

Naval Postgraduate Dental School (NPDS)

Policy Notice: Enrollee Attendance



Purpose

The Naval Postgraduate Dental School (NPDS) exists to train operationally oriented dental specialists to meet Fleet and Joint requirements in support of Warfighter readiness, Force health protection, and the mission of the Department of the Navy and Department of War.

Participation in continuing education (CE) courses by individuals outside of NPDS is a discretionary educational accommodation intended to deliver high quality CE, directly supporting the Navy Dental Corps' mandatory licensure sustainment requirements.

Courtesy attendance does not create an entitlement to training, continued participation, future enrollment or CE opportunities, nor access to government resources.

Enrollment Priority

Enrollment is based on available instructional resources, classroom capacity, faculty availability, budgetary funding and installation access requirements.

When space is available, enrollment will generally be prioritized in the following order:

- 1) Members of the U.S. Armed Forces.
- 2) Federal civilian employees.
- 3) Designated Foreign Military candidates occupying approved exchange.
- 4) Military retirees.
- 5) Other applicants approved by NPDS leadership.

Enrollment priorities may be modified at any time based on operational requirements, accreditation needs, Force readiness, security considerations, available resources, or the educational interests of NPDS. Submission of a registration request does not guarantee acceptance. Registration for courses must be submitted no later than 14 calendar days prior to the start of the course for which the attendee wishes to attend.

Courtesy Attendance

Individuals who attend and participate in the NPDS Short Courses do so as courtesy attendees. Courtesy attendance is granted solely at the discretion of NPDS leadership and only when instructional capacity, adequate resources, and funding support exist. Approval of one course does not establish eligibility or preference for future courses.

NPDS reserves the right to limit, suspend, or discontinue courtesy attendance at any time due to operational, administrative, educational, budgetary or resource considerations.

Verification of Eligibility

NPDS may require sufficient documentation to verify military status, federal employment, professional licensure, organizational affiliation, or other eligibility requirements before approving registration.

Applicants who fail to provide requested documentation or who provide inaccurate or misleading information may be denied enrollment or removed from the course.

Standards of Professional Conduct

NPDS maintains a professional learning environment consistent with military standards of good order and discipline, Department of War and Department of the Navy expectations, Commission on Dental Accreditation (CODA) standards, and American Dental Association Continuing Education Recognition Program (ADA CERP) requirements.

All attendees are expected to:

- I. Demonstrate professionalism, courtesy, and respect toward faculty, staff, residents, patients, and fellow participants; adhere to prescribed uniform wear/dress code.
- II. Truthfully sign all required attendance sheets and utilize corresponding QR codes, attesting to being present for all pertinent sessions, lectures, hands-on components, etc. according to the outlined course schedule for which the attendee registered.
- III. Comply with installation security requirements and all applicable federal, Department of War, Department of the Navy, and NPDS policies.
- IV. Follow classroom rules and faculty instructions.
- V. Conduct themselves in a manner that supports an effective educational environment.
- VI. Behavior that disrupts instruction, interferes with resident education, compromises patient safety, violates security requirements, or is otherwise inconsistent with professional or military standards may result in immediate removal from the course.

Denial, Removal, and Future Participation

NPDS leadership reserves the right to deny registration, remove an individual from a course, or restrict future participation whenever such action is determined to be in the

best interest of the institution, its educational mission, safety, security, or accreditation obligations.

Removal from a course does not create any entitlement to reimbursement, future enrollment, or alternative training opportunities.

Decisions regarding courtesy attendance are administrative determinations made under the discretionary authority of NPDS leadership and are final.

Acknowledgment

By registering for or attending any NPDS course as a courtesy attendee, participants acknowledge that they have read, understood, and agreed to comply with this policy and all applicable NPDS, Department of the Navy, Department of War, and federal requirements governing participation in NPDS educational activities.