

Delta College West

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2026 CATALOG

Volume VI

The content of this catalog does not constitute a contract between Delta College West and its students on either a collective or individual basis. Delta College West reserves the right to change any provision listed in this catalog including, but not limited to, course and curriculum changes; and including, but not limited to, academic requirements for graduation or modifications of tuition fee or other charges without actual notice to individual students. Every effort will be made to keep students advised of any such changes. It is the individual student's responsibility to keep apprised of current graduation requirements.

Delta College West does not discriminate on the basis of race, color, national origin, age, sex, ethnic origin, religion, or handicap in admission to, access to, treatment in, or employment in its programs and activities.

Delta College West makes available and accessible the school catalog at all times on its website: <https://www.deltacollege.com>. All institutional plans are made available to students upon request to the campus director.

This catalog is published and effective July 23rd, 2026.

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INTRODUCTION

Demmon School of Beauty began operation in 1955. The school was named after Ms. Jane Demmon, the original owner. In 1968, the school was sold to Mr. and Mrs. Lester. The school operated under their leadership for the next 14 years. Upon their retirement, Mr. Jim Haynes purchased the company in 1982.

Mr. Haynes operated the school for the next 33 years. During this time, Mr. Haynes was a member of the Louisiana Board of Cosmetology and served as President of the Board.

On January 1, 2015, the school was purchased by Avery James, LLC and continued to operate as Avery James College Until January 2025 when the name was changed to Delta College West.

MISSION

The mission of Delta College West is to provide quality technical training and equip students to obtain careers in Cosmetology and Healthcare.

PHILOSOPHY AND OBJECTIVES

Delta College West is dedicated to providing the finest career training to all its students, enabling them to grow both personally and professionally with the confidence that they are well versed in their respective fields of study. In pursuit of this goal, the school employs qualified teachers and utilizes modern equipment and facilities. Our philosophy which enables us to meet that goal is:

- * To prepare students to assume a useful place in society and perform well in that place; hence, the objectives of qualified and employable graduates are of the utmost importance.
- * To offer, through a sincere concern on the part of educated and experienced personnel, the necessary tools of learning that will help to make the students' future a success.
- * To assure all students and prospective students that, from first contact to graduation, their relationship with all school officials will meet high standards of education and business ethics.

The primary objective of Delta College West is to offer education and training that prepares students for licensing exams and for careers in their field of study.

FACILITIES

Delta College West is located at 2948 Ryan Street, Lake Charles, Louisiana 70601. The school is near the intersection of Ryan Street and Eddy Street and has four classrooms, an inside student break room, an outside smoking area, a locker area, and a client waiting/reception area. The four classrooms provide access for up to thirty students for lecture and lab activities. The large salon floor has 24 stations, 7 shampoo bowls, and 7 dryers. Separate rooms for facials and manicures/pedicures are adjacent to the salon floor. In addition to the areas mentioned above, there are three storage rooms, laundry room, color/supply room, student computer lab, conference room, and six administrative offices. The equipment in use in the salon and labs is comparable to that utilized in the work place and is of such a quality as to endure classroom use.

There is also a large parking lot with handicap accessibility providing easy access to the building. The facilities are accessible to the handicapped person.

ADA CONTACT

Persons with disabilities wishing to obtain information about Delta College West should contact the Campus Director.

OWNERSHIP AND CONTROL

Delta College West is owned, governed, and controlled by Avery James, LLC, a proprietary school corporation of Louisiana and is owned by Billy L. Clark (33 1/3 %); David W. Clark (33 1/3%); and Randall C. Wagley (33 1/3%).

BOARD OF DIRECTORS

Billy L. Clark.....President
Randall C. WagleySecretary
David W. Clark Director

LICENSING AGENCY

Delta College West is licensed by the Louisiana Board of Regents and adhere to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

Delta College West is licensed by the Louisiana State Board of Cosmetology. Their headquarters are located at 11622 Sun Belt Court, Baton Rouge, Louisiana, 70809. (225-756-3404)

ACCREDITATION

Delta College West is accredited by the Commission of the Council on Occupational Education (COE). The Commission of the Council on Occupational Education is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

ADMINISTRATION & FACULTY

Senior Management

Wayne Barineau, CPA	Accounting
Billy L. Clark.....	President
Jonathan Clark.....	Financial Aid Compliance Manager
Joshua Clark.....	President's Admin Assistant
DeWanna Fontenot.....	Financial Aid Director
Angela Garcia.....	Financial Aid Compliance Manager
Carol Hasegawa.....	Director of Accreditation and Curricula
Comelia Jackson.....	Corporate Nursing Program Director
Dr. Christian Vigè	Provost
Randall C. Wagley	CEO
Stephen Wagley.....	Regional Supervisor

Administration

Lydia Fink	Campus Director
Tina Chapman	Financial Aid Officer
Joetta Aron	Administrative Assistant
Miranda Poullard, D-Jay's School of Beauty	Cosmetology Program Coordinator
Grace Holt	Admissions Representative
Kennedy Smith.....	Admissions Representative

Faculty

Full-Time:

Katherine Bradley, Demmon School of Beauty	Cosmetology Instructor
Shemica Moss, Avery James School of Cosmetology	Cosmetology Instructor
Ashley Clement, Delta College West	Cosmetology Instructor
Teresa Robison, Lamar University	Medical Assistant Instructor

ADMISSION REQUIREMENTS

Requirements for admission to the career program at Delta College West are as follows:

1. Applicant must be at least 17 years of age to start and 18 years of age at anticipated graduation date.
2. Applicant must be a High School graduate or equivalent (such as a GED or valid home education credential). (Foreign high school diplomas must be verified as equivalent to a U.S. high school diploma by an agency approved by the school. Contact the school's financial aid office for an approved agency.)
3. Applicant must successfully complete a personal interview with appropriate school personnel.
4. Applicants under 18 years of age must have parental approval (signature) prior to acceptance.
5. Applicant must be a US citizen or legal immigrant in possession of appropriate documentation or as an exception per federal rules and regulations such as DACA.
6. Applicant must freely submit to random drug testing at any time during the program, as deemed necessary by the Campus Director. A positive drug screen will result in disciplinary action, which may include termination from the school.
7. Applicant must be current with all required immunizations including 2-MMR's (Measles, Mumps, Rubella), Varicella, and a MCV4 (Meningitis) or titers for all showing immunity, as well as Tetanus booster every 10 years. A negative Mantoux (TB) test is required before attending externship. All Students are recommended to undergo the Hepatitis B Series vaccination.
8. Transfer students in the Cosmetology program must provide a completed "Certification of Payment of Contractual Fees" form from the last cosmetology school attended.
9. Applicants are required to possess a functioning laptop device to service their instructional needs. If the student does not possess a laptop, they may purchase one through the institution.

Note: Valid home education credentials are accepted. Please contact the school Admissions Department for details.

ADVANCED STANDING & TRANSFER HOURS

Delta College West will grant full credit for many subjects to those students who have successfully completed the same or substantially the same subjects on a post-secondary level as those listed in our catalog. **The student must request Advanced Standing or Transfer Hours prior to admission.** The institution must be accredited by an agency recognized by the U.S. Department of Education or whose acceptance is required by a state or federal approving agency, the student must have earned a grade of "C" or better, and the student must have been taking coursework at the post-secondary level within the last two years prior to their expected start date at Delta College West. A student must complete at least 50% of their program at Delta College West. A student receiving advanced standing and transfer credit will be given credit for up to 50% of the total program length at Delta College West and therefore the student must complete at least 50% of their program at Delta College West. For the Basic Cosmetology program, the school may accept up to 750 clock hours of transfer hours from another licensed cosmetology school.

It is the student's responsibility to have official academic transcripts sent to Delta College West and to provide a catalog containing course descriptions. The transcripts and prior school's catalog will be reviewed. The decision to grant credit for prior school work shall be approved by the Campus Director (or designee). Written verification of accepted clock hours shall be placed in the student's file. All accepted hours will be verified and approved by the Louisiana Board of Cosmetology. Transfer of hours from other institutions are recorded as grades of "TP" and are not counted as earned nor used when calculating grade point average.

Transfer of Credit

The courses of study offered by Delta College West are essentially terminal in nature. Most students go directly into employment after graduation. Courses offered by Delta College West are specialized and do not imply, promise, or guarantee transferability of credits earned while in pursuit of the certificate or diploma.

ADMISSION PROCEDURE

Prospective students should contact the school to arrange an appointment for an interview. At the time of the appointment, parents, spouse, or other interested parties should accompany the applicant.

During the interview, the applicant will answer questions pertaining to their vocational interests and career aspirations in order to ensure that the applicant has the ability to successfully pursue their studies.

Based on the results of this interview, the applicant moves on to complete a financial aid interview with the appropriate personnel.

Once the applicant successfully completes the enrollment process, makes satisfactory payment arrangements, completes orientation, is issued books/supplies and is scheduled for classes, he/she is considered a regular student.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

SCHOOL CALENDAR

	2026	2027
Classes Resume	1/6/2026	1/11/2027
Mardi Gras Holiday	2/16/2026	2/8/2027
Mardi Gras Holiday	2/17/2026	2/9/2027
Easter Break		
No Classes Beginning	4/3/2026	3/26/2027
Classes Resume	4/14/2026	4/5/2027
Memorial Day Holiday	5/25/2026	5/31/2027
Summer Break Begins		
No Classes Beginning	6/28/2026	7/2/2027
Classes Resume	7/7/2026	7/12/2027
Labor Day Holiday	9/7/2026	9/6/2027
Thanksgiving Holiday		
No Classes Beginning	11/26/2026	11/25/2027
Classes Resume	12/1/2026	11/29/2027
Christmas Break		
No Classes Beginning	12/20/2026	12/24/2027
Classes Resume	1/5/2027	1/10/2028

Please note: We believe these dates are firm; however, they are subject to change as needed.

RULES AND REGULATIONS

Attendance (Excused/Unexcused Absences)

It has become crystal clear that class attendance is the most important factor in student success (course completion and graduation). In order to be fair to all involved, and to show respect for yourself, your classmates, your instructor, and ultimately your future employer, good attendance is a necessity.

Perfect attendance is expected of each student, just as an employer expects perfect attendance from an employee. Satisfactory attendance is vitally important and is a requirement of all students. All absences are recorded and made a part of the student's permanent record. Students are responsible for notifying the Instructor or administration when they are to be absent or tardy.

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school.

The student will also be charged for each class that must be repeated due to forced withdrawal or due to failure of a class associated with poor attendance (See tuition & fees for details on these charges).

Legal and school holidays, breaks, and class cancellations (i.e. weather conditions, etc.) are not included in calculations for class attendance and therefore are not considered as days of absence.

