

SOUTHERN CAREERS INSTITUTE

Cosmetology CATALOG

2019



Volume Number: 2019-1

Table of Contents

SOUTHERN CAREERS INSTITUTE LOCATIONS	4
OFFERING COSMETOLOGY PROGRAMS	4
OTHER SOUTHERN CAREERS INSTITUTE LOCATIONS	4
ADMINISTRATIVE AND CAMPUS OPERATIONS.....	5
The Council on Occupational Education accredits	5
Southern Careers Institutes.	5
(Copies of the accreditation and/or approval are available upon request.)	5
HISTORY	6
MISSION STATEMENT	6
FACILITIES AND EQUIPMENT.....	7
CLASS SCHEDULES AND HOLIDAYS	7
TUITION AND FEES	8
ADMISSIONS	8
Admissions Process and Entrance Requirements	8
**Criminal Conviction Policy	9
English Proficiency	9
Non-Discrimination	9
Admissions Procedures	9
STUDENT ORIENTATION	9
INSTITUTIONAL SCHOLARSHIPS AND GRANTS	11
REFUND POLICY	13
Reverse Start Policy	13
Cancellation Policy	13
Institutional Refund Policy	13
Refund Policy for Students called to Active Military Service.	15
Return to Title IV.....	16
EDUCATION	16
Definition of Clock Hour	16
Module	16
Acceptance of Transfer Hours into Southern Careers Institute’s Programs	16
Transferability of Southern Career Institute’s Hours to another School.....	16
Attendance	16
Missed Assignments/Clinic Time	17
Withdrawals	17
Reentries	17
Leave of Absence.....	17
Academic Advising.....	18
Grading Scale.....	18
Incompletes	19
Satisfactory Academic Progress Policy	19
GRADUATION REQUIREMENTS	21
CAREER SERVICES	21
STUDENT SERVICES	21
Student Housing.....	21
Student Guidance	22
Tutoring	22
Resources	22
CODE OF CONDUCT	22
Section I: The Student Code of Conduct	22

Section II: Procedures for Dealing with Infractions of the Student Code of Conduct	23
Professional Conduct and Dress Code	27
Dress Code for Cosmetology programs	27
Academic Misconduct Policy	28
STUDENT GRIEVANCES	28
Grade Challenges	28
Other Grievances	28
General	29
NOTIFICATIONS AND OTHER INFORMATION	30
Class Size	30
School Policies	30
Responsibility for Personal Property	30
Catalog Addendum	30
Statement of Non-Discrimination	30
Reasonable Accommodations Policy – Individuals with Disabilities.....	30
Notification of Rights under FERPA with Respect to Student Records	31
Drug-Free Environment	32
Campus Crime and Annual Security Report.....	32
Unlawful Harassment Policy	33
PROGRAMS OF STUDY	34
COSMETOLOGY OPERATOR [<i>This program is currently enrolling at the Brownsville and San Antonio South campuses</i>].....	34
Manicure Technician [<i>This program is currently enrolling at the Brownsville campus</i>].....	35
COURSE DESCRIPTIONS	36
FACULTY and STAFF	38

**Program Information Publication Date: January 3,
2019**

Volume Number: 2019-1

Effective Date: January 3, 2019

SOUTHERN CAREERS INSTITUTE LOCATIONS OFFERING COSMETOLOGY PROGRAMS

Southern Careers Institute, Inc. - Brownsville
935 North Expressway, Brownsville, Texas 78523
Phone (956) 550-9962 Fax (956) 541-4890

OTHER SOUTHERN CAREERS INSTITUTE LOCATIONS

Southern Careers Institute, Inc. (TWC# S0470)
1701 W. Ben White Blvd, Suite 100, Austin, Texas 78704
Phone (512) 432-1400 Fax (512) 432-1401

Branch Campus Locations

Southern Careers Institute - Corpus Christi, Inc. (TWC# S0640)
2422 Airline Road, Corpus Christi, Texas 78414
Phone (361) 994-3700 Fax (361) 994-3701

Southern Careers Institute (TWC# S4333)

6963 NW Loop 410, San Antonio, Texas 78238
Phone (210) 706-1600 Fax (210) 706-1601
(North Campus Location)

Southern Careers Institute, Inc. - Harlingen (TWC# S3379)
1122 Morgan Blvd., Harlingen, Texas 78550
Phone (956) 364-7300 Fax (956) 412-0919

Southern Careers Institute – South Texas, Inc. (TWC# S0630)
1500 North Jackson Road, Pharr, Texas 78577
Phone (956) 687-1415 Fax (956) 687-3400

Southern Careers Institute #1, Inc. (TWC# S0708)
238 SW Military Drive, Suite 101, San Antonio, Texas 78221
Phone (210) 977-1000 Fax (210) 977-1001
(South Campus Location)

Corporate Office
1701 Directors Boulevard, Suite 800, Austin, Texas 78744
Phone: (512) 437-7500 Fax (512) 437-7501

ADMINISTRATIVE AND CAMPUS OPERATIONS

CORPORATE OFFICERS

Jacob Mayhew
Chief Executive Officer

Matthew Hawes
Chief Operating Officer

Rachel Lang
Chief Financial Officer

Corporate Staff

Cody Beauchamp - Vice President of IT Services

Steven Ham - Executive Director of Marketing and Analytics

Allan Brussolo – Vice President of Education

**The Council on Occupational Education accredits
Southern Careers Institutes.
(Copies of the accreditation and/or approval are available upon request.)**

Council on Occupational Education
7840 Roswell Road, Building 300, Suite #325

Atlanta, Georgia 30350
Phone (770) 396- 3898
Toll Free (800) 917-2081
www.council.org

The Cosmetology Operator program is approved and regulated by the Texas Department of Licensing and Regulation.

Texas Department of Licensing and Regulations
P.O. Box 12157
Austin, Texas 78711-2157
920 Colorado
Austin, Texas 78701
Phone (512) 463-6599
Toll Free (800) 803-9202

This program is not approved or regulated by the Texas Workforce Commission.

Southern Careers Institute reserves the right to modify, upon approval of the Texas Department of Licensing and Regulation and the Commission on Occupational Education, the offering of programs, individual courses of study, tuition, hours of classes, the school calendar, and other materials listed in this publication or herein attached or inserted.

HISTORY

Southern Careers Institute (SCI) was founded in 1960. In 1991, The Institute received its initial accreditation from the Commission on Occupational Education, a national accrediting agency recognized by the United States Department of Education. The school added medical and business programs to its curriculum in 1992 and pharmacy in 1994. The expansion of the company evolved as follows:

- The Pharr branch campus was opened in May of 1992.
- The Corpus Christi branch campus was opened in August of 1992.
- The San Antonio South campus was opened in 1994.
- The Brownsville, Harlingen and Corpus Christi 2 campuses were added in November of 2008.
- In 2009, Southern Careers Institute, Inc. was acquired by SCI Acquisition Company, Inc.
- The Corpus Christi 2 campus was closed in December of 2012.
- The San Antonio North campus was opened in 2012.
- The Brownsville and Harlingen campuses were relocated to their current facilities in December 2014 and January 2015 respectively.
- The Austin campus was relocated to its current facility in November 2016.

OWNERSHIP

The ownership of Southern Careers Institute, Inc. is SCI Acquisition Company, Inc., which is wholly owned by Tall Oak Learning, LLC.

MISSION STATEMENT

Our mission is to ensure the long-term success of our students by delivering employer tailored programs that result in an increasing demand for Southern Careers Institute graduates.

SCI is dedicated to accomplishing its Mission Statement through the following objectives:

1. Laser Focus on Student Value Through Efficient Delivery

2. Superior Student Experience
3. Strategic Employer Partnerships

FACILITIES AND EQUIPMENT

Brownsville Campus

The campus occupies approximately 24,838 square feet and has spacious, well-designed facilities consisting of classrooms, laboratories, administrative offices, break areas for students and employees, a learning resource center and restrooms. SCI provides an environment suited to the students' needs, offering ample room to learn, gain experience, and promote growth. SCI maintains the necessary equipment and supplies required to teach each program. Adequate student parking is also available.

HEALTH AND SAFETY

SCI strives to provide safe facilities and a workplace free from hazards. Students are reminded that they are ultimately responsible for their own actions regarding their safety and welfare, and the safety of those around them. The school maintains first aid kits for emergencies. All accidents and injuries must be immediately reported to an instructor or to a member of the administration. Each student is responsible for complying with all environmental health and safety rules and for using any safety equipment that is provided or required.

CHANGES IN CATALOG INFORMATION

This is an official document publishing the policies, procedures, and regulations of SCI. Each student is responsible for knowing and complying with the information contained in this publication. To view a complete list of disclosures and consumer information please visit www.scitexas.edu.

Southern Careers Institute reserves the right to modify, upon approval of the Texas Department of Licensing and Regulation and the Commission on Occupational Education, the offering of programs, individual courses of study, tuition, hours of classes, the school calendar, and other materials listed in this publication or herein attached or inserted.

CLASS SCHEDULES AND HOLIDAYS

Campus administrative offices are open from 8:00am to 8:00PM Monday through Thursday, 8:00 am to 5:00PM on Friday, and 9:00am to 1:00PM on Saturday. See grid below for scheduled class times. The school may be closed or class times changed due to extreme weather or emergency situations. Under these conditions, class days and times are subject to change at the discretion of the Campus Director. Make-up time may be scheduled on Mondays, and all make-up days must occur during the module the holiday impacts.

