Schilling-Douglas School of Hair Design

Established 1977

2026 CONSUMER HANDBOOK CATALOG

SCHILLINGDOUGLAS.EDU
(302)737-5100

Consumer Information/Catalog

For

Schilling-Douglas School

of Hair Design

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All information contained herein is truthful and correct as of the date of publication.

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STATEMENT OF NON-DISCRIMINATION

AN EQUAL OPPORTUNITY SCHOOL

It is the policy of the Schilling-Douglas School of Hair Design that no person or applicant shall be subjected to discrimination on the grounds of race, color, religion, marital status, gender, gender expression and identity, sexual orientation, national or ethnic origin, age, handicap, disability, military or veteran status.

The school does not discriminate on the basis of sex in its education programs and activities. The school is required by Title IX not to discriminate in this way. Questions regarding Title IX may be referred to the schools Title IX coordinator(s) or the OCR. The Title IX coordinator(s) for the school are the Director and Associate Director(s) and may be contacted at 211 Louviers Drive Newark, DE 19711, (302)737-5100.

MISSION STATEMENT

The mission of Schilling-Douglas School of Hair Design is to produce proficient graduates in attitude, knowledge, technique and to instill a sense of professionalism and effective communication. Our programs prepare individuals for completion of the State of Delaware licensing examination and for employment in cosmetology, barbering and esthetics arts and sciences careers and related fields. This is accomplished within the guidelines established by the Delaware Department of Education, the Delaware Board of Cosmetologists and Barbers and the National Accrediting Commission of Career Arts and Sciences, Inc.

AFFILIATIONS

Certified by the
Delaware Department of Education
John G. Townsend Building
401 Federal Street
Dover, DE 19901
302.735.4000

Accredited by the
National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin Street
Alexandria, VA 22314
703.600.7600

Licensed by the
Delaware Division of Professional Regulation
Cannon Building
Suite 203
861 Silver Lake Blvd.
Dover DE 19904
302.744.4500

Member of the following: American Association of Cosmetology Schools, New Castle County Chamber of Commerce

Any party who wishes to review the documents describing the schools Certification, Accreditation or Licensure may do so by submitting a written request to the school Director.

SCHOOL INFORMATION

Mailing Address
Schilling-Douglas School of Hair Design
211 Louviers Drive, Shoppes at Louviers
Newark, DE 19711
Fax (302)737-4141
E-mail Info@schillingdouglas.edu
Web Address www.schillingdouglas.edu

Telephone (302)737-5100
School Laboratory / Student Salon: EXT. 100
Admission Office / Career Planning: EXT. 104 & 105
Financial Aid: EXT. 102
General Office: EXT. 103 & EXT. 106
Assistant to the Director: EXT.111
Director: EXT. 101

For questions pertaining to the school or this catalog –consumer handbook please contact the appropriate office listed above. For all other inquires please contact the school's general office.
Schilling-Douglas School of Hair Design is owned in whole by Schilling-Douglas School of Hair Design, LLC which is a Delaware registered Limited Liability Company. The member of the Limited Liability Company is Victor David.

STAFF & FACULTY

Administrative Staff

Director of Operations

VICTOR DAVID–Bachelor's Degree, University of Delaware**.** 30 years of experience as a school administrator.

Student Services/ Financial Aid Adviser

GABRIEL AKINPOROYE– Supervisor of daily operations and student progress**.**

Business Administrators

CHRISTI DAVID, AMBER COMEGYS – Accounting and student records.

Associate Director/ Financial Aid Adviser

MALARIE YOUNGER –Daily operations, student progress and placement adviser.

Admissions Representatives

ASHLEY RICHARDSON- Career planning advisors and marketing coordinators.

Faculty Instructors

ELEANOR BASLENKOFF-ELDER—Licensed cosmetologist since 1984. Graduate of Schilling-Douglas's teacher training program. Licensed cosmetology instructor since 2010. License# M5-0002772.

LISA DUBOISE- Licensed cosmetologist since 1991.Licensed cosmetology instructor since 2000. Licensed Delaware cosmetology instructor since 2020. License# M5-0012887

DEJA GORMAN—Licensed esthetician since 2022. Graduate of Schilling-Douglas's esthetics & teacher training programs. Licensed Delaware esthetics instructor since 2023. License# MM-0010030

MARIE FRAZIER—Licensed cosmetologist since 2003. Salon experience. Graduate of Schilling-Douglas's cosmetology & teacher training programs. Licensed cosmetology instructor since 2004. License# M5-0002696

JOLEEN JACKSON—Licensed esthetician since 2018. Licensed Delaware esthetics instructor since 2024. License# MM-0010032

MICHAEL OWENS– Licensed cosmetologist since 1986. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed Delaware cosmetology instructor since 1987. Instructor license endorsements – nail technology, aesthetics, barbering. License # M5-0002568

VANESSA PHILLIPS– Licensed New Jersey cosmetologist since 1999. Licensed cosmetology instructor in New Jersey since 2001. Licensed Delaware cosmetology instructor since 2025. License # M5-0012931.

KELLYE PORTER-MARTIN– Licensed cosmetologist since 2011. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed Delaware cosmetology instructor since 2016. Instructor license endorsements – nail technology, aesthetics, barbering. License # M5-0002850.

JO PRESSEY– Licensed cosmetologist since 1995. Salon experience. Licensed cosmetology instructor. Instructor license endorsements – nail technology, aesthetics, barbering. License # M5- E002640.

MILITA VINSON– Licensed cosmetologist since 2013. Salon experience. Graduate of Schilling-Douglas cosmetology &

teacher training programs. Licensed Delaware cosmetology instructor since 2023. License # M5-0012916.

MELINDA WILLIAMS– Licensed cosmetologist since 2002. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed Delaware cosmetology instructor since 2009. License # M5-0002759.

Temporary Instructor Permit- Provisional Pathway

MALAYA LONG—Licensed cosmetologist since 2021. Graduate of Schilling-Douglas's cosmetology program. Salon Experience. Permit# TI-P000009.

BETTE SHIELDS—Licensed cosmetologist since 1996. Graduate of Schilling-Douglas's cosmetology program. Salon Experience. Permit# TI-P000012.

Substitute Instructor

TIFFANY MAROUDAS– Licensed cosmetologist since 2011. Salon experience. Graduate of Schilling-Douglas cosmetology & teacher training programs. Licensed Delaware cosmetology instructor since 2013. License # M5-0002817.

All members of the staff & faculty are available for student advisement. Student-Instructor maximum ratio: 25-1.

* Master Educator Certification obtained through Milady's Master Educator program.

GENERAL FACILITIES & EQUIPMENT

The Schilling-Douglas School of Hair Design has 8,100 square feet of classroom and laboratory space. Practice areas at Schilling-Douglas include 32 styling stations, Color Bar, 6 backwash shampoo stations, 5 pipe-less spa pedicure stations, 6 manicure stations, and 5 facial/make-up treatment rooms. The 4 dedicated classrooms are equipped with white boards and wall mounted display monitors which are integrated with the school computer/AV system. These systems serve to visually enhance the learning experience. The school also has a computer lab consisting of 3 workstations with internet access for student use. The on-campus student lounge provides microwaves a refrigerator and vending machines. Wi-Fi access is provided within the facility for student use.

The school is conveniently located within the city limits of Newark, Delaware.
On campus housing is not available.

Handicapped Access

The school does not have special facilities for handicapped students. Our facility is one level and does not require the ability to walk stairs. The main entrance to the school, laboratory area, classrooms and restrooms are all handicap accessible.

ADA/504 COORDINATOR

The Schilling Douglas School of Hair Design community shares a commitment to value all persons and seeks to learn from their diverse experiences and perspectives. Thus, we are dedicated to the full inclusion of individuals with disabilities and to the continual improvement of accessibility to our campus, programs, activities, and services. If you have questions or wish to request accommodations, please contact:

The school Director and/or Assistant to the Director, 504 Coordinator/Title IV Coordinator 302-737-5100

Your request should be made at least two weeks in advance to allow time to arrange any possible accommodations. You can make this request by phone or email. Additional information is also available on the student resource page of the school's website.

You will receive a response within 10 business days from the receipt of your request; you will be notified at that time as to what accommodations will be made.

2024 NACCAS Annual Report for Schilling-Douglas School of Hair Design

The following rates are based on the 2024 National Accrediting Commission of Career Arts and Sciences, NACCAS Annual Report for Schilling-Douglas School of Hair Design. The 2024 graduation rate for all students enrolled at The Schilling-Douglas School of Hair Design was 94.07%. For the same period of time, 76.92% (placement rate) of the students graduating from the school located employment due to the education they received from this institution (findings based on graduate tracking). The 2024 licensure rate for the school's graduates was 86.67%.

INSTITUTIONAL RATE SUMMARY

GRADUATION RATE: 94.07%
PLACEMENT RATE: 76.92%
LICENSURE RATE: 86.67%

PROGRAM SPECIFIC SUMMARY

Program Category: 12.04 Cosmetology and Related Personal Grooming
GRADUATION RATE: 94.07%
PLACEMENT RATE: 76.92%
LICENSURE RATE: 86.67%

PROGRAM & ADMISSIONS INFORMATION

PROGRAM DESCRIPTIONS & REQUIREMENTS

➢ COSMETOLOGY PROGRAM

The Cosmetology program is designed to instruct students in the basic skills required to obtain licensure as a cosmetologist through the State of Delaware and for competency in entry-level employment in the cosmetology field or a related career field. The program includes instruction in hair cutting and styling, shampooing and rinses, chemical applications, hair coloring, scalp & hair treatments, wigs, manicuring, pedicuring, nail enhancements, facial treatments, hair removal, make-up, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Levels

Freshman Level 1: (3 months FT or 6 months PT, minimum of 350 hours required for promotion to level 2) Introduction to the field of Cosmetology, includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.
Junior Level2: (minimum 3 months FT or 6 months PT, minimum of 700 cumulative hours required for promotion to level 3) Continuation of theory and practical instruction. Practical skill development on manikins and live models. Introduction to school laboratory and working with clients.
Senior level 3: (5 months FT or 7 months PT) Continuation of theory instruction and practical skill development. Emphasis placed on preparation for employment and live model skill development within the school laboratory.

Program Requirements

Program length: 1500 Clock Hours

Normal completion time on the full-time schedule is 49 weeks and on the part-time schedule is 19 months.

Units of Instruction:

Theory, Orientation, Testing: 135 hours; Infection Control: Principles and Practices: 75 hours; Scalp Care, Shampooing and Conditioning: 75 hours; Hair Styling: 150 hours; Hair Cutting: 200 hours; Hair Coloring – Lightening: 125 hours; Chemical Texture Services: 200 hours; Manicuring, Pedicuring, Nail extensions: 175 hours; Facials and Makeup: 175 hours; Salon business, Retail sales: 69 hours; Instructor Discretion: 121 hours

Required Practical Activities (minimum)

Haircuts 60; Color 25; Styling 100, Chemical 40, Treatments 5, Skin 5, Artificial Nails 8, Manicures/Pedicures 15, Reception 2, Marketing Posts 40, Retail/Upsell 5, Client Development 10.

Cosmetology students must complete a minimum of 350 hours of classroom instruction, to become eligible to participate in the school's laboratory facility. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➢ BARBERING PROGRAM

The Barbering program is designed to instruct students in the basic skills required to obtain licensure as a Master Barber through the State of Delaware and for competency in entry-level employment in the barbering field or a related career field. The program includes instruction in hair cutting and styling, shaving, shampooing, chemical applications, hair coloring, scalp & hair treatments, manicuring, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Levels

Freshman Level 1: (3 months FT or 6 months PT, minimum of 350 hours required for promotion to level 2) Introduction to the field of Barbering includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.
Junior Level 2: (3 months FT or 6 months PT, minimum of 700 cumulative hours required for promotion to level 3) Continuation of theory and practical instruction. Practical skill development on manikins and live models. Introduction to school laboratory and working with clients.
Senior level 3: (5 months FT or 7 months PT) Continuation of theory instruction and practical skill development. Emphasis placed on preparation for employment and live model skill development within the school laboratory.

Program Requirements

Program length: 1500 Clock Hours

Normal completion time on the full-time schedule is 49 weeks and on the part-time schedule is 19 months.

Units of Instruction:

Haircutting: 230 hrs. Shaving: 220 hrs. Chemical Texturizing: 200 hrs.

Hair Styling: 220 hrs. Hair Coloring: 150 hrs. Basic Manicuring: 60 hrs.

Business Management, Laws: 69 hrs. Theory, Orientation & Testing: 351 hrs.

Required Practical Activities (minimum required for graduation)

Haircuts 100; Styling 60; Shaving 25; Color 10; Chemical 10; Treatments 5; Manicures 5, Reception 2, Marketing Posts 20, Retail/Upsell 5, Client development 10.