Leave of Absence

A Leave of Absence (LOA) may be granted under certain conditions. Acceptable reasons for requesting an LOA could include but not be limited to situations such as the onset of an illness or injury preventing attendance for a prolonged period of time, temporary loss of income or transportation, and other extraordinary circumstances that temporarily prevent the student from attending classes. Should you have a valid reason for requesting a "Leave of Absence" please see the Campus Director for guidance. The LOA must be requested in writing using the School's form, the student is required to follow the institution's LOA policy and the LOA must not exceed 180 days in any 12-month period and a student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in a 12-month period. The LOA written form will include but is not be limited to the following information: a) student's reason for LOA b) Student signature. All LOA's must be granted in advance unless the LOA is due to an unforeseen circumstance. In the event the LOA is due to an

unforeseen circumstance the institution is required to document the reason for its decision to grant a LOA due to unforeseen circumstances, the institution collects the request from the student at a later date and establishes the start date of the approved the LOA as the first date the student was unable to attend.

Students granted an LOA in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time. However, the student's contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period will be an addendum to the enrollment agreement and must be signed by all parties at the time the LOA is requested.

An extension to an existing Leave of Absence may be granted under certain conditions. The extension request must be in writing with student's signature and date. Administration approval is required. No telephone requests are accepted.

Failure to return to school at the scheduled LOA ending date or students taking an unapproved LOA will result in your being dropped from the rolls of the School and may affect your Financial Aid, and student loan repayment terms, including the expiration of your grace period.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence. Refunds will be calculated from the last date of attendance.

A student will not be assessed any additional charges as a result of a requested or approved LOA.

Tardiness

Failure to report for class when the class begins or leaving before class ends is classified as tardy. Tardiness is measured in one (1) minute increments, rounded upward to the nearest 15-minute increment. All minutes missed are recorded as such in the student's official attendance record. Excessive tardiness is not acceptable and the student may be suspended or terminated, subject to extenuating circumstances, the student's progress, and the discretion of the Campus Director.

Make-Up Work

Make-up work may be assigned to enable a student to progress in a timely manner. Scheduling of make-up work is left to the discretion of each Instructor. It is the student's responsibility to acquire any and all work missed and be ready for upcoming tests or assignments.

Cosmetology Students: Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday at the discretion of the Director. Attendance is required for students who are absent or tardy from class. There is a fee for make up hours-see "Extra Instructional Charges" in this document.

Student Conduct

All students are expected to conduct themselves in a professional manner, taking their studies seriously. Respect is to be shown at all times to all faculty, staff and fellow students. No student will be permitted to attend class while under the influence of alcohol or other intoxicating substances. No food or drink is allowed in any classroom and smoking is not allowed within the school's facilities. Every student is expected to take part in the cleaning and straightening of classrooms at the end of each day.

Delta College West reserves the right to dismiss any student whose conduct is unsatisfactory and/or detrimental to the best interest of the faculty, staff or other students.

Dress Code

Students are required to wear the full school uniform for their respective program. Additionally, students are expected to conform to accepted professional standards of good taste in dress, grooming and overall appearance. Classes are conducted in a professional environment.

Class Size

Class size is closely monitored to facilitate quality instruction. Class size for lecture style classes typically have 15-25 students (up to 50) to one instructor, while lab style classes typically have 10-15 students (up to 23) to one instructor. For Cosmetology classes, class size does not exceed a 20:1 student to teacher ratio.

Student Work

Delta College West reserves the right to make copies of all student work and to use such in promotions without the student's prior written consent.

Wearable Technology

Delta College recognizes that wearable technology, including but not limited to smart glasses, augmented reality devices, smartwatches, earbuds, and other internet-connected or recording-capable devices worn on the body presents distinct considerations for academic integrity, student privacy, and classroom safety.

The following standards apply to all students at all campus locations:

- ***Recording-capable wearable devices*** (including smart glasses, body cameras, and similar devices) are prohibited from use in classrooms, labs, and clinical settings. This prohibition includes passive or background recording functions. Students who require such devices for documented medical or disability-related accommodations must obtain prior approval from the Campus Director.
- ***Smartwatches and wrist-worn devices*** with internet, communication, or application functionality are not permitted to be worn or accessed during any examination, quiz, or assessment. Devices must be removed and stored out of reach during all testing periods.
- ***Audio devices*** (earbuds, headphones, hearing-augmenting wearables) may be permitted at instructor discretion for instructional purposes only. They are not permitted during testing unless authorized as an approved accommodation.
- ***Clinical and externship settings*** may impose stricter restrictions on wearable technology consistent with the policies of the affiliated healthcare facility. Students must comply with all facility-level requirements in addition to those of the College.

Violations of this policy are subject to disciplinary action under the Student Conduct and Honor Code provisions of this catalog.

***Also please Note: The Dress Code section of this catalog and individual program sections may contain additional program-specific requirements related to wearable technology.

Honor Code

Cheating and related forms of dishonesty will not be tolerated. Cheating gives your Instructors and future employers a distorted view of your true abilities, and is very unfair to more honorable students who try hard to earn honest grades according to their abilities. Students caught cheating may be expelled from the class in question. The student may also be expelled from the school. If not expelled from the school, the student may repeat the class from which they were expelled the next time it is offered.

Students accused or suspected of cheating without clear and convincing proof may be required to re-take tests under controlled conditions to eliminate suspicion.

Grading

The standard letter system of grading is used as follows: A--100-90; 4.0: B--89-80; 3.0: C--79-70; 1.0: D--below 69-60; 2.0: F--below 60: P--Pass: TP--Transfer Pass: W--Withdrawal (will be given to a student who withdraws before the mid-point of a particular course): WP--Withdrawal Passing (will be given to a student who withdraws with a passing grade after midpoint of a particular course): WF--Withdrawal Failing (will be given to a student who withdraws with a failing grade after midpoint of a particular course): I--Incomplete (An "I" may be given to a student who does not complete the course requirements of the course syllabus. This "I" will be converted to a letter grade 30 days after posting. If the course requirements were not completed to obtain a passing grade, the letter grade will be converted to an "F.") Upon repeating a course or subject, the student will receive credit only

for the highest grade earned. The lower grade will be removed from the student's transcript. A student wishing to challenge any final grade has fourteen (14) days to do so from the date the final grade was posted.

Graduation Requirements

A student must meet the following criteria to graduate from Delta College West.

1. Each student must maintain an overall 2.0 average (on a 4.0 scale).
2. Each student must pass each required course in his/her curriculum with a grade of "C" or better.
3. Each student must be in good financial standing with the School before graduation.
4. Each student must complete all required hours in the program and at least 50% of those hours must be completed at Delta College West.
5. Any additional programmatic criteria (please check your major in this catalog).

Transcripts

Transcripts are available upon request unless the student is indebted financially to the School. No transcript of grades will be released without the student's prior written approval. Each graduate is issued an official transcript of his academic record. Each subsequent official transcript for a graduate is furnished after receipt of the transcript fee payable by cash, money order or certified funds. (See Miscellaneous Fees in the Tuition & Fees portion of this catalog). A government agency which periodically requires a transcript in order to determine a student's progress is exempt from this fee.

Termination

The school may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act. Termination from the school may result for any of the following violations:

1. Students are not to engage in behavior that reflects unfavorably on fellow students or the school.
2. Students are not to interfere with the progress of other students or the presentations of any member of the staff or faculty.
3. Students are not to have in their possession weapons of any kind while on the school property. A weapon may be considered anything with the potential of inflicting bodily harm and which serves no academic purpose.
4. Students are not to enter the school facilities under the influence or effects of alcohol, prohibited drugs, or narcotics of any kind.
5. Students are to abide by the dress code as established by the school and to keep themselves and their work areas clean at all times.
6. Students are expected to be prompt and attend all scheduled classes unless they can provide a valid excuse for any tardiness or absence.
7. Students must at all times cooperate fully with the staff and faculty.
8. Students must not remove from the school any supplies, books, equipment, or other property belonging to the school without prior written permission from the Director.
9. Students who participate in cheating or plagiarism of any kind may be subject to immediate termination.
10. Students must maintain acceptable academic standards as established by the school.
11. Profane or abusive language will not be tolerated.
12. Non-payment of school tuition as per enrollment contract.

Re-entrance After Dismissal

Each student dismissed will have a chance to appeal his/her dismissal. The appeal should be submitted in writing to the Campus Director. Permission to re-enter shall be granted on an individual basis. The decision of the Campus Director shall be final.

Complaint Procedure

Student complaints relative to the actions/policies of the school or its employees should first be resolved with college officials. The complaint should be submitted in writing to the school director. If the complaint is not answered to the student's satisfaction, the student should choose one or more of the two remedies listed below.

Remedy ONE: Student complaints relative to actions of school officials shall be addressed in written form to **Louisiana Board of Regents**, Proprietary Schools Section, P.O. Box 3677, Baton Rouge, Louisiana, 70821-3677, Phone (225) 342-7084, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

Remedy TWO: If the complaint is not settled at the local level, the student should send the complaint in written form to the Commission, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350, phone (770) 396-3898, or website www.council.org.

Security and Safety Policies and Procedures

The College maintains procedures to promote a safe environment during operating hours. Community members should promptly report crimes and emergencies to 911 and notify the Campus Director. The College coordinates with local law enforcement as appropriate. The College publishes an Annual Security Report (ASR) by October 1 each year with three years of statistics and required policies under the Clery Act (34 CFR 668.46). Reports may be made in person, by phone, or via the College's website. Anonymous reports are accepted and included in Clery statistics when reportable.

Mandated Reporting

All employees, except designated confidential resources, must promptly share with the Title IX Coordinator any information that may constitute sex discrimination under Title IX (including sexual harassment, sexual assault, dating violence, domestic violence, or stalking). Notice to any official with authority, including the Title IX Coordinator, constitutes actual knowledge by the College. The College limits information sharing to those with a need to know to implement supportive measures, conduct safety assessments, or carry out the grievance process. Confidentiality requests will be considered, but may not be honored when there is a safety risk to the campus community.

Reporting Procedures

For immediate threats or crimes in progress: call 911 first, then notify the Campus Director and/or submit an incident report (or share the police report number). For non-emergencies, report to the Campus Director. The College issues Timely Warnings for Clery Act crimes that pose a serious or continuing threat and Emergency Notifications for significant emergencies or dangerous situations involving an immediate threat (34 CFR 668.46(e) and (g)). Decisions are made without delay, considering community safety. Written notifications of on- and off-campus resources are provided to victims in writing, regardless of whether law enforcement is involved.

Incident Report:

An incident report is an official report taken by an college employee documenting information about an incident as defined above. A police agency report may serve as an official incident report under this definition.

All college staff, faculty and students are asked to assist in making the college a safe place by being alert to suspicious situations or persons and reporting them as outlined below.

If you witness, are the victim of, or are involved in any on-campus violation of the law such as assault, robbery, theft or sex offense, contact the local police agency (911) and follow their directions. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable.