Class Schedule				
Cosmetology Operator	Day	30 Hours	Tuesday through Saturday	9:00 a.m. to 4:00 p.m.

Cosmetology courses are three weeks long and terms are six weeks in length. The program may not be offered for every start date, check with the campus for start dates. The campus will be closed on all official holidays.

Cosmetology Day & Manicure Tech 2019 Term Calendar	
Term Start Date	Term End Date
1/22/19	2/11/19
2/12/19	3/4/19
3/5/19	4/1/19
4/2/19	4/22/19
4/23/19	5/13/19
5/14/19	6/3/19
6/4/19	6/24/19
6/25/19	7/15/19
7/16/19	8/5/19
8/6/19	8/26/19
8/27/19	9/16/19
9/17/19	10/7/19
10/8/19	10/28/19
10/29/19	11/18/19
11/19/19	12/9/19
12/10/19	1/13/20

Cosmetology Evening (9 week) 2019 Term Calendar	
Term Start Date	Term End Date
1/21/19	3/31/19
4/1/19	6/2/19
6/3/19	8/4/19
8/5/19	10/6/19
10/7/19	12/8/19
12/9/19	2/23/20

2019 Cosmetology Holiday Calendar			
Holiday	Start	End	Make up Day
New Years Day	1/1/19		
MLK Day	1/21/19		1/25/19 COS Eve
Presidents Day	2/18/19		2/15/19 COS Eve
Spring Break	3/8/19	3/17/19	COS Eve
Spring Break	3/10/19	3/18/19	COS Day & Manicure Tech
Good Friday	4/19/19		4/15/19
Memorial Day	5/27/19		5/31/19 COS Eve
Independence Day	7/4/19		7/8/19 [7/5 COS Eve]
Labor Day	9/2/19		8/30/19 COS Eve
Thanksgiving	11/28/19	11/29/19	11/25/19 & 12/2/19 [11/22 COS Eve]
Winter Break	12/20/19	1/5/20	COS Eve
Winter Break	12/22/19	1/6/20	COS Day & Manicure Tech

TUITION AND FEES

Cosmetology Operator	
Tuition	\$18,450.00
Total Cost	\$18,450.00 *

Manicure Technician	
Tuition	\$6800.00
Total Cost	\$6800.00 *

* Books and Fees are included in the cost of tuition.

Other Charges

Replacement Student ID	\$ 5.00
Replacement Diploma	\$ 5.00
Additional or Replacement Uniforms	
Cosmetology Shirts	\$ 9.00
2XL-4XL	\$ 11.00
Official Transcripts: First Copy is free; for additional copies	\$ 2.00

ADMISSIONS

Admissions Process and Entrance Requirements

Admission to SCI requires that applicants complete the following prior to the student's start date:

- ✓ Interview with an Admissions Representative
- ✓ Tour of the campus
- ✓ Proof of high school graduation or General Equivalency Diploma (GED)*

***Eligibility of Other Students Without a Valid High School Diploma (Grandfathered Students):** Students without a high school diploma or its recognized equivalent, who were enrolled in an eligible program at a Title IV institution prior to July 1, 2012, are eligible for Title IV aid under the previous ATB alternatives. (Consolidated Appropriations Act of 2012 amended section 484(d) of the Higher Education Act.) Southern Careers Institute accepts these grandfathered students if the student can provide proof that an appropriate ATB process was followed; that the student withdrew after earning credits; and that the student received federal aid for those credits.

- SCI enrollment agreement
- May be required to complete and pass a Background Check**

****Criminal Conviction Policy**

In an effort to maintain a safe educational and working environment for students and staff, SCI does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to SCI are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. SCI reserve the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate.

English Proficiency

SCI does not provide English-as-a-second language instruction. Students are required to read, write and speak English in classes that are taught in English. Students whose primary language is not English are required to provide proof of English proficiency by one of the following:

- Test of English as a Foreign Language (TOEFL) with minimum score of 61 on an Internet-Based Test (iBT) , 500 on a Paper-Based Test, or 173 on a Computer- Based Test (CBT)
- Advance Placement International English Language (APIEL) with a minimum score of 173
- International English Language Testing System (IELTS) with a minimum level of 6
- A minimum grade of C in an intermediate ESL course
- Graduation from an English-speaking secondary institution
- Evidence of having completed 12 semester hours or 18 quarter hours with at least a C (70%) average at a postsecondary institution in which English was the language of instruction
- Or other appropriate method of providing English proficiency as determined by the Campus Director.
- Students or Graduates who have been previously enrolled in an SCI Spanish program who chose to transfer to a non-Spanish program will need to meet the English Proficiency requirements.

Applicants must be at least 16 years of age. Any applicant, who has not reached the age of 18 at the time of the admissions process, must provide proof of a high school diploma or GED and have written permission from a parent or legal guardian.

Non-Discrimination

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. SCI reserves the right to deny admission to any person for any nondiscriminatory reason. Applicants are notified promptly of their admission status.

Admissions Procedures

After satisfying the admissions requirements, students will the complete necessary paperwork, including Enrollment Agreement (to be signed by parent or guardian if the student is a minor), and make satisfactory financial arrangements.

STUDENT ORIENTATION

Prior to beginning programs at SCI, new students have the opportunity to attend an orientation session. Orientation facilitates a successful transition into SCI. New students are encouraged to attend regardless of their prior college experience. At orientation, students are acquainted with the campus and campus policies and procedures. They are also introduced to the administrative staff, the faculty and their peers. The directors of the campus departments explain how they assist students and clarify students' rights and responsibilities.

STUDENT FINANCIAL AID FOR PROGRAMS

Financial assistance may be a combination of grants and loans which supplement the student's contribution towards training. As an accredited post-secondary institution, SCI has various federal financial assistance programs available for qualified students enrolled in SCI programs. This does not apply to seminar students. These programs exist to assist students in paying for educational expenses.

SCI will assist students in developing financial plans to pay for their education through a combination of student/family contributions, financial aid, if eligible, and finance plans. Eligibility for financial assistance is determined by Financial Aid office personnel who are trained in using standard, federally-approved methods of needs analysis. Students will be interviewed individually to determine a financial arrangement that suits their needs and personal situation and which meets the requirements of the school.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. Failure to keep all payments current may result in termination.

Applying For Student Financial Assistance

All students applying for financial assistance must have a personal interview with a member of the Financial Aid staff. During this interview process, the staff member can provide guidance on the process of completing a Free Application for Federal Student Aid (FAFSA) and any other forms necessary to determine eligibility and apply for financial assistance. It is the student's responsibility to provide any requested documents in order to verify eligibility and process the application in a timely manner.

Federal Pell Grant

The Federal Pell Grant is a grant awarded to students who qualify under the financial need guidelines. Eligibility is determined by completing the Free Application for Federal Student Aid. (FAFSA)

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal SEOG is a grant that the school awards to qualified students based on financial need and the availability of funds. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA).

Federal Direct Loan (Subsidized and Unsubsidized)

The Federal Direct Loans are low-interest rate loans provided by the Federal Government. Amounts are determined based on financial need. Eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA).

Federal PLUS Loan

The Federal PLUS Loan is a low interest rate loan available for the parents of dependent, undergraduate students who are enrolled on at least a half time basis. Applications are available in the Financial Aid Office.

Payment Period – Federal Grants and Loans definition

A payment period is one half of the program length (in credits or clock hours, as applicable) for programs that are less than or equal to an Academic Year in length and one half of each academic year for programs greater than an Academic Year in length. Programs with reduced credits or hours due to transfer credits or hours are considered to be the length of the remaining credits or hours in the program.

Alternative Financing

For those students who qualify, alternative financing is available through several financing companies. The Financial Aid Office will assist students in tailoring payment plans to fit their individual needs. Co-signers may be necessary, depending upon the student's credit history.

Veterans

Veterans' benefits are available for those who are eligible. SCI is approved for GI Bill® Chapters 30, 31, 32, 33, 35, 1606, and 1607 tuition payments from the US Department of Veterans Affairs. Veterans are required by the VA to pay for their books and testing fees to SCI. Books are covered by an annual book stipend. Students should request reimbursement for testing fees from the VA after they pass the examination tests. Students receiving VA educational benefits are required to provide all previous post-secondary education transcripts for review, including JST military training records.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Social Security Benefits

Eligible students may obtain Social Security benefits. For more information see the Financial Aid Office.

INSTITUTIONAL SCHOLARSHIPS AND GRANTS

Student Success Grant

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the Student Success Grant for specific start dates and programs. This Grant is only valid for those applicants who submit a complete application for the associated starts in 2017 and commit to continuous enrollment and abide by the program requirements. SCI makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Determination of award amount will be based on: Students Initial Funding Level selection and Matriculation of all transfer credits from all other colleges, Military and other SCI programs or campuses per the institution's catalog.

High School Best Scholarship

SCI may offer a High School Best Scholarship to first time students who enroll and attend an SCI campus within six (6) months of their high school graduation date, and have a GPA of 3.5 or higher on a 4.0 scale. Adjustments will be made for schools using a different grade scale to maintain the measurement of exemplary student achievement. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each year, students at each applicable campus will be offered up to a \$3,000 scholarship for their first academic year. Students will be considered for the High School Best Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, submitted the High School Best Scholarship application, and a copy of their high school transcripts. Applications are due by each start date; awards will be based on financial need as well as academic achievement. Scholarship applications will be evaluated as they are received. The High School Best Scholarship is not available for the Cosmetology Program or Seminars.

Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. For 2017, a maximum of \$420,000 in scholarship funding will be awarded in High School Best Scholarships.

High School Scholarship

SCI may offer a High School Scholarship to first time students who enroll and attend a Southern Careers Institute campus within 90 days of their high school graduation date. Students must have exhausted all federal and state funding and have an outstanding tuition balance. Each year, students at each applicable campus will be offered up to a \$1,500 scholarship for their first academic year. Students will be considered for the High School Scholarship once they have completed the admissions application process, have a valid Free Application for Federal Student Aid (FAFSA) on file, and have submitted the High School Scholarship application and a copy of their proof of graduation showing graduation date. Applications are due by each start date. Scholarship applications will be evaluated as they are received. The High School Scholarship is not available for the Cosmetology Program. Once the maximum dollar amount of scholarship funds is awarded, no additional scholarships will be granted for the remainder of the year. For 2017, a maximum of \$275,000 in scholarship funding will be awarded in High School Scholarships.

Financial Literacy Grant

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, financial literacy and completion, SCI may offer the Financial Literacy Grant for specific start dates and programs. This Grant is only available for those applicants who submit a complete application, and commit to continuous enrollment. Determination of award amount will be based on: Matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog.

Southern Careers Institute Military Grant

To continue to serve our Military Members and their families, Southern Careers Institute has established a Military Grant up to \$2,000 to be determined based on the cost of the chosen program of study. The Military grant is for Military Members (Active, Veteran, and Retired), their spouses, and dependents to assist in providing funding to attend a program of study at Southern Careers Institute. To be eligible for the Southern Careers Institute Military Grant, a candidate must be accepted for admission, and verify Military Affiliation status.

DREAM Act Grant

In keeping with the Institution's long-standing tradition of providing excellent educational programs while assisting students across Texas overcome the challenges of college affordability, SCI may offer the DREAM Act Grant for specific start dates and programs. This Grant is only valid for those applicants who submit a complete application for the associated starts in 2017 and commit to continuous enrollment and abide by the program laid out below. The Institute makes available a limited amount of money each year for such grants. Once it is determined that available funding is exhausted, grants will not be available to otherwise eligible students.

Sponsor's Grant

If requested, SCI will match sponsor's contribution with an additional grant for a student who is sponsored by another organization. If the student is eligible for a Pell Grant SCI will match up to the sponsor's contribution after the Pell Grant is applied. Total contributions cannot exceed the cost of the program. If the student is not eligible for a Pell grant the institution will match half (1/2) of the sponsor's contribution, not to exceed the cost of the program. Any portion of the program cost which is not covered by grants, sponsor, and scholarship will be paid by the student while in school.

Debt Forgiveness Grant

To help change more lives, SCI may offer the Debt Forgiveness Grant for specific start dates and programs. The purpose of this program is to assist our prior students to continue their educational

journey while supporting and encouraging them to improve their marketability in today's job market. Students who withdrew from class within the last 365 days and meet SAP requirements are eligible for the grant.

Career Opportunity Grant

To help change more lives, SCI may offer the Career Opportunity Grant for specific start dates and programs. The Career Opportunity Grant makes going back to school easier by lowering the overall cost of tuition by as much as \$4,000 for grant recipients. Grant available to those who qualify.

Need Based Grant

To help change more lives, SCI may offer the Need Based Grant for specific start dates and programs. The Need Based Grant makes going back to school easier by lowering the overall cost of tuition. This grant is reserved for applicants with high expected family contribution and willing to invest in their career at enrollment. This Grant is only available for those applicants who submit a complete application, and commit to continuous enrollment. Determination of award amount will be based on: Matriculation of all transfer credits from all other colleges or military, including from other SCI programs or campuses per the institution's catalog. Some programs may not qualify.

Grant recipients must continue to satisfy the school's stated Standards of Academic Progress (SAP) as defined in the school's catalog to remain eligible for the grant. See the Financial Aid department for all requirements and parameters for institutional grants.

REFUND POLICY

Reverse Start Policy

A 21 day reverse start may be applied to students enrolling at SCI for the first time. If at any time during the first 21 day period the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, he or she may do so without incurring any tuition-related expense or Federal Student Loan debt. If the student confirms intent to continue enrollment by attending any class within or beyond the 21 day period, he or she may be subject to all tuition charges as outlined in this Agreement. On calendar day 22 or beyond, pursuant to Texas Education Code 132.061, the minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. Any class attended during the reverse start period would receive a grade of RS.

Cancellation Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Institutional Refund Policy

When a student withdraws from school, two calculations will be performed. The first of these is Return to Title IV.

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a charging period, the amount of Student Financial Aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination, and returns will be made according to Federal Guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period or period of enrollment, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period or period of enrollment, all of the assistance for the period is earned.

The second calculation that will be performed is the School's Institutional Refund.

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

- (b) The course of instruction is discontinued by the school and this prevents the student from completing the course; or completing the course; or
- (c) The student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

RETURN/REFUND PRIORITIES:

Any refunds/returns due to or on behalf of the student will be refunded to the following programs /sources in the following order:

1. Unsubsidized Federal Direct Student Loan.
2. Subsidized Federal Direct Student Loan.
3. Federal Direct Plus Loan.
4. Federal Pell Grant.
5. Other Student Financial Aid Programs.
6. Other federal, state, private, or institutional sources of aid.
7. The student.

Examples of common refund situations/comparisons are available through the financial aid office. If you have any questions about your Title IV program funds, you may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on student aid on the Web at www.studentaid.ed.gov.

Refund Policy for Students called to Active Military Service.

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for the program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of W (withdrawal) with the notation that the student was a military withdrawal for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript; and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty, without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or hours for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the course; and
 - (2) demonstrated sufficient mastery of the course material to receive credit for completing the course.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

Return to Title IV

Federal Law specifies how the school must determine the amount of federal financial assistance that a student earns when the student withdraws. The law requires that when a student withdraws during a payment period, the amount of student financial aid program assistance that is earned will be determined by a specific formula. If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive additional funds. If more assistance was received than was earned, the excess funds must be returned. This process must be completed within 45 days of the date of determination and returns will be made according to federal guidelines. The amount of assistance that is earned is determined on a pro-rata basis. That is, if a student completes 30 percent of the payment period, he/she earns 30 percent of the assistance originally scheduled to be received. Once a student completes more than 60 percent of the payment period, all of the assistance for the period is earned. Refunds are processed automatically and students are not required to request a refund in order for the refund to be made.

EDUCATION

Definition of Clock Hour

The Cosmetology Operator program is measured in clock hours. A clock hour is defined as a fifty to sixty minute period of time that consists of class, lecture, recitation, faculty-supervised laboratory, shop training or internship.

Module

SCI Cosmetology programs are divided into three-week modules which are scheduled continuously throughout the year. Re-entry students are eligible to begin classes at the beginning of any module based on the availability of courses in their program.

Acceptance of Transfer Hours into Southern Careers Institute's Programs

A prospective student requesting credit for previous training must do so prior to starting school and must provide an official record for review. The prospective student must be in good financial standing with the former school so official records will be released to SCI. SCI may request the student also provide detailed course descriptions. SCI will then evaluate the documentation and make a decision regarding the appropriateness of the request. If prior completed hours are accepted, SCI will make the appropriate adjustments to the program length and charges, within the guidelines of state and federal law. The student must have passed the hours to be transferred with a grade equivalent of "C" or better. Transfer hours must be relevant and comparable to SCI offerings, and the student may be required to demonstrate required skills in order to be awarded hours. Students generally may transfer in no more than 35% of the program's total hours, unless the hours were issued by an SCI affiliated school. Transfer hours are given a grade of TR. The transferred hours are counted in the Maximum Time Frame for completion.

Transferability of Southern Career Institute's Hours to another School

SCI is an accredited institution that offers programs designed to provide the student with vocational career training and is not designed to prepare the student for transfer to other institutions. Acceptance of hours earned at SCI is determined solely by the receiving institution. Students wishing to transfer hours should first consult with the receiving institution concerning acceptance. Accreditation alone does not guarantee transfer. *SCI cannot and does not guarantee credit transfer.*

Attendance

Students are requested to call the school in advance if they are going to be absent.

Each student must master the competencies required in each course before the student is eligible to move on to the next course in the program. Students who fail to master the competencies will be required to repeat the course in its entirety. Students who miss class time are expected to make up that time on the Monday following the week in which the time was missed. Students must attend a minimum of 80% of

the scheduled hours in each course and meet all competencies in order to successfully complete the course. Students who still have time to make up at the end of the program must do so within 15 weeks following the end of the student's program. If hours are not completed within the allowed timeframe, student will not be eligible to graduate from the program.

The US Department of Veterans Affairs will be notified if students using veteran's education benefits fail to attend five (5) consecutive class days or miss 20% of their total program.

Missed Assignments/Clinic Time

Students who miss lab work, clinic hours, tests, quizzes, or other assignments due to absences may, with the instructor's permission, be permitted to make up the work missed. Make-up work is designed to ensure that the student has met competencies in the course and may result in a reduced grade on assignments that are submitted late. Make up hours are designed to ensure that the student meets the minimum clock hour requirements for attendance in the program.

