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# Excel Dental

## Training Institute

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Dental Career Training & Office Management

**SCHOOL CATALOG**  
Calendar Year 2013 – 2014

## **Catalog – First Edition, September 2013**

Excel Dental Training Institute  
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Visit us on the Internet at:  
[www.exceldentalinstitute.com](http://www.exceldentalinstitute.com)

**Date of Publication: September 2013**

**NOTICE:** This catalog is effective as of the date of publication. Excel Dental Training Institute reserves the right to modify organizational structures, schedule of courses, curriculum, and policies and procedures as circumstances dictate or as required by changes in applicable regulations or mandates from accrediting entities.

**MESSAGE FROM THE PRESIDENT  
AND CO-FOUNDER,  
Donald Woods, DDS**

*Welcome to Excel Dental Training Institute, a place we call home.*

*The school was founded on the principle that higher education is the portal to a better life and a better world. Especially at Excel Dental Training Institute, where academic rigor, the spirit of community and respect for all faiths propel students to lives of meaning and service to others.*

*We are shaped most powerfully by our people:*

- *Students who embrace Excel Dental Training Institute promise to challenge the limits of their minds and nurture their spirits, and whose enthusiasm defines life on campus.*
- *Our alumni, whose character and accomplishments demonstrate the value of an Excel Dental Training Institute education, and who stand ready to lend a hand to their alma mater.*
- *Faculty and staff, who are committed to the personal growth and development of our students through allied health education. Day in and day out, our faculty skillfully and tirelessly share their knowledge and make themselves accessible to support and advise.*

*The Excel Dental Training Institute experience is more than accumulation of credits. Here, students pursue their passions, develop their faith and connect their knowledge to experiences in our state of Tennessee.*

*The students turn their passions into meaningful work. Our alums, carrying the mark of Excel Dental Training Institute experience – commitment to service, confident leadership, ethical decision making and skillfully problem solving, launch careers at leading companies and build successful lives.*

*To truly know Excel Dental Training Institute you must experience it. In addition to exploring the website, I personally invite you to visit our beautiful campus and impeccable facilities that inspire learning. And when you're here, I hope you find yourself at home.*

*Sincerely,  
Donald Woods, DDS  
President*

## ABOUT OUR SCHOOL

### OUR MISSION STATEMENT

The mission of Excel Dental Training Institute is to contribute to the public good by providing relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career as an auxiliary professional in dentistry. Excel Dental Training Institute believes that a well-educated workforce contributes to the economic and social vibrancy of the diverse communities in which its students, faculty, and staff live. To accomplish its mission, Excel Dental Training Institute is committed to providing a caring learning environment in which a technically rich, intellectually stimulating, quality education is delivered by a dedicated faculty and staff.

### OUR GOALS AND OBJECTIVES

The vision of Excel Dental Training Institute is to operate at all times in accordance with the highest ethical standards while continually striving to improve the quality of education, services and value provided to our students, employees and the community, and to provide security to our employees and their families by ensuring the long-term viability of our School. Additionally, Excel Dental Training Institute is committed to providing career training and to help students in their attempt to obtain relevant entry-level employment. We hire faculty and administrative personnel that meet or exceed the standards set by the accrediting agencies and the regulators.

The current educational objectives of Excel Dental Training Institute are:

- Graduates will achieve a level of expertise that will allow them to succeed in positions of their chosen field
- Graduates will be able to formulate solutions that will cause no harm to the community
- Graduates will pursue lifelong learning
- Graduates will be leaders in their chosen profession and in other activities

### WHAT MAKES OUR SCHOOL UNIQUE TO EDUCATION AND THE COMMUNITY

At Excel Dental Training Institute, we specialize in allied healthcare programs in dentistry. We are the first school to offer continuing education to professionals, certifications, in-house internships to our students and low cost dental care to meet the needs of the community. We are the first to offer a Dental Office Management program.

At Excel we offer smaller class sizes to cater to each student's needs. We hold our beliefs that smaller class sizes cater not only to the student, but to the instructor. We are passionate about the dental profession and believe that those who desire a career as an allied healthcare dental professional deserve the opportunity to reach that goal.

Communication is critical to understanding and learning and at Excel Dental Training Institute we make every effort to communicate thoroughly and effectively among students, faculty and administration. We want our students to find Excel Dental Training Institute to be a fabulous place to learn and grow as they develop their potential as a professional in the dental field. We look forward to providing our students with quality and comprehensive education that launch them into the dental profession or further develop them as a dental professional.

In addition to our educational programs, we offer expanded function courses for dental assistants beyond graduation. Our expanded function courses are designed for those professionals who wish to further their education, further develop skill sets, and learn advanced skill sets.

We are dedicated to providing continued education on campus by enlisting experts from the field of dentistry to teach and train licensed professionals for maintaining licensure. We are proud to serve the dental professional community by providing quality education to new and licensed professionals. We look forward to providing the continued education that will maintain momentum for professional growth and development through lifelong learning.

### NON-PROFIT ORGANIZATION

Excel Dental Training Institute is a non-profit organization owned and operated by Donald Woods, DDS and Sandra Turner-Woods, DDS.

### GOVERNING BOARD

The Governing Board of Excel Dental Training Institute is made up of five members. Board members are:

- Mr. Ronald Price
- Mr. Ernest Davis, Jr.
- Mrs. Meg Davis
- Barbara Hopkins-Glascock
- Mrs. Veronica Pulley

**AUTHORIZATION**

Excel Dental Training Institute is authorized by the Tennessee Higher Education Commission (THEC). This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

## 2013-2014 CALENDAR & DATES

### MODULES

#### Module Start Dates 2013

October 28, 2013  
November 25, 2013

#### Module Start Dates 2014

January 6, 2014  
February 3, 2014  
March 3, 2014  
March 31, 2014  
May 5, 2013  
June 2, 2013  
June 30, 2014  
August 4, 2014  
September 2, 2014  
September 29, 2014  
November 3, 2014  
December 1, 2014

### BREAKS

	<b>Begin</b>	<b>End</b>
Winter Break	December 23, 2013	January 3, 2014
Spring Break	April 28, 2014	May 2, 2014
Summer Break	July 28, 2014	August 1, 2014
Fall Break	October 27, 2014	October 31, 2014
Winter Break	December 22, 2014	January 2, 2015

### HOLIDAYS OBSERVED BY EDTI

New Year's Day  
Dr. Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas Day

*\*Some modules may require make-up days for cancellations and/or delayed starts. Refer to the section on Emergency Cancellations and Delay Policy in catalog for additional information regarding the potential for make-up days.*

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## **INTRODUCTION**

Thank you for your interest in Excel Dental Training Institute.

For those of you considering attending Excel Dental Training Institute, we encourage you to read this Catalog to gain a full understanding of the various programs and services offered by Excel Dental Training Institute, and to talk with School Representatives.

For those of you who have made the decision to attend Excel Dental Training Institute, congratulations! We hope that you will find your time at Excel Dental Training Institute to be both educational and rewarding, and that your efforts will help you on your way to a better career and a more fulfilling and enjoyable life. Please take the time to read this entire Catalog to obtain a thorough understanding of the programs and services.

At Excel Dental Training Institute we offer placement assistance to aid students in their effort to find suitable employment upon completion of their program of study. Excel Dental Training Institute does not guarantee job placement (For more information see the Student Services section of this Catalog.)

### **CONTRACTUAL RELATIONSHIPS**

A student contracting with Excel Dental Training Institute has a legal relationship only with the School and the company that owns and operates the School in which the student enrolls, Excel Dental Training Institute, Inc. By the signing of their Application and Enrollment Agreement (and such other documents as may be required for admission to the School), students agree and acknowledge that no legal relationship exists between the Student and any legal entity other than the School and Excel Dental Training Institute, Inc.

## **ADMINISTRATION, STAFF, AND FACULTY**

Excel Dental Training Institute is proud of its carefully selected staff and faculty members. Each of them brings a diverse skill set and broad knowledge base and work experiences to our programs from their respective field of practice. The skills and knowledge that our staff and faculty contribute reflect current trends and requirements within their area of expertise.

The faculty at Excel Dental Training Institute holds a high school diploma or GED and a certificate of completion from a postsecondary institution judged to be appropriate by the Commission in a relevant subject area and a minimum of three years of practical experience within the last seven years in the subject area to be taught. Additional years of documented experience in the subject area may be substituted for the postsecondary educational requirements.

A list of each of our current staff and faculty, along with their credentials, is located in the Administrators and Faculty section of this catalog.

## **CAMPUS FACILITY**

Each program offered at Excel Dental Training Institute is taught in specially designed classrooms. These classrooms include: traditional classrooms; dental materials labs; radiology labs; operatory/clinic space; sterilization area, and computer labs. Lounge and locker facilities are available for student use.

See each Program Section for additional information regarding our facility's design to maximize the educational process for our students.

## **ASSESSMENT of STUDENT PROGRESS**

Assessment of student achievement and progress is fundamental to the successful fulfillment of Excel Dental Training Institute's mission. The School's comprehensive, outcomes-focused assessment plan is designed to ensure that students learn skills specific to their program of study. Our goal is that, as graduates of Excel Dental Training Institute, our students will be successful in their chosen dental auxiliary career. It is important to Excel Dental Training Institute that our students develop knowledge in appropriate general education areas as well as the specific area of study for the program they have entered. Health care is a dynamic profession and it is essential that students enter the field prepared to make decisions and choices that provide the utmost benefit and safety of the public they will serve, either directly, or indirectly.

Student progress will occur at the conclusion of each module and each quarter. Progress reports will be submitted to the student using the email on file in their record.

## **ADMISSIONS INFORMATION**

### **GENERAL POLICIES**

Excel Dental Training Institute has an open admissions policy in keeping with its purpose to provide quality education. The school reserves the right to guide enrollment on the basis of pre-enrollment interviews, previous achievement and other criteria.

Before registering for courses, students must be admitted to the school. Students may apply for admission at any time during the year, although each program has specific start dates. (See the Calendar and Dates Section of this catalog for start dates.)

Listed below are general requirements and procedures that Excel Dental Training Institute has established for all individuals seeking admission at this School. It is the applicant's responsibility to ensure they follow and complete all steps in the admissions process. In order for an applicant to be admitted as a student at Excel Dental Training Institute, the applicant must:

- 1) Complete an Application and Enrollment Agreement with the School no later than one week in advance of the beginning of any class in which the applicant is enrolling. If the applicant is a minor, the Application and Enrollment Agreement must be signed by the parent, guardian, or other person with the legal authority to act on behalf of the minor applicant.
- 2) Provide documentation of high school graduation or equivalent (such as a GED) before the end of the Drop/Add Period in the program in which the applicant is enrolled. In extenuating circumstances, the Director of Education for Excel Dental Training Institute may extend the period of time allowed to provide the documentation. However, in no event shall the extension be granted beyond 60 days from the day the student begins classes. Applicants will be required to request an extension in writing setting forth the extenuating circumstances to support their request for an extension.

The high school diploma or equivalent must be from a high school or GED testing center recognized by the School and the documentation must be in English or have been translated to English by a recognized translator or by the office of the Director of Education. Satisfactory documentation includes, but is not limited to, any of the following items:

- a) Copy of the high school diploma or equivalent, such as a GED.
  - b) Copy of a high school or college transcript indicating high school graduation status.
  - c) Copy of form DD214 indicating graduation status.
  - d) Copy of a letter indicating graduation status and graduation date from an appropriate school official or state official.
  - e) Such other documentation as deemed acceptable by the Director of Education for all Excel Dental Training Institute.
- 3) All courses are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the School's admissions interview and the completion of any necessary documents.
  - 4) All applicants must attend orientation prior to the start of any class.
  - 5) Students with degrees from a college or university located outside of the United States may be admitted with the approval of the School President and subject to such conditions as he or she may reasonably impose.
  - 6) Complete background check which must reflect no prior criminal history and must be approved by the campus president (or his or her designee).

