

**Policies and Procedures for Restarting the Wake Tech Dental Hygiene Program
or Transferring from another
American Dental Association (ADA), Commission on Dental Accreditation (CODA)
Accredited Dental Hygiene Program**

Students who have exited an ADA, CODA Accredited Program in **good standing** (passing all courses with a C or higher) will be considered for Restart or Transfer into the Wake Tech Dental Hygiene Program, if space is available. Students **dismissed** from another program **academically** may be considered for admission, but a point penalty may be incurred in the competitive process during the *first year (one admission cycle)* after leaving the prior enrolled dental hygiene program. Students **dismissed** for **administrative reasons** from any program are deemed **ineligible** in the competitive admissions process. Examples of possible reasons for administrative dismissal include (list is not all inclusive): student is determined to be a threat to patients; academic integrity policy is violated; violations in professionalism or ethics occur such as forging patient records (fabricating blood pressure readings without having taken the blood pressure, writing down probe readings without probing the surfaces, forging patient or faculty signatures in charts, etc.); destroying clinic equipment.

Students who wish to attend Wake Tech's Dental Hygiene Program that have previously attended Wake Tech or another ADA, CODA Accredited Program must complete the following steps:

1. Apply to Wake Tech and be accepted.
2. Meet the current minimum admissions criteria for the program.
3. Be competitive with the current admissions pool related to the competitive admissions requirements (quality points earned are competitive with the admitted class).
 - a. Points may be deducted during the competitive process depending on the reason for leaving the former program
4. Submit a **written** letter of request for restarting or transferring with the dental hygiene application. This step is waived for those previously enrolled at Wake Tech. In the letter, provide an explanation describing the reason a restart/transfer is being sought. In addition, include a letter from the Department Head or Clinic Coordinator of the program you are exiting describing the situation surrounding the exit from the program.
 - a. If the reason is due to a medical condition, a letter from the doctor indicating that a medical problem exists(ed) should also be submitted – no specific information should be provided, simply verification that a medical problem prohibited your completion of the former program at that time (condition could now be resolved).
 - b. If the reason is due to a military relocation, documentation of proof is needed.
5. Provide copies of all transcripts to be evaluated along with course descriptions of all dental related courses. Unofficial copies are fine for initial review, but must be followed by official copies being sent to Wake Tech. For Wake Tech students, this step is only needed for coursework completed outside of Wake Tech during the time they were not enrolled in the program. Wake Tech will have transcripts available for courses taken at the College.
 - a. If students are accepted into the program, then a formal evaluation of transcripts will occur to determine advanced standing and acceptance of transfer courses utilizing the policies noted in the Dental Hygiene Student Policy Manual.

Acceptance is based on the above criteria being met and space availability. Please note that the department reserves the right to contact the former program to verify accuracy of information provided prior to making a decision regarding acceptance.