Withdrawals

A student must notify the Director of Education, or designee, in writing of intent to withdraw to be considered officially withdrawn. Withdrawal from a single class will be assigned a grade of W and recorded as hours attempted in the Rate of Progress and MTF. When a withdrawn student reenters, he/she will be charged the tuition rate in effect at the time of reentry.

Reentries

SCI encourages students who previously withdrew to return to school to complete their education. Reentry is contingent on space availability and program schedules, and requires final approval from the Campus Director or designee. When a withdrawn student reenters, he/she will be charged the tuition rate in effect at the time of reentry.

Applicants may reenter into original program of study; or, with approval, into a new program.

- Reentry date must be within 12 months of the last date of attendance.
- A 21 day reverse start may be applied to students reentering SCI following a withdrawal from SCI. If at any time during the reentering 21-day period the student decides to discontinue enrollment, or fails to confirm intent to continue enrollment by attending any class on calendar day 22 or beyond, he or she may do so without incurring any tuition-related expense or Federal Student Loan debt. Any class attended during the reverse start period would receive a grade of RS. See the Reverse Start Policy in the admissions section of the catalog for additional information.
- Any student who is terminated or withdraws without meeting the requirements of Satisfactory Academic Progress or for failing to meet Attendance Requirements must sit out at least one grading period (six weeks).
- If it is determined that a potential reentry is unable to meet SAP, he/she must not be allowed to return.
- Applicant must meet with the Director of Education or designee to review the reasons for the previous withdrawal and actions taken to help ensure student can complete the program if re-entered.
- Dismissed students who are readmitted will sign a new Enrollment Agreement, will be charged tuition consistent with the existing published rate, and will be eligible to apply for federal financial aid. The student will have one term to return to good standing. If SAP is not achieved during that time the enrollment will be terminated.

Leave of Absence

A Leave of Absence (LOA) is for the student during a time of exceptional need.

LOA, including military leaves, shall be reasonable in duration, a student may have no more than two LOAs in a 12 month period not to exceed a total of 60 calendar days, and must be for specific and extreme circumstances. A student who requests a LOA for a reason not determined to be an extreme circumstance will not be granted that LOA. A written request for LOA, properly completed, dated, and signed by the student and approved by the School Director should be received on or before the beginning of such leave. A student who fails to return from an approved LOA on or before the scheduled return date will be immediately terminated from the school, making the last scheduled date of the LOA the effective date of termination for refund purposes.

Students must be aware that it is highly probable that taking a LOA will reduce their financial aid eligibility and in most cases increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the term in which the leave is taken but in most cases for subsequent terms also.

In most instances students who take a LOA will not complete their program as originally scheduled.

The student will receive a grade of L (Leave of Absence) for courses in progress where a final course grade has not been issued at time of the LOA. Upon their return students are required to repeat any partially completed courses, as well as courses missed during the leave. All academic class work and externship hours must be completed before a student is considered to have completed his/her program. Students taking a LOA must be aware that they can only obtain the missed class work or lecture material at the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on LOA may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Education. Requests to audit any class must be made in writing and approved by the Director of Education.

Academic Advising

Students' educational progress, including course pass rate, attendance, and conduct are reviewed on a regular basis. The education department notifies students if their attendance, academic standing or conduct is unacceptable. Failure to improve may result in further action up to and including withdrawal. The school provides tutorial sessions and academic advising for students who are experiencing academic difficulties. Students are encouraged to seek academic assistance through their instructor or the education department.

Grading Scale

The progress and quality of students' work is measured on a Pass/Fail basis. A passing grade is equivalent to a numerical score of 70 or better.

Grade	Rating	Counts in Maximum Timeframe
P	Pass	Yes
F	Failure	Yes
INC	Incomplete	No
W	Withdrawal	Yes
R	Re-take	Yes
TR	Transfer credit	Yes
RS	Reverse Start	No
L	Leave of Absence	No

Incompletes

To receive an Incomplete (“INC”) grade, the student must petition the instructor to receive an extension to complete the required course work and/or hours. This request must be approved by the end of the last day of class, and the student must be passing a course in order to be eligible for an incomplete grade. Should a student fail to complete the unfulfilled coursework requirements or hours within 10 calendar days from the end of the course, the Incomplete grade will be averaged with any missing work assigned the grade of 0.

Satisfactory Academic Progress Policy

The purpose of this policy is to establish an academic progress policy that meets state and institutional requirements and is also compliant under federal regulations for purposes of assessing and determining individual student eligibility for federal student aid.

All enrolled students, regardless of whether or not they participate in any financial aid or financial assistance program, must be making Satisfactory Academic Progress (SAP) in order to remain enrolled at SCI. For students receiving federal financial aid assistance this is also necessary to maintain eligibility to continue to receive that aid. SCI determines whether a student is meeting Satisfactory Academic Progress requirements by reviewing a quantitative academic component at specific evaluation points. The quantitative factor is the student’s rate of academic progress (ROP) toward successful completion of the contact hours they have attempted (i.e., the ratio of contact hours earned to contact hours attempted).

Evaluation of SAP

SCI evaluates each student to determine if he/she is making SAP at the end of each payment period. Each of SCI’s payment periods generally corresponds to a six-week term for term-based day programs for federal financial aid purposes. Thus, the end of each payment period is a SAP evaluation point.

Rate of Academic Progress (Quantitative Factor):

When reviewing SAP, SCI checks to determine if the student has successfully completed a minimum of 66.67% of the contact hours attempted. The formula used to complete the evaluation is:

$$\frac{\text{Total Contact Hours Earned}}{\text{Total Contact Hours Attempted}}$$

Total Contact Hours Earned are defined as those contact hours the student attempted (including transfer hours accepted by SCI towards completion of the student’s current program) minus those contact hours for which the student received a non-passing grade, a grade of incomplete, or a withdrawal. Total Contact Hours Attempted are defined as those contact hours that are contained in the student’s academic history at SCI, including, as may be applicable, transfer hours. Please refer to the Grading Scale section of this catalog for an explanation of how non-punitive grades and repeated coursework impact SAP.

Maximum Time Frame

Students must also complete their programs within the maximum timeframe (MTF) allowed. MTF is 1.5 times the normal time frame required to complete the program. Official leaves of absence and other official interruptions of educational training are not computed as part of the student’s progress for the purpose of MTF calculation. Failure to complete the academic requirements necessary to graduate by the end of the MTF will result in the student’s academic dismissal. For example, if the normal timeframe within which students complete a program is 50 weeks, the MTF for that program is 75 weeks (1.5 x 50 weeks).

Failure to Make SAP

When it is determined that a student satisfies the quantitative factors at an evaluation point, SCI considers that student to have met SAP. If a student does not meet the quantitative factor when SAP is reviewed at an evaluation point, SCI considers that student to have failed to make SAP. SCI will notify a student in writing that he/she has failed to make SAP, including any resulting consequences as detailed below.

Academic and Financial Aid Warning

A student who has not achieved a satisfactory rate of progress (ROP) at the end of a grading period may be placed on Academic and Financial Aid Warning (FAAW). When a student is placed on FAW, the student will be advised, and the terms of FAW will be documented and maintained in the student's file. A student is only placed on FAW if it is determined that the student can mathematically reach the required standards within one term.

If the student who is placed on FAW does not achieve satisfactory progress (66.67% ROP), the student will be dismissed from the program. A student who is academically dismissed may file an appeal to return after one evaluation period has elapsed. (See SAP Appeals)

Academic and Financial Aid Probation

If it is determined that a student is unable to meet SAP within one term, that student is placed on Academic and Financial Aid Probation (AFAP.) Students on AFAP are advised of their status and are provided an academic plan for how to meet SAP within the timeframe defined on the plan. A student on an academic plan remains eligible for FA as long as the terms of the plan are met. A student may remain in school and receive federal financial aid for the term following the AFAP period only if, as of the following evaluation point, the student is meeting SAP or has met the requirements of the SCI academic plan. Failure to meet SAP or the terms of the academic plan at the next evaluation point while on Academic and Financial Aid Probation will result in the student's dismissal from SCI.

SAP Appeals

Any student who is academically dismissed for failure to meet SAP standards is not eligible to apply to return to school until one evaluation period (one term) has passed. In order to file a SAP Appeal, a student must complete the SAP Appeal Form in writing. The SAP Appeal Form is available from SCI's Academic or Financial Aid Departments.

Students who were academically dismissed and are allowed to return to school will be placed on Academic and Financial Aid Probation (AFAP) and will be provided an academic plan for how to meet SAP within the timeframe defined on the plan. A student on an academic plan remains eligible for financial aid as long as the terms of the plan are met.

Appeal of Loss of Aid Due to Maximum Time Frame

When it is determined that a student cannot complete the program in the Maximum Time Frame (MTF) allowed, the student loses financial aid eligibility. Any student who wishes to appeal the loss of aid should follow the SAP appeal process as defined in this catalog. If the appeal is upheld the student will be placed on an academic plan that will specify the requirements for completing the program. If the student fails to meet the academic plan, the student will become ineligible for aid without being able to further appeal.

