faculty or being argumentative with patients, dentists, faculty, and/or other members of the health care team.

d) Arguing with clinical preceptors, clinical staff, and/or Great Falls College MSU faculty.

e) Failure or refusal to follow the instructions of the clinical preceptor or faculty.

f) Performing the wrong procedure on a patient.

g) Not properly identifying the patient which results in performing the examination/procedure on the wrong patient.

h) Unreported absences from either clinical, lab, or didactic sessions during the semester.

i) Violations of the Dental Assistant Program Clinical Dress Code and/or related requirements.
   
   i. This would include not having your own scrub outfit available to wear or taking clinic site-owned scrubs outside the clinical site. While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.

   ii. The program uniform is not to be worn in public venues, other than in an official capacity.

j) Uniformed students will show professionalism and represent the program and the profession at the highest level.

k) Sleeping during clinical rotation.

l) Receiving guests during clinical/internship rotation

m) Using, possessing, distributing, or being under the influence of any alcoholic beverage, narcotic, or any other drug capable of altering a student's judgment and/or physical activity during clinical/internship rotation.

n) Use of tobacco products during any clinical/internship rotation.

o) Use of personal electronic devices during clinical or field rotation, including but not limited to, cell phones, MP3 players, gaming devices, radios, CD players, computer laptops with sound, etc. except when devices such as iPads/tablets are used for reference and/or research related to a patient contact.

p) Assuming duties and responsibilities without adequate training or when competency has not been evaluated by a supervisor.

q) Willfully committing an unsafe act that would potentially endanger anyone.
r) Tampering with, damaging, or theft of any equipment or personal property of the college, clinical site, preceptors, site employees, other observers, student or instructor.
s) Touching any person in any manner considered threatening, offensive, or degrading.
t) Making any verbal statement or gesture to any person that is considered threatening, offensive, or degrading.
u) Harassment of Clinical site employees, other site observers, preceptors, instructors, clinical/internship staff, or fellow students.
v) Stalking. Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
w) Possession of lethal or non-lethal weapons, firearms, and/or explosives on campus or clinic sites.
x) Diverting supplies, equipment or drugs for personal or other unauthorized use.
y) Actual or threatened hostile acts, including verbal abuse, against patients, clinical site employees, or Great Falls College MSU faculty.
z) Falsifying or otherwise altering patient or agency records.
aa) Failure to maintain patient confidentiality/HIPAA violations.
bb) Failure to follow all policies, procedures, Standard Operating Guidelines, protocols, rules, and/or regulations of the clinical site.
c) Abusing, neglecting, or abandoning patients.
dd) Conduct unbecoming a Dental Assistant student or detrimental to the best interests of the public as determined by clinical site preceptors, course instructors and/or college administration.
ee) Failure to comply with the professional code of ethics and/or failure to demonstrate those traits necessary for success in this profession.

GROUND FOR DISCIPLINARY ACTION/ PROBATION/ DISMISSAL

The complaint will be discussed with the student by the Program Director and/or course instructor.

The complaint will be discussed by faculty with the school administration to determine the necessary disciplinary action. Results of this discussion will be documented and a copy will be provided to the student. This documentation will be signed and placed in the student’s file by the program director.

One of the following actions will be taken depending upon the seriousness of the infraction:

Verbal and/or written reprimand: This will be used for minor infractions of non-academic policies and procedures. The program faculty will talk to the student and remind him/her of the correct behavior and answer any questions the student may have about the incident. Documentation of the discussion will be made and signed by the student and course instructor. This documentation will be maintained in the student’s file.

Probation: This will be the final warning a student will receive before being suspended or dismissed from the program. It may be accompanied by additional conditions to fit a given situation and may result in lowering the student’s course grade.
Dismissal: Under certain circumstances, if deemed necessary by the Program Director and course instructor, a student may be dismissed from the program. Repetition of an infraction for which the student received a reprimand and/or probation will warrant dismissal from the program. For more serious incidents such as those involving a threat to patient safety, gross insubordination, the disclosure of confidential information, falsifying student or patient records, cheating, theft, willful damage of property, intoxication or being under the influence of drugs or alcohol during clinical, lab, or class hours, or possession of a dangerous weapon while in the clinical site or the school will be just cause for immediate dismissal from the program. When a student is dismissed from the program, they are not eligible for re-admission to the program.

