

# SOUTHERN CAREERS INSTITUTE

## Cosmetology CATALOG

2020



Volume Number: 2020-4



## Table of Contents

SOUTHERN CAREERS INSTITUTE LOCATIONS .....	5
OFFERING COSMETOLOGY PROGRAMS .....	5
OTHER SOUTHERN CAREERS INSTITUTE LOCATIONS .....	5
ADMINISTRATIVE AND CAMPUS OPERATIONS.....	6
The Council on Occupational Education accredits .....	6
Southern Careers Institutes. ....	6
(Copies of the accreditation and/or approval are available upon request.) .....	6
HISTORY .....	7
MISSION STATEMENT .....	7
FACILITIES AND EQUIPMENT.....	7
CLASS SCHEDULES AND HOLIDAYS .....	8
TUITION AND FEES .....	9
ADMISSIONS .....	9
Admissions Process and Entrance Requirements .....	9
**Criminal Conviction Policy .....	9
English Proficiency.....	10
Non-Discrimination .....	10
Admissions Procedures.....	10
STUDENT ORIENTATION .....	10
INSTITUTIONAL SCHOLARSHIPS AND GRANTS .....	12
REFUND POLICY .....	14
Reverse Start Policy.....	14
Cancellation Policy .....	14
Institutional Refund Policy .....	14
Refund Policy for Students called to Active Military Service.....	16
Return to Title IV.....	16
EDUCATION .....	16
Definition of Clock Hour .....	16
Module .....	17
Acceptance of Transfer Hours into Southern Careers Institute’s Programs .....	17
Transferability of Southern Career Institute’s Hours to another School.....	17
Attendance .....	17
Missed Assignments/Clinic Time .....	18
Withdrawals .....	18
Reentries .....	19
Leave of Absence.....	19
Academic Advising.....	20
Grading .....	20
Incompletes .....	20
General Policy.....	20
GRADUATION REQUIREMENTS .....	22
CAREER SERVICES .....	22
STUDENT SERVICES .....	23
Student Housing.....	23
Student Guidance .....	23
Tutoring .....	23
Resources .....	23
CODE OF CONDUCT .....	23
<b>Section I: The Student Code of Conduct .....</b>	<b>23</b>

<b>Section II: Procedures for Dealing with Infractions of the Student Code of Conduct</b> .....	24
Professional Conduct and Dress Code .....	28
Dress Code for Cosmetology Programs .....	28
Academic Misconduct Policy .....	29
<b>STUDENT GRIEVANCES</b> .....	29
Grade Challenges .....	29
Other Grievances .....	30
General .....	30
<b>NOTIFICATIONS AND OTHER INFORMATION</b> .....	31
Class Size .....	31
School Policies .....	31
Responsibility for Personal Property .....	31
Catalog Addendum .....	31
Statement of Non-Discrimination .....	31
Reasonable Accommodations Policy – Individuals with Disabilities.....	31
Notification of Rights under FERPA with Respect to Student Records .....	32
Drug-Free Environment .....	33
Campus Crime and Annual Security Report.....	34
Unlawful Harassment Policy .....	34
<b>PROGRAMS OF STUDY</b> .....	35
COSMETOLOGY OPERATOR (1000 Hour Program) [ <i>This program is currently enrolling at the Brownsville, Corpus Christi, and San Antonio South campuses</i> ] .....	35
<b>FACULTY and STAFF</b> .....	39

## **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

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

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

## **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 (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 (TWC# P5414)  
3700 S IH-35, Suite A, Waco, TX 76716  
Phone (254) 265-9700 Fax (254) 265-9701

### Corporate Office

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

**Program Information Publication Date: October 21, 2020**  
**Volume Number: 2020-4**                      **Effective Date: October 21, 2020**

## **ADMINISTRATIVE AND CAMPUS OPERATIONS**

### **Corporate Officers**

Jacob Mayhew  
Chief Executive Officer

Rachel Lang  
Chief Financial Officer

Matthew Hawes  
Chief Operations Officer

Nikki England  
President

### **Corporate Staff**

Cody Beauchamp - Vice President of IT Services

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](http://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.

### **Corpus Christi Campus**

The campus occupies approximately 19,000 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.