Barbering students must complete a minimum of 350 hours of classroom instruction, to become eligible to participate in the school's laboratory facility. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➢ ESTHETICS PROGRAM

The Esthetics program is designed to instruct students in the basic skills required to obtain licensure as an esthetician through the State of Delaware and for entry-level employment in the esthetics field or a related career field. The program includes instruction in facial care, facial services, hair growth and removal methods, makeup design and makeup services, advanced face and body treatments, business basics, personal and professional development, skin care ecology, anatomy, electricity and electrical equipment, chemistry skin physiology and applicable professional labor laws and regulations.

Program levels

Introduction Level 1: (10 weeks FT or 16 weeks PT, minimum completion of 240 hours required for promotion to level 2)

Advanced Level2: (10 weeks FT or 16 weeks PT)

Program Requirements

Program Length: 600 clock hours

Normal completion time is 20 weeks on the full-time schedule and 33 weeks on the part-time schedule.

Units of instruction

Theory, Business Skills, State Laws, Orientation & Testing: 204 hours, Facial Treatments 103.5 hours, Facial Treatments with Devices 99 hours, Hair Removal 49.5 hours, Body Treatments 45 hours, Makeup 99 hours.

Required Practical Activities (minimum)

Facials – 12, Hair Removal – 12 , Makeup – 6, Marketing Posts – 10, Treatments – 5, Retail/Upsell – 4, Client Development - 7

Esthetics students must complete a minimum of 240 hours of classroom instruction, to become eligible to participate in the school's laboratory facility. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➢ NAIL TECHNOLOGY PROGRAM

The Nail Technology program is designed to instruct students in the basic skills required to obtain licensure as a nail technician through the State of Delaware and for entry-level employment in the nail technology field or a related career field. The program includes instruction in manicuring, pedicuring, nail enhancements (nail tips, sculptured nails and nail wraps), polish applications, nail art, salon management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Levels

Level 1: (4 weeks FT or7 weeks PT, minimum of 120 hours required for promotion to level 2) Introduction to the field of nail technology. Includes instruction in theory subjects and basic practical skills. Practical skill instruction is classroom oriented and is performed mainly on manikin hands, fingers and dowels. Limited live model practice in classroom.

Level 2: (6 Weeks FT or 9 weeks PT) Continuation of theory and practical skill instruction. Practical skill development continued on manikin hands, finger dowels and working on clients in the school laboratory. Preparation for employment and licensure.

Program Requirements

Program Length: 300 Clock Hours

Normal completion time is 10 weeks on the full-time schedule or 16 weeks on the part-time schedule.

Units of Instruction

Natural Nails 64 hours, Nail Enhancements 64 hours, Nail Art 32 hours, Orientation, Theory, Business Basics and Laws 131 hours, testing 9 hours.

Required Practical Activities (minimum) Manicure/Pedicure 15, Artificial Nails 10, Marketing Posts 10, Retail/Upsell 3, Client Development 5.

Nail Technology students must complete a minimum of 120 hours of classroom instruction, to become eligible to participate in the school's laboratory facility. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

➢ TEACHER TRAINING PROGRAMS

The Teacher Training program is designed to instruct Delaware licensed cosmetologists, barbers, master barbers, aestheticians and nail technicians in the basic skills required to obtain licensure as an instructor through the State of Delaware and for entry-level employment in the instructional field or a related career field. The program includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management, customer service, professionalism and applicable professional labor laws and regulations. The State of Delaware has specific requirements for teacher training**.**

TEACHER TRAINING I

A student instructor (licensed in their field for more than 2 years and has over 2 years of recent related work experience) is required to complete 250 hours of training.

Program Levels

Level 1: (4 weeks FT or 7 weeks PT, minimum of 120 hours required for promotion to level 2) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.
Level 2: (5 weeks FT or 8 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Program Requirements

Program Length: 250 Clock Hours

Normal completion time for a fulltime student is 9 weeks and for a part-time student is 15 weeks.

Units of Instruction:

Orientation: 4 hrs.
Practical laboratory management: 100 hrs.
Classroom teaching & management: 100 hrs.
Theory, Laws & testing: 46 hrs.

Required Practical Activities (minimum)

Theory Lectures 3; Practical Demonstrations 3

TEACHER TRAINING II

A student instructor (licensed in their field for less than 2 years and /or less than 2 years of recent related work experience) is required to complete 500 hours of training.

Program Levels

Level 1: (8 weeks FT or 14 weeks PT, minimum of 240 hours required for promotion to level 2) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.

Level 2: (8 weeks Ft or 14 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Program Requirements

Program Length: 500 Clock Hours

Normal completion time for a full-time student is 16 weeks and for a part-time student is 28 weeks.

Units of Instruction

Orientation: 4hrs, Practical laboratory management: 200 hrs., Classroom teaching & management: 200 hrs., Theory, Laws & testing: 96 hrs.

Required Practical Activities (minimum) Theory Lectures 3; Practical Demonstrations 3

➢ SHAVING PROGRAM

The shaving program is a crossover program designed to instruct Delaware licensed cosmetologists in the practice of shaving in order to obtain a shaving certification on their cosmetology license through the state of Delaware or for Delaware licensed cosmetology instructors to receive a certification on their cosmetology instructor license to permit them to instruct barber students in the state of Delaware.

Program Requirements

Program Length: 35 Clock Hours

Normal completion time is 1 week on the full-time schedule or 5 weeks on the part-time schedule designated for the shaving program.

Units of Instruction

Shaving Theory & Orientation: 10 hrs. Shaving Practical: 15 hrs.

Required Practical Activities (minimum)

Shaving 5

Laboratory participation

Students may participate in the student laboratory after the midpoint of the program if they complete a minimum of 17.5 clock hours and a passing score of 70% must is achieved on Exam 1: Shaving with a straight razor practical examination. The laboratory enables students to practice classroom lessons in real life situations. All laboratory work is assigned at the discretion of the instructor. All laboratory work is performed by students under the supervision of licensed instructors.

PROGRAM MATERIAL KITS

Cosmetology Program

KIT

Roller bag, back pack, manikin tote bag, (4) manikins (various textures), manikin stand, hair cutting razor w/ blades, manikin shear, thinning shear, clipper / trimmer set, blow dryer, 3/4 inch marcel curling Iron, 1" ceramic flat iron, ½ mini flat iron, heat resistant silicon mat, carbon rat tail comb, rat tail combs (12), dual purpose comb, carbon pin tail comb, lift comb, styling combs (12), contour brush, 1 ¼", 1 ¾", 2" round brushes, 3" round boar brush, styling brush, paddle/cushion brush, vent brush, teasing brush, hair pins, bobby pins, single prong clips, double prong clips, duckbill clips, super grip clips, end wraps, cotton coil, spray bottle, cold wave rods (assorted, 11 dz), smooth rollers (assorted), gel (container), cholesterol , hair colorist tools set, color bowl, applicator bottle, tipping caps, foil, spatulas (12), vinyl gloves, lash kit, eyelash practice lashes, make-up kit, slant tweezers, foam applicators, shampoo cape, shortie cape, towels (12), butterfly clamps, skincare kit, sea breeze, color brush (2), rubber bands, diffuser, dryer styling pick, head band, neck strips, cosmetic brush set, cleansing spray, nail glue, nail tip kit 100 pc., odorless acrylic kit, kolinsky brush, manicure brush, toenail clipper, cuticle oil, cuticle remover, manicure bowl, toe separators, foot file, non-acetone polish remover, base coat, top coat, nail polish, wood manicure sticks, white cushion file 180/180 (2), black nail file 80/120 (2), nail wipes, manikin hand, clear acrylic kit, tote bag, nail dehydrator, brush cleaner, lotion, reusable nail forms, acrylic tool kit, white buffing block, glass dappen dish, practice finger set, electronic reading device, lab jacket, ID Badge.

LEVEL 2 KIT

Styling Capes (2), Shears, Thinning Shears, Styling Aids (3), Manikin (1) and Tote Bag.

LEVEL 3 KIT

Manikin Tote Bag, (3) Manikins (various textures).

Barbering Program Kit

Kit

Andis Master clipper, Andis T-outliner, 7" barber shear, 7 ¼" 46 tooth thinning shear, 1 dozen 7 1/2 "barber comb, multi-purpose cape, collar clips -6, neck duster, spray bottle, clippercide, club brush – boar, Andis Snap-on combs -7 pc., rattail comb -2, butterfly clamp 2" – 6, shortie cape, human hair manikin w/beard, manikin stand, human hair manikin, 2 protein fiber manikins,

blow dryer, pik set, talc, hair styling razor kit, flat top comb, sea breeze, towels -12, back bar pad, applicator bottle 6 oz, gloves, shampoo cape, straight edge shaving razor, styling brush, vent brush, cushion brush, 6 dz cold wave rods, barber strop, manicure brush, thermal round brush, hair colorist kit, foil, application bottle 8 oz, 5pc beauty kit, manicure bowl, end papers, 1" flat iron, ¾" marcel iron, manikin tote bag, kit tote bag, Electronic Reading Device, Lab jacket, ID Badge.

LEVEL3 KIT

Manikin Tote Bag, (3) Manikins (variety)

Esthetics Program Kit

Kit

Dermalogica Pro kit, Dermalogica Peel Kit, Crown cosmetic kit, manikin head, mixing bowl, small mixing bowl, 3-piece clear mixing bowl, head bands, exfoliating set, foam wedges, waxing kit, body brush set, gauze facial masks, beauty balls, esthetics wipes, makeup cape, cotton applicators, eyelash curler, spatulas, mini spatulas, tweezer, cotton rounds, sponges, makeup practice face, towels, magnifying head lamp, brow laminating kit, facial tool kit, vinyl gloves, exfoliating gloves, eyelash application kit, eyelash extension kit, 3D beauty tint training kit, starter waxing kit, kit bag, school logo bag, multi compartment bag, Electronic Reading Device, Lab jacket, ID Badge.

Nail Technology Program Kit

Kit

Cleansing spray, odorless acrylic kit, toenail clipper, cuticle remover, manicure bowl, toe separators, foot file, non-acetone polish remover, base coat, top coat, nail polish, wood manicure sticks, nail wipes, fiberglass kit, manikin hand, nail art polish set, brush cleaner, lotion, cuticle scissor, acrylic tool kit, safety glasses, nail towels, nail art tool set, striping tape, rhinestone kit, electric nail file, tote bag, practice finger with tips, LED base coat, LED nail color, Kolinsky brush, stamping mat, nail art drawing board, Young Nails Core Kit, Lab Apron, ID Badge.

Teacher Training I or II Programs

No kit is issued for these programs.

Shaving Program Kit

Kit

Short cape, shaving set (bowl, brush, soap), barber strop, counter pad, shaving razor, straight razor, manikin head,4 towels, tote bag, ID Badge.

*** Slight variations/substitutions in program kits may occur based on manufacture changes and product availability.**

PROGRAM TEXTBOOKS

Cosmetology Program Textbooks & Online Module

Pivot Point Fundamentals: Cosmetology digital with printed study guide, 1st edition, Pivot Point International, Inc., Chicago, Illinois, 2016, ISBN-13:978-1-948482-64-6, Bundle Price $228.00

Barbering Program Textbooks & Online Module

Pivot Point Fundamentals: Barbering digital with printed study guide, 1st edition, Pivot Point International, Inc., Chicago, Illinois, 2018, ISBN-13:978-1-948482-69-1, Bundle Price $249.00

Esthetics Program Textbooks & Online Module

Pivot Point Fundamentals Esthetics Digital with Printed Study Guide, Pivot Point International, Inc., Chicago, Illinois 2020, ISBN: 978-1-951862-52-7. Bundle Price $249.00

Nail Technology Program Textbook

Pivot Point Fundamentals Nails Textbook Set, 1st Edition, Pivot Point International, Inc., Chicago, Illinois, 2022, ISBN- 978-1-957642-06-2 (Coursebook Set 101N-107N)

Pivot Point Fundamentals Nails Study Guide, 1st Edition, Pivot Point International, Inc., Chicago, Illinois, 2022, ISBN- 978-1-957642-07-9. Bundle Price$189.00

Teacher Training I or II Program Textbook & Online Module

Mindful Teaching, The Mindful Teacher's Field book, 1st Edition, 4th Printing 204 and Mindful Teaching Pro online module e-book, Pivot Point International, Inc., Evanston, IL 60201, ISBN 978-1-937964-25-2, $250.00

Shaving Program Textbook

Milady Standard Shaving, Cengage Learning, Clifton Park, New York, 2018, ISBN 9781337620451, $20.95

PROGRAM SCHEDULES

All Programs (Excluding Shaving Program**)**

· **Full-time: 32.5 hours/week,** Monday through Friday; 9 am until 4 pm
(5 class periods per day, ½ hour lunch break & 3 ten-minute class change breaks)

· **Part-time: 19 hours/week,** Tuesday, Wednesday, Thursday; 5 pm until 9 pm & Saturday; 8 am until 3:30 pm
(Evenings: 4 class periods, 2 ten-minute class change breaks; Sat: 6 class periods, ½ hour lunch break & 2 ten-minute class change breaks)

Shaving Program ONLY

-Full Time: 35 hours/week, Monday through Friday; 9 am until 4:30pm
(5 class periods per day, ½ hour lunch break & 3 ten-minute class change breaks)

-Part-Time: 7 hours/week, Monday; 9 am until 4:30 pm (5 class periods per day, ½ hour lunch break & 3 ten-minute class change breaks)

PROGRAM START DATES - 2026

Barbering Program
Please contact the school's admissions office for 2026 start dates.