PROGRAM RE-ADMISSION

Policy for Re-Admission to the Dental Assistant Program

The Dental Assistant Program requires students to complete coursework with a grade of 70% “C” or higher. Students receiving a grade lower than a 70% in any dental course will not be allowed to continue into the next term. Students can refer to the Academic complaint policy in the Great Falls College MSU Catalog and if they feel a complaint is warranted, students have three (3) months from their date of termination to grieve the final grade. Any student leaving the Program prior to graduation is required to meet with the Program Director and appropriate faculty for an exit interview to document the reason for leaving. All department fees and assessments must be cleared at the time of the exit interview.

Re-Admission

With the Dental Assistant Program having a progressive type of curriculum, repeating courses will be very difficult, if not sometimes impossible.

- A student who must repeat one or more courses in dental assistant program to graduate must first be readmitted to the program.
- Decision to readmit a student reapplying to the program will be based on:
  a. Letter of intent demonstrating the ability to be successful in completing the program the 2nd time around.
  b. Reasons the student was dismissed or failed out of the program previously.
  c. The program director’s consultation with the faculty

Note: The program director has the right to approve or disapprove re-admission applications based on previous educational and behavioral concerns. A new applicant can be enrolled into the program over a re-applying student if the concerns outweigh the desire for re-admittance.

- Re-admitted students, like all students in the program, must maintain a minimum grade of 70% “C” in each program course taken.
Re-Admission Procedure
Re-admission application and a letter of intent must be submitted by April 15 prior to the academic year they are applying for.

- The student must submit a letter to the Dental Assistant program director outlining their intent for re-admission, specific reasons why they should be readmitted, and a very specific plan for successful completion of the re-admission year. *A complete formal Dental Assistant program application also has to be submitted along with it.*
- Re-admission applications must be within 5 years of leaving the program.
- If the student is granted re-admittance there may be stipulations made of the retaking of courses dependent of students current knowledge and abilities upon reentry. Due to the sequential nature of the Dental Assistant program, safety of patients, and our commitment to graduating competent dental assistants, some coursework may need to be retaken and reviewed before slotting back in the position the readmitting student was once in. Demonstration of knowledge and skill may be requested prior to those decisions.

*Being readmitted into the program does not automatically ensure successful completion; it is up to the students’ dedication of completing the requirements of the program.*

MEDICAL RECORDS/ CONFIDENTIALITY
The health care team handles a large amount of confidential information concerning the medical history and medical condition of patients that they come in contact with. *Safeguarding the privacy of the patient is the responsibility of everyone on the health care team.* A patient’s medical condition or personal problems must *never* be discussed with anyone except those who have a direct tie to the patient’s care. Release of information to newspapers, radio stations, and TV stations or their representatives is forbidden. Names must not be used in any written case studies or discussions. The release of any privileged information regarding any patient is cause for immediate suspension and recommendation for dismissal from the program. Discussion of your clinical assignment and information obtained while there is *not* a topic for social conversations.

Respectful consideration of all clinical areas and personnel is required. *The students are at the clinical sites by invitation which could be rescinded at any time if undesirable conduct occurs.* The clinical site was chosen for specific learning experiences and the value you receive will depend on you and your attitude. Any problems that might develop should be discussed privately with the program faculty. *Students will follow the policies and procedures of the clinical site.*

The student is responsible for complying with all the rules and regulations of the college and will be subject to discipline should they not comply with the Student Code of Conduct. Any new policies will be posted.
CLINICAL DRESS CODE

With the knowledge that many times our personal appearance makes strong impressions on the patient’s impression of the dental program and the dental profession as a whole, it is beneficial both to the students and school that certain regulations be followed. These policies concerning dress will be in effect for all clinic experiences including public presentations. The following regulations will be enforced:

