Unique Dental Lab College

18558 Gale Ave. # 268,
City of Industry, CA 91748
(626) 453-8919

Catalog of Courses
January 1, 2014 to December 31, 2014

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Unique Dental Lab College

3 School Location

Unique Dental Lab College
18558 Gale Ave. # 268,
City of Industry, CA 91748

4 BPPE Approval

Unique Dental Lab College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) "Approved" means the school operates in compliance with state standards as set forth in Chapter 8, Part 59, Division 10, Title 3 of the California Education Code.

5 Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

6 Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

7 Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

8 Address of Instructional Location

Unique Dental Lab College
18558 Gale Ave. #268
City of Industry, CA 91748

9 Programs

Name of Program	Dental Technician
Program Description	The Dental Technician program provides practical, hands on training to students to construct various of dental appliances. Our training includes working with a large variety of dental materials including gold, porcelain, resin. The classroom instruction provides the theory which is then applied in practical situations in the lab. Our students learn how to repair crowns, dentures, bridges and other tooth replacements and the proper, effective use of the various tools and equipment needed to effect such repairs.
Program Mission & Objectives	At Unique Dental Lab College it is our mission to provide our students with the education necessary pursue a career various careers in the dental industry. The propose of setting up this school is to provide job training to students who do not have the professional skills necessary to secure suitable employment due to their low level of English proficiency. The objective of this program is to prepare the student for entry level employment as a Dental Technician by providing a suitable practical curriculum that emphasizes the integration of theory with practical skills.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 800 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

Course Name	Course Description	Hours
Common Sense Dental Laboratory Technology	In this course the student will learn about the human mouth and the structure of human dentition/jaw and their interrelationships. Dental terms/vocabularies are defined. An overview/introduction of human dentition and dental development through human lifecycle are presented in the laboratory and classroom settings. This is the first dental technician course taken in a sequential program.	200
Mold work from A-Z	In this course students develop hands on skills and learn the steps in creating a stone model from a mouth/teeth impression taken by a dentist. Students are trained through exercises and practical laboratory exercises under the supervision of the instructor.	24
Wax copping, full crown, metal occlusion, metal lingual, finishing include material	In this course the student will learn basic skills in Waxing which is a fundamental skill any dental technicians must possess. Students, using wax and stone models of broken teeth, restore them back to ideal function/anatomy. Hand skills are developed in this course and fundamentals of dental anatomy and occlusion are applied in the course.	300
Casting (consists of sprue, investing ,burn out, casting finish	In this course the student will be taught the practical skills of how to use a waxed pattern and turn them into metal structures of a dental prosthesis such as crown copings, partial framework. Polishing, cutting, and final finishes are also taught in the course.	16
Metal finish	In this course the student learns how to remove excess metal or porcelain and polish surfaces of metal prostheses or frameworks,	16

	using polishing machines and cutting instruments.	
Opaque	In this course the student learns to apply opaque porcelain paste or over prosthesis frameworks or setups, using brushes. This step ensures the metal does not show through the dental prostheses.	16
Porcelain build up	In this course the student learns to apply porcelain paste over prosthesis frameworks or setups, using brushes and spatulas. The porcelain will mimic the natural dentition.	100
Porcelains finish (contains grinding glaze ,stain	In this course the student learns how to finish a burned porcelain crown/bridge. These steps ensure the final dental crowns are natural looking, smooth on surfaces, and beautiful colors matching dentist’s prescriptions.	128

Name of Program	Dental Assisting
Program Description	This training program prepares the student by providing training on preclinical dental skills and clinical dental procedures. This is an introductory course in which students acquire the fundamental skills required of dental assistants.
Program Mission & Objectives	At Unique Dental Lab College it is our mission to provide our students with the education necessary pursue a career various careers in the dental industry. The propose of setting up this school is to provide job training to students who do not have the professional skills necessary to secure suitable employment due to their low level of English proficiency. The objective of this program is to prepare the student for entry level employment as a Dental Assistant by providing a suitable practical curriculum that emphasizes the integration of theory with practical skills
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 80 hours in length
Final Tests or Exams	None
Required Internship or Externship	None