### **San Antonio (South Campus)**

The campus occupies approximately 28,931 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](http://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 8:00 a.m. to 8:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 1:00 p.m. 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, or after 2:30 p.m. by coordinating with the campus Director of Education and Cosmetology Program Director.

Class Schedule				
Cosmetology Operator	Day	25 Hours	Tuesday through Saturday	9:00 a.m. to 2:30 a.m.

This program is a clock hour program that is 1000 hours long and scheduled to be completed in 40 weeks. 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 2020 Term Calendar	
Term Start Date	Term End Date
1/14/2020	2/3/2020
2/4/2020	2/24/2020
2/25/2020	3/23/2020
3/24/2020	4/13/2020
4/14/2020	5/4/2020
5/5/2020	5/25/2020
5/26/2020	6/15/2020
6/16/2020	7/6/2020
7/7/2020	7/27/2020
7/28/2020	8/17/2020
8/18/2020	9/7/2020
9/8/2020	9/28/2020
9/29/2020	10/19/2020
10/20/2020	11/9/2020
11/10/2020	11/30/2020
12/1/2020	12/21/2020



2020 Cosmetology Holiday Calendar			
Holiday	Start	End	Make up Day
Spring Break	3/8/2020	3/15/2020	Corpus Christi, San Antonio South
Spring Break	3/15/2020	3/22/2020	Brownsville
Good Friday	4/10/2020		4/6/20
Independence Day	7/3/2020	7/4/2020	6/22/20 & 6/29/20
Thanksgiving	11/26/2020	11/27/2020	11/16/20 & 11/23/20
Winter Break	12/20/2020	1/3/2021	

## TUITION AND FEES

Cosmetology Operator	
<b>Tuition</b>	<b>\$17,450.00</b>
<b>Total Cost</b>	<b>\$17,450.00 *</b>

\*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 ( $\frac{1}{2}$ ) 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 in SCI programs. 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, the student 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, the student 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, the student 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.<sup>1</sup>
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;
  - (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.

---

<sup>1</sup> 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.

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](http://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, the student 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 transcript for review. Official transcripts must be received by SCI no later than the 42nd calendar day of the student's enrollment. Transfer credit is officially assigned through a Texas Workforce Commission form (TWC CSC-010) and this form must be signed by the student before credit can be transferred in. Credit provisionally granted for financial aid packaging purposes via analysis of unofficial documents will be rescinded if official documents (transcripts and signed CSC-010) are not received by this deadline. Failure to provide or sign documents on a timely basis may mean that the student is scheduled for classes for which they could have received transfer credit. If a class has been attempted and there is any grade associated with it (including W), credit may not be transferred in from other sources for that class. This 42-day limit and whether or not any credit is transferred in from other sources has no bearing on the need for students to supply ALL transcripts for previous schooling if they are receiving VA benefits. 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 credit is accepted, SCI will make the appropriate adjustments to the program length and charges, within the guidelines of state and federal law. SCI will consider credit that was earned ten years ago or less for General Education courses and five (5) years ago or less for core courses. (A campus may request an exception to the credit earned timeframe for special circumstances.) The transfer credit must have been awarded by an institution accredited by an agency recognized by the U.S. Department of Education. The student must have passed the course to be transferred with a grade equivalent of "C" or better. Transfer courses must be relevant and comparable to SCI offerings and are assigned a grade of TR. In cases where a skill set clearly exists, but an exact mapping cannot be made due to lack of detailed course descriptions or syllabi, credit mismatch, etc., SCI may use proficiency testing, interview with subject matter experts and/or demonstration of clinical skills in order to determine whether to assign credit. Students generally may transfer in no more than 37.5% of the program's quarter credit hours, unless the credit was issued by an SCI affiliated school.

## **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.

This program is scheduled for 1000 hours of class time. Since the TDLR requirement for Cosmetology Operators is 1000 hours of instruction, students must attend for at least 1000 hours to complete the program and be eligible to test for licensure.

The weekly schedule is 9:00 AM to 2:30 PM, Tuesday through Saturday. Students clock in at 9:00 AM and clock out at 2:30 PM. Students must clock out during a half-hour meal break. The class scheduling assumes that a student attends for five days a week at five hours per day. Holidays that occur during the Tuesday through Saturday schedule are made up on specific Mondays; see the catalog for a listing of these events.

