

LACC DENTAL PROSTHETIC TECHNOLOGY STUDENT HANDBOOK

Los Angeles City College Mission

The mission of Los Angeles City College is to promote accessible and equitable learning to benefit the diverse local and global communities we serve. We empower students to achieve their educational and career goals by providing pathways to support their completion of associate degrees, certificates, transfer requirements, career and technical education, and foundational skills programs.

ACADEMIC POLICIES

Attendance

(LACCD Administrative Procedure 5070)

Regular attendance is an obligation assumed by every student at the time of registration. Extenuating circumstances are verified cases of accidents, illnesses, other circumstances beyond the student's control, and other conditions defined by the Board of Trustees and in published regulations. Students who withdraw from classes are responsible for initiating the drop process by appropriate deadlines. Students are expected to attend the first class meeting. Students who are not in attendance at the first class meeting are considered "no-shows" and the faculty may drop such persons in order to give their seats to non-registered students seeking to enroll. Also, a faculty member may withdraw a student from semester-length courses at any time for excessive absence through the 9th week of the Fall/Spring Semesters, and 60% point of the class for Summer and courses less than a semester in length. As a guideline, absence is considered excessive if a student misses three class meetings or the equivalent of one week of class attendance, or according to absence guidelines as published in the course syllabus.

Absence due to a verified illness may be accepted as an excused absence for a limited period of time.

Students are expected to notify faculty by e-mail and/or phone message if they are absent for a medical reason. Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled.

Any drops or exclusions that occur between 30% and 75% of the term will result in a "W" on the student's record, which will be included in the determination of progress probation. Drops are not permitted beyond 75% of the term. An evaluative grade ("A", "B", "C", "D", "F", "P", or "NP") will be assigned to students who are enrolled past 75% of the term even if they stop attending class, except in cases of approved extenuating circumstances. After 75% of the time the class is scheduled, the student may petition to withdraw from class verifying extenuating circumstances.

For more information visit the Admissions and Records website at lacitycollege.edu/admissions

Final Examinations

Final examinations are given in all courses. The final examination schedule for the current semester is available at lacitycollege.edu/academics/class-schedules/final-exam-schedules

Academic Honors

(LACCD Administrative Procedure 4223)

Students with outstanding scholastic achievement are given public recognition through the LACC Dean's and President's Honors Lists, within the following parameters:

Dean's Honor List Requirements:

- Full-time students (a student enrolled in 12 or more graded units the qualifying semester) must earn a 3.5 or higher GPA.
- Part-time students (a student enrolled in 6 through 11 graded units) must have completed 12 or more graded units and earn a 3.5 or higher GPA in the qualifying semester.

President's Honor List Requirements:

Students who have appeared on the Full-Time or Part-Time Dean's Honor for three or more consecutive semesters will be placed on the President's Honor List.

Credits in the LACCD during the qualifying semester, will be used in calculating the grade point average (GPA). Grades of "Credit" (Pass/No Pass) will not be counted in meeting the unit requirement for the Dean's or President's Honor List. Students who think they qualify for either of these honors can go to the Admissions Office to verify their eligibility.

Contact Admissions with questions or to have your certificate printed at admissions@lacitycollege.edu.

Grading Symbols and Definitions and Conditions for Use

(LACCD Administrative Procedure 4230)

Only the symbols in the grading scale given in this section shall be used to grade all courses.

Grades shall be averaged on the basis of the point equivalences to determine a student's grade-point average, using the following evaluative symbols:

<u>GRADE</u>	<u>DEFINITION</u>	<u>GRADE POINTS</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Less than satisfactory	1
F	Failing	0
P	Pass (At least satisfactory – units awarded not counted in GPA.) Applies to credit and noncredit courses.	
NP	No Pass (Less than satisfactory – units awarded but not counted in GPA) Applies to credit and noncredit courses.	
SP	Satisfactory Progress towards completion of the course (used for noncredit courses only and is not supplanted by any other symbol)	

Explanation of Symbols Without Impact on Grade Point Average

I - Incomplete

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for removal of the "I" and the grade which is assigned in lieu of shall be stated by the instructor in an Incomplete Grade Record.

This record shall be given to the student, with a copy on file in the college Admissions Office until the "I" is made up and a final grade assigned, or when one year has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The "I" symbol shall not be used in calculating units attempted nor for grade points. The "I" may be made up no later than one year following the end of the term in which it was assigned. The student may petition for a time extension due to unusual circumstance.

IP - In Progress

The "IP" symbol shall be used only in those courses that extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await the course completion. The appropriate evaluative symbol (grade) and unit credit shall replace the IP symbol once the course is completed.

RD - Report Delayed

The "RD" symbol may be assigned when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. The "RD" may be assigned by the Dean of Student Services only. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

W - Withdrawal

- a. A student who withdraws prior to the expiration of 30 percent of a term, whichever occurs earlier, shall not receive the withdrawal symbol "W" on their transcript. Instructors shall exclude students who are inactive during the first 30% of the term through the first census date for the academic term, as established by the District, by the deadline established by the District (See AP 5070 Attendance).
- b. A student who withdraws after this period, but before the expiration of 75 percent of a term, whichever occurs earlier, shall receive the withdrawal symbol "W" on their transcript. Instructors shall exclude students who remained enrolled after the first census date, but who subsequently became inactive students prior to the expiration of 75 percent of the term, by the second exclusion deadline as established by the District.
- c. A student who remains in a course beyond the final District withdrawal date for the course may not withdraw and shall receive the appropriate grade symbol on their transcript.

d. The “W” shall not be used in calculating grade point averages but shall be used in determining probation and dismissal of a student (see AP 4250 Probation and AP 4255 Dismissal and Readmission).

e. “Inactive students” include:

- † Students identified as no-shows.
- † Students who officially withdraw.
- † Students who are no longer participating in the courses and are therefore dropped by the instructor.

A student will be permitted to withdraw from a class and receive a “W” no more than three times.

MW - Military Withdrawal

Military withdrawal occurs when a student on active or reserve status in the United States military or National Guard receives orders compelling a withdrawal from courses.

- a. Upon verification of such orders, the military withdrawal symbol “MW” shall be assigned to all courses affected by the military withdrawal.
- b. Military withdrawals shall not be counted in progress probation and dismissal calculations and shall not be counted toward the permitted number of withdrawals or counted as an enrollment attempt.

EW - Excused Withdrawal

Excused withdrawals shall be allowed to students in extenuating circumstances at any time, upon petition of the student or their representative.

- a. “Extenuating circumstances” means cases of accidents, illnesses, or other circumstances beyond the control of the student. Colleges shall proactively engage with the student or their representative to identify available college support services that may mitigate the extenuating circumstances and prevent withdrawal. If mitigation efforts are unsuccessful, the student shall receive the excused withdrawal symbol (“EW”) on their transcript. Students shall not be denied an excused withdrawal due to a college’s inability to respond to the petition or to provide sufficient assistance to mitigate the student’s circumstances.
- b. An excused withdrawal shall not be counted in progress probation and dismissal calculations, or toward the permitted number of withdrawals or enrollment attempts.
- c. An excused withdrawal shall be assigned if a determination is made that the student withdrew from a course due to unlawful discrimination or retaliation.

Required Form: Emergency Withdrawal Request Email to: admissions@lacitycollege.edu

Pass/No Pass Option

(LACCD Administrative Procedure 4232)

You may receive a P or NP grade only for those credit courses that have been identified by the faculty as being eligible for Pass/ No-Pass grading. This includes credit courses that are graded exclusively on a Pass/No Pass basis and courses that allow students the choice of earning a Pass/No Pass grade or a letter grade. All other credit courses must be completed with a letter grade. Pass/No Pass grades are not counted in the GPA. For courses for which a student has a choice of grading method, the student must request the grading method change by the last day of the academic term. Letter grades are not awarded for noncredit courses but may be graded on a Pass/No Pass/Satisfactory Progress basis. In order to earn a passing grade, students must satisfactorily complete the coursework at the level of a letter grade of C or higher.

Required form: Pass/No Pass Grading Petition

Email to: admissions at admissions@lacitycollege.edu

The following credit courses are graded as Pass/No Pass only:

Credit courses

<i>SUBJECT</i>	<i>NUMBER</i>
CH DEV	084-1, 084-2, 085-1
E. S. L.	003A, 003B, 003C, 004A, 004B, 004C ENGLISH 067, 068, 104, 108
KIN	372-1, 372-2
LRNFDTN	001, 002, 003, 004, 031A, 031B, 032, 040, 059, 070, 071
MATH	010, 100, 185, 202
MUSIC	180-1, 180-2, 180-3, 180-4
PSYCH	043
RAD TEC	280, 281, 282, 283
REGNRSG	104L, 105L, 106L, 107L, 108L, 109L, 110L, 111L

All noncredit courses (BSICSKL, ESL NC, ESLCVCS, VOC ED) are recorded as Pass/No Pass/Satisfactory Progress.

Recording of Grade

A student who is enrolled in a course on the "Pass/No Pass" basis shall receive both course and unit credit upon satisfactory completion of the course. Satisfactory completion is equivalent to the grade of "C" or better. A student with unsatisfactory performance will be assigned a "No Pass" grade.

Grade Point Calculation

Units earned on a "Pass/No Pass" basis shall not be used to calculate grade point averages. However, units attempted for which the "NP" (No Pass) symbol is recorded shall be considered in probationary and dismissal procedures.

Conversion to Letter Grade

A student who has received credit for a course taken on a "Pass/No Pass" basis may not convert this credit to a letter grade.

Grades and Grade Changes

(LACCD Administrative Procedure 4231)

The Instructor of Record for the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetency. For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade. The removal or change of an incorrect grade from a student's record shall only be done upon authorization by the Instructor of Record for the course, or upon authorization by the College President upon the conclusion of the grade grievance process.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President.

No grade may be challenged by a student more than one year from the end of the term in which the course was taken absent extenuating circumstances; if a college's academic senate has determined that extenuating circumstances apply, then that period of time during which grades may be challenged should be more than one year, and such longer period shall apply at that college.

You may request a grade change by submitting a General Petition form.

Required form: General Petition

Email to: admissions@lacitycollege.edu

Academic Renewal

(LACCD Administrative Procedure 4240)

Academic renewal is a process intended to facilitate transfer, degree and certificate completion, and removal from academic probation or academic disqualification. You must meet with a counselor and complete an academic renewal petition. A maximum of 30 semester units may be disregarded under this policy. Final approval of the petition will be granted by the Vice President of Student Services or designee. Academic renewal is irreversible.

You may petition to have your academic record reviewed for academic renewal of substandard academic performance under the following conditions:

1. Coursework to be disregarded is limited to "D" and "F" grades in courses not subsequently completed with a "C" or better at the LACCD colleges.
2. In order to qualify for academic renewal, the student must have completed a minimum of the equivalent of 12 semester units with a 2.0 GPA at any United States regionally accredited institution(s) at any time after the semester or session of the coursework to be disregarded.
3. At least one (1) semester must have passed since the semester or intersession term when the coursework to be disregarded was completed.

If granted, academic renewal shall result in:

1. Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
2. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.

Graduation honors and awards are to be based on your cumulative grade point average for all college work attempted.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Complete an Academic Renewal Petition and meet with a counselor for review and approval of the petition. You or the academic counselor can send the approved petition for processing to admissions.

Required Form: Academic Renewal Petition Email to: admissions@lacitycollege.edu

Auditing

(LACCD Board Policy 4070)

Students may be permitted to audit a class under the following conditions:

1. Payment of a fee of \$15 per unit. Students enrolled in classes to receive credit for 10 or more semester units shall not be charged a fee to audit three or fewer semester units per semester. This fee structure is subject to change.
2. No student auditing a course shall be permitted to change his/ her enrollment in that course to receive credit for the course.
3. Priority in class enrollment shall be given to students wanting to take the course for credit.

Required form: Audit Enrollment Request Email to: admissions@lacitycollege.edu

Repeatable Courses

(LACCD Administrative Procedure 4225, 4227, 4228)

Certain courses in the college catalog may be repeated for additional unit credit. These courses, marked "RPT" in the "Credit Courses" section of this catalog, allow the student to build on skills and proficiencies by supervised repetition and practice within class periods.

Limits on Active Participatory Courses

Active participatory courses which do not fall under sections 1, 2, and 3 above are not repeatable. Students may not enroll in active participatory courses in physical education, visual arts, or performing arts that are related in content more than four times. This enrollment limitation applies even if the student receives a substandard grade or "W" during one or more of the enrollments in such a course or petitions for repetition due to extenuating circumstances.

Submit a Repeated Class Petition to Admissions and Records to request grades of D or F be removed from your grade point calculation when you have repeated the class. Only classes repeated within the Los Angeles Community College District are eligible.

Required form: Repeated Class Petition Email to: admissions@lacitycollege.edu

Conditions to Repeat a Course

(LACCD Administrative Procedure 4225)

Course Repetition to Remove a Substandard Grade

Students may repeat courses in which substandard grades ("D", "F" or "NC", "NP") were awarded provided they have not already attempted the same course three times.

When course repetition under this section occurs, the student's permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

For the first and second repetitions of a course where a substandard grade was awarded, the highest grade earned shall be used when computing the student's cumulative grade point average.

Students who have received three substandard grades for the same course may repeat it one more time upon approval of a filed petition documenting extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student.

Duplicative Credit

Duplicative credit in non-repeatable courses should not be used towards the 60 units required for graduation regardless of whether or not the student petitioned to have the transcript annotated.

Repetition of Courses in Which a Satisfactory Grade Was Recorded

- a. Repetition of courses for which a satisfactory grade ("A", "B", "C", "CR", "P") has been recorded shall be permitted only upon advance petition of the student and with the written permission from the College President, or designee, based on a finding that extenuating circumstances exist which justify such repetition. At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA. Only one repetition for a course due to extenuating circumstances is permitted.
- b. Repeating a course due to significant lapse is permitted if the college has established a recency prerequisite for a course or program, or an institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course (defined as no less than 36 months since the most recent grade was awarded). At the student's option, the previous grade for the course repeated may be disregarded in calculating the student's GPA.
- c. When such repetition is necessary for a student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment, such courses may be repeated for credit any number of times, and the grade received each time shall be included for purposes of calculating the student's grade point average.
- d. Students may repeat a cooperative work experience course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).
- e. Students may petition to repeat a course needed for employment or licensing because of a significant change in the industry or licensure standards.

- f. Students with verified disabilities may repeat a special class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Course Families

(LACCD Administrative Procedure 4227)

Courses in physical education, visual arts, or performing arts that have related content are grouped into a course family. Students may only take four courses within a course family.

Limitations on Awarding Credit

LACC does not grant credit for courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted. College courses taken may duplicate AP, IB and/or A-Level examinations. Additionally, exams may duplicate each other (for example, an AP or IB exam in the same subject area).

The CSU and UC and their respective campuses govern credit limitations toward the baccalaureate degree. For UC credit limits visit the section "special regulations for courses in specific subject areas" on the UC Transfer Articulation website at ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html or contact the Counseling Department for more information.

Credit for courses completed at other institutions inside the United States

(LACC Administrative Procedure 4051)

If you are seeking credit for coursework from other institutions in the U.S., the college must be regionally accredited. You will need to have your transcripts evaluated by the appropriate faculty. Major course requirements for local degrees and certificates of achievement may be substituted or waived solely at the discretion of academic department faculty, provided that the major requirement units do not fall below 18 units for the local degree or 16 units for the certificate of achievement.

Course substitutions need not be stated in the college catalog, student information system, or any other database that houses academic program requirements. Course substitutions for major requirements for Associate Degrees for Transfer may be recommended by academic department faculty but must be reviewed and approved by the college Articulation Officer. Substitution of coursework required to meet any general education requirements and graduation competency is solely at the discretion of the counseling faculty or Articulation Officer.

Appropriate credit will be awarded when your transcripts are officially verified and when you submit graduation petitions and/ or transfer certification. Your official transcripts and/or external exams from other institutions must be sent directly to LACC's Admissions office.

Pass Along Credit

LACC does not award credit posted to a third-party institution's transcript. Credit is only considered from the original institution's official academic record.