Offenses or incidents of a lesser nature including, but not limited to: property crimes and larceny shall be immediately reported to the Campus Director who will inform additional college employees, as applicable. If an individual notices a person(s) acting suspiciously at a campus, she/he should contact the Campus Director or the local police agency (911), based on the situation.

Incidents requiring medical attention should be reported to local emergency 911 center. In addition, the individual should immediately report the incident to the Campus Director who will inform additional college employees, as applicable. The Campus Director will complete an incident report.

In the event of a critical incident or violent criminal act, the college, in conjunction and communication with local law enforcement will, in accordance with the Jeanne Clery Act (34 CFR 668.46(e), issue a "timely warning". All college staff and students are provided with written notification by the administration regarding

existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community, upon request.

Identification of College Campus Security Authorities:

The College designates as CSAs: Campus Director, Title IX Coordinator, and Corporate Office representatives with student oversight. CSAs must promptly report good-faith allegations of Clery Act crimes that occurred on Clery geography to the Clery compliance designee and/or Title IX Coordinator, with sufficient detail for classification (include personally identifying information only as necessary and consistent with privacy obligations). CSAs receive annual training on Clery crime categories, geography, and reporting duties.

Facility Access:

All visitors and non-students are required to check in with the administration office before entering any other area / facility of the campus. Campus facilities exist to provide the spaces in which the college's primary mission is fulfilled. Any activities occurring inside a campus facility must be an appropriate use of the facility. The college maintains the right to scrutinize all utilization of the space; determine what constitutes appropriate use; deny use; and/or change fees for services and equipment utilized. The campus is deemed closed to the general public after normal hours of business operation or when buildings are locked unless an event or function is sanctioned by the college and approved by the President. College facilities serve primarily the educational mission and are open to students and employees during normal hours of business operation. There are no residence facilities associated with the campus.

Law Enforcement:

The College does not maintain a sworn police or security department and has no arrest authority. The College encourages accurate and prompt reporting of crimes to local law enforcement and to the College.

Crime Awareness / Prevention:

Normal operating procedures, rules and regulations are covered with students during orientation. Students are provided with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking, and consent in compliance with the Clery Act.

Sex offenses should be reported to local law enforcement immediately. Counseling and education information is available by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673). The Louisiana registry of sex offenders and child predators may be accessed by phone at 1-800-858-0551 or 225-925-6100 (8:00 a.m. until 4:30 p.m. CST) or on the Internet at <http://www.lasocpr.lsp.org/socpr/>.

The Louisiana Coalition Against Domestic Violence provides the college with numerous publications and materials for awareness and prevention of domestic violence and dating violence and students can also access these resources at <https://lcadv.org/resources/>.

The college offers bystander intervention programming in an effort to ensure that each member of the campus community is invested in creating a safe campus environment for themselves and others. Program participants are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists. Students and personnel can also access these resources at <https://stepupprogram.org/>.

Title IX

The college prohibits all forms of illegal discrimination, harassment, intimidation, and coercion on campus and at college related activities and functions. The college is required to investigate all allegations regarding sexual misconduct under Title IX. Sexual misconduct incorporates a wide range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing another person. A list concerning registered sex offenders may be obtained at <https://www.icrimewatch.net/louisiana.php>.

Hostile Environment Harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity

(i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: (i) The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity; (ii) The type, frequency, and duration of the conduct; (iii) The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) The location of the conduct and the context in which the conduct occurred; and (v) Other sex-based harassment in the recipient's education program or activity.

Sexual Harassment: Unwelcome behavior of a sexual nature including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Violence: Any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved.

Consent: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Dating/Domestic Violence: Any of the following engaged or threatened to be engaged in by an adult against another adult living with or in a dating relationship with the person:

- Intentional impairment of physical condition
- First, Second or Third Degree Sexual Assault
- Whoever intentionally causes damage to any physical property of another without the person's consent

Stalking: Behavior directed at a specific person(s) that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Voyeurism: Practice of spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other actions usually considered to be of a private nature.

Help & Support: Emergency (911), law enforcement reporting, institutional reporting (Title IX Coordinator, Campus Director), anonymous reporting, and confidential support resources. Reporting to the College is independent of reporting to law enforcement; the College will assist with contacting law enforcement upon request. Victims receive written notification of rights, options, and available supportive measures and accommodations.

On-Campus

If you fear for your immediate safety, contact 911.

Note that by law, all staff are mandated to report any potential Title IX violations for investigation.

Off-Campus

Contact your local Police Department to report abuse and to help keep yourself safe, 911 or the non-emergency number. Any of the on-or off-campus resources can assist in finding information about legal options such as filing a protective/harassment order. Even if you do not plan on talking to anyone on campus about the incident, please submit a report form. This information will help the college obtain a more accurate picture of violence that is happening on and around campus.

Bystander Intervention

The college believes that risky, potentially dangerous situations can be avoided if a bystander witnesses the event and steps in to intervene. The college encourages students who observe a concerning situation to move past being a bystander and become active.

Here are some tips to become an active bystander:

- Dial 911
- Tell a staff person what you observed
- Submit a report.
- Yell for help
- Intervene directly, if you feel you can safely do so
- Ask a victim if he/she is OK and actively listen to them without telling them what to do

Emergency Alert System: Our campus currently uses Student First, the College's student information system, to initiate outreach for emergency alerts. In addition, supplemental announcements and updates may be distributed through our social media platforms and Canvas, the College's learning management system. The College will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Campus Director and/or Corporate Office is responsible for initiating emergency notifications.

Alcoholic Beverages: Alcohol is prohibited on campus and at College activities. Violations may result in disciplinary action up to suspension/expulsion or termination. See the College's Drug and Alcohol Abuse Prevention Program (DAAPP) for standards of conduct, legal sanctions, health risks, available counseling/treatment, and disciplinary sanctions. The DAAPP is distributed annually and reviewed biennially for effectiveness and consistency of enforcement.

Illegal Drugs or Weapons: Illegal drugs and unlawful possession or use of controlled substances are prohibited. Weapons are prohibited on College property and at College activities, subject to state law exceptions. Violations may result in disciplinary action up to suspension/expulsion or termination and referral to law enforcement.

Drug & Alcohol Abuse Prevention and Awareness: During the financial aid interview, this document is handed out to each student. A copy of this statement is included in each "new employee package." All students and employees are encouraged to seek professional help for any problems, and are advised to seek guidance from the designated school official as to professional help available.

Annual Security Reports

The ASR includes three years of Clery crime statistics and required policy statements and is distributed to all current students and employees by October 1. It is available to prospective students and employees upon request and on the College website at deltacollege.com. Statistics are submitted annually via the U.S. Department of Education Campus Safety and Security site at <https://survey.ope.ed.gov/campussafety>. Clery geography includes on-campus property, noncampus buildings or property, and public property immediately adjacent to and accessible from campus.

Health & Safety Measures

The College maintains written emergency response and evacuation procedures, conducts at least one annual test (announced or unannounced), and documents each test (description, date, time, and whether announced). Students are encouraged to maintain health insurance.

First Aid

Basic first aid kits are maintained in the front office and designated locations. Employees are trained on how to access emergency medical services and complete incident documentation.

Accidents & Health/Safety Emergencies

Accidents and emergencies must be reported immediately to the Campus Director or designee. The Director assesses and initiates 911 if warranted. Refusal of treatment by a conscious and coherent individual is documented. The College investigates incidents, completes incident reports, and maintains records, including for externship/clinical sites. The College evaluates whether changes to procedures are needed and implements approved changes.

Insurance

The institution maintains student malpractice and liability insurance for each student enrolled. This coverage extends with the student to all clinical sites. The institution also maintains general liability insurance.

Weather Emergencies / Evacuations

The Campus Director or designee assesses weather-related threats and determines operational status, considering local authorities' guidance. Notifications are issued through the Emergency Alert System. Evacuations are facilitated per local authority recommendations. The College conducts and documents at least one annual test of emergency response and evacuation procedures.

Test of Emergency Response

The college tests the emergency response and evaluation program routinely to ensure procedures are current and effective.

Notification of Changes from Provided Information

The student is required to notify the Business Office and the Dean of Education of any change in marital status, address, telephone number, etc. Employment opportunities are sometimes lost because the College cannot locate students.

Title IX Formal Resolution Process Flowchart

This document is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *school catalog* available at www.deltacollege.com.

Receipt of Complaint

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of the school.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator or submit compliant to titleIX@deltacollege.com.
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not willing or able to willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant's stead.
- Retaliation against any participant (complainant, respondent, or witness) is strictly prohibited and subject to disciplinary action
- All records related to complaints, investigations, hearings, appeals, and supportive measures will be maintained for at least seven years, in accordance with federal regulations.

Notice of Supportive Measures

- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (as outlined in school catalog).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed, and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.
- All supportive measures offered and provided will be documented regardless of whether a formal complaint is filed.

Determination to Proceed with an Investigation

- The appropriate Title IX coordinator or designee determines whether the allegation(s): 1. occurred while participating in or attempting to participate in the school's education program or activity, 2. impacted a person in the United States, and/or 3. if proven, would meet the definition of prohibited conduct.
- If the allegations meet the criteria defined above, the appropriate Title IX coordinator or designee assigns an appropriate individual(s) to investigate the complaint.
- If the allegation(s) should be addressed through another school process, the appropriate Title IX coordinator or designee forwards the complaint to the appropriate party.
- If the allegations do not meet one (1) or more of the criteria listed above, the complaint is dismissed. Additionally, the school may dismiss a complaint at any time if: 1. the complainant would like to withdraw the complaint, 2. the respondent is no longer enrolled at or employed by the school, or 3. specific circumstances prevent the school from gathering evidence sufficient to reach a determination.

Investigation

- The respondent is presumed to be not responsible for the alleged misconduct until a written determination is made at the conclusion of the Title IX complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator, not the parties.
- The investigator notifies the parties of their rights and options.
- The investigator meets separately with each party and their respective advisors (if the parties elect to provide their own advisors during this phase).
- The investigator meets separately with each witness.
- The investigator engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator or designee. If the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from the school premises, temporary employee administrative leave, etc.), the respondent has the right to challenge the interim action(s) immediately after the removal.

Title IX Formal Resolution Process Flowchart

This document is an overview of the *Title IX* formal resolution process. For specific procedures, see the current *school catalog* available at www.deltacollege.com.

Investigation Report

- At the conclusion of the investigation, the investigator writes an *Investigation Report* that fairly summarizes the investigation and includes all evidence.
- The investigator sends the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) the *Investigation Report* in electronic format or hard copy, and gives them 10 days to respond to the document prior to finalizing it.
- The investigator finalizes the *Investigation Report* at least 10 days prior to the live hearing.
- The investigator notifies the parties and their respective advisors (if the parties elect to provide their own advisors during this phase) simultaneously in writing of the final *Investigation Report*, and sends a copy of the document to them in electronic format or hard copy.