### **ACCEPTANCE to EXCEL DENTAL TRAINING INSTITUTE**

Upon completion of all admissions requirements, Excel Dental Training Institute administration will review the information and inform applicants in writing whether they have been accepted for enrollment.

If an applicant is not accepted, he or she will not owe any financial obligation to the School except for the application fee, which is nonrefundable. Questions regarding the admissions decision should be addressed to the Director of Education or the Program Director of the program to which the student applied or the School President.

### **RETURNING STUDENTS**

The reentry process involves coordinating the clearance of the student's account, completion of a new Enrollment Agreement, collection of all required official transcripts and/or any other documentation required at the point of the program into which the student is reentering, and course registration.

### **ACTIVATION POLICY**

Activation applies only to applicants who are being accepted as a student for the first time or to former students who have dropped and are re-enrolling in Excel Dental Training Institute. Students who are continuing from one quarter/module to the

next quarter/module are deemed to be continuously enrolled, and therefore do not require activation.

The following criteria must be met in order for an applicant to be activated into "student" status:

- Satisfy all requirements for admissions as explained in this catalog
- Complete an admissions interview in-person with an Admissions Representative or other designated School administrator (for quality control, this in-person interview may be electronically monitored and/or recorded).
- Satisfy the attendance requirements as set forth in the "Attendance Requirements" section below

The activation period is the period from the first day of the course up to, but not including, the first business day following the first two weeks of class. Activation will occur on the first business day following the first two weeks of class. Any exceptions to the activation deadline must be approved by the School President (or his/her designee).

### **ATTENDANCE REQUIREMENTS**

- All applicants, including former students who are applying to re-enroll, must have positive attendance (present for full length of time class is scheduled to meet) recorded in at least one class on the first day of the quarter/module in which the applicant begins classes.
- All applicants, including former students who are applying to re-enroll, must meet each the following criteria:
  - Positive attendance (present for full length of time class is scheduled to meet) recorded on 50% of the days classes are scheduled for the first two weeks of the quarter/module

Applicants who have not met the criteria as stated above can be activated only with written approval (waiver) from the School President (or his/her designee). No other exceptions or considerations should be expected by the applicant.

For additional information regarding the School's attendance requirements, see Attendance Requirements.

### **WITHDRAWAL FROM A COURSE**

Students who withdraw from school before the beginning of the fourth week of the course will receive a grade of "W". Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-P" if they have a passing grade at the time of withdrawal, which will not be included in the calculation of the student's CGPA. Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-F" if they do not have a passing grade at the time of withdrawal, which will be included in the calculation of the student's CGPA.

In order for such former students to re-enroll in the School (register for and attend future classes), they are required to meet all the current admissions requirements at the time of their re-enrollment and to execute a new Enrollment Agreement.

### **REPEATING A COURSE**

To graduate a student must complete all courses in their enrolled program of study and attain a minimum GPA of 2.0 or higher. Students who have withdrawn from or fail a course must repeat the course at their own expense. No course may be repeated more than once unless approved by the President and the Director of Education. Each time the course is taken it will count towards the maximum program length and each prior attempt will be counted as unsuccessful and will be reflected in the CGPA. In no way may the student attempt more than one and one-half times the credit hours required to complete the program

### **TRANSFER CREDIT**

Excel Dental Training Institute may accept transfer credits only from certain accredited colleges and universities. Transfer credits may be accepted provided that such courses satisfy Program requirements of the School, meet the additional requirements set forth below, and are accepted at the discretion of the Director of Education. Appeals of decisions regarding transfer credits may be directed to the Director of Education for Excel Dental Training Institute (or his/her designee). For transfer credits to be considered acceptable, students must have an official transcript sent directly to Excel Dental Training Institute from the institution that awarded the original credit.

Transfer credits will not be accepted unless the student obtained a minimum grade of "C." Transfer credits must be accepted by the Director of Education before the end of the Activation Period of the first term in which the student is enrolled (See Activation Policy). Each course transferred will be posted to the Student's academic transcript as a "TR-A," "TR-B," and "TR-C;" the A, B, or C indicates the grade the student received. It is the responsibility of the student to verify whether transfer credits have been accepted by the School and a student should not assume that any transfer credits will be accepted by the School. If the credits to be transferred are semester credit hours, then they will be converted to quarter credit hours at the rate of one semester credit hours equals one and one-half quarter credit hours.

If a student has transfer credits that have been accepted by the Excel Dental Training Institute, and then elects to attend the class, the student will be charged for the class, and the grade earned will replace the transferred grade in computing the student's grade point average.

No more than 50% of a diploma program's total required credit hours to graduate may be fulfilled with transfer credits.

## **LIMITATIONS ON TRANSFERABILITY OF CREDITS (CLOCK HOURS) TO NON-AFFILIATED EDUCATIONAL INSTITUTIONS**

The decision of whether an educational institution will accept transfer credits is made at the sole discretion of the "accepting institution." Excel Dental Training Institute has no ability to influence whether a non-affiliated college or educational institution will accept the transfer of credits (clock hours) from the School. Accordingly, the School does not make any representation that credits (clock hours) from the School will be transferable to any non-affiliated college or educational institution, nor is any representative of the School authorized to make any such representation or promise of transferability.

Excel Dental Training Institute is a special purpose institution. That purpose is to provide relevant, career-focused education designed and intended to help students acquire the knowledge and develop the skills and abilities necessary for successful entry into their chosen career as an auxiliary professional in dentistry. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit (clock hours) is always the responsibility of the receiving institution. Whether or not credits (clock hours) transfer is solely up to the receiving institution. Any student interested in transferring credit (clock) hours should check with the receiving institution directly to determine to what extent, if any, credit (clock) hours can be transferred.

The student is advised that the School accepts no liability if clock hours earned at the School will not transfer to another educational institution. It is the student's responsibility to confirm whether or not clock hours will be accepted by another institution of the student's choice. Transfer of clock hours is controlled by the receiving institution and accreditation does not guarantee transferability of clock hours earned at Excel Dental Training Institute.

Prospective students are advised not to attend this School if their intention is to obtain credits (clock hours) for the purpose of transferring those credits (clock hours) to a non-affiliated educational institution. The School does not promise, represent or guarantee that credits (clock hours) from the School will transfer to any non-affiliated college or educational institution.

While some non-affiliated educational institutions may accept the transfer of credits (clock hours) from the programs offered by the School, students and prospective students should assume that credits (clock hours) from the School will not transfer to non-affiliated educational institutions. The Enrollment Agreement contains language advising students that credits (clock hours) from the School are not likely to be accepted by non-affiliated educational institutions and that the School accepts no liability related thereto.

## **RE-ENROLLMENT POLICY**

Students who have previously been enrolled and activated at the School and who have dropped or been dropped from the School may be eligible to re-enroll in an existing program. In order to be eligible to re-enroll the following criteria must be met:

- 1) Former students have completed and executed a new Application and new Enrollment Agreement.
- 2) Former students have not been dropped for failure to maintain satisfactory academic progress (SAP).
- 3) Former students have not been dropped due to failure to follow the Code of Ethics.
- 4) Former students who have dropped two times (neither drop has been for violation of Code of Ethics or failure to meet SAP).
- 5) Former students who have not dropped more than two times. Any exception to this policy must be approved by the Director of Education and School President. This exception should not be expected.
- 6) Not in default of any contractual agreements between the student and the School.

On occasion, students will be dropped by the school for administrative reasons. Such drops will be recorded in the student's record as an Administrative Drop and will not count against the former student for purposes of the number of drops a student may have and be eligible for re-enrollment to the school.

Additionally, the School President has the authority to determine that a former student is not eligible to re-enroll if, in the opinion of the School President, the re-admittance of the former student would be detrimental to the School and its students.

## **NON-DISCRIMINATION POLICY**

The School does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. In addition, the institution complies with all applicable laws and regulations including:

- The Civil Rights Act of 1964
- Related Executive Orders 11246 and 11375
- Title IX of the Education Amendments Act of 1972
- Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974

- The Americans with Disabilities Act of 1990; and
- All applicable state civil rights laws.

### **ADMISSION OF DISABLED INDIVIDUALS**

The School does not discriminate against persons with disabilities that can satisfy the School's admission requirements and recognizes such person's right to participate in or benefit from the educational programs offered by the School. When necessary, the School will make reasonable accommodations to enable students to participate in the programs offered by the School.

### **ACCOMMODATIONS FOR DISABLED INDIVIDUALS**

If an applicant or current student has a disability that might require an accommodation, notice must be given to the School so that the disability can be evaluated and reasonable methods for accommodating the disability can be investigated and developed. While the School will make an effort to accommodate all disabilities, certain disabilities may not be capable of a reasonable accommodation.

Applicants for admission should notify the Admissions Representative of their disability and immediately schedule a telephonic or online meeting with the School President. The School President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to participate in the programs offered by the School. Some accommodations may take time to implement, and thus, applicants must give the School notice of their disability sufficiently in advance of their selected start date to enable the School to provide an accommodation timely. If the School does not receive sufficient advance notice of a disability, the applicant's start date may be delayed.

Students who have been attending classes and subsequently need to have a disability accommodated must notify the Director of Education of the school and schedule a telephonic meeting with the School President. The School President will assist them in having their disability evaluated and in determining what reasonable accommodations can be made to enable them to continue to participate in the programs offered by the School. Some accommodations take time to implement, and thus, students must give the School notice sufficiently in advance of the date when an accommodation needs to be made to enable the School to make an accommodation that will meet the students' needs and avoid the interruption of their participation in a program.

Any student with an impairment of sensory, manual, or speaking skills will be assisted with the provision of auxiliary educational aids when necessary. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. The School accepts third-party payment for auxiliary aids and services from agencies such as rehabilitation services or charitable organizations.

The use of the grievance procedure set forth in this Catalog is also available to address the concerns and needs of disabled students. The School has designated the School President to function as the "School Section 504 Coordinator" and the School's "Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator" to receive discrimination complaints from disabled students regarding the School's compliance with the Rehabilitation Act of 1973(504), 29 U.S.C. §794, as amended and the American with Disabilities Act of 1990. The Title IX Civil Rights Coordinator/Section 504 Compliance Coordinator's (School President) address is: Excel Dental Training Institute, Inc., 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072, and the toll-free telephone number is (866) 787-2544.

## **TUITION AND ADDITIONAL FEES**

### **PROGRAM TUITION**

Tuition is the amount students will be charged for all clock hours attempted, which includes textbooks, uniforms and all fees (see each program for a list of items covered by tuition). Tuition charges, enrollment fees, and any additional fees applicable are set forth below and are set forth specifically in the Application and Enrollment Agreement.

Tuition includes:

- Cost of program enrolled
- Books
- Supplies
- Equipment necessary for program enrolled (if applicable)
- Uniform(s) provided at initial start of program only

Following are some additional features Excel Dental Training Institute students receive with their tuition:

1. Tutoring available to all currently enrolled students in any area of study of the program currently enrolled.
2. Students will receive professional development training from our Career Services Representative throughout the

program including topics such as professionalism, job search, resume writing and mock interviews.

3. Continuous career services are available to all eligible graduates. Graduates who require initial employment may contact Excel Dental Training Institute to provide updated resume information and are encouraged to use the resources available from the Career Services Representative. Excel Dental Training Institute does not guarantee employment at any time following graduation.

Tuition is posted to the student's account based on the amount calculated by multiplying the scheduled clock hours in a payment period (term) at the cost per clock hour rate. If the student drops or is dropped before the completion of the payment period (term), then an adjustment to the posted amount will be made in accordance with the applicable refund policy.