COURSE FAMILY	COURSES
Art - Acrylic	ART 304, 305, 306
Art - Ceramics	ART 709, 710
Art - Design	ART 501, 502
Art - Directed Studies	ART 185, 285, 385
Art - Drawing	ART 201, 202, 209
Art - Graphic Design	ART 604, 605, 606
Art - Illustration	ART 620, 621
Art - Life Drawing	ART 204, 205, 206
Art - Oil Painting	ART 307, 308, 309
Art - Relief Printmaking	ART 401, 402, 407
Art - Sculpture	ART 700, 701, 702
Art - Typography	ART 603
Art - Water Color	ART 301, 302
Art - Web Site Design	ART 645, 646
Cooperative Education	ART 931; BUS 911, 921, 931, 941; CINEMA 911, 921, 931, 941; COOP ED 195, 196, 295, 296, 395, 396; LAW 931, 941; PHOTO 911
Dance - Ballet Techniques	DANCETQ 111, 112, 113, 114
Dance - Dance Choreography	DANDEST 301, 302, 303, 304
Dance - Dance Performance	DANDEST 822
Dance - Dance Productions	DANDEST 814
Dance - Folk Dance Forms	DNCESPC 311, 312
Dance - Jazz Techniques	DANCETQ 121, 122, 123, 124
Dance - Latin and Social Dance	DNCESPC 321

Dance - Modern Techniques	DANCETQ 141, 142, 143, 144
Dance - Special Projects	DANDEST 185
Dance - Tap Dance	DNCESPC 331
Dance - Yoga/Stress Management	DANCETQ 221, 222, 223, 224, 231, 241, 242
KIN - Acrobatics	KIN 206
KIN - Aerobics, Circuit Trng	KIN 045, 229, 230, 246, 250-1, 250-2, 250-3, 326, 327, 331, 333
KIN - Aquatics	KIN 201-1, 202, 205, 300, 300-1, 303
KIN - Court Sports	KIN 266-1, 266-2, 271-1, 271-2, 291-1, 291-2
KIN - Directed Studies	KIN 185, 285
KIN - Individual Activities	KIN 328, 328-1, KIN MAJ 100
KIN - Martial Arts/Combatives	KIN 215-1, 215-2, 215-3, 217
KIN - Mind/Body Conditioning	KIN 249-1, 249-2, 251-1, 251-2, 251-3, 265
KIN - Team Sports	KIN 287-1, 287-2, 289-1, 289-2, 290
KIN - Track and Field	KIN 180, 237, 307, 334
Music - Brass Instruments	MUSIC 601, 602, 603, 604
Music - Classical Guitar	MUSIC 650, 651, 652, 653, 654, 664, 670, 771
Music - Percussion Instruments	MUSIC 631, 632, 633, 634
Music - Piano	MUSIC 311, 312, 313, 314, 341-1, 341-2, 341-3, 341-4, 361-1, 361-2, 361-3, 361-4
Music - String Instruments	MUSIC 611, 612, 613, 614
Music - Voice	MUSIC 400, 401, 402, 403, 404, 431, 432, 433, 434
Music - Woodwind Instruments	MUSIC 621, 622, 623, 624
Theater - Acting Study & Prof	THEATER 200, 270, 271, 272, 274-1, 274-2, 275
Theater - Analysis of Theater	THEATER 105-1, 105-2, 105-3, 105-4
Theater - Directed Study	THEATER 185, 285, 385
Theater - Directing	THEATER 225
Theater - Musical Theater	THEATER 210, 212
Theater - Performance Prep.	THEATER 276-1, 276-2, 277
Theater - Voice Theory	THEATER 240, 242-1, 242-2, 242-3, 242-4

Credit for courses completed at institutions outside the United States

(LACCD Administrative Procedure 4051)

The intent of this policy is to provide a process for granting LACCD associate degree general education, graduation competency, and unit (elective) credit for course work completed at institutions of higher education outside the United States. This policy does not apply to Associate Degrees for Transfer (ADTs), IGETC, or CSU GE-Breadth. For more information you may refer to LACCD ADT Reciprocity Guidelines, IGETC Standards, CSU Executive Order 1100, or contact the Counseling Department.

1. Students petitioning for credit must provide comprehensive, detailed, course by course evaluation of their transcripts completed by an independent transcript evaluation service approved by the California Commission on Teacher Credentialing.
2. Students may receive credit for the following:
 - a. LACCD General Education Plan, excluding Area B1 American Institutions.
 - b. LACCD Competency Requirement, excluding Reading and Written Expression.
 - c. LACCD unit (elective) credit. There is no maximum on the number of units that may be applied to local associate degrees.
 - d. LACCD Residency Requirement, completing no fewer than 12 units at the college conferring the degree.

Credit for Prior Learning

(LACCD Administrative Procedure 4235)

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Credit for Military Service/Training, student-created portfolios, and credit by examination. To discuss the awarding of credit for prior learning, contact a counselor or the appropriate department chair.

Credit for Prior Learning useful links:

Advanced Placement (AP) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPST473C85C>

International Baccalaureate (IB) - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPSWV749E27>

CLEP - <http://go.boarddocs.com/ca/laccd/Board.nsf/goto?open&id=CBPRZP707333>

Credit for Military Service

(LACC Administrative Procedures 4100, 4235)

To receive credit for military services you will need to arrange for your military transcripts to be sent to our LACC Admissions Office (you can request them at <https://jst.doded.mil>).

We encourage you to visit the Veterans Resource Center where a counselor will evaluate your transcripts for appropriate General Education credits and/or for major course substitution toward our local degrees and certificates.

Note that you must also include documentation of at least 181 days of active duty performed (e.g., DD214).

Academic Transcripts

An official academic transcript is a record of all the courses you completed and the grades you earned along with your degrees and academic honors. Visit lacitycollege.edu/academic-resources/transcripts for information on how to request an official academic transcript online, through the student portal, or by mail. The transcript will include all coursework completed within LACCD.

Each student is entitled to two academic transcripts without charge. Regular transcripts cost \$3 each and require 7 to 10 working days of processing time from the day your request is received by Admissions and Records. Rush transcripts cost \$10 per transcript and are available for same day pickup.

Required form: [Transcript Request Form](#) Email to: admissions@lacitycollege.edu

STUDENT CODE OF CONDUCT

Standards of Student Conduct

(LACCD Board Policy 5500)

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students' interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state, and nation. All persons shall respect and obey the rules, regulations, and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff, or visitor. Violations of such rules and regulations include, but are not limited to, the following:

1. Willful disobedience to directions of college officials acting in the performance of their duties.
2. Violation of college rules and regulations, including those concerning student organizations, the use of college facilities, or the time, place and manner of public expression or distribution of materials.
3. Dishonesty, such as cheating or knowingly furnishing false information to the colleges.
4. Unauthorized entry to or use of the college facilities.
5. Forgery, alteration or misuse of college documents, records or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft of or damage to property belonging to the college, a member of the college community or a campus visitor.
8. The malicious or willful disturbance of the peace or quiet of any of the Los Angeles Community Colleges by loud or unusual noise or any threat, challenge to fight, fight, or violation of any rules of conduct as set forth in this Article. Any person whose conduct violates this section shall be considered to have interfered with the peaceful conduct of the activities of the college where such acts are committed.
9. Assault or battery, abuse or any threat of force or violence directed toward any member of the college community or campus visitor engaged in authorized activities.
10. Any possession of controlled substances which would constitute a violation of Health and Safety Code section 11350 or Business and Professions Code section 4230, any use of controlled substances the possession of which are prohibited by the same, or any possession or use of alcoholic beverages while on any property owned or used by the District or colleges of the District or while participating in any District or college-sponsored function or field trip. "Controlled substances," as used in this section, include but are not limited to the following drugs and narcotics:

- i Opiates, opium, and opium derivatives

- İ Mescaline
 - İ Hallucinogenic substances
 - İ Peyote
 - İ Marijuana
 - İ Stimulants and depressants
 - İ Cocaine
11. Possession, while on a college campus or at a college-sponsored function, of any object that might be used as a lethal weapon is forbidden for all persons except sworn peace officers, police officers and other governmental employees charged with policing responsibilities.
 12. Behavior while on a college campus or at a college-sponsored function, inconsistent with the District's Non-discrimination Policy, which requires that all programs and activities of the Los Angeles Community College District be operated in a manner which is free of "Prohibited Discrimination," defined as discrimination or harassment in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medical condition of an employee, sexual orientation, age, physical or mental disability, or veteran status.
 13. Any assemblage of two or more persons to 1) do an unlawful act, or 2) do a lawful act in a violent, boisterous, or tumultuous manner.
 14. Any agreement between two or more persons to perform illegal acts.
 15. A direct or implied expression of intent to inflict physical or mental/emotional harm and/or actions, such as stalking, which a reasonable person would perceive as a threat to personal safety or property. Threats may include verbal statement, written statements, telephone threats or physical threats.
 16. Conduct which may be considered disorderly includes lewd or indecent attire or behavior that disrupts classes or college activities; breach of the peace of the college; aiding or inciting another person to breach the peace of college premises or functions.
 17. Theft or abuse of computer resources including but not limited to:
 - İ Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 - İ Unauthorized transfer of a file.
 - İ Unauthorized use of another individual's identification and password.
 - İ Use of computing facilities to interfere with the work of a student faculty member or college official, or to alter college or district records.
 - İ Use of unlicensed software.
 - İ Unauthorized copying of software.
 - İ Use of computing facilities to access, send or engage in messages which are obscene, threatening, defamatory, present a clear and present danger, violate a lawful regulation and/or substantially disrupt the orderly operation of a college campus.
 - İ Use of computing facilities to interfere with the regular operation of the college or district computing system.
 18. Conduct while present on a college campus or at a location operated and/or controlled by the District or at a District-sponsored event, which is prohibited by local, state, or federal law.
 19. Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper, or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.
 20. Every person who, by physical force, willfully obstructs, or attempts to obstruct, any student or teacher seeking to attend or instruct classes at any of the campuses or facilities owned, controlled or administered by the Board of Trustees of the Los Angeles Community College District, is punishable by a fine not exceeding five hundred dollars (\$500) or imprisonment in a county jail not exceed one year, or by both such fine and imprisonment. As used in this section, "physical force" includes, but is not limited to, use of one's person, individually or in concert with others, to impede access to or movement within or otherwise to obstruct the students or teachers of the classes to which the premises are devoted.
 21. Every person who attempts to cause, or causes, any officer or employee of any of the Los Angeles Community Colleges or any public officer or employee to do or refrain from doing, any act in the performance of his/her duties, by means of a threat to inflict any injury upon any person or property, is guilty of a public offense.
 22. Every parent, guardian, or other person who assaults or abuses any instructor employed by the District in the presence or hearing of a community college student or in the presence of other community college personnel or students and at a place which is on District premises or public side-walks, streets, or other public ways adjacent to school premises, or at some other place where the instructor is required to be in connection with assigned college activities is guilty of a misdemeanor.
 23. Conduct which poses a threat of harm to the individual and/ or to others. This includes, but is not limited to, the following types of conduct:
 - İ Unsafe conduct in connection with a Health Services Program (e.g., Nursing, Dental Hygiene, etc.).
 - İ Failure to follow safety directions of District and/or College staff.

- Willful disregard of safety rules as adopted by the District and/or College; and/or
- Negligent behavior which creates an unsafe environment.

Student Discipline Procedures

(LACCD Administrative Procedure 5520)

The purpose of this Administrative Procedure is to provide uniform procedures to assure due process when a student is charged with a violation of the Standards of Student Conduct. These provisions do not apply to grievance procedures, student organization councils and courts, or residence determination and other academic and legal requirements for admission and retention. Disciplinary measures may be taken by LACC independently of any charges filed through civil or criminal authorities, or both.

General Policy

Conduct at any of the Colleges and District Office in the Los Angeles Community College District must conform with the laws of the Federal Government and the State of California and District policies and procedures. The Los Angeles Community College District faculty, staff and administration are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in Board Policy 5500 ("Standards of Student Conduct") are essential to the maintenance of a quality college environment. These standards apply to all current students on campus, or other college property or while attending any college-sponsored classes, activities, or events. Violation of such laws, policies, rules and regulations or behavior adversely affecting suitability as a student, will lead to disciplinary action. Former students may also be disciplined for violating the District's standards of behavior or other college property or at a college-sponsored activity or event.

Disciplinary Action

The College may take appropriate disciplinary action in response to student misconduct as defined by the violation of the Standards of Student Conduct.

Disciplinary measures may be taken by the college independent of any charges filed through civil or criminal authorities, or both. Disciplinary action may include warning, reprimand, restitution, suspension, or expulsion from one or more classes, programs, activities, campus locations, or the entire district.

You may address questions pertaining to student conduct to: alva-rejf@laccd.edu or visit the student conduct website at: Student_Conduct_LACC.lacitycollege.edu

ADDITIONAL POLICIES AND INFORMATION

Alcohol and Drug-Free Campus

(LACCD Administrative Procedure 3550, 3560)

LACC adheres to, supports, and is in full compliance with requirements that maintain our college as a drug-free institution of higher education. The LACCD Board of Trustees has adopted the following standards of conduct:

Students and employees are prohibited from unlawfully possessing, using, or distributing illicit drugs and alcohol on district premises, in District vehicles, or as part of any activity of the Los Angeles Community College District.

Educational Environment Policy

Due to requirements set forth by the Occupational Safety and Health Administration, proper attire, including shoes, eye ware, and other articles, should be worn during all class hours.

Health Risks

Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability, and death. Both drugs and alcohol may be damaging to the development of an unborn fetus.

Legal Sanctions

Federal laws regarding alcohol and illicit drugs allow for fines and/ or imprisonment. Other legal problems include the loss of driver's license and limitations of career choices.

Other Risks

Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include loss of friends, academic standing and co- and extracurricular opportunities, alienation from and abuse of family members, and chronic conflict with authority. Economic problems include loss of job, financial aid eligibility, homes, savings, and other assets.

Sex Offender Registration

California law requires that certain statutorily defined sex offenders notify community college law enforcement officials that they are present on campus in specific capacities. If you fall into this category, you must register with the college's Sheriff's Department Office.

Smoking Policy

(LACCD Board Policy 3570)

Smoking is not permitted in any classroom or other enclosed facility that any student is required to occupy, or which is customarily occupied by students, faculty, staff, and/or administrators.

Workforce Diversity

The policy of the Los Angeles Community College District is to implement affirmatively equal opportunity to all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices, including recruitment, hiring, placement, upgrading, transfer, demotion, treatment during employment, rate of pay or other forms of compensation, selection for training, layoff, or termination. An Affirmative Action Program will be maintained in accordance with Board Rule 101301.

Inquiries regarding Workforce Diversity at LACC should be directed to the Associate Vice President, Administrative Services responsible for Human Resources.

Counseling, Treatment, and Rehabilitation

Students should contact the LACC Student Health Center at (323)-953-4000 ext. 2485 for assistance and referrals.

Title IX

Title IX of the 1972 Education Amendments (Title IX) is a Federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Sex discrimination includes gender-based discrimination or harassment, sexual harassment, sexual misconduct, sexual assault, dating and domestic violence, and gender-based stalking.

New Regulations

In May 2020, the US Department of Education issued new Title IX regulations mandating how colleges that receive federal funding must respond to sexual harassment and sexual misconduct under Title IX. In August 2020, these new Title IX regulations went into effect. To be compliant with the new regulations, LACCD adopted a new Administrative Regulation (C-15) to respond to Title IX complaints that meet specific criteria.

Filing a complaint

To address Title IX issues, LACCD has designated a Title IX and Deputy Title IX Coordinator specially trained to work with individuals who report gender-based discrimination and sexual misconduct and provide information about resources, support services, and procedural options. To make a report about a specific incident, please contact the Deputy Title IX Coordinator below assigned to your college or site within the District.

Dr. Genice Sarcedo-Magruider

Deputy Title IX Coordinator for West Los Angeles, Los Angeles Harbor, Southwest Los Angeles, Los Angeles City and Los Angeles Pierce Colleges, and the Educational Services Center (inclusive of all satellite campuses)

Regional Equity & Title IX Officer and Dean 770 Wilshire Boulevard

Attention: Office for Diversity, Equity and Inclusion Los Angeles, CA 90017

213-891-2315

sarcedg@piercecollege.edu

Reporting to Law Enforcement

You have the right to file a report with law enforcement as well as the District. You can file a criminal complaint with the Sheriff's Department at your College or local police department, depending on where the incident took place. For a crime that occurred on campus, contact the Sheriff's Office at (323) 953-2911, or if off-campus, call 911.

LACCD Title IX Policy & Procedure

The LACCD Prohibited Discrimination and Harassment Policy, which covers sexual harassment and Title IX issues is in Chapter XV of the Board Rules.

To file a Title IX Complaint, you can contact the appropriate Title IX Coordinator or Deputy Coordinator above or submit a [Complaint form online](#).

Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct Policy

(LACCD Board Rule 15001)

It is the policy of the Los Angeles Community College District to provide a safe educational, employment and business environment free from Prohibited Discrimination, Unlawful Harassment, and Sexual Misconduct, as defined in the Administrative Regulations associated with this policy. Employees, students, or other persons acting on behalf of the District who engage in Prohibited Discrimination, Unlawful Harassment, or Sexual Misconduct as defined in the Administrative Regulations related to this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

The Los Angeles Community College District Board of Trustees condemns any act of Sexual Misconduct committed at any of its facilities or at any of its activities. The Los Angeles Community College District is committed to taking immediate and appropriate action upon learning of potential incidents of Sexual Misconduct.

Investigation of all complaints alleging violations of this Chapter shall be conducted under the auspices of the Office of Diversity, Equity, and Inclusion. Implementation of temporary, interim sanctions shall be overseen by the Title IX Coordinator for that site, with the advice and consent of relevant administrators. Implementation of permanent sanctions shall be overseen by the College President or at the Educational Services Center ("ESC") by the Deputy Chancellor as set forth in the Administrative Regulations which compliment this policy.

Dr. Genice Sarcedo-Magruder
Deputy Title IX Coordinator for West Los Angeles, Los Angeles Harbor, Southwest Los Angeles, Los Angeles City and Los Angeles Pierce Colleges, and the Educational Services Center (inclusive of all satellite campuses)
Regional Equity & Title IX Officer and Dean 770 Wilshire Boulevard
Attention: Office for Diversity, Equity and Inclusion Los Angeles, CA 90017
213-891-2315
sarcedg@piercecollege.edu

Academic Freedom

(LACCD Board Policy 4030)

Academic freedom is defined as the freedom to teach, learn, research, and express one's views without fear of sanction, whether such expression takes the form of speech, writing, electronic communication, or the like, and whether it occurs on campus or off campus. The right to academic freedom, however, cannot be separated from the equally important responsibility, which each

individual has, to uphold the District's professional ethics policies for faculty, administrators, and staff; and in the case of students, to abide by the District's Standards of Student Conduct.

The District recognizes that an essential function of education is a probing of received opinions and an exploration of ideas which may cause some students discomfort. However, academic freedom does not permit prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct, nor does academic freedom excuse the perpetuation of racism, sexism, homophobia, or any other forms of bigotry and hate. Finally, the discussion of ideas, taboos, behavior, or language which may be intrinsic to the content of courses shall in no event constitute prohibited discrimination, racist expression, unlawful harassment, or sexual misconduct.

Student Rights and Grievances

(LACCD Administrative Procedure 5530)

The purpose of this regulation is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe to have been subject to unjust action or denied rights involving their status or privileges as students.

It is the responsibility of the student(s) to submit proof of alleged unfair or improper action. Grievances pertaining to grades are subject to the California Education Code Section 76224(a) which states:

"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetency, shall be final".

This grievance procedure does not apply to the challenge process for prerequisites, corequisites, advisories and limitations on enrollment; alleged violations of sexual harassment; actions involving student discipline; alleged discrimination on the basis of the ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability; an appeal for residency decision; the eligibility, disqualification or reinstatement of financial aid; student discipline; freedom of the press; or employee discipline.