Evaluating a SAP Appeal

Upon submission of a SAP Appeal, SCI's Academic Review Committee will review the student's SAP Appeal to determine if it is complete and supports approval of the appeal. If the SAP Appeal is denied, the student will be dismissed from SCI. If the SAP Appeal is accepted, SCI will place the student on Academic and Financial Aid Probation and provide an academic plan for the student to ensure that a satisfactory status can be met. This includes the assessment of the student's academic file to determine if it is mathematically possible for the student to meet SAP within the defined timeframe and complete all remaining coursework within the maximum time frame.

In addition, SCI's Director of Education will determine ways to provide academic advisement for the student and provide suggested strategies and/or identify resources to help the student succeed academically. If at any measurement point the student has failed to meet the terms of the academic plan, the student will be dismissed from SCI.

GRADUATION REQUIREMENTS

A diploma will be issued to students upon successful completion of all attendance and academic requirements. Successful completion of all courses listed in the program requires a grade of Pass in all courses. **Students must satisfy outstanding financial obligations before the school will issue an official transcript.** Students must request a transcript from the campus by filling out a transcript request form. Transcripts can be picked at the school or mailed as instructed by the student. A continuously enrolled student is entitled to graduate under the academic requirements stated in the catalog in effect at the time of the student's enrollment. Students who re-enter do so under the catalog in effect at the time of their re-enrollment.

CAREER SERVICES

SCI's department of Career Services is committed to assisting all active students and graduates in the pursuit of a rewarding career by providing the tools, resources, and support necessary to successfully transition from student to professional in their field of study.

The programs and services provided enhance job readiness and employability skills of students. Offerings include assistance with resume writing, cover letter development, interviewing techniques, and advising on professional development and job search skills. In addition, Career Services Coordinators maintain positive relationships with employers to be an advocate for students and graduates and assist in the interview and hiring process.

After graduation, those not yet employed in their field of training are expected to actively and aggressively search for training related employment and remain in close contact with the Career Services Coordinator. SCI reserves the right to contact a graduate's employer through telephone calls, e-mail, or postal mail to verify graduate employment information.

Securing employment upon graduation remains the responsibility of the student. SCI does not guarantee employment or starting salaries for its graduates. Alumni are welcome to contact the Career Services department to inquire about additional employment opportunities.

STUDENT SERVICES

Student Housing

The campuses do not have dormitory facilities. Students must arrange for their own housing. The school can provide contact information for various apartment locator services in the general vicinity of the campus.

Student Guidance

The school is committed to helping students realize and use their own abilities to reach their personal, academic, and career goals. The staff of the school makes every effort to maintain close communication with its students. Students may contact their instructor and administrative staff for assistance with vocational, academic and personal problems.

Financial aid questions should be directed to the Finance Specialist. Students seeking part time employment may receive assistance through the Career Services Department. Students experiencing personal problems, which require professional assistance, will be referred to the appropriate agencies.

Tutoring

Tutoring is available at no cost to the student. The instructors or other designated staff will arrange for tutoring sessions. Either students or instructors may initiate tutoring sessions.

Resources

Internet sites, periodicals, newspapers, professional (or business) publications, state-specific laws or codes, magazines, publisher provided information (via CD, DVD, or website), instructor work experience, video, audio or other visual files/documents to convey and aid in obtaining course objectives are available in the Resource Center.

CODE OF CONDUCT

Statement of Policy

Southern Careers Institute seeks to provide the best educational environment for its students, faculty, and staff. The School requires each student to obey the rules and regulations established by the School, and all local, state, and federal laws. The School will not tolerate deliberate disruptive words, actions, violence, or physical interference with the rights of any member of the School community or with any of the facilities of the School, or with any authorized functions being carried out on the School campus or at any School sponsored event. Therefore, in furthering the educational aims of the School, the following rules and regulations are established concerning conduct on the campus or at any School sponsored event, the use of School property, the means of enforcement, and penalties for any violations.

Section I: The Student Code of Conduct

The Student Code of Conduct applies specifically to student behavior. Student rights are basic to the freedom to learn and must be based on mutual respect and responsibility. In addition, when a student enrolls at Southern Careers Institute, s/he agrees to abide by all School regulations. Therefore, violations of any section of the Code of Conduct will result in appropriate disciplinary action.

- A. Physical Violence (Including, but not limited to, dating violence, domestic violence and sexual assault):

Acts of physical violence will not be tolerated. A student who initiates physical violence against any member of the School community will face penalties up to and including the likelihood of expulsion from the School.

- B. Criminal Violations (Including, but not limited to, stalking): A student who is convicted of violating a criminal law may be subject to immediate suspension or expulsion from the School.

- C. Maintaining Order: The Director of the School or his/her representative will have the authority and responsibility to take whatever steps are necessary to carry out the following rules and regulations in the interest and for the welfare of the School community. Violations of the following regulations are extremely serious in nature. Such violations may constitute cause for immediate suspension from the campus and may also subject the violator to whatever penalties may be imposed by appropriate School and/or civil authorities. Infractions of the Code of Conduct include, but are not limited to, the following:

1. Infringing upon the rights of other members of the School community via physical or verbal assault or abuse.
2. The possession or use of weapons of any nature, including instruments intended to be used to inflict harm, fireworks or explosives on the campus, in class, or at any School function.
3. Unauthorized or illegal use of School computers.
4. Disruptive conduct in the classroom that interferes with instruction.
5. Disorderly, lewd, indecent, or obscene conduct or expression.
6. Any act that interferes with normal operation of the School or which adversely affects the student's suitability as a member of the School community.
7. Failure to comply with directions of School personnel acting in the performance of their duties, for example, failure to show proper I.D. to requesting School personnel acting in the performance of their duties.
8. Theft of, or damage to, School or personal property belonging to any member of the School community.
9. Unauthorized possession, use, and/or sale of alcoholic beverages, narcotics, or drugs on the School campus and/or attendance in class, on campus, or at any School function under the influence of alcoholic beverages, narcotics, or drugs.
10. Gambling in any form.
11. Plagiarism, cheating, or any form of academic dishonesty. (See Academic Misconduct section)
12. Submitting a false application or other information to the School, and the forgery, alteration, or intentional misuse of School documents, records or identification.
13. Violation of School policies concerning regulation of student clubs or organizations.
14. Posting, distributing, or displaying any sign, banner, poster or advertisement of commercial nature, without the consent of the appropriate School official.

The Director of Education will use his/her discretion in determining whether the alleged violation could warrant immediate suspension or expulsion and the nature of the procedures to be followed.

D. False Accusations

The School recognizes that the question of whether a particular conduct constitutes a violation of the Student Code of Conduct requires factual determination. The School also recognizes that false accusations have serious effects on innocent persons. If it becomes clear that a person who has accused another of a violation has maliciously or recklessly made a false accusation, the accuser will be considered in violation of the Student Code of Conduct. It is important to note, however, that the fact that a complaint is not substantiated or is determined not to constitute a violation does not mean that the complaint was maliciously or recklessly made.

Section II: Procedures for Dealing with Infractions of the Student Code of Conduct

The School will respond to violators of its Code of Conduct using the procedures listed below. While the School will make every effort to proceed expeditiously, the time limits specified in the following sections may be extended due to mitigating circumstances. All records pertaining to accusations and disciplinary actions are confidential to the extent allowed by law. Throughout the proceedings, the students' right to privacy will be maintained to the extent allowed by law.

A. Filing of Accusations

1. Formal accusations may be filed against a student by another student or by any School employee. Any accusation or infraction of the Code, which might result in disciplinary action, must be submitted to the Director of Education in writing within five (5) days of the alleged violation. However, prior to filing an accusation formally, any student, staff, or faculty may informally consult with the Director of Education regarding an alleged infraction of the Code of Conduct and procedures to be followed.
2. When informal (unwritten) accusations are brought to the attention of the Director of Education, the Director of Education will determine if written accusations must be filed. If formal (written) accusations are not required, the Director of Education will attempt to negotiate a solution between the involved individuals.
3. When formal accusations are filed with or by the Director of Education, the Director of Education will notify the accused student(s), in writing, of the date and time of an initial interview with the Director of Education. This interview will take place no more than ten (10) business days (Mondays through Fridays when the School is open) following the filing of the

accusations. The written notification will be mailed to the student's address of record both by first class mail and by certified, return receipt requested mail. This written notification to the accused student(s) will include a copy of the Student Code of Conduct.

4. In cases of serious violations of the Code of Conduct, if the Director of Education considers that continued attendance at the School is inconsistent with the safety of the School community, the Director of Education or his/her designee may impose immediate suspension pending an interview, a hearing or further action on the accusations.
5. Prior to the interview date, the Director of Education will gather relevant information concerning the accusations from all appropriate sources.
6. In the event of violation(s) of criminal law, the appropriate civil authorities will be notified.