<b>Dental Assisting Diploma Program</b>	
Tuition	\$14,240.00
Enrollment Fee	\$ 50.00
Books, Uniforms, TN state board exam (for licensure), all fees associated with program	\$ 260.00
<b>Total Cost of Program</b>	<b>\$14,550.00</b>
<b>Dental Office Management Diploma Program</b>	
Tuition	\$10,240.00
Enrollment Fee	\$ 50.00
Books, Uniforms, all fees associated with program	\$ 260.00
<b>Total Cost of Program</b>	<b>\$10,550.00</b>

**NON-SUFFICIENT FUNDS FEE**

A fee of \$30.00 will be charged on all checks returned by the bank for non-sufficient funds.

**REPLACEMENT OF DIPLOMA FEE**

Graduates will be charged \$25.00 for a duplicate copy of their diploma.

**TRANSCRIPT FEE**

Students may obtain academic transcripts free of charge from the School. Upon completion of the program, graduates will receive one official transcript free of charge, unless the graduate has unpaid financial or other remaining obligations to the School, in which case the graduate may receive an unofficial transcript only. Former students or graduates will be charged \$10.00 per transcript for additional official or unofficial transcripts.

**PAYMENT POLICY**

All tuition and fees shall be due and payable in accordance with the terms of the Enrollment Agreement executed by the student, which provides that tuition and fees for the program are due and payable in full prior to the first day of classes. As set forth in the Enrollment Agreement, the School may permit the student to make payment of some or all of the tuition at a later date but shall have no obligation to do so, and any decision to allow payment at a later date shall be in the sole discretion of the School.

The student's obligation to pay tuition under the Enrollment Agreement is not contingent upon the student receiving financial assistance from outside sources. Stated otherwise, the student will owe the tuition due under the Enrollment Agreement for the period the student attends, even if the student does not receive financial assistance (from outside sources) or if the financial assistance (outside resources) received is inadequate to pay the student's tuition obligations in full.



## **STUDENT SERVICES**

### **CAREER SERVICES**

#### ***EXCEL DENTAL TRAINING INSTITUTE CANNOT AND DOES NOT GUARANTEE EMPLOYMENT BEFORE OR AFTER GRADUATION.***

The School has a Career Services Representative that is available to assist students in their efforts to obtain employment after graduation. The availability of the Career Services Representative and the assistance it provides is not a guarantee or assurance that the student will obtain employment.

The Career Services Representative offers the following services:

- Assistance to students in identifying employment opportunities.
- Assistance to students with the design of résumés as well as the completion of employment applications for both full-time and part-time employment opportunities.
- Assistance to students with job interviewing techniques, advice on professional appearance, and job interview follow-up techniques.

### **LIBRARY**

Our School maintains and develops information resources and services that support the education goals of students, faculty, and staff. This student resource includes collections of books, professional journals and periodicals, web-based audiovisuals and other forms of digital information formats and other resource materials.

The library maintains a subscription to a collegiate-level online library (Infotrac) which supports the academic programs of the School. This online informational database offers students access to a diverse database of texts, professional journals and periodicals. Students can access these online libraries at any time (from campus and off-campus) from a computer with an Internet connection.

Because library skills are an integral part of a student's academic achievement, students receive instruction in library skills and procedures within their respective area of study. The development of library skills is strengthened by research components built into the curriculum of each of our programs at Excel Dental Training Institute.

The library will be open during hours the School is open for classes. Additional days/hours may be available for student access. These days and times may be posted accordingly. Students should make plans to have alternate library resources available to them during times the library on School is not available.

### **ORIENTATION**

Applicants must successfully complete a non-credit orientation to become acquainted with the School and classroom(s), clinics, and labs in which courses will be delivered. All students accepted into a course of study will be expected to attend the non-credit orientation prior to attending classes as a student. Any exceptions to this policy must be taken into consideration by the Director of Education. An exception to this policy should not be expected.

### **HOUSING**

The School does not operate its own housing facilities, nor does it endorse or supervise any particular housing complex. Housing during enrollment at Excel Dental Training Institute is the sole responsibility of the enrolled student or the parents/guardians. Excel Dental Training Institute does not endorse any particular housing facility.

### **HEALTH, SECURITY, AND SAFETY**

Students are responsible for their own security and safety, and must be considerate of the security and safety of others. The School accepts no responsibility or obligation with respect to any altercations or disputes between students or for any damages or injuries arising therefrom.

### **TUTORING**

As part of each of our programs at Excel Dental Training Institute, tutoring is available to students who may need extra assistance because of academic difficulties. Tutoring sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings and projects. Tutoring sessions are intended to supplement, not replace, class/lab/clinic attendance or personal study time. The availability of tutoring resources may be limited to certain courses and/or subject areas. Students may request tutoring sessions by communicating with their course instructor(s) or the Program Director of their area of study. Tutoring sessions are covered in the cost of tuition for the program area of study.

## **PROGRAMS OF STUDY**

### **CLASS SIZE**

Class size is one of the primary reasons that students choose a career school. With typically smaller classrooms, students and faculty are able to engage in more in-depth teaching and learning. Rather than a class being taught in a lecture hall of 100+ students, there are small classrooms. Although class sizes may vary, career schools tend to offer personalized attention where staff and faculty actually know students' names. At Excel Dental Training Institute we are committed to maintaining smaller classrooms to enhance the learning experience for our students and support our faculty with optimal teaching conditions. The maximum number of students permitted to enroll in a class is 24.

### **CLASS SCHEDULING**

To the extent reasonably practical, classes are offered and scheduled by the School in sequences or combinations to allow the student to complete the program in a timely manner. The School reserves the right to alter schedules.

The sequence in which courses are taught during the program may change at the discretion of the Education Department. Prerequisites for all courses are listed as part of the course description within each Program.

### **EDUCATIONAL EQUIPMENT**

All students enrolled in Excel Dental Training Institute will have access to computers for use to support their education. Each course of study may have additional educational equipment to support the respective program of study. The School reserves the right to change the educational equipment to meet current program objectives.

Each program of study may have access to unique educational equipment, which may include the following (listed by Program of Study and may NOT be inclusive):

- Dental Assisting: dental clinic setting with fully operating dental unit and patient chair equipped with high and low speed hand pieces; radiography equipment (intra and extra oral radiography; automatic processor); restorative materials; dental lab equipment (such as model trimmers, vacuform machines, amalgamators, and other equipment).
- Dental Office Management: dental reception area (to include computers, adding machines, patient records, patient registry); computer software for office management, and other equipment.

### **PROACTIVE CAREER DEVELOPMENT and MANAGEMENT**

Career management is vital if for taking steps higher in a career. We have to be proactive in making things happen opposed to "waiting on good things to come our way". Excel Dental Training Institute takes pride in not only providing quality education to enhance the student's opportunity for employment, but teaching the student the importance of managing a career. Whether the student is just starting his/her career, making a career change, or continuing in a career, we will develop the professional skills necessary to entry the field of study as well as teach the student how to be proactive in their career management. Each course/module at Excel Dental Training Institute is designed with this concept in mind.

# DENTAL ASSISTING

## Diploma Program

8 Months

The objective of the Dental Assisting program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a dental office, clinic, or dental laboratory environment.

The program length is 910 clock hours distributed over a 32-week period. All students must complete the program with 910 clock hours. Upon successful completion of the program, the graduate will be awarded a Diploma.

Our Dental Assisting Program is organized into 10 different units called modules. Once a student has completed eight of the ten modules (minimum GPA requirement must be maintained) the student will be eligible to participate in the hands-on dental assisting internship. Students will complete their internship on-site, serving in our Low-Cost Dental Clinic. This internship is one aspect that sets our program apart from others of its kind. While on internship, students will serve in a variety of roles as a dental assisting student, continuing their hands-on education while serving the public. Students will learn the comprehensive duties of a dental assistant by learning the skills of: front office tasks; chair-side assisting; laboratory skills; infection control; and inventory control. These skills will be enhanced by meeting program objectives and serving in on-campus internship rotations.

### Program Overview and Course Requirements

Module Number	Title of Module	Clock Hours
DA100	Allied Health Industry and Fundamentals	80
DA110	Allied Health Careers and Communication	80
DA120	Dental Radiology	80
DA130	Patient Interaction	80
DA140	Operative Assisting	80
DA150	Dental Materials	80
DA160	Chairside Specialties	80
DA170	Diagnostic Assisting	80
DA180	Specialty Dentistry Externship	70
DA190	General Dentistry Externship	200
	<b>TOTAL</b>	<b>910</b>

### FACILITY

The program has designated treatment areas with modern equipment to represent a dental environment. The dental clinic space has been designed to accommodate students in faculty-guided activities and role-playing activities. Students will have opportunities to role-play in the capacity of a student operator, student dental assistant and student patient. Each operatory bay is designed to provide students with a realistic atmosphere of clinical dentistry. The Dental Assisting Clinic has been designed with a sterilization area, radiography exposure rooms and radiography processing area. The students will have opportunity to practice learned skills in role-playing activities in the classroom as well as the clinic area. The program will provide instruction to facilitate the student in learning to prepare tray setups, identify armamentarium, and assist in procedures in the following areas of dentistry: general dentistry, oral surgery, endodontics, periodontics, pediatric dentistry, and orthodontic dentistry.

### ADMISSION STANDARDS

Below are listed the specific requirements and procedures that Excel Dental Training Institute has established for admission.

An applicant to the school must:

1. Be a high school graduate, or
2. Possess a General Education Development (GED) certificate, or
3. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

Evidence of high school graduation or equivalent must be presented to the school. Acceptable evidence includes a certified copy of an original regular or honors high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a OD214 military record indicating the applicant is a high school graduate or equivalent, a GEO

certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

4. All applicants must complete the required admissions documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule.
5. All applicants must complete an informational interview. Applicants are encouraged to bring parents or spouses to the interview.
6. All applicants must tour the campus prior to starting classes.
7. All courses are taught in English. Students must be able to speak, read and write fluently in English. English abilities will be determined through Excel Dental Training Institute's interview process and completion of all necessary documents.
8. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency. There will be no charge for these evaluations except for those charges required by outside agencies. An official transcript translated into English by an authorized school official or appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.
9. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
10. Please note the following items need not be submitted at the time of admission but are required for successful completion of the program:

\* Documentation of required health examinations, pathology test, and immunizations will be required and must be submitted prior to beginning clinical courses or internship experience.

\* Applicants will be required to undergo criminal background checks as part of the admissions process. This must be completed before a student can be placed in an internship or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirement prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

## **FEES**

The cost for the program is \$14,550.00. This includes tuition, books, uniforms, and other fees.

## **INSTRUCTIONAL METHODS**

Instructional methods may include: Lecture, Board Work, Demonstration, Lab Activity, Classroom Exercises, Discussion, Practice Questions, Examination, and Reading Assignments for Homework, Field Trips, Guest Lectures, Group Projects, and Oral Presentations\multimedia.

## **COURSE DESCRIPTIONS**

### **DA 100 – Allied Health Industry and Fundamentals**

This module is one of the two prerequisite modules for entering Dental Assisting students. This module includes an overview of Academic Strategies, Law and Ethics, Math Fundamentals, Infection Control, Vital Signs and Career Development.

*Prerequisites: None*

### **DA 110 – Allied Health Careers and Communication**

This module includes an overview of English fundamentals, computer applications, medical/dental terminology, anatomy and physiology, human behavior and communications as well as medical emergencies including basic first aid and cardiopulmonary resuscitation (CPR).

*Prerequisites: DA 100*

### **DA 120 – Radiology**

This module focuses on one of the dental assistant's key areas of competency. This module focuses on the tasks associated with dental radiography equipment, the history and nature of dental radiography, image receptor placement, and proper angulations for acquiring diagnostic images, anatomic mounting of processed images, processing techniques, and radiology safety for the clinician and the patient. While the dental assistant may not diagnose conditions, the dental assisting student will learn to locate and describe the appearance in regard to radiolucency/radiopaque and shape of certain findings and conditions. This module is also designed to develop professional skills with regard to educating and communicating the procedure to the patient.