The role of the ombudsperson is that of a facilitator of the grievance process, and not that of an advocate for either the grievant(s) or respondent(s). During the informal resolution stage of the grievance process, the ombudsperson will facilitate informal meetings and discussions that may lead to a resolution of the grievance.

Statute of Limitations

The statute of limitations period for requesting a Grievance Hearing under this regulation is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.

For more information about student grievances visit the website at: [lacitycollege.edu/campus-life/campus-safety/student-conduct/ student-grievances](http://lacitycollege.edu/campus-life/campus-safety/student-conduct/student-grievances) or send an email to ombudsperson@lacitycollege.edu

Family Education Rights and Privacy Act

(LACCD Administrative Procedure 5040)

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records which includes discipline records, within 45 days from the date the College receives a request for access.

Students may submit to the College Admissions Office writ-ten requests that identify the specific record(s) they wish to inspect. Within 45 days, the College Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected.

Education records are those records that are directly related to students and are maintained by the College. Students may not inspect education records pertaining to parents' financial records and certain confidential letters or recommendations.

2. The right to request an amendment of the student's educational records which the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

With the exception of grade grievances, which are handled through Administrative Regulation E-55, students may ask the College President, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the College President and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate, misleading, or in violation of his/her privacy rights.

If the College President, or his/her designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and California law authorize disclosures without consent.

If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the College Admissions Office authorizing said release with a specific list of the information to be released.

Federal and California law authorizes certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests. School officials with legitimate educational interests are employees or agents of the Los Angeles Community College District who need to review educational records in order to fulfill their professional responsibilities.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information which may be released without the written consent of the student.

Directory information may be disclosed without a student's consent unless the student has notified the college that he/ she does not want all or portions of the directory information released. To do so, the student must submit the appropriate District form to the College Admissions Office requesting that some or all of the categories of directory information not be released without his/her consent. This form must be submitted in accordance with College policy.

The Los Angeles Community College District has designated the following student information as directory information:

- a. The student's name, city of residence, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student.
- b. Student employee records may be released in order to comply with collective bargaining agreements.
- c. The names, addresses, and telephone numbers of students or former students may be released to the College Foundation for each college for college-related activities at the discretion of the College President, unless the student or former student has informed the College that such information should not be released. The release of this information is conditioned upon the College Foundation's agreement that such information will be released in accordance with District policy and that information will not be released to third parties.

At the discretion of the College President, the names, addresses, and telephone numbers of students from the College may be released to heads of private and/or public institutions of higher education, or their designees, for the purpose of providing information to students regarding transfer opportunities to those institutions, unless the student has indicated that such information should not be released. The release of this information will be conditioned upon the institution's agreement that student privacy rights under federal and state law will be protected, and that information will not be released to third parties.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College 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

Free Speech Areas and Campus Access

I. Background

Education Code Section 76120 requires the Board of Trustees to adopt rules and regulations relating to the exercise of free expression by students upon the premises of each Community College campus. This section requires that these rules and regulations include provisions for the time, place, and manner for conducting free speech activities. The Board of Trustees has delegated to the Chancellor the responsibility for developing and implementing the required free speech rules and regulations on each LACCD campus.

The Chancellor, or his/her designee, shall work with each College President to identify campus areas available for student expressive activity and to develop the required time, place, and manner regulations applicable to the exercise of free expression by students. In addition, the College President at each College shall identify a portion of his/her college campus as a Free Speech Area(s) and develop appropriate regulations to govern the use of such area(s). The identified Free Speech Area(s) is/are areas available to all persons for First Amendment activities, including the distribution of free literature or materials, and obtaining petition signatures.

The purpose of these regulations is to foster free speech, assembly, and other expressive activities, while addressing the need of each Community College campus to make necessary arrangements to assure that such activities do not interfere with the College's mission and operations or with the rights of others. Accordingly, these regulations are intended to facilitate peaceable assembly, the expression of ideas and opinions, and the distribution of materials, while ensuring the safe, orderly, and peaceful flow of College business and activities.

Each campus shall have copies of this Administrative Regulation, copies of the campus time, place and manner regulation, and copies of the campus map identifying the FSA(s) and areas available for student expressive activity on hand at all times. Copies of this Administrative Regulation, the campus map, and the campus regulation shall be provided to persons seeking to use these areas.

II. Accessing the Free Speech Area(s)

The location of the Free Speech Area(s) on each College campus is/ are identified on the College's campus map. The Office of Student Services or similar office is also identified on the campus map. A copy of the campus map is available online on each College's web-site. Any visitor (defined as any persons unaffiliated with LACCD) seeking access to a College's Free Speech Area(s) shall first report his/her/their presence to the Office of Student Services, or similar office, identified on the campus map. The visitor or organization representative shall be provided: 1) a copy of this Administrative Regulation; 2) a copy of the campus time, place, and manner regulation; and 3) a copy of the campus map. The visitor or organization representative shall be asked to complete the attached "Voluntary Acknowledgment Form." Representatives of organizations will also be asked to identify the organization and indicate the number of persons expected to visit the Free Speech Area(s).

Completing the "Voluntary Acknowledgment Form" is completely voluntary and is available in the Office of Student Life located in the Student Union Building. No person or organization will be denied access to the FSA(s) for refusing to complete the "Voluntary Acknowledgment Form." The form is not a permit to use a Free Speech Area. The information provided on the form will be used to document your presence on campus, assess the need for security, and address capacity issues and overcrowding.

The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the Office of Diversity, Equity, and Inclusion, 770 Wilshire Boulevard, Los Angeles, CA 90017, Tel: (213) 891-2315, Fax: (213) 891-2295, and email: Diversity-Programs@email.laccd.edu.

Free Speech Area Time, Place, and Manner Regulation

The Los Angeles City College Free Speech Area(s) is/are identified on the campus map.

The use of the campus Free Speech Area(s) is subject to the following restrictions:

1. Time

The Free Speech Area(s) is/are open from 8:30am to 8:00pm, Monday through Friday. If deemed necessary, the College President, or designee, may impose additional reasonable time limits in order to ensure equal access to all wishing to use the Free Speech Area(s).

2. Place

The Free Speech Area(s) is/are the space(s) identified on the attached campus map. The College President, or designee, may expand or relocate the Free Speech Area(s), or may open additional temporary space(s), as he/she may deem necessary.

3. Manner

There are no restrictions on the subject matter or viewpoint that may be expressed by users.

Persons using the Free Speech Area(s) shall not:

- † Use any means of amplification.
- † Physically touch, strike, batter, or assault any person.
- † Impede the progress of passersby.
- † Undertake any activity that substantially disrupts the orderly operation, or substantially interferes with the education activities, of the College.
- † Use speech or expression which is obscene according to current legal standards.
- † Engage in illegal activities or activities which violate LACCD or campus rules.
- † Solicit donations of money or solicit or conduct any sale or business of any kind, except as otherwise provided in any applicable Board Rules or administrative regulations.

All persons who distribute materials, such as circulars, leaflets, petitions, and other printed matter shall not litter. All persons are encouraged to remove or properly discard any materials that were not removed or discarded in an appropriate receptacle in or around the areas used for expressive activities prior to their departure from the College that day.

All persons who wish to use a table or place any large in the free speech area, must obtain permission from the Office of Student Life only to ensure that the placement of the table or large object will not obstruct the walkways.

The Office of Student Life should be notified at least five (5) business days in advance if the expressive activities are anticipated to require security, impede pedestrian traffic, pose a substantial risk of disrupting the functioning of the College, or draw a crowd of at least fifty (50) people. Prior notice is requested to ensure there is sufficient space for the large group event, the large group event does not conflict with any other scheduled use of the space, there are sufficient resources available for crowd control and security, and there is continued access to the free speech area. If such advance notice is not feasible because of circumstances that could not be reasonably anticipated, such as because of very recent or

How to succeed (without cheating) on an exam

Tips to avoid allegations of academic misconduct.

PREPARING FOR THE EXAM:

1. Review and/ or rewrite your notes after each class. Reading them soon after class will make remembering them easier.
2. Try condensing your notes to one page. This exercise will help you to organize the main ideas and to select the most important concepts and facts.
3. If you don't understand the material, see your instructor during office hours or make an appointment.
4. Use one of the tutoring centers on campus or go to the Learning Skills Center on the lower level of the library for assistance. The longer you wait, the less time you will have to prepare.
5. Prepare for the style of the exam being given. Multiple choice, matching, and true-false questions tend to test for recognition of facts; short answer and "fill-in-the-blank" questions tend to test your ability to recall material; essay and oral exams tend to test your ability to recall material; synthesize material and create your own conclusions.
6. Anticipate the questions that you might be asked. This exercise may help you to focus on the most important material under examination.
7. Budget your time. Don't wait until the past minute to prepare for the test.

TAKING THE EXAM:

1. Do not sit next to your friends. Choose a desk in the exam room that is as remote as possible from students whom you know. ***It decreases distraction as well as the chance that copying may occur or be suspected.*** This is particularly important if you studied together.
2. Bring into the exam room only those materials, if any, which the instructor has expressly indicated are allowed. ***Bringing in unauthorized materials, whether utilized or not, leaves you vulnerable to an allegation of cheating.***

AFTER THE EXAM:

1. When your exam is returned, see what you can learn by reviewing your incorrect answers. If you wish to submit your exam for re-grading, do not alter the original answers, since that could be interpreted as a dishonest attempt to receive additional credit.

TESTING VIOLATIONS:

1. Cheating includes, but is not limited to:
 - a. copying answers from another student during an exam
 - b. intentionally looking at another student's paper during a test
 - c. allowing another student to see your answers during a test
 - d. continuing to write after the exam has ended
 - e. possessing or using test aids such as calculators, crib sheets, books, tape recorders or notes on any exam unless authorized by the instructor

- f. fraudulent possession of an exam prior to its administration
- g. communicating during an exam by talking, signaling, notes, telephone or another unauthorized means

Writing a paper (*honestly*)

Tips to avoid allegations of academic misconduct.

1. Be sure you understand the assignment. If you have ANY questions, do not hesitate to ASK the instructor.
2. Be sure you understand the definition of **PLAGIARISM**:

To PLAGIARIZE is to use another's ideas or words as if they were your own. That would include purchasing or otherwise obtaining a part or all of another person's work which you then represent as your own original work, including commercial term papers, from friends, family or the internet.

Most of the time, you have to incorporate other writers' words and ideas in an assignment. If given permission to consult those writers, go ahead, but be sure to cite them. If you are not sure how to use the material you have without plagiarizing, ASK or CHECK A WRITING GUIDE before submitting the work for credit.

3. Be sure you understand the CONSEQUENCES of plagiarism:
 - a. When you plagiarize, you hand in work that is not your own for critical review. You do not learn anything because your work is not being reviewed. When you plagiarize, you sabotage the quality of your education.
 - b. When you plagiarize, you steal, just as if you took a book from a store. You are claiming someone else's ideas as your own.
 - c. When you plagiarize, chances are good that you will be caught. Do you want to be caught stealing ideas?
4. Visit the English Writing Lab. You can get one-on-one help with writing skills, grammar, topic development anything involved in writing a paper.
5. Visit your instructor-make an appointment or go during office hours. There are no dumb questions when it comes to assuring that your work is honest.
6. If you know of someone who is plagiarizing an assignment, confront the person and/or tell the instructor. Papers that are plagiarized will impact the grading curve. It is in your best interest if everyone does his or her own work.
7. Make sure that you do not violate academic integrity in other ways. Do NOT:
 1. fabricate: falsify or invent information.
 2. collaborate: working with someone else when you were told to complete the assignment on your own.
 3. submit the same paper or project to more than one instructor, where no prior approval has been given.

LACC expects students to be honest and ethical at all times. Be advised that instructors will refer cases of suspected cheating to the Dean of Student Services for possible disciplinary action. Cheating is a violation of academic integrity and Board Rule 9803.12. Penalties for cheating may include a grade of zero or "F" on an exam or paper, or even suspension from the College.

CODE OF STUDENT CONDUCT

STUDENT COMPLAINT PROCEDURES

Informal Procedure to Follow

Every effort shall be made to resolve the problem informally. No disciplinary action involving disciplinary probation, suspension, suspension of Financial Aid or expulsion shall be taken unless the administrator determines to pursue the matter formally in accordance with board rules.

However, immediate action is required in situations where the student is threatening or physical violence to others or self or abusing alcohol or other controlled substances. The Sheriff's Office should be immediately notified, at [\(323\) 953-4005](tel:3239534005). The Disciplinary Administrator and the Deputy will withdraw consent to remain on campus and initiate formal process.

Formal Process to Follow

1. Notify student verbally to discontinue behavior.
2. If behavior continues, complete and give student Unsatisfactory Notice Form, available from the Department Chair or Student Services Office.
3. If the Instructor wants a student to be suspended from class for up to two class periods, the Department Chair should be notified and an Unsatisfactory Notice Form completed. The instructor may suspend the student for the day of the incident and the following class session.
4. The Department Chair must notify the appropriate Dean of Academic Affairs. A copy of the Unsatisfactory Notice Form must be given to the student, Department Chair, Academic Dean and Discipline Dean.
5. Students may be referred to meet with the Discipline Dean prior to returning to class if the instructor deems it necessary.
6. The Discipline Dean initiates suspensions greater than 2 days and expulsions when warranted, with notification to the President.
7. The President and Board of Trustees must approve all expulsions.
8. The Vice President of Student Services, along with the Deputy Sheriff, will meet with the student to notify of the nature and length of the suspension or expulsion, provide disciplinary forms, and discuss the hearing processes, as per board rule 5500.

EMERGENCY PROCEDURES

EMERGENCY NOTIFICATION

LACC has now activated the Emergency Notification portal through Blackboard Connect. All Faculty, Staff and Students have been added to the system, using your college email and phone number. We are encouraging all employees to provide additional contact information to use in case of an emergency, including additional email addresses and phone numbers (cell and/or home). The process to add additional phone numbers or email addresses will take less than 5 minutes. Please follow these 11 steps ([Illustrated Guide Here](#)):

1. Click this link <https://lacc.bbcportal.com>
2. Click "Sign Me Up!" to create an account.
3. Answer the 5 questions and check the user agreement box.
4. A confirmation email will be sent to you and follow that link.
5. Select and answer three (3) security questions.
6. After successfully completing Step 5, you will be able to log in.
7. The Identification Code is your six- or 7-digit employee number.
8. It will ask you for your email or phone number. This is the email or phone number that is on file with the Human Resource office for you.
9. Click ASSOCIATE
10. The next series of steps you will be asked to confirm the information on file, add additional contact information and edit existing information.
11. You can opt out of "Outreach" notifications (IE. general school announcements) but you cannot opt out future emergency notifications.

You can also download the free Blackboard MyConnect App for your smart phone. <https://itunes.apple.com/us/app/blackboard-myconnect/id575910789?mt=8>
Thanks to mobility, you can stay connected no matter where you go. Now with the Blackboard MyConnect™ smartphone app, you can:

- Get push notifications whenever you receive an alert via voice, email or SMS
- Review past messages sent to you
- Subscribe to specific topics and types of messages – Update your contact information
- Set device and mode preferences.

If you have any questions or difficulty logging into the portal, please email admissions@lacitycollege.edu your

1. Full Name
2. Employee Number
3. In the Subject line enter: BLACKBOARD PORTAL ISSUE 4. A phone number where we can reach you, and
5. Describe the issue.

We will return your inquiry as soon as possible.

Los Angeles City College Emergency Plan

Please Note: A hard copy of the "EMERGENCY OPERATION PLAN" document is available on site.

1. [Emergency Telephone Numbers](#)
2. [Introduction](#)
3. [Serious Accident or Injury](#)
4. [Crime in Progress or Civil Disturbance](#)
5. [Severe Winds](#)
6. [Earthquake](#)

7. [Fire](#)
8. [Chemical Spills & Fires](#)
9. [Flooding & Water Damage](#)
10. [Bomb Threat & Bomb Threat Checklist](#)
11. [Utility Failure](#) (Electrical, Elevator, etc.)
12. [Evacuation of Persons with Disabilities](#)
13. [Verbal or Written Threats](#)

Emergency Telephone Numbers

Accidents/Injuries: #3 or [\(323\) 953-2911](#)

Sheriff's Department*: #3 or [\(323\) 953-2911](#)

Safety Hazards: [\(323\) 953-4000](#) ext. [2431](#)

Utility Hazards: [\(323\) 953-4000](#) ext. [2441](#)

General Information: [\(323\) 953-4000](#) ext. [2030](#)

Administration: [\(323\) 953-4000](#) ext. [2082](#)

*Please enter the Sheriff's Department phone number [\(323\) 953-4005](#) into your personal cell phone as a speed dial.

Introduction

This informational guide is being disseminated to assist LACC's employees and students in responding to different emergencies that they may confront in the course of their duties or while attending classes. This guide is a summary of the college's overall Emergency Operations Plan (EOP), a copy of which should be located in each department office. This guide should be posted in a visible area in each department where it will be immediately available should one of the identified emergencies occur.

Please become familiar with the contents of this guide. In the event of an emergency, it will serve as a quick reference for effective action. New employees and students should be made familiar with it as part of the departmental orientation program.

The names of Building Marshals and Floor Monitors as well as qualified First Aid and Cardiopulmonary Resuscitation (CPR) personnel working within your department and/or building should be listed where indicated on the "Serious Accident/Injury" page. Other informational blanks should also be filled in properly.

The LA County Sheriff's Department is available seven days a week, 24 hours a day, to respond to any emergency which may occur. The Sheriff's Department is primarily responsible for emergencies that occur within the boundaries of the campus. The Sheriff's Department may still be called for emergencies that occur off-campus and will assist by contacting the appropriate agency.

The LACC Sheriff's Station

Office Hours and Location

Operates 24 hours per day, 7 days per week.

Cesar Chavez Administration Building 111

Contact

Email: laccsheriffs@lacitycollege.edu

In an emergency, dial 2911 from any campus phone or call the direct Emergency phone number at [\(323\) 953-2911](tel:(323)953-2911).