1. Uniforms (to include matching scrub top and bottom, lab jacket, socks, and clean shoes) must be clean and pressed at all times. Only school program-approved uniforms and jackets are authorized. For the safety of those outside of the clinical/laboratory setting, contaminated lab jackets may not be worn outside the dental area.
2. Clean, closed-toed, low-heeled, solid-colored shoes with clean laces if applicable. Clinic shoes must have the capability to be cleaned and must only be worn in the clinic area.
3. Socks that cover the ankle are to be worn. No bare skin should be exposed when you are seated.
4. If a shirt is worn under the scrub top, it must be plain (no pattern) and be white or match the color of scrub top. The hem should be no longer than the hem of the scrub top. It must have a conservative neckline (women: high enough so that no breast cleavage is visible) with the top of the shirt not visible above the top snap of the lab jacket.
5. Safety glasses and other appropriate personal protective equipment (PPE) must be worn during all clinic and laboratory procedures.
6. Hair must be clean and styled in a way that no hair hangs over the face (if bangs are longer than eyebrow length, they must be pinned back). Hair must be pulled back off the shoulder when wearing uniforms or laboratory jackets.
7. A wedding ring and one pair (one earring each ear) earrings are acceptable. All visible tattoos and hiccups must be covered. Tongue or lip (or any other facial or oral-type) piercing is not appropriate or acceptable within the dental assistant program. Therefore, the student will be asked to remove any oral jewelry.
8. Fingernails must be natural, neatly trimmed, and have no polish. Artificial nails are unacceptable. Hands must be free of all objectionable odors, particularly tobacco.
9. Your teeth must be clean and your breath fresh and free of odor. Brush and floss after each meal and after each time you snack. Avoid food seasoned with garlic/onions before coming to clinic.
10. Chewing gum is not permitted in the clinical setting.
11. Students will sign a separate and specific clinical contract, prior to participation in clinical practice.

FINAL AUTHORITY FOR APPROPRIATE DRESS AND ACCESSORIES IN A LABORATORY SETTING IS DETERMINED BY THE INDIVIDUAL COURSE INSTRUCTOR/S. STUDENTS WHO DO NOT CONFORM TO THE DRESS AND APPEARANCE REQUIREMENTS MAY BE ASKED TO LEAVE THE LAB/CLINIC UNTIL THEY ARE APPROPRIATELY DRESSED FOR LABORATORY EXERCISES.
**GRADING**

You are engaged in college level courses and are responsible for your own study procedures. This material is quite extensive and may present difficulties for some of you. If difficulties arise, it is your responsibility to ask the respective Dental Assistant course faculty for help. Refer to Student Services in the current College catalog.

All students must meet scholastic requirements. A grade of “C” (2.0) or higher must be maintained in all required courses to continue in and complete the program. Individual faculty will provide you with a syllabus explaining their grading procedure. The student is responsible for submitting all assignments on time. Each course has a policy for make-up work for test, quizzes, etc. which will be explained by the instructor at the beginning of the course/semester.

Performance evaluations will normally be completed by the clinical staff, clinical instructors, or program faculty at regular intervals. You should discuss your opinion of the program and your studies honestly with your course instructor. In this way mutual expectations can be understood and realistic goals can be established.

Objectives must be met in all courses. Any absenteeism could affect the completion of these objectives.

If it becomes necessary to withdraw from a course, please do not withdraw without a conference with the Dental Assistant program faculty. Proper withdrawal **MUST** be completed to avoid receiving a grade of “F” on your transcript for the course. It is the student’s responsibility to be sure withdrawal forms are completed. The instructor of each course will keep you informed of your grade. You may request a conference with any of the faculty, by appointment, to verify your standing.

**ACADEMIC MISCONDUCT** (http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf)

Academic Misconduct includes cheating, plagiarism, forgery, falsification, facilitation or aiding academic dishonesty; multiple submission, theft of instructional materials or tests; unauthorized access to, manipulation of or tampering with laboratory equipment, experiments, or computer programs without proper authorization; alteration of grades or files; misuse of research data in reporting results; use of personal relationships to gain grades or favors, or otherwise attempting to obtain grades or credit through fraudulent means.

A description of some forms of academic misconduct and examples are provided to help the student understand his/her responsibilities for academic honesty. Academic misconduct includes, but is not limited to the following:

A. Cheating
   Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise including unauthorized communication of information. Examples of cheating include copying from another student's paper or
receiving unauthorized assistance during a quiz, test or examination; using books, notes or other devices such as calculators, unless authorized; acquiring without authorization copies of tests or examinations before the scheduled exercise; or copying reports, laboratory work or computer programs or files from other students.

B. Falsification / fabrication
The invention or unauthorized alteration of any information or citation in an academic exercise. Examples of fabrication include inventing or counterfeiting data or research procedures to give the appearance of results being achieved from procedures that were not undertaken. Examples of falsification include the false citation of a source of information; altering the record of, or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false excuse for absence or tardiness; or altering a returned examination paper and seeking a better grade.