*Prerequisites: DA 100, DA 110*

### **DA 130 – Patient Interaction**

In this module, focus is placed on the types of and physical characteristics of microorganisms. The student will learn factors that must be present in order for microorganisms to produce infection. Additionally, the student will learn methods of physical and chemical disease control (infection control). Emphasis is placed on the most common diseases found in the oral cavity as we study microbiology for the dental assistant. Through the teachings of this module, the student is prepared to present a dental biofilm control program for the patient. This module will prepare the student office procedures such as appointment book entries, telephone techniques, filing, and insurance forms, accounts receivable and accounts payable.

*Prerequisites: DA 100, DA 110, DA 120*

### **DA 140 – Operative Assisting**

The Operative Assisting module provides an overview of general dentistry and chairside dental assisting. This module focuses on the tasks associated with working directly with the dentist, equipment, instruments, and tray setups for various procedures, patient greeting and seating, dental charting, pain management, dental restorative materials, and various other chairside procedures. This module also focuses on transferring instruments correctly and the operation and maintenance of dental equipment. Fundamental skills, such as oral evacuation, placing and removing rubber dams, syringe assembly, taking and pouring dental impressions and other skills critical for the dental assistant will be learned in this module.

*Prerequisites: DA 100, DA 110, DA 120, DA 130*

### **DA 150 – Dental Materials**

This module includes an overview of the properties and proper uses of dental materials. The lab portion of this module focuses on proper handling of materials such as: proper storage and mixing materials, taking impressions, pouring and trimming study models, and fabricating custom trays and provisional (temporary) crowns. The student will learn materials used directly in the patient's mouth as well as materials used in the lab.

*Prerequisites: DA 100, DA 110, DA 120, DA 130, DA 140*

### **DA 160 – Chairside Specialties**

This module focuses on the specialty practices in dentistry such as: periodontal procedures, endodontic procedures (such as root canals), oral surgery procedures (tooth extractions), orthodontics, prosthodontics procedures (such as crown and bridge procedures and the process of fabricating a partial and full denture), and pediatric dentistry procedures. The student will learn how these specialties in dentistry differ from general dentistry by procedure, instruments, equipment and various other criteria.

*Prerequisites: DA 100, DA 110, DA 120, DA 130, DA 140, DA 150*

### **DA 170 – Diagnostic Assisting**

This module includes an overview of greeting, seating, positioning, and dismissal of the dental patient. From the reception room to the treatment room, the student will learn appropriate techniques for speaking with the patient as well as managing the patient comfortably and professionally during dental treatment. The dental assisting student will learn instrument exchange zones; signals, grasps, and passes for instrument transfer; proper documentation before, during and post-operatively; how to properly maintain the field of vision during dental treatment; instruments used in various areas of dentistry (general and

specialty areas); fixed and removable oral appliances and prosthesis; and various other techniques and skills. Finally, this module will focus on providing the dental assisting student with revisions of their resume and cover letter as well as instructions and guidelines for interviewing.

*Prerequisites: DA 100, DA 110, DA 120, DA 130, DA 140, DA 150, DA 160*

**DA 180 – Dental Assistant Specialty Externship**

In the Dental Assistant Specialty Externship module is designed to provide practical on-the-job experiences that augment the student's classroom experiences. Students are required to complete the externship program at a work site connected with their field of study. Excel Dental Training Institutes is unique in that this work site is on-campus. Students will continue their education under the direction and instruction of qualified program instructors. The on-site dental clinic provides a variety of specialty dental services to the general public.

*Prerequisites: DA 100, DA 110, DA 120, DA 130, DA 140, DA 150, DA 160, DA 170*

**DA 190 – Dental Assistant General Externship**

In the Dental Assistant Specialty Externship module is designed to provide practical on-the-job experiences that augment the student's classroom experiences. Students are required to complete the externship program at a work site connected with their field of study. Excel Dental Training Institutes is unique in that this work site is on-campus. Students will continue their education under the direction and instruction of qualified program instructors. The on-site dental clinic provides a variety of general dental services to the general public.

*Prerequisites: DA 100, DA 110, DA 120, DA 130, DA 140, DA 150, DA 160, DA 170, DA 180*

# DENTAL OFFICE MANAGEMENT Diploma Program

8 Months

The objective of the Dental Office Management Program is to prepare students with a strong combination of the office management skills and clinical knowledge necessary to work effectively in a dental practice. The students will study dental office procedures such as preparation and maintenance of patient records, inventory systems, recall systems, appointment scheduling, dental insurance, accounting and computer literacy including dental software.

The program length is 800 clock hours distributed over a 32-week period. All students must complete the program with 800 clock hours. Upon successful completion of the program, graduates will be awarded a Diploma.

## Program Overview and Course Requirements

Module Number	Title of Module	Clock Hours
DOM 300	Dental Office Procedures I	66
DOM 310	General Office Procedures	66
DOM 320	Introduction to Health-Care Law	66
DOM 330	Understanding the Patient	66
DOM 340	Computer Skills and Applications	66
DOM 350	Dental Office Procedures II	66
DOM 360	Introduction to Clinical Dentistry	66
DOM 370	Dental Terminology	66
DOM 380	Health-Care Office Management	66
DOM 390	College English	66
DOM 400	College Mathematics	66
DOM 410	Dental Office Procedures III	74
	<b>TOTAL</b>	<b>800</b>

## FACILITY

Students enrolled in the Dental Office Management program are focused on the learning the administrative aspect of dentistry. The teaching facility designated for this program includes state-of-the-art classroom and computer lab. The computer lab has been designed with the dental office management student in mind where ample room has been provided at each computer work station. The classrooms have been designed for optimal teaching and learning experiences and are conducive for student and teacher interactions. While the DOM program is focused on the administrative aspect of dentistry, it is critical for students enrolled in this program to have a knowledge and understanding of the clinical aspect of dentistry as well. Dental Office Management students will have access to clinical areas of our dental assisting program.

## ADMISSION STANDARDS

Below are listed the specific requirements and procedures that Excel Dental Training Institute has established for admission.

An applicant to the school must:

1. Be a high school graduate, or
2. Possess a General Education Development (GED) certificate, or
3. Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and is recognized by the student's home state.

Evidence of high school graduation or equivalent must be presented to the school. Acceptable evidence includes a certified copy of an original regular or honors high school diploma, a copy of a high school transcript indicating the date of high school graduation, a copy of a OD214 military record indicating the applicant is a high school graduate or equivalent, a GEO certificate or official notification that a GED has been earned, or a college transcript indicating the date of high school graduation. If applicants who currently reside in the United States but attended school in foreign countries are unable to produce the required documents, evidence may include certification from other official sources.

4. All applicants must complete the required admissions documents and submit the necessary fee(s) stated on the Tuition and Fee Schedule.
5. All applicants must complete an informational interview. Applicants are encouraged to bring parents or spouses to the interview.

6. All applicants must tour the campus prior to starting classes.
7. All courses are taught in English. Students must be able to speak, read and write fluently in English. English abilities will be determined through Excel Dental Training Institute's interview process and completion of all necessary documents.
8. Training received at foreign educational institutions may need to be evaluated for U.S. equivalency. There will be no charge for these evaluations except for those charges required by outside agencies. An official transcript translated into English by an authorized school official or appropriate outside agency, along with an explanation of the grading scale and course descriptions, should be submitted.
9. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if the applicant is under 18 years of age).
10. Please note the following items need not be submitted at the time of admission but are required for successful completion of the program:

\* Documentation of required health examinations, pathology test, and immunizations will be required and must be submitted prior to beginning clinical courses or internship experience.

\* Applicants will be required to undergo criminal background checks as part of the admissions process. This must be completed before a student can be placed in an internship or take professional licensing, certification, or registration exams. Students are responsible for inquiring with the appropriate agencies about current requirement prior to enrolling in the program of their choice. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional licensing, certification, or registration exams, or may be denied a license or certification to practice in some states even if the exam is taken and successfully completed.

#### **FEES**

The cost for the program is \$10,550.00. This fee includes tuition, books, uniforms and other fees.

#### **INSTRUCTIONAL METHODS:**

Instructional methods may include: Lecture, Board Work, Demonstration, Lab Activity, Classroom Exercises, Discussion, Practice Questions, Examination, and Reading Assignments for Homework, Field Trips, Guest Lectures, Group Projects, and Oral Presentations\ multimedia.



## **COURSE DESCRIPTIONS**

### **DOM 300 – Dental Office Procedures I**

This course will study the office procedures, including telephone management, appointment control, receipt of payment for dental services, completion of third-party reimbursement forms, supply inventory maintenance, data entry for charges and payments, record management, federal and state guidelines regarding health care providers and operating basic business equipment.

*Corequisites: DOM 310*

*Prerequisites: None*

### **DOM 310 – General Office Procedures**

This course introduces the student to general office procedures. Topics include appointment processing, written and oral communications, medical/dental records, patient orientation and safety. The student will learn methods of communications in regard to office interactions. Additionally, the student will learn about office equipment as related to managing a dental office. Upon completion of this course students should be able to perform basic administrative skills within the medical/dental environment

*Corequisites: DOM 300*

*Prerequisites: None*

### **DOM 320 – Introduction to Health-Care Law**

Health Care Law will explore the several bodies of law that directly affect patient care decisions and the doctor-patient relationship. The Dental Office Management student will learn doctor-patient interactions, patient control of decision-making, right to treatment, right to refuse treatment, and overview of the health care delivery system. Students will learn about HIPAA and patient's rights and how to manage protected patient information.

*Corequisites: DOM 330*

*Prerequisites: DOM 300, DOM 310*

### **DOM 330 – Understanding the Patient**

This course will help the student understand the patient through effective communication. The student will explore how and why communication with others is important. Emphasis will be placed on interpersonal influence, relationship dynamics, and interpersonal communication in different contexts. The student will also examine the impact of culture on verbal and nonverbal communication. Additionally, the student will learn a systematic approach in identifying patient's problems. At the conclusion of this course the Dental Office Management student will have an understanding of the role thorough and appropriate communication with the patient is critical before, during, and after dental care.

*Corequisites: DOM 320*

*Prerequisites: DOM 300, DOM 310*

### **DOM 340 – Computer Skills and Applications**

This course will focus on delivering training in five core areas: Windows and Internet Explorer, Microsoft Outlook, Microsoft Word, and Microsoft Excel. Optional components include: PowerPoint and Info Path. The student will have the opportunity to acquire the basic skills needed to operate a computer. At the conclusion of this course the student will have a basic understanding of the how computers, software, and the Internet may be used for managing the dental office. This course provides foundational instruction that will be delivered in Dental Office Procedures III (DOM 410).