Serious Accident or Injury

1. Do not move a seriously injured person unless there is a life-threatening situation.
2. Do Not Dial 911 from your cellphone to report the injury. This will cause a delay in help arriving.
3. **Call the Sheriff's Department at #3 or [\(323\) 953-2911](tel:(323)953-2911).** Give your name, location, and telephone number. Give as much information as possible regarding the nature of the injury or illness, whether or not the victim is conscious, etc. Officers will arrange for paramedic/ambulance, if required.
4. Keep the victim as calm and comfortable as possible.
5. Remain with the victim until the Sheriff's Department and/or emergency personnel arrive.

Identify the names of the persons in your office/building trained in First Aid or CPR should they be needed:

Name / Office / Phone Extension / Training

1. Arax Cohen, SCI 324 A, 2501, American Health Care Academy
2. Olga Ramadan, SCI324D, 2503, American Health Care Academy

Identify the location(s) of the department First Aid Kit(s): SCI 313, SCI 307

Crime in Progress or Civil Disturbance

1. DO NOT attempt to apprehend or interfere with the criminal except in the case of self-protection.

2. If safe to do so, stop and take time to get a good description of the criminal. "Be a Good Witness." Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name, if known. All of this only takes a few seconds and is of the utmost help to the responding officers. If you are witnessing a criminal entering a vehicle, please note: i.e., the license plate number, make, model, color, and any outstanding characteristics.
3. Call the College Sheriff's Department on ext. 2911 (from your mobile phone dial [\(323\) 953-2911](tel:3239532911)). Give your name, location, and department. Advise the dispatcher of the situation and stay on the line until told to do otherwise. If you are safe in your place, remain where you are until contacted by the College Sheriff's personnel.

CIVIL DISTURBANCE OR DEMONSTRATION

1. DO NOT interfere with those persons creating the disturbance or with authorities on the scene.
2. If a civil disturbance and/or demonstration becomes unlawful, discreetly call the college Sheriff's Department ext. 2911 (from your mobile phone dial [\(323\) 953-2911](tel:3239532911)). To avoid escalating the situation, use a private office to place this call whenever possible. The Sheriff's Office will determine if the disturbance/demonstration is lawful or not and handle accordingly.
3. Calmly alert all employees in the area to the situation.
4. Continue with the normal routine as much as possible. If the disturbance is outside, stay away from doors and windows.
5. If a threat to a person or property is evident, the Sheriff's Department personnel will advise to cease operation and plan to evacuate the area. Lock all doors; secure all files, documents, and equipment.

Severe Winds

Windstorms severe enough to cause damage may occur at infrequent intervals and may be accompanied by torrential rains. Accurate meteorological predictions may be available and prior warning may be expected in sufficient time to enable the campus to prepare for emergency conditions.

If a severe windstorm occurs:

1. The best protection in severe winds are the permanent buildings of the campus. As a result, steps will be taken to ensure the safety of students/employees within the buildings rather than to evacuate. Time permitting, students and employees in temporary structures will be moved to permanent buildings/structures. Insofar as is practical, the Sheriff's Department will follow up on warnings by making room-to-room inspections of all temporary structures.
2. At the time of warning of impending severe winds, property and equipment not properly anchored should be moved inside a building or tied down.

3. Immediately after the cessation of severe winds, college personnel will inspect all areas for damage.

Earthquake

During the Earthquake:

- Stay calm and try to calm and reassure others.
- If indoors, stay indoors. Seek shelter under a sturdy desk or table. Cover your head and torso to protect yourself from objects that could fall during an earthquake. Make every attempt to hold on to the piece of furniture in order to remain protected (large earthquakes will cause the furniture to move if not held on to).
- If outdoors, get into an open area away from trees, buildings, walls, and power lines.
- Stay away from windows, shelves, heavy objects, or anything that can fall.
- Do not rush for exit. You may be struck by falling debris, stairways may be broken, and walkways may be jammed with people.
- DO NOT use elevators, as the power may be off.

After an earthquake, an Emergency Operation Center (EOC) is established in the President's Office, AD 214, [\(323\) 953-4000](tel:(323)953-4000) ext. [2242](tel:2242) (or another area as directed by the president or designee) should damage occur, all or part of the college may be closed. Employees are not to leave the campus until authorized to do so by the College President or authorized administrator.

Fire

1. Before a fire situation arises:
 1. Always make it a habit of checking the pressure gauge of the fire extinguisher in your area.
 2. Request Training from safety personnel if you do not know who to use a fire extinguisher.
 3. Become familiar with the Emergency Exit Plan for your department.
2. Upon discovering a fire:
 1. Close the door to the room where the fire is located. Immediately sound the building fire alarm.
 2. Call the College Sheriff's Office at ext. **2911** (from your mobile phone dial) and Safety Officer ext. **2410**. Give your name, department, and location of fire. Do not hang up until the dispatcher tells you to do so.

- If the fire is small, you may wish to fight it with a fire extinguisher or building hose. Be sure you are using the proper extinguisher for the type of fire you are fighting.
- If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. While evacuating, inform others in the building who may not have responded to the alarm to evacuate immediately. Warn those in the building and those attempting to enter the building by yelling: **“This is not a drill.”**
- Walk; do not run to the nearest exit.
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative and a trap. Give assistance to (if necessary) all disabled persons in using the stairs. An Emergency Evacuation Chair (Evac-U-Trac) is placed in buildings that are two-stories or higher to accommodate safe evacuation of individuals who cannot be escorted safely down the stairwell. These Evac-U-Trac chairs are normally placed next to the elevator and stairwell at the highest floor of the building.
- Evacuate to a distance of at least 500 feet from the building and stay out of the way of emergency personnel. Do not return to the building until instructed to do so by emergency personnel, college administrator, or Building Marshal.
- Notify emergency personnel or Building Marshal on the scene if you suspect someone may be trapped inside the building.

Identify the location of the nearest fire alarm.

Identify the location of the nearest fire extinguisher.

Identify the location of the nearest Evac-U-Trac.

Chemical Spills & Fires

If a chemical spill occurs:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical showers, if available.
2. Call the Sheriff’s Department at #3 or ext. [2911](tel:2911) or [\(323\) 953-2911](tel:3239532911) using your cellphone. Give your name and location of the spill. Do not hang up until dispatcher tells you to do so.

3. Notify your supervisor/instructor of the extent and location of the spill, if possible.
4. If there is any possible danger, evacuate the area immediately.

Flooding & Water Damage

Flooding in the metropolitan Los Angeles area is generally limited to streets during periods of heavy rainfall. Occasionally, rainfall and wind conditions in the area are such that trees fall causing structural damage to buildings and roadways. Access to and from the campus may be hindered due to traffic congestion. Flooding of the campus is most likely to be associated with a heavy rain downpour or broken water main.

Should a flooding situation occur, an orderly evacuation of the area should be initiated. **Call the Sheriff's Department at #3 or [\(323\) 953-2911](tel:3239532911)** Sheriff's personnel will notify the appropriate college personnel and dispatch personnel to the area.

Water Damage

Serious water damage can occur from a number of sources: broken pipes, clogged drains, broken skylights or windows, or construction oversights. Requests for repairs of leaky pipes and broken faucets are not a flood situation. They are to be reported by sending a work request form to Facilities Administration for notification of needed repair.

If a serious water leak occurs:

1. **Call the Sheriff's Department at #3 or [\(323\) 953-4005](tel:3239534005).** Advise the dispatcher of the exact location and severity of the leak. Indicate whether any valuables are involved or are in **imminent danger**.
2. Notify your supervisor of the extent and the location of the leak, use extreme caution. If there is any possible danger, evacuate the area.
3. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain or turn off the water), do so cautiously.
4. Be prepared to assist as directed in protecting college property and valuables that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage.

Evacuation

Individuals in the hazardous area should be notified/warned and directed to leave the affected area. Do not enter an area that has been flooded until told to do so by emergency personnel. Employees are not to leave the campus until authorized to do so by an authorized administrator or Sheriff's personnel.

Bomb Threat & Bomb Threat Checklist

Bomb Threats:

1. Bomb threats are usually received by telephone. However, if you see or read about a bomb threat or any threat directed toward LACC, immediately notify the Campus Sheriff's Office at [\(323\) 953-2911](tel:3239532911).
2. The person receiving the telephoned bomb threat should remain calm and attempt to obtain as much information as possible from the caller by using the "TELEPHONE THREAT" listed below.
3. Call the Sheriff's Department ext. [2911](tel:2911) (from your mobile phone dial [\(323\) 953-2911](tel:3239532911)). Give your name, location, and telephone number. Inform the dispatcher of the situation including any information you may have as to the location of the bomb, time it is set to explode, and time when you received the call.
4. Inform your supervisor and/or department head.

Suspicious Object or Package:

In the event of a suspicious object/package is observed on campus, do not handle the object, immediately clear the area and **call the Sheriff's Department at #3 or [\(323\) 953-2911](tel:3239532911)**. The Sheriff's Department and the Campus President will advise if an evacuation is necessary.

Evacuation of the Area:

1. If instructed to evacuate, go to the area designated for evacuations or the location instructed by the Sheriff's Department.
2. If inclement weather conditions exist, move to another building a safe distance away.
3. Do not return to an evacuated building unless instructed to do so by emergency personnel.

TELEPHONE THREAT

- 1.- ATTEMPT TO KEEP THE CALLER TALKING IN ORDER TO GET THE FOLLOWING:
 - When will the device explode?
 - Where is it located?
 - What does the device look like?

- What kind of incendiary device is the bomb?
- Did the caller place the device?
- Why did the caller place the device?

2.- ATTEMPT TO DETERMINE AND RECORD THE FOLLOWING:

- Caller's speech pattern or accent
- Background noises, caller's name, or address from which the call is being made.
- Caller's age and sex
- Caller's emotional state
- Date and time of call

3.- IMMEDIATELY CONTACT COLLEGE SHERIFF EXT 2911 (from your mobile phone dial [\(323\) 953-2911](tel:3239532911)).

Exact Wording of Threat:

Building _____

Room _____

Fill out completely and immediately after bomb threat:

Sex of Caller _____

Age _____

Race _____

Time of Call _____

Duration of Call _____

Callers Voice: (check all that apply)

Calm Angry. Excited. Slow. Rapid. Soft Loud Laughing

Crying. Normal. Distinct. Slurred Nasal. Stutter. Lisp Raspy

Deep Ragged. Clearing throat Deep breathing. Cracking voice.

Disguised accent If accent, type: _____

Familiar Threat Language: _____

Background Sounds (check all that apply):

Street noises. Crockery. Voices. PA system. Music Motor Office Machinery

Factory Animal Noise Clear. Static Local. Long distance Booth Other.

Well-spoken Educated Foul Irrational

Read, like from a prepared statement Incoherent Taped

Remarks:

Utility Failure

Utility failures can occur at any time. The most common utility failures experienced at the college are electrical power outages that are usually brief and generally do not disrupt activities for more than a few moments at any given time. In the event of a major or potential danger to members of the college community, all or part of the college will be closed. Employees are not to leave the campus until authorized to do so by authorized administrator or Sheriff's personnel. If you are in an unlit area, proceed cautiously to an area that has emergency lights or evacuate the building. Provide assistance to students, visitors and staff in your immediate area.

What To Do?

Electrical/Light Failure

Most campus buildings are equipped with an emergency lighting system designed to provide enough illumination in corridors and stairs for safe exiting. In the event of electrical failure, call Facilities Administration at [\(323\) 953-4000](tel:(323)953-4000) ext. [2410](tel:2410) or [2441](tel:2441). A representative will notify the Sheriff's Department when assistance in evacuating an area is needed. If an administration representative is not available contact the Sheriff's Department at #3 or [\(323\) 953-4005](tel:(323)953-4005). Give your name, location, and department and advise them of the situation. If you are in an unlit area, proceed cautiously to an area that has emergency lights or evacuate the building. Provide assistance to students, visitors and staff in your immediate area.

Elevator Failure

All elevators are equipped with emergency alarms. Stay calm. Use the intercom telephone or the emergency button. College personnel will be dispatched to the elevator for assistance.

Plumbing Failure/Flooding

Cease using all electrical equipment, vacate the area and call Facilities Administration at [\(323\) 953-4000](tel:(323)953-4000) ext. [2410](tel:2410) or [2444](tel:2444). If unavailable contact Sheriff's Department #3 or [\(323\) 953-4005](tel:(323)953-4005).

Ventilation

If smoke or burning smells come from the ventilation system, vacate the area, and immediately call the Sheriff's Department at #3 or [\(323\) 953-2911](tel:(323)953-2911).

Telephone System Failure

Should a telephone instrument become inoperable during the course of the routine workday send a Work Request by [e-mail to IT](#)(Information Technology), AD107 at [\(323\) 953-4000](#) ext. [2049](#).

Should college telephones become inoperable during an emergency situation such as that associated with an earthquake, a number communication has been established. When dispatching a runner, the primary point of contact should be the Emergency Operations Center (EOC) (President's Office, AD214) In the event the President's Office is damaged; temporary EOC will be established at a location to be determined.

Evacuation of Persons with Disabilities

It is suggested that the wheelchair occupant or person with mobility impairment prepare for emergencies ahead of time by instructing a classmate or instructor of how to assist him/her in the case of an emergency. In the event of an emergency, persons in wheelchairs and other disabled individuals should observe the following evacuation procedures:

1. Flash the room lights intermittently to alert deaf or hard of hearing persons.
2. All persons should move toward the nearest marked exit.

A.- As a first choice, the wheelchair occupant or person with mobility impairment may use building elevators, but never in the case of fire or earthquake.

B.- As a second choice, when a wheelchair occupant or other person with mobility impairment reaches an obstruction such as a staircase, he/she should request assistance from others in the area.

C.- If assistance is not immediately available, the wheelchair occupant or person with mobility impairment should stay in the exit corridor, or the stairway or landing. He/she should continue to call for help until rescued. A person who cannot speak loudly should carry a whistle or have other means of attracting the attention of others.

Your Sheriff's Department Personnel/Building Captains/Floor Wardens will be responsible for checking the evacuated area for all persons with disabilities.

An Emergency Evacuation Chair (Evac-U-Trac) is placed in buildings that are two-stories or higher to accommodate safe evacuation of individuals who cannot be escorted safely down the stairwell. These Evac-U-Trac chairs are normally placed next to the elevator and stairwell at the highest floor of the building. Rescue, fire and/or police personnel, and Building Marshal will first check all exits, corridors and exit stairwells for trapped persons.

Faculty, staff and students with a disability are encouraged to file an Emergency Work Station/Class Schedule with the OSS (Office of Special Services) located in the Student Services Building, 1st Floor.

Identify the location of the nearest Evac-U-Trac:

Verbal or Written Threats

Verbal Threats

1. If you witness or overhear a verbal threat advocating violence towards another person, treat this incident as a **Crime in Progress**.
2. Do not attempt to apprehend or interfere with the criminal except in the case of self-protection.
3. If safe to do so, stop and take time to get a good description of the criminal. **“Be a Good witness.”** Note height, weight, sex, race, approximate age, clothing, method and direction of travel, and his/her name if known. All this takes only a few seconds and is of the utmost help to the investigating officers. If the criminal is entering a vehicle, note the license plate number, make, model, color, and any outstanding characteristics of the vehicle.
4. **Call the Sheriff’s Department at #3 or [\(323\) 953-2911](tel:3239532911).** Give your name, location, and department. Advise the dispatcher of the situation and stay on the line until told to do otherwise. Remain where you are until contacted by an officer.

Written Threats

1. A written threat can be anything from a note passed in class, a statement written on a chalkboard, or an email or text message.
2. If a written threat is received, **call the Sheriff’s Department at #3 or [\(323\) 953-2911](tel:3239532911).** Give your name, location, and department. Advise the dispatcher of the situation and the nature of the threat. Provide details such as if the person who passed/uttered the threat is known or present and if the intended target is known or present.

LACC COLLEGE CATALOGUE-DENTAL PROSTHETIC TECHNOLOGY

Department Chair: Arax Cohen

For more information visit:

lacitycollege.edu/academics/departments

OVERVIEW

Dental Prosthetic Technology

LACC's Dental Prosthetic Technology program is one of only two California community college programs accredited without reporting requirements by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA). The program is a member of the National Association of Dental Laboratories (NADL).

Using state-of-the-art equipment, experienced faculty, and hands-on instruction, the program prepares students for a successful career in dental technology. Classes cover basic and advanced prosthodontic designs and techniques, incorporating the applications of analogue and digital technologies. Program components include dental anatomy, the science of dental materials, history, ethics, and lab management. The curriculum is designed to prepare students to pass the Recognized Graduate (RG) exam and the Certified Dental Technologist (CDT) Specialty Exams.

The Dental Prosthetic Technology Associate of Science degree and certificate program are identical except that the degree requires additional general education courses. As part of the program, students will complete certificates of achievement in Fixed Prosthodontics and Removable Prosthodontics.

Entrance into the Dental Prosthetic Technology Program:

The first semester of Dental Technology courses prepares the student for entry into the program. The first semester is open to all students who have a high school diploma or GED. Advisories: General Chemistry and Physics.

To enter the program, students are required to complete DEN TEK 100 (Introduction to the Dental Laboratory) which includes a dexterity exam that is designed to measure hand/eye coordination and perception of three-dimensional objects; DEN TEK 101 (Elements of Dental Technology); and DEN TEK 102 (Dental Anatomy and Terminology) with a grade of "C" or better.

Digital Prosthetic Dentistry

The Digital Prosthetic Dentistry certificate of achievement consists of advanced courses in restorative prosthodontics technology and is open to all students who have successfully completed the Dental Prosthetic Technology certificate of achievement at LACC, similar programs accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), or by demonstrating competencies equivalent with the course objectives of DEN TEK 207, 208, and 401.

policies and procedures regarding infection control, you may con- tact the department at (323) 953-4000 x2500 or 2501, or at lacitycollege.edu/academics/departments.