Cosmetology Program
Full-time Schedule: Start Dates: January 14, March 2, April 15, June 1, September 1, October 14, November 30.
Part-time Schedule: Start Dates: January 14, March 3, April 15, June 2, September 1, October 14, December 1.

Esthetics Program:
Full Time Schedule: Start Dates: February 9, April 20, June 29, September 8, November 16.
Part-time Schedule: Start Dates: February 3, March 31, May 26, July 21, September 15, November 10.

Nail Technology Program
Part-time Schedule: Start Dates: February 24, April 21, June 16, August 11, October 6, December 1.

Teacher Training I or II Programs
Please contact the admissions office for 2026 start dates.

Shaving Program
Please contact the admissions office for 2026 start dates.

PROGRAM CONTRACT END DATES

Enrollment contract ending dates are determined based on the standard prescribe length of each program. The school has a responsibility to ensure that the student's contract ending date will allow for the student to have the required number of scheduled hours for program completion by the contract ending date. This may require the school to amend the student's contract ending date during their period of enrollment.

Contract Ending Date Amendments: From time to time, it may be necessary for the school to amend the student's contract ending date to ensure the required number of scheduled hours for program completion are available due to school closures, the school's academic calendar and other events.

PROGRAM FEES *

Cosmetology Program

The fee for the cosmetology program is $19,765.00, and is divided as follows:

Academic year 1 (0 – 900 clock hours)	
Tuition	$10,800.00
Registration Fee	100.00
Kit	1,100.00
Level 2 Kit	165.00
Level 3 Kit	110.00
Books	290.00
Academic Year 2 (901-1500 clock hours)	
Tuition	$7,200.00

Barbering Program

The fee for the barber program is $15,109.00, and is divided as follows:

Academic year 1 (0 – 900 clock hours)	
Tuition	$8,400.00
Registration Fee	100.00
Kit	669.00
Level 3 Kit	90.00
Books	250.00
Academic Year 2 (901-1500 clock hours)	
Tuition	$5,600.00

Esthetics Program

The fee for the Esthetics program is $11,050.00, and is divided as follows:

Tuition	$9,350.00
Registration Fee	100.00
Kit	1,300.00
Books	300.00

Nail Technology Program

The fee for the nail technology program is $4,188.00, and is divided as follows:

Tuition	$3,600.00
Registration Fee	100.00
Kit	280.00
Books	208.00

Teacher Training I or II Program

The fee for the Teacher Training I or II program is $6,635.00, and is divided as follows:

Tuition	$6,250.00
Registration Fee	100.00
Books	249.00
Uniform	36.00

Shaving Program

The fee for the shaving program is $475.00, and is divided as follows:

Tuition	$350.00
Registration Fee	$50.00
Kit	$54.00
Book	$21.00

***ALL PROGRAMS:** Program fees are **not** all inclusive. Students will be required to replenish used items in their kit, purchase additional materials for some activities, supply their own note taking items and pay lab fees for some activities, all at their own expense and in addition to the program fees listed above.

EXTRA INSTRUCTIONAL CHARGES POLICY - OVERTIME

Each program has been scheduled for completion within an allotted time frame. This time frame takes into account scheduled and unscheduled school closings. It is not realistic to expect to receive an education for free. The school has reserved space, equipment and licensed instructors for each student and program. If the student does not complete the required program hours or graduate by the contract ending date, the student will be charged an hourly fee of **$15.00** per clock hour of instruction required to graduate/complete the program, as denoted on the student's enrollment agreement. This charge will not be calculated or assessed by the school until immediately after the contract ending date expiration of the student's most recent enrollment agreement. Once assessed, this charge will be payable in advance, on a weekly basis, unless other agreeable financial arrangements have been made with the business office. Students may not be permitted to clock in until applicable payments are made. It is possible to have consecutive overtimes if the student does not complete the required program hours or graduate by the ending date on the overtime contract.

Note: If the student voluntarily elects to submit payments to the school in anticipation of extra instructional charges, all monies received for extra instruction prior to the ending date of the student's original contract are to be refunded if the student terminates.

Example: A student enrolled in the 1,500-hour cosmetology program is scheduled to graduate per their contract ending date on January 15th. As of the end of the day on January 15th the student has a total of 1,450 actual hours of attendance. Therefore, the student still needs 50 hours to complete the program. The overtime charge to complete would then be the number of hours remaining (50 hours) multiplied by the current hourly overtime rate ($15). The overtime charge in this example would be $750.00. The student would also have a new overtime contract with a contract ending date which would be calculated based on scheduled hours required in order to complete the 50 hours. If the student does not complete by the new overtime contract ending date, this calculation would continue to repeat in order to determine additional overtime charges and additional overtime contracts as needed.

METHODS OF PAYMENT

Payment may be made in full at the time of enrollment or on or before the student's first day of class unless an approved payment plan is in place. Payments may be made by: Cash, Credit Card, Money Order, Check, Scholarship, In-House Payment Plan, Title IV Financial Aid or State Agency.

PAYMENT OPTIONS

In-House Payment Plan Options

*****Monthly/weekly payments may be used in conjunction with other payment options. The examples below reflect using only the in-house option.

Cosmetology

A deposit of $1,490.00 is due prior to the start of class.

Fulltime: The balance is to be paid in 10 monthly installments of $1,827.50

Part time: The balance is to be paid in 12 monthly installments of $1,522.91

Barbering

A deposit of $1,019.00 is due prior to the start of class.

Fulltime: The balance is to be paid in 10 monthly installments of $1,409.00

Part time: The balance is to be paid in 12 monthly installments of $1,174.17

Esthetics

A deposit of $1,700.00 is due prior to the start of the class.

Full-time: the balance is to be paid in 4 monthly installments of $2,337.50

Part-time: The balance is to be paid in 6 monthly installments of $1,558.33

Nail Technology

A deposit of $500.00 is due prior to the start of class. The balance is to be paid in 9 weekly installments of $409.77 for full time students or 4 monthly installments of $922.00 for part time students.

Teacher Training

A deposit of $2,050.00 is due prior to the start of class. The balance is payable in 2 monthly installments of $2,292.50.

Shaving

The fee for the program, $475.00 is due on or before the first day of the program.

There is no interest or finance charge associated with in-house payments.

Accounts more than 10 days past due will become payable in full unless acceptable arrangements are made with the school.

Diplomas are not distributed until balances are paid in full or other agreeable financial arrangements are made.

Federal Student Aid Programs

Federal Student Aid programs are available to Cosmetology, Barbering and Esthetics program students who qualify based on Federal guidelines. The school participates in the following Aid programs: Pell, FSEOG and Direct Loan. See page 20 for more info on these programs. School representatives are available to assist in the completion and processing of the Federal Student Aid Application.

Institutional Scholarship Policy, Teacher Training program, Shaving program only

Due to the limited number of licensed and practicing instructors in the State of Delaware, the school may from time to time, offer an institutional scholarship to an individual for the purpose of completing the teacher training program or obtaining the barber certification on their current cosmetology instructor license for future employment at the school. These scholarships are awarded solely at the discretion of the school. The selected recipient of this scholarship must agree to the terms of the scholarship in order to have the fees for their teacher training program or shaving program waived.

ADMISSIONS POLICY

Admissions Requirements

All applications will be reviewed by the school to determine the applicant's ability to meet/perform all requirements and benefit from the training program. The decision to approve an applicant for admittance rests solely with the school and an applicant may be denied admittance if the school determines that the applicant is not a good candidate for its program.

Cosmetology, Barbering Esthetics and Nail Technology Programs: All applicants must possess a High School Diploma or a recognized equivalent and must be 16 years of age or over. No person under the age of 16 can be considered for enrollment. Home school diplomas may be considered for admittance under certain conditions. Documentation must be provided.

Teacher Training I or II Program: All applicants must possess a current, valid Cosmetology, Barber, Esthetics or Nail Technology license issued from the State of Delaware and a High School Diploma or recognized equivalent. Documentation of a current license and High School transcript must be provided for admittance.

Shaving Program: All applicants must possess a High School Diploma or a recognized equivalent and must be over 16 years of age or over. No person under the age of 16 can be considered for enrollment. Home school diplomas may be considered for admittance under certain conditions. Applicants must also have either a valid Delaware cosmetology license or a valid Delaware cosmetology instructor license for admittance into this program. Documentation must be provided.

Forms of Acceptable Documentation

High School Transcript or GED*

An official U.S. High School Transcript or official GED, a certificate demonstrating that the student has passed a state authorized examination that the state recognizes as the equivalent of a high school diploma. Transcript must show high school completion.

- If your education is obtained outside of the U.S. or its Territory it must be evaluated by a credential evaluation service to determine if your education is equivalent to a U.S. High School Diploma. Agencies that provide credentialing must be a member of the National Association of Credential Evaluation Services, NACES and are listed on **www.naces.org**. The applicant is responsible for providing documentation to the school from the credentialing service to document U.S High School diploma equivalency.

Home School Transcript/Completion Credential*****

Has completed a home school program that is equivalent to high school level.

A home school transcript is acceptable for admittance only if the secondary school education was in a home school that state law treats as a home or private school. All home-schooled applicants and must provide the school a copy of their official transcript. If the state the applicant was home schooled in issues a secondary school completion credential for home schooling, he/she must obtain and provide this credential to the school to be eligible for enrollment.

Proof of Age

Including but not limited to; birth certificate, driver license, government issued identification, passport, birth registration.

Licensure

A copy of a valid Delaware license issued by the Delaware Division of Professional Regulation or a printout validating licensure from the Delaware Division of Professional Regulation website.

*****All documents must be verified by the school's admissions department for validity. Validity of these documents will be determined by the school through its Validation of High School Diploma Policy. Should these documents be found invalid or unverifiable by the school, the applicant will be deemed ineligible for admittance.

Transfer students: please see **transfer policy** for additional admission requirements.

Schilling-Douglas School of Hair Design does not accept Ability-to-Benefit students.

Schilling-Douglas School of Hair Design does not recruit students enrolled or actively attending a similar program at another school.

It is the policy of the Schilling-Douglas School of Hair Design that no person or applicant shall be subjected to discrimination on the grounds of race, color, religion, marital status, gender, gender expression and identity, sexual orientation, national or ethnic origin, age, handicap, disability, military or veteran status.

Arbitration and Class Action Waiver Disclosure:

Schilling-Douglas School of Hair Design (the "College") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Christi David, Business Administrator in the business office. (302)737-5100 ext. 103 or Christi@schillingdouglas.edu

TRANSFER & RE-ENTRY POLICY

Transcript service and/or Transfer from Schilling-Douglas School of Hair Design

Transcript and/or transfer service for eligible students will be provided at a cost of $10.00. We reserve the right to withhold transcripts, including academic scores and accumulated hours, from students under certain circumstances including but not limited to defaulting on a Federal Student Loan or an unsatisfied account balance with the school. Schilling-Douglas School of Hair Design cannot guarantee that any hours or academic scores obtained at Schilling-Douglas school of Hair Design will be accepted by any other institution for transfer purposes. This is at the discretion of accepting institution and it is the student's responsibility to confirm if their hours/academics will be accepted by another institution.

Transfer to Schilling-Douglas School of Hair Design

Transfer to Schilling-Douglas School of Hair Design is only available for our Cosmetology, Barbering, Esthetics & Nail Technology programs. Students wishing to transfer into Schilling-Douglas School of Hair Design from a different institution must present, prior to enrollment, official documentation of their previous hours and availability for transfer. This documentation must be an official notarized transcript from the original school listing the hours earned by the student in the required curriculum areas. If the original school is out-of-state, verification from the appropriate licensing authority that the original school is licensed in that state must be obtained. The school will, prior to enrollment, administer a written and practical exam to the transferee to determine hour acceptance and placement within our program. The minimum number of required practical activities will be prorated based on the number of hours the student is transferring into the school. All other academic requirements for graduation will be based on the student's level placement upon transfer.

All applicants transferring hours must do so prior to enrollment. Transfer hours will not be accepted once the applicant is enrolled in their program of study.

Applicants, who are currently licensed by the Delaware Board of Cosmetology and Barbering as a Nail Technician or have previously completed a program in Nail Technology in a Delaware approved school, may transfer 125 hours into the Cosmetology program. This transfer does not require the completion of a written and practical exam by the school, prior to enrollment. No credit will be given toward any academic requirements established for the cosmetology program. Documentation of a current Delaware Nail Technician license or completion of a Nail Technology program in a Delaware approved school must be provided to the school prior to enrollment.