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330*

### **DOM 350 – Dental Office Procedures II**

This course has been designed to follow Dental Office Procedures I. Students will further develop technology skills as well as a broad range of human relation skills including verbal and written communication and critical thinking skills. Emphasis is placed on telecommunications, records management, ethical behavior, presenting successfully and professionally, making and organizing travel arrangements and mail procedures.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340*

### **DOM 360 – Introduction to Clinical Dentistry**

This course introduces the Dental Office Management students to the privileges and responsibilities of being Office Manager. Through this course the student will gain insight in the importance and nature of the doctor-patient relationship. Focus will be placed on the value of competent, concise record keeping and how it is related to risk management and quality assurance for the dental practice. The student will learn about decisions and thoughts as they relate to the dental office design. The student will have an understanding of the requirement for infection control and risk management. At the conclusion of this course the student will understand the concept of professionalism, patient confidentiality, ethical behavior and the principles of jurisprudence.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350*

**DOM 370 – Dental Terminology**

This course is designed to provide an overview of dentistry to the Dental Office Management student. The student will learn terminology used in dentistry; terms related to anatomy and oral structures; terms related to the formation of teeth; terms related to dental professionals, various aspects of dentistry, to include: emergency care, cosmetic dentistry, dental materials, pharmacology, pain management, and dental radiology, and others. At the conclusion of this course the student will have a broad understanding of dentistry and the terms associated with the profession.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350, DOM 360*

**DOM 380 – Health-Care Office Management**

This course exposes students to and provides practical experience in the legal aspects of dental office management with regard to ethics, jurisprudence, appointment control, recall systems, reception techniques, telephone techniques, accounts receivable and payable, payroll, insurance procedure codes and filing insurance claims, inventory control, and professional conduct in a dental office.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350, DOM 360, DOM 370*

**DOM 390 – College English**

The focus of this course is to prepare students to succeed in complex business communication tasks in writing, reading, and listening. The student will learn vocabulary and structure of the English language as it is used in writing. At the conclusion of this course the student will have learned skills for improving listening, reading, writing and critical thinking needed for business success.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350, DOM 360, DOM 370, DOM 380*

**DOM 400 – College Math**

This course provides the student with math basics such as: working with ratios and rates; interpreting metric units of measurement; addition; multiplication; and various other math-related applications. At the conclusion of this course, the student will be able to use concrete models to understand and explain math concepts, relationships and problem situation; show numerical information and relationships using tables; and translate a verbal statement into mathematical equation. This course will prepare and equip the Dental Office Management student for managing the finances of a dental practice.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350, DOM 360, DOM 370, DOM 380, DOM 390*

**DOM 410 – Dental Office Procedures III**

This course provides the student with the final touches to computer applications introduced in Computer Skills and Applications (DOM 340). The Dental Office Management student will continue their knowledge and use of file management and Microsoft Office, to include: Word, Excel, Access, PowerPoint, and Outlook. Additionally, the student will learn how to create Web pages and the integration of applications. At the conclusion of this course the student will have a comprehensive knowledge of dental office procedures.

*Prerequisites: DOM 300, DOM 310, DOM 320, DOM 330, DOM 340, DOM 350, DOM 360, DOM 370, DOM 380, DOM 390, DOM 400*

## ACADEMIC STANDARDS

### GRADING LEGEND

Academic standing at the School is based on the grading system below. The following grading scale shall apply to all students:

Grade	Quality	Score	Points	Included in GPA
A	Excellent	90% to 100%	4.0	Y
B	Very Good	80% to 89%	3.0	Y
C	Good	70% to 79%	2.0	Y
D	Poor	60% to 69%	1.0	Y
F	Failing	0% to 59%	0.0	Y*
TR-A**	Transfer Credit	90% to 100%	4.0	Y
TR-B**	Transfer Credit	80% to 89%	3.0	Y
TR-C**	Transfer Credit	70% to 79%	2.0	Y
W	Withdrawal		N/A	N
W-P	Withdrawal-Pass		N/A	N
W-F	Withdrawal-Fail		0.0	Y*

\*For exceptions, see the Repeating a Course section in this Catalog.

\*\*TR-A, TR-B, and TR-C designates credits accepted for transfer from another educational institution. The A, B, or C indicates the grade the student received.

At the successful completion of all courses in a program, the student is eligible to receive a diploma provided the program has been completed with no less than a 2.0 Cumulative Grade Point Average ("CGPA"). The grade point average for the Grading Period is determined by multiplying the number of credit hours for each course by the number of points identified for each grade outline set forth above and dividing by the total number of credits for the Grading Period. Students will be able to access their academic status at any time. Additionally, students will be provided progress reports of their academic status at the conclusion of each grading period (quarter/module). Progress reports will be provided to the student at the conclusion of each course and will be sent to the student's email address on file or will be available in the Director of Education's office.

### WITHDRAWAL FROM A COURSE

Students who withdraw from school before the beginning of the fourth week of the course will receive a grade of "W". Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-P" if they have a passing grade at the time of withdrawal, which will not be included in the calculation of the student's CGPA. Students who withdraw from school after the beginning of the fourth week of the course will receive a grade of "W-F" if they do not have a passing grade at the time of withdrawal, which will be included in the calculation of the student's CGPA.

The School delivers all of its programs one or two classes at a time. Withdrawing from all courses in which the student is enrolled at the time of such withdrawal constitutes a withdrawal from the School, which renders that individual no longer a student.

In order for such former students to re-enroll in the School (register for and attend future classes), they are required to meet all the current admissions requirements at the time of their re-enrollment and to execute a new Enrollment Agreement.

### REPEATING A COURSE

In order to successfully complete a program of study and to receive their diploma, students who have failed a course must retake the course and achieve a passing grade in that course. If a required course is failed, it must be taken again. If a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will replace the previous grade in the calculation of the student's CGPA. If a student fails a required course for a second time, that student will be dropped from the program. Appeals may be directed to the Director of Education for Excel Dental Training Institute (or his/her designee).

Students who repeat courses will be charged to repeat the course at the cost per clock hour as set forth in the Enrollment Agreement.

### FAILURE TO COMPLETE A COURSE IN THE ALLOTTED TIME

Only in rare circumstances, and with the approval of the Director of Education of the School, which approval may be granted only upon the receipt of a written request with supporting documentation and with his or her instructor's recommendation, students currently making satisfactory progress in the course and have experienced extenuating circumstances (circumstances beyond their control) which have prevented them from completing the coursework, may receive a temporary "I"

(incomplete) and may have up to one week to complete the required course assignments in order to receive a grade in the course. If the course requirements are not completed by the end of the additional one week period, if granted, the student will receive an “F.”

**GRADES IN ERROR**

If a student believes he/she received a grade in error, the student may request a review of the grade received. The request must be made in writing to the Director of Education no later than 30 days from the end of the Grading Period for which the grade is disputed. (Students who are not satisfied with the results of the requested review may file a grievance. See Dispute Resolution Procedures and Alternatives Section)

**SATISFACTORY ACADEMIC PROGRESS POLICY AND REQUIREMENTS**

All students must meet the School’ minimum standards of academic achievement and course completion progress requirements while enrolled at the School. The School’ satisfactory academic progress standards (“SAP”) have two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum cumulative grade point averages be achieved as of certain measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe.

**SATISFACTORY ACADEMIC PROGRESS DEFINITIONS**

“Appeal” means the appeal by a student of a determination by the School that a student has not met the SAP requirements and is commenced by submitting an Appeal Request in compliance with the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“Appeal Procedures” means the procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog that a student must follow to Appeal a determination that a student has failed to satisfy SAP standards.

“Appeal Request” means a written document that contains the information required by the Appeal Procedures set forth below in the Satisfactory Academic Progress Appeals and Waivers section of this Catalog.

“CGPA” means a student’s cumulative grade point average calculated as set forth below in the Qualitative Component of Satisfactory Academic Progress section of this Catalog.

“Grading Period” is a period of instruction for which the student receives a final grade that is recorded on a student’s transcript for a particular course.

**QUALITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The qualitative component of SAP requires the achievement of specified minimum cumulative grade point average (“Minimum CGPA”) as of certain measuring points which are defined above as the Minimum Measuring Points. Except as provided below, the cumulative grade point average, CGPA, is calculated using the grades for all courses for which a grade was received, other than a “W”, or “I” during the Grading Periods in which the courses were completed as of the time a Minimum Measurement Point is reached. If a student receives the temporary grade of “I”, the grade received upon completion of the course or “F” if the course is not completed within time allowed for completion will be used to calculate the CGPA. However, if a student repeats a course, without regard to whether the previous grade was a failing or a passing grade, the new grade will be used and all prior grades for the repeated will not be included in the grades used to calculate the CGPA. The grades received for credit hours from another institution, other than another Excel Dental Training Institute School, that are accepted for transfer towards a student’s program will not be included in the calculation of the CGPA but will be included in the determination of the Minimum Measurement Point. The grades received for credit hours from another Excel Dental Training Institute School, that are accepted for transfer towards a student’s program will be included in the calculation of the CGPA and will be included in the of the determination of the Minimum Measurement Point.

**MINIMUM CGPA REQUIREMENT**

<b>Minimum Measurement Point (as a percent of Program Length)</b>	<b>Minimum CGPA</b>
25%	1.00
50%	1.50
100%	2.00

## **QUANTITATIVE COMPONENT OF SATISFACTORY ACADEMIC PROGRESS**

The quantitative component of SAP requires the completion, as of the Minimum Measuring Points, of a minimum number of clock hours after attempting a certain number of clock hours. For diploma programs, the number of clock hours required to be completed as of each Minimum Measuring Point is measured as a percentage of the total clock hours required to complete the program that will have been attempted by a student as each Minimum Measuring Point is reached. The quantitative component of SAP measures whether a student is progressing through the program at a rate that will ensure the student graduates within a maximum timeframe. The maximum timeframe ("MTF") for completion of a program is one and one-half times the program length.

The number of clock hours required to be completed depends upon the length of the program. A clock hour is completed when a grade other than "W" or "I" is assigned to the clock hour. If a student receives the temporary grade of "I", the grade received upon completion of the course or "F", if the course is not completed within time allowed for completion, will be used to determine the number of completed clock hours used to measure whether the Minimum Percentage of Total Program Credits Completed Requirement has been satisfied as of a Minimum Measuring Point. The clock hours assigned to courses for which a student receives a "W" will be included in the determination of the number of clock hours attempted that is used to measure whether the Minimum Percentage of Total Program Credits Completed Requirement has been satisfied as of a Minimum Measuring Point. The credit hours from another institution, that are accepted for transfer towards a student's program will be included as both clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credits (clock hours) Completed Requirement has been satisfied as of a Minimum Measurement Point. Courses repeated will be included as both clock hours attempted and completed in the determination of whether the Minimum Percentage of Total Program Credit (Clock) Hours Completed Requirement has been satisfied as of a Minimum Measurement Point. The number of clock hours completed and attempted as indicated on a student's transcript at the end of the Grading Period ending contemporaneously with the most recent Minimum Measurement Point being reached will be used to determine if the Minimum Percentage of Total Program Credits (Clock Hours) Completed Requirement has been satisfied as of a Minimum Measurement Point.

If a student cannot complete the program within the MTF, the student will be notified in writing that the student will not be able to meet the SAP requirements and that as a consequence the student will be dropped

## **SATISFACTORY ACADEMIC PROGRESS APPEALS AND WAIVERS**

Students may Appeal a determination that they have not met SAP requirements by submitting an Appeal in writing to the Director of Education for Excel Dental Training Institute or his/her designee in accordance with the Appeal Procedures set forth below. The determination of the Director of Education for all Excel Dental Training Institute or his/her designee is final.

### **APPEAL PROCEDURES**

To Appeal a determination that SAP requirements have not been met a student must submit a written Appeal request to Director of Education for Excel Dental Training Institute.

The Appeal request may be sent by email to [exceldentalinstitute@yahoo.com](mailto:exceldentalinstitute@yahoo.com), mailed to Dr. Sandra Turner-Woods, 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072 or hand-delivered to the Director of Education at the School. The Appeal request must be received by the School on or before the end of the Drop/Add period of applicable to the class start date following the notice given to student of their failure to meet SAP requirements.

For an Appeal to be granted, the Appeal must be based upon the death of a relative, an injury or illness of the student, or other special circumstances.