PROGRAMS OFFERED

AWARD	AWARD TYPE	ACADEMIC PLAN	GE	MAJOR UNITS	FA*
Dental Prosthetic Technology	AS	C002748C	Any GE**	73.5	Y
Dental Prosthetic Technology	C	C021626D	-	73.5	Y
Fixed Prosthodontics	C	C039316D	-	40.5	Y
Removable Prosthodontics	C	C039349D	-	37.5	Y
Digital Prosthetic Dentistry	C	C038651D	-	16	Y

*FA = Financial Aid Eligible. Yes = Eligible for all aid.
 No = Ineligible for Federal Pell and Cal Grant, FSEOG, Federal Work-Study, and Federal Loans. Please consult with Financial Aid Office on award eligibility.
 **Any General Education Pattern: LACCD GE, CSUGE, or IGETC

Dental Prosthetic Technology

Associate of Science (AS) Degree

Major Units: 73.5

(State Code: 02748; TOP Code: 124030; Academic Plan: C002748C)

The Dental Prosthetic Technology Associate of Science degree is specifically designed to provide students with the skills, knowledge, and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three inter- sessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Prosthetic Technology curriculum are sequential.

Students who successfully complete all the Dental Prosthetic Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered by the National Board for Certification in Dental Technology. The Dental Prosthetic Technology degree is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.

Immunizations

In order to minimize the potential for the spread of infectious diseases amongst patients and dental personnel, Dental Technology students and staff are highly encouraged to be immunized against and/or tested for infectious diseases such as mumps, measles, rubella, hepatitis B, and tuberculosis. If you have any questions regarding your immunization status or recommended immunizations for health care workers, consult your personal physician. If you would like to learn more about Dental Technology

- Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
- Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.
- Design and construct fixed dental prosthesis single and multiple units.
- Design and construct all ceramic and metal ceramic restorations.

PROGRAM REQUIREMENTS

Requirements for the Dental Prosthetic Technology Associate of Science degree may be met by completing: (a) 73.5 units of major core courses with a grade of "C" or better; (b) all general education requirements (English and Math must be completed with a grade of "C" or better); (c) a minimum of 60 degree-applicable units with a cumulative grade point average of 2.0 or higher; and (d) a minimum of 12 units must be taken at LACC.

MAJOR CORE COURSES		(73.5 UNITS)
DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I	5
DEN TEK 111	FIXED PROSTHODONTICS II	6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	6
DEN TEK 185	DIRECTED STUDY - DENTAL TECHNOLOGY	1
DEN TEK 202	LABORATORY MANAGEMENT	4
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 204	ORTHODONTICS	3
DEN TEK 206	FIXED PROSTHODONTICS III	6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285	DIRECTED STUDY - DENTAL TECHNOLOGY	2
DEN TEK 401	DENTAL IMPLANTS	4

Dental Prosthetic Technology

Certificate of Achievement

Major Units: 73.5

- i Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
- i Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.
- i Design and construct fixed dental prosthesis single and multiple units.
- i Design and construct all ceramic and metal ceramic restorations.

PROGRAM REQUIREMENTS

Requirements for the Dental Prosthetic Technology certificate of achievement may be met by completing 73.5 units of required courses with a grade of "C" or better.

REQUIRED COURSES	(73.5 UNITS)	
DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY	1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY	2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY	3
DEN TEK 103	REMOVABLE PROSTHODONTICS I	5
DEN TEK 105	REMOVABLE PROSTHODONTICS II	5
DEN TEK 106	DENTAL MATERIALS	3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS	3
DEN TEK 109	FIXED PROSTHODONTICS I	5
DEN TEK 111	FIXED PROSTHODONTICS II	6
DEN TEK 112	REMOVABLE PROSTHODONTICS III	6
DEN TEK 185	DIRECTED STUDY - DENTAL TECHNOLOGY	1
DEN TEK 202	LABORATORY MANAGEMENT	4
DEN TEK 203	CERAMIC RESTORATIONS	2
DEN TEK 204	ORTHODONTICS	3
DEN TEK 206	FIXED PROSTHODONTICS III	6
DEN TEK 207	REMOVABLE PROSTHODONTICS IV	6
DEN TEK 208	FIXED PROSTHODONTICS IV	6
DEN TEK 285	DIRECTED STUDY - DENTAL TECHNOLOGY	2
DEN TEK 401	DENTAL IMPLANTS	4

(State Code: 21626; TOP Code: 124030; Academic Plan: C021626D)

The Dental Prosthetic Technology certificate of achievement is specifically designed to provide students with the skills, knowledge, and background necessary to become a dental technologist in either a commercial dental laboratory or dental office laboratory. Successful entrance into the program requires good hand/eye coordination, communication skills, and the ability to follow directions. The curriculum is delivered in four semesters and three intersessions and includes four levels of cumulative didactic and laboratory instruction in Fixed and Removable Prosthodontics with full integration of digital technology. Courses in the Dental Technology curriculum are sequential. All courses listed are also required for the Dental Prosthetic Technology Associate of Science degree.

Students who successfully complete all the Dental Technology courses will be eligible to sit for the Recognized Graduate Certified Dental Technologist Exam administered by the National Board for Certification of Dental Technologists. The Dental Prosthetic Technology Certificate of Achievement is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), a specialized accrediting body recognized by the United States Department of Education.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.

Fixed Prosthodontics

Certificate of Achievement

Major Units: 40.5

(State Code: 39316; TOP Code: 124030; Academic Plan: C039316D)

The Fixed Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to fixed prosthodontics technology including crown, bridge, and ceramics. The courses are sequential, delivered in four semesters and one intersession, providing students with a cumulative learning experience that includes concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the fixed dental prosthesis. Students evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into the design and construction of dental prosthetic restorations.
3. Design and construct fixed dental prosthesis single and multiple units.

PROGRAM REQUIREMENTS

Requirements for the Fixed Prosthodontics certificate of achievement may be met by completing 40.5 units of required courses with a grade of "C" or better.

REQUIRED COURSES	(40.5UNITS)
DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY 1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY 2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY 3
DEN TEK 106	DENTAL MATERIALS 3.5
DEN TEK 108	GNATHOLOGICAL CONCEPTS 3
DEN TEK 109	FIXED PROSTHODONTICS I 5
DEN TEK 111	FIXED PROSTHODONTICS II 6
DEN TEK 185	DIRECTED STUDY - DENTAL TECHNOLOGY 1
DEN TEK 203	CERAMIC RESTORATIONS 2
DEN TEK 206	FIXED PROSTHODONTICS III 6
DEN TEK 208	FIXED PROSTHODONTICS IV 6
DEN TEK 285	DIRECTED STUDY - DENTAL TECHNOLOGY 2

Removable Prosthodontics

Certificate of Achievement

Major Units: 37.5

(State Code: 39349; TOP Code: 124030; Academic Plan: C039349D)

The Removable Prosthodontics certificate of achievement is designed to provide students with learning experiences pertaining to removable prosthodontics technology, including removable partial dentures and complete dentures. The courses are sequential, delivered in four semesters and three intersessions, providing the students with cumulative learning experiences that include concepts of dental morphology, function, science of materials, and their application in the design and fabrication of the removable dental prosthesis. Students will evaluate design and construct dental prosthesis by using analogue and digital tools and technologies.

PROGRAM STUDENT LEARNING OUTCOMES

1. Understand, interpret, and follow instructions provided by the dentist.
2. Incorporate the dental anatomy, morphology, gnathological knowledge, and science of dental materials into constructions.
3. Design and construct basic orthodontic restorations, and partial and full removable dental prosthesis.

PROGRAM REQUIREMENTS

Requirements for the Removable Prosthodontics certificate of achievement may be met by completing 37.5 units of required courses with a grade of "C" or better.

REQUIREDCOURSES	(37.5 UNITS)
DEN TEK 100	INTRODUCTION TO THE DENTAL LABORATORY 1
DEN TEK 101	ELEMENTS OF DENTAL TECHNOLOGY 2
DEN TEK 102	DENTAL ANATOMY AND TERMINOLOGY 3
DEN TEK 103	REMOVABLE PROSTHODONTICS I 5
DEN TEK 105	REMOVABLE PROSTHODONTICS II 5
DEN TEK 106	DENTAL MATERIALS 3.5
DEN TEK 112	REMOVABLE PROSTHODONTICS III 6
DEN TEK 185	DIRECTED STUDY - DENTAL TECHNOLOGY 1
DEN TEK 204	ORTHODONTICS 3
DEN TEK 207	REMOVABLE PROSTHODONTICS IV 6
DEN TEK 285	DIRECTED STUDY - DENTAL TECHNOLOGY 2

Digital Prosthetic Dentistry

Certificate of Achievement

Major Units: 16

(State Code: 38651; TOP Code: 124030; Academic Plan: C038651D)

DENTAL PROSTHETIC TECHNOLOGY PROGRAM

SUBJECT & NUMBER	TITLE	UNITS	C-H	LAB-H
Prerequisites				
Dental Technology 100 # *	Introduction to the Dental Laboratory	2		2
Dental Technology 102 # *	Dental Anatomy and Terminology	3	3	
Dental Technology 101 # *	Elements of Dental Technology	2	2	
First Semester (fall)				
Dental Technology 103 * 8 weeks rotation	Removable Prosthodontics I	5	3	5
Dental Technology 109 # 8 weeks rotation	Fixed Prosthodontic I	5	2	8
Dental Technology 285	Independent Study	2	2	
First Intersession (Winter)				
Dental Technology 106 # * 5 weeks	Dental Materials	3.5	3	0.5
Second Semester (Spring)				
Dental Technology 105 * 8 weeks rotation	Removable Prosthodontics II	5	3	6
Dental Technology 108 # 8 weeks rotation	Gnathological Concepts	3	2	2
Dental Technology 111 # 8 weeks rotation	Fixed Prosthodontic II	6	3	6
Second Intersession (Summer)				
Dental Technology 112 * 8 weeks	Removable Prosthodontics III	6	4	6
Third Semester (Fall)				
Dental Technology 203 #	Ceramic Restorations	2	1	3
Dental Technology 206 # 8 weeks rotation	Fixed Prosthodontic III	6	2	8
Dental Technology 207 * 8 weeks rotation	Removable Prosthodontics IV	6	3	7
Dental Technology 185	Independent Study	2	1	
Third Intersession (Winter)				
Dental Technology 204*	Orthodontics	3	2	2
Fourth Semester (Spring)				
Dental Technology 202	Laboratory Management	4	2	6
Dental Technology 208 # 8 weeks rotation	Fixed Prosthodontic IV	6	3	7
Dental Technology 401 8 weeks rotation	Dental Implants	4	2	6

DENTAL TECHNOLOGY (DEN TEK)

DENTAL TECHNOLOGY (DEN TEK)

DEN TEK 100 - INTRODUCTION TO THE DENTAL LABORATORY

1 Units (Lab 2 Hours)

Transfer Credit: CSU

Advisory: DEN TEK 101

Students learn how to design and fabricate functional dental prosthetic models, required in prosthodontic reconstruction.

DEN TEK 101 - ELEMENTS OF DENTAL TECHNOLOGY

2 Units (Lecture 2 Hours)

Transfer Credit: CSU

Advisory: DEN TEK 100

The student learns about the Dental Prosthodontics Technology profession, history, specialties, and employment opportunities.

The student learns the sequence of steps in the construction of a functional removable die cast model.

DEN TEK 102 - DENTAL ANATOMY AND TERMINOLOGY

3 Units (Lecture 3 Hours)

Transfer Credit: CSU

Advisory: ENGLISH 028, ENGLISH 067

The student learns about dental terminology, the function of the oral cavity, primary and secondary human dentition, tooth morphology and function, and anatomical landmarks. The importance of tooth supporting structures anatomy and histology, as well as human skull osteology and myology, is stressed.

DEN TEK 103 - REMOVABLE PROSTHODONTICS I

5 Units (Lecture 3 Hours / Lab 5 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 102, DEN TEK 100

Corequisite: DEN TEK 285

Students learn the art and science of creating natural looking complete dentures by using PTC techniques and methodology.

The course includes dental anatomy, concepts of a natural smile, selecting and setting denture teeth in balanced occlusion, duplication of natural tissue, and processing, finishing and polishing complete dentures according with established clinical standards, and an introduction to digital dentistry.

DEN TEK 105 - REMOVABLE PROSTHODONTICS II

5 Units (Lecture 3 Hours / Lab 6 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 103

Corequisite: DEN TEK 285

The student learns about the design and construction of maxillary complete dentures opposing a mandibular overdenture, including the science of prescribed materials. Students learn how to relined and repair complete dentures, immediate maxillary denture, and wrought wire mandibular stay plate.

DEN TEK 106 - DENTAL MATERIALS

3.5 Units (Lecture 3 Hours / Lab 1 Hour)

Transfer Credit: CSU

Students learn by lecture, demonstration, and experiment the physical properties and chemical composition of dental materials, including their uses in dentistry.

DEN TEK 108 - GNATHOLOGICAL CONCEPTS

3 Units (Lecture 2 Hours / Lab 2 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 109

Students learn about gnathological concepts of morphology, functional occlusion of oral cavity, and principles of ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on semi-adjustable articulators.

DEN TEK 109 - FIXED PROSTHODONTICS I

5 Units (Lecture 2 Hours / Lab 8 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 100, DEN TEK 102

Corequisite: DEN TEK 285

Advisory: ENGLISH 028

The student learns to apply the principles of dental morphology and functional occlusion to single anterior and posterior teeth by applying analogue and digital applications.

DEN TEK 111 - FIXED PROSTHODONTICS II

6 Units (Lecture 3 Hours / Lab 6 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 109

Students learn to wax single and multiple units by using PTC techniques and methodology based on student learning outcomes.

Learning and understanding concepts such as tooth contour alignment, functional and morphological occlusion. Students learn fundamental concepts in metal and ceramic substructure designs applied to single units. Students learn techniques in spruing, investing, and casting including soldering applications.

DEN TEK 112 - REMOVABLE PROSTHODONTICS III

6 Units (Lecture 4 Hours / Lab 6 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 105

The student learns removable partial denture construction, both analog and digital, from start to finish. The course consists of two sections: framework production and replacement teeth addition to the framework. The first section will consist of the use of the dental surveyor, design of the partial denture framework, waxing, casting cobalt-chromium alloy, and finishing and polishing the framework. The second section will consist of replacement tooth set-up, wax-up, processing, equilibration, and finish and polish.

DEN TEK 185 - DIRECTED STUDY - DENTAL TECHNOLOGY

1 Units (Lecture 1 Hour)

Transfer Credit: CSU

Dental Prosthetic Technology students pursue directed study on a contract basis under the direction and supervising of the instructor. The students will receive additional evaluation and guidance in the skills and theory learning steps underlying Advanced Restorative Prosthodontics courses, level III and IV.

DEN TEK 202 - LABORATORY MANAGEMENT

4 Units (Lecture 2 Hours / Lab 6 Hours)

Transfer Credit: CSU

Corequisite: DEN TEK 208

Students learn to observe and work under the supervision of a skilled dental technician in a dental clinic or dental laboratory where they have the opportunity to apply the knowledge and skills learned. Students learn about production, operation, and management of dental laboratory business including the ethics, jurisprudence, safety regulations, and infection control protocols.

Topics include human resource management, types of business financing, marketing strategies, entrepreneurship, and current professional topics.

DEN TEK 203 - CERAMIC RESTORATIONS

2 Units (Lecture 1 Hour / Lab 3 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 111

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, and polishing, as well as science of color and aesthetic design.

DEN TEK 204 - ORTHODONTICS

3 Units (Lecture 2 Hours / Lab 2 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 105

The student learns about the principles of construction and repair of orthodontic and pedodontic appliances. Emphasis is placed on pouring and trimming orthognathic study casts, wire bending techniques, soldering, and welding techniques, and fabrication of various types of orthodontic appliances.

DEN TEK 206 - FIXED PROSTHODONTICS III

6 Units (Lecture 2 Hours / Lab 8 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 111, DEN TEK 108

This is an advanced course in the Fixed Prosthodontics specialty.

Students learn about the science of materials, gnathological concepts, prosthetic framework design techniques, and technologies applied in the restorative prosthodontics procedures in alignment with clinical acceptable standards.

DEN TEK 207 - REMOVABLE PROSTHODONTICS IV

6 Units (Lecture 3 Hours / Lab 7 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 105, DEN TEK 112

This is an advanced course in Removable Prosthodontics Specialty. This course incorporates advanced removable dentures design, materials science, and manufacturing techniques.

DEN TEK 208 - FIXED PROSTHODONTICS IV

6 Units (Lecture 3 Hours / Lab 7 Hours)

Transfer Credit: CS

Prerequisite: DEN TEK 206

This is an advanced course in the Fixed Prosthodontics specialty, level four. This course incorporates advanced ceramic restorations analysis, design, and manufacturing techniques, including science of materials and their applications. Students learn the methodology of feldspathic porcelain powders application techniques as it applies to single and multiple units, by incorporating the proper morphologic, functional, and optical values. Digital technology is an integral part of the course instructions and applications.

DEN TEK 285 - DIRECTED STUDY - DENTAL TECHNOLOGY

2 Units (Lecture 2 Hours)

Transfer Credit: CSU

Dental Prosthetic Technology students pursue directed study on a

contract basis, under the direction and supervising of the instructor. Students receive additional evaluation and guidance in the skills and theory learning steps underlying fixed and removable. Prosthodontics courses, level I and II.

DEN TEK 304 - DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS I

8 Units (Lecture 4 Hours / Lab 11 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 208 or Proof of certification or Dental prosthetic technology field experience. Students learn to evaluate, plan, scan, design, and process complex advanced fixed prosthodontics cases, including multiple units, restorations, frames and full contours bridges, implant restorations, and combination cases. Students complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.

DEN TEK 401 - DENTAL IMPLANTS

4 Units (Lecture 2 Hours / Lab 6 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 207

Students learn about dental implants including history, surgical overview, types of implants and implant restorations, case planning, prosthodontic procedures, laboratory procedures, restorative materials, and case finalization.

