

Delta College West

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2026 CATALOG

Volume IX

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.

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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), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898/FAX: 770-396-3790, www.council.org. 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 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
Amanda Martinez.....	SIS Administrator

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

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.

Excessive absenteeism of greater than 20% in any class or as a whole is not acceptable and is grounds for disciplinary action. Generally, students will be allowed to miss no more than 5 class days in any six-week period. On the 6th absence the student may be dropped from the class and must wait until it is offered again to retake it.

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.

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). Delta College West may take into consideration absences that may not be required to be made up in order to receive course credit.

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.

Note: some programs have their own attendance requirements, which take precedence where they differ (please see the description of each program elsewhere in this publication).

Distance Education and Hybrid Attendance Policy

Purpose and Scope

This policy explains how the College records attendance and what instructor interaction students can expect for courses delivered fully or partly through distance education. It applies to all students enrolled in a distance education

(online) course or program and to all students enrolled in a hybrid course or program at any College campus. Except as stated in this policy, the Attendance, Tardiness, Make-Up Work, Leave of Absence and Withdrawal policies in this catalog apply to distance education and hybrid students in the same way they apply to students in traditional courses.

Definitions

Distance education course: A course in which instruction is delivered to students who are separated from the instructor, through the College's learning management system and related online tools. Each distance education course includes at least one (1) scheduled synchronous session per week, with the remaining instruction delivered synchronously (live, at a scheduled time) or asynchronously (completed by the student within a set time frame).

Hybrid course: A course that combines required face-to-face instruction on campus (including labs, skills check-offs, clinicals and externship preparation) with distance education instruction.

Scheduled class day: Any day on which instruction or activities are scheduled in the course calendar provided to the student at the start of each course.

Academically related activity: An activity in which the student actively engages with course content or the instructor. Academically related activities include:

- submitting an assignment, project or lab;
- taking a quiz, test or exam;
- participating in a live (synchronous) virtual class session;
- posting a substantive response in an online discussion about course content;
- completing an interactive tutorial, simulation or computer-assisted instruction activity that records student work; and
- initiating contact with the instructor to ask a question about course content.

Logging in to the learning management system or another online system, viewing course materials without completing an activity, and communicating about non-academic matters are not academically related activities and do not count as attendance.

How Attendance Is Tracked: Distance Education Courses

Attendance in a distance education course is measured by the student's participation in academically related activities, not by time logged in. Each course calendar assigns academically related activities to each scheduled class day, along with the number of instructional hours associated with each activity. Course calendars, including the academically related activities and instructional hours assigned to each scheduled class day, are approved by the Corporate office or designee before the course is offered and are applied consistently at every campus offering the course.

1. A student is counted present for a scheduled class day when he or she completes the academically related activity or activities that the course calendar designates as required for attendance on that day by 11:59 p.m. Central Time on that day.
2. The student is credited with the instructional hours the course outline assigns to each activity he or she completes. Hours are not credited for activities that are not completed.
3. For a live (synchronous) virtual session, the instructor records attendance at the start of the session. The Tardiness policy applies, and minutes missed are recorded in the same way as for a traditional class.
4. Participation is documented by the date and time stamps recorded in the learning management system. Instructors review participation daily and post attendance to the College's student information system at least weekly.
5. Work submitted after the due date counts as participation on the date it is actually submitted, not the date it was due. Whether the late work is accepted for a grade is governed by the course syllabus and the Make-Up Work policy.

How Attendance Is Tracked: Hybrid Courses

Hybrid students must meet both of the following requirements. Meeting one does not satisfy the other.

1. **On-campus attendance.** For each scheduled on-campus session, attendance is taken in person by the instructor, under the same Attendance and Tardiness policies that apply to traditional students. A hybrid student who completes the online work for a day but does not attend a required on-campus session on that day is absent for the on-campus session.
2. **Online participation.** For the distance education portion of a hybrid course, attendance is measured by participation in academically related activities as described in the section above. Attending an on-campus

session does not take the place of online activities assigned for the same period.

Labs, skills check-offs, clinicals and externships must be completed in person and are subject to the attendance and make-up requirements of the student's program.

Instructor Interaction and Communication

Students in distance education and hybrid courses have regular, scheduled interaction with their instructors, in addition to the participation requirements described above.

- Distance education courses include at least one (1) scheduled live (synchronous) virtual session with the instructor each week, as shown in the course calendar.
- Hybrid courses include at least two (2) scheduled meetings with the instructor each week, as shown in the course calendar.
- College email and the College's learning management system are the only official channels for communication between students and instructors. Messages sent any other way, such as by text message or personal email, are not considered official.
- Instructors respond to student messages and requests for academic help sent through an official channel within 48 hours, excluding weekends and College holidays. If a question needs more time to resolve, the instructor will acknowledge it within 48 hours and tell the student when to expect a full response.
- Instructors keep scheduled office hours, in person or through approved electronic methods, which are listed in the course syllabus.

Absences and Consequences

A scheduled class day on which a distance education student completes no assigned academically related activity, or a required on-campus session a hybrid student does not attend, is recorded as an absence. The following apply:

- Absences are counted under the College's general Attendance policy, including the limit of 20% of any class and the limit of no more than five (5) class days in any six-week period. On the sixth (6th) absence, the student may be dropped from the class.
- An instructor will contact any student who has no academically related activity for three (3) consecutive scheduled class days, and will notify the Campus Director or designee.
- A student who has no academically related activity and attends no required on-campus session for eight (8) consecutive scheduled class days will be dismissed from school, unless the student is on an approved Leave of Absence.
- Program-specific attendance requirements, including those required for licensure, still apply and take precedence where they are stricter.

Last Date of Attendance and Withdrawal

For a student who withdraws, is dismissed or stops attending, the last date of attendance is the date of the student's last documented academically related activity in the learning management system or the last required on-campus session attended, whichever is later. Logging in without completing an academically related activity does not establish a last date of attendance. The College will determine the withdrawal date within fourteen (14) days of the last date of attendance, and that date is used for refund and Return of Title IV Funds calculations as described in this catalog.

Technical Problems

Students are responsible for maintaining the computer and internet access required by their program. A student who cannot complete an activity because of a technical problem must notify the instructor through an official channel, or by phone if official channels are unavailable, within 24 hours and provide any available documentation. If a College system outage is confirmed by the IT department or the Campus Director or designee, the affected activity deadlines will be extended and no absences will be recorded for the outage. Other technical problems are reviewed by the Campus Director or designee case by case, and each decision is documented in the student's record.