If a student with previous training wishes to enroll and it is decided that credit will not be given for previous training, the student will sign a waiver for credit from previous training. If a student wishes to enroll and it is determined that credit for all or a portion of their previous training will be accepted the student will sign a transfer hour credit form acknowledging the number of hours accepted for transfer by the school.

Financial Aid for eligible students transferring into an eligible program – The student starts a new payment period when she or he transfers.

Re-entry to Schilling-Douglas School of Hair Design

Re-Entry Policy

Former students may apply for re-entry to their program. Re-entry is not guaranteed and is granted at the discretion of the institution. Students applying for re-entry must meet current entrance requirements. The re-entry process is based on a number of conditions including but not limited to the applicant's conduct during the re-entry process, instructor to student ratios, the student's previous financial obligations to the School, and the student's prior academic and attendance performance. A student who is granted re-entry must sign an Enrollment Agreement as well as any additional admissions documentation. Students seeking to apply for re-entry should contact the school's admission office.

All students re-entering Schilling-Douglas School of Hair Design return at the same satisfactory progress standing as when they left.

All students re-entering within 180 calendar days of their last day of attendance:

All students reentering within 180 calendar days of their last date of attendance will be considered a reinstatement by the school. The students' academic, attendance and financial records will be reinstated as they were at the time of withdrawal.

Financial Aid for eligible programs and students- A student who withdraws and then reenters at the same school within 180 days is considered to be in the same payment period he or she was in at the time of withdrawal. The student retains his or her original eligibility for that payment period and for Financial Aid purposes is treated as though he or she did not cease attendance. Upon reentry the student is immediate eligible to receive all Title IV funds that were returned when the student ceased attendance.

All students re-entering after 180 calendar days of their last day of attendance:

If more than 180 calendar days of time has lapsed from the student's last day of attendance, the re-entering student will be administered, by the school, a written and practical exam to determine acceptance of hours and placement in the program. This exam will take place prior to the re-entering student's enrollment. The determination made by the school may only be challenged prior to the start of the new enrollment. Once the final determination is made, the student will sign an acknowledgement of hours being accepted and/or a statement to acknowledge the student is waiving other previous hours prior to enrollment.

Financial Aid for eligible programs and students – The student starts a new payment period when they re-enter.

Tuition for transfer and reentry after 180 calendar days students:

Tuition for transfer and re-entry after 180 calendar days students is prorated by hour based on the current hourly rate for their program of study. Current hourly rate is determined by dividing the current tuition amount for the full program by the number of clock hours for the full program. The transfer or re-entry student may also be charged the current enrollment fee for their program as well as charges for materials (material kit, textbooks, and uniforms) required for their program of study.

Academic requirements for transfer and reentry after 180 calendar day students:

The minimum number of required practical activities for graduation will be prorated based on the number of hours the student is transferring into the school. All other academic requirements for graduation will be based on the student's level placement as determined by the transfer evaluation.

Transfer hours and Satisfactory Academic Progress:

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

GENERAL ADMISSIONS PROCEDURE

All applicants must complete and submit a Schilling-Douglas School of Hair Design application for admittance.
All applicants must submit documentation to demonstrate they meet the admission requirements for their program of study. All applicants must schedule an enrollment interview with the admissions office. The enrollment interview gives the applicant the opportunity to tour the school, obtain information on payment options, and answers to any other questions regarding the school. All enrollment forms for the school are completed at this time. Parents and spouses are strongly encouraged to accompany the applicant during the enrollment interview.
All applicants who are denied admission will receive official written notice with reasons via U.S. mail.
There are no application fees.
The registration period for a semester is governed by class size. An acceptance letter from the school does not guarantee a place in the applicant's desired program. Enrollment is only secured by completing the registration contract during the enrollment interview.
All applicants for the Teacher Training program must also submit a copy of their current Delaware Cosmetology, Barber, Nail Technology or Esthetics License. Shaving program applicants must submit their current Delaware Cosmetology or Cosmetology instructor License.

GRADUATION REQUIREMENTS

In order to graduate from the program, and receive a diploma, the student must successfully complete the required number of clock hours; achieve a minimum grade of 70 on all assigned written and practical examinations and class projects; successfully complete the required minimum number of required practical activities per the program outline; attended an exit interview.
All financial obligations due the school must be satisfied or other agreeable financial arrangements made before the school will issue a diploma or release hour credits.

DIPLOMA

Upon successful completion of the graduation requirements, a diploma will be awarded to Barbering, Cosmetology, Esthetics, Nail Technology, Teacher Training I, Teacher Training II and Shaving program graduates.

TRANSCRIPTS

Once a graduate meets all requirements for a diploma to be issued by the school, one official transcript will be sent by the school to the State testing agency designated and requested by the graduate. There is no fee for this service. All other requests for a transcript will require a $10.00 transcript fee payable to the school.

STUDENT ACHIEVEMENT AWARDS

Diploma Seals

An **Academic Excellence** diploma seal is awarded to any student who graduates with a cumulative grade point average of 97% or higher.
An **Attendance Award** diploma seal is awarded to any student who graduates with a cumulative attendance average of 97% or higher.

Perfect Attendance Award

Perfect attendance awards are distributed on a monthly basis to those students who achieve perfect attendance for a calendar month.

All awards are for student recognition only and do affect a student's status, graduation or progress.

STATE OF DELAWARE LICENSING REQUIREMENTS

Delaware licensing examination information is provided by the school to all students upon graduation. Information regarding licensing exams in other states may be obtained from the student services office by request.

Cosmetology

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 1500 hours of formal instruction as a registered student in a state approved school. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware Board, Section18.0. Any individual with home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Barbering

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 1500 hours of formal instruction as a registered student in a state approved school. The graduate will have the option to test for the Delaware Master Barber license. The schools barbering program includes the curriculum required for the Delaware Master Barber License. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware Board, Section 18. Any individual with home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Esthetics

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 600 hours of formal instruction as a registered student in a state approved school. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware Board, Section18.0. Any individual with home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Nail Technician

An individual must have at least a 10th grade education and must be able to provide documentation to substantiate this. This individual must have completed 300 hours of formal instruction as a registered student in a state approved school. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware Board, Section 18.0. Any individual with a home school diploma may not be eligible for licensure in the State of Delaware. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Instructor (Teacher Training Program)

All Individuals must document at least a 12th grade education or equivalent and possess a current Delaware cosmetology, barber, esthetics or nail technology license. Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware, See Section 18. Any individual with a home school diploma may not be eligible for licensure in the State of Delaware. The applicant must have completed 500 hours of instructor training in a registered school of cosmetology or must have at least 2 years of experience as an active, licensed cosmetologist/barber/nail technician/esthetician and 250 hours of instructor training in a registered school of cosmetology. Upon payment of the required state fee, the applicant must then pass both a written and a practical examination as administered by the state board.

Shaving

An individual who possesses a valid Delaware cosmetology license may receive a shaving certification on their license upon the successful completion of a 35-hour shaving program in a school. An individual who possesses a valid Delaware cosmetology instructor license may receive a certification to instruct barbering students on their Delaware cosmetology instructor license upon the successful completion of a 35 hour of shaving program in a school.

Upon submission to the Delaware Division of Professional Regulation of the required documentation of completion/application and required fee, the applicant will be issued the appropriate certification. An examination by the state board is not required.

EMPLOYMENT PRE-REQUISITES

All programs instructed at Schilling-Douglas School of Hair Design require licensure for continued employment within the State of Delaware. Please see the section on licensing requirements for specific information regarding licensure for each program offered by the school.

Cosmetology, Barbering, Esthetics, Nail Technology & Teacher Training I or II Programs

Graduates are permitted to secure employment in the State of Delaware upon graduation once they have completed the application process for licensure in the State of Delaware including the application for a temporary work permit. The temporary work permit, once received, allows the graduate to work within the field for which they have applied for licensure until their scheduled licensing examination date. Additional information regarding this State issued permit is available from the Delaware Division of Professional Regulation.

EMPLOYMENT PRECLUSIONS

Any individual who has ever been convicted of a crime may not be eligible for licensure in the State of Delaware. Information on convictions which may preclude an individual from seeking licensure in the State of Delaware is available from the Delaware Division of Professional Regulation. Please inform the admissions office prior to enrolling if you have ever been convicted of a crime.

OCCUPATIONAL INFORMATION

Barbering & Shaving Program

Standard Occupational Classification Code 39-5011.00, Credential level 01

Occupation: Barber

Occupation Description: Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

Tasks: Clean and sterilize scissors, combs, clippers, and other instruments. Cut and trim hair according to clients' instructions or current hairstyles, using clippers, combs, hand-held blow driers, and scissors. Drape and pin protective cloths around customers' shoulders. Question patrons regarding desired services and haircut styles. Clean workstations and sweep floors. Record services provided on cashiers' tickets or receive payment from customers. Order supplies. Shape and trim beards and moustaches, using scissors. Suggest treatments to alleviate hair problems. Shampoo hair. Keep card files on clientele, recording notes of work done, products used and fees charged after each visit. Perform clerical and administrative duties such as keeping records, paying bills, and hiring and supervising personnel. Curl, color, or straighten hair, using special chemical solutions and equipment. Apply lather and shave beards or neck and temple hair contours, using razors. Measure, fit, and groom hairpieces. Recommend and sell lotions, tonics, or other cosmetic supplies. Provide face, neck, and scalp massages. Provide skin care and nail treatments.

Knowledge: Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills: Active Listening, Speaking, Monitoring, Social Perceptiveness, Service Orientation.

Abilities: Arm-Hand Steadiness, Oral Comprehension, Near Vision, Manual Dexterity, Oral Expression, Selective Attention Speech Recognition, Finger Dexterity, Speech Clarity.

Work actives: Clean tools or equipment. Trim client hair. Discuss service options or needs with clients. Clean work areas or facilities. Maintain financial or account records. Maintain client information or service records. Perform administrative or clerical tasks. Perform human resources activities. Supervise service workers. Order materials, supplies, or equipment. Apply solutions to hair for therapeutic or cosmetic purposes. Maintain professional knowledge or certifications. Provide medical or cosmetic advice for clients. Apply cleansing or conditioning agents to client hair, scalp, or skin. Groom wigs or hairpieces. Promote products, services, or programs. Sell products or services. Administer therapeutic massages. Treat nails by shaping, decorating, or augmenting. Assess skin or hair conditions.

Cosmetology Program

Standard Occupational Classification Code 39-5012, Credential level 01

Occupation(s): Hairdressers, Hairstylists and Cosmetologist

Occupation Description: Provide beauty services, such as shampooing, cutting, coloring and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

Tasks: Keep workstations clean and sanitize tools such as scissors and combs; Cut, trim and shape hair or hair pieces, based on customers instructions, hair type and facial features, using clippers, scissors, trimmers and razors; Analyze patrons hair and other physical features to determine and recommend beauty treatment or suggest hair styles; schedule client appointments; bleach, dye, or tint hair, using applicator brush; Update and maintain customer information records, such as beauty services provided; Shampoo, rinse, condition and dry hair and scalp or hairpieces with water, liquid soap, or other solutions; Operate cash registers to receive payments from patrons; Demonstrate and sell hair care products and cosmetics; Develop new styles and techniques.

Knowledge: Customer and Personal Service, English Language, Chemistry

Skills: Active Listening, Service Orientation, Critical Thinking, Speaking, Active Learning, Judgment and Decision Making, Social Perceptiveness, Complex Problem Solving, Coordination, Monitoring

Abilities: Arm-Hand Steadiness, Manual Dexterity, Finger Dexterity, Oral Comprehension, Near Vision, Oral Expression, Originality, Speech Recognition, Visualization, Fluency of Ideas

Work Activities: Performing for or Working Directly with the Public, Thinking Creatively, Updating and using Relevant Knowledge,

Assisting and Caring for Others, Getting Information, Establishing and maintaining Interpersonal Relationships, Performing General Physical Activities, Making Decisions & Solving Problems, provide Consultation & Advice to Others, Handling and Moving Objects.

Esthetics Program

Standard Occupational Classification Code 39-5094, Credential level 01

Occupation: Skincare Specialists

Occupation Description: Provide skincare treatments to face and body to enhance an individual's appearance.

Tasks: Sterilize equipment and clean work areas, examine clients' skin, using magnifying lamps or visors when necessary, to evaluate skin condition and appearance. Cleanse clients' skin with water, creams, or lotions. Demonstrate how to clean and care for skin properly and recommend skin-care regimens. Select and apply cosmetic products, such as creams, lotions, and tonics.

Knowledge: Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Skills: Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation — Actively looking for ways to help people.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities: Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Work Activities: Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Selling or Influencing Others — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

Thinking Creatively — Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Nail Technology Program

Standard Occupational Classification Code 39-5092, Credential level 01

Occupation: Manicurists and Pedicurists

Occupation Description: Clean and shape customers fingernails and toenails. May polish or decorate nails.