DEN TEK 403 - DIGITAL TECHNOLOGIES APPLICATIONS IN ADVANCED PROSTHODONTICS II

8 Units (Lecture 4 Hours / Lab 8 Hours)

Transfer Credit: CSU

Prerequisite: DEN TEK 401 or Proof of certification or dental prosthetic technology field experience. Students learn to evaluate, plan, scan, design, and process complex advanced removable prosthodontics cases, including partial dentures and implant over dentures. Students complete clinically acceptable prosthetic restorations, where the coordination between function and esthetics is fully maximized.



DENTAL PROSTHETIC TECHNOLOGY PROGRAM RULES AND REGULATIONS

ATTENDANCE

The Dental Technology department takes the responsibility of prepare prospective dental technologists to the highest standards. One of these standards is taking responsibility for one's own actions. If a student is absent from class particularly a laboratory class, the student has lost that amount of laboratory instruction forever. It may never be made up. When a student is late to class, the whole class is disrupted. Such interruptions are not allowed. Students have a contractual responsibility to stay the entire length of class every day. Students who leave class early even with permission cause discipline problems and set a negative example.

1. You the student when you signed up for the class entered a **contract** with the college to be in class and attentive ready to learn. Each student is to be in every class every day it is scheduled to meet during the semester or intersession.
2. All classes start on their appointed time set forth in the schedule of classes. Students will be counted absent or tardy if arrived after the scheduled time.
3. All classes end on their appointed time set forth in the schedule of classes. Any student that leaves before the class is dismissed by the instructor, will be counted as leaving early.
4. It is the student's responsibility to notify the instructor when they come late to class.
5. The instructor may drop (exclude) a student for missing more hours than the class meets per week.
6. The instructor may take into consideration extenuating circumstances when dealing with attendance.

ELECTRONIC DEVICES

1. **Mobile phones are not to be used during classroom time unless instructed otherwise.**
2. Mobile phones can be used during class time only as a resource tool as instructed.
3. Any critical or emergency calls must be taken outside the classroom.
4. No listening devices are allowed in class for any reason.

TESTS AND QUIZZES

Tests and quizzes are usually scheduled at the beginning of class. Tests and quizzes are one of the ways the instructors measure a student's progress. Missing a test or quiz interferes with the student's learning process and progress.

1. This department does not reward students that do not take their tests or quizzes on time either in person or online; therefore, the instructor may not allow students to make up tests or quizzes.
2. If a student is aware that they are not able to take a test or quiz on time, the instructor may provide an option to take the test or quiz before it is scheduled.
3. Tests and quizzes are to be completed by each student, any student caught asking for answers or assisting another during a test or quiz will have their exam confiscated and a zero marked for their grade.
4. *Violations of Academic Integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper, or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one*

instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

5. It is the **student's responsibility** to be always prepared for tests and quizzes.
6. It is the **student's responsibility** to know when there are tests or quizzes to be taken and whether they have missed a test or quiz.

SET UP AND CLEAN UP

In a dental laboratory it is the technician's/technologist's responsibility for keeping the laboratory orderly and hygienic. Setting up and cleaning up refers to the common areas of the laboratory classroom. Set up will be at the beginning of each laboratory class. Cleanup will be the last 15 minutes of each laboratory class.

1. The instructor will set each student's set up and clean up assignments.
2. If you are late to class, the entire set up process is disrupted. Expect disciplinary action to be taken.
3. If you leave class early, the entire clean-up process is disrupted. Expect disciplinary action to be taken.
4. During clean up (the last 15 minutes of each laboratory class) each student will clean up their own workstation first and then their assigned clean up area.
5. Students who are habitually missing their set up and clean up duties will be **excluded from working during laboratory classes.**
6. Students are always responsible for setting up and cleaning their workstations.
7. Do not leave any personal items or trash in the workstation drawers.
8. Each student is responsible for the laboratory class workstation equipment and computer, for dusting and keeping the area clean. Each unit and computer should be turned off at the end of class.

CLASS-WORK

Classwork is defined as projects, which are to be done in the classroom and not to be taken from class. Classwork must be left in the student's case pan and stored in the assigned student's locker. Classwork is self-tests, which are timed, therefore consistency in student contact time is important.

1. All classwork must not leave class for any reason unless is instructed otherwise.
2. Student caught leaving class with classwork will have the classwork confiscated and will start the assignment over from the beginning.
3. The instructor will check the Case pans, to ensure that the classwork has not left the classroom area. If it has, see #2.

In the dental laboratory, all work is fragile, and accidents can happen.

1. **Students must not touch each other's work, unless is instructed.**
2. If a student is caught handling another student's classwork, the student who is caught will be excluded from class for one class period. If there is a second occurrence the student will be **expelled**.

HOMEWORK

Homework is defined as projects, which are to be completed outside the class not during class time.?

1. **Never** let another student touch your homework.
2. **Never** touch another student's homework.

If a student is caught handling another student's homework, the student who is caught will be excluded from class for one class period. If there is a second occurrence the student will be **expelled**.

DUE DATES

Dental technician/technologist must always be on time with the completion of the dental prosthetic cases received from the dental clinics. More dental laboratories lose client doctors for not delivering completed work in a timely manner.

An adequate amount of time is scheduled to complete all class-work assignments.

- 1 All classwork is due at the time the instructor has specified. **No late assignments are accepted.**
- 2 Homework is due at the beginning of class and **is not accepted late.**
- 3 If you believe that you will not meet the assignment due date, ask the instructor for alternative arrangements.
- 4 This is acceptable only under extenuated circumstances.

PROPER ATTIRE

Dental technicians/technologists are professionals and need to conduct themselves as such. Both dentists and their patients visit their laboratories on a regular basis, therefore a professional conduit and appearance is expected.

Students must be properly attired for the class work to assure that safety is preserved.

1. During all laboratory classes, students must wear white laboratory coat with the Dental Prosthetic Technology patch applied.
2. The garments should be with short sleeves or long sleeves should be rolled up during laboratory procedures.
3. Long hair must be tied back away from the face.
4. Ties or scarves must be tucked inside a laboratory coat. Any loose jewelry should be removed during laboratory procedures.
5. Must wear closed toed shoes.

CONDUCT

Students in the dental technology department are from every continent in the world. They come from very diverse backgrounds, cultures, and religions. A dental technician/technologist must learn to work within groups, no matter what the group's make up is. Tolerance, courtesy, respect, and a calm environment are required in the classroom and in the dental laboratory.

1. Students who cannot get along with other students will be asked to leave.
2. Students who cannot get along with any instructor will be asked to leave.
3. Students who strike or harm another student or instructor will be expelled and fully prosecuted in accordance with the law.

LACC DENTAL PROSTHETIC TECHNOLOGY HAZARD COMMUNICATION AND INFECTION CONTROL PROTOCOLS

Please note: The Dental Technology department follows the Los Angeles City College Emergency Operation Plan (EOP) protocols. A copy of the EOP is available in each laboratory classroom and on the department website.

INTRODUCTION:

The goal of OSHA's Hazard Communication Standard (29CFR1910.1200) is to inform workers (including students) of the potentially hazardous substances produced or imported into their workplace and to equip them with these hazards safely in everyday work situations, as well as in emergencies. All employers (including dental education programs) are required to comply with the Expanded Hazard Communication Standard effective May 23, 1988.

This manual includes:

- A. Student and Faculty Training Requirements
- B. Material Labeling Protocols
- C. Warning Labels postings
- D. Reporting an Accident or an Emergency
- E. Read and Understand a Safety Data Sheet (SDS)
- F. OSHA Federal Register
- G. Bloodborne Pathogen Fact Sheet
- H. Vaccination Recommendations

The individual responsible for implementing, monitoring, and updating the Hazardous Materials Communication Guidelines for LACC Dental Prosthetic Technology Program is:

Arax Cohen, MS, CDT
Dental Technology Department Chair
In collaboration with the Program' faculty

A. Student and Faculty Training Requirements

Product hazard and safety information and updates will be discussed with all students and DPT faculty members in meetings with the program director. New faculty members will be informed as they join the staff.

The Hazardous Material Communication Guidelines will be given to all students and faculty. All full-time DT faculty are Certified Dental Technicians (CDT). To maintain their CDT status, faculty must document one hour of instruction in Regulatory Standards each year. Their compliance with this requirement will constitute their yearly training documentation.

Product hazard and safety information and updates will be discussed with all students in individual DT courses which are considered to be the most appropriate ones for each

specific product. (Ex: Hazardous chemicals found in Acrylics, etc. will be taught in Dental Materials.) Product hazard and safety information will include:

- Brand names and manufacturers
- Hazardous chemicals
- Physical and health hazards
- Emergency procedures
- Protective measures

Documentation of all student training will be kept in each student's file. Incident reports for all accidents and emergencies will be kept in each individual's (student or faculty) file in SCI 324.

B. Material Labeling Requirements

All hazardous chemicals and materials will be identified and labeled by faculty. A review and update of all labels will be completed when products are inventoried or as products are purchased.

All nonspecific containers must be labeled with the following information:

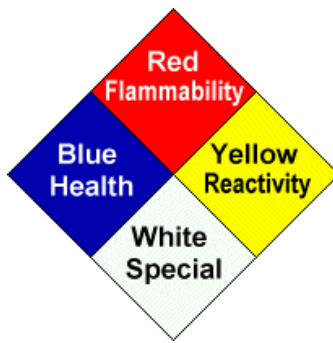
- Name of Product
- Signal Word (Warning, Danger)
- Hazard Statement
- Appropriate Hazard Pictograms

C. How to Use a Warning Label

Globally Harmonized System of Classification and Labeling of Chemicals / GHS Example Label

Product: _____
Signal Word: WARNING DANGER
Hazard Statement: _____


NFPA 704: Standard System for the Identification of the Hazards of Materials for Emergency Response




Red Area: Flammability (Flash Point)

- 0 = Will not burn
- 1 = Above 200 F
- 2 = Below 200 F
- 3 = Below 100 F
- 4 = Below 73 F

Yellow Area: Reactivity

- 0 = Stable
- 1 = Unstable if heated
- 2 = Violent chemical change
- 3 = Shock and heat may detonate
- 4 = May detonate

White Area: Specific Hazard

- OXY = Oxidizer ACID = Acid ALK = Alkali COR = Corrosive
- W = Use no water
-  = Radiation Hazard

Blue Area: Health Hazard

- 0 = Normal Material
- 1 = Slightly Hazardous
- 2 = Hazardous
- 3 = Extreme Danger
- 4 = Deadly

D. Format for Reporting Emergencies

Emergencies in the Dental Laboratory

STEP # 1	<p>a. Do not move an ill or injured person unless safety dictates and STAY WITH THE PERSON EXPERIENCING THE EMERGENCY!!</p> <p>b. Ask someone to bring the lead instructor TO YOU immediately. Faculty will perform an initial assessment of the patient and provide direction.</p>
STEP # 2	<p>For a LIFE-THREATENING EMERGENCY: Call 911 from a cell phone or classroom wall phone.</p> <p>a.</p> <ul style="list-style-type: none">• Describe the patient's condition and follow all instructions.• Give the police the location of the emergency.• Request emergency services (ambulance) be dispatched ASAP. <p>AFTER 911 has been called, ALSO ask someone to call Los Angeles City College Police Department to inform them of the situation. (323)953-2911</p> <p>b.</p> <ul style="list-style-type: none">• Inform LACC Campus Police that you have requested emergency services.• Describe patient's condition.• Give your location. <p>c. Ask other individuals (classmate, faculty, clinic manager, etc.) to stand at each external door to the building to quickly direct emergency services personnel to the correct location of the ill or injured person.</p>
STEP # 3	Check breathing & pulse. If necessary, administer or assist with CPR.

E. How to Read and Understand a Safety Data Sheet (SDS)

Safety Data Sheets (Formally MSDSs or Material Safety Data Sheets) will be obtained and maintained by the Department secretary under the Chair's supervision. Follow-up requests for SDS information will be mailed to companies who do not respond to initial requests within 3 months. Copies of SDSs will be maintained in Hazardous Materials Communications Guidelines notebooks located in the following places:

- SCI 313, 307, 324

Any student or faculty who wishes to consult the SDSs may do so by referring to the SDS notebook at the location listed above. New SDS information will be added to all notebooks as new products arrive.

The Hazard Communication Standard (HCS) (29 CFR 1910.1200(g)), revised in 2012, requires that the chemical manufacturer, distributor, or importer provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards. The information contained in the SDS is largely the same as the MSDS, except now the SDSs are required to be presented in a consistent user friendly, 16-section format. This brief provides guidance to help workers who handle hazardous chemicals to become familiar with the format and understand the contents of the SDSs.

The SDS includes information such as the properties of each chemical; the physical, health, and environmental health hazards; protective measures; and safety precautions for handling, storing, and transporting the chemical. The information contained in the SDS must be in English (although it may be in other languages as well). In addition, OSHA requires that SDS preparers provide specific minimum information as detailed in Appendix D of 29 CFR 1910.1200. The SDS preparers may also include additional information in various section(s).

Sections 1 through 8 contain general information about the chemical, identification, hazards, composition, safe handling practices, and emergency control measures (e.g., firefighting). This information should be helpful to those that need to get the information quickly.

Sections 9 through 11 and 16 contain other technical and scientific information, such as physical and chemical properties, stability and reactivity information, toxicological information, exposure control information, and other information including the date of preparation or last revision. The SDS must also state that no applicable information was found when the preparer does not find relevant information for any required element.

The SDS must also contain Sections 12 through 15, to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS), but OSHA will not enforce the content of these sections because they concern matters handled by other agencies.

How to Use a Safety Data Sheet

Globally Harmonized System of Classification and Labeling of Chemicals

GHS Section 1 - Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier.

Section 2 – Hazard(s) Identification

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

Section 3 – Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. This section includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4 – First-Aid Measures

This section describes the initial care that should be given by untrained responders to an individual who has been exposed to the chemical.

Section 5 - Fire Fighting Measures

This section provides recommendations for fighting a fire caused by the chemical.

Section 6 - Accidental Release

This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7 - Handling and Storage

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8 - Exposure Controls/Personal Protection

This section indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure.

Section 9 - Physical and Chemical Properties

This section identifies physical and chemical properties associated with the substance or mixture.

Section 10 - Stability and Reactivity

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other.

Section 11 - Toxicological Information

This section identifies toxicological and health effects information or indicates that such data are not available.

Section 12 - Ecological Information (non-mandatory)

This section provides information to evaluate the environmental impact of the chemical(s) if it were released to the environment.

Section 13 - Disposal Consideration (non-mandatory)

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS.

Section 14 - Transport Information (non-mandatory)

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

Section 15 - Regulatory Information (non-mandatory)

This section identifies the safety, health, and environmental regulations specific for the product that is not indicated anywhere else on the SDS.

Section 16 - Other Information

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.










F. OSHA Federal Register

For further information on OSHA regulations, contact:

IOSHA can be reached by email, telephone or fax.

- Email—iosha@dol.in.gov.
- Telephone—(317) 232-2693.
- Fax—(317) 233-3790.
- <http://www.osha.gov/>

Pictograms and Hazards

<p>Health Hazard</p>  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity 	<p>Flame</p>  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides 	<p>Exclamation Mark</p>  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
<p>Gas Cylinder</p>  <ul style="list-style-type: none"> • Gases Under Pressure 	<p>Corrosion</p>  <ul style="list-style-type: none"> • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals 	<p>Exploding Bomb</p>  <ul style="list-style-type: none"> • Explosives • Self-Reactives • Organic Peroxides
<p>Flame Over Circle</p>  <ul style="list-style-type: none"> • Oxidizers 	<p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none"> • Aquatic Toxicity 	<p>Skull and Crossbones</p>  <ul style="list-style-type: none"> • Acute Toxicity (fatal or toxic)

G. Bloodborne Pathogen Fact Sheet

OSHA[®] FactSheet

OSHA's Bloodborne Pathogens Standard

Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS. Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.

Protections Provided by OSHA's Bloodborne Pathogens Standard

All of the requirements of OSHA's Bloodborne Pathogens standard can be found in Title 29 of the Code of Federal Regulations at 29 CFR 1910.1030. The standard's requirements state what employers must do to protect workers who are occupationally exposed to blood or other potentially infectious materials (OPIM), as defined in the standard. That is, the standard protects workers who can reasonably be anticipated to come into contact with blood or OPIM as a result of doing their job duties.

In general, the standard requires employers to:

- **Establish an exposure control plan.** This is a written plan to eliminate or minimize occupational exposures. The employer must prepare an exposure determination that contains a list of job classifications in which all workers have occupational exposure and a list of job classifications in which some workers have occupational exposure, along with a list of the tasks and procedures performed by those workers that result in their exposure.
- **Employers must update the plan annually** to reflect changes in tasks, procedures, and positions that affect occupational exposure, and also technological changes that eliminate or reduce occupational exposure. In addition, employers must annually document in the plan that they have considered and begun using appropriate, commercially available effective safer medical devices designed to eliminate or minimize occupational exposure. Employers must also document that they have solicited input from frontline workers in identifying, evaluating, and selecting effective engineering and work practice controls.
- **Implement the use of universal precautions** (treating all human blood and OPIM as if known to be infectious for bloodborne pathogens).
- **Identify and use engineering controls.** These are devices that isolate or remove the blood-borne pathogens hazard from the workplace. They include sharps disposal containers, self-sheathing needles, and safer medical devices, such as sharps with engineered sharps-injury protection and needleless systems.
- **Identify and ensure the use of work practice controls.** These are practices that reduce the possibility of exposure by changing the way a task is performed, such as appropriate

practices for handling and disposing of contaminated sharps, handling specimens, handling laundry, and cleaning contaminated surfaces and items.