C. Tampering
Interfering with, altering or attempting to alter university records, grades, assignments, laboratory experiments or other documents without authorization. Examples of tampering include using a computer or false-written document to change or affect the grade recorded for a student; forging the signature of a university official on a drop/add sheet or other official university record; erasing or altering records or information of a student; unauthorized access to a university record by computer or unauthorized entry into an office or file; or obtaining information from the university without proper authorization.

D. Plagiarism
Presenting the work of another as one's own without proper acknowledgment. Examples of plagiarism include submitting as one's own work the work of another student, ghost writer or commercial writing service; directly quoting from a source without acknowledgment; paraphrasing or summarizing another's work without acknowledging the source; or using facts, figures, graphs, charts or information without acknowledging the source. Plagiarism may occur orally or in writing and may involve computer programs and files, research designs, distinctive figures of speech, ideas and images or any other information that belongs to another person and is not acknowledged as such. Inadvertent or unintentional misuse or appropriation of another's work (such as relying heavily on source material that is not expressly acknowledged) is still considered plagiarism.

E. Facilitating academic misconduct
Giving assistance or attempting to assist another in the commitment of academic misconduct.

F. Multiple Submission
Submitting the same paper or oral report for credit in two courses without the instructor's permission; making minor revisions in a paper or report for which credit has already been received and submitting it again as a new piece of work.
G. Other Academic Misconduct

Other examples of academic misconduct include allowing another student to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be covered on a test before the scheduled exercise; collaborating on work with the knowledge that the collaboration is not authorized or will not be reported; or taking an examination or test for another student or signing a false name on an academic exercise.

CLINICAL CONTRACT

To provide protection for the clinical institution, patient, college and student, a contract for clinical performance must be signed by the students before entering the clinical portion of the program. You must retain clinical acceptance at all clinical sites to continue in the program.

TRANSPORTATION

The Dental Assistant Program is dependent on utilization of community resources for your clinical experience and assignments. It is the student’s responsibility to arrange for transportation to the clinical area and for housing during out-of-town rotations. Clinical assignments are designed to carry out the objectives of the program and must be followed as to hours and duties performed.

HEALTH RECORDS / CPR

Before a student can be accepted into some clinical settings, the student must show that a TB test and Hepatitis B vaccination (HBV) have been completed. A healthcare provider CPR card should be obtained prior to program entry and maintained throughout the Dental Assistant Program. Failure to complete the above items prior to the start of clinical rotations will result in dismissal from the clinical course, resulting in dismissal from the Dental Assistant Program. Each student will be required to complete the pre-clinical check-off sheet before he/she will be allowed to enter into clinical rotations.

PROFESSIONAL ORGANIZATIONS

The Dental Assistant faculty believes that professionalism is a responsibility of individuals who work in the healthcare field. One of many methods of displaying professionalism is joining professional organizations. Students enrolled in the clinical portion of the Dental Assistant program will be encouraged to join the American Dental Assistants Association.
STUDENT PARKING DURING CLINICAL ROTATIONS

Students will be expected to follow the parking guidelines of each clinical site that they are assigned to. Generally parking areas close to the clinical site are reserved for patients and visitors to the facility. Students who fail to follow the guidelines of the clinical site will be subject to disciplinary action. Parking guidelines for each site will be explained during clinical orientation sessions and site tours.

Great Falls College MSU
Dental Assisting Program Formal Complaint Policy

The Commission on Dental Accreditation will review complaints that relate to a Program’s compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

The commission’s policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

1. Only written, signed complaints will be considered by the Commission. Oral and unsigned complaints will not be considered. The Commission strongly encourages attempts at informal or formal resolution through the program’s or sponsoring institution’s internal processes prior to initiating a formal complaint with the Commission. If the complaint includes issues that are currently being investigated by state entities, the Commission will not proceed with consideration of the complaint until such adjudication or litigation is concluded.

2. The Commission, upon request, will take every reasonable precaution to prevent the identity of the complaint from being revealed to the program; however, the Commission cannot guarantee the confidentiality of the complaint.
RECEIPT OF HANDBOOK

It is the responsibility of each student enrolled in the Dental Assistant program to read and be familiar with the information in this handbook.

I, __________________________, have received a copy of the Dental Assistant Student Handbook. By signing this, I acknowledge that I have read, understand, and agree to abide by the policies set forth in this handbook.

___________________________________
Student Signature

___________________________________
Date

PLEASE SUBMIT THIS SIGNED DOCUMENT TO THE PROGRAM DIRECTOR. IT WILL BE KEPT IN YOUR STUDENT FILE.