Live Hearing

- The investigation is followed by a live hearing.
- If a party is unable to obtain an advisor, the appropriate Title IX coordinator or designee assigns an appropriate advisor to the party for the purpose of conducting cross-examination for the party during the live hearing.
- The appropriate Title IX coordinator or designee notifies the parties and their respective advisors simultaneously in writing of the date, time, and place of the live hearing.
- Specific procedures for the live hearing, including time limits for statements, rebuttal, and cross-examination, will be provided to the parties and their respective advisors prior to the live hearing.
- The appropriate Title IX coordinator or designee assigns an individual(s) from the pool of hearing officers to conduct the live hearing.
- The hearing officer deliberates on the evidence, determines responsibility using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes a Written Determination of Responsibility.
- Live hearings will be audio or video recorded, or a transcript will be created, and both parties will have access to this

Appeal

- Either the complainant or respondent may appeal the hearing officer's determination within 10 school business days on the following grounds: 1. procedural irregularity that affected the outcome, 2. new evidence not reasonably available that could affect the outcome, or 3. conflict of interest or bias by the school's participants that affected the outcome.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee assigns the appropriate vice president or designee to serve as the appeal decision-maker.
- The appropriate designee deliberates on the evidence, makes a determination using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an *Appeal Determination*.

Expulsion and Termination Appeals

- In cases where expulsion of a student or termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator or designee within 10 school business days of the appeal decision-maker's determination.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee forwards all information regarding the case to the school president or designee.
- The school president or designee deliberates on the evidence and makes a determination to affirm, modify, remand, or reverse the recommendation for expulsion or termination.
- The school president or designee's decision is final and non-appealable.

EXAMINATION OF STUDENT RECORDS

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, a student or former student has the right to inspect his/her educational record which is maintained by the School. In order to insure that the School's records are not inaccurate or misleading and to provide an opportunity for the correction or deletion of such inaccurate or misleading data, a student may request a hearing to challenge the content of his/her record. The student must comply with the following procedure:

Procedure for Examination

All requests to inspect a student's educational record must be in writing. Upon receipt of a completed request, or as soon as practical thereafter but in no event longer than three (3) school days after the request is received, the Administration shall notify the student of the date, time and place for inspection of his/her educational record. The date shall not be more than thirty (30) days after the request was received.

Challenge to the Record

A student may challenge any data in his/her educational record which he/she considers to be in violation of the privacy or other rights of the student. To avail himself/herself of such a hearing, the student shall file written challenge to the record. Such challenge shall specify the following: a) The specific data contested to be inaccurate, misleading, or in violation of the privacy or the right of the students; b) The reasons why the data is contested to be inaccurate, misleading, or in violation of the right of privacy or the rights of the students; c) The names and addresses of all persons who have, or may have knowledge, information, records or other data relevant to the contested data; and d) A request for a hearing on the challenge.

RELEASE OF INFORMATION

Delta College West does not permit access to or release of confidential information without the written consent of the student to any individual or agency for any reason except the following: 1) When records are required by school officials in the proper performance of their duties; 2) Organizations conducting studies for educational and governmental agencies; 3) U.S. Government agencies as listed in Public Law 93-380; 4) Accrediting agencies; 5) Parents of dependent minors as defined in the Internal Revenue Code of 1954; 6) Appropriate persons in connection with an emergency; 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution; 8) In connection with the award of financial aid; and 9) In response to legal court orders.

Students must complete and sign a FERPA authorization form in the Financial Aid Office or from the Campus Director in order for parent(s), spouse, or other relative(s), to discuss and/or disclose educational records with school personnel.

Delta College West maintains files containing the following information for each student: 1) Social Security number; 2) name; 3) local address; 4) local telephone number; 5) permanent address; 6) permanent telephone number; and 7) medical information.

Additional items of information which may be released without the written approval of students include: dates of attendance, date and place of birth, participation in officially recognized activities, and the most recent previous educational institution attended.

ADVISING

Staff and Faculty are available during regular school hours to aid the student with problems that may arise, whether academic or personal.

ORIENTATION

Prior to class attendance, each new student attends an orientation to student life at Delta College West.

STUDENT HOUSING

There are no dormitory facilities at Delta College West. Students from out of town or out of state must secure their own residence; however, the School will assist students in finding suitable accommodations.

SATISFACTORY ACADEMIC PROGRESS POLICY CLOCK-HOUR PROGRAMS (COSMETOLOGY/NAIL TECHNICIAN)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the federal regulations established by the United States Department of Education.

Process Overview & Responsibilities

The school developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The Campus Director or designee reviews the SAP policy to ensure it meets all requirements. All changes to academic policies are evaluated to determine if there is any update needed to SAP as a result of the change.

Evaluation Periods

The school utilizes a 900 clock-hour academic year. Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Program: 900 clock-hour academic year:

First Academic Year: 450 and 900 clocked (actual) hours

Second Academic Year: 1200 clocked (actual) hours

Nail Tech Program: 600 clock-hour program

Evaluation at 300 clocked (actual) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations Policy

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	84 Weeks	2250
Cosmetology (Part time, 15 hrs/wk) – 1500 Hours	168 Weeks	2250

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Academic Progress Evaluations Policy

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a 2.0 cumulative grade point average at the end of each evaluation period.

The grading scale is as follows:

A – 100-90;	4.0 Quality Points
B – 89-80;	3.0 Quality Points
C – 79-70;	2.0 Quality Points
F – Below 70;	0.0 Quality Points

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment Of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Satisfactory Academic Progress Readmission Policy

A student dismissed for failure to make satisfactory academic progress may reapply for readmission by following the "Appeal" process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted in the same progress status as where they left. Such student shall meet the institution's satisfactory academic progress standards including a minimum 67% clock hour attendance and at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory academic progress and will only be granted once. This process does not apply to any other withdrawals or dismissals.

Noncredit, Remedial Courses, Repetitions

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Repeated Courses

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the clock hours will be included when determining the quantitative (time frame) standard.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Requirements for Satisfactory Progress and Continued Receipt of TITLE IV Funds Credit-Hour, Non-Term Programs (Medical Assistant)

Process Overview & Responsibilities

To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 668.16(e) of HEA 1965. The college developed policies to determine the academic standards that students are expected to meet and then a means and schedule of measuring the achievement of those qualitative and quantitative standards.

SAP standards are established and monitored by the Office of Academic Affairs. The relevant SAP policies are summarized below.

All students must maintain Satisfactory Progress according to the following standards in order to continue enrollment. Satisfactory Progress is measured at the beginning of each term/semester, and will be checked prior to disbursement of aid.

Same As or Stricter Than

The SAP policy of the college for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid. However, the Title IV SAP policy may not be as strict as the college's academic policy – For more specific information, please note:

1. Please read "Rules and Regulations" in the main catalog for requirements concerning attendance, tardiness, grading, make-up tests, graduation requirements, etc. for more specific information on expectations of the college, and
2. Look at the requirements for your specific major to learn the requirements of that major. For example, the PN program requires that all classes be completed on the first attempt with a "C" or better.

The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Academic Affairs notifies financial aid office if the school changes its academic policies.

Increments of Measurement and Quarter Credit, Non-Term Basis

To ensure the student is making sufficient progress both quantitatively and qualitatively, the college's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. But in any case it cannot be longer than half the program or one academic year, whichever is less. For example in a 22 credit program, an increment must not exceed 11 credit hours.

The college operates on a quarter credit, non-term basis with all programs being one or two academic years in length. Each academic year is divided into two payment periods for Title IV funding. As such each student must complete the required academic work and attendance requirements for the current payment period before receiving any Title IV proceeds for the next payment period.

1. One academic year programs: There are two equal payment periods throughout these programs. Each payment period is equivalent to one half ($\frac{1}{2}$) of an academic year. During the first payment period, the student must complete one half ($\frac{1}{2}$) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the second payment period.
2. Two academic year programs: There are four equal payment periods throughout these programs. Each payment period is equivalent to one half ($\frac{1}{2}$) of an academic year. During each payment period, the student must complete one fourth ($\frac{1}{4}$) of the program in quarter credits and time requirements in order to gain Title IV eligibility for the next payment period.

Full Time Students

A full time student must be scheduled for a minimum of 36 quarter credits per academic year or the prorated equivalent for a program of less than one academic year. Because this institution measures in non-term quarter credits, the length of a full academic year varies but is never less than 30 weeks of instruction.

Part Time Students

Although virtually all students at the college are full time, we occasionally admit part time students. Part time students must also comply with SAP. However, the time limits (as listed in the following chart) will be adjusted to reflect the amount of time necessary at the current rate of attendance to complete each payment period. The part time student must earn all credits necessary to complete each payment period in order to gain Title IV eligibility for the next payment period.

Qualitative - Grade Point Average (GPA)

Students must maintain a 2.0 grade point average at all times while in school and in order to graduate. GPA is calculated at the end of each grading period.

If GPA falls below 2.0, the student will be notified in writing and will be placed on SAP Warning for the next grading period (minimum of six weeks). A copy of the notification will be made a part of the student's permanent record. If the student has not raised the cumulative grade point average to 2.0 at the end of the SAP Warning period, that student shall be dismissed from school for reasons of unsatisfactory progress.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student has not raised the cumulative GPA to 2.0 at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Quantitative – Time Frame

A student is required to satisfactorily complete the program of study in a maximum time frame of 1.5 times the normal program length (as measured in credit hours). A student must have satisfactorily completed at least 67% of the credits attempted at the end of each payment period in order to remain enrolled as a regular student.

Students who fail to meet this standard will be notified in writing and will be placed on SAP Warning for the next grading period (or six weeks, whichever is greater). If the student is not in compliance at the end of the SAP Warning period, the student will be dismissed from school.

Additionally, when it becomes evident that a student will not be able to graduate within 1.5 times the normal program length (as measured in credit hours), the student will be dismissed from school.

A student dismissed may "Appeal" for reinstatement as described below. If the appeal is granted the student will be admitted under SAP Probation for the next grading period. If the student is not in compliance at the end of the SAP Probation period, that student shall be dismissed from school for reasons of unsatisfactory progress.

Transfer Students

The college will count those transfer credits that apply toward the student's current program in determining SAP. A student who changes their major will be considered as a transfer student into the new program.

Withdrawals

A student who withdraws from a course and receives a grade of "W" in the course will have that course counted in the quantitative (time frame) standard of SAP, but not the qualitative (GPA) standard of SAP.

Incompletes

A student who receives an incomplete in a course must complete the course within 30 days or the "I" grade automatically changes to an "F".

Repeated Courses

If a student repeats a course, only the highest grade will be counted and previous grades will be deleted. The previous grades will be excluded when considering the qualitative (GPA) standard, but the credits will be included when determining the quantitative (time frame) standard.