- **Provide personal protective equipment (PPE), such as gloves, gowns, eye protection, and masks.** Employers must clean, repair, and replace this equipment as needed. Provision, maintenance, repair, and replacement are at no cost to the worker.
 - **Make available hepatitis B vaccinations to all workers with occupational exposure.** This vaccination must be offered after the worker has received the required bloodborne pathogens training and within 10 days of initial assignment to a job with occupational exposure.
 - **Make available post-exposure evaluation and follow-up to any occupationally exposed worker who experiences an exposure incident.** An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM. This evaluation and follow-up must be at no cost to the worker and includes documenting the route(s) of exposure and the circumstances under which the exposure incident occurred; identifying and testing the source individual for HBV and HIV infectivity, if the source individual consents or the law does not require consent; collecting and testing the exposed worker's blood, if the worker consents; offering post-exposure prophylaxis; offering counseling; and evaluating reported illnesses. The healthcare professional will provide a limited written opinion to the employer and all diagnoses must remain confidential.
- **Use labels and signs to communicate hazards.** Warning labels must be affixed to containers of regulated waste; containers of contaminated reusable sharps; refrigerators and freezers containing blood or OPIM; other containers used to store, transport, or ship blood or OPIM; contaminated equipment that is being shipped or serviced; and bags or containers of contaminated laundry, except as provided in the standard. Facilities may use red bags or red containers instead of labels. In HIV and HBV research laboratories and production facilities, signs must be posted at all access doors when OPIM or infected animals are present in the work area or containment module.
- **Provide information and training to workers.** Employers must ensure that their workers receive regular training that covers all elements of the standard including, but not limited to information on bloodborne pathogens and diseases, methods used to control occupational exposure, hepatitis B vaccine, and medical evaluation and post-exposure follow-up procedures. Employers must offer this training on initial assignment, at least annually thereafter, and when new or modified tasks or procedures affect a worker's occupational exposure. Also, HIV and HBV laboratory and production facility workers must receive specialized initial training, in addition to the training provided to all workers with occupational exposure. Workers must have the opportunity to ask the trainer questions. Also, training must be presented at an educational level and in a language that workers understand.
- **Maintain worker medical and training records.** The employer also must maintain a sharps injury log, unless it is exempt under Part 1904 -- Recording and Reporting Occupational Injuries and Illnesses, in Title 29 of the Code of Federal Regulations.

Additional Information

For more information, go to OSHA’s Bloodborne Pathogens and Needlestick Prevention Safety and Health Topics web page at: <https://www.osha.gov/SLTC/bloodborne-pathogens/index.html>

To file a complaint by phone, report an emergency, or get OSHA advice, assistance, or products, contact your nearest OSHA office under the “U.S. Department of Labor” listing in your phone book, or free at **(800) 321-OSHA (6742)**.

H. Vaccine Recommendations

Healthcare workers include physicians, nurses, emergency medical personnel, dental professionals and students, medical and nursing students, laboratory technicians, pharmacists, hospital volunteers, and administrative staff.

Vaccines	Recommendations in brief
Hepatitis B	If you don't have documented evidence of a complete hepB vaccine series, or if you don't have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should <ul style="list-style-type: none">• Get a 3-dose series of Recombivax HB or Engerix-B (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2) or a 2-dose series of Heplisav-B, with the doses separated by at least 4 weeks.• Get an anti-HBs serologic test 1-2 months after the final dose.
Flu (Influenza)	Get 1 dose of influenza vaccine annually.
MMR (Measles, Mumps, & Rubella)	If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later). If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. For HCWs born before 1957, see the MMR ACIP vaccine recommendations .
Varicella (Chickenpox)	If you have not had chickenpox (varicella), if you haven't had varicella vaccine, or if you don't have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.
Tdap (Tetanus, Diphtheria, Pertussis)	Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received). Get Td boosters every 10 years thereafter. Pregnant HCWs need to get a dose of Tdap during each pregnancy.
Meningococcal	Those who are routinely exposed to isolates of <i>N. meningitidis</i> should get one dose.

Health and Safety -Recommendations

- All Dental Prosthetic Technology students entering the program are highly encouraged to ***to be immunized against and/or tested for infectious diseases, such as mumps, measles, rubella, hepatitis B and tuberculosis prior to contact with patients' impressions and/or infectious objects or materials, in an effort to minimize the risk to students, faculty, and appropriate staff.*** ***CODA, DLT Standard 5.2***



7



Vaccines Information

Hepatitis B- The vaccine is administered in 3 doses at 0, 1, and 6 month.

Measles, mumps, Rubella, (MMR), 2 vaccinations 28 days apart

Tetanus/Diphtheria and Acellular Pertussis, (Tdap), one vaccine.

Tetanus booster, one every 10 years.

Tuberculosis- Tuberculin Skin Tests, (TST)

<https://www.cdc.gov/vaccines/vpd/dtap-tdap-td/hcp/index.html>

8

Health and Safety Services

<https://www.lacitycollege.edu/student-services/spr/health-wellness-cente>

- Currently enrolled students can obtain health and wellness services at the Wesley Health Center, which is located across the street from the campus on Vermont Avenue.
- Telehealth & in-person appointments available. Currently enrolled students only.
- On-campus clinic: Mondays - Fridays 8:00AM - 5:00PM. Call [\(323\) 953-4000](tel:3239534000) ext. [2485](tel:2485) to schedule your appointment.
- Vermont Ave location: Also open to serve you! Mondays - Fridays 8:00AM - 5:00PM. Wesley Health Center - East Hollywood, 954 N Vermont Ave., Los Angeles CA 90029. Call [\(866\) 733-5924](tel:8667335924) for an appointment. You must say you are an LACC student.



9

INFECTION CONTROL PROTOCOL FOR LOS ANGELES CITY COLLEGE DENTAL PROSTHETIC LABORATORY

1. All cases entering the lab will be assumed to be contaminated with AIDS and Hepatitis B viruses.
2. All cases will be disinfected, both coming into and going out of the laboratory. Personnel opening packages shall wear utility gloves, eye protection, and aprons.
3. All wrapping materials, which have been in contact with prostheses or impressions shall be discarded and shall not be reused.
4. All disinfection will be accomplished at the infection control station as you enter the laboratory before allowing the case to enter any further into the lab for any reason.
5. All impressions or prostheses which have been in the mouth and appliances will be rinsed under running water to remove any debris, saliva, or blood.
6. All impressions or devices which might be harmed by immersion in disinfectant will be sprayed with appropriate disinfectant and allowed to sit for 10 minutes. Excess disinfectant shall then be washed off.
7. All appliances and prosthetic devices which have been in the mouth shall be soaked in disinfectant according to manufactures directions.
8. The shipping/receiving bench area will be surface disinfected at least daily and after each case is received to prevent contamination of outgoing cases.
9. Disinfectant solutions will be changed frequently to preserve potency. (Consult manufacturer's instructions)

10. Case pans shall be disinfected after each case to prevent cross-contamination.
11. Pumice in the pumice pans shall be mixed with disinfectant and shall only be used for network.
12. A separate batch of pumice will be mixed to polish each repair and will be discarded after use.
All wheels, felt cones, etc. Used to polish repairs will be disinfected by soaking between each repair.

5. Read the appropriate section of the Air Force Pamphlet AFPAM47-1031V1 15 NOVEMBER 2005; pages 29-38.

Expectations

1. Complete the Health and Safety worksheet
2. Describe, discuss, and take a test demonstrating recall of information related to OSHA and WISH A legal requirements for infectious disease control, as well as ADA/NADL suggested procedures for prevention of the spread of communicable diseases, avoidance of exposure to dangerous materials, and equipment safety considerations for dental laboratories, with 70% competency.

Readings: Health and Safety Infectious Disease Control

People, especially those who provide health care services, are becoming increasingly concerned about the dangers of serving the public and becoming exposed to infectious diseases. Any patient may have been exposed to or be a carrier of infectious disease. Dental personnel, laboratories and dental offices have come to realize that each must cooperate and implement proper asepsis protocols.

***HEALTH SCIENCE DIVISION DENTAL TECHNOLOGY
DEPARTMENT
SAFETY AND INFECTION CONTROL PROTOCOLS***

The Dental Technology Department will continue to follow the safety measures prescribed by the CDC, OSHA and Los Angeles Community College District.

CDC recommends that everyone who is eligible [stay up to date on their Covid Vaccine](#) including [people with weakened immune systems](#).

Wear a mask.

CDC link here



- Everyone ages 2 years and older should properly wear a well-fitting mask indoors in public in areas where the [COVID-19 Community Level](#) is high, regardless of vaccination status.

Wear a mask with the best fit, protection, and comfort for you. [COVID-19 Community Level](#)

- <https://www.osha.gov/respiratory-protection>
- *If you are at high risk of severe illness talk to your healthcare provider about whether you need to wear a mask and take other precautions*
- *Stay [up to date](#) with COVID-19 vaccines.*
- *[Get tested](#) if you have symptoms*
- *People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 OR OTHER VIRAL CONDITIONS- should wear a mask.*

If you are immunocompromised, learn more about [how to protect yourself](#).

Find out more about the COVID-19 situation in Los Angeles County, California

Wash your hands often!

Clean and disinfect.

- Clean high touch surfaces regularly or as needed and after you have visitors in your home. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

[Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

It's especially important to wash your hands:

- ï *Before putting gloves on and after*
- ï *Before eating or preparing food*
- ï *Before touching your face*
- ï *After using the restroom*
- ï *After leaving a public place*
- ï *After blowing your nose, coughing, or sneezing*
- ï *After handling your mask*
- ï *After caring for someone sick*
- ï *After touching animals or pets*

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose, and mouth with unwashed hands.

box tissue light icon

Cover coughs and sneezes

EXPOSURE PROTOCOLS

- If you [test positive](#) for COVID-19 or have [symptoms](#): follow CDC's [recommendations for isolation](#).
- CDC recommends that everyone who is eligible [stay up to date on their COVID-19 vaccines](#), including [people with weakened immune systems](#).
 - head side mask light icon
- **Be alert for symptoms:**
 - Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
 - **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
 - Follow [CDC guidance](#) if symptoms develop.
- **The Dental Technology Department has available Antigen Rapid Test to use when potential exposure to COVID 19 is known or potential symptoms are present.**
- COVID-19 [self-test](#) are one of many risk-reduction measures, along with vaccination, masking, and physical distancing, that protect you and others by reducing the chances of spreading COVID-19.
- **Follow recommendations for isolation**
- If you [test positive](#) for COVID-19 or have [symptoms](#): follow CDC's [recommendations for isolation](#).

OSHA

Infections in fully vaccinated people (breakthrough infections) happen in only a small proportion of people who are fully vaccinated, even with the Delta variant. Moreover, when these infections occur among vaccinated people, they tend to be mild, reinforcing that vaccines are an effective and critical tool for bringing the pandemic under control.

However, [preliminary evidence](#) suggests that fully vaccinated people who do become infected with the Delta variant can be infectious and can spread the virus to others.

- This evidence has led CDC to [update recommendations for fully vaccinated people to reduce their risk of becoming infected with the Delta variant and potentially spreading it to others, including by:](#)
- [wearing a mask¹ in public indoor settings in areas of substantial or high transmission;](#)

- choosing to wear a mask regardless of level of transmission, particularly if individuals are at risk or have someone in their household who is at increased risk of severe disease or not fully vaccinated; and
- getting tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wearing a mask in public indoor settings for 14 days after exposure or until a negative test result.²



• **BP 2900 SARS-CoV-2 (COVID-19) Vaccination**

Requirement Reference:

- Education Code Sections 70902, 76020, 76032, 76403, 87408, and 87732 Personnel
- Commission Rule 735
- **Obligation to Protect the Health and Welfare of the Campus Community**
- California law requires the Board of Trustees to cooperate with local health officials in taking measures necessary to prevent and control the spread of communicable diseases among its student body. California law further requires the Board of Trustees to exclude any student suffering from a contagious or infectious disease.

The following practices must be always followed during Dental Prosthetic Technology Laboratory Classes:

Use of PPE



LAB COAT MASK, NIOSH 95

GLOVES WHEN SPECIFIC PROCEDURES REQUIRE USE AS PER INFECTION CONTROL AND SAFETY PROTOCOLS.

EYEWEAR- SAFETY GOGGLES

PPE is considered as an infection control precaution for the dental teams, as well as the Dental Laboratory technicians. Improper handling of contaminated items like casts, impressions, and other

prosthetic appliances can cause cross-infection to personnel. Likewise, cross-contamination may also occur where the laboratory

technician ends up infecting the dental appliances s/he is handling. Therefore, the Dental Laboratory Technicians, Technologists must always wear the correct PPE.

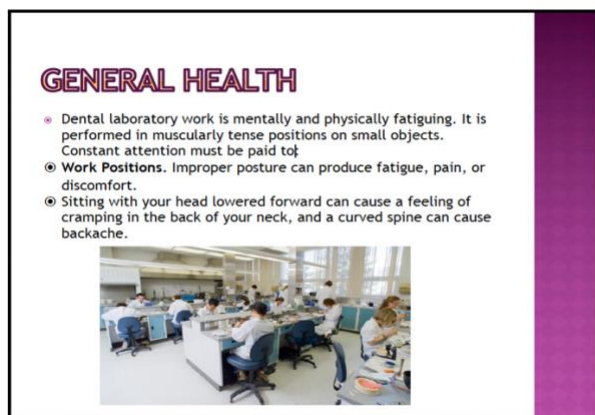
- Gloves help prevent contamination and reduce the spread of pathogens. Do take note, however, that gloves do not eliminate the possibility of hand contamination. You still need impeccable hand hygiene before and after using gloves.
- Gowns protect dental technicians from the penetration of blood or other bodily fluids from contaminated items. Likewise, it also protects the appliances they are working on from any contaminants on the technician's clothes.
- If correctly worn, masks can protect dental technicians from infectious particles. And airborne pathogens and hazardous particles. Conversely, masks can also help protect the dental appliances from being contaminated by the technician.



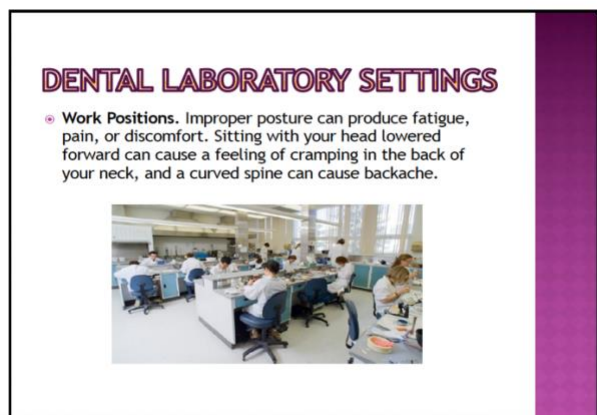
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THE DENTAL LABORATORY ENVIRONMENT

- **Room Illumination.** The exactness of dental laboratory work demands good lighting
- **Room Ventilation.** Ventilation supplies clean air at a controlled temperature so the environment is kept comfortable.
- **Noise and Vibration.** Prolonged exposure to noise and vibration can affect your hearing ability, general health, and working efficiency. Many noises can be eliminated at their source, others can be guarded against by individual protective measures.

SAFETY

- **Safety.**
- To protect yourself and the people around you, these safety rules should be followed:
- **Eye Protection.** You must constantly be alert to hazards that might harm your eyes. Intense light from gas-oxygen torches, acids, corrosive fumes, and flying particles all pose serious safety problems in the laboratory. Eye protection involves:

PPE

- Eye protection involves:



SAFETY

- Rigging a special faucet on a laboratory sink so the afflicted person can liberally and continuously douse the eyes with water.
- Having specific neutralizers for chemicals available and knowing how to use them.
- WEARING PROTECTIVE GLASSES OR GOGGLES WHEN THE REMOTEST POSSIBILITY OF EYE DAMAGE EXISTS.

SAFETY

- **Instruments.** As a general rule, sharp instruments are less dangerous than dull ones. Rather than straining to use a dull tool, you can exercise more deliberate control with a sharp one:
 - Keep all cutting tools sharply pointed or edged.
 - Don't carry dangerous, unshielded instruments on your person.

SAFETY

- **Lathes and Rotary Attachments:**
 - Wear protective goggles or spectacles during all finishing and polishing procedures.
 - Do not leave a running lathe unattended. Turn the lathe off when it is not in use.
 - Ensure all chucks and attachments are securely mounted before starting the lathe.
 - Do not use attachments that vibrate or do not run true.

SAFETY

- Frequently using hand creams during cold weather helps to prevent chapping. Immediate care must be given to all scratches, cuts, burns, or bruises to lessen the risk of infection.
- Appliances worn by patients can harbor organisms that may cause serious infections or disease through cuts or breaks in the skin.
... RINGS AND BRACELETS MUST BE REMOVED TO PREVENT CATCHING THEM IN EQUIPMENT.

SAFETY

- **Hair Care.** Your hair should be trimmed short to prevent tangling it in lathes or handpiece belts. Long hair will almost certainly be singed or set on fire near an open flame. If the need is obvious, you may use hair net or bobby pins.
- **Clothing.** Dangling shirt tails, sleeves, and neckties pose the same problems near lathes and flames as long hair. A securely fastened gown or apron provides protection.

SAFETY



SAFETY

- **Electrical Connections:**
 - Report all electrical defects as soon as they are discovered.
 - Treat all electrical wires as "live" wires.
- Be aware that the operation of some pieces of laboratory equipment (ceramic ovens) requires that they be electrically "on" all of the time to ensure proper function. At the end of the duty day, unplug all electrical equipment that does not fall into this category

DENTAL LATHE



SAFETY

- **Airborne Dust and Fumes:**
 - Make sure all positive exhaust machinery is working properly.
 - Use acids of any other substance having toxic fumes under a power exhaust hood.
 - Keep all acid containers properly marked and covered when they are not in use. Position them to prevent spills.
 - Use a proper mask to prevent inhalation of airborne dust generated during grinding and polishing.

EYE WASH STATION



Eye wash stations have to be able to deliver the solution to both eyes at the same time, at a volume that is at least 0.4 gallons per minute (1.5 liters per minute) and for a time period of at least 15 minutes.

SAFETY

- **Hand Care.** Your fingernails should be trimmed short so they do not collect dirt or become torn and cause injury to your fingertips.
- Certain laboratory procedures require wearing rubber gloves, while other procedures require wearing insulated gloves or mitts.