Tasks: Clean and sanitize tools and work environment; Schedule client appointments and accept payments; remove previously applied nail polish, using liquid remover and swabs; Clean customers nails in soapy water, using swabs, files and orange sticks; Shape and smooth ends of nails, using scissors, files, or emery boards; Apply undercoat and clear or colored polish onto nails with brush; Advise clients on nail care and use of products and colors; Assess the condition of clients hands, remove dead skin from the hands and massage them; Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers; Brush powder and solvent onto nails and prepare forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel.

Knowledge: Customer and Personal Service, Sales and Marketing, Administration and management

Skills: Active listening, Social Perceptiveness, Speaking, Service Orientation, Coordination, Monitoring

Abilities: Oral Expression, Arm-hand Steadiness, Finger Dexterity, Manual Dexterity, Near Vision, Speech Clarity, Speech recognition, Deductive Reasoning, Oral Comprehension.

Work Activities: Performing for or Working Directly with the Public; establishing and maintaining Interpersonal Relationships; Updating and Using Relevant Knowledge; Assisting and Caring for Others; Monitor Processes, Materials, or Surroundings; Getting Information; Making Decisions and Solving Problems.

Teacher Training I or II Program

Standard Occupational Classification Code 25-1194, Credential level 01

Occupation: Vocational Education Teaching, Postsecondary

Occupation Description: Teach or instruct vocational or occupational subjects at the postsecondary level (but less than the baccalaureate) to students who have graduated or left high school.

Tasks: Supervise and monitor students use of tools and equipment; Observe and evaluate students work to determine progress, provide feedback, and make suggestions for improvement; Determine training needs of students or workers; Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness; Prepare reports and maintain records such as student grades, attendance rolls, and training activity details; Conduct on-the-job training classes or training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects; Integrate academic and vocational curricula so that students can obtain a variety of skills; develop teaching aids such as instructional software, multimedia visual aids or study materials; Participate in conferences, seminars and training sessions to keep abreast of developments in the field, and integrate relevant information into training programs.

Knowledge: Education and Training, Customer and Personal Service, English language, Administration and Management, Public Safety and Security, Psychology

Skills: Instructing, Learning Strategies, Speaking, Active Listening, Monitoring, Critical Thinking, Active Learning, Reading Comprehension, Writing, Coordination.

Abilities: Oral Comprehension, Oral Expression, Speech Clarity, Problem Sensitivity, Speech Recognition, Written Expression, Deductive Reasoning, Written Comprehension, Near Vision, Inductive Reasoning.

Work Activities: Training and Teaching Others; Performing for or Working Directly with the Public, Coaching and Developing Others; Guiding, Directing and Motivating Subordinates; Making Decisions and Solving Problems; Monitor Processes, Materials or Surroundings; Communicating with Supervisors, Peers and Subordinates; Judging the Qualities of Things; Services or People; Updating and Using Relevant Knowledge; Handling and Moving Objects.

*Source for all Occupational Information & Opportunities, O*NET OnLine, onetonline.org.

SAFETY REQUIREMENTS

All Programs

In general terms, the safety concerns for all programs instructed at the school are the proper use and care of Sharp Instruments, Electrical Equipment, Hazardous Materials, and the proper sanitation and sterilization of all tools and equipment. All students must take care to not cut themselves while using the tools of the trade. Proper footwear should be worn at all time for protection from dropped tools. All electrical equipment should be handled with great care especially while near water and all cords should be inspected regularly for damage. All hazardous materials and chemicals should be handled and used only in a manner per the manufacturer's directions. It is also advisable to wear protective gloves when working with these materials. Proper sanitation and sterilization of all tools and work spaces should be practiced as instructed to prevent the spread of blood borne diseases and other contagions.

FEDERAL STUDENT AID INFORMATION

Consumer Information- Cosmetology, Barbering & Esthetics program students only

Note: Additional information on federal student aid may be found in Federal Student Loans: Basics for Students which is available at the school or online at www.fasfaed.gov. or www.studentaid.ed.gov. The Schilling-Douglas School of Hair Design participates in the following programs:

· Federal Pell Grant
· Federal Supplemental Educational Opportunity Grant
· William D. Ford Federal Direct Loan Program

The Pell Grant is gift assistance and requires no repayment. Grants to students of up to $7,395.00 during the 25/26 award year are authorized by Federal legislation. Family income that represents middle to upper-middle income or less would generally make the student eligible for a grant. Students from families with higher income may also be eligible for a grant due to consideration of family size, number of family members in post-secondary school, emergency expenditures or other factors.

The William D. Ford Federal Direct Loan Program allows students and/or parents to borrow money from the U.S. Department of Education. There are four different loan programs currently available for students attending the Schilling-Douglas School: Subsidized Federal Direct Loan, Unsubsidized Federal Direct Loan, Federal Direct PLUS Loan and the Federal Direct Consolidation Loan. All of these loans have a fixed interest rate and differ in repayment requirements. You must be eligible to use the subsidized loan based on need. The fixed interest rate for loans first disbursed after 07/01/25 and before 07/01/26 is 6.53% for subsidized loans and the fixed interest rate for unsubsidized loans is 6.53%. The subsidized and unsubsidized loan programs require repayment to begin 6 months

after the student graduates or ceases to attend school. Leave of absence time is counted toward the 6-month deferment. The PLUS loan interest rate for loans first disbursed after 07/01/25 and before 07/01/26 is 9.08%. The PLUS loan enters repayment as soon as the loan is fully disbursed. Parent PLUS borrowers may defer repayment under certain circumstance.

Applying For Student Aid

Pell and FSEOG: The student must complete the Free Application for Federal Student Aid online at www.fafsa.ed.gov or a paper application may be downloaded. Assistance is available through the school.

Direct Loan: Completion of the Free Application with the addition of the appropriate loan promissory note. Assistance is available through the school.

*Unusual circumstances may be considered when applying for student aid. The financial aid officer will assist with this process. The financial aid officer will notify you if your application is selected for verification and the time frame of any deadlines for submitting information or updates.

Awarding of Aid

Pell: Awarded to students who demonstrate a financial need based on the results of the completion of the Free Application for Federal Aid. Certain other eligibility requirements must be met. Recipients must be enrolled at least half time and cannot have a bachelor degree or other professional degree.

FSEOG: Funds are awarded to students who also demonstrate financial need. However, unlike Pell, FSEOG's are not entitlements. The school has a set amount of funds for FSEOG's and cannot award more funds once the allocation is used up. The school will select the neediest of its students (several from each if it's starting classes) for this award. Due to the minimal amount of money allocated to the school, student awards will range from $100 - $400.

Direct Loans –:

1. The Direct Subsidized Loan enables students to borrow money from the U.S. Department of Education at a low interest rate to meet educational expenses. **Barbering & Cosmetology** eligible undergraduates may borrow up to $3,500 for their first academic year and $3,000 for their second academic year. **Esthetics** eligible undergraduates may borrow up to $2,333.00 for their academic term. However, you cannot borrow more than the cost of attendance at your school less any other financial aid you may receive. This program is based on need.
2. The Direct Unsubsidized Loan is a loan available for students who do not otherwise qualify for the subsidized loan. Dependent **barbering & cosmetology** students may borrow up to $5,500 for the first academic year less any subsidized loan eligibility and $4,333 less any subsidized loan eligibility for the second academic year. Independent **barbering & cosmetology** students may borrow up to $9,500 for the first academic year less any subsidized loan eligibility and $7,000 less any subsidized eligibility for the 2nd academic year. Dependent **esthetics** students may borrow up to $3,666 for their academic term less any subsidized loan eligibility. Independent **esthetics** students may borrow up to $6,333.00 for their academic term less any subsidized loan eligibility. This program is not based on need.
3. The Direct PLUS loan is available for parents of dependent students. Parents of dependent students may borrow up to the cost of attendance minus any other financial aid you receive. This program is not based on need. A credit check must beperformed to determine the parent's eligibility. If credit is denied the parent, the student may borrow up to the maximum allowed for independent students.

General Eligibility You must;

1. Demonstrate financial need (except for certain loans).
2. Have a high school diploma or GED.
3. Be enrolled or accepted for enrollment at least half time in a program leading to a degree or certificate in an eligible school and eligible program.
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid social security number.
6. Maintain satisfactory academic progress once in school.
7. Certify that you are not in default on a federal student loan and do not owe money on a federal student grant.
8. Certify that you will use federal student aid only for educational purposes.
9. Complete Entrance and Exit Counseling

Disclosure of FASFA Information

A FAFSA applicant appearing in person and presenting an unexpired, valid government issued photo identification (e.g. a driver's license, non-driver's identification card, other State issued identification, or U.S. passport) is required by the school for purposes of disclosing FAFSA information.

Frequency of Payments

PELL and FSEOG: Disbursed in two equal payments per academic year. **Barbering & Cosmetology** programs the first half of the payment at the beginning of the program and the second half at 450 hours. Subsequent payments would be disbursed at 900 &

1200 hours. **Esthetics** program the first half of the payment at the beginning of the program and the second half at 300 hours. (Actual hours)

LOANS: **Barbering & Cosmetology** programs: One half of the loan proceeds is disbursed to the school at the beginning of the program after 30 days of attendance and the second half at 450 hours. If the student needs additional loan funds a second year may be disbursed at 900 and 1200 hours. (Actual hours). **Esthetics** program: One half of the loan proceeds is disbursed to the school at the beginning of the program after 30 days of attendance and the second half at 300 hours. (Actual hours)
Note: Federal Student Aid will be credited directly to the student's account and the student receipted accordingly. All financial aid will be applied first against school charges with any excess subsequently being paid to the student.

Refunds Due to Title IV Programs

The school will determine the amount of a refund in accordance with published refund policies and Federal requirements. If it is determined that a refund is due, the order of distribution is as follows: Unsubsidized loans, Subsidized loans, PLUS, Pell, FSEOG. Rights to use Federal Funding are based on your scheduled hours of attendance.

COST OF ATTENDANCE BUDGETS **Award Year 2025 Localized COA Budget**

The following localized cost of attendance budgets provide a comprehensive estimate on the costs a student may incur while attending a specific program at this institution. They are comprised of personal living expenditures, room & board, transportation expenses and program charges. Some of the budget amounts are based on current and or recent program participant surveys. Additional information may be obtained from the schools' financial aid office.

Cosmetology Program, 0-900 hours

Living with Parents 0 Dependents			**All Others**		
Status	Full Time	Part Time	Status	Full Time	Part Time
Months	7 Months	11 Months	Months	7 Months	11 Months
Tuition	$10,800.00	$10,800.00	Tuition	$10,800.00	$10,800.00
Fees	$100.00	$100.00	Fees	$100.00	$100.00
Loan Fees	$56.00	$56.00	Loan Fees	$98.00	$98.00
Books / Supplies	$1,665.00	$1,665.00	Books / Supplies	$1,665.00	$1,665.00
Room & Board	$3,017.00	$4,741.00	Room & Board	$17,836.00	$28,028.00
Personal	$1,750.00	$2,750.00	Personal	$4,305.00	$6,765.00
Transportation	$3,521.00	$5,533.00	Transportation	$2,877.00	$4,521.00
Total	$20,909.00	$25,645.00	Total	$37,681.00	$51,977.00

Cosmetology Program, 900- 1,500 hours

Living with Parents 0 Dependents			**All Others**		
Status	Full Time	Part Time	Status	Full Time	Part Time
Months	4 Months	7 Months	Months	4 Months	7 Months
Tuition	$7,200.00	$7,200.00	Tuition	$7,200.00	$7,200.00
Fees	$0.00	$0.00	Fees	$0.00	$0.00
Books / Supplies	$0.00	$0.00	Books / Supplies	$0.00	$0.00
Loan Fees	$44.00	$44.00	Loan Fees	$72.00	$72.00
Room & Board	$1,724.00	$3,017.00	Room & Board	$10,192.00	$17,836.00
Personal	$1,000.00	$1,750.00	Personal	$2,460.00	$4,305.00
Transportation	$2,012.00	$3,521.00	Transportation	$1,644.00	$2,877.00
Total	$11,980.00	$15,532.00	Total	$21,568.00	$32,290.00

Barbering Program, 0-900 hours

Living with Parents 0 Dependents			**All Others**		
Status	Full Time	Part Time	Status	Full Time	Part Time
Months	7 Months	11 Months	Months	7 Months	11 Months
Tuition	$8,400.00	$8,400.00	Tuition	$8,400.00	$8,400.00
Fees	$100.00	$100.00	Fees	$100.00	$100.00
Loan Fees	$56.00	$56.00	Loan Fees	$98.00	$98.00
Books / Supplies	$1,009.00	$1,009.00	Books / Supplies	$1,009.00	$1,009.00
Room & Board	$3,017.00	$4,741.00	Room & Board	$17,836.00	$28,028.00
Personal	$1,750.00	$2,750.00	Personal	$4,305.00	$6,765.00
Transportation	$3,521.00	$5,533.00	Transportation	$2,877.00	$4,521.00
Total	$17,853.00	$22,589.00	Total	$34,625.00	$48,921.00