B. Presentation of Accusations

1. At the initial interview the Director of Education will inform the student of his/her rights and possible consequences as defined in the Student Code of Conduct. There will be a thorough review of the accusations, including statements from witnesses.
2. Based on the interview and all other information gathered, the Director of Education will make one of the following determinations:
 - a. A resolution can be reached without a conduct hearing. In this case, the Director of Education will attempt to reach a resolution satisfactory to all parties. If a negotiated solution cannot be reached, the matter will be scheduled for a hearing as outlined in section b immediately below.
 - b. Due to the nature of the alleged violation(s), action other than suspension or expulsion could be taken but a negotiated solution could not be reached. In this case, the Director of Education will inform the accused student, in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education. The written notification will be mailed to the student's address of record both by first class mail and by certified, return receipt requested mail.
 - c. Due to the nature of the alleged violation(s), the student accused could potentially receive a penalty of suspension or expulsion and is therefore entitled to a hearing. In this case, the Director of Education will inform the accused student, in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education
 - d. Due to the nature of the alleged violation(s), the student accused could receive a penalty of suspension or expulsion and the Director of Education may determine that the student(s) should be suspended pending a hearing on the accusations. Such a decision would be based on the Director of Education's determination that the accused student's continued attendance at the School is inconsistent with the safety of the School Community. In this case, the Director of Education will suspend the student and will inform the student(s), in writing, of the date and time of a hearing before the Academic Review Committee. This hearing will take place no more than five (5) business days following the interview with the Director of Education.

C. Academic Review Committee

1. Jurisdiction and Procedures of the Committee
 - a. The Committee will consider those cases that could result in suspension or expulsion, or those cases in which a negotiated solution could not be reached.
 - b. The Committee will not be bound by the strict rules of evidence and will hear evidence that it deems appropriate.
 - c. Decisions will be made based on the preponderance of the evidence presented.
2. Membership of the Committee
 - a. The Committee will consist of a minimum of five (5) members.
 - i. Two staff members which may not include the Director of Education.
 - ii. Three faculty members
 - b. The Chair of the Committee will be elected by a simple majority of voting members present at the hearing. The Chair will conduct the hearing and rule on questions of procedure.
 - c. The Director of Education, or his or her designee, will present the case.
3. Definitions
 - a. A quorum will be four (4) members of the committee.
 - b. Decisions will be determined by a simple majority of voting members present at the hearing. If a simple majority vote cannot be secured, the Director of Education will be asked for a decision.
4. Limitations
 - a. Any member who feels unable to approach a case in a spirit of neutrality may ask to be excused from hearing the case. The Chair of the Committee will appoint alternates as required to meet a quorum.

- b. Any member whom the Committee feels cannot approach a case in a spirit of neutrality will be questioned on the matter by the Committee, and if neutrality is not established, that member will be asked by the Committee, on the basis of a simple majority of voting members present at the hearing, not to hear the case. The Chair of the Committee will appoint alternates as required to meet a quorum.

D. Resolution of Accusations

1. Accusations that could result in sanctions other than suspension or expulsion.

- a. As indicated above, the Director of Education will provide an interview to hear cases that could result in penalties other than suspension or expulsion. At the interview, the Director of Education will consider evidence presented by the accused student, the victim(s)/accuser(s), and any other witnesses whose testimony the Director of Education believes to be necessary. The accused student will have the right, with prior notification to the Director of Education, to bring his/her own witnesses to the interview.
- b. The following procedures and due process will govern the Director of Education's interview. Students involved with an interview with the Director of Education are entitled to the following:
 - i. a written statement of the accusations(s) and the date and time of the interview mailed to the student's address of record by both first class mail and certified, return receipt requested mail within five (5) business days after the Director of Education receives the accusations;
 - ii. access to documentary evidence in the Office of the Director of Education;
 - iii. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
 - iv. the opportunity to respond to allegations, including documents;
 - v. the victim/accuser has the right, at his/her discretion, to remain in the interview room with the accused;
 - vi. a determination based on evidence presented at the interview;
 - vii. a written notification of the decision sent by the Director of Education within five (5) business days of the conclusion of the interview;
 - viii. all parties involved will be informed of the findings and sanctions.
- c. As a result of the interview, the Director of Education may:
 - i. negotiate a solution between the accused and the victim/accuser;
 - ii. determine that no penalty should be imposed. In this case, the Director of Education will notify the accused and the victim/accuser of his/her decision, in writing, within five (5) business days of the interview. The victim/accuser will have the right to appeal the Director of Education's decision to the Campus Director of the school based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Director of Education's decision;
 - iii. determine that some penalty should be imposed. In this case, the Director of Education will notify the accused and the victim/accuser of his/her decision, in writing, within five (5) business days of the interview. The student receiving the penalty will have the right to appeal the Director of Education's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Director of Education's decision.

2. Accusations that could result in suspension or expulsion.

- a. As indicated above, the Academic Review Committee will hear cases that the Director of Education believes could result in suspension or expulsion. At the hearing, the Committee will consider evidence presented by the accused student, the victim/accuser, the Director of Education, and any other witnesses whose testimony the Committee deems to be necessary. The accused student will have the right, with prior notification to the Director of Education, to bring his/her own witnesses to the hearing. In its decision, the Committee will not be limited to the penalties of suspension and expulsion, but may impose a lesser sanction if it deems this to be appropriate.
- b. The following procedures will govern the Academic Review Committee's hearing. Students involved with a hearing before the Academic Review Committee are entitled to the following:
 - i. a written statement of the accusations and the date and time of the hearing mailed to the student(s) address of record by both first class mail and certified, return receipt requested, mail within five (5) business days after the Academic Review Committee receives the accusations from the Director of Education;
 - ii. access to documentary evidence in the Office of the Director of Education;

- iii. the opportunity to present his/her version of the facts, including documents and/or witnesses that may support his/her position;
 - iv. the opportunity to respond to allegations, including documents;
 - v. the victim/accuser has the right to remain in the hearing room with the accused, if desired;
 - vi. a determination based on evidence presented at the hearing;
 - vii. a written notification of the Committee's decision, to be sent by the Director of Education within five (5) business days of the conclusion of the hearing, by first class and certified, return receipt requested mail;
 - viii. all parties involved will be informed of the findings and penalties.
- c. As a result of the hearing, the Committee may:
- i. determine that no penalty should be imposed. In this case, the Committee will notify the Director of Education of its decision within 24 hours. The Director of Education will notify the accused and the victim/accuser of the Committee's decision, in writing, within five (5) business days of the hearing. The victim/accuser will have the right to appeal the Committee's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Committee's decision.
 - ii. determine that a penalty or penalties should be imposed. In this case, the Committee will notify the Director of Education of its decision within 24 hours. The Director of Education will notify the accused and the victim/accuser of the Committee's decision, in writing, within five (5) business days of the hearing by both first class and certified, return receipt requested mail. The student receiving the penalty(ies) will have the right to appeal the Committee's decision to the Campus Director based on specific justifications for appeal listed in this Code. A request for an appeal must be presented to the Campus Director within five (5) business days of receipt of the Committee's decision.
3. If a student fails to appear as scheduled before the Director of Education or the Academic Review Committee, whichever is scheduled to hear his/her case, the right to be heard is waived unless the student presents in writing an acceptable reason for failure to appear. In the case of an excused absence, the case will be heard at the earliest possible date. If the absence is not excused, the Director of Education or the Academic Review Committee, whichever is scheduled to hear the case, will decide the case on the basis of evidence presented.

E. Appeal of Disciplinary Decisions

- 1. An appeal of a disciplinary action must be based on one or more of the following:
 - a. Inappropriate penalty, for example, extremely punitive, not consistent with precedent.
 - b. Presence of new evidence that was not available during the original hearing.
 - c. Failure to follow due process or any other part of the School conduct procedure.
- 2. The student must request the appeal in writing within five (5) business days of receipt of the decision. The request must include a justification for the appeal. The Campus Director will decide if an appeal will be granted.
- 3. Students, accused or victim/accuser, may appeal a decision of the Academic Review Committee to the Campus Director within five (5) business days of receiving written notice of the decision. If an appeal is granted, it will be scheduled within five (5) business days of receipt of the appeal request. The Campus Director will have the authority to sustain, modify, or reverse the disciplinary action imposed by the Committee. The Campus Director will notify the student(s) and the Committee of his/her decision, in writing, within five (5) business days of hearing the appeal.
- 4. In cases of appeals to the Campus Director, the Director of Education will present to the Campus Director a written record of the accusations, pertinent correspondence, a transcript of the proceedings, the Director of Education's and/or Committee's decision where applicable, and the respective justification(s). The Campus Director will have the authority to sustain, modify, or reverse the disciplinary action imposed.
- 5. The Campus Director will convey his decision in writing to the student, the Director of Education, and, in cases that were originally heard by the Academic Review Committee, to the Committee, within fifteen (15) days after receipt of the appeal.
- 6. The decision of the Campus Director will be final in all cases of appeal.
- 7. Should the Campus Director determine that an appeal will not be heard, the decision will be final. The student(s), accused and victim/accuser, will be notified in writing of such a decision within five (5) days of receipt of the appeal.

F. Definitions of Disciplinary Measures

The Director of Education is responsible for implementing disciplinary action toward students judged by the Academic Review Committee or the Director of Education to have violated the Code of Conduct. The extent of the disciplinary sanction will depend on the seriousness of the violation,

the past record of the student, circumstances surrounding the violation, and past practices in similar situations. Disciplinary actions imposed will be one or more of the following:

1. Written Reprimand

A written reprimand is a letter from the Director of Education or his/her designee to a student found guilty of violating the Code of Conduct. The specific violation is to be defined in the letter with a stated rationale for its unacceptability. A copy will be maintained by the Director of Education's Office.

2. Non-Academic Probation

Non-academic probation may be imposed on a student who has been found guilty of violating the Code of Conduct. If a student becomes involved in any other problems of conduct while on non-academic probation, he/she is liable for suspension or expulsion from the School, based on a hearing before the Director of Education or the Academic Review Committee. Probationary notice is to be given to the student in writing by the Director of Education with the terms of the probation and the rationale carefully detailed. A copy is to be placed in the student's permanent file.

