

# *Bitterroot School of Cosmetology*



## *Hamilton Location*

2079 North First Street  
Suite B  
Hamilton, Montana 59840

**(406) 363 – 3355**

**BitterrootSchoolOfCosmetology.com**

## *SCHOOL CATALOG*

Course: Cosmetology

Course: Manicuring

Course: Teacher

Training

May 2021

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## **OWNERSHIP**

The Bitterroot School of Cosmetology, LLC, has been established since 1997. Present ownership consists of the following individuals:

Douglas C. Daughenbaugh  
Barbara J. Daughenbaugh

## **THE OWNERS**

### **BARBARA J. DAUGHENBAUGH**

Barbara is licensed in Montana and Idaho to practice cosmetology and instruct. Barbara holds numerous certifications in the field of cosmetology.


### **DOUGLAS C. DAUGHENBAUGH**

Douglas has an extensive background in management working in both manufacturing and consulting. He has contracted with the U.S. Department of Defense, U.S. Forest Service and private industry.

## **ADMINISTRATIVE STAFF AND FACULTY**

Financial Aid/ Director	Mrs. Barbara Daughenbaugh
Instructors	Mrs. Barbara Daughenbaugh Mrs. Ronnie Bumgarner
Substitute Instructors	Deidre Vanderpool
Financial Aid Office Mgr.	Sandra Marler

# MISSION STATEMENT



***PREPARE  
TODAY'S  
STUDENTS  
TO BECOME  
TOMORROW'S  
SUCCESSFUL  
AND  
INFLUENTIAL  
PROFESSIONALS!***

## EDUCATIONAL OBJECTIVES

### Cosmetology:

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment. The knowledge and skills learned will prepare you for work as a hair stylist, salon manager, hair colorist, salon owner, product demonstrator, etc.

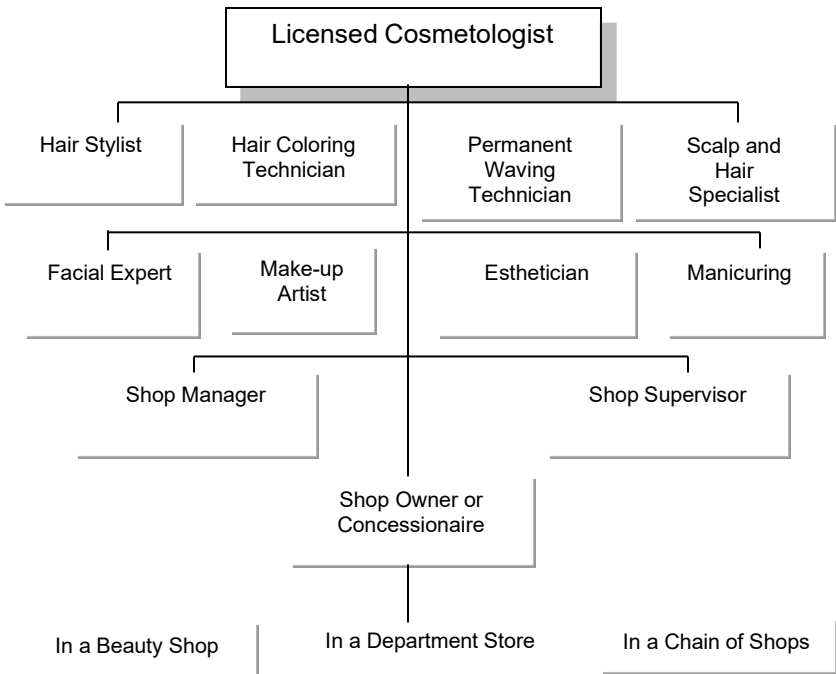
### Manicuring:

The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicuring specialist, product demonstrator, etc.

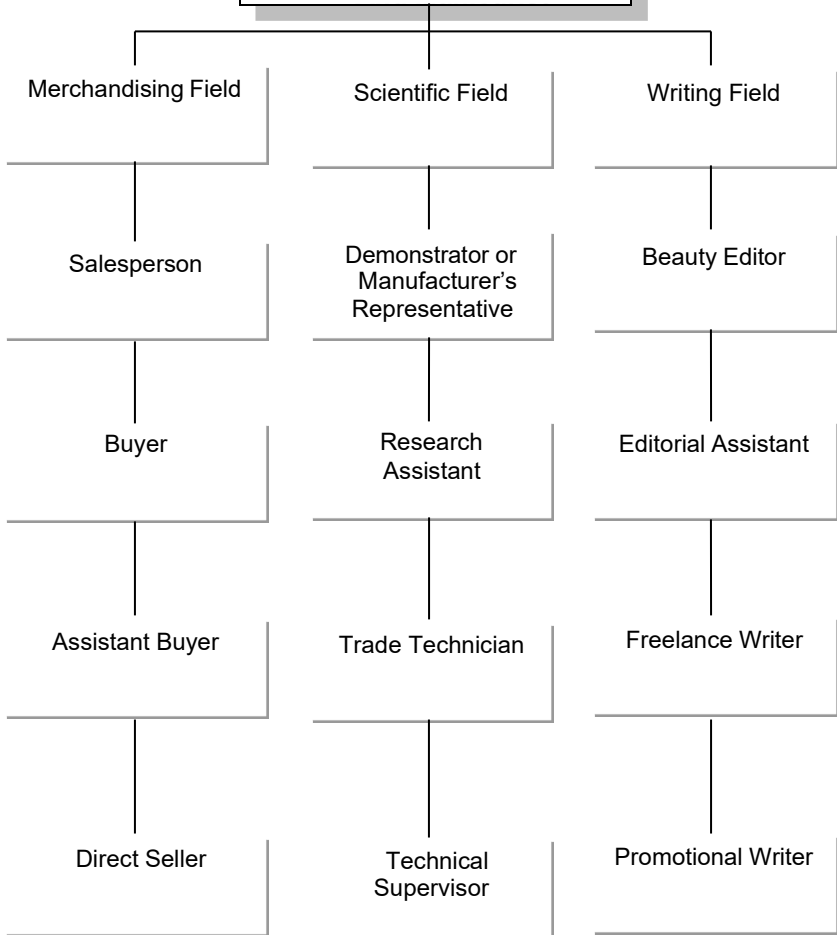
### Teacher Training:

The Teacher Training course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetology instructor.

## EMPLOYMENT OPPORTUNITIES



**Experienced  
Cosmetologists  
And Manicurist**



## FACILITIES AND EQUIPMENT

The school facility consists of a manicuring classroom, a cosmetology classroom, a salon floor, a student break room, a client waiting area, a pedicure area, a facial area, a financial aid office, and a centralized administration and counseling office. Two Parking areas are available for customers/clients, staff and students.

## ENROLLMENT SCHEDULE

**Cosmetology** - Students may apply for enrollment any day of the school's calendar year. Classes are scheduled approximately every two months.

**Manicuring** - Students may apply for enrollment any day of the school's calendar year. Classes are scheduled according to instructor availability and demand.

**Teacher Training** – Applicant may apply for enrollment any day of the school's calendar year. Classes are scheduled according to instructor availability and demand.

**NOTE:** The Bitterroot School of Cosmetology is operated on a continuous basis throughout the year and is open five days a week (Monday thru Friday). The school observes the following holidays.

**New Year's Day**  
**Labor Day**

**Independence Day**  
**Thanksgiving Day**

**Memorial Day**  
**Christmas Day**

If Christmas or New Year's Day occur in the middle of the week, arrangements may be made to close the school prior to or immediately after the holiday. Other School closures may occur as required for staff training seminars.

## ADMISSION REQUIREMENTS

**Cosmetology, Manicuring and Teacher Training:** The school admits as students persons providing at a minimum:

1. Proof, (driver's license or birth certificate) that the student applicant is at least 17 years of age.
2. Proof, a High School Diploma or the equivalent, or GED Certificate.
3. Applicants for Teacher Training must also have a current Montana Cosmetology License.
4. Pass a TABE test in math and reading with equivalency of 10<sup>th</sup> grade
5. Pay application fee of \$50.00
6. Submit all documents with a completed application
7. Students may be allowed re-entry after withdraw at the school discretion. All previous balances must be paid and the remaining hours will be charged at the current tuition rate.

## TRANSFER STUDENT POLICY

1. Transfer students will be accepted in accordance with the Montana State Board rules and regulations and must submit the following prior to enrollment;
  - a. A copy of their birth certificate or other proof of citizenship.
  - b. A copy of transcript of hours satisfactorily completed, with a breakdown of individual educational areas i.e. haircutting, permanent waving, coloring etc.
  - c. Pass a TABE test in math and reading with equivalency of 10<sup>th</sup> grade
  - d. A copy of their high school diploma or GED

## GRADUATION REQUIREMENTS

The school will grant a diploma of graduation for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination with a minimum grade of 75%; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and satisfied all debts owed to the school.

## STATEMENT OF NONDISCRIMINATION

The School enrolls students without discrimination as to race, sex, creed, age, marital status, color, religion, national origin, ethnic origin, physical disability or mental disability.

## COURSE OUTLINES

The completion of your chosen course and graduation requirements will result in receiving a diploma from Bitterroot School of Cosmetology. This enables the student to apply to take the required written and practical exams for state licensure.

### **The required curriculum for cosmetology students is as follows:**

1500 hours of training, of which at least 200 hours is in theory, distributed as follows:

(A) manicuring, 95 hours to include:

- manicures (including hand and arm massage and polish);
- pedicures (including foot, ankle, and lower leg massage, and polish);
- application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art; and
- the use of manicuring implements including the electric nail file.

(B) esthetics, 110 hours to include:

- skin care (including facials, cosmetics, makeup, massage, essential oils, the application and maintenance of artificial eyelashes and extensions, tinting of the eyelashes and eyebrows, and the chemical curling of the eye lashes);
- skin exfoliation (including manual, chemical, and mechanical exfoliation);
- waxing and tweezing; and
- electricity and light therapy.

shampoo (including scalp treatment), hair styling (pin curls, finger waving, thermal curling, blow dry styling, braiding, back combing, and wet setting), 195 hours;

(C) chemical services (waving, relaxing (ammonium thioglycolate, sodium hydroxide methods), hair coloring, and hair lightening), 395 hours;

(D) hair cutting (including the proper uses of implements, e.g., shears, razors, clippers, thinning shears), 155 hours;

(E) salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 115 hours;

(F) and chemistry, bacteriology, sanitation, sterilization, safety, anatomy, physiology, blood spill procedure, and diseases and disorders of hair, scalp, skin, and nails, 60 hours.

375 hours of instruction shall be at the discretion of the school, provided that the hours are within the applicable curriculum. THE FIRST 300 HRS OF TRAINING ARE DONE LEARNING THE BASICS. THE REMAINING 1200 HRS ARE SPENT WORKING ON THE CLINIC FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

**OUR EDUCATIONAL OBJECTIVES FOR THE COSMETOLOGY PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM**



**The required curriculum for manicuring students is as follows:**

The required curriculum for manicuring students includes 400 hours of training, of which at least 40 hours is in theory, distributed as follows: 400 hours of training, distributed as follows:

(A) salon management, business methods, customer service, appointment book, professional ethics, and current state board laws and rules, 60 hours;

(B) bacteriology, sanitation, sterilization, safety, anatomy, physiology, diseases and disorders of skin and nails, basic chemistry, nail product chemistry, and electricity, 55 hours;

(C) manicures (including hand and arm massage), pedicures (including foot, ankle, and lower leg massage), polish applications, and the proper use of manicuring implements, a minimum of 35 hours; (iv) use of the electric nail file, 10 hours; and

(D) application of monomer liquid and polymer powder nail enhancements, nail tips, nail wraps, UV gels, and nail art, a minimum of 140 hours.

100 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

Students seeking licensure in a state that requires more hours of training than Montana, may remain enrolled in school and be permitted to work on members of the public without obtaining a license.

THE FIRST 100 HRS OF TRAINING ARE SPENT LEARNING THE BASICS. THE REMAINING 300 ARE SPENT ON THE CLINICAL FLOOR ADVANCING YOUR SKILLS AND FINISHING THEORY.

**OUR EDUCATIONAL OBJECTIVES FOR THE MANICURING PROGRAM IS THE STUDENT**

COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM

**The required curriculum for teacher training students is as follows:** 650 hours of training distributed as follows:

(A) teaching methods - 245 hours including: task analysis; developing instructional objectives; visual aids and their construction; motivational tools; preparation of instructive materials; lesson planning including: practical theory classes; and practical demonstration classes. fundamentals of speech and public speaking; methods of test construction; methods of evaluation or grading; and curriculum planning and development.

(B) general psychology - 75 hours including: general principles in relation to teaching and counseling; conflict resolution; student counseling; student and teacher relationships; and public relations.

(C) business methods - 115 hours including recruitment; job analysis; student registration, withdrawal, and hours (tracking, completing, calculating, and verifying); ethical employee and employer relationship; salon/booth rental relationship; professional ethics; and current state board laws and rules.

(D) advanced theory of cosmetology, esthetics, manicuring, barbering, or electrology, and the chemistry, safety, sanitation, bacteriology, physiology, anatomy, and diseases and disorders that apply to each course - 75 hours

140 hours of instruction shall be at the discretion of the school provided that the hours are within the applicable curriculum.

**OUR EDUCATIONAL OBJECTIVES FOR THE TEACHER TRAINING PROGRAM IS THE STUDENT COMPLETE ALL CURRICULUM, COMPLETE ALL HOURS, AND SUCCEED AT THEIR STATE LEVEL LICENSURE EXAM**

**All programs utilize classroom presentation, video instruction, practical demonstration, text book requirements, dry erase boards, interactive classroom work.**

## GRADING POLICY

Theory, law test, practical exams and clinic work are graded as follows:

92-100%	A	Excellent
83-91%	B	Good
75-82%	C	Satisfactory
Below 75%	F	Failing

Theory classes are conducted Monday through Friday from 8:30 a.m. to 9:30 a.m. Students are expected to be seated and prepared for the start of class at 8:30 a.m.

All chapters covered require the completion of the theory workbook prior to test day. If the workbook is completed on time the student will receive a +5 on their theory test. If the workbook is not completed by the test day the student will receive a -10% on their theory test.

All exams are graded promptly, recorded in the grade book and returned to the students when all students have completed their theory test.

After a cosmetology student has completed 1100 hours of instruction they are eligible to take the School's final written examination and the Schools final practical examination (Manicuring students, 360 hours; Teaching Training students, 585 hours). They all must take and pass both of these examinations with a minimum of 75% in order to graduate. All students must continue to attend Theory classes until they graduate even if they have successfully passed both final examinations.

After satisfactorily passing both School final examinations and upon graduation the student must then take and satisfactorily pass the Montana State, Written and Practical Examinations to be licensed in the State of Montana.

## APPEAL PROCEDURES

Students, who are terminated after failing to achieve minimum requirements or for serious violations of the policy and procedure manual, may appeal the termination. The student must submit a written appeal to the School's authorities, along with supporting documentation, a reason why the decision to terminate should be reversed, and request a re-evaluation based on evidence submitted. The appeal must be received by the School's authorities within five (5) days of termination. Should the student fail to appeal, the decision to terminate is final.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), an instructor, the Director and/or one owner. The student's appeal will be determined within three (3) school days by the Schools' authorities and will be communicated to the student in writing.

Should a student receive favorable results upon her/his appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course and Federal Financial Aid Funds and will be reinstated.

## **EMPLOYMENT ASSISTANCE**

The school does not guarantee employment to its students; however, the school will assist students in seeking employment opportunities and advising students on appropriate means of realizing the opportunities. (see Gainful Employment Statistics on our website)

## **FINANCIAL ASSISTANCE**

Provided students meets eligibility requirements the following financial aid programs are processed at the Bitterroot School of Cosmetology:

- 1. Private Education Loans**
- 2. Bureau of Indian Affairs**
- 3. Veterans administration (VA)**
- 4. School Loans (Bitterroot School)**
- 5. Job Training Partnership Act (JTPA)**
- 6. Department of Social and Rehabilitation Services**
- 7. Pell Grants and Direct Student Loans**

Contact the Financial Aid Office, for additional information.

### **FEDERAL STUDENT FINANCIAL AID**

**United States Department of Education**

**Denver School Participation Team**

1244 Speer Boulevard, Suite 201

Denver, CO 80204-3518

303-844-3544

## REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, except the \$50.00 application fee, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100 and the \$50.00 application fee.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type 2, 3, or 4, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

\* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENTAGE TIME TO TUITION</b>	<b>AMOUNT OF TOTAL OWED TO THE SCHOOL</b>
<b>TOTAL TIME OF COURSE</b>	
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

\*All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the school closes permanently or the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

\*Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

## ACCESS TO STUDENTS RECORDS

- A. Students and parents/guardians of dependent minors have the right to review their student's files by appointment and under the supervision of an instructor and/or the administrative staff.
- B. Information pertaining to a student's record will be released only with written permission from the student (or if the student is a dependent minor their parent/guardian). Written permission will be required for every separate incident.
- C. Student records may be released without their consent to any of the following agencies for the purpose of an audit or investigation. Montana State Board of Cosmetology, NACCAS, the US Department of Education, or any other financial aid assistance organization that is supporting the student with their education.

**LICENSING AGENCY**  
**Montana State Board**  
**Of Cosmetology**  
301 South Park Avenue  
P.O. Box 200513  
Helena, MT 59620-0513  
406-841-2335

**ACCREDITING**  
**AGENCY**  
**NACCAS**  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

## CONDUCT

Students are expected to conduct themselves in a dignified and professional manner at all times. Students may be disciplined by verbal reprimand, written reprimand, suspension, and/or termination for conduct that disrupts the schools operation, or reflects unfavorably in any way upon the school. If a student receives a suspension notice (sent home) because of their conduct, they will not be admitted back in school until the school is assured that such actions will not be repeated by the student and a written apology from the student will be submitted and placed into their file.

### **Following is a list of incidents that will result in disciplinary action:**

1. Use of cell phones while clocked in and accruing hours.
2. Use of obscene, vulgar, or profane language.
3. Stealing from school, patrons, or other students\*
4. Cheating, dishonesty, or falsification of records\*
5. Clocking in and out for other students
6. Causing dissent among staff and students\*
7. Immoral, improper, or unprofessional conduct\*
8. Refusing to do services, or disrespectful to clients\*
9. Disrespect to Instructors or staff of the school\*

**\* Denotes incidents that may be cause for immediate termination of enrollment with no recourse for the student**

## TUITION, FEES, AND PAYMENTS

Below fees apply to any enrollment after Jan. 1, 2017

### COSMETOLOGY:

Application Fee (non-refundable)	\$ 50.00
Registration Fee (non-refundable)	100.00
Tuition	14,000.00
Student Kit, Books and Supplies	<u>800.00</u>
<b>TOTAL</b>	<b>\$ 14,950.00</b>

### MANICURING:

Application Fee (non-refundable)	\$ 50.00
Registration Fee (non-refundable)	100.00
Tuition	3300.00
Student kit, Books, Supplies	<u>400.00</u>
<b>TOTAL</b>	<b>\$ 3850.00</b>

### TEACHER TRAINING:

Application Fee (non-refundable)	\$ 50.00
Registration Fee (non-refundable)	100.00
*No Kit Required	
Tuition	<u>3,400.00</u>
<b>TOTAL</b>	<b>\$ 3,550.00</b>

**NOTE:** The above rates are subject to change without notice. The above fees **DO NOT** include the Montana State Board Examination Fees.

## PAYMENT SCHEDULE

*(Variable with Financial Assistance)*

*(The school accepts cash, checks, or debit/credit card payments)*

### Cosmetology:

A down payment of \$800.00 (Student Kit), plus a \$50.00 application fee, a \$100.00 registration fee and the first month's tuition of \$1,273.00 (**a total of \$2,223.00**) is payable prior to the first day of attendance. This is applied to the total cost of \$14,950.00. The balance is payable at \$1,273.00 per month (**due at the first of each month**) for the following ten months or until paid in full.

### Manicuring:

A down payment of \$400.00 (Student Kit), plus a \$50.00 application fee, a \$100.00 registration fee and the first week's tuition payment of \$350.00 (**a total of \$900.00**) is payable prior to the first day of attendance. This is applied to the total cost of \$3,850.00. The balance of \$2,950.00 is due in ten weekly payments of \$295.00 payable on every Monday thereafter until paid in full.

### Teacher Training:

A down payment of \$500.00 plus \$50.00 (application fee), \$100.00 (registration fee), and \$725.00 first month's tuition (**a total of \$1,375.00**), is payable upon date of enrollment. The balance of \$725.00 per month is payable for three months thereafter.

### Additional charges:

The school will charge additional tuition for hours remaining after the contract ending date. The additional charges are as follows: Cosmetology (\$340.00), Manicuring (\$306.00), or Teacher Training (\$204.00) per week or any part of a week until remaining hours are complete. Payment is due each Monday.

**The additional hourly fee may be waived ONLY with written consent of the school under demonstration of circumstances warranting such a waiver.**

## MISCELLANEOUS INFORMATION

### STUDENT HOUSING:

The school does not have campus based housing for its students. Information and guidance may be obtained through the administrative office pertaining to housing availability. Ample housing is available within the immediate area.

### DRESS CODE:

The following code has been deemed appropriate for a professional image by the staff. Any student not dressed in accordance with the dress code will not be allowed to attend classes or accrue hours until they are dressed in compliance with this policy. All clothing shall be neat, clean, and in good repair.

Appropriate clothing for female and/or male students shall be:

Black blouses or shirts/sweaters/tops. Black pants, full length (no Levi/denim), shoes shall be worn at all times. Shoes must be clean and flip flops are not allowed.

Inappropriate clothing shall be:

Cutoff shirts, halter tops, bra-less look shirts or tops. Shirts with slogans or designs. Spandex pants, skin tight pedal pushers. Sweat pants or other exercise attire.

Lab jackets are provided in the student kit and will be worn at all times when the student is clocked in and accruing hours.

**The instructor's decision on whether or not the student's attire is appropriate is the final decision. If it is deemed inappropriate the student will be asked to clock out and leave.**

### TARDINESS, ABSENCES, MAKE-UP, and GROUNDS FOR TERMINATION:

Students are required to be clocked in and prepared for theory class by 8:30am. Any student not in class and prepared for theory by 8:30am will not be allowed to attend school that day and all of their appointments will be moved from their book. Theory class begins promptly at 8:30am. Students must report to class with textbooks, pens and proper attire. The school does not utilize excused absences.

**All work missed due to absence or tardiness must be made up on the day the student returns. Failure to complete and submit make-up work will result in 0% for that assignment and/or test.**

Grounds for termination are predicated upon student's attendance, test grades, and general overall satisfactory progress performance plus compliance with school rules and regulation.

### CAREER COUNSELING:

Career counseling is initiated immediately at the time of applicants' initial visit/interview, and subsequent to enrollment. During the training duration of her/his chosen course, the student will be personally interviewed on a monthly basis to determine her/his training progress, potential employment opportunities, etc. Results of monthly interviews are documented and signed by both the counselor and student and filed in the respective student's permanent file maintained by the school.

## EXPECTED COMPENSATION

A cosmetologist can expect an average annual salary to begin at approximately \$16,000.00. The median annual wage in Montana is \$22,200. The top 25% of stylist in Montana earn between \$30,800 and \$40,800 per year. Owners and managers in the field can earn in excess of \$40,000.00.

The earning potential depends largely on such factors as ability and experience, personal style, the type of salon and its location, the tipping habits of patrons in your area, and the ability of the cosmetologist to develop a loyal clientele.

The Bitterroot School of Cosmetology does not recruit students that are already enrolled in similar programs of study.

## LICENSING REQUIREMENTS

To be licensed in Montana, you must be 18 years of age, possess a high school diploma or GED, complete the required hours of your desired course and pass a national exam.

## EMPLOYMENT OPPORTUNITIES

Currently there is great demand for professional Cosmetologist/Manicurists with an estimated 70% of positions filled. As our economy moves towards a service-base, the opportunities will increase.

## PHYSICAL DEMANDS/SAFETY

Physical demands of the Cosmetology field require standing for extended periods of time with use of shoulders, arms and hands. Your primary implements are shears, comb/brushes, razors and blow dryers. Manicuring requires that you are seated for extended periods of time, use nail files, artificial nail products and polishes. Safety and hygiene are stressed in all aspects of both courses. The school is inspected regularly by the Montana State Board of Cosmetology. All reasonable accommodations will be considered for mentally or physically disabled students.

<b>INSTITUTIONAL OUTCOMES</b>			
	<b><u>GRADUATION</u></b>	<b><u>LICENSURE</u></b>	<b><u>PLACEMENT</u></b>
<b>2013</b>	70%	96%	89%
<b>2014</b>	72%	100%	86%
<b>2015</b>	76%	100%	87%
<b>2016</b>	94.4%	100%	100%
<b>2017</b>	61.1%	100%	100%



## BITTERROOT SCHOOL OF COSMETOLOGY

**SATISFACTORY ACADEMIC PROGRESS POLICY**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 guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows: Cosmetology 450, 900, 1200, 1500 clocked (actual) hours

Manicuring 200, 400 clocked (actual) hours

Teacher Training 325, 650 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

Students are required to attend a minimum of 75% 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 75% 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 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE HOURS	MAXIMUM TIME ALLOWED	SCHEDULED
Cosmetology (Full time, 34 hrs/wk) – 1500Hours	58.7 Weeks	1995
Manicuring(Full time, 34 hrs/wk) – 400	15.6Weeks	532
Teacher Training(Full time, 34 hrs/wk) 650	25.4 Weeks	864.5

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

Students who can not complete the course within the maximum time frame will be withdraw

### ACADEMIC PROGRESS EVALUATIONS

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 (the computer system will reflect completion of the practical assignment as a 100% rating). At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

92 - 100 EXCELLENT

82 - 91 VERY GOOD

75 - 81 SATISFACTORY

74 and BELOW UNSATISFACTORY

#### 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 20 Determination at the time of each of the evaluations. Students deemed not maintaining 19 Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning.

#### 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, the student will be withdrawn.

#### 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 period.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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.

#### NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

#### 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.



**Bitterroot School of  
Cosmetology**

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