Students that are behind on hours (total attended is less than total scheduled to date) may make up time by clocking back in after 2:30 PM and by clocking in on Mondays. Students should discuss making up time with their Program Director and instructor so that everyone knows that make up time is occurring.

It is possible that students would be incrementally ahead of schedule, e.g., have attended say, 78 hours in a three-week period (when scheduled for 75 hours), making them 3 hours ahead of schedule. Students may be up to 5 hours ahead of schedule without adverse circumstances. Students must not get too far ahead of schedule, sometimes known as “banking time.” A student that gets too far ahead could adversely affect the amount of aid awarded and could incur out of pocket costs without warning. It is critical that students stay very close to the total scheduled hours as they progress through their program. Please see the Financial Aid department if you have questions. Students that get too far ahead will be cautioned and could be advised to clock out early in some cases to avoid getting too far ahead of schedule. Each student may request a one-time plan to get a total of 25 hours ahead of schedule due to an unavoidable planned absence. This MUST be reviewed by the Education Department and approved PRIOR to accruing any extra time. It may be impossible to avoid detrimental effects to a student’s financing at certain points in a student’s academic progress due to academic year boundaries. This strategy should only be requested in unavoidable situations. Making such a request does not guarantee that the request will be granted.

A student that does not attend any scheduled class time for 10 consecutive days will be dismissed from the program on the day of the next scheduled session if not present at the class start time.

If a student has attended less time than the total scheduled hours to date, there is no specific limitation on when makeup time can be accrued and added to a student’s total attended hours. Makeup time must be accrued when a student is behind schedule to avoid potentially being dismissed for the following reasons:

Failing to have total attendance be at least 80% of total scheduled time at a Satisfactory Academic Progress evaluation point

Failing to meet the performance parameters of an Academic Plan where such plan has a specified requirement for making up time.

If a student requires completion of skills checkoffs from a previous Learning Unit, and the student is completely caught up on total hours, the student should plan to do this outside of the scheduled class hours and SHOULD NOT CLOCK IN for this work.

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, are expected to make up the work missed. Make-up work is designed to ensure that the student is adequately prepared for state licensure exams. 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 will result in the current class being-assigned a grade of W. Students may apply to reenter the program after withdrawal. All accumulated hours will transfer into the new program for hours completed within three years of the withdrawal date. When a withdrawn student reenters, the student 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, the student 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, the student 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 finish their program within the maximum timeframe for completion, the student 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 or withdrawn 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.

## **Leave of Absence**

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

An 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 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. LOA return dates always occur on the same date as a new Cosmetology program start date – refer to the start calendar for details.

Students must be aware that it is highly probable that taking a LOA will reduce their financial aid eligibility and in many cases, increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the payment period in which the leave is taken but in most cases for subsequent payment periods 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 the current class in progress where a final course grade has not been issued at time of the LOA. Upon their return, students will continue accruing attendance hours where they left off. All 1000 hours must be completed before a student is considered to have completed their program. Tuition payments must continue to be made during this period of leave.

## 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

This program is a 1000-hour program that is clock-hour based for the purposes of marking attendance and for determining academic progression. All attended hours are reported to the Texas Department of Licensing and Regulation (TDLR). All attended hours will count for academic progression. The program is delivered in a series of Learning Units (LU) in order to break the material up into smaller chunks that allow for better monitoring of skills and possible intervention. Learning Units are not classes and they do not appear on the transcript nor do they receive individual grades.

All attended hours count toward academic and Financial Aid progression and are reported to TDLR monthly.

For the purposes of grading, the entire 1000 hours is considered a single class. The potential statuses for this class are shown below.

Status of Class	Grade	Meaning	Attendance counts for progression?
Current	(Not applicable)	Student is actively enrolled	Yes
Completed	Complete	Student has finished the class with at least 1000 hours of attendance	Yes
Completed	L	Student took a leave of absence during this class	Yes (students that return from leave keep accrued attendance and start accruing again when they return)
Completed	W	Student is no longer actively enrolled	Yes (students reentering from a withdrawn status keep accrued attendance* and start accruing again when they return*)

\*Subject to a three-year limitation on accrued hours

## Incompletes

Incomplete grades are not used in this program.

## General Policy

In order to be eligible for financial aid, a student must make progress toward completion. SCI has a Satisfactory Academic Progress (SAP) policy that is designed to keep students progressing toward completion and to provide for intervention and plans to get back on track if progress is below standard at an evaluation point.

The SCI SAP policy has both a qualitative and a quantitative measure of progress. Students must be making satisfactory progress in BOTH the qualitative and quantitative measures in order to be considered SAP Met. In order to be considered SAP Met at an evaluation point, a student must meet the standards listed below:

Quantitative standard: a student must have attended at least 80% of the total scheduled hours to date

Qualitative standard: a student must have successfully checked out on all critical licensure testing skills to date

### **Evaluation Points**

Students are evaluated for satisfactory progress at three points in their program (these are also referred to as checkpoints).

- First checkpoint is 450 hours attended (maximum of 562.5 hours scheduled for the student to be at 80% attended)
- Second checkpoint is 900 hours attended (maximum of 1125 hours scheduled for the student to be at 80% attended)
- Third checkpoint is 950 hours attended (maximum of 1187.5 hours scheduled for the student to be at 80% attended)

### **Maximum Timeframe for Completion**

Students must complete the entire program within 150% of the total scheduled time in weeks. The program is scheduled to be completed in 40 weeks and therefore the maximum timeframe is 60 weeks of scheduled class time (breaks and Leaves of Absence do not count for this calculation). If at any time, it becomes mathematically impossible for a student to complete the program within the maximum timeframe, the student is considered to have exceeded the maximum timeframe.

Students that exceed the maximum timeframe are dismissed from school. Students may appeal to finish their program after reaching the maximum timeframe but are generally not eligible for financial aid and will have to make payment arrangements for any remaining coursework requiring tuition or fees. See your Director of Education for questions regarding this process.

### **Failing to Make Satisfactory Progress and the Appeal Process**

If a student is not making satisfactory progress (defined above) at an evaluation point, the student is considered SAP Not Met and the SAP advising process begins. When a student is first determined to be SAP Not Met, the student will be advised and will be placed in a status of Academic and Financial Aid Warning. Students in this status can continue in school and remain eligible for financial aid. The student will discuss strategies for success with school personnel. If a student in Warning status is still SAP Not Met at the next evaluation period, the student must appeal to stay in school. This appeal must address three specific elements:

1. The reason(s) or situation(s) that contributed to the student's inability to make satisfactory progress toward completion.
2. How these reason(s) or situation(s) have been mitigated to no longer prevent making satisfactory progress.
3. What steps the student will take in the future to ensure that they continue to make satisfactory progress.

If a student is required to appeal and does not file a written appeal within the specified timeframe for response (this timeframe varies and is defined during the initial advising meeting or contact), the student will be dismissed from school for a minimum of six weeks. This minimum period out of school is also subject to appeal; see your Director of Education for details. Students dismissed for failing to appeal as described above are required to appeal to reenter into school following the normal appeal process and guidelines.

After an appeal is presented, an Academic Review Committee (at least three staff members) will meet to either uphold or deny the appeal. A denial of appeal does not prevent a student from appealing again, but

no sooner than three weeks later. If the appeal is upheld, the student will be required to agree to an Academic Plan, which is a formal document that outlines required performance in order to continue in school. Once this plan is signed by the student, the student is considered to be in the status of Academic and Financial Aid Probation and is eligible for financial aid, even while SAP Not Met, as long as the performance parameters listed in the Academic Plan continue to be met. If a student on an Academic Plan hits an evaluation point and did not satisfy the parameters specified in the plan during the evaluation period, the student is dismissed from school.

### **Reestablishing Satisfactory Progress**

A student's progress is checked at each evaluation point. If a student who was SAP Not Met is determined to be SAP Met at a subsequent checkpoint, the student has reestablished satisfactory progress and will be advised as such. The student's status will be changed from Academic and Financial Aid Warning (or Probation) to Current Student and the student will be advised of this change. Reestablishing satisfactory progress supersedes all other situations, i.e., in the event that a student failed to meet their academic plan parameters yet was able to reestablish satisfactory progress at the next evaluation point, the student is considered SAP Met and may continue in school.

## **GRADUATION REQUIREMENTS**

A diploma will be issued to students upon successful completion of all attendance and academic requirements. **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 up 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, the student 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 their 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.
- 15.

The Director of Education will use their 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 their 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 their 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 their 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 their 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 their version of the facts, including documents and/or witnesses that may support their position;
    - iv. the opportunity to respond to allegations, including documents;
    - v. the victim/accuser has the right, at their 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 their 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 their 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 their 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 their version of the facts, including documents and/or witnesses that may support their 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 their 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 their 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 their 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, the student 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 their 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, the student 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 their 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 their decision in writing within ten (10) business days after concluding their 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  
Austin, Texas 78711-2157

920 Colorado  
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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 their 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 them. 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 the student 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 (1000 Hour Program) [This program is currently enrolling at the Brownsville, Corpus Christi, 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 1000 clock hours over a 40 week period for day students. Students are expected to attend 25 hours of class per week.

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

<b>Learning Objective *</b>	<b>Total Clock Hours</b>	<b>Theory Clock Hours</b>	<b>Lab Clock Hours</b>
Hair Care	800	200	600
Nail Care	100	25	75
Skin Care	100	25	75
<b>Totals</b>	<b>1000</b>	<b>250</b>	<b>750</b>

**\*Learning objectives are delivered in twelve 3-week moduels and one 4-week module**

## Course Outline (1000 Hour Cosmetology Operator)

Learning Unit	Name		Topics	Duration in weeks	Total weeks	Unit Total Hours	Cumulative Hours
COS110	Cosmetology Operator A	Lecture/Lab/Skills	History & Career Opportunities	1	1	25	25
			Life Skills				
			Your Professional Image				
			Communicating for Success				
		Lecture/Lab/Skills	Infection Control: Principles and Practice	1	2	25	50
			Sanitation and Sterilization				
			TDLR Rules and Regulations				
			Safety				
		Lecture/Lab/Skills	General Anatomy & Physiology	1	3	25	75
			Skin Structure, Growth and Nutrition				
COS120	Cosmetology Operator B	Lecture/Lab/Skills	Skin Disorders and Disease	1	4	25	100
			Nail Structures and Growth				
			Nail Disorders and Diseases				
		Lecture/Lab/Skills	Properties of the Hair and Scalp	1	5	25	125
			Basics of Chemistry				
			Basics of Electricity				
		Lecture/Lab/Skills	Principles of Hair Design	1	6	25	150
			Scalp Care, Shampooing and Conditioning				
COS130	Cosmetology Operator C	Lecture/Lab/Skills	Haircutting	3	9	75	225
			Hairstyling				
COS140	Cosmetology Operator D	Lecture/Lab/Skills	Braiding and Braid Extensions	1	10	25	250

			Wigs and Hair Additions				
		Lecture/Lab/Skills	Chemical Texture Services	2	12	50	300
<b>COS150</b>	Cosmetology Operator E	Lecture/Lab/Skills	Hair Coloring	2	14	50	350
		Lecture/Lab/Skills	Hair Removal	1	15	25	375
			Facials				
			Facial Makeup				
<b>COS160</b>	Cosmetology Operator F	Lecture/Lab/Skills	Manicuring	1	16	25	400
			Pedicuring				
		Lecture/Lab/Skills	Nail Tips and Wraps	1	17	25	425
			Monomer Liquid and Polymer Powder Nail Enhancements				
			Light Cured Gels				
		Lecture/Lab/Skills	Preparing for License and Employment	1	18	25	450
			On the Job				
			The Salon Business				
<b>COS210</b>	Cosmetology Operator G	Clinic A		3	21	75	525
<b>COS220</b>	Cosmetology Operator H	Clinic B		3	24	75	600
<b>COS230</b>	Cosmetology Operator I	Clinic C		3	27	75	675
<b>COS240</b>	Cosmetology Operator J	Clinic D		3	30	75	750
<b>COS250</b>	Cosmetology Operator K	State Board Written Prep	Practice Written Exams	3	33	75	825
			Outline of Written Exam in PSI Candidate Bulletin				
<b>COS251</b>	Cosmetology Operator L	State Board Written Prep	Practice Written Exams	1	34	25	850
		Job Readiness Week	Build a Portfolio and Resume	1	35	25	875
			Mock Interview				

			Placement Leads (Salon Interviews in Community)				
		State Board Practical Exam Prep	Bag Prep	1	36	25	900
			Purchase Items (Field Trip)				
<b>COS252</b>	Cosmetology Operator M	State Board Practical Prep with PSCI Package	Hands-on Timed Procedures from PSI State Practical Package	2	38	50	950
		State Board Practical Prep without PSCI Package	Hands-on Timed Procedures from PSI State Practical Package	2	40	50	1000
			Mini-Board final grad out for the program				
			Perform without notes from PSI Package notes				

## 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.

<b>Brownsville Campus Faculty and Staff</b>				
<b>Name</b>	<b>Business Title</b>	<b>Education (Degree)</b>	<b>College/University</b>	<b>Years of Experience</b>
Knox, Kimberly	Campus Director	MA-Counseling Psychology	Prairie View A&M University	12
Baldwin, Jeremie	Director of Admissions	BS-Business Administration	American Intercontinental University	15
Ibanez, Maria	Director of Education	BS Technical Management	DeVry University	14
Gavia, Erica	Director of Financial Aid	High School Diploma	Kaplan University- (some college)	10
Cardoza, Marcos	Director of Career Services	MBA	Kaplan University	10
Castillo, Maria G.	Cosmetology Program Director	AAS - Education	University of Texas at Brownsville and TSC	17
Alaniz, Dora	Cosmetology Instructor	License	Vanguard Institute of Technology	10
Alanis, Deyadira	Cosmetology Instructor	License	Salon and Spa Institute	13
Castillo, Blanca	Cosmetology Instructor	License	Milan Institute of Cosmetology	5
Mata, Martha	Cosmetology Instructor	License	Salon and Spa Institute	12
Muraira, Alejandra	Cosmetology Instructor	License	Brownsville Independent School District	2

<b>Corpus Christi Campus Faculty and Staff</b>				
Name	Business Title	Education (Degree)	College/University	Years of Experience
Newsom, Tammy	Campus Director	MBA	Christian Brothers University	12
Villafana, Lauren	Assistant Director of Admissions	Bachelor of Science in Chemistry	St. Mary's University	7
Castillo, Jennifer	Director of Career Services	Diploma in Medical Assisting	Southern Careers Institute	8
Whalen, Karen	Director of Education	MBA	Sullivan University	22
Ramos, Lily	Director of Financial Aid	HS Diploma	Hebbronville High School	11
Dungan, Brenda	Program Director of Cosmetology	Cosmetology Instructor & Operator License	Coastal Bend College / Del Mar College	39
Gonzalez, Nicole	Cosmetology Instructor	Cosmetology Instructor & Operator License	Aveda Institute	4
Lewis, Nataie	Cosmetology Instructor	Cosmetology Instructor & Operator License	Corpus Christi Beauty Academy	10
Zamora Naranjo, April	Cosmetology Instructor	Cosmetology Instructor & Operator License	Southern Careers Institute / Del Mar College	20

<b>San Antonio-South Campus Faculty and Staff</b>				
Name	Business Title	Education (Degree)	College/University	Years of Experience
Lokey Cheryl	Campus Director	BBA Marketing	Delta State University	35
Urdialez, Christine	Director of Education	BBA Accounting	University of Texas San Antonio	23
Bennett, Maggie	Career Services Manager	Diploma in Medical Assisting	Southern Careers Institute	19
Hernandez, Marisela	Financial Aid Manager	BBA Management	Texas A&M	9
Perez, Kassandra	Assistant Director of Admissions	Associate in Liberal Arts-Communication	University of Texas San Antonio	7
Prince, Katasha	Cosmetology Instructor	Certificate/Cosmetology Instructor	I.T.S. Academy of Beauty	11
Escobedo, Mary Alice	Cosmetology Instructor	AAS/Cosmetology Instructor	Alamo Community college District	34
Guerra, Denise	Cosmetology Instructor	Certificate/Cosmetology Instructor	Vogue College of Cosmetology	4