3. Restitution

Any student found guilty of violating the Code of Conduct that has caused an expense to the School or his/her fellow student(s) may be required to rectify this action by making financial restitution to the parties involved or through appropriate service or material replacement. Failure to do so within a specified time period may result in further disciplinary action as determined by the Director of Education.

4. Suspension

Suspension is a specific period of time in which a student is prohibited from enrolling at the institution. This also can be accompanied by additional criteria which the student must fulfill prior to re-enrollment.

5. Temporary Suspension

Temporary Suspension is a narrowly defined period of time, i.e., three days, two weeks, etc., in which the student will be prohibited from attending classes while further investigation of the alleged violation occurs.

6. Expulsion

Expulsion is the immediate removal of a student from the School, prohibiting future enrollment at the institution.

7. Confiscation of Student Identification

Students who are suspended or expelled will be required to surrender their School identification.

G. Information Release

The Director of Education will inform all complainants and respondents in writing of the result of the disciplinary proceedings

Professional Conduct and Dress Code

When applying for admission, students agree to conduct themselves within the limits of acceptable behavior and appearance that will enable SCI to recommend the graduate to prospective employers as a courteous, considerate, and well-mannered individual. Students are expected to be neat, clean, and dressed consistently with the type of apparel that would be expected in the student's career field. Failure to follow the guidelines for professional conduct on campus may result in disciplinary action up to and including suspension or dismissal from the Institution.

Dress Code for Cosmetology programs:

The Cosmetology programs require specific attire which includes an SCI shirt, black pants and black shoes.

- Shirts are provided as part of the student's tuition.
- Pants must be solid black, non-faded. No baggy pants or exposed underwear are allowed. Sweat pants, jeans, and black leggings are not acceptable.
- Shoes must be closed-toe. Aprons must be worn when on the salon floor, and while performing practicals.
- Tattoos are allowed except ones that are gang related, profane/vulgar, or hate related.

- Piercings, including gauges and facial piercings, are allowed, provided that they are not excessive, do not prevent the student from performing any services, and do not contain any messages restricted in the tattoo policy.

If a student does not adhere to the specified dress code, disciplinary action will be taken.

Academic Misconduct Policy

Students may be disciplined for acts of academic misconduct. These include, but are not limited to **cheating and plagiarism**.

Cheating is defined as obtaining or attempting to obtain a better assessment or grade by any dishonest or deceptive means. It also includes aiding another to obtain credit for work or a better assessment or grade by any dishonest or deceptive means. Cheating includes, but is not limited to: copying from another's work, test or examination; allowing another to copy from one's work, test or examination; use of an assignment submitted in another class without the knowledge/permission of the current class instructor; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets" , or other information devices without the consent of the instructor; allowing another individual to provide work or answers on any assignment.

Plagiarism is a form of cheating and is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. A student must not adopt or reproduce ideas, opinions, words, theories, formulas, graphics, or pictures produced by another person without acknowledgment. A student must give credit to the originality of others and acknowledge whenever:

- Directly quoting another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Offering materials assembled or collected by others in the form of projects or collections.

STUDENT GRIEVANCES

Grade Challenges

Students who disagree with a grade they have received should contact the instructor to discuss their concern within 5 business days following the end of the course. If the student is unable to resolve the dispute with the instructor, he or she should write a letter of appeal no later than 15 calendar days from the end of the course explaining the reasons for the dispute. The Director of Education will issue a final decision to the student within 5 business days of the receipt of the written appeal.

Other Grievances

Most student grievances can be resolved through discussion with the appropriate instructor or staff member, and students are encouraged to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue

the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note that this grievance procedure is intended for problems concerning a student's enrollment, attendance, education, financial aid assistance, career service assistance, the educational process, or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.

SCI and the student agree to participate in good faith in this grievance procedure. The school will receive all information submitted by the student concerning a grievance in strict confidence, and the school and the student agree to maintain confidentiality concerning grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the SCI administration against any party involved. SCI will investigate all complaints or grievances fully and promptly. As long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, such as the class instructor. Alternatively, the student may discuss the complaint with the Director of Education.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint, and a description of the actions that have taken place thus far, to the next level of authority directly or through the Director of Education.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the Campus Director. Within five (5) days of the Campus Director's receipt of the written statement, the Campus Director will arrange to meet with the student to discuss the grievance, and the Campus Director will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present information relevant to the matter. The Campus Director will render his/her decision in writing within ten (10) business days after concluding his/her investigation. The Campus Director's decision will be final. The student's written complaint, together with the Campus Director's decision, will become a permanent part of the files of the parties involved.

General

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the grievance, and must initiate each additional step within ten (10) business days after receiving a response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by SCI. If the school fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by mutual consent of SCI and the student.

Students may also contact the following agencies:

Texas Department of Licensing and Regulations	
P.O. Box 12157	920 Colorado
Austin, Texas 78711-2157	Austin, Texas 78701

Phone (512) 463-6599
Toll Free (800) 803-9202

The Council on Occupational Education
7840 Roswell Road, Building 300, Suite #325, Atlanta, Georgia 30350
770-396-3898 <http://www.council.org>

NOTIFICATIONS AND OTHER INFORMATION

Class Size

The skills needed for a particular program are reinforced with relevant instruction. SCI instructors provide supervision and guidance, which promotes confidence and support.

- All Cosmetology classes are required to maintain a student-to-instructor ratio of no more than 25:1.

School Policies

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies. By enrolling in SCI, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding.

Responsibility for Personal Property

Southern Careers Institute assumes no responsibility for loss or damage to personal property through fire, theft, or other causes.

Catalog Addendum

Information covered in this catalog may be updated periodically. See the catalog addendum, if applicable, for current information related to the school calendar, tuition and fees, listing of faculty, and other updates.

Statement of Non-Discrimination

Southern Careers Institute is committed to the principle of equal opportunity in education and employment. SCI does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities.

Reasonable Accommodations Policy – Individuals with Disabilities

SCI does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations to qualified individuals with a disability, unless providing such accommodations would result in an undue burden on the institution or fundamentally alter the nature of the relevant program, benefit, or service provided by SCI. Students may request an accommodation by contacting the Director of Education. Individuals requesting an accommodation will need to complete a Request for Accommodation at least three weeks before the first day of classes, or as soon as feasible. Disagreements regarding an appropriate accommodation or alleged violations of this policy may be addressed pursuant to SCI's grievance procedures.

Notification of Rights under FERPA with Respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or one who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day SCI receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the portal and submit to the Campus Director, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. Students are not entitled to inspect and review financial records of their parents. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write to the Campus Director, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before SCI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SCI who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of the education records, such as an attorney, auditor, collection agent, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by SCI without prior consent if: (a) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (b) the information is needed to protect the health or safety of the student or other individuals in an emergency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within SCI whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. SCI has defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Campus Director within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Drug-Free Environment

As a matter of policy, SCI prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Further information on the school's policies can be found in the Consumer Report. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students, and up to and including termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to outside resources or agencies for assistance. If such a referral is made, continued enrollment or employment may be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Campus Director's Office.

Campus Crime and Annual Security Report

SCI publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by

October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Campus Director's office during regular business hours.

In addition to the annual security report, SCI maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the Campus Director's office. SCI reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Access to the Facilities

The schools are not open to the public. Visitors are subject to the rules and regulations of the campus. Visitors must sign in at the reception desk and must be accompanied by an employee. The schools are only open during prescribed business hours. Cosmetology clinics have their own reception area and may operate at other times as posted.

Maintenance of the Facilities

Each Campus Director is responsible for managing the facility maintenance at the campus. Any student or employee should report any maintenance concern to the Campus Director.

Unlawful Harassment Policy

SCI is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform the Campus Director. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

PROGRAMS OF STUDY

COSMETOLOGY OPERATOR [*This program is currently enrolling at the Brownsville and San Antonio South campuses*]

The Cosmetology Operator program provides the student with the opportunity to express creativity within the bounds of technical skill in safety, sanitation and health factors when working with hair, nails, skin, make-up and salon management. Career opportunities may include but are not limited to: Cosmetologist; Cosmetologist Operator; Salon Receptionist; Stylist; Hair Stylist, or sales or marketing specialists with cosmetic or beauty salons.

The curriculum for this program conforms to the requirements established and monitored by the Texas Department of Licensing and Regulations (TDLR) and is designed to prepare the student to gain licensure from TDLR by taking and passing the state examination. The courses train the student in basic manipulative skills, personal and professional safety, proper work habits, and desirable attitudes necessary for entry level positions in cosmetology or a related career. Clinic work allows the student hands-on application and practice of newly learned skills while under the supervision of an experienced Cosmetology Instructor. Successful completion of this course does not automatically guarantee state licensure. The graduate must take and pass a state administered examination.

Objectives - The objective of this program is to provide students with the instruction and practice needed to gain licensure as a cosmetology operator through the Texas Department of Licensing and Regulation. The program includes training in basic skills, safety, and the proper work habits needed for employment.

Career Opportunities - Upon successfully passing a written and practical examination administered by TDLR, graduates may seek entry-level employment as a cosmetology operator in a salon or spa environment.