The following information must be stated, by the student, in the Appeal Request:

- The basis for the Appeal
- Why the student failed to make satisfactory academic progress
- What has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation point

## **GRADUATION REQUIREMENTS**

A student is eligible for graduation if the student has:

- Completed all required courses with a passing grade;
- Achieved a Cumulative Grade Point Average of 2.0 or better;
- Is not delinquent on any financial obligations to Excel Dental Training Institute; and
- Has completed all graduation and exit-related forms and requirements

## **ATTENDANCE POLICY**

A student is expected to attend each meeting of every class for which he/she is enrolled. Regular class/clinic/lab attendance is a definite part of the total performance required for the satisfactory completion of any course, and an unsatisfactory attendance record may adversely affect the final grade recorded for the course.

Excel Dental Training Institute is not only committed to providing quality education but developing successful professionals equipped to enter the work-force. A critical requirement for work-force is reliability. Reliability of the work-force to be punctual (arrives on time and stay to the end of the designated work time) and to be present on a regular basis is critical to the success of the employee. Therefore, Excel Dental Training Institute will monitor a student's reliability (attendance) on a daily basis by recording student attendance.

Policies for attendance and progress have a direct effect on refunds; therefore, the student must understand the specific requirements that apply to Excel Dental Training Institute and the courses the student is enrolled in.

Attendance is recorded during each course the student is enrolled in. There is not a "daily" attendance taken. Attendance is recorded during each course of study the student is enrolled.

Unsatisfactory class attendance may result in the student being dropped from a course with a grade of "F". A student who is unable to return to classes due to an emergency or serious accident should notify the Program Director and the Director of Education. A student will be terminated who:

- Accumulates the lesser of the following amounts of absences:
  - More than 10 consecutive days
  - More than 20% of the course
- Accumulates absences of more than 20% of the scheduled clock hours during a probationary academic term or quarter
- Fails to return as scheduled from an approved leave of absence
- Fails to return following a break in the course of study (Example – observed holiday; scheduled breaks during a term or between two terms of study)

A student may be terminated or placed on probation who:

- Accumulates absences of more than 20% of the scheduled clock hours during an academic quarter or term.

### **ADDITIONAL ATTENDANCE REQUIREMENTS and INFORMATION:**

- Excel Dental Training Institute does not permit or approve a leave of absence under any circumstance
- Make-up work must be completed within one week after student returns to class. Make-up work that is completed and submitted after the original due date will be considered late and will receive a grade reduction of 20% from the overall grade of the assignment.
- There is no distinction between excused and unexcused absences. Any course time missed (regardless of nature) will be documented as absent. Excel Dental Training Institute maintains that the opportunity for students with absences to make up work is adequate.
- If a student's absence(s) exceed 20% in any term (see definition of "term" at end of this section), after adjustment for any make-up work, the student shall be placed on Attendance Probation I for the subsequent term. If a student who is on Attendance Probation I has absences in excess of the limitation, then the student shall be placed on Attendance Probation II for the subsequent term. If a student who is on Attendance Probation II has absences in excess of the limitation, then the student shall be terminated from the program. The student shall not be eligible to re-enroll in the subsequent term, but shall be eligible to re-enroll in subsequent terms provided that the student has met all other re-enrollment criteria. If the absences of a student who is on Attendance Probation I or II does not exceed the limitation during any probationary term, then the student shall be removed from Attendance Probation.
- If there is not contact between the student and the School, a student may be dropped for attendance if he or she does not attend at least one class within 14 consecutive calendar days (not including break periods) or 21 consecutive calendar days (including break periods). The student has an obligation to communicate any absences (unforeseen or other) to the School. The School will make an effort to communicate with the student. However, if no communication occurs between student and School, the aforementioned policy holds true.

(NOTE: "Term" is defined as an *academic period*. An academic period consists of 12 weeks of instructional time.)

### **CLASSROOM ATTENDANCE**

If a student is aware of the need to miss a class, he or she is to notify the instructor in advance. The student is to notify the instructor via telephone as a first means and may utilize the email as a second means for notifying the instructor. If a student misses a class, he or she is responsible for determining what materials were presented and/or activities completed in the

missed class. The student is responsible for communicating with the instructor(s) of all classes missed and for making arrangements to obtain the missed information. Students are encouraged to have a classmate who will gather materials that are distributed during class as one resource.

### **CLINICAL/LAB ATTENDANCE**

A critical component of some of our programs is the “hands-on” time spent in clinical and/or laboratory settings. Hands-on activities generally occur during the Clinical or Lab component of the program of study. During this scheduled course time, students will be practicing the skills necessary for successful completion of the program of study. This time may not be “made-up” when missed by the individual student.

A student is considered absent when the student misses 20% or more of the scheduled class time. All students are encouraged to attend as much of the scheduled course meeting time regardless of the recorded “absence”. Students miss information and activities. It is in the student’s best interest to attend all classes for their entirety, however, if a student must arrive to class late or leave before the class is scheduled to end, the student will benefit by attending the remainder of the class session.

### **EMERGENCY CANCELLATIONS and DELAYS POLICY**

Classes will be canceled or delayed only under extreme circumstances, such as severely inclement weather or other emergency situations.

In a situation where there is inclement weather, but classes are in session and offices are open, individuals (students and faculty/staff) must use their best judgment as to whether or not they feel comfortable traveling on roadways. In these circumstances, it is up to the individual to decide whether or not to travel to class. Excel Dental Training Institute understands absences due to weather. In such a case where classes are not cancelled, it will remain the student’s responsibility to notify their instructor(s) of their absence.

The decision to delay or cancel classes (and/or other School activities) will be made as early as possible for any day that is affected by severe weather. A number of factors will be considered in this process, such as: forecast from the National Weather Service, severe weather in the immediate vicinity of the School, local road conditions, and the ability to properly clear School walkways and parking lots. When classes are delayed, all classes on the affected day that begins before the delayed School opening time will be cancelled.

Local television stations will be notified of cancellation or delayed start. Those local television stations are:

- Channel 2 – ABC Affiliate – WKRN
- Channel 4 – NBC Affiliate – WSMV
- Channel 5 – CBS Affiliate – WTVF
- Channel 17 – FOX Affiliate - WZTV

## **CANCELLATION, WITHDRAWAL, AND REFUND POLICIES**

### **A STUDENT'S RIGHT TO CANCEL ENROLLMENT AGREEMENT AND RECEIVE A REFUND OF ALL PAYMENTS**

Students may cancel their Enrollment Agreement with the School without penalty and terminate their obligations by notifying the School in writing prior to the later of: (a) midnight of the third business day after the Enrollment Agreement is signed by the student and institution.

If the student gives the required notice of cancellation (as described below), all payments made by the student pursuant to the Enrollment Agreement will be returned no later than 30 days from the receipt of student's written notice of cancellation.

To be effective, student's notice of cancellation must be in writing and mailed to the School President.

### **RETURN OF MONIES PAID AS TUITION IF APPLICANT IS NOT ACTIVATED**

If an applicant does not attend enough classes to be activated as a student or otherwise fails to meet the criteria for activation, the applicant will not be charged any tuition, and any monies previously paid as tuition will be refunded. The School will make any refund to which a student may be entitled under this section no later than 30 days from the end of the activation period.

### **EXIT CALCULATION AND REFUND POLICIES**

The following is a brief and general explanation of a rule, regulations and policies applicable to the making of the Exit Calculation. This explanation is not intended to be a complete and thorough explanation of all of the applicable components of the Exit Calculation, and should not be relied upon as such by any prospective student, applicant, or student. In the simplest terms, the Exit Calculation and refund process consists of steps below:

- 1) Computing the amount of tuition that a student is charged for a payment period in which the student drops or is dropped in accordance with the institutional refund policy as set forth below. (The method of determining the official date of termination is the date the student notified Excel Dental Training Institute he/she was dropping or the last date the student attended class.)
- 2) Adjusting the student's account based on the calculations of (1) and (2), making the appropriate refunds, if any, based on the calculations of (1) and (2) and determining whether the student owes Excel Dental Training Institute any additional monies as a result of the adjustments, or whether the student has a credit balance (amount owed to the student's account) after applying any additional institutional and non-institutional charges, including any prior year balances, against the credit balance.

### **INSTITUTIONAL TUITION CHARGING POLICY (ALSO KNOWN AS THE INSTITUTIONAL REFUND POLICY – See Below)**

The School uses the following method of determining tuition charges for students who do not complete their program:

- 1) Students whose last day of posted attendance occurs after 60% of the calendar days in a Payment Period will be charged 100% of the Payment Period Tuition.
- 2) Students whose last day of posted attendance occurs on or before 60% of the calendar days in a Payment Period will be charged on a pro rata basis through their last day of posted attendance and will be charged an additional \$100 administrative fee.

### **RETURN OF STUDENT CREDIT BALANCES UPON GRADUATION**

Upon graduation, if a credit balance still exists, the credit balance will be used to cover any additional institutional and non-institutional charges, including but not limited to current and/or prior year balances. Any amount remaining at that point will be refunded in the same order as described above under the Exit Calculation and Refund Policies.

### **FORCE MAJEURE**

The School will not be liable for any damages including but not limited to consequential damages resulting from the School's inability to fulfill the School's obligations under this agreement including but not limited to the failure to provide the instruction and other resources necessary to enable a Student to complete the program in which a Student has enrolled or receive a graduation award where such inability or failure is directly or indirectly caused by or results from a fire, war, terrorist act, strike, work stoppage, riot, utility failure or shortage, damage by the elements, act of nature, acts of God or any other cause beyond the control of the School. In the event the School is unable to perform any of the obligations under this agreement, for any of the reasons set above, the School shall not be responsible for any damages including but not limited to consequential damages or have an obligation to issue tuition refunds, other than as required by an applicable refund policy.



**ACTIVATION OF MILITARY RESERVIST**

Upon receipt of a copy of official military orders evidencing a call to active military duty prior to the completion of a term, the School will reverse all charges related to the interrupted term. The student's transcript will reflect the student's withdrawal as a "W" and no grade or credit will be issued for the courses that were not fully completed.

## ADMINISTRATIVE POLICIES

### CODE OF ETHICS

Students are expected to conduct themselves in a mature, courteous manner at all times while on School property. Once a student has pulled into the parking lot they are considered "on campus (or school property)". Any student whose conduct is regarded as unsatisfactory or unacceptable may be dropped from the School.

Specifically, the following conduct may result in disciplinary action, which will vary depending on the severity of the infraction:

- 1) Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the School.
- 2) Forgery, alteration, or misuse of School documents or records.
- 3) Identity theft or misrepresentation of identity, including, but not limited to, educational fraud related thereto.
- 4) Abuse, intimidation or other forms of online bullying of any person, such as personal attacks on other students or individuals in synchronous or asynchronous sessions (e.g. in chat rooms, by instant message or on bulletin boards).
- 5) Disorderly conduct or lewd, indecent, or obscene conduct or expression.
- 6) Hazing
- 7) Rioting, aiding and abetting or inciting others to commit any act of misconduct set forth herein.
- 8) Conviction of a crime which is of a serious nature.
- 9) Engaging in inappropriate sexual conduct or comments in violation of the Student Sexual Harassment Policy.
- 10) Violation of the School policy applicable to use of computers or online services, including, but not limited to:
  - a. Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements;
  - b. Posting unsolicited advertisements to public meetings or private in-boxes (no spamming);
  - c. Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.
  - d. Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.
- 11) Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, on School property or at a School function (hosted, sponsored or promoted by the school and is occurring on School property or off School property).
- 12) Unauthorized entry to use or occupy School facilities
- 13) Unauthorized occupation of School property
- 14) Failure to comply with the provisions of the Enrollment Agreement
- 15) Failure to comply with the verbal or written directions of any School official acting in the performance of his/her duty and in the scope of his/her authority

Violation of any of the above may subject the student to any of the following actions:

- 1) Reprimand
- 2) Imposition of specific restrictions
- 3) Disciplinary probation. Further infractions during the probationary period may result in suspension.
- 4) Suspension.
- 5) Dropped from school.

After being suspended, a student may be allowed to resume participation only after approval by the School President of a student's written request for reinstatement. After reinstatement, any further infraction of School policies will result in the student being dropped and the student will not be eligible to re-enroll. (See Re-Enrollment Policy regarding application to Code of Ethics.)

### STUDENT SEXUAL HARASSMENT POLICY

Sexual harassment is illegal and will not be tolerated by the School. Sexual harassment is a violation of state and federal law, including Title IX of the Educational Amendments of 1972, and in some cases, may constitute a crime. The School is committed to providing an environment that is free from sexual harassment.

Sexual harassment should always be reported, if possible, to Excel Dental Training Institute's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-(866) 787-2544 or in writing, delivered to 907 Rivergate Parkway, Suite E6, Goodlettsville, TN, 37072, or by email at [exceldentalinstitute@yahoo.com](mailto:exceldentalinstitute@yahoo.com).

### WHAT CONSTITUTES SEXUAL HARASSMENT

Conduct that constitutes sexual harassment is difficult to define. What may be considered appropriate conduct by one may be considered sexual harassment by another. It depends upon the vantage point of the individual involved. Students should report any conduct that they believe constitutes sexual harassment or makes them feel uncomfortable.

Sexual harassment of a student involves the behavior of an individual of either sex against an individual of the opposite or same sex. Sexual harassment occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome behavior of a sexual nature. Sexual harassment includes situations where submission to sexually offensive conduct or a request for sexual favors is made either explicitly or implicitly a term or condition of a student's educational advancement or other educational decisions made about the student, or such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment. Sexual harassment can result from the behavior of students, faculty administrators or third parties.

The following are examples of behavior that generally can constitute sexual harassment:

- Direct or indirect threats, bribes, or demands for unwanted sexual activity;
- Sexual innuendo and comments;
- Asking or commenting about a person's sexual activities;
- Humor or jokes about sex or females/males in general;
- Sexually suggestive comments or discussions;
- Pestering a person for dates or sexual behavior;
- Insulting and belittling a person – sexual ridicule;
- Letters, notes, telephone calls, or materials of a sexual nature;
- Displaying pictures, calendars, cartoons, or other material with sexual content; and/or
- Stalking another individual.

#### **REPORTING SUSPECTED SEXUAL HARASSMENT**

An initial course of action for any student who feels that he or she is being sexually harassed is for the student to inform the harasser that the conduct is not welcome and must stop. However, in some circumstances, this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. The School will always assist a student in resolving violations of this policy. Sexual harassment should always be reported, if possible, to Excel Dental Training Institute's Vice President of Human Resources and Title IX Civil Rights Coordinator, either by telephone at 1-866-787-2544 or in writing delivered to 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072 or by email at [exceldentalinstitute@yahoo.com](mailto:exceldentalinstitute@yahoo.com).

Any sexual harassment incident should be reported no later than three (3) business days from the occurrence or event giving rise to the incident if possible. The student should always report the incident even if not done within the requested three days. It is always best to make a written report but oral reports will be acted upon.

#### **INVESTIGATION AND RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS**

Unless a student or the alleged harasser request that the matter be addressed through the formal grievance procedures described below, sexual harassment complaints can be resolved informally. The manner in which a student desires to have a complaint resolved can be addressed when it is first reported.

A thorough investigation into any alleged incident of sexual harassment will be conducted by the Title IX Civil Rights Coordinator. Every effort will be made to conduct the investigation in a discreet manner in order to protect the privacy of both the complainant and the accused. The name of the reporting party may be kept confidential, if requested, provided maintaining confidentiality does not interfere with the ability to investigate or take corrective action. Upon the conclusion of the investigation, which normally will be accomplished no later than thirty (30) days from the receipt of the report, the Title IX Civil Rights Coordinator will issue findings and determine whether there was a violation of the Student Sexual Harassment Policy and will inform both parties of the action the School will take based on these findings. If it appears warranted, action may be taken on an interim basis while the investigation is in progress.

If the Title IX Civil Rights Coordinator issues a finding that a violation of this policy has occurred, appropriate disciplinary action will be taken ranging from a verbal or written warning or reprimand to expulsion of a student or dismissal of an employee for cause. Students may also be transferred to other classes.

If either party disagrees with the findings of the investigation, such objections must be submitted in writing to the Title IX Civil Rights Coordinator, 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072 no later than fifteen (15) days from the date of the receipt of the findings, specifying the particular findings to which the party objects. The objections will be considered and a written report will be issued in response to the objections no later than fifteen (15) days from the date the objection is received.

## **FORMAL GRIEVANCE PROCEDURES**

If students do not want the incident resolved informally, they may utilize the formal grievance procedures set forth in this Catalog. Use of the formal grievance procedures may also be initiated by either party after receipt of the investigator's finding when the informal procedures described above are used.

Use of the formal grievance procedures to resolve a sexual harassment incident requires the submission of a written grievance to the Title IX Civil Rights Coordinator at the address set forth above. Students should indicate in their grievance the names of any person who is aware of or witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should include with their grievance the best method for contacting them to discuss the grievance and the best time of day for such contact, and whether they object to being contacted at the School. A School official will attempt to make contact with the student, as instructed by the student, upon receipt of the grievance by the Title IX Civil Rights Coordinator, Director of Education or School President.

The Title IX Civil Rights Coordinator will conduct such investigation, inquiry and research into the grievance as deemed necessary to reach a conclusion as to how the grievance should be resolved. The Title IX Civil Rights Coordinator will contact the student promptly to inform the student of Title IX Civil Rights Coordinator's decision, and in any event, not later than 30 days after the initial contact, unless the Title IX Civil Rights Coordinator determines more time is necessary to complete the required inquiry, in which case the student will be notified.

The student may also file a complaint with the accrediting commission or appropriate state board as set forth in this Catalog or the student may also obtain this information from the Title IX Civil Rights Coordinator. If the student is not satisfied with the resolution of the sexual harassment claim resulting from the use of the grievance procedures, the student may commence an arbitration proceeding as set forth in this Catalog and in the student's Enrollment Agreement. An informational packet with instructions on how to institute arbitration will be provided to the student upon request to the Title IX Civil Rights Coordinator.

Both the written objection to findings of the Title IX Civil Rights Coordinator or the written request for resolution by formal grievance must be provided to the Title IX Civil Rights Coordinator, by certified mail, through the United States Postal Service to 907 Rivergate Parkway, Suite E6, Goodlettsville, TN, 37072 no later than fifteen (15) days after receiving notice of the findings of the investigation.

## **NON-REPRISAL FOR REPORTING SEXUAL HARASSMENT**

No student may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, for filing a complaint of sexual harassment or for otherwise assisting in an investigation of a sexual harassment complaint.

## **EMPLOYEE/STUDENT RELATIONSHIPS**

The School strictly prohibits employees from fraternizing or socializing with students. This policy prohibits students and employees from dating or engaging in online social relationships with each other. The only appropriate relationship between employees and students is a professional relationship which must maintain the highest level of mutual respect. Accordingly, it is inappropriate, and violates this policy, for employees or students to engage in any type of relationship that is outside of the professional student/employee relationship, regardless of whether such relationship is consensual. Disregard for this policy may be grounds for dismissal for student, employee, or both. Excel Dental Training Institute reserves the right to monitor all forms of social networks.

## **DISPUTE RESOLUTION PROCEDURES AND ALTERNATIVES**

From time to time, students may have disputes with the School resulting from the student's recruitment, enrollment and/or otherwise arising out of the student's relationship with the School. It is the goal of the School to resolve all such disputes promptly, fairly and directly with the student without the intervention of third parties. If this method of resolution is unsuccessful, then such unresolved disputes shall be resolved by one of the methods described below.

In order to provide a chance to resolve disputes directly between the School and the student without the intervention of third parties, a student may not pursue claims in court or by arbitration until the student has fully exhausted the School, State Board, or Commission grievance procedures as described below.

## **SCHOOL GRIEVANCE PROCEDURES**

A grievance is defined as any dispute between the student and the School. If the student has a grievance, student must put the grievance in writing and submit it to the School official designated below no later than three (3) business days from the occurrence or event giving rise to the grievance. Any grievance related to sexual harassment should be reported immediately in accordance with the Student Sexual Harassment Policy as set forth herein.

Student grievances related to academic and classroom matters other than sexual harassment must be submitted to the School

President or Director of Education, unless the grievance involves the Director of Education, in which case the grievance should be submitted to the School President.

Students with grievances related to matters other than academic or classroom matters must submit their grievance to the School President, unless the grievance involves the School President, in which case the grievance should be submitted to the Chief Executive Officer or Campus President at: Excel Dental Training Institutes, Inc., 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072.

Notwithstanding the foregoing, if the grievance involves discrimination including sexual harassment, the following person has been designated to handle grievances regarding violations of the School's non-discrimination policies and the student should submit any such grievance to this person as well as any person indicated above. Written correspondence should be mailed to: Human Resources/Title IX Civil Rights Coordinator, 907 Rivergate Parkway, Suite E6, Goodlettsville, TN 37072, (866) 787-2544.

Students should indicate in their grievances any person the student is aware of who has witnessed the occurrence or has independent or collaborative knowledge of the incident or incidents giving rise to the grievance.

Students should be sure to include with their grievances the best method of contacting them to discuss the grievance and the best time of day for such contact, and whether the students object to being contacted at the School. A School official will attempt to make contact with the student, as per the instructions provided by the student, no later than three (3) business days from receipt of the grievance by the School official.

A School official will conduct such investigation, inquiry and research into the matter of the grievance as the official deems necessary to reach a conclusion as to how the grievance should be resolved. The official will contact student promptly to inform student of official's decision, and in any event, not later than seven (7) days after the initial contact, unless the official determines more time is necessary to complete the required inquiry, in which case the official will notify student of that fact.

#### **COMPLAINT AND GRIEVANCE PROCEDURES**

Notwithstanding Excel Dental Training Institute's grievance procedure, students may submit grievances or complaints at any time to the applicable state regulatory agency (Tennessee Higher Education Commission). The contact information for the state regulatory agency where the school is required to maintain licensure is set forth below (see "Student Complaint/Grievance Procedure").

#### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

If a complaint is not settled at the institution level, the student may contact the Tennessee Higher Education Commission. Tennessee Higher Education Commission's contact information is: Tennessee Higher Education Commission, Parkway Towers, Suite 1900, 404 James Robertson Parkway, Nashville, Tennessee 37243-0830, (615) 741-5293.

#### **TIME FOR COMMENCING ARBITRATION OR OTHER ACTION**

The Enrollment Agreement provides that the prosecution by arbitration or otherwise of any Claim, must be commenced no later than one year from the last date student attended the School, unless the student has payment obligations to the School that extend beyond such one year period. In the event student has payment obligations to the School that extend beyond the one year period, the School or the student may prosecute a Claim limited solely to the collection or payment of such financial obligation within the applicable statute of limitations.

In some states, the aforesaid one year limitations period will not be enforceable under applicable law. Students are advised to investigate their rights under applicable state law. If the aforesaid one year limitation period is unenforceable, the student and School shall have the period allowed by applicable law to commence a Claim.

#### **LIMITATION OF LIABILITY AND DAMAGES**

The terms of the Enrollment Agreement provide that to the extent allowed by applicable law, the liability of the School and its employees, agents, officers, owners and assigns, and the employees, agents, officers, owners and assigns, of any affiliates of the School (collectively the "Third Parties"), is limited to the amount paid to the School by the student, or on student's behalf, excluding any grants or scholarships that student has no obligation to repay ("Damage Limitation Amount"). This Damage Limitation Amount shall apply to any and all damages of student including legal fees and costs recoverable against the School or any Third Party due to any Claim. The School shall have no liability for consequential damages suffered by student as a consequence of any Claim. In some states this limitation of damages may not be enforceable and student should investigate whether this provision is enforceable.