Course Name	Course Description	Hours
Anatomy of Head and Teeth	In this course the student will learn about the anatomy of the mouth and teeth and the overall relationships with adjacent and opposing dentition. The student will be introduced to the tooth numbering system.	20
Chair -side assisting Program and basic front desk skill	In this course the student will sterilize and disinfect instruments and equipment, prepare the instruments and materials required to treat each patient. Assistants will learn to make patients comfortable in the dental chair and prepare them for treatment as well as learn to work alongside the dentist providing necessary assistance. The student will learn how to instruct patients on postoperative care procedures. The student will prepare materials for impressions and restorations learn how to remove sutures, apply topical anesthetics to gums or cavity-preventive agents to teeth, remove excess cement used in the filling process, and place dental dams to isolate teeth for treatment. Dental assistants with laboratory duties make casts of the teeth from impressions, clean and polish removable appliances, and make temporary crowns. Additionally, the student will become familiar with the requirement of the front desk office duties including scheduling and confirming appointments, answering phone calls, insurance billing/confirmation, keep treatment records, send bills, receive payments, and order dental supplies.	32
Dental Disease	In this course the student will learn about and identify the most common dental diseases for which most patients are treated.	2

Dental Radiography Safety and film Processing	In this course the dental assistant will lear the basics of dental radiology and how to take and evaluate patient x-rays. Patient safety and radiation safety are emphasized in the course.	16
Infection Control	In this course the student will learn infection control procedures developed by the Centers for Disease Control taken in health care settings to prevent the spread of disease. Students are taught the guidelines presented by the ADA and OSHA. Students are instructed how to properly wear personal protective equipment, ways to handle hazardous materials and needles, and how to disinfect and sterilize dental instruments according to government regulations.	8
Instrument sterilization	In this course the student will learn how to properly sterilize contaminated instruments, bagging, and dating and storing instruments recommended by the ADA and OSHA. Students are also taught how to perform periodic spore testing for sterilizers.	2

10 Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

11 Faculty

Dr. Lin Yang (Kevin):
Deputy Director /Instructor
Dr .Kevin Yang Lin , Doctor of Dental Surgery (DDS) has rich experiences in the dental field, teaching and clinical practice. Dr. Kevin is a California Dental Board license holder , graduate of University of Southern California (USC) one of members of dean's list , USC School of Dentistry ,American Dental Association.(ADA) and University of California Irvine Biological Sciences

Luo, Zhi Yun (Rose):
Rose is the Director and senior instructor. She is a dental technician, with a total of 43 years experience in the dental field, (dental instructor, technician in USA and dentist, instructor, dental technician in China) After arriving in USA, she graduated in 1997 from Pasadena City College with a diploma in Dental Laboratory Technology. Rose has certificate in Dental Lab Technology from the USA National Board for Certification in Dental Lab Technology. Her ability as an effective instructor has been praised by Wilma Redler Peterson, CDT, the co-author of the publication," Essential Guide to Prosthodontic Laboratory Procedures".

12 Admissions Policies & Recognition of Credits

The general criteria for admission are:

- Student must have graduated from high school, Certificate of Proficiency or earned a GED.
- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

Recognition of Credit Policies

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

13 Student's Right to Cancel

Direct Instruction:
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution

shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 18558 GALE AVE. #268, CITY OF INDUSTRY, CA 91748, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:
The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

15 Attendance Policy – All Programs

Students are required to attend more than 85% of the scheduled sessions throughout the entire program. When a student falls below 90% attendance they will be given a verbal warning by their instructor. When a student falls below 85% attendance they will be placed on probation for the remainder of the program. The student will be notified of their probation status and they will be required to meet with the Program Director. The instructor tracks late arrival and early departures.

16 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Dental Technician	$2,800	$100	$3.00	$2,697	$5,600
Dental Assisting	$1,800	$100	$1.50	$598.50	$2,500

Program Name	
Name of Program **Dental Technician** 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	 $5,600 $5,600
Name of Program **Dental Assisting** 1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE 2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	 $2,500 $2,500

18 Policies and Procedures Regarding Financial Aid (Title IV)

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students.

19 Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

21 Placement Services

This institution does not provide placement assistance.

22 STRF Disclosure

Student Tuition Recovery Fund Disclosures.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

"The transferability of credits you earn at Unique Dental Lab College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Unique Dental Lab College to determine if your certificate will transfer."

24 Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

25-1 Beginning and End Dates of the Catalog

January 1, 2014 through December 31, 2014

25-2 Mission, All Programs, & Training Outcomes

The mission of this institution is to provide a high quality educational experience to each enrolled student. Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as professionals as Dental Laboratory Technicians and Dental Assistants, empowering individuals with the professional skills and development of values necessary to achieve higher levels of career excellence in the dental industry. The purpose to setting up this school is to provide job training to Chinese speaking individuals who have immigrated to the United States and have limited English language proficiency.

25-3 Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

25-4 Language Proficiency

The following apply to students for whom English is not their primary language:
For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

25-5 Language of Instruction

All instructions will be given in the language of English.

25-6 Financial Aid

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, B, C, D, F system.
The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.
In calculating a student's grade point average, the following policy applies:
Vocational

90% to 100%	= A	4 Grade Points
80% to 89%	= B	3 Grade Points
70% to 79%	= C	2 Grade Points
60% to 69%	= D	1 Grade Point
0 to 59%	= F	0 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.
I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.
W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

The institution’s facility is a located in a two story retail strip shopping center, approximately 3 years old. The facility is 1,050 square feet is size with ample parking available nearby. The school maintains air-conditional classroom/laboratory for each of our courses and has both the facilities and equipment to meet the needs for “hand on” practical experience. The classrooms are equipped with specialized and supporting materials listed below.

Dental Technician

Vibrator
Electrical Waxing Unit
Pin-setting machine
Sand blaster
Air compressor
Dust collector
Burn out oven
Investing unit
Model trimmer
Belts driven engines
High speed air driven systems
Casting machine
Electrical mix machine
All porcelain oven press
Thermoform unit
Ultrasonic
Porcelain oven
Hand pieces(High and Low speed)

Lathers
Magnifier lamp
Electronic waxing unit
Deeping wax pot

Dental Assistant
Restorative Materials
Standard Operatory Equipment
Hand Instruments
Impression Materials
Standard Dental Instruments
Sample Patient Files

25-10 Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. However, this institution provides books, periodicals, newspapers, magazines physical and online reference resources, CD ROMs, Videotapes Projector, Computer work station and other Audio-Visual devices. Student have access to these learning resources anytime during school operating hours in our learning resource/lounge area.

25-12 Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

25-13 Student Housing

This institution has no responsibility to find or assist a student in funding housing.
This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately $1,200 a month. (www.apartmentguide.com)

25-14 Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Unique Dental Lab College
18558 Gale Ave. # 268
City of Industry, CA 91748

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 7 Complaint procedures

- See section 13 Right to Cancel
- See section 22 Student Tuition Recovery Fund
- See section 23 Notice Concerning Transferability of Credits
- See this section Student Grievance Procedures
- See section 25-15 Student Rights to Inspect Records and Obtain Transcripts
- See section Non-Discrimination Policy
- See section Academic Freedom
- See section Sexual Harassment

25-15 Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of $25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

25-16 Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

Privacy Act

It is this institution’s intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student’s financial, academic and other school records. We will not release such information to any individual without having first received the student’s written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Unique Dental Lab College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Unique Dental Lab College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Renewal of Catalog

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

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