

## **ACADEMIC POLICY**

All Advanced Cosmetology, Cosmetology, Advanced Esthetics, Hair Designer, Advanced Manicuring and Manicuring students shall take and pass all required examinations. Required examinations for Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Esthetics students are Junior Final examinations, Periodic Senior evaluations (must pass a minimum of 2), Senior Final Examinations and Advanced Examination (if applicable). Required examinations for Advanced Manicuring and Manicuring students are Junior Final examinations, Senior Final Examinations and Advanced Examination (if applicable).

"Pass" is defined as follows:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Senior students are assigned theory and practical assignments and are evaluated at the end of each assignment period. Students are required to receive a final overall grade of 75% on all required evaluation elements and receive a 75% cumulative (start date to evaluation date) academic grade.

### **Leave of Absences**

Senior students who are on a Leave of Absence during an assignment period and return during the evaluation testing period are required to test. Individual grades for homework and clinic assignments will be pro-rated to correspond with the days the student was scheduled to attend school. Other Leave of Absence situation will be evaluated on a case by case basis.

### **Required Examinations**

Listed below are consequences for any student who does not pass a required examination:

**Junior Final Examination:** All students attending programs requiring 1000 hours and above who do not pass the required Junior Final Examination by 300 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

Advanced Esthetics students who do not pass the required Junior Final Examination by 175 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

Advanced Manicuring / Manicuring students who do not pass the required Junior Final Examination by 75 clock hours (actual) will be scheduled for an Academic Conference to determine the probability of continued enrollment.

The Academic Conference will be scheduled within 10 calendar days of hour determination. The Academic Conference decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the Academic Conference determination.

**Periodic Senior Evaluations:** Advanced Cosmetology, Cosmetology, Advanced Esthetics, and Hair Designer students who do not pass the required Periodic Senior Evaluations will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

**Senior Final Examination:** All students attending programs requiring 750 hours and above, who do not pass the required Senior Final Examination and Advanced Examination (if required) by 150 clock hours within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within ten (10) calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

Advanced Manicuring students who do not pass the required Senior Final Examination by 225 clock hours (actual) within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

Manicuring students who do not pass the required Senior Final Examination by 170 clock hours (actual) within program completion will be scheduled for an Academic Conference to determine the probability of continued enrollment. The Academic Conference will be scheduled within 10 calendar days of hour determination. A decision will be rendered within 10 calendar days of conference date. The training of such a student will be suspended pending the conference determination.

#### **Conference Determination**

The decision of the Academic Conference may permit the student a final re-examination, students who do not pass such a final re-examination may be dismissed from school. Such dismissal will be deemed for academic cause.

#### **TAG LEVEL WHILE IN SCHOOL**

Tag levels serve to recognize increased skill and match level of skill with expected performance. Students are not required to rise through the various tag levels, but are encouraged to progress to increase their skill level and comfort; better preparing them to be successful in the beauty industry.

#### **Advanced Cosmetology / Cosmetology / Hair Designer**

Process: Senior theory classes are divided into Units, every ten weeks. Each student is assigned a skill sheet (services to complete) and homework assignments, meant to complement unit subjects. Full time students must complete 100% of their skill sheet and homework assignments for that unit, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level. Due to their part time status, any student scheduled less than 24 hours per week are assigned a skill sheet with half the services required of a full time student. Part time students must complete 100% of their skill sheet and homework assignments for two (consecutive) units, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level.

#### **Tag Levels :**

- A. FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course.
- B. BUDGET SENIOR - (green dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.
- C. INTERMEDIATE - (yellow dot)** - student is improving upon "certified" skills.
- D. ADVANCED-ON-TRIAL - (black dot)** - student understands all of the basics and is

striving to improve workmanship and speed.

**E. ADVANCED SENIOR - (blue dot)** - student has reached "entry level" in the basics and is ready to go into more advanced areas.

**F. STYLIST-ON-TRIAL - (silver dot)** - student is working on perfecting salon techniques and developing professional speed.

**G. FULL STYLIST- (gold dot)** - student exhibits above entry-level skill, attitude, and knowledge.

**H. MASTER STYLIST – (gold glitter dot)** – student exhibits above entry-level skill, attitude and knowledge and has mastered all techniques and business skills. (Attainable by Advanced Cosmetology students only)

### **Advanced Esthetics**

Process: Senior theory classes are divided into Assessments, every seven weeks. Each student is assigned a skill sheet (services to complete) and homework assignments, meant to complement unit subjects. Full time students must complete 100% of their skill sheet and homework assignments, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level. Due to their part time status, any student scheduled less than 24 hours per week must complete 50% of their skill sheet and homework assignments for two (consecutive) assessments, in addition to attaining a 75% or higher in unit testing (practical and written) in order to advance to the next level.

#### **Tag Levels :**

**A. FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course

**B. BUDGET SENIOR – (green dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.

**C. INTERMEDIATE - (yellow dot)** - student has completed Junior classroom training is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.

**D. ADVANCE - (silver dot)** - student is improving upon "certified" skills.

**E. DERMAL TECH - (gold dot)** - student exhibits above entry-level skill, attitude, and knowledge.

**Advanced Manicuring / Manicuring (Due to the length of the program, all Advanced Manicuring and Manicuring students will graduate at the senior level and no further levels are attainable).**

#### **Tag Levels:**

**A. FRESHMAN / JUNIOR** - student is learning the theory and practical basics of the course.

**B. SENIOR - (green dot)** - student has completed Junior classroom training and is "certified" to perform certain specific clinic services, and is continuing with the theory and practice of more advanced areas.