The right to inspect and review the student's education records no later than forty-five (45) days from the day Excel Dental Training Institute receives a request for access.

A student who wishes to inspect his/her education records should submit a written request to the School Registrar, identifying the records the student wishes to inspect. The School Registrar, after determining that access to the requested records is appropriate, will make arrangements for access to the records and notify the student of the time and place where the records may be inspected. If Excel Dental Training Institute determines that access to the requested records (or any portion thereof) is not appropriate or permitted under FERPA, then those records will not be provided to the student.

The right to request an amendment to the student's education record(s), which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request an amendment to any education record should submit a written request to the School Registrar, clearly identifying the part(s) of the record(s) the student wants amended, as well as the reason(s) for the requested amendment(s). If Excel Dental Training Institute decides not to amend the record as requested, Excel Dental Training Institute will notify the student in writing of its decision and the student's right to a hearing regarding the request for amendment, as well as additional information regarding the hearing procedures.

The right to provide written consent before Excel Dental Training Institute discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

For example, Excel Dental Training Institute discloses education records and/or personally identifiable information from those records without a student's prior written consent under the FERPA exception for disclosure to school officials with a legitimate educational interest. A "school official" is: (i) a person employed by Excel Dental Training Institute in an administrative, supervisory, academic, research, or support staff position (including security personnel); or (ii) a person, company, partnership or other entity with whom Excel Dental Training Institute is affiliated with or has contracted with as its agent to provide a service instead of using Excel Dental Training Institute employees or officials (e.g. attorney, accountant, auditor, collection agent, Title IX Coordinator, etc.). A school official has a "legitimate educational interest" if the school official needs to review an education record or records in order to fulfill his/her/its professional responsibilities for Excel Dental Training Institute.

Additionally, Excel Dental Training Institute has designated the following categories of student information as "directory information":

- Name
- Address
- Telephone Number
- Date and Place of Birth
- Program(s) Undertaken
- Dates of Attendance
- Degree Awarded

Excel Dental Training Institute may disclose any of these items at its discretion, without the prior written consent of the student, unless the student provides written notice to the School Registrar, objecting to the disclosure of all or part of the directory information, no later than thirty (30) days after enrollment. Any written notice from a student objecting to the disclosure of directory information shall be effective as of the date the written request is received by the School Registrar unless and until rescinded in writing by the student.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Excel Dental Training Institute to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## **DRUG-FREE AND SMOKE-FREE CAMPUS POLICIES**

### **Drug-Free Campus Policy – Legal Sanctions**

The Excel Dental Training Institute community (faculty, staff and students) complies with the policies and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. The Campus (or School) is designated as a drug-free and alcohol-free environment. This policy addresses "Excel Dental Training Institute activities" or "School activities" which include activities that are planned, promoted, or sponsored by Excel Dental Training Institute and include all activities involved currently enrolled students, such as: student organization events, any off-campus activity sponsored, hosted, or promoted by Excel Dental Training Institute. Students are held to this policy so long as they are on School property or involved in a School sponsored, hosted, or promoted event/activity. Any violation of this policy will result in disciplinary actions as set forth in the applicable sections of this policy.

Students may not manufacture, possess, use, sell, distribute, dispense, receive, or transport any controlled substances, illicit drugs or alcohol while on School property and/or participating in School activities (on or off School property). This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law. Additionally, students may not be under the influence of alcohol, illegal drugs, or non-prescribed and/or improperly used controlled substances in any manner while on Excel Dental Training Institute's property and/or participating in any School activities, whether or not consumed on School property or outside of the School' hours of operation.

Students who engage in such behavior will be considered to be in violation of the Student Conduct and Discipline Policy and will be subject to disciplinary action, up to and including expulsion, as well as possible referral for prosecution. Sanctions may also include referrals for appropriate rehabilitation.

Excel Dental Training Institute reserves the right to implement several kinds of drug/alcohol testing for students. The following is a list of drug and alcohol tests that Excel Dental Training Institute reserves the right to conduct in accordance with state and federal laws:

- Pre-Enrollment Testing
- Pre-Reenrollment Testing
- Pre-Internship Testing
- Reasonable Suspicion Testing
- Random Testing
- Post-Rehabilitation Testing

The Federal Controlled Substances Act provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to up to one year of imprisonment and fines up to \$5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Students who are under 21 years of age and who use, sell, or who are in the possession of alcoholic beverages are subject to the penalties of that State's underage drinking laws.

#### **Health Risks Associated with Drug Use**

Specific serious health risks are associated with the use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): Addiction, vehicle or other accidents as a result of impaired ability and judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: Addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema and impairment of driving ability.
- Cocaine: Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (Acid, LSD, PCP, Ecstasy, etc.): Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (Heroin, Demerol, Morphine, Codeine, etc.): Addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

#### **Smoke-Free Campus Policy – Legal Sanctions**

The School follows the Tennessee Non-Smokers Protection Act of October 2007. The Act, signed into law by Governor Phil Bredesen on June 11, 2007, makes it illegal to smoke in most places where people work. The smoking ban applies to public and private educational facilities. A person who knowingly smokes in an area where smoking is prohibited is subject to a civil penalty of \$50.00.

A designated smoking area is provided outside of the building for utilization of those who smoke. This area has been established to comply with the regulations stating that smoke should not be able to infiltrate the building when the door is opened.

Excel Dental Training Institute will maintain compliance with the Tennessee Non-Smokers Protection Act by the following actions:

- Post "No Smoking" signs at every entrance to the building

- Notify and inform all existing and prospective employees that smoking is prohibited
- Inform patrons and customers who are found smoking on the premises that it is prohibited



## OFF-CAMPUS STUDENT RESOURCES

Excel Dental Training Institute knows that from time-to-time students encounter life situations where additional support and counsel may be necessary. In an effort to support our students we want to provide some additional “off-campus” resources. We will always encourage our students to lean on their immediate support system, family and friends, first. However, we know that sometimes the need exceeds what family and friends may be able to provide. Below is a partial list of resources students may find helpful. Excel Dental Training Institute is not affiliated with the resources listed below and does not support or recommend any specific resource. The intent of this list is to serve as a guide for resource use only. The information listed below was current and accurate at the printing of this catalog.

The resources listed below are listed alphabetically by general category:

### **Crisis Intervention**

**National Directory of Hotlines and Crisis Intervention Centers  
(800) 999-9999**

### **Domestic Violence**

**National Domestic Violence Hotline (800) 799-SAFE (7233)**

### **Drug and Alcohol**

- **24 Hour Cocaine Hotline (800) 992-9239**
- **Cocaine Helpline 1-800-COCAINE – (1-800-262-2463)**
  - 24 hours a day, 7 days a week
  - Manned with trained professionals who help find assistance or just provide support
  - Assistance is available to drug users and parents
  - Assistance may include referral to local public and private treatment centers and family learning centers
- **Drug and Alcohol Rehab/Treatment Referral Service – (800) 662-HELP (4357)**
- **National Council on Alcoholism Information Line: 1-800-NCA-CALL**
- **National Council on Alcoholism and Drug Dependence, Inc.:**
  - Website: <http://www.ncadd.org/>
  - National nonprofit organization combating alcoholism, other drug addictions, and related problems
  - Provides information about NCA’s State and local affiliate’s activities in their areas
  - Provides referral services to families and individuals seeking help with an alcohol or other problem
- **National Heroin Hotline – (800) 9-HEROIN (800-943-7646)**
- **National Institute on Drug Abuse - 1-800-662-HELP – NIDA Hotline**
  - Website: <http://www.drugabuse.gov/>
  - Hotline operated by the National Institute on Drug Abuse
  - Confidential information and referral line that directs callers to cocaine abuse treatment centers in the local community
  - Free materials on drug use are distributed in response to inquiries
- **National Marijuana Hotline – (888) MARIJUA (888-627-4582)**

## **Homelessness Shelters and Services**

### **Nashville Tennessee Homeless Shelters and Services for the Needy**

Website: <http://www.homelesshelterdirectory.org/tennessee.html>

- Safe Haven Family Shelters
  - (615) 256-8195
- Nashville Rescue Mission/Nashville Mission
  - (615) 255-2475
- Room at the Inn
  - (615) 251-9791
- Room in the Inn
  - (615) 251-7019
- YWCA of Nashville and Middle Tennessee
  - (615) 269-9922
- Iysh Echad
  - (615) 578-3097
- Hope Retreat
  - (615) 942-6989
- Salvation Army
  - (615) 688-6064

## **Pregnancy Resources**

### **Hope Clinic for Women ((615) 321-0005**

Website: <http://hopeclinicforwomen.org/>

### **Grace Pregnancy Resource Center (615) 331-8958**

Website: <http://www.nashvillepregnancyhelp.com/>

Pregnancy Resource Centers for Tennessee: <http://www.ramahinternational.org/tennessee.html>

## **Suicide Prevention**

### **National Suicide Prevention Lifeline (800) 273-TALK (8255)**

**Tennessee Suicide and Crisis Hotlines:** See website for call centers in various cities across Tennessee: <http://www.suicidehotlines.com/tennessee.html>. If the HOTLINE PHONE NUMBER for your local area is no good:

- Call (800)-SUICIDE/ (800) 784-2433
- Call (800) 273-TALK/(800) 273-8255
- Call numbers in your state, even if they are outside your city or county
- Some of the 800, 888, or 877 numbers are toll-free in the entire state
- Visit the USA National page of toll free National Hotlines: <http://suicidehotlines.com/national.html>

### **Nashville/Davidson County:**

- **Mental Health Cooperative**
  - (615) 726-0125 - Mobile Crisis Team
  - 24/7
- **Crisis Intervention Center**
  - (615) 244-7444
  - 24/7
  - <http://www.crisisinterventioncenter.org/>
- **Centerstone Community Health Centers**
  - (800) 681-7444
  - 24/7

## **Tobacco Cessation**

**Tennessee Tobacco Quitline**

**(800) QUIT-NOW (800-784-8669)**

**For hearing-impaired, call: (877) 559-3816**

**Website: <http://health.state.tn.us/tobaccoquitline.htm>**

**Personalized iCanQuit Website:**

**<https://www.leadetohealth.com/healthsite.php?sponsor=tennesseequitline&program=tobacco>**

- Central Time Zone Hours of operation:
  - Monday – Friday – 7:00 a.m. – 10:00 p.m.
  - Saturday – 8:00 a.m. – 5:00 p.m.
  - Sunday – 10:00 a.m. – 4:00 p.m.
- Personalized support for Tennesseans who want to quit using tobacco products
- Free of charge to all residents of Tennessee
- Intake personnel explain the services offered and assign you to a professionally trained quit coach
- All calls are completely confidential

## ADMINISTRATORS AND FACULTY

<b>ADMINISTRATOR – Name &amp; Credentials</b>	<b>TITLE</b>
Donald Woods, AS, CDT, BS, DDS.....	Campus President
Sandra Turner, BA, DDS.....	Director of Education
Lesa Byrum, RDH, BS.....	Institutional Director
Jennifer Eaton, BA, DMD, MBA.....	Director of Dental Assisting Director of Dental Office Management
Jovanni Price.....	Administrative Assistant
Katherine Farley.....	Office Representative

<b>FACULTY – Name &amp; Credentials</b>	<b>TITLE</b>
<b><u>DENTAL ASSISTING</u></b>	
Lesa Byrum, RDH, BS, CDA.....	Program Director
Jennifer Cooper, AS.....	Faculty
Sandra Turner, BA, DDS.....	Faculty

<b><u>DENTAL OFFICE MANAGEMENT</u></b>	
Jennifer Eaton, BA, DMD, MBA.....	Program Director
Jovanni Price, BA.....	Faculty