Records

Learning management system activity reports and attendance records posted to the student information system are the official attendance records for distance education and hybrid courses. They are kept as part of the student's academic record under the College's record retention policies and are available to the student on request.

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.

Student Code of Conduct

The College seeks to provide an environment that supports learning and prepares students for professional careers. Students are expected to conduct themselves with honesty, integrity, and respect.

Scope

This Code applies to student conduct in all College settings, including classrooms, laboratories, clinics, clinical and externship sites, College-sponsored events, and College online platforms. It also applies to conduct outside these settings when the conduct involves members of the College community, patients or clients, or clinical partners;

when it is publicly connected to the College; or when it is described in the Prohibited Conduct list below. The College does not otherwise regulate students' personal lives.

Expected Standards

Students are expected to:

- treat fellow students, faculty, staff, patients, clients, and visitors with courtesy and respect;
- attend all scheduled classes and clinical sessions on time, as described in the Attendance policy;
- follow the Dress Code and keep a clean, professional appearance and work area, including helping to keep classrooms and labs clean and orderly;
- complete all academic work honestly, as described in the Honor Code;
- protect the confidentiality of patients, clients, and members of the College community;
- cooperate with faculty and staff and follow their reasonable directions;
- smoke or use tobacco and vaping products only in designated areas; and
- meet all financial obligations on time.

Prohibited Conduct

The following are examples of conduct that violates this Code and will result in disciplinary action.

Academic Integrity

1. Cheating, plagiarism, unauthorized collaboration, or any other form of academic dishonesty, as described in the Honor Code.
2. Posting, sharing, or selling examinations, quizzes, answer keys, or other course materials.

Safety

1. Any action that causes, or could reasonably cause, physical harm to students, faculty, staff, patients, clients, or the public.
2. Verbal or physical abuse, threats, bullying, or harassment of any person. Reports of sexual harassment, sexual assault, dating violence, domestic violence, or stalking are handled under the College's Title IX policy and grievance process, and discipline for that conduct is imposed only through that process.
3. Hazing, as defined and handled under the College's Hazing policy.
4. Possession of a weapon in violation of the College's weapons policy (see "Illegal Drugs or Weapons" under Security and Safety Policies and Procedures).
5. Being under the influence of alcohol, illegal drugs, or misused prescription medication in a College facility, at a clinical or externship site, or at a College activity; or using, possessing, or distributing alcohol or controlled substances in those settings. See the College's Drug and Alcohol Abuse Prevention Program.
6. Failure to follow the critical safety elements and skills standards required in laboratory, clinical, or practical settings.
7. Conviction of a felony, or of any offense substantially related to the student's field of study.

Respect for Others

1. Discrimination based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.
2. Use of profane, vulgar, or abusive language in a College setting.
3. Repeated disruption of class, lab, or clinical sessions, including through conversation, cell phone use, unrelated computer activity, or wearable technology (see the Electronic Device & E-Learning Policy).
4. Interfering with other students' progress or with the instruction of faculty and staff, or intentionally obstructing teaching, administration, disciplinary proceedings, or other College activities.

Professional and Clinical Conduct

1. Breach of the confidentiality of patients, clients, or members of the College community, including any violation of HIPAA or a clinical site's privacy policies.
2. Violation of the Social Networking Policy.
3. Refusal to provide care or services to a particular type of patient or client. The student will receive counseling on the suitability of the chosen career and may be dismissed. A student who needs an accommodation should contact the Campus Director before the assignment.
4. Repeated failure to follow the Dress Code.
5. Failure to comply with the reasonable directions of College officials or clinical preceptors.
6. Conduct in a College setting, or conduct publicly connected to the College, that is seriously unprofessional or that damages the College's relationships with its clinical partners or the community.

7. For any student whose program or clinical or externship site requires it: failure to report an arrest or criminal charge to the Campus Director within five (5) business days.

Honesty and Property

1. Theft of, or damage to, the property of the College or of any member of the College community.
2. Removing College supplies, books, equipment, or other property without prior written permission from the Campus Director.
3. Falsifying, or making grossly inaccurate, inconsistent, or illegible entries in, any patient, clinical, academic, or College record.
4. Any act of dishonesty, fraud, or deceit intended to benefit oneself or another or to harm another.

This list gives examples of the most common violations and is not a complete list. Conduct that is not specifically listed may still violate this Code if it is inconsistent with the Expected Standards, disrupts teaching or College operations, threatens the safety or well-being of any person, or harms the College's relationships with its clinical partners or the community. The Campus Director or designee has the discretion to determine whether conduct that is not expressly prohibited violates this Code and what disciplinary action is appropriate, following the Procedure below.

Disciplinary Actions

Depending on the seriousness and frequency of the violation, disciplinary action may include:

- a verbal or written warning;
- counseling or a corrective action plan;
- academic or disciplinary probation;
- suspension, or removal from a clinical or externship site; or
- dismissal from the College.

Violations involving safety, violence, weapons, substance use, or harm to a patient may result in immediate dismissal.

Procedure

The Campus Director or designee reviews reported violations. Before a decision is made, the student is told of the concern and given an opportunity to respond. When there is an immediate risk to the safety of any person, the College may remove a student from class or a clinical site while the review is completed. The student is notified of the decision in writing. Sexual harassment matters follow the Title IX grievance process, and hazing matters follow the Hazing policy. A student who is dismissed may appeal as described under "Re-entrance After Dismissal."

Social Networking Policy

Social media is a valuable communication tool, but its misuse can harm patients, clients, classmates, faculty, clinical partners, and the College. This policy applies to content on any social media platform, messaging application, blog, or online forum that involves patients or clients, members of the College community, clinical partners, College course materials, or the College, whether the student is on or off campus and whether the device is personal or College-owned. It does not regulate students' personal social media use that does not involve these people or subjects.

The rules below are examples and are not a complete list. The Campus Director or designee has the discretion to determine whether online conduct that is not specifically listed violates this policy or the Student Code of Conduct, based on whether it is consistent with the purpose of this policy.