INFECTION CONTROL.

- A factor which is less obvious than safety, but equally as important in maintaining the health and well-being of patients and clinic personnel alike is preventing the spread of infectious disease. Infection control procedures reduce the spread of pathogenic microorganisms by breaking the chain of infection at critical points in the fabrication, repair, and delivery of prostheses.

INFECTION CONTROL TERMINOLOGY

- **Antiseptic**—Chemical agent applied to a tissue to inhibit the growth of microorganisms.
- **Asepsis**—A pathogen-free condition.
- **Aseptic Technique.**—Proper use of dental instruments to ensure that sterilized and disinfected items are not contaminated before use.
- **Disinfection.** The destruction or inhibition of most pathogenic bacteria while they are in their active growth phase and the inactivation of some viruses are termed disinfection.

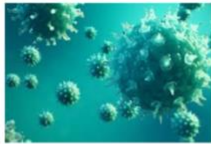
PATHOGENS-BACTERIAL SPORES

- The normally-growing cell that forms the endospore is called a **vegetative cell**. Spores are metabolically inactive and dehydrated. They can remain viable for thousands of years. When spores are exposed to favorable conditions, they can germinate into a **vegetative cell** within 90 minutes.

INFECTION CONTROL TERMINOLOGY

- The Environmental Protection Agency (EPA): Tasked to classify sterilant and disinfectants.
- Specific levels of disinfection are in function of biocidal activity of an agent against the bacterial spores, tubercle bacilli, vegetative bacteria and viruses and the contact time with the solution.
- **Biocidal**= destruction of life

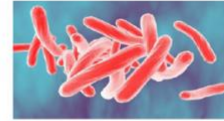
VIRUSES



- Viruses: are microscopic parasites, generally much smaller than bacteria. They lack the capacity to thrive and reproduce outside of a host body.

Tubercle Bacillus

DE

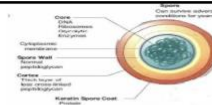


- a bacterium of the genus *Mycobacterium* (*M. tuberculosis*) that causes tuberculosis in humans also ; a related mycobacterium (*M. bovis*) that causes tuberculosis in cattle and sometimes humans especially in underdeveloped countries.
- *Mycobacterium tuberculosis* is a human pathogen that has had a staggering global impact. Its origins are ancient. Spinal deformities typical of those resulting from *M. tuberculosis* disease have been found in human remains as far apart as **Peru** and **Egypt** and dating from at least 5000 BCE [1].

- [Mycobacterium Tuberculosis: An overview | ScienceDirect Topics](#)
- www.sciencedirect.com/topics/medicine-and-dentistry

Webster dictionary

DISINFECTION PATHOGENS

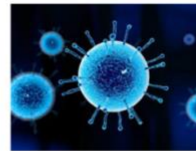


- **Bacterial spores** are highly resistant, dormant structures (i.e. no metabolic activity) formed in response to adverse environmental conditions.
- They help in the survival of the organisms during adverse environmental conditions; they do not have a role in reproduction.
- **Bacteria** can live in a **vegetative** state in which they can grow and reproduce. ... Few of them can also exist in spore form which is unable to grow or reproduce but can help the **bacteria** to survive in an environment that is unfavorable for growth.

Note: Spores of fungi have a reproductive role.

Medical Microbiology Guide, April 28, 2013

VIRUSES



- Viruses teeter on the boundaries of what is considered life. On one hand, they contain the key elements that make up all living organisms: the nucleic acids, **DNA** or **RNA** (any given virus can only have one or the other). On the other hand, viruses lack the capacity to independently read and act upon the information contained within these nucleic acids.
- <https://science.sciencemag.org/content/371/6530/735.full>

INFECTION CONTROL TERMINOLOGY

- **High Level Disinfectants (Sterilizing Agents)**—Are biocidal against all classes of microbes and they are used for all critical and some semicritical items.
- **Intermediate Level Disinfectants**—These agents will not routinely kill spores but they are biocidal against all other classes. Intermediate level disinfectants are used for semicritical and some noncritical items.
- **Low Level Disinfectants**—These agents are not effective against either tubercle bacilli, bacterial spores, or certain nonlipid viruses. Low level disinfectants are used only for noncritical items.

INFECTION CONTROL TERMINOLOGY

- **Sanitation**—A process which removes gross debris and reduces the number of microorganisms or non harming agents.
- **Sterilization**—The process of totally destroying all forms of life within an environment, including viruses and spores.
- Heat sterilization can be monitored and verified; however, the sterilization by high level disinfectant solution cannot be easily monitored or verified.

CRITICAL ITEMS



INFECTION CONTROL TERMINOLOGY

- **Semicritical Items**—Objects that frequently contact mucous membranes and are often contaminated by oral secretions and blood, but that do not enter the tissue or vascular system. These items **MUST HAVE HIGH TO INTERMEDIATE LEVEL DISINFECTION**, for example, shade guides, facebows, jaw relationship records, impressions, and prosthetic devices.



STERILIZATION

- **Autoclave g**



INFECTION CONTROL TERMINOLOGY

- **Dental Item Classification**—Dental items can be classified as **critical, semicritical, or noncritical** in their need for sterilization or various levels of disinfection. These classifications are determined by where and how the items are used:
- **Critical Items**—Objects that enter the skin, mucous membrane, or vascular system and present the greatest risk of infection. **CRITICAL ITEMS MUST BE STERILE PRIOR TO USE**, for example, scalpel blades, hypodermic needles, surgical instruments, and suture needles.

INFECTION CONTROL TERMINOLOGY

- **Noncritical Items**—Objects that don't ordinarily contact mucous membranes or broken skin. These items **SHOULD HAVE INTERMEDIATE TO LOW LEVEL DISINFECTION**, for example, receiving areas, case pans, and articulators. The term **noncritical** does not imply non importance.



SOURCES

- Air Force Manual, Vol 1, 2015
- Safety in the Laboratory, Section 1C
- <https://www.cdc.gov/mmwr/preview/mmwr.html/rr5217a1.htm>



Los Angeles City College Health Science Division



Dental Prosthetic Technology Program

Verification Form for Health and Safety Requirements Training

I, _____ have received instruction in the following Health and Safety Area(s):
Printed Name

- Emergency Procedures*
- Laboratory Safety Precautions*
- Hazardous Materials – OSHA*
- Use of SDS Sheets*
- Use of Materials Labels*
- Bloodborne Pathogens – OSHA*
- Immunizations*
- I have read:*

Guidelines for Infection Control in Dental Healthcare Settings <http://www.cdc.gov/mmwr/PDF/rr/rr5217.pdf>

Signature

Date

Print

COMMISSION ON DENTAL ACCREDITATION “THIRD PARTY” COMMENTS AND COMPLAINS POLICY

The Los Angeles City College Dental Prosthetic Technology (LACCDPT) Program will undergo accreditation by the [Commission on Dental Accreditation \(CODA\)](#) on November 15, 16, 2023.

In accordance with CODA requirements, the LACCDPT requests comments from interested third party individuals. Comments must be sent to CODA at least 60 days before the scheduled site visit.

The deadline for LACCDPT 2023 Third Party Comments is September 15, 2023.

- Comments should be emailed to the appropriate CODA staff. [Email addresses are available here.](#)
- Comments must pertain only to the Standards relative to the Dental Laboratory Technology program, or policies and procedures used in the accreditation process (link to DLT standards
- https://coda.ada.org/-/media/project/ada-organization/ada/coda/files/dental_lab_technology.pdf?rev=2e57312eadb449d5881d4d2dafd4393f&hash=DD90917E7FFBEA102E2A75731A2A3E90).
- Third parties include communities of interest and the public such as faculty, students, program administrators, dental-related organizations, patients, and consumers.
- Signed or unsigned comments will be considered. All relevant comments will have names and/or signatures removed and will then be referred to the program at least 50 days prior to the site visit for review and response. Negative comments received after the established deadline of 60 days before the site visit will be handled as a complaint.
- A copy of the appropriate accreditation standards and/or the commission’s policy on third party comments may be obtained by contacting the commission at 1-312-440-4653 or by email.
- “The United States Department of Education (USDE) procedures require accrediting agencies to provide an opportunity for third-party comment, with respect to institutions or programs scheduled for review. All comments must relate to accreditation standards for the discipline and/or accreditation policies. All comments relative to programs being visited will be due in the Commission office no later than sixty (60) days prior to each program’s site visit to allow time for the program to respond. Negative comments received after the deadline of sixty (60) days prior to the site visit will be handled as a complaint.
- Comments should be submitted by email to the appropriate [Commission on Dental Accreditation Staff](#). View the entire policy on Third Party Comments in the [Evaluation & Operational Policies & Procedures manual](#). (PDF)”.

COMMISSION ON DENTAL ACCREDITATION - VI. COMPLAINTS

A. DEFINITION

A complaint is defined by the Commission on Dental Accreditation as one alleging that a Commission-accredited educational program, a program which has an application for initial accreditation pending, or the Commission may not be in substantial compliance with Commission standards or required accreditation procedures.

B. PROGRAM REQUIREMENTS AND PROCEDURES

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS: In accord with the U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission.

Each program accredited by the Commission on Dental Accreditation must develop and implement a procedure to inform students of the mailing address and telephone number of the Commission on Dental Accreditation. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

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

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-312-440-4653.

The accredited program must retain in its files information to document compliance with this policy so that it is available for review during the Commission's on-site reviews of the program.

REQUIRED RECORD OF COMPLAINTS: The program must maintain a record of student complaints received since the Commission's last comprehensive review of the program.

At the time of a program's regularly scheduled on-site evaluation, visiting committees evaluate the program's compliance with the Commission's policy on the Required Record of Complaints. The team reviews the areas identified in the program's record of complaints during the site visit and includes findings in the draft site visit report and note at the final conference.

Revised: 2/13, 8/02, 1/9; Reaffirmed: 8/21; 8/15; 8/10, 7/09, 7/08, 7/07, 7/04, 7/01, 7/96; CODA:01/94:64

C. COMMISSION LOG OF COMPLAINTS

A log is maintained of all complaints received by the Commission. A central log related to each complaint is maintained in an electronic data base. Detailed notes of each complaint and its disposition are also maintained in individual program files.

Revised: 8/10, 7/06, 7/02, 7/00, 7/96; Reaffirmed: 8/21; 8/15; CODA: 01/95:5

D. POLICY AND PROCEDURE REGARDING INVESTIGATION OF COMPLAINTS AGAINST EDUCATIONAL PROGRAMS

The following policy and procedures have been developed to handle the investigation of “formal” complaints and “anonymous” comments/complaints about an accredited program, or a program which has a current application for initial accreditation pending, which may not be in substantial compliance with Commission standards or established accreditation policies.

The Commission will consider formal, written, signed complaints using the procedure noted in the section entitled “Formal Complaints.” Unsigned comments/complaints will be considered “anonymous comments/complaints” and addressed as set forth in the section entitled “Anonymous Comments/Complaints.” Oral comments/complaints will not be considered.

Formal Complaints

A “formal” complaint is defined as a complaint filed in written (or electronic) form and signed by the complainant. This complaint should outline the specific policy, procedure or standard in question and rationale for the complaint including specific documentation or examples. Complainants who submit complaints verbally will receive direction to submit a formal complaint to the Commission in written, signed form following guidelines in the EOPP manual.

1. Investigative Procedures for Formal Complaints: Students, faculty, constituent dental societies, state boards of dentistry, patients, and other interested parties may submit an appropriate, signed, formal complaint to the Commission on Dental Accreditation regarding any Commission accredited dental, allied dental or advanced dental education program, or a program that has an application for initial accreditation pending. An appropriate complaint is one that directly addresses a program’s compliance with the Commission’s standards, policies and procedures.

The Commission is interested in the continued improvement and sustained quality of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. In accord with its responsibilities to determine compliance with accreditation standards, policies, and procedures, the Commission does not intervene in complaints as a mediator but maintains, at all times, an investigative role. This investigative approach to complaints does not require that the complainant be identified to the program.

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

The Commission strongly encourages attempts at informal or formal resolution through the program’s or sponsoring institution’s internal processes prior to initiating a formal complaint with the Commission. The following procedures have been established to manage complaints:

When an inquiry about filing a complaint is received by the Commission office, the inquirer is provided a copy of the Commission’s Evaluation and Operational Policies and Procedures Manual which includes the policies and procedures for filing a complaint and the appropriate accreditation standards document.

The initial screening is usually completed within thirty (30) days and is intended to ascertain that the potential complaint relates to a required accreditation policy or procedure (i.e. one contained in the Commission’s Evaluation and Operational Policies and Procedure Manual) or to one or more accreditation standard(s) or portion of a standard which have been or can be specifically identified by the complainant.

Written correspondence clearly outlines the options available to the individual. It is noted that the burden rests on the complainant to keep his/her identity confidential. If the complainant does not wish to reveal his/her identity to the accredited program, he/she must develop the complaint in such a manner as to prevent the identity from being evident. The complaint must be based on the accreditation standards or required accreditation procedures.

Submission of documentation which supports the noncompliance is strongly encouraged.

When a complainant submits a written, signed statement describing the program’s noncompliance with specifically identified policy(ies), procedure(s) or standard(s), along with the appropriate documentation, the following procedure is followed:

1. The materials submitted are entered in the Commission’s database and the program’s file and reviewed by Commission staff. At this point, the complaint is the property of the Commission and may not be withdrawn by the complainant for the purposes of the Commission’s review.

2. Legal counsel, the Chair of the appropriate Review Committee, and the applicable Review Committee members . changing a fully-operational program’s accreditation status to “approval with reporting requirements”

ii. going on to determine whether the corrective action the program would take to come into full compliance could be documented and reported to the Commission in writing or would require an on-site review.

- _If by written report: The Commission will describe the scope and nature of the problem and set a compliance deadline and submission date for the report and documentation of corrective action taken by the program.

- _If by on-site review: The Commission will describe the scope and nature of the problem and determine, based on the number and seriousness of the identified problem(s), whether the matter can be reviewed at the next regularly

scheduled on-site review or whether a special on-site review will be conducted. If a special on-site review is required, the visit will be scheduled and conducted in accord with the Commission's usual procedures for such site visits.

7. Within two weeks of its action on the results of its investigation, the Commission will also:

- a. notify the program of the results of the investigation.
- b. notify the complainant of the results of the investigation.
- c. record the action.

8. The compliance of programs applying for initial accreditation is assessed through a combination of written reports and on-site reviews.

a. When the Commission receives a complaint regarding a program which has an application for initial accreditation pending, the Commission will satisfy itself about all issues of compliance addressed in the complaint as part of its process of reviewing the applicant program for initial accreditation.

b. Complainants will be informed that the Commission does provide developing programs with a reasonable amount of time to come into full compliance with standards that are based on a certain amount of operational experience.

Anonymous Comments/Complaints

An "anonymous comment/complaint" is defined as an unsigned comment/complaint submitted to the Commission. Any submitted information that identifies the complainant renders this submission a formal complaint and will be reviewed as such (e.g. inclusion of a complainant's name within an email or submitted documentation).

All anonymous complaints will be reviewed by Commission staff to determine linkage to Accreditation Standards or CODA policy and procedures. If linkage to Accreditation Standards or CODA policy is identified, legal counsel, the Chair of the appropriate Review Committee, and the applicable Review Committee members may be consulted to assist in determining whether there is sufficient evidence of probable cause of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to proceed with an investigation. The initial screening is usually completed within thirty (30) days. If further investigation is warranted, the anonymous complaint will be handled as a formal complaint (See Formal Complaints); however, due to the anonymous nature of the submission, the Commission will not correspond with the complainant.

Anonymous comments/complaints determined to be unrelated to an Accreditation Standard or CODA policies and procedures will not be considered. Anonymous comments/complaints that do not provide sufficient evidence of probable cause of noncompliance with the standard(s) or required accreditation policy(ies), or procedure(s) to proceed, will not be considered.

Revised: 8/22; 2/22; 2/21; Reaffirmed: 8/21; Adopted: 8/17

E. POLICY AND PROCEDURES ON COMPLAINTS DIRECTED AT THE COMMISSION ON DENTAL ACCREDITATION

Interested parties may submit an appropriate, signed complaint to the Commission on Dental Accreditation regarding Commission policy(ies), procedure(s) or the implementation thereof. The Commission will determine whether the information submitted constitutes an appropriate complaint and will follow up according to the established procedures.

Procedures:

1. Within two (2) weeks of receipt, the Commission will acknowledge the received information and provide the complainant with the policy(ies) and procedure(s).
2. The Commission will collect additional information internally, if necessary, and then conduct an initial screening to determine whether the complaint is appropriate. The initial screening is completed within thirty (30) days.
3. The Commission will inform the complainant of the results of the initial screening.
4. If the complaint is determined to be appropriate, the Commission and appropriate committees will consider the complaint at its next regularly scheduled meeting. The complaint will be considered in closed session if the discussion will involve specific programs or institutions; otherwise, consideration of the complaint will occur in open session. In the event that waiting until the next meeting would preclude a timely review, the appropriate committee(s) will review the complaint in a telephone conference call(s). The action recommended by the committees will be forwarded to the Commission for mail ballot approval in this later case.
5. The Commission will consider changes in its policies and procedures, if indicated.
6. The Commission will inform the complainant of the results of consideration of the complaint within two (2) weeks following the meeting or mail balloting of the Commission.

Revised: 1/98; Reaffirmed: 8/21; 8/15; 8/10; 7/09; 7/04; Adopted: 7/96



**LOS ANGELES CITY COLLEGE DENTAL PROSTHETIC TECHNOLOGY
DEPARTMENT**

I, the undersigned, have read the Los Angeles City College Dental Prosthetic Technology Program Student Handbook and understand that I am responsible for knowing and understanding the contents. Failure to comply with the Los Angeles City College Student Code of Conduct and Dental Technology Program Rules and Regulations will initiate grounds of dismissal from the program.

Student name _____

Student ID Number _____

Student signature _____

Date _____

END OF STUDENT' HANDBOOK