Barbering Program, 900- 1,500 hours

Living with Parents 0 Dependents

Status	Full Time	Part Time
Months	4 Months	7 Months
Tuition	$5,600.00	$5,600.00
Fees	$0.00	$0.00
Books / Supplies	$0.00	$0.00
Loan Fees	$44.00	$44.00
Room & Board	$1,724.00	$3,017.00
Personal	$1,000.00	$1,750.00
Transportation	$2,012.00	$3,521.00
Total	$10,380.00	$13,932.00

All Others

Status	Full Time	Part Time
Months	4 Months	7 Months
Tuition	$5,600.00	$5,600.00
Fees	$0.00	$0.00
Books / Supplies	$0.00	$0.00
Loan Fees	$72.00	$72.00
Room & Board	$10,192.00	$17,836.00
Personal	$2,460.00	$4,305.00
Transportation	$1,644.00	$2,877.00
Total	$19,968.00	$30,690.00

Esthetics Program, 0-600 hours

Living with Parents 0 Dependents

Status	Full Time	Part Time
Months	4 Months	7 Months
Tuition	$9,350.00	$9,350.00
Fees	$100.00	$100.00
Loan Fees	$38.00	$38.00
Books / Supplies	$1,600.00	$1,600.00
Room & Board	$1,724.00	$3,017.00
Personal	$1,000.00	$1,750.00
Transportation	$2,012.00	$3,521.00
Total	$15,824.00	$19,376.00

All Others

Status	Full Time	Part Time
Months	4 Months	7 Months
Tuition	$9,350.00	$9,350.00
Fees	$100.00	$100.00
Loan Fees	$66.00	$66.00
Books / Supplies	$1,600.00	$1,600.00
Room & Board	$10,192.00	$17,836.00
Personal	$2,460.00	$4,305.00
Transportation	$1,644.00	$2,877.00
Total	$25,412.00	$36,134.00

SCHOOL INFORMATION & POLICIES

2026 HOLIDAYS OBSERVED & SCHEDULED CLOSINGS

January 1st	New Years Day
January 19th	Martin Luther King Day
February 16th	Presidents Day
March 23rd	In-Service Day
April 6th	Spring Break
May 25th	Memorial Day
June 19th	Juneteenth
July 3rd – 4th	Independence Day
September 7th	Labor Day
October 12th	Columbus Day
November 11th	Veterans Day
November 26th – 27th	Thanksgiving
December 24th – 26th	Winter Break
December 31st @ 4 PM	New Year's Eve

The school annually observes Constitution and Citizenship Day in-house on September 17th with an education program on the Constitution. If the 17th of September falls on a non-school day we observe Constitution and Citizenship Day on a day designated by the school either before or after the 17th. The school does not close when observing Constitution and Citizenship Day.

NOTE: School closings for inclement weather will be posted on the schools app. Please enable push notifications for timely notice of any notifications. This information may also be posted on the schools' social media page.

STUDENT SERVICES

Job Placement – Employment Assistance

The school offers placement assistance for all programs. The school does not guarantee employment. Although we do not guarantee placement, we will make a concerted effort to place all students. Placement assistance consists of providing area employment opportunities posted with the school and teaching job readiness classes during the program. The school administration maintains a listing of all known employment opportunities. The listing consists of the establishment's name, contact person, phone number, and any other information the prospective employer wishes to be listed. Additionally, new listings are typically posted on the school information board located in the student lounge.

Students who desire employment assistance will be advised individually by the Associate Director. Placement assistance is available for both current students and graduates of Schilling-Douglas School of Hair Design.

Student Advisement Services

· Resume writing and overview
· Interviewing procedures and techniques
· Scheduling of interviews
· Opportunity listings
· Licensing requirements
· Assistance in obtaining licensing information to relocate to another State.

Advanced Training and Continued Education

The school does not host advanced training workshops on site. We will assist students in locating advanced or continuing education opportunities, if desired.

Professional Services

The school does not have a licensed counselor on staff but does offer services to students through different agencies. The school provides students with contact names and phone numbers of agencies pertaining to mental health, substance abuse, and other professional counseling.

ATTENDANCE POLICY

Attendance requirement

The school requires a minimum cumulative attendance percentage of 67%.

Absence

Students not attending class or planning to be late for class must call the school by 10 am for full time students and 6 pm. for part time students in the evening and 9 am on Saturday. The roll sheet is to be marked "absent - (reason)" signifying that the student did call. Any student who has not called by the required time is to be marked "unexcused" and several attempts should be made by the office or the student services office to make contact and note the reason for the absence. The excused or unexcused serve no purpose but to distinguish whether the student fulfilled their obligation of notifying the school of their absence reason. It does not change their attendance requirement or contracted ending date in any way.

Students with repeated class absences are to be advised by an instructor, or other school official.

The business administrator will select monthly individual time sheets of students who have shown a pattern of poor attendance during that month for formal advisement by an instructor or other school official. The business administrator will also monitor student attendance at minimum intervals of once per month to ascertain whether a student should be removed from the school rolls. Any student who is absent from attendance for 14 consecutive calendar days and is not on an approved leave of absence, may be terminated from the school.

Tardy Students

Students may not enter a class after the start of the class period. To be admitted to class, the student must be clocked in and physically in class at the scheduled start time. Class is considered started when the bell for that class period has rung. The time on the time clock will prevail at the beginning of each period. Students who are tardy, may enter class at the start of the next class period. *The exception to this rule is for Part time students attending on Tuesday, Wednesday and Thursday evenings only. These Students may enter 1st period class on Tuesday, Wednesday and Thursday immediately when they arrive after 5 pm or at the start of each subsequent class period on these days.

Additional

A student may not under any circumstances sit in on a class, work in the laboratory or participate in any school activity until they are clocked in.
See Make UP Policy for information on making up missed time and activities.

Class Schedules

All programs (excluding shaving program)

Full Time – 32.5 hours per week- Monday through Friday 9 am to 4 pm- 1st period 9 am – 9:50 am, 2nd period 10 am – 11:30 am, 3rd period 12:00 pm – 1:20 pm, 4th period 1:30 pm – 2:35 pm, 5th period 2:45 pm – 3:50 pm, Clean up 3:50 pm – 4 pm.

Part Time – 19 hours per week Tuesday, Wednesday, Thursday & 5 pm to 9 pm- 1st period 5:00 pm – 5:50 pm, 2nd period 6:00 pm – 6:50 pm, 3rd period 7:00 pm – 7:50 pm, 4th period 8:00 pm – 8:50 pm, Clean up 8:50 pm – 9 pm. **&**
Saturday 8 am to 3:30 pm- 1st period 8:00 am – 8:50 am, 2nd period 9:00 am – 11:00 am, 3rd period 11:30 am – 12:20 pm, 4th period 12:30 pm – 1:20 pm, 5th period 1:30 pm – 2:20 pm, 6th period 2:30 pm – 3:20 pm, Clean Up 3:20 pm – 3:30 pm

Shaving Program ONLY

Full Time – 35 hours per week- Monday through Friday 9 am to 4:30 pm- 1st period 9 am – 9:50 am, 2nd period 10 am – 11:30 am, 3rd period 12:00 pm – 1:20 pm, 4th period 1:30 pm – 2:35 pm, 5th period 2:45 pm – 4:20 pm, Clean up 4:20 pm – 4:30 pm

Part Time – 7 hours per week- Monday 9 am to 4:30 pm- 1st period 9 am – 9:50 am, 2nd period 10 am – 11:30 am, 3rd period 12:00 pm – 1:20 pm, 4th period 1:30 pm – 2:35 pm, 5th period 2:45 pm – 4:20 pm, Clean up 4:20 pm – 4:30 pm

MAKE UP POLICY

All students must obtain a minimum score of 70% on all exams and projects as well as complete the required number of program hours for graduation. If a student misses a regularly scheduled day, the student may attend a make-up day to make up the hours/assignments that were missed.

Students are not permitted to use make up time to get ahead of their scheduled hours. When attending a make- up day, students are to report to the classroom assigned for their level or to the area as directed by the instructor.

1. Full-time students may make up for missed hours by attending class on Saturday (8 am -3:30 pm), Wednesday evening and Thursday evening (5 pm- 8 pm).
2. Part-time students may make up for missed hours by attending class on Monday and Friday (9am – 4pm).
3. Students must complete/submit a make-up request form for approval prior to attending any make-up classes. Violations of the school conduct policy may result in the discontinuance of the student's ability to attend on make- up days.
4. **Students must be present at the start of the first period to be admitted on make-up days**. Full-time students must be clocked in by 8 am on Saturday and 5 pm on Wednesday & Thursday evening. Part-time students must be clocked in by 9 am on Monday and Friday. Late students will not be admitted to class.
5. Missed and re-take exams may be taken during break and lunch times or before and after school.
6. All students permitted to participate in the lab may volunteer for "in for lunch".

"In for Lunch" Policy

Students who are performing a service on a patron during the scheduled lunch break will be required to continue the service until completion. Upon completion of the service, the student will be afforded one of the following options;

Option A) The student will be given an additional hour credit of 30 minutes for performing a service through the scheduled lunch period. In exchange for this credit the student voluntarily forfeits their 30-minute lunch break. This credit will be reflected as make up time and does not affect the students' scheduled hours.

Option B) The student will be permitted to take a 30-minute break, "**on campus only**", **immediately** upon completion of the service/patron they were servicing during the regularly scheduled lunch break. Under option B the student is electing to take their 30-minute break, so additional hour credit will not be awarded for working through the scheduled lunch period. Under Option B, the student will be required to clock out when taking their break and in again when returning from their break. This period of time may only be for 30 minutes. Students not returning with in the 30-minute time period will not be permitted to clock in and return to class until the start of the next class period.

On-campus only: for this purpose, on-campus only is defined as any area within the confines of the Shoppes at Louviers, the center where the school is located.

To be eligible for either option A or B, the student must be servicing their client until at least the midpoint of the scheduled lunch period.

NOTICE (Cosmetology & Barbering Programs Only)

Students with missing or failed written or practical test grades, assigned projects or have not achieved the minimum number of skill requirements will not be permitted to clock in for class once they reach 1400 clock hours. This will be considered an "academic suspension" and will count as days of absence. This suspension will continue until the student has met all academic graduation requirements. The testing will be done in the lab under the supervision of the lab instructor. Contract ending time will not be adjusted for this suspension and may result in additional overtime costs to the student. The student should make every effort to meet the requirements in a timely manner. Termination may result if the student does not comply within 30 days of the date of suspension.

GRADING POLICY

The grading system used by Schilling-Douglas School of Hair Design is the based on a numerical scale and is as follows: A

(90-100)	Excellent
B (80-89)	Above Average
C (70-79)	Average
D (60-69)	Unsatisfactory
F (59 or below)	Failing

The minimum passing score on any examination is 70%.

Students must maintain a cumulative C grade average (minimum of 70%) in order to be considered making satisfactory progress in their program of study. (See satisfactory academic progress policy for additional information)

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress

This Satisfactory Progress Policy is consistently applied to all students enrolled at the school in all programs and schedules approved by the school's accrediting agency. It is printed in the school consumer handbook / catalog to ensure all students receive a copy prior to enrollment and the first day of class. The policy complies with the guideline established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Note: Students receiving funds under any Title IV Financial Aid program must maintain satisfactory academic progress in order to continue eligibility for such funds.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress at the evaluation periods for each program as follows:

Cosmetology	450 hours and 14 weeks	900 hours and 28 weeks	1200 hours and 38 weeks
Barbering	450 hours and 14 weeks	900 hours and 28 weeks	1200 hours and 38 weeks
Nail Technology	150 hours and 5 weeks		
Esthetics	300 hours and 10 weeks		
Teacher Training I	125 hours and 4 weeks		
Teacher Training II	250 hours and 8 weeks		
Shaving	17 hours and 2.5 days		

Evaluation periods are based on actual hours completed and completion of the academic weeks designated for the evaluation period. The frequency of evaluations ensure that students have ample opportunity to meet both the academic and attendance progress requirements of at least one evaluation by the mid-point of the academic year or program, whichever comes first. Satisfactory Academic Progress academic and attendance progress requirements will be measured at each evaluation period. All evaluations will be completed within seven school business days following the established evaluation points.

Program Total Length and Academic Year

Cosmetology: 1,500 clock hours and 49 weeks
Barbering: 1,500 clock hours and 49 weeks
Nail Technology: 300 hours and 10 weeks
Esthetics: 600 clock hours and 20 weeks
Teacher Training I: 250 clock hours and 8 weeks
Teacher Training II: 500 clock hours and 16 weeks
Shaving: 35 clock hours and 1 week

Academic Year: The institution operates all programs according to the following academic year: 900 clock hours per academic year to be completed in 28 weeks.

Academic Progress Requirement

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated. Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school. The numerical grading scale is as follows:

90 – 100	Excellent
80 - 89	Above Average
70 – 79	Average
60 – 69	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the student's own time. In order to graduate, the student must obtain a minimum grade of 70% on all written and practical exams and class projects**.**

Attendance Progress Requirement

For the purpose of satisfactory academic progress, the maximum time frame for completion of the program may not exceed one and one-half times the length of the program (150%). All students must maintain at least a **67% cumulative** attendance average to be considered making satisfactory academic progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

Cosmetology Program, 1500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 73.5 weeks (2,250 scheduled hours). Note: The contract length for this schedule is 49 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 28.5 months (2,250 scheduled hours). Note: The contract length for this schedule is 19 months.