Confidentiality and Privacy

- Students must protect the privacy of patients and clients at all times and comply with HIPAA, all applicable privacy laws, and the policies of each clinical site.
- Students may not post, share, or discuss any information that could identify a patient or client, including names, initials, photographs, room numbers, diagnoses, dates, or descriptions of unique circumstances, even if the student believes the information is anonymous.
- Photographs, video, and audio recordings are prohibited at all clinical and externship sites, and of any patient, client, or medical record.
- Students may not post photographs or recordings of classmates, faculty, or staff taken in classrooms, labs, clinics, or clinical or externship sites without their permission.

Professional Boundaries with Patients and Clients

- Students may not use information obtained through their training, including at a clinical, externship, or

clinic site, to look up, locate, or contact a patient or client.

- Students may not connect with, follow, or message, through personal social media accounts, any patient they cared for or observed during clinical or externship training.
- Students may not initiate personal social media contact with clinic clients. This does not prevent students from sharing professional or business contact information with a clinic client who asks for it.

Professional Conduct Online

- Students may not post content that is threatening, harassing, discriminatory, obscene, or defamatory toward any member of the College community, any clinical partner, or the College.
- Students may not post comments about patients or clients.
- Students may not post content showing themselves engaged in illegal activity, including illegal drug use.
- This policy does not prohibit students from sharing honest opinions about their experiences, provided the content does not identify a patient or client and is not false or defamatory. Concerns about a clinical site, preceptor, instructor, or the College should be raised through the Complaint Procedure.

Academic Integrity

- Students may not post, share, or sell examinations, quizzes, answer keys, assignments, or other course materials.
- Students may not record lectures or labs without instructor permission, unless the recording is an approved accommodation. Approved recordings are for personal study only and may not be posted or shared.

Representing the College

- Students may not use the College's name, logo, or images in a way that suggests they are speaking on behalf of the College.
- Students may not create accounts or groups that appear to be official College accounts without authorization.

Reporting and Consequences

Students who see content that violates this policy should report it to their instructor or the Campus Director. Violations are handled under the Student Code of Conduct and may result in disciplinary action, including removal from a clinical site, probation, or dismissal. Breaches of patient privacy may also result in civil or criminal penalties under federal and state law.

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.

Artificial Intelligence Use Policy

The College permits the responsible use of generative artificial intelligence (AI) to support learning. Because appropriate use varies by discipline and assignment, each instructor sets the rules for AI use in his or her course and states them in the syllabus. If a course syllabus does not address AI, students may not use AI for any coursework in that course unless they receive express written permission from the instructor. When AI use is allowed, students must disclose and cite it as the instructor directs.

Submitting AI-generated content as one's own work, or using AI when it is not permitted, is academic dishonesty under the Honor Code. Students remain fully responsible for the accuracy and originality of everything they submit.

Patient, Client, and Confidential Information. Students may not enter patient or client information into any AI tool. This includes names, initials, dates, photographs, diagnoses, medical record content, and any other

information that could identify a patient or client, whether it was obtained in the classroom, a lab, a clinic, or a clinical or externship site. Students also may not enter confidential information about other students or members of the College community. These requirements are in addition to the confidentiality requirements of HIPAA, each clinical site, the Student Code of Conduct, and the Social Networking Policy.

Instruction. The College and its instructors may use AI to support teaching and learning. AI does not replace instructors. All courses, including those delivered through distance education, are taught by qualified instructors, who remain responsible for instruction, interaction with students, evaluation of student work, final grades, and attendance records. Decisions that affect a student's grades, attendance, academic standing, or conduct are made by College faculty and staff, not by AI.

Accommodations. Students who need AI-based or other assistive technology as a reasonable accommodation should request it as described under ADA Contact. An approved accommodation takes precedence over the AI rules in a course syllabus.

Faculty and Staff. Faculty and staff must follow the College's Employee AI Use Policy.

Electronic Device & E-Learning Policy

The College is committed to a positive, focused, and equitable learning environment. This policy sets expectations for the use of electronic devices and e-learning materials in all classrooms and instructional settings, and applies to all students in all programs.

Required Devices and Approved Materials

Students in programs that require a laptop or other device, as listed under Admission Requirements, must bring the device to each class fully charged and ready for use. Only e-learning platforms and instructional materials approved by the College or the instructor may be used during class. Students are responsible for the security and working condition of their own devices.

Lockdown Browser

Instructors may require a lockdown browser for online assessments. Students must install and use the lockdown browser as their instructor directs. Any attempt to bypass or disable the lockdown browser is a violation of the Honor Code.

Use of Devices During Class

Electronic devices are to be used only for instructional purposes during class. Non-academic use, including social media, messaging, and gaming, is not permitted unless the instructor allows it. A student who is repeatedly off task may be subject to disciplinary action under the Student Code of Conduct, and the instructor may limit the student to using the device for required coursework only.

Cell Phones

Cell phones must be set to silent or vibrate and kept out of sight during class. Phone calls, texting, and non-academic app use are not allowed during instructional time. In an emergency, students should ask the instructor's permission before using their phones.

Wearable Technology

Wearable technology includes smartwatches, fitness trackers, earbuds and headphones, smart glasses, augmented reality devices, body cameras, and any other internet-connected or recording-capable device worn on the body.

- Smartwatches and other wrist-worn devices with internet, communication, or app functions may not be worn or accessed during any test, quiz, or assessment. They must be removed and stored out of reach for the entire testing period.
- Earbuds and headphones may be used only when the instructor allows them for instruction or requires them for computer-based testing, or as an approved accommodation.
- Recording-capable wearable devices, such as smart glasses and body cameras, may not be used in classrooms, labs, or clinical or externship settings, including for passive or background recording, unless approved as an accommodation.
- Hearing aids and other prescribed medical devices are not restricted by this policy. A student whose medical device relies on a phone or other connected device during class or testing should request an accommodation as described under ADA Contact.
- Clinical and externship sites may set stricter rules for wearable technology. Students must follow those rules in addition to this policy.

Recording and Photography

Students may not record or photograph class sessions without the instructor's permission, except when recording is an approved accommodation. Students may never record or photograph patients, clients, or patient information at a clinical or externship site. Posting recordings or photographs of classes, classmates, or clinical settings is also governed by the Social Networking Policy.

Digital Citizenship

Students are expected to respect the privacy and intellectual property of others and to keep all electronic communication professional and respectful. Cyberbullying, harassment, and other inappropriate electronic communication are addressed under the Student Code of Conduct.

Accommodations

The College provides reasonable accommodations to students with disabilities, including accommodations involving devices, recording, assistive technology, and testing. Requests should be made as described under ADA Contact. An approved accommodation takes precedence over any restriction in this policy.

Technical Support and Network Use

Students who have device or connectivity problems should notify their instructor or the IT help desk at tech@deltacollege.com as soon as possible. Downloading or installing unauthorized software on College networks or equipment is prohibited.

Violations

Violations of this policy may result in a warning, a limit on device use in class, removal from class, or further disciplinary action under the Student Code of Conduct. Use of a prohibited device during testing is also a violation of the Honor Code.

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.

Cheating includes using artificial intelligence (AI) in a way that is not permitted under the Artificial Intelligence Use Policy and attempting to bypass or disable a lockdown browser (see the Electronic Device & E-Learning Policy).

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.

Dismissal Policy

A student may be dismissed from the College for any of the following:

1. **Conduct.** Violation of the Student Code of Conduct, including the Social Networking Policy, as described in those policies.
2. **Policies, enrollment agreement, and law.** Failure to comply with College policies, the student's enrollment agreement, or state laws and regulations, including the rules of any state board that licenses or regulates the student's program, or committing any illegal act.
3. **Academic progress.** Failure to maintain satisfactory academic progress, as described under "Requirements for Satisfactory Progress and Continued Receipt of Title IV Funds."
4. **Attendance.** Failure to meet attendance requirements, as described in the Attendance policy and in any program-specific attendance policy.
5. **Program requirements.** Failure to meet program-specific requirements published in this catalog, such as course progression requirements, or loss of a required clinical or externship placement because of the student's conduct.
6. **Financial obligations.** Failure to pay tuition and fees as required by the enrollment agreement or a scheduled payment plan, after the College has notified the student and offered to discuss payment arrangements.

A dismissed student will receive written notice of the reason for dismissal and its effective date. Dismissals for sexual harassment are made only through the Title IX grievance process. A student may appeal a dismissal as described under "Re-entrance After Dismissal."

If a student is dismissed, tuition and fee charges are calculated under the College's Refund Policy and the student's enrollment agreement, and any Title IV funds are handled under the Return of Title IV Funds policy.

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 Campus 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

Under College policy, all employees must promptly report to the Title IX Coordinator any information they receive about possible sexual harassment, including sexual assault, dating violence, domestic violence, or stalking. Under Title IX, the College has actual knowledge of sexual harassment when the Title IX Coordinator, or any official who has authority to institute corrective measures on behalf of the College, receives notice of it. The College shares information only with those who need it to provide supportive measures, conduct safety assessments, or carry out the grievance process. The College will consider a request for confidentiality, but may not be able to honor it when there is a risk to the safety of 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

Notice of Nondiscrimination: Delta College West does not discriminate on the basis of sex in the education program or activity that it operates, and it is required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 CFR Part 106) not to discriminate in such a manner. This requirement extends to admission and employment. Inquiries about the application of Title IX to the College may be referred to any of the College's Title IX Coordinators, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Title IX Coordinators: The College has designated the following employees to coordinate its compliance with Title IX. The Campus Director at each campus serves as the Title IX Coordinator for that campus, and the Provost serves as the Title IX Coordinator for the Corporate Office. Reports and formal complaints may be made to any Title IX Coordinator.

Delta College West: Campus Director and Title IX Coordinator, 2948 Ryan Street, Lake Charles, LA 70601; (337) 477-9265; titleIX@deltacollege.com

Corporate Office: Dr. Christian Vigè, Provost and Title IX Coordinator, 7295 Exchange Place, Baton Rouge, LA 70806; (225) 928-7770; titleIX@deltacollege.com

Reporting and Formal Complaints: Any person may report sex discrimination, including sexual harassment, whether or not the person reporting is the person alleged to have experienced the conduct. Reports may be made in person, by mail, by phone, or by email using the contact information above, and may be made at any time, including outside business hours, by phone, email, or mail. A report is not the same as a formal complaint. A report requires the College to respond, which means offering supportive measures and explaining how to file a formal complaint; it does not by itself start an investigation. Only the person alleged to have experienced the conduct may file a formal complaint, which is what starts the grievance process. The Title IX Coordinator may sign a formal complaint without that person's

participation only when doing so is necessary, such as when the allegations indicate a continuing risk to the campus community.

Scope: This policy applies to sexual harassment that occurs in the College's education program or activity against a person in the United States. The College's education program or activity includes locations, events, and circumstances over which the College exercises substantial control over both the respondent and the context in which the harassment occurs. Examples include College campuses, College-sponsored events, College online platforms, and clinical and externship placements where the College exercises that control. Conduct that does not meet the Title IX definition of sexual harassment, or that falls outside this scope, may still be addressed under the College's Student Code of Conduct or employee policies. Knowingly making false statements or knowingly submitting false information during a Title IX proceeding is prohibited.

Sexual Harassment (Title IX Definition): Under 34 CFR 106.30, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- (3) Sexual assault, dating violence, domestic violence, or stalking, as defined below.

Federal Definitions: The following definitions apply to the Title IX definition of sexual harassment and to the College's Clery Act crime statistics (34 CFR 668.46(a) and Appendix A to Subpart D of 34 CFR Part 668; see also 20 U.S.C. 1092(f)(6)(A)(v) and 34 U.S.C. 12291(a)).

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Registered Sex Offenders: Information about registered sex offenders is available from the Louisiana State Police at <https://www.icrimewatch.net/louisiana.php>.

Definitions Under Louisiana Law

The Clery Act requires the College to provide the definitions of sexual assault, dating violence, domestic violence, stalking, and consent that apply in the jurisdiction where its campuses are located. All College campuses are located in Louisiana. The definitions below are quoted from the Louisiana Revised Statutes (La. R.S.). The College's policy definitions govern its own disciplinary process.

Sexual Assault: Louisiana law addresses sexual assault primarily through the crimes of rape and sexual battery.

Rape (La. R.S. 14:41(A)): "Rape is the act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person's lawful consent."

Sexual Battery (La. R.S. 14:43.1(A)): "Sexual battery is the intentional touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, directly or through clothing, or the touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim, directly or through clothing, when any of the following occur: (1) The offender acts without the consent of the victim. (2) The victim has not yet attained fifteen years of age and is at least three years younger than the offender." Additional circumstances involving victims with disabilities and victims sixty-five years of age or older are listed in La. R.S. 14:43.1(A)(3).

Dating Violence (La. R.S. 46:2151(C)): "'Dating violence' includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other."

Dating Partner (La. R.S. 46:2151(B)): "any person who is involved or has been involved in a sexual or intimate relationship with the offender characterized by the expectation of affectionate involvement independent of financial considerations, regardless of whether the person presently lives or formerly lived in the same residence with the offender. 'Dating partner' shall not include a casual relationship or ordinary association between persons in a business or social context."

Battery of a Dating Partner (La. R.S. 14:34.9(A)): "Battery of a dating partner is the intentional use of force or violence committed by one dating partner upon the person of another dating partner."

Domestic Violence (La. R.S. 46:2132(3)): "'Domestic abuse' includes but is not limited to physical or sexual abuse and any offense against the person, physical or non-physical, as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family member, household member, or dating partner against another. 'Domestic abuse' also includes abuse of adults as defined in R.S. 15:1503 when committed by an adult child or adult grandchild."

Domestic Abuse Battery (La. R.S. 14:35.3(A)): "Domestic abuse battery is the intentional use of force or violence committed by one household member or family member upon the person of another household member or family member."

Family Member (La. R.S. 14:35.3(B)): "spouses, former spouses, parents, children, stepparents, stepchildren, foster parents, foster children, other ascendants, and other descendants. 'Family member' also means the other parent or foster parent of any child or foster child of the offender."

Household Member (La. R.S. 14:35.3(B)): “any person presently or formerly living in the same residence with the offender and who is involved or has been involved in a sexual or intimate relationship with the offender, or any child presently or formerly living in the same residence with the offender, or any child of the offender regardless of where the child resides.”

Stalking (La. R.S. 14:40.2(A)): “Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person’s home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.”

Harassing (La. R.S. 14:40.2(C)): “the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures.”

Pattern of Conduct (La. R.S. 14:40.2(C)): “a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person.”

Consent: Louisiana law does not contain a statutory definition of consent. Instead, it identifies circumstances in which sexual intercourse is deemed to be without the lawful consent of the victim. These include: “When the victim resists the act to the utmost, but whose resistance is overcome by force”; “When the victim is prevented from resisting the act by threats of great and immediate bodily harm, accompanied by apparent power of execution”; and “When the victim is prevented from resisting the act because the offender is armed with a dangerous weapon” (La. R.S. 14:42(A)). They also include: “When the victim is incapable of resisting or of understanding the nature of the act by reason of a stupor or abnormal condition of mind produced by an intoxicating agent or any cause and the offender knew or should have known of the victim’s incapacity”; “When the victim, through unsoundness of mind, is temporarily or permanently incapable of understanding the nature of the act and the offender knew or should have known of the victim’s incapacity”; and “When the offender acts without the consent of the victim” (La. R.S. 14:43(A)).

College Definition of Consent: For purposes of College policy, consent means words or actions that clearly show a knowing, voluntary, and freely given agreement to engage in a specific sexual activity. A person cannot give consent if he or she is incapacitated, asleep, or unconscious, or is a minor who cannot legally consent under Louisiana law. Consent to one act does not imply consent to another act. Consent may be withdrawn at any time. Silence or a lack of resistance does not, by itself, constitute consent.

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: Options include emergency response (911), reporting to law enforcement, reporting to the College (Title IX Coordinator or Campus Director), and anonymous reporting. A person may report to the College, to law enforcement, to both, or to neither, and may decline to notify law enforcement. Reporting to the College is independent of reporting to law enforcement, and the College will help contact law enforcement upon request. The College gives anyone who reports being a victim of sexual assault, dating violence, domestic violence, or stalking a written explanation of their rights and options, available supportive measures and accommodations, and on- and off-campus resources, whether the offense occurred on or off campus.

On-Campus

If you fear for your immediate safety, contact 911.

Under College policy, all employees must report possible sexual harassment to the Title IX Coordinator (see Mandated Reporting).

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.

How the College Responds

Response and Supportive Measures: When the College has actual knowledge of sexual harassment in its education program or activity, it will respond promptly and in a manner that is not deliberately indifferent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes. The Coordinator will explain that supportive measures are available with or without a formal complaint, and will explain how to file a formal complaint.

Supportive measures are non-disciplinary, non-punitive, individualized services provided without fee or charge to a complainant or respondent. They may include referrals to counseling; extensions of deadlines or other course-related adjustments; changes to class, clinical, or work schedules or locations; mutual restrictions on contact between the parties; leaves of absence; increased monitoring of certain areas of campus; and other similar measures. The College keeps supportive measures confidential to the extent that doing so does not impair its ability to provide them. Upon request, and if reasonably available, the College will also provide accommodations in academic, transportation, and working situations, and protective measures, regardless of whether a victim reports to law enforcement.

Emergency Removal and Administrative Leave: The College may remove a respondent from its education program or activity on an emergency basis only after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual, arising from the allegations, justifies removal. The respondent will receive notice and an opportunity to challenge the decision immediately after the removal. The College may place an employee respondent on administrative leave during the grievance process.

Filing a Formal Complaint: A formal complaint is a document filed by a complainant, or signed by the Title IX Coordinator, that alleges sexual harassment against a respondent and asks the College to investigate. A complainant may file a formal complaint with the Title IX Coordinator in person, by mail, or by email at titleIX@deltacollege.com. The complaint must contain the complainant's physical or digital signature or otherwise show that the complainant is the person filing it. When filing, the complainant must be participating in, or attempting to participate in, the College's education program or activity. If the Title IX Coordinator signs a formal complaint, the Coordinator does not become a party.

After a formal complaint is filed, the College sends both parties written notice of: the grievance process, including informal resolution; the allegations, with enough detail and time to prepare a response; a statement that the respondent is presumed not responsible and that responsibility will be determined at the end of the process; each party's right to an advisor of their choice, who may be, but is not required to be, an attorney; each party's right to inspect and review evidence; and the prohibition on knowingly making false statements or submitting false information.

Grievance Process: The College's grievance process:

- Treats complainants and respondents equitably, provides remedies to a complainant only if the respondent is found responsible, and imposes disciplinary sanctions only after the grievance process is complete.
- Requires an objective evaluation of all relevant evidence, both inculpatory and exculpatory. Credibility is not determined by a person's status as a complainant, respondent, or witness.
- Uses a Title IX Coordinator, investigators, decision-makers, and informal resolution facilitators who have no conflict of interest or bias and who are trained as required by federal law.
- Presumes the respondent is not responsible until a determination is made at the end of the process.
- Places the burden of gathering evidence and the burden of proof on the College, not the parties. The College will not access or use a party's medical, psychological, or similar treatment records

without that party's voluntary written consent, and will not use information protected by a legally recognized privilege unless the privilege has been waived.

- Gives the parties an equal opportunity to present witnesses, including fact and expert witnesses, and other evidence. It does not restrict either party's ability to discuss the allegations or to gather and present relevant evidence.
- Allows each party to be accompanied to any meeting or proceeding by an advisor of their choice. Any limits on advisor participation apply equally to both parties.
- Provides written notice of the date, time, location, participants, and purpose of each interview, hearing, or meeting, with enough time to prepare.
- Before the investigative report is completed, sends both parties and their advisors the evidence directly related to the allegations and gives them at least 10 days to submit a written response.
- Sends both parties and their advisors the investigative report at least 10 days before the hearing for their review and written response.
- Holds a live hearing, which may be conducted virtually. Each party's advisor may ask the other party and any witnesses all relevant questions and follow-up questions, including questions challenging credibility. Cross-examination is conducted directly, orally, and in real time by the advisor and never by a party personally. If a party does not have an advisor at the hearing, the College will provide one without fee or charge to conduct cross-examination for that party. At either party's request, the parties will be in separate rooms with technology that lets the decision-maker and the parties see and hear the questioning at the same time.
- Requires the decision-maker to decide whether each question is relevant before it is answered and to explain any decision to exclude a question. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless offered to prove that someone other than the respondent committed the alleged conduct, or unless they concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove consent.
- Creates an audio or audiovisual recording, or a transcript, of the hearing and makes it available to the parties for inspection and review.

Time Frames: The College will make a good-faith effort to conclude the grievance process within 90 calendar days after a formal complaint is filed, not counting any appeal. Appeals will generally be decided within 30 calendar days after the appeal is filed. Informal resolution will generally be completed within 60 calendar days after both parties consent to it. The College may temporarily delay the process or extend these time frames for good cause, with written notice to the parties explaining the reason. Good cause may include the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or disability accommodations.

Dismissal of a Formal Complaint: The College must dismiss a formal complaint, or any allegation in it, if the alleged conduct would not be sexual harassment as defined above even if proved, did not occur in the College's education program or activity, or did not occur against a person in the United States. The College may dismiss a formal complaint, or any allegation in it, if the complainant notifies the Title IX Coordinator in writing that they wish to withdraw it, the respondent is no longer enrolled at or employed by the College, or specific circumstances prevent the College from gathering enough evidence to reach a determination. The College sends written notice of any dismissal, and the reasons for it, to both parties at the same time. A dismissal may be appealed. A dismissal under Title IX does not prevent the College from addressing the conduct under other College policies.

Informal Resolution: At any time after a formal complaint is filed and before a determination regarding responsibility is made, the College may offer an informal resolution process, such as a facilitated agreement, that does not involve a full investigation and hearing. Informal resolution is used only if both parties give voluntary, written consent after receiving written notice of: the allegations; the requirements of the process, including when it prevents the parties from resuming a formal complaint based on the same allegations; and the consequences of participating, including the records that will be kept or could be shared. Either party may withdraw and resume the grievance process at any time before agreeing to a resolution. The College will never require anyone to waive the right to an investigation and hearing as a

condition of enrollment, employment, or any other right. The College will not offer informal resolution when an employee is alleged to have sexually harassed a student.

Standard of Evidence and Determination: The College uses the preponderance of the evidence standard (whether it is more likely than not that the alleged conduct occurred) for all formal complaints of sexual harassment, whether against students or employees. The decision-maker cannot be the Title IX Coordinator or the investigator. The decision-maker issues a written determination that: identifies the allegations; describes the procedural steps taken from the formal complaint through the determination; states the findings of fact and the conclusions applying College policy to those facts; states the result and rationale for each allegation, including any disciplinary sanctions and whether remedies will be provided to the complainant; and describes the appeal procedures. The College provides the written determination to both parties at the same time. The determination becomes final on the date the College gives the parties the written appeal decision or, if no appeal is filed, on the date an appeal would no longer be timely. The College will also notify both parties in writing, at the same time, of any change to the result before it becomes final.

Possible Sanctions and Remedies: Sanctions for students may include a written warning, disciplinary probation, required education or training, a no-contact directive, loss of privileges, removal from a course or clinical or externship placement, suspension, and termination (expulsion) from the College. Sanctions for employees may include a written warning, required training, a change in duties or supervision, suspension, and termination of employment. Remedies for a complainant are designed to restore or preserve equal access to the College's education program or activity and may include the types of services listed under supportive measures.

Appeals: Either party may appeal a determination regarding responsibility, or the dismissal of a formal complaint or any allegation, by submitting a written appeal to the Title IX Coordinator within 10 school business days after receiving the written determination or dismissal notice. An appeal may be based on: (1) a procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available when the determination or dismissal was made and that could affect the outcome; (3) a conflict of interest or bias on the part of the Title IX Coordinator, investigator, or decision-maker, against complainants or respondents generally or against the individual complainant or respondent, that affected the outcome; or (4) a sanction that is substantially disproportionate to the findings. The College will notify the other party in writing when an appeal is filed and will give both parties a reasonable, equal opportunity to submit a written statement supporting or challenging the outcome. The appeal is decided by a trained decision-maker who did not serve as the Title IX Coordinator, investigator, or original decision-maker in the case. When the sanction includes expulsion of a student or termination of an employee, the appeal decision-maker is the College President or a trained designee who has had no prior role in the case. The appeal decision-maker issues a written decision describing the result and rationale and provides it to both parties at the same time. The appeal decision is final.

Retaliation and Confidentiality: No person may intimidate, threaten, coerce, or discriminate against any individual to interfere with any right or privilege under Title IX, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any Title IX investigation, proceeding, or hearing. Retaliation is prohibited, may result in discipline, and may be reported to the Title IX Coordinator. Charging someone with a policy violation for making a materially false statement in bad faith during a grievance proceeding is not retaliation. A determination regarding responsibility, by itself, is not enough to conclude that a party made a materially false statement in bad faith. The College keeps confidential the identity of anyone who makes a report or complaint, and of any complainant, respondent, or witness, except as permitted by FERPA, as required by law, or as necessary to conduct a Title IX proceeding. The College does not include a victim's personally identifying information in publicly available records, including Clery Act reports and timely warnings.

Protective Orders and No-Contact Directives: The College can provide information about, and help with, obtaining a protective order through the Louisiana courts. The College will honor protective orders, restraining orders, and similar lawful orders issued by a criminal, civil, or tribal court, to the extent of its authority. The Title IX Coordinator may issue mutual no-contact directives as a supportive measure. A person who violates a court order should be reported to law enforcement. Violating a College no-contact directive may result in discipline.

Training and Recordkeeping: Officials who conduct Title IX proceedings receive training at least annually. The training covers the definition of sexual harassment; the scope of the College's education program or activity; how to conduct investigations, hearings, appeals, and informal resolution processes; relevance of questions and evidence; impartiality and avoiding prejudgment, conflicts of interest, and bias; and dating violence, domestic violence, sexual assault, and stalking, including how to conduct a process that protects the safety of victims and promotes accountability. Training materials are available to the public at www.deltacollege.com. The College keeps records of each investigation, determination, hearing recording or transcript, sanction, remedy, appeal, informal resolution, supportive measure, and training for at least seven years.

Other Complaints of Sex Discrimination: Complaints of sex discrimination that do not involve sexual harassment, such as complaints about admissions, program access, pregnancy or parenting status, or employment, may be made to the Title IX Coordinator. These complaints will be resolved promptly and equitably under the College's Complaint Procedure.

Office for Civil Rights: Inquiries or complaints may also be directed to the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue SW, Washington, DC 20202-1100; 1-800-421-3481; OCR@ed.gov; <https://ocrcas.ed.gov>.

The Title IX Formal Resolution Process Flowchart later in this catalog summarizes these steps.

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.

Hazing

Policy: Delta College West prohibits hazing by students, employees, and student organizations. For purposes of this policy, the College defines hazing as defined in 20 U.S.C. 1092(f)(6)(A)(vi): any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

A "student organization" is an organization at the College in which two or more of the members are students enrolled at the College, whether or not the organization is established or recognized by the College (20 U.S.C. 1092(f)(6)(A)(vii)).

Louisiana Law: Hazing is a crime under La. R.S. 14:40.8. Consent of the person hazed is not a defense. Penalties include a fine of up to \$1,000, imprisonment for up to six months, or both. If the hazing causes serious bodily injury or death, or the victim has a blood alcohol concentration of 0.30 or higher, penalties increase to a fine of up to \$10,000 and imprisonment for up to five years. The statute also requires a school that receives a report of hazing to report it to the law enforcement agency with jurisdiction as soon as practicable.

How to Report: In an emergency, call 911. Report hazing to the Campus Director at any campus, in person or by phone, or to any College employee, who must forward the report to the Campus Director. Hazing may also be reported directly to local law enforcement. As required by La. R.S. 14:40.8, the College reports every hazing report it receives to the law enforcement agency with jurisdiction.

Investigation: The Campus Director or a designee investigates reports of hazing. The accused person or organization receives notice of the allegations and an opportunity to respond. The Campus Director decides whether this policy was violated based on the preponderance of the evidence and notifies the parties of the outcome in writing. Violations may result in discipline under the College's Student Code of Conduct or employee policies, up to and including termination. A student may appeal as described under Re-entrance After Dismissal. Retaliation against anyone who reports hazing is prohibited.

Prevention and Awareness Program: The College's hazing prevention program uses research-informed materials. It is provided to students at new student orientation and to faculty and staff upon hiring. The program covers the College's hazing policy, Louisiana hazing law, and how to report hazing. It also includes a primary prevention strategy intended to stop hazing before it occurs: bystander intervention skills, drawn from the College's bystander intervention programming.

Hazing Statistics and Transparency Report: Hazing statistics are included in the College's Annual Security Report. The College's Campus Hazing Transparency Report is available at www.deltacollege.com.

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.

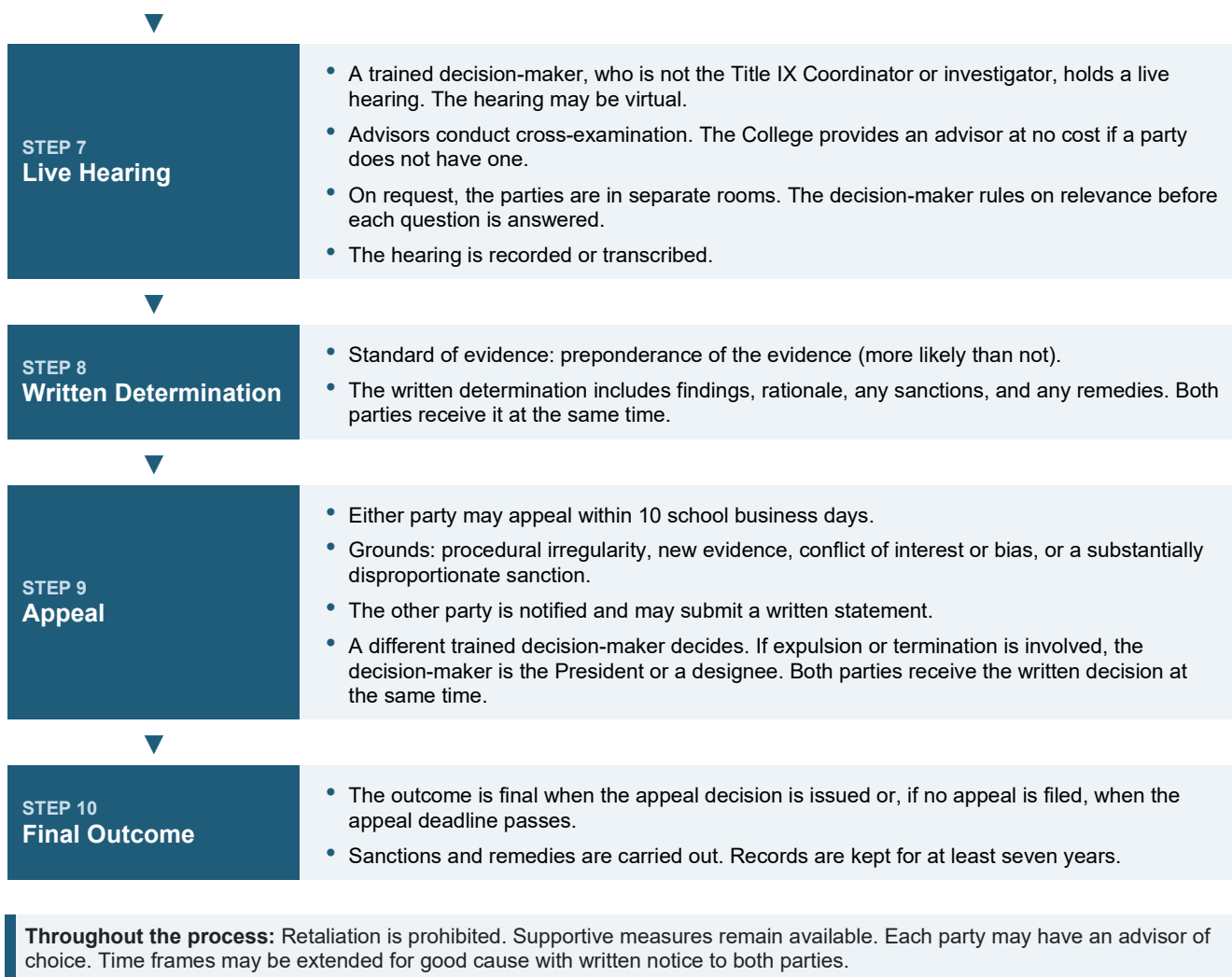
Title IX Formal Resolution Process Flowchart

This flowchart summarizes the Title IX grievance process for formal complaints of sexual harassment. The complete policy, including definitions, sanctions, and time frames, is in the Title IX section of this catalog and at www.deltacollege.com. Contact the Title IX Coordinator at titleIX@deltacollege.com.

KEY TIME FRAMES

10 days to respond in writing to the evidence	10 days to review the investigative report before the hearing	10 business days to file an appeal	90 calendar days target to resolve (not counting appeals)
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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.

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 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*	\$85.00
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	8.0	210	20	---	190
Total Credits		48.0	786	254	342	190

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	\$300.00 - \$600.00
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.

Cosmetology Attendance Policy

The Cosmetology program is measured in clock hours. This policy applies to all Cosmetology students and takes precedence over the College's Attendance, Make-Up Work, and Distance Education and Hybrid Attendance policies where they differ. All other College attendance policies, including Tardiness and Leave of Absence, continue to apply.

- **Clock hours.** Attendance is recorded in clock hours. Only hours actually attended count toward the hours required to graduate and to qualify for licensure by the Louisiana State Board of Cosmetology (LSBC). Time missed because of an absence, tardiness, or leaving early is not counted.
- **Absence limits.** The College's limits of 20% of any class and five (5) class days in any six-week period do not apply. Satisfactory attendance is instead measured by cumulative attendance of at least 67% of scheduled hours, as described under "Attendance Progress Evaluations Policy" in the Satisfactory Academic Progress Policy for Clock-Hour Programs.
- **Consecutive absences.** A student who misses eight (8) consecutive scheduled class days will be dismissed, unless the student is on an approved Leave of Absence, as stated in the College's Attendance policy.
- **Completing scheduled hours.** Students must complete all scheduled hours within each grading period. Students who are absent or tardy are required to attend make-up hours, which are regularly scheduled on Mondays at the discretion of the Director.
- **Make-up fees.** Make-up hours are charged at \$1 per hour if completed during the contract period and \$5 per hour if completed after the contract period. See "Extra Instructional Charges & Make-Up Hours Fee."

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 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 and the Initial Operator's License is paid by the school.

LSBC National Exam Fee*

LSBC Practical Exam, State Test Fee, and Initial Operator's License*

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	\$300.00 - \$600.00

Licensure Fee

LSBC Registration Fee	\$10.00
LSBC National Exam Fee*	\$88.00
LSBC Practical Exam, State Test Fee, and Initial Operator's License*	\$85.00
LSBC National Exam Retake Fee	\$88.00
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 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.

Nail Technician Attendance Policy

The Nail Technician program is measured in clock hours. This policy applies to all Nail Technician students and takes precedence over the College's Attendance, Make-Up Work, and Distance Education and Hybrid Attendance policies where they differ. All other College attendance policies, including Tardiness and Leave of Absence, continue to apply.

- **Clock hours.** Attendance is recorded in clock hours. Only hours actually attended count toward the hours required to graduate and to qualify for licensure by the Louisiana State Board of Cosmetology (LSBC). Time missed because of an absence, tardiness, or leaving early is not counted.
- **Absence limits.** The College's limits of 20% of any class and five (5) class days in any six-week period do not apply. Satisfactory attendance is instead measured by cumulative attendance of at least 67% of scheduled hours, as described under "Attendance Progress Evaluations Policy" in the Satisfactory Academic Progress Policy for Clock-Hour Programs.
- **Consecutive absences.** A student who misses eight (8) consecutive scheduled class days will be dismissed, unless the student is on an approved Leave of Absence, as stated in the College's Attendance policy.
- **Completing scheduled hours.** Students must complete all scheduled hours within each grading period. Students who are absent or tardy are required to attend make-up hours, which are regularly scheduled on Mondays at the discretion of the Director.
- **Make-up fees.** Make-up hours are charged at \$1 per hour if completed during the contract period and \$5 per hour if completed after the contract period. See "Extra Instructional Charges & Make-Up Hours Fee."

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

** A laptop 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 and the Initial Operator's License is paid by the school.

LSBC National Exam Fee*

LSBC Practical Exam, State Test Fee, and Initial Operator's License*

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	\$300.00 - \$600.00

Licensure Fee

LSBC Registration Fee	\$10.00
LSBC National Exam Fee*	\$88.00
LSBC Practical Exam, State Test Fee, and Initial Operator's License*	\$85.00
LSBC National Exam Retake Fee	\$88.00
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 and the Initial Operator's License 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) or four (4) 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 Level 2 – 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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