School Equipment - Classes and laboratories are equipped with up to date cosmetology equipment and supplies.

Length of Program - The length of the Cosmetology Operator Program is 1500 clock hours over a 50 week period for day students, and 75 weeks for evening students.

Class Size - Class ratios do not exceed 25 students per each instructor.

Course Number	Course Title	Total Clock Hours	Theory Clock Hours	Lab Clock Hours
COS105	Cosmetology Elements	90	30	60
COS123	Cosmetology Sciences	90	30	60
COS175	Skin Care	90	30	60
COS135	Cosmetology Standards	90	30	60
COS287	Hair Design	90	20	70
COS256	Haircutting	90	20	70
COS298	Chemical Textures	90	20	70
COS203	Hair Coloring	90	20	70
COS238	Nail Care	90	30	60
COS278	Salon Business COS236	90	45	45
	Hair Cutting Elements	90	45	45
COS269	Hair Cutting Techniques	90	45	45
COS234	Hair Coloring Elements	90	45	45
COS267	Hair Coloring Techniques	90	45	45
COS245	State Board Prep	80	10	70
COS246	State Board Prep	80	10	70
COS247	State Board Prep	80	10	70
TOTAL		1500	485	1015

Manicure Technician [This program is currently enrolling at the Brownsville campus]

The Manicure Technician program provides the student with the opportunity to express creativity within the bounds of technical skill in safety, sanitation and health factors when working with nails. Career opportunities may include but are not limited to manicurist or sales or marketing specialists with cosmetic or beauty salons.

The curriculum for this program conforms to the requirements established and monitored by the Texas Department of Licensing and Regulations (TDLR) and is designed to prepare the student to gain licensure from TDLR by taking and passing the state examination. The courses train the student in basic manipulative skills, personal and professional safety, proper work habits, and desirable attitudes necessary for entry level positions in cosmetology or a related career. Clinic work allows the student hands-on application and practice of newly learned skills while under the supervision of an experienced Cosmetology Instructor. Successful completion of this course does not automatically guarantee state licensure. The graduate must take and pass a state administered examination.

Objectives - The objective of this program is to provide students with the instruction and practice needed to gain licensure as a cosmetology operator through the Texas Department of Licensing and Regulation. The program includes training in basic skills, safety, and the proper work habits needed for employment.

Career Opportunities - Upon successfully passing a written and practical examination administered by TDLR, graduates may seek entry-level employment as a manicurist in a salon or spa environment.

School Equipment - Classes and laboratories are equipped with up to date cosmetology equipment and supplies.

Length of Program - The length of the Manicure Technician Program is 600 clock hours over a 21 week period for day students.

Class Size - Class ratios do not exceed 25 students per each instructor.

Course Number	Course Title	Total Clock Hours	Theory Clock Hours	Lab Clock Hours
NAL110	Orientation, TDLR Rules & Regulations	90	80	10
NAL120	Bacteriology-Sanitation and Safety Measures	90	90	0
NAL130	Manicuring Procedures I	90	90	0
NAL140	Manicuring, Preparation, Equipment, Implements and Supplies	90	90	0
NAL150	Professional Practices and Salon Procedures	90	90	0
NAL160	Arms and Hands	90	90	0
NAL170	Nail State Board Prep	60	10	50
TOTAL		600	540	60

COURSE DESCRIPTIONS

COS105 Cosmetology Elements

Hours: Theory 30 / Laboratory 60/ Total 90/ Prerequisites: None

This course introduces students to the Cosmetology Industry. Topics covered include History & Career Opportunities, Life Skills, Professional Image and Communicating for Success.

COS123 Cosmetology Sciences

Hours: Theory 30 / Laboratory 60/ Total 90/ Prerequisites: None

This course is the introduction of general sciences involved in the cosmetology profession. Topics include Anatomy & Physiology, Chemistry and Electricity.

COS135 Cosmetology Standards

Hours: Theory 30 / Laboratory 60/ Total 90/ Prerequisites: None

This course is the career preparation phase of the cosmetology program. Topics include job search, salon ownership and marketing techniques. Upon completion, students should be able to understand the business aspects of the Cosmetology Profession.

COS175 Skin Care

Hours: Theory 30 / Laboratory 60/ Total 90/ Prerequisites: None

This course introduces students to the concepts and applications in skin care. Topics include hair removal, facials and facial makeup.

COS203 Hair Coloring

Hours: Theory 20 / Laboratory 70/ Total 90/ Prerequisites: None

This course introduces the students to the concepts and applications to hair coloring. Students will gain knowledge of the different hair color categories. This course will also teach them how to apply color as well as teach them how to do corrective hair coloring.

COS234 Hair Coloring Elements

Hours: Theory 45 / Laboratory 45/ Total 90/ Prerequisites: None

This course continues illustrating all of the skills necessary in understanding the dynamics of hair coloring. Eighty percent of practical work will be performed on live models. Safety and proper use of implements emphasized throughout the course.

COS236 Hair Cutting Elements

Hours: Theory 45 / Laboratory 45/ Total 90/ Prerequisites: None

This course illustrates all of the skills necessary in understanding the dynamics of hair cutting. Safety, sanitation, and proper use of equipment will be emphasized throughout the course.

COS238 Nail Care

Hours: Theory 30 / Laboratory 60/ Total 90/ Prerequisites: None

This course introduces nail care concepts and applications. Topics include client consultation, manicuring, pedicuring, nail tips, acrylic nails, gels, nail art, and other related topics.

COS245 State Board Prep

Hours: Theory 10 / Laboratory 70/ Total 80/ Prerequisites: None

This course is the conclusion of the Cosmetology Program. It covers the state board rules and regulations and an overview of all concepts and applications in preparation for the licensing examination.

COS246 State Board Prep

Hours: Theory 10 / Laboratory 70/ Total 80/ Prerequisites: None

This course is the conclusion of the Cosmetology Program. It covers the state board rules and regulations and an overview of all concepts and applications in preparation for the licensing examination.

COS247 State Board Prep

Hours: Theory 10 / Laboratory 70/ Total 80/ Prerequisites: None

This course is the conclusion of the Cosmetology Program. It covers the state board rules and regulations and an overview of all concepts and applications in preparation for the licensing examination.

COS256 Hair Cutting

Hours: Theory 20 / Laboratory 70/ Total 90/ Prerequisites: None

This course introduces the students to the concepts and applications of the four basic haircuts. The students will learn the blunt, graduated, uniform, and long-layered haircuts.

COS267 Hair Coloring Techniques

Hours: Theory 45 / Laboratory 45/ Total 90/ Prerequisites: None

This course continues illustrating all of the skills necessary in understanding the dynamics of hair coloring. Eighty percent of practical work will be performed on live models. Safety and proper use of implements emphasized throughout the course.

COS269 Hair Cutting Techniques

Hours: Theory 45 / Laboratory 45/ Total 90/ Prerequisites: None

This course illustrates all of the skills necessary in understanding the dynamics of hair cutting. Safety, sanitation, and proper use of equipment will be emphasized throughout the course

COS278 Salon Business

Hours: Theory 45 / Laboratory 45/ Total 90/ Prerequisites: None

This course teaches students money management skills, budgeting, retailing successfully, and building a successful business.

COS287 Hair Design

Hours: Theory 20 / Laboratory 70/ Total 90/ Prerequisites: None

This course introduces basic cosmetology concepts and applications in hairstyling. Topics include Principles of Hair Design, Hairstyling, Braiding, Braid Extensions, Wigs and Hair Additions.

COS298 Chemical Textures

Hours: Theory 20 / Laboratory 70/ Total 90/ Prerequisites: None

This course introduces the students to several different types of chemical texture services. The students will gain knowledge on how the products work and learn the proper application techniques for each chemical texture service.

FACULTY and STAFF

Southern Careers Institute has selected professionals to teach in each program of instruction offered. These professionals are adept in theory and practical application. All faculty members meet or exceed the minimum education and industry experience requirements as set forth by state approving agencies and accrediting bodies governing Southern Careers Institute. In addition the instructional staff and support personnel are available for assistance in financial aid, attendance and other areas where students may require assistance.

Brownsville Campus Faculty and Staff

Name	Business Title	Education (Degree)	College/University	Years of Experience
Lesak, Zachary	Campus Director	BA – Telecommunications	Penn State University	11
Swann, Alice	Director Of Admissions	Certificate	Delmar College	11
Ibanez, Maria	Director of Education	BS Technical Mgmt	DeVry University	26
Gavia, Erica	Director of Financial Aid	High School Diploma		7
Uresti, Maria Linda	Director of Career Services	BA Business Management	University of Texas-Brownsville	4
Castillo, Maria	Program Chair Cosmetology	Cosmo. Instr. Cert	Univ. of Cosmetology Arts & Sciences	11
Alanis, Deyadira	Instructor Cosmetology	Cosmo. Instr. Cert.	Salon and Spa	9
Alaniz, Dora	Instructor Cosmetology	Cosmo. Instr. Cert.	Vanguard Institute	6
Chavez, Araceli	Instructor Cosmetology	Cosmo. Instr. Cert.	Virginia Baptist College, Vanguard Institute	14
Kafka, Connie	Instructor Cosmetology	Cosmo. Instr. Cert.	University of Cosmetology Arts & Sciences	26
Mata, Martha	Instructor Cosmetology	Cosmo. Instr. Cert.	University of Matamoros	8