Barbering Program, 1500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 73.5 weeks (2,250 scheduled hours). Note: The contract length for this schedule is 49 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 28.5 months (2,250 scheduled hours). Note: The contract length for this schedule is 19 months.

Nail Technology Program, 300 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 15 weeks (450 scheduled hours). Note: The contract length for this schedule is 10 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 24 weeks (450 scheduled hours). Note: The contract length for this schedule is 16 weeks.

Esthetics Program, 600 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27.64 weeks (900 scheduled hours). Note: The contract length for this schedule is 20 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 47.24 weeks (900 scheduled hours). Note: The contract length for this schedule is 33 weeks.

Teacher Training I, 250 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 13.5 weeks (375 scheduled hours). Note: The contract length for this schedule is 9 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 22.5

weeks (375 scheduled hours). Note: The contract length for this schedule is 15 weeks.

Teacher Training II, 500 hours

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27 weeks (750 scheduled hours). Note: The contract length for this schedule is 18 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 42 weeks (750 scheduled hours). Note: The contract length for this schedule is 28 weeks.

Shaving Program, 35 hours

Full time schedule (35 hours/week): The maximum time frame for completion is an attendance rate of 23.45 hours per week or 8 days (52.5 scheduled hours). Note: The contract length for this schedule is 1 week.

Part time schedule (7 hours/week): The maximum time frame for completion is an attendance rate of 4.69 hours per week or 8 weeks (52.5 scheduled hours). Note: The contract length for this schedule is 5weeks.

Transfer students: The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 67% of scheduled hours.

NOTE: The contracted length of each program allows sufficient time to complete the program allowing for holiday closings and possible snow or emergency closings. However, any student not completing their program hours or academic requirements within the contracted time will be charged $15.00 per hour for additional hours of instruction needed to complete the program. **Therefore, it is possible to maintain satisfactory academic progress, but be required to pay additional charges in order to complete your program.**

Status of Students Who Exceed the Maximum Time Frame

If it is determined that the student in unable to complete their program within the stated maximum time frame for the program, the student will be deemed ineligible for Title IV funding programs and shall be terminated from the program. The student may re-enroll in the program if they are able to fulfill their financial obligation to the school on a cash-pay basis in a manner consistent with the school's re-entry provisions of its admission policy.

Determination of Progress Status

Progress evaluations will be performed by the school's administration when the student reaches their evaluation periods. Students meeting the minimum satisfactory requirements for both academic and attendance progress at the evaluation period will be considered making satisfactory academic progress until the next evaluation period. If the student is participating in any Federal Title IV program, they will remain eligible to participate in the program(s). Students deemed not maintaining Satisfactory Academic Progress for failure to meet the minimum academic and/or attendance progress requirements are no longer eligible for Title IV, HEA funding, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Students Not Meeting Minimum Requirement

Warning

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

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the negative progress determination within 15 school days of the conclusion of the warning period and prevails upon appeal. Additionally, students may be placed on probation only if they have the ability to meet the satisfactory academic progress requirements by the next evaluation period or if they have the ability to meet the satisfactory academic progress requirements through an academic plan established by the school, that if followed, will allow the student to do so at a specific point within the maximum timeframe established for the individual student. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds.

NOTE: The school will notify the student in writing of any satisfactory academic progress evaluation in which the student is not making satisfactory progress and/or any evaluation that will impact the student's eligibility for financial aid. If you lose the ability to participate in Title IV programs and you still have a tuition balance due the school, you may be required to pay this balance to the school.

Re-Establishment of Satisfactory Progress

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

Appeal Procedure

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

Academic Plan

A written plan provided to the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum timeframe.

Interruptions, Program Incompletes, Withdrawals

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

Repetition, Noncredit & Remedial Courses

Course incompletes, repetitions and non-credit remedial courses do not apply to this school and therefore have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school. Transfer student's evaluation periods are the established evaluation periods for the program or the midpoint of the contracted hours (actual), whichever comes first.

Satisfactory Academic Progress Evaluations

Students will receive a written copy of all satisfactory academic progress evaluations at the time of the evaluations. Copies of these evaluations will be maintained in the student's file. Students may obtain additional or duplicate copies of their SAP evaluations from the school's business office.

TERMINATION POLICY

While it is the goal of the school for all students admitted into the school to graduate their program of study, it may be necessary for the school to dismiss or terminate a student from enrollment. Students may be terminated for the following:

- A violation(s) of the school conduct policy.
- A violation of the school's rules and regulations.
- Failure to pay required tuition payments per the enrollment agreement
- Failure to meet any of the terms or conditions set forth and agreed to in the enrollment agreement and disclosures.
- Failure to maintain satisfactory academic progress.
- Failure to attend class for 14 consecutive days and not on an approved leave of absence (excluding scheduled breaks of 5 days or more).

- Failure to return from an approved leave of absence.

Terminated students remain obligated for payment of the amount of tuition and fees owed to the school based on the refund policy.

Students have the right to appeal termination decisions by submitting their appeal in writing to the school director within 5 calendar days from the date of termination for the appeal to be considered.

CANCELLATION AND SETTLEMENT POLICY

This policy applies to all terminations for any reason, by either party, including student decision, program cancellation or school closure. This policy is mandated by the Delaware Department of Education, Chapter 85, Private Business and Trade Schools.

The school will provide a full refund of monies paid by a student if:

- An applicant is not accepted by the school.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within 72 hours (until midnight of the 3rd day excluding Saturdays, Sundays and legal holidays) after the enrollment agreement was signed by the prospective student. The cancellation date will be determined by the postmark on written notification or the date the notification is delivered to a school administrator in person. This policy applies regardless of whether or not the student has actually started training.
- If the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school or representations by the owner or representative of the school.
- Within the72-hour grace period reserved for cancellation, the school will not discount any evidence of indebtedness given by a student applicant, or on an applicant's behalf, or in any other way place such evidence of indebtedness into the hands of a holder in due course.

The following policy applies of the unused portion of tuition, fees and other charges in the event the student, after expiration of the 72-hour cancellation privilege, fails to enter the program, or withdraws or is discontinued there from at any time prior to completion.

- Refunds will be based on the period of enrollment computed on the basis of program time expressed in clock hours.
- The effective date of the termination for refund purposes will be the earliest of the following: a) the last date of attendance, if the student is terminated by the school; b) the date of receipt of written notice from the student; c) ten school days following the last date of attendance, unless the student is on an approved leave of absence. For students who do not return from leave of absence, the earliest of the following: the date of notification from the student that they do not intend to return or the documented date of expected return will be used as the date of determination of withdrawal.
- If a student cancels his/her enrollment prior to the start of classes, or fails to enter the program, he/she shall be entitled to a refund of all monies paid to the school, less a registration fee of $100.00.
- All cancellations must be in writing.
- For the students who terminates or withdrawals after attendance has begun, the school may retain $100 in fees and the percent of total tuition earned by the following schedule.

Percent of scheduled time enrolled to total program	Amount of total tuition owed to school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Scheduled time enrolled is the time elapsed between the actual starting date and the date of the student's last physical day of attendance in school.

- Refunds based on enrollment will be totally consummated within 30 days after the effective date of termination.
- When situations of mitigating circumstances are in evidence, the school may provide a refund which exceeds this policy.
- Refunds for items of extra expense to the student, such as instructional supplies, books, student activities, laboratory fees and service charges, where these items are separately stated and shown in the data furnished the student before enrollment, will be made in a reasonable manner acceptable to the school administrator. Refunds for worn or used items will not be given.
- If a program is cancelled subsequent to a student's enrollment and prior to instruction in the program beginning, the school shall at its option: 1) Provide a full refund of all monies paid; or 2) Provide completion of the program.
- All procedures used for collection purposes will be in good taste and sound, ethical business practices. All collection

correspondence from the institution or any other third parties representing the school regarding cancellation and settlement will clearly acknowledge the existence of this cancellation and settlement policy. If any promissory notes or contracts for tuition are sold or discounted to any third party, the third party must comply with this cancellation and settlement policy.

- If the school closes permanently and/or ceases to offer instruction in a program after the student has enrolled and instruction has begun, the school shall provide the student a refund of all tuition and fees paid or provide program completion through a teach out agreement. The school will forward all required records to the Delaware Department of Education and all other required parties, as detailed in its school closure policy.

RETURN OF TITLE IV FUNDS POLICY

If a student enrolled in a program of study and participates in the Federal Title IV program, withdrawals or is terminated before completing their program; the Return of Title IV Funds Policy must be followed, per Federal Regulations.

Return of Title IV Policy
This policy applies to students who officially withdraw, unofficially withdraw or are terminated from enrollment at Schilling-Douglas School of Hair Design.

Official withdraw from Schilling-Douglas School
A student is considered to be officially withdrawn on the date the student provides official notification to the school of their intent to withdraw in writing or orally.

Unofficial withdraw from Schilling-Douglas School
A student is considered to have unofficially withdrawn on the date the student does not return from an approved leave of absence or on the date the student is not in attendance for 14 consecutive days and is not on an approved leave of absence.

Leave of Absence
A student on an approved leave of absence is not a withdraw, but if the student does not return to school from the leave of absence on the date designated in the leave, the student would be determined a withdraw on the scheduled date of return. In this event, the students withdraw date would be their last day of attendance.

Calculation
Students must earn the right to use Federal Title IV funding based on the scheduled hours of attendance per payment period. When a student separates from the school, the school must calculate what percentage of aid for that payment period has been earned. This calculation is performed by first determining which payment period the student terminates/withdraws and second by determining the number of hours scheduled to be completed in that payment period as of the students last day of attendance. If 60% or more of the scheduled hours for the payment period have lapsed, the student will have earned 100% of the Tile IV funds for that payment period. If less than 60 % of the scheduled hours for that payment period have lapsed, the student will have earned only that same percentage of the Title IV funds for that payment period. The school will then determine the amount of unearned Title IV funds to be returned by the school and any amount that may be required to be returned by the student. The school will notify the student in writing if they are required to return any Title IV funds.

Post-Withdrawal Disbursement
If a student has accepted Title IV financial aid by the withdraw date, but financial aid has not been disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount that the student earned, and otherwise eligible for, the student is eligible to receive a post-withdraw disbursement for the amount of earned Title IV financial aid not yet disbursed. The school will perform a Return to Title IV calculation to determine if the student is eligible for a post-withdrawal disbursement within 30 calendar days after the date of determination that the student withdrew. The student must have a signed promissory note for any loan prior to the school performing the Return to Title IV calculation for the loan to be include as aid that could have been disbursed.
Post-Withdrawal Loans
If the student is determined to be eligible for a post-withdrawal disbursement of a loan, the school's financial aid office must send notification of post-withdrawal disbursement eligibility to the student within 30 calendar days after the date of determination the student withdrew. The student will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement notification sent by the school. If the student notifies the school with in the required time period that they wish to accept any of the loan funds, those funds will be disbursed by check to the student within 180 calendar days of the student's date of determination of withdraw. The school must obtain written permission from the student before loan funds can be disbursed.

Post-Withdrawal Grants
If the student is determined to be eligible for a post-withdrawal disbursement of a grant, the school will disburse the Title IV grant funds a student is due based on the Return to Title IV calculation by check to the student within 45 days calendar days of the date the school determined the student withdrew.

Order of Return
Federal regulations require the school to return Title IV funds to the applicable programs in the following order; Unsubsidized Loans, Subsidized Loans, Plus loans, Pell Grants, Supplemental Educational Opportunity Grants. All returns by the school will be made within 30 days of the date of determination.
Once the Return of Title IV Funds Policy has been performed the school will then apply its cancellation and settlement policy per the contract, to determine the student's financial obligation to the school.
If the Return of Title IV calculation results in a credit balance on the student's account it will be disbursed to the student within 14 calendar days from the date of the Return to Title IV calculation. In the event the school cannot locate the student (parent), to whom a Title IV credit balance must be paid, the unclaimed credit balance will be returned to the Title IV program. These funds must be returned no later than 240 calendar days after the date the school issued the check to the student.
Institution Responsibilities
Schilling-Douglas School of Hair Design will;

- Provide students with the information in this policy
- Perform Return of Title IV calculation for students affected by this policy
- Return all unearned Title IV funds to the proper Title IV programs within 45 days of the date of determination of withdraw or termination.
- If less Title IV aid has been disbursed than the student has earned, the school will calculate the post withdraw disbursement and it will be offered to the student.
- Provide notifications to students (parents) and the Department of Education

Student Responsibilities

- The student should notify the school's financial aid office in writing of official withdraw.
- If the student decides to cancel or rescind their intent to withdraw, they should notify the school's financial aid office in writing.
- Based on the Return to Title IV calculation, the student may be responsible for school charges previously paid for by the Title IV program.
- The student is responsible for the return of unearned Title IV Funds disburse d to the student when the student is deemed ineligible to retain the funds based on the Return of Title IV calculation.
- The student must submit a response to the school financial aid office instructing of post- withdraw disbursement decision.
- Must complete online Exit Counseling.

RETURN OF EQUIPMENT POLICY

In the event of withdrawal, a student may return to the school any books and/or supplies that are unused and in their original packaging. Online learning seats are non-returnable. Electronic tablets are returnable in their original packaging and must be "unlocked" and factory reset prior to return. All returns must be made within 20 days of the student's withdrawal (student's last day of attendance).

LEAVE OF ABSENCE POLICY

A leave of absence refers to circumstances in which a student is not in academic attendance during a period for which academic attendance is scheduled as part of the student's program. If a leave of absence is approved, the student is not considered to be withdrawn and is considered to be in in-school status for Title IV loan purposes. The student must follow the school's policy in requesting a leave of absence.

Students must request a leave of absence in advance unless unforeseen circumstances prevent the student from doing so. Additionally,
-The request must be in writing (form provided by the school)
-The request must include the student's reason for the leave of absence; and
-The request must be signed by the student

The reasons for which a leave of absence may be approved include:
- Personal or family medical issue
- Death in the family

- Loss of transportation, financial hardship, homelessness
- Other mitigating circumstances

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstance if:
The school documents the reason for its decision
The school collects the request from the student at a later date; and
The school established the start date of the approved leave of absence as the first date the student was unable to attend.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education rather than a withdrawal:

Whenever possible supporting documentation should be provided
The leave of absence may not exceed 180 days in any 12-month period and the 12-month period begins on the first day of the student's leave of absence.
There must be a reasonable expectation that the student will return from the leave of absence
Typically granted for qualifying circumstances exceeding two (2) weeks in length.

In addition to the leaves granted for the circumstances identified above, additional leaves of absence may be granted at the institution's discretion. However, the total number of days of all leaves cannot exceed 180 calendar days in any 12-month period.

If approved, a leave of absence will extend the ending date of the original contract by the same number of calendar days as the actual length of the leave of absence. Upon the students return from a leave of absence, an addendum to the enrollment agreement to extend the students ending date by the applicable number of days will be completed and signed by both parties. Additional tuition will not be charged for the period of the leave of absence. No charges will be assessed during an approved leave of absence.
A student that is granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. For federal student aid recipients, the student's payment period is suspended during the leave of absence and no federal funds will be disbursed to students while on a leave of absence. Upon the students return, the student will resume the same payment period and course work and will not be eligible for additional Title IV aid until the next payment period has been completed.

If the leave of absence is not approved, written notification will be given to the student. If the student is not willing to remain in school, the student will be considered to have withdrawn from school. The student's withdrawal date for the purpose of calculating a refund will be the students last day of attendance. If there is a tuition balance due the school, it must be paid in full within 30 days. Likewise, any refunds due to the student or any Title IV funds to be returned must be made within 30 days.

In the event the student does not return from an approved leave of absence:
The student will be terminated effective with the expected date of return. The official termination date for the purpose of calculating a refund is the student's last day of attendance.
Financial settlements must be calculated by the school according to the enrollment agreement cancellation and settlement policy.
Any required refunds or balances due the school by the student must be paid within 30 days of the expiration of the leave of absence.

TITLE IV (FEDERAL FINANCIAL AID RECIPIENTS)
Your ability to retain any Federal Aid disbursed for your school and/or educational costs is earned by you based on your attendance. If you do not return to school, it is possible that some of the Federal Aid already disbursed for your use may need to be returned (see return of Title IV policy). This return may create an unpaid school balance which would then become your personal responsibility.

If you are a Title IV loan recipient and you **do not return** from your leave of absence, you will be exhausting some or all of your grace period for the time that you were considered on leave of absence. Example: if you are on an approved leave of absence for the full 180 days (6 months) and you do not return to school at the end of your leave of absence, you will have exhausted all of your loan grace period and will be expected to begin Title IV loan repayment immediately.

CONDUCT/DISCIPLINARY POLICY

All students are expected to behave in a professional manner and abide by all school rules, regulations and policies in effect.
Any student failing to abide by the schools' rules, regulations and policies, will be subject to the Progressive Discipline Policy and Procedure described below. Schilling-Douglas School of Hair Design reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. Students may be terminated for violation of the conduct/disciplinary policy.

Grounds for Disciplinary Action

The following list is provided to help students understand the school's rules of unacceptable conduct. Providing an exhausted list would be impossible. Therefore, the list represents only examples of unacceptable conduct. These examples are not listed because of, or according to, severity.

Unprofessional conduct

Possession, use, sale or distribution of alcohol or illegal substance while on school grounds or in attendance at any school sponsored activity.

Dishonesty, cheating on examinations, submitting another student's work, violation of copyright policy.

Insubordination- Refusing to follow instructions properly issued by staff or administrators.

Verbal altercations with classmates, school staff or lab patron.

Refusal to work or participate in classroom or laboratory activities.

Negligence or willful damage to school property.

Theft - any student to have stolen school property or any other person's property while on school grounds or during any school-sponsored activity.

Falsification of time records-any student found to have falsified their time records or clocked another student in or out on the school's time clock.

Violation of any school rule or any deliberate action that is detrimental to the school

Violation of security or safety rules

Negligence or any careless action which endangers the life or safety of another person

Unauthorized possession of firearms, weapons, explosives or dangerous chemical on the school's property.

Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on the school's premises or when representing the school.

Threatening, intimidating, or coercing fellow students on or off the premises – at any time, for any purpose.

Dishonesty; falsification or misrepresentation on the application for admittance or other records; falsifying other information requested by the school or any information submitted to obtain Financial Aid.

Knowingly making false statements or knowingly submitting false information during the school's Title IX grievance procedures or during any school investigation or procedure.

Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another students while in attendance.

Violations of school's harassment and/or non-discrimination policies.

Use of profanity while in attendance.

Photographs and recordings (including any images or recordings captured by a smart phone or tablet) taken on campus or at a school-sponsored event without the knowledge and consent of all parties involved.

Intentionally leaving the school grounds while on the clock (Stealing time).

Violation of classroom rules: uniform, not prepared for class (text & materials), eating during class, improper kit bag, unwillingness to participate in class or lab activity, disrespect toward an instructor or staff person, behavior found to be disruptive in the classroom or lab, unwillingness to participate in clean up duties, use of electronic device for personal communication during class.

Grounds for non-admittance to class (progressive discipline not required)

Late arrival, out of uniform, no id badge, no text or materials, unapproved kit bag.

Discipline: Progressive Discipline Policy and Procedure

Purpose

Our progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or conduct issues. It has been designed consistent with our organizational mission.

Outlined below are the steps of our progressive discipline policy and procedure. Schilling-Douglas School of Hair Design reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching and counseling.

Procedure

Step 1: Level 1= Verbal Warning

Step 1 creates an opportunity for the staff member to schedule a meeting with the student to bring attention to the existing conduct issue. The staff member should discuss with the student the nature of the problem or violation of school policies and procedures. The staff member is expected to clearly outline expectations and steps the student must take to improve conduct or resolve the problem.

The student will be asked to sign this document. The student's signature is needed to demonstrate the student's understanding of the issues and corrective action needed.

Step 2: Level 2 = 1st Written Warning

While it is hoped that the conduct issues that were identified in step 1 have been corrected, Schilling Douglas School of Hair Design recognizes that this may not always be the case. A 1st written warning involves a more formal documentation of the conduct issues

and consequences.

During step 2, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Level 3 = 2nd Written Warning with a 1-day suspension

During step 3, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning along with a 1-day suspension.

Step 4: Level 4 = Final Written warning with a 3-day suspension

During step 4, the staff member will meet with the student and review any additional incidents or information about the conduct issues as well as any prior relevant corrective action plans. The staff member will outline the consequences for the student of his or her continued failure to meet conduct expectations. A warning outlining that the student may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the final written warning along with a 3-day suspension.

Step 5: Level 5 = Termination

The last and most serious step in the progressive discipline procedure is termination. Generally, Schilling-Douglas School of Hair Design will try to exercise the progressive nature of this policy by first providing warnings, written warnings with suspension and final written warnings with suspension from the school before proceeding to terminate. However, Schilling-Douglas School of Hair Design reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, students may be terminated without prior notice or disciplinary action. Please see the school's Termination policy for additional information.

Appeal Process

Students will have the opportunity to present information that may challenge information staff has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the students conduct issues while allowing for an equitable solution. This appeal must be submitted in writing to the school director within 7 business days of the disciplinary action if it is to be considered.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at school, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The student will be provided copies of all progressive discipline documentation, including all performance improvement plans. The student will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. Refusal to sign does not constitute dismissal of the disciplinary action. Copies of these documents will be placed in the student's official permanent file.

LEVELS OF DISCIPLINE:

	Level 1	Level 2	Level 3	Level 4	Level 5
No Infractions	Verbal	1st Written	2nd Written 1 day suspension	Final Written 3 day suspension	Termination

ANTI-HARASSMENT POLICY

An environment of mutual respect for the rights of others must prevail if Schilling-Douglas School of Hair Design is to fulfill its educational purpose. Students are encouraged to form, hold and express their own personal beliefs and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and all students must be able to learn and develop in an environment free from any form of harassment.

Harassment for the purpose of this policy shall be defined as verbal, physical or written behavior which:

-Intimidates individuals or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin or disability

OR

-Involves an expressed or implied threat to personal safety

OR

-Has the effect of interfering with an individual's participation in the curricular or extracurricular activities at this school.

The school prohibits sex discrimination and if an individual feels discriminated against in this way, they should refer to the school's Title

IX policy which may be found in the student catalog and on the student resources page of the school's website.
A student who feels he/she is being harassed by a peer or by a staff member of Schilling-Douglas School, or a staff member who feels that he/she is being harassed by a student, shall report such incident to an administrator who could be the school owner or a director.
The staff member receiving this report of alleged harassment will examine the circumstance surrounding the alleged incident. If the School official determines that harassment has occurred, the school will take steps to end the harassment. In the event that the nature of the incident warrants disciplinary measures, a school official will implement the disciplinary measure they deem appropriate. Disciplinary measure may include any or all of the following:

- advisement form a school official
- suspension from school attendance
- change in schedule
-termination

The person suspected of the harassment, if they deny the charge, will be given the opportunity to participate in a meeting with at least two school officials, the accuser. At this time evidence of the charge will be explained to the accused any they will be afforded an opportunity to present their side of the event.

If the school officials determines that no violation has occurred, records concerning the alleged event will not be placed in the accused student's file.
If the school official determines that the accused has violated the school's anti-harassment policy the school will implement a disciplinary measure against the violator.

GRIEVANCE/COMPLAINT PROCEDURE

Any party who wishes to express a grievance or complaint concerning the administrative or educational sectors at Schilling-Douglas School of Hair Design, may do so by following the guidelines and procedure set forth in this grievance/complaint procedure. Grievance/complaint procedures are presented in new student orientation to ensure all students are aware of the proper procedure to file a grievance/complaint.

Complaint Format

All complaints must be submitted in writing to the school Director or Owner. The complaint must be signed by the complainant and list the complainants' complete mailing address. Any unsigned complaint will automatically be dismissed. The complainant must outline in detail the nature of the complaint or allegation including the date of occurrence, witnesses and any other pertinent information. If the complainant chooses, they may obtain and fully complete a grievance/complaint form which is available in the school's administrative office. Incomplete forms will not be accepted. All complaints must be filed within 60 days of the date the grievance occurred.

Complaint Process

All complaints which meet the prescribed complaint format will be reviewed by a school official and a meeting between the school official and the complainant will be conducted within 10 business days from the receipt of the complaint. If after careful evaluation, the complaint cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. This meeting between the school official and complainant will be documented and the complainant will receive a copy of the record of this meeting.

Upon referral of the complaint to the school's complaint committee, the committee will meet within 21 calendar days of the receipt of the complaint to review the allegations. The committee will consist of three members, typically the school owner, associate director, director of student services and/or business administrator. All committee members must be unassociated with the complaint. During this committee meeting the complainant will be given the opportunity to present their complaint as well as present witnesses to support the complaint. If the committee requires additional information from the complainant, a letter will be presented to the complainant outlining the additional information needed.

If no further information is needed, the complaint committee will respond to allegations. A response from the complaint committee will be sent to the complainant within 15 calendar days. This letter will serve to inform the complainant of the committee's findings including any actions taken to address the grievance/complaint or recommended resolution.

- Should the complainant wish to pursue the matter further they may contact the following:

The Delaware Department of Education
401 Federal Street Dover, DE 19901; 302-735-4136. The complainant is requested to complete the school complaint procedure prior to filing a complaint with the DE Department of Education.
A complaint form is also available through our accrediting agency. The complainant is required to complete the school complaint procedure prior to filing a complaint with the accrediting agency.

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street, Alