**Telecommunication Policy**

OceanPointe Dental Assisting Academy of RVA (OPDA of RVA) offers a hybrid program in Dental Assisting. This program consists of online and face-to-face instruction in a 14-week program.

*What Is OPDA of RVA Telecommunication Policy*

The institution utilizes a platform where instruction is offered online by any means where the student and their instructors are in separate physical locations; however, communication is accomplished by one or more technological media. It includes, but is not limited to, online instruction via interactive video, real-time or delayed interaction using voice, video, data, and/or email/chat/ text.

*Overview of Online Platform*

OPDA of RVA uses a variety of learning aids including videos, online simulations, handouts, and demonstrations to support the lectures, practical training and application of skills. OPDA of RVA instructors use the OceanPointe Student Portal to deliver lectures and assignments remotely to students. As part of the hybrid program admission requirements, students are required to have access to a tablet, desktop, or laptop computer equipped with internet or Wi-Fi access to successfully attend lectures, upload assignments, and engage in online modules. To ensure each student has sufficient background, knowledge, and technical skills to successfully undertake a hybrid program, students will receive an online tutorial on how to navigate the online platform in addition to asking their instructor for assistance via phone, in-person, or other text communications such as email/chat.

The online platform allows students the opportunity to virtually meet with their instructors via email, or phone, to ask questions and complete assignments. The online platform grants students’’ support services such as access to instructors, access to online tools for continued learning

and playback of modules. OPDA of RVA provides students a safe environment that is conducive to learning and growing in the dental assisting field.

*Attendance*

Punctuality is a key attribute of a Dental Assistant and a key part of our program and tardiness will affect a student's grade for attendance. Students are required to have an attendance rate of 100%. Students are required to inform their instructor immediately, so arrangements can be made to help the student schedule make-up days. Instructors may request your withdrawal from a course or program if absences or tardiness exceed the allotted missed hours. Students must schedule make-up days within 48 hours of missed class. All Lectures and Laboratory sessions start promptly at the scheduled times. Students are required to ensure they are logged into the platform prior to the start of an online lecture, as attendance will be collected during each lecture and assignment.

*Online Submissions*

Students are required to continuously monitor their assignment requirements, catalog and online classroom instructions which provides detailed submission requirements including due dates. Students will upload their completed assignments to the OceanPointe Student Portal.

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*Academic Policy*

OPDA students are expected and required to be honest in their academic performance. Academic Performance must be original work using the student’s original thoughts and efforts. Cheating and plagiarism are not tolerated at OPDA and not allowed under any circumstances. Students found to have cheated or plagiarized work may be terminated from our program and subject to the refund policy, refer to catalog.

OPDA defines cheating and plagiarism as copying and/or the formulation of, or presentation of another’s words, creation, or ideas without proper citation of the original body of work or if the production of work is of the student’s original body of work.

*Academic Requirements*

Grades for every student are recorded online at the completion of every module. Cumulative grades will be calculated at 6 weeks and at the end of the program after the final test and before graduation. All records will be kept in perpetuity in a digital format after the student’s graduation.

Grades:

Achieved at least an 85% overall grade average

Achieved at least a 75% grade for the final Theory Examination.

Achieved at least a 75% grade for the final Practical Examinations (and each of the 6 procedure stations).