SAP Warning

This status is assigned to a student who is failing to make satisfactory academic progress. A student placed on SAP warning, as described in the Quantitative and Qualitative standards, will maintain Title IV eligibility during the SAP warning period (not to exceed one payment period).

SAP Probation

This status is assigned to a student who is failing to make satisfactory academic progress and who successfully appeals. A student allowed to return on SAP Probation, as described in the Quantitative and Qualitative standards, will have eligibility for aid reinstated for one grading period (not to exceed one payment period).

Attendance

In accordance with the "Attendance Policy" in the "Rules and Regulations" portion of the catalog, any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

Appeal

When a student has extraordinary or mitigating circumstances (such as injury or illness, the death of a relative, or other special circumstances) an appeal may be submitted in writing to the Director of the Institution. The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow satisfactory progress to be made at the next evaluation. These circumstances will be considered in making a determination on satisfactory progress. The Director (or other appropriate personnel) will consider each case on its own individual merit and make a final decision.

Satisfactory Progress Readmission Policy

A student dismissed for failure to make satisfactory progress may reapply for readmission by following the “Appeal” process above. If the student demonstrates the desire and the academic ability to complete the program, the student will be readmitted on SAP Probation for the next grading period (or three weeks, whichever is greater). Such student shall meet the institution's satisfactory progress standards including at least a 2.0 GPA on subjects taken during the first grading period after re-entry. This process applies only to dismissals caused by lack of satisfactory progress and will only be granted once: This process does not apply to any other withdrawals or dismissals.

Satisfactory Academic Progress Chart

Full Time Program - One Academic Year

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
6.0 months	9 months	3 months	3 months	3 months	None	None	None
7.5 months	11.25 months	3.75 months	3.75 months	3.75 months	None	None	None
8.0 months	12.0 months	4 months	4 months	4 months	None	None	None
9.0 months	13.5 months	4.5 months	4.5 months	4.5 months	None	None	None
10.0 months	15.0 months	5 months	5 months	5 months	None	None	None
12 months	18 months	6 months	6 months	6 months	None	None	None
	Minimum Required GPA	2.0	2.0	2.0	None	None	None
	Rate of Progress*	67%	67%	67%	None	None	None

Full Time Program - Two Academic Years

Normal Program Length	Maximum Program Length	Evaluation Point # 1, Pymt Period	Evaluation Point # 2, Pymt Period	Evaluation Point # 3, Pymt Period	Evaluation Point # 4, Pymt Period	Evaluation Point # 5, Pymt Period	Evaluation Point # 6, Pymt Period
15 months	22.5 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
16.5 months	24.75 months**	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months	3.75 months
22 months	33 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months	5.5 months
24 months	36 months	6 months	6 months	6 months	6 months	6 months	6 months
	Minimum Required GPA	2.0	2.0	2.0	2.0	2.0	2
	Rate of Progress*	67%	67%	67%	67%	67%	67%

**24.75 months - The student may stay in school for up to 24.75 months, but Financial Aid eligibility ends after 22.5 months

*Rate of Progress = the percentage of courses attempted that must be successfully completed

CAREER SERVICES

Due to the proven competence of Delta College West graduates, area employers are in frequent communication with the school Career Services Office. Our Career Services Office maintains complete records of available positions and graduates' qualifications.

The services of the Career Services Office are available to graduates of all programs. Whereas no reputable school guarantees a job to any student, special effort is made to place all graduates in positions for which they are best qualified.

Career services are available at no additional cost to Delta College West graduates and include the following services:

1. Help in preparing a resume;
2. Advice on preparing for the interview; interview techniques and follow up, etc.;
3. Current job openings and potential employer lists;
4. Reference materials are available to students regarding job markets, interviewing, preparing a portfolio and preparing a resume'; and,
5. Referrals through notices of job openings (written and verbal) communicated to the school office.

All students seeking employment must submit a resume' to the Career Services Office during their final grading period prior to graduation. When possible, the Career Services Office will arrange interviews for students seeking assistance in gaining employment.

FINANCIAL AID

The primary purpose of financial aid is to provide monetary assistance to students who can benefit from post-secondary education, but who cannot do so without such assistance. It is believed that when an individual has the opportunity to develop his or her capacity, that person not only enhances him or herself, but contributes greatly to our society.

The Financial Aid Office at Delta College West is dedicated to: 1) Helping to remove the financial barrier for those students who are unable to pay; 2) Easing the financial burden for those who are more able to pay, but still are in need of financial assistance; 3) Striving to realize the goal of equality of educational opportunity; 4) Utilizing a consistent method for measuring the ability of families to pay for educational costs; and 5) Providing all students the opportunity to apply for aid.

Financial aid is to be offered after a determination that the resources of the family are insufficient to meet the student's educational cost. The Financial Aid Office makes the determination; then, a plan is recommended to the student that may include a combination of more than one type of aid. The School provides student financial aid to eligible applicants and priority is given to students who have the most financial need.

Most awards are renewable on an academic and award year basis if the financial need still exists, if academic and citizenship records are adequate and the student is making Satisfactory Academic Progress. The school defines its academic year as 30 weeks of training and 36 quarter credits or 900 clock hours and its award year is from July 1st to June 30th. Delta College West makes every effort to assist students who need financial aid to complete their program.

Forms/Application Information

Each student fills out the U.S. Department of Education's "Free Application for Federal Student Aid," commonly known as a FAFSA. This is a confidential financial statement of parental and student income. This form is available from the Financial Aid Officer or Campus Director. If you are interested in a student loan, a sample loan repayment schedule and the necessity for repaying the loan is included in the handouts you will receive from the financial aid office.

Eligibility

1) You must be enrolled as a regular student; 2) You must be a U.S. citizen or eligible non-citizen; 3) You must be making Satisfactory Academic Progress, 4) You must sign a statement that you are not in default on any Federal, Title IV, Higher Education Assistance (HEA) loan, that you do not owe a Title IV refund at any institution, and that you are not involved in unlawful drug manufacture, distribution, dispensing, possession or use; 5) You have signed a statement of registration compliance indicating that (a) you have registered with the Selective Service; or (b) that you are not required to register.

Aid Recipient Selection

Awards are determined and granted based upon financial need. Need is determined by evaluating the information you provide on your aid application. Students with greater need are given priority when awards are determined. If you are a handicapped student, let the financial aid officer know because your expenses may be higher with the costs associated with the handicap.

How Will My Aid Be Processed?

During your financial aid interview, we will tell you how and when your financial aid will be processed and how much your financial aid will be. Proceeds from the grant programs are credited to students' accounts.

When Will my Aid Be Processed?

Loan and grant payments are split into two payments per academic year. If federal student loans are utilized, the first loan disbursement is made 30 days after the first day of class if all the necessary paperwork is received and the student has completed a required Entrance Counseling session. The second loan disbursement is made once the student completes one half of the academic year in clock hours. The first grant payment is made as soon as the necessary paperwork is received after the student begins classes and the second grant disbursement is made once the student completes one half of the academic year in clock hours.

To Maintain Eligibility

1) A student must meet the Satisfactory Academic Progress Policy printed in this catalog; 2) You must be enrolled in order for disbursements of loan and grant to be credited to your student account; 3) If you are allowed to re-enter the school on a probationary basis after failing to meet the Satisfactory Academic Progress Policy standards, you must meet the terms and conditions of your probation in order to be eligible for further financial aid assistance; 4) A student may receive financial aid for no more than twelve (12) weeks while on probationary status.

Transfer Students

If you transfer from one school to another, your financial aid does not automatically go with you. To receive aid at Delta College West, check with our Financial Aid Officer to find out what steps you must take.

Verification

Some students are selected for a process called verification. When this happens, Delta College West is required to obtain documentation within 14 days that verifies any and all items/information requested by the USDOE, as well as any additional items/information requested by the school. The Financial Aid Office will inform the student of the documents needed to complete the verification process. Once the information is verified, financial aid can be processed. Any corrections needed to the student's information will be made by the Financial Aid Office, and the student will be informed of any changes to their financial aid as a result of those corrections. If a student fails to provide the required documentation by the deadline, he/she will not be eligible for financial aid and he/she will have to immediately make financial arrangements to remain in school. The Financial Aid Office is obligated to report any information from a potential student that is suspected as fraudulent in trying to obtain federal funds to the Office of Inspector General.

Veterans Information

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;

- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

REFUND POLICY

All monies paid by the prospective student, including Application Fees will be refunded if cancelled within 3 business days after signing a Certificate of Enrollment, or after first making a payment to the college, or if the application is rejected by the College. After 3 business days, all fees and tuition paid prior to entrance (with the exception of the \$100.00 Application Fee) will be refunded. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three business days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.

For tuition and fees collected in advance of a program start date, which is subsequently cancelled by the institution, the institution refunds 100% of the tuition and fees collected within 45 days of the planned start date.

For students withdrawing on or before the first day of class, the institution retains the Application Fee, not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date.

For students withdrawing prior to the completion of their program, the following will apply. When a student's withdrawal date is before the sixty percent (60%) or less point (in time) for the student's current payment period, the School shall refund the portion of the tuition and fee charges equal to the portion of the period of enrollment for which the student has been charged that remains on the last recorded day of attendance, rounded downward to the nearest 1 percent (1%) of that period. The School will retain 100% of the charges for the current payment period whenever a student withdraws after completion of more than the sixty percent (60%) point (in time) of the student's current payment period. The school will retain 100% of the charges for previously completed payment periods. For programs longer than the current payment period, 100% of the stated program price attributable to the period beyond the current payment period will be refunded when the student withdraws.

In the case of a prolonged illness, accident, death in the family or other extreme circumstance beyond the control of the student, the College will make a settlement with the student, which is reasonable and fair to both the student and the College.

For students enrolled in professional development, continuing education or other short-term courses who withdraw prior to the start date, the institution retains the Application Fee not to exceed \$100.00. All other tuition and fees are refunded within 45 days of the class start date. The institution retains all tuition and fees for students withdrawing after the first day of class.

Withdrawal Procedures

A student may voluntarily withdraw by notifying the appropriate school official (i.e. campus director, financial aid officer, registrar).

Any student missing eight (8) consecutive days of scheduled classes will be dismissed from school, unless the student is on an approved Leave of Absence.

In these cases a student is considered to have unofficially withdrawn and will be dropped from school within 14 days of their last date of attendance.

Students failing to return from an approved leave of absence will be determined as withdrawn as of the date the student was scheduled to return from the approved leave of absence.

A student may be dismissed from school for non-payment of tuition and fees, poor attendance, failure to meet academic standards, misconduct, or violation of policies as outlined in the school catalog.

The termination date for refund purposes is the student's last date of actual attendance (LDA). Refunds will be made within 45 days of the School's notification or determination that the student will not return. Any refunds due will first be made to any third party funding agency (as applicable) then to the student. All refunds, when due, are made without requiring a request from the student.

RETURN OF TITLE IV FUNDS

Students who receive financial assistance from Title IV programs (such as Federal Pell Grants, Federal Direct Loans, Plus Loans, FSEOG) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

Withdrawal prior to graduation may result in the loss of Title IV funding! Loss of Title IV funding does not relieve the student of contractual obligations to the School (See Refund Policy).

The college's refund policy and Return of Title IV procedures are independent of one another. A student who withdraws from school may be required to return unearned aid and still owe the college for the time attended. The responsibility to repay unearned Title IV aid is shared by the college and the

student.

Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any Student Loan or Pell Grant that may be outstanding after the School has made appropriate refunds.

Calculation

The law specifies the amount of Title IV program assistance that you earn when you withdraw from school. When you withdraw, the amount of Title IV aid that you have earned up to that point is determined on a pro-rata basis.

The percentage of aid earned = the number of days completed up to the withdrawal date divided by the total days in the payment period. (Scheduled breaks of five days or more are not counted as part of the days in the term.) If this percentage is less than 60%, this percentage is multiplied by the total amount of Title IV aid disbursed and Title IV aid that could have been disbursed to determine “Earned” Title IV aid. If this percentage is greater than 60%, the student earns 100% of the Title IV aid disbursed and the Title IV aid that could have been disbursed.

For example, if you completed 30% of your payment period, you earn 30% of the Title IV aid you were originally scheduled to receive during that payment period.

Another example, if you have completed more than 60% of the payment period, you earn all of the Title IV aid that you were scheduled to receive for that payment period.

Overpayments

If you received more federal student aid than you earned, the excess funds must be returned by you, the school, or both in the order specified by Federal law.

The school will return any “Unearned” Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew in the order specified by Federal law.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw due to other eligibility requirements – see the financial aid office for information specific to your case.

Post-withdrawal Disbursement

If you received less federal student aid than the amount that you earned, you may be able to receive those additional funds through a post-withdrawal disbursement. In order to receive a post-withdrawal disbursement, the student must meet all other Title IV eligibility requirements.

Grant Funds: The school will credit a student’s account with the post-withdrawal disbursement of Title IV grant funds for current charges for tuition and fees up to the amount of outstanding charges. The school will disburse any amount of a post-withdrawal disbursement of grant funds that is not credited to the student’s account within 45 days after the date of the school’s date of determination that the student withdrew.

Loan Funds: Within 30 days after the date of the school’s date of determination that the student withdrew, the school will notify the student (or parent for a PLUS loan) by certified mail of any post-withdrawal disbursement of loan funds, explaining various options and requesting instructions from the student. The student must respond within 30 days of receipt of the letter. If the school receives instructions within the 30 day period requesting that the disbursement be made, the school will make the post-withdrawal disbursement no later than 180 days after the date of the school’s date of determination that the student withdrew. If no instructions are received from the student, the post-withdrawal disbursement will not be made to the student and any excess funds in the school’s possession will be returned to reduce the student’s Title IV loan obligation.

For More Information

Additional explanations of the Return to Title IV Funds requirements are available in the School’s Financial Aid office. Also available are examples of refunds and an explanation of how the Return to Title IV Funds requirements and the applicable refund policy may affect a student’s obligations upon withdrawal.

REFUND OF INSTITUTIONAL GRANT

In the event of a student's withdrawal, the student's institutional grant will be pro-rated based on the same percentage of attendance used for the federal R2T4 calculation.

REFUND DISTRIBUTION POLICY

In the case of student withdrawal from classes prior to graduation, a refund of tuition received may be due. In such cases, refunds will be made within forty-five (45) days of the Institution's notification or determination that the student will not return. The distribution of refund will be made according to the following schedule:

1. Federal Unsubsidized Direct Loans (other than PLUS Loans)
2. Federal Subsidized Direct Loans
3. Federal Direct PLUS Loans received on student's behalf
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grants
7. Other non-federal loan, grant, and/or scholarship programs as applicable
8. Refunded to Student

TUITION AND FEES

Application Fee

Each applicant is charged a Application Fee of \$100 upon enrollment. Graduates entering a different program, and those students desiring re-entry due to voluntary or involuntary withdrawal will be charged the Application Fee for each entry or re-entry. Please refer to the “Re-Entry Fees” section of the catalog.

Technology Fee

Each student is charged a Technology Fee that will be billed throughout the duration of the student’s enrollment. This fee ensures students continue to have access to all electronic resources associated with the student’s program and aids the school in providing technological resources to the student.

Medical Assistant\$750

Cosmetology.....\$1500

Nail Technician\$600

Tuition & Fees Summary

Any guarantee funds and/or prepaid tuition amounts are applied to tuition and should be deducted from total amounts due. Tuition is billable in Payment Periods as described in the following section, “Payment Periods.”

Application Fee\$ 100.00

Cosmetology Program Tuition\$ 17,250.00

Books, Kit, Scrubs, Supplies*\$ 1,250.00

Technology Fee\$ 1,500.00

Total Cost.....\$ 20,100.00

Nail Technician Program Tuition\$ 6,400.00

Books, Kit, Scrubs, Supplies*\$ 810.00

Technology Fee\$ 600.00

Total Cost\$ 7,910.00

Medical Assistant Tuition\$ 14,950.00

Technology Fee\$ 750.00

Total Cost\$ 15,800.00

** A laptop, notebook or tablet computer is required for this program and is not included in this cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

Books & Supplies

Textbooks and most required supplies are not included with tuition for Cosmetology and Nail Tech programs. These items will be issued and charged to students as needed according to each student's class schedule. Incidental supplies such as paper, notebooks, pens, pencils, etc. are the responsibility of the student. Please refer to the Miscellaneous Fees section for more information.

The School assumes no responsibility for lost textbooks or supplies and any student in need of additional books or supplies (due to theft or loss) must pay for these when issued.

A student wishing to supply their own textbooks may be able to do so. See the academic office for a listing of required books and supplies including retail prices for kit items, texts, and other supplies.

Book and Supply Return Policy

Refund for Returned Items: If a student withdraws before completing the program, they may return any unopened, unused books or supplies in their original packaging within 20 days of withdrawal to receive a refund for those items. If no items are returned, no refund will be issued.

Nonreturnable Items: Due to health and hygiene concerns, all cosmetology and nail tech supplies that have been opened cannot be accepted for return and are considered nonreturnable. Used books may also be classified as nonreturnable if they are not in a condition suitable for reuse.

Computers: If the student has purchased a computer from the school, it can be returned within 30 days of purchase for a full refund only if the computer is still in “like new” condition and can be re-issued as new.

Seats: The curricula is in electronic format and student are issued seats to access materials. If a student has been issued a “seat” there is no refund available after 30 days as this “seat” cannot be re-issued to another student because the provider prohibits the transfers of these "seats" once they have been assigned. It is the student’s responsibility to request the school reclaim the seat if the student withdrawals prior to 30 days.

Resale Prevention: Books and supplies classified as nonreturnable will not be sold to other students.

Uniforms

Students are required to wear the full school uniform (after issued) for their respective programs. Uniforms will be issued shortly after the student has successfully completed the second week of class. Additional uniforms for all programs may be purchased from the School or an approved supplier.

Extra Instructional Charges & Make-Up Hours Fee

Each course/program has been scheduled for completion within an allotted time frame. The school has reserved space, equipment, licensed instructors and class time for each student and course/program. Any student needing to make-up hours due to incomplete work and/or absences will be charged additional fees in accordance with the following policy:

For hours made-up during the contract period: \$1.00 per hour. The institution schedules several make-up days during each grading period. An additional fee of \$1.00 per hour will be charged and must be paid in full before the make-up time begins for students taking advantage of this option.

For hours made-up after the contract period: \$5.00 per hour. If a student does not graduate within the contract period, additional training will be billed at the rate of \$5.00 per hour, payable in advance, until graduation.

Repetition Fees

The tuition amounts for each program of study allow for each course to be taken once. Any student needing to repeat a course due to failure, withdrawal, or incomplete work, will be charged an additional fee of \$50 per course. Any additional or replacement books and/or materials needed must be purchased separately. The student must pay these fees from non-financial aid funds prior to re-entry (for re-entries) or prior to retaking the class (for in-school students).

Re-Entry Fees

Students returning to school after a voluntary or involuntary withdrawal are considered re-entry students. Re-entry fees will be assessed according to the following:

- Less than 180 days of absence: A student returning within 180 days of their last date of attendance (LDA) will be treated as if the student did not cease attendance for tuition and financial aid purposes. The student will resume the same payment period. Re-entry tuition will be equal to the previous Enrollment Certificate charge less tuition paid against that charge. Application Fee charged. Repetition Fees apply.
- Between 180 days and 365 days of absence: Tuition charge will be equal to current full tuition less all previously billed tuition for the same program. (Important: Any balance owed from previous enrollments must be paid prior to re-entry.) Please note that a re-entering student in this time period may be required to repeat the entire program depending on various evaluative criteria and recommendations from the campus faculty and administration. Any student repeating courses during this time period will not be charged tuition for previously passed courses. Application Fee Charged. Repetition Fees apply.
- Over one year of absence: The student will be treated as a new student and must repeat the entire program from the beginning. The student will be charged current tuition. Application Fee Charged. Repetition Fees do not apply.

Leave of Absence Fees

There are no tuition or Application Fee charges for a student returning from an approved Leave of Absence. However, if a student must repeat courses, the “Repetition Fees” policy will apply.

Miscellaneous Fees

Application Fee.....	\$100.00
Replacement Name Tag	\$10.00
Student File Copies (unofficial), per page.....	\$2.00
Maximum per file request (unofficial).....	\$20.00

Student File copies (sealed/official; except diploma or transcript), per page.....	\$5.00
Maximum per file request (sealed/official; except diploma or transcript).....	\$50.00
Duplicate diploma (sealed)	\$15.00
Additional Transcript (sealed/official).....	\$10.00
LSBC Registration Fee	\$10.00
LSBC National Exam Fee*	\$88.00
LSBC Practical Exam, State Test Fee, and Initial Operator's License*	\$75.00
LSBC National Exam Retake Fee	\$88.00
LSBC Practical Exam Retake Fee	\$25.00
State Exam Retake Fee	\$25.00

* *One National Exam Fee and One Practical Exam and State Test Fee and the Initial Operator's License is paid by the school. Students are responsible for any retest fees.*

PROGRAMS OF STUDY

Medical Assistant

Cosmetology

Nail Technician



Medical Assistant

(Traditional and Hybrid)

Approximate Completion Time--7.5 months (Day)

This program is designed to prepare students for a broad spectrum of entry level positions in the Medical Assistant field. The student will learn the clinical as well as the administrative aspects of medical assisting. The students will gain lab and clinical competencies including phlebotomy techniques, 12-lead EKG procedures, specimen collection, infection control and safety measures, vital signs, and assisting with minor office surgery and physical exams. The students will gain administrative competencies in medical bookkeeping, medical insurance, basic billing, and coding, medical records, medical office software, and medical office ethics. The students will study appropriate anatomy and physiology and medical terminology. The student will be able to perform injections and master basic dosage calculations. The externship is designed to enhance the skills learned in the classroom by allowing the student first-hand experience in a medical office environment as part of the curriculum. Facilities such as clinics, physician's offices, and laboratories are among the many employment opportunities for medical assistants. Students completing this program can work in various aspects of the field such as Medical Assistant, Medical Secretary, Clinical Assistant, Phlebotomy Technician, EKG Technician, Lab Assistant, Medical Records, Personal Care Attendant, and Medical Receptionist.

Diploma Program

Course No.	Course Title	Credits	Total Hours	Lecture Hours	Lab Hours	Extern Hours
CM 121	Professional Development	3.0	48	22	26	---
DP 101	Computer Literacy	3.0	48	12	36	---
TP 111	Elementary Typing/Keyboarding	3.0	48	12	36	---
MO 201	Computerized Medical Office	3.0	48	12	36	---
MS 141	Medical Office Procedures	3.0	48	12	36	---
MS 142	Essentials of Medical Language/Terminology I	4.0	48	32	16	---
MS 143	Essentials of Medical Language/Terminology II	4.0	48	32	16	---
MS 144	Essentials of Medical Language/Terminology III	4.0	48	32	16	---
MS 145	Med Lab Procedures I	3.0	48	12	36	---
MS 146	Med Lab Procedures II	3.0	48	12	36	---
MS 147	Med Lab Procedures III	3.0	48	12	36	---
MS 149	Pharmacology	4.0	48	32	16	---
MS 221	Medical Assistant Externship & Cert. Review	<u>8.0</u>	<u>210</u>	<u>20</u>	<u>---</u>	<u>190</u>
Total Credits		48.0	786	254	342	210

Externship Scheduling

The externship portion of classes will be scheduled during those hours which fall in the normal working schedule of the facility to which the student is assigned.

Medical Assistant Health and Employment Requirements

Additional tests may be necessary to satisfy the requirements of the health care facility in which the externship is being conducted.

The Medical Assistant program does not qualify the graduate to work as a Nursing Assistant. No person may work as a Nursing Assistant unless certified by the State of Louisiana. The graduate of the Medical Assistant program is eligible to take a national certification exam. National Certification is not necessary for employment as a medical assistant and certification testing is not mandatory, but all graduates are encouraged to take the certification test in order to receive national certification as a medical assistant.

Certification

Graduates of the Medical Assistant program are eligible to take national certification examinations. National certification as a Certified Clinical Medical Assistant (CCMA); EKG Technician; Phlebotomist; or Electronic Records Certification is not required for employment or graduation. Graduates are encouraged to take the certification tests to enhance their employment prospects.

Prep Package

NHA – National Healthcareer Association	Exam Fee	SG/Practice Tests	Additional Practice Tests
CCMA - Certified Clinical Medical Assistant*	\$169.00	\$99.00	\$54.00
Phlebotomy Certification	\$134.00	\$92.00	\$54.00
EKG Technician	\$134.00	\$92.00	\$54.00
Electronic Records Certification	\$134.00	\$92.00	\$54.00

*One certification exam w/ prep package is paid by the school.

Additional Expenses

While enrolled in the Medical Assistant program at Delta College, students will incur the following expenses NOT covered by tuition:

White athletic or nurse's shoes.....	\$10.00 - \$80.00
Watch with second-hand	\$10.00 - \$20.00
Laptop	\$250.00 - \$400.00
Ear buds or headphones (for computer lab).....	\$5.00 - \$20.00

Cosmetology Program*

Diploma

Approximate Completion Time: 13 Months

This program is designed to prepare students for employment as entry-level cosmetologists or to provide supplemental training for persons previously or currently employed in the field of cosmetology. Graduation from the program provides the student with the minimum requirements to sit for the Louisiana State Board of Cosmetology License examination, a nationally recognized License. The program content includes, but is not limited to, hairstyling, haircutting, shampoo and scalp treatments, bacteriology and infection control, hair coloring, chemical rearranging, manicuring, pedicuring, facials, salon business, and employment information by a combination of theory and hands-on instruction.

Cosmetology Program

Course Number	Course Title	Total Hours
CO1001	Introduction to Cosmetology	225
CO1002	Introduction to Cosmetology Level 2	225
CO1003	Cosmetology Level 3	225
CO1004	Cosmetology Level 4	225
CO1005	Cosmetology Level 5	225
CO1006	Cosmetology Level 6	225
CO1007	Cosmetology Level 7	150
	Total Hours	1,500

All classes are taught on campus in a traditional setting. Instructional methods include lecture, lab, and clinical. Evaluation of students' learning included tests, return demonstration, observation and faculty appraisal and evaluation of student performance.

Attendance Requirement and Make-Up

Cosmetology students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday. Attendance is required for students who are absent or tardy from class. Any student needing to make-up hours due to incomplete work will be charged as follows: A) \$1 per hour if hours are completed during the contract period, and/or B) \$5 per hour if hours are completed after the contract period.

Cosmetology Employment Requirements

No one may work as a Cosmetologist in the State of Louisiana unless currently licensed by the State. To obtain this license, a person must pass an approved written national certification exam and LSBC practical exam. The application will be submitted by the School within seven (7) – ten (10) business days from student completing the necessary number of clock hours. A license will be issued by the LSBC once the Board has student has taken and passed both exams and met the necessary requirements.

Upon completion of the Cosmetology curriculum, the student is awarded a diploma/certificate acknowledging graduation.

Program Costs

Application Fee	\$ 100.00
Technology Fee.....	\$ 1500.00
Cosmetology Program Tuition.....	\$ 17,250.00
Books, Kit, Scrubs, Supplies*	\$ 1,250.00
Total Cost.....	\$ 20,100.00

** A laptop, notebook or tablet computer is required for this program and is not included in this cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

Certification

Graduates of the Cosmetology Program are prepared to take the Louisiana and National Licensing Exam. One National Exam Fee and One Practical Exam and State Test Fee is paid by the school.

LSBC National Exam Fee*

LSBC Practical Exam and State Test Fee*

Additional Expenses

While enrolled in the Cosmetology Program at Delta College West, students will incur additional expenses NOT covered by tuition. These items may include:

Supplies***

Replacement Name Tag	\$10.00
(1) pair black shoes	\$20.00 - 80.00
Black socks (per pair)	\$1.00 - 8.00
Laptop, Notebook, or Tablet Computer.....	\$240.00 - \$500.00

Licensure Fee

LSBC Registration Fee	\$10.00
LSBC National Exam Fee*	\$83.00
LSBC Practical Exam, State Test Fee, and Initial Operator's License*	\$85.00
LSBC National Exam Retake Fee	\$83.00
LSBC Practical Exam Retake Fee.....	\$25.00
State Test Retake Fee	\$25.00

** One National Exam Fee and One Practical Exam and State Test Fee and the Initial Operator's License is paid by the school. Students are responsible for any retest fees.*

NAIL TECHNICIAN Program*
Diploma
Approximate Completion Time: 6 Months

The primary purpose of the Nail Technician program is to train students in the basic manipulative skills, safety judgements, proper work habits, and desirable attitudes to pass the state board examination and for competency in job entry level positions as a nail technician, or related career avenue. Students will also be prepared to enter the Nail Spa and related career market with skills in spa and luxury services.

** A laptop, notebook or tablet computer is required for this program and is not included in Books/Supplies cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

Course Number	Course Title	Total Hours
NT100	Theory of Nails.....	100
NT101	Manicuring	100
NT102	Pedicuring	100
NT103	Nail Extensions, Wraps and Overlays.....	100
NT104	Nail Sculpturing	100
NT105	Nail Art.....	50
NT106	Business Skills.....	50
	Total Hours	600

All classes are taught on campus in a traditional setting. Instructional methods include lecture, lab, and clinical. Evaluation of students' learning included tests, return demonstration, observation and faculty appraisal and evaluation of student performance.

Attendance Requirement and Make-Up

Nail Technician students must complete all scheduled hours within each grading period. To aid students in completing all hours, make-up hours are regularly scheduled on Monday. Attendance is required for students who are absent or tardy from class. Any student needing to make-up hours due to incomplete work will be charged as follows: A) \$1 per hour if hours are completed during the contract period, and/or B) \$5 per hour if hours are completed after the contract period.

Nail Technician Employment Requirements

No one may work as a Nail Technician in the State of Louisiana unless currently licensed by the State. To obtain this license, a person must pass an approved written national certification exam and LSBC practical exam. The application will be submitted by the School within seven (7) – ten (10) business days from student completing the necessary number of clock hours. A license will be issued by the LSBC once the Board has student has taken and passed both exams and met the necessary requirements.

Upon completion of the Nail Technician curriculum, the student is awarded a diploma/certificate acknowledging graduation.

Program Costs

Application Fee.....	\$	100.00
Technology Fee	\$	600.00
Nail Technician Program Tuition.....	\$	6,400.00
Books, Kit, Scrubs, Supplies*	\$	810.00
Total Cost.....	\$	7,910.00

** A laptop, notebook or tablet computer is required for this program and is not included in this cost. The Admissions and Financial Aid offices have details on minimum system requirements.*

Certification

Graduates of the Nail Technician Program are prepared to take the Louisiana and National Licensing Exam. One National Exam Fee and One Practical Exam and State Test Fee is paid by the school.

LSBC National Exam Fee*

LSBC Practical Exam and State Test Fee*

Additional Expenses

While enrolled in the Nail Technician Program at Delta College West, students will incur additional expenses NOT covered by tuition. These items may include:

Supplies***

Replacement Name Tag	\$10.00
(1) pair black shoes	\$20.00 - 80.00
Black socks (per pair)	\$1.00 - 8.00
Laptop, Notebook, or Tablet Computer.....	\$240.00 - \$500.00

Licensure Fee

LSBC Registration Fee	\$10.00
LSBC National Exam Fee*	\$83.00
LSBC Practical Exam and State Test Fee*	\$85.00
LSBC National Exam Retake Fee	\$83.00
LSBC Practical Exam Retake Fee	\$25.00
LSBC Exam Retake Fee	\$25.00

* *One National Exam Fee and One Practical Exam and State Test Fee is paid by the school. Students are responsible for any retest fees.*

COURSE DESCRIPTIONS

The courses named and numbered herein, if scheduled, will be taught as described during the time covered by this catalog. Additional courses may be added at a later date and will be described by a printed catalog supplement before being offered. Courses offered under a previous catalog may have undergone name and number changes. Those courses will be credited on the basis of course material, content, and general description in comparison to current course offerings and credit hours. Scheduling of courses to be offered is at the discretion of Delta College of Arts & Technology, Inc.

The course numbering system consists of a two (2) letter and a three (3) digit number combination for each course. The numbers generally indicate the order in which courses are to be scheduled. The letters indicate subject area as identified below:

CO	Cosmetology
NT	Nail Technician
CM	Communications
DP	Data Processing
MO	Medical Office
MS	Medical Assistant
TP	Typing

COMMUNICATIONS

CM 121 – PROFESSIONAL DEVELOPMENT: 3.0 credits. Prerequisite: None.

General overall operation of the business office is emphasized through application of theory. Telephone techniques, basic training in files management, work ethics, job search, professional etiquette, and resume writing are covered.

COSMETOLOGY STUDIES

CO1001 Introduction To Cosmetology – 225 clock hours, No Prerequisites

This course includes information related to the history of cosmetology, life skills of a successful cosmetologist, state laws related to sanitation and sterilization in the beauty industry, hair growth, texture, and scalp properties, variety of methods of hairstyling (including hair design), and analysis of client's hair. Introduce professional and occupational standards found in the Louisiana State Board of Cosmetology Goldbook.

CO1002 Introduction To Cosmetology – 225 clock hours, No Prerequisites

Students are taught information related to professional image and communicating as a cosmetologist, state laws related to sanitation and sterilization in the beauty industry, including but not limited to the foundations of cosmetology. This course will provide content related to the foundational skills to become proficient in haircuts (blunt and graduated haircuts, clipper cuts), braiding and techniques of braiding (including design and extensions) and hairstyling, permanent waving, relaxing, straightening, nail structure and growth, and nail diseases and disorders. Additionally, the content includes the best practices and techniques for using chemistry and electricity as a cosmetologist.

CO1003 Cosmetology Level 3 – 225 clock hours, Prerequisites: CO1001, CO1002

Students will understand proper methods of performing a manicure and a pedicure safely and correctly. Additionally, this course will provide skills and knowledge with relation to hair coloring theory, with formulation and procedures being the foundation of the hair coloring portion of the course. Beyond the foundations of hair coloring the application of foil; to create special coloring effects, as well as usage of lighteners and formulating toners will be included in the content of the course.

CO1004 Cosmetology Level 4 – 225 clock hours, Prerequisites: CO1001, CO1002

This course introduces the theory on skin nutrition and growth as well as disorders and diseases.

Additionally, students are taught how to perform a client consultation for skin care, state regulations with relation to safety and best practices when performing skin are procedures is covered in the content. The content of the course introduces the student to various methods of hair removal. The wigs and hair additions portion of the course provides knowledge, and helps the student establish the differences between human hair and synthetic hair. Students will be exposed to the proper techniques for applying nail tips and understand the basic concepts of using monomer and polymer products to create sculptured nails, helping clients to also maintain natural nail health.

CO1005 Cosmetology Level 5 – 225 clock hours, Prerequisites: CO1001, CO1002

This course is an introduction to salon and spa management. Students will learn about rules, laws, sales, retail, and employment in the beauty industry. The instructor will review concepts and information found in the Louisiana State Board of Cosmetology Goldbook. Comprehensive review of topics from Modules 1-4, including but not limited to Infection control, properties of the Hair and Scalp, hair design and basic Haircutting. Students will practice hands-on procedures that will be presented on the state board of examination during this course.

CO1006 Cosmetology Level 6 – 225 clock hours, Prerequisites: CO1001, CO1002

This course is a comprehensive review of Modules 1-4, including but not limited to Chemical Texture Services, Braiding and Braid Extensions, Preparing for Licensure and Employment, Principles of Haircutting, Haircoloring, Hair removal and the Salon Business. Students will practice hands-on procedures that will be presented on the state board of examination during this course.

CO1007 Cosmetology Level 7 – 150 clock hours, Prerequisites: CO1001, CO1002

This course is designed to prepare the student to take the Louisiana State Board of Cosmetology practical exam. Students practice hands-on procedures that will be presented on the state board examination during this course. Students will gain a more thorough understanding of skills necessary to pass the Louisiana State Board of Cosmetology Practical Exam and for placement in entry level cosmetology positions. State board examination require each assessment to be performed in a specific time frame. Students will be focusing on mastering skills in the allotted time to ensure a successful outcome in preparation of licensure.

DATA PROCESSING

DP 101-COMPUTER LITERACY: 3.0 credits. Prerequisite: None. This course provides a comprehensive introduction to computer applications and foundational concepts in artificial intelligence. Instruction emphasizes the development of basic proficiency in the Microsoft Suite, fundamental computer functions, digital communication practices, and the practical use of technology. The course is designed to support digital literacy and workplace readiness through applications of these tools in business and healthcare environments.

NAIL TECHNICIAN STUDIES

NT100 Theory of Nails – 100 clock hours, No Prerequisites.

Students will be introduced to theory of nail concepts including, but not limited to: history of beauty and nail technology, life skills, professional image, salon communication skills, principles of infection control, the basics of electricity and chemistry, skin structure, growth and nutrition, and nail structure and growth / disorders/diseases, and general anatomy and physiology.

NT 101 Manicuring – 100 clock hours, No Prerequisites.

This course includes theory and procedural skills: state regulations for nail professionals, nail technology tools, professional nail products, the basic manicure, a man's manicure services, massage, spa manicures, aromatherapy, and Paraffin wax treatments.

NT 102 Pedicuring – 100 clock hours, Prerequisites: NT100, NT101

This course includes theory and procedural skills: pedicure tools, professional pedicure products,

disinfection, pedicure practices, and other related skills.

NT 103 Extensions, Wraps and Overlays – 100 clock hours, Prerequisites: NT100, NT101

This course includes theory and procedural skills: nail tips, nail wraps, maintenance, tip application, repair and removal, acrylic overlays, silk wraps, fiberglass wraps and other related skills.

NT 104 Nail Sculpturing – 100 clock hours, Prerequisites: NT100, NT101

This course includes theory and procedural skills: the application of acrylic nails using free form, monomer liquid and polymer powder nail enhancements, the usage of UV and LED gels, and other related skills.

NT 105 Nail Art – 50 clock hours, Prerequisites: NT100, NT101

This course includes theory and procedural skills: introducing clients to nail art, color theory, polish, paint, monomer liquid and polymer powered nail art, embellishments, airbrushing, and other related skills.

NT 106 Business Skills – 50 clock hours, Prerequisites: NT100, NT101

This course includes theory and procedural skills: preparing for licensure, employment, resume and cover letter development, employment portfolio, preparing for a job interview, managing money, operating a successful salon and other related skills.

MEDICAL OFFICE STUDIES

MO 201 – COMPUTERIZED MEDICAL OFFICE: 3.0 credits. Prerequisite: TP 111, DP 101. This course will provide the student with an introduction to the Practice Management and Electronic Health Records software. The student will gain familiarity with the different modules within an integrated PM and EHR software that includes: entering and maintaining patient information, appointment scheduling, charting, processing claims, entering payment and report generation.

MEDICAL ASSISTANT STUDIES

MS 141 – MEDICAL OFFICE PROCEDURES: 3.0 Credits. Prerequisite: None. This course includes a comprehensive lecture class that covers law and ethics as it relates to the medical office and HIPPA regulations. Students will work through a medical front office simulation packet that includes paper based and computerized learning opportunities in appointment scheduling, bookkeeping applications, including posting of charges, payments, invoices, and day sheets. Medical records management procedures are covered including written communications, filing, mail processing, marketing, and customer service. Students will be introduced to ICD 10 and CPT coding and completion of insurance claim forms.

MS 142 – ESSENTIALS OF MEDICAL LANGUAGE/TERMINOLOGY I: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical language and terminology of the integumentary, muscular, skeletal, special senses, nose, throat (respiratory) systems, eye and ear, and the body as a whole. The student learns general professional medical language pertaining to the design and function of the human body.

MS 143 – ESSENTIALS OF MEDICAL LANGUAGE /TERMINOLOGY II: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical language and terminology of the digestive, urinary, circulatory, and reproductive systems. The student learns general professional medical language pertaining to the design and function of the human body.

MS 144 – ESSENTIALS OF MEDICAL LANGUAGE /TERMINOLOGY III: 4.0 Credits. Prerequisite: None. This is a medical terminology course that includes basic word construction and learning the medical

language and terminology of the endocrine system, nervous system including psychological disorders, emergency procedures, medical records, diagnostic procedures, and the human body as a whole. The student learns general professional medical language pertaining to the design and function of the human body and common terms utilized in medical practice.

MS 145 – MED LAB PROCEDURES I: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to demonstrate best practices with relation to infection control (OSHA Bloodborne Pathogens Standards, sterilization and disinfection), skills concepts of vital signs, assist the physician in minor office surgery(including sterile field set up, and sterile technique), and assist the physician during a physical exam for adults and children.

MS 146 – MED LAB PROCEDURES II: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to perform urinalysis, ECG procedure, and assist the physician with a prenatal and gynecologic exam. The student will gain knowledge of procedures with relation to the colon.

MS 147 – MED LAB PROCEDURES III: 3.0 Credits. Prerequisite: None. Lecture and laboratory experiences prepare the student to understand the clinical laboratory, learn phlebotomy procedures, comprehend the components of a physical exam, understand microbiology and infectious diseases, perform procedures on the eye and ear, and perform CPR and first aid procedures.

MS 149 – PHARMACOLOGY: 4.0 Credits. Prerequisite: None. This course includes the study of Pharmacology basics including the history of drugs, sources, classifications, drug references, prescriptions and commonly used alternative therapies. Dosage Calculations training will include mathematical principals necessary to make dosage calculations as well as the basics of metric conversions, and the formula method of dosage calculation. Students will be instructed in the use of equipment, safety precautions, proper techniques, and charting procedures of medication administration as well as learn how to properly administer medications by various routes. Basic nutrition and how it relates to disease/healing processes is introduced.

MS 221 - MEDICAL ASSISTANT EXTERNSHIP: 8.0 credits. Prerequisite: All other courses in this curriculum must be successfully completed before this course is taken. The student will spend 190 hours working in a medical clinic or physician's office. All aspects of their medical assistant studies will be utilized. The student will also spend 20 hours in preparation and review for the certification exam. This course is graded as pass/fail.

TYPEWRITING

TP 111-ELEMENTARY TYPING/KEYBOARDING: 3.0 credits. Prerequisite: None. This course provides the student with the fundamentals of keyboarding that focuses on correct techniques to achieve keyboard control, accuracy and speed. This course will also provide well monitored skill building practices and typing drills to develop keyboarding/typing proficiency. Minimum speed requirement is 25 GWAM (Gross Words a Minute)/5 errors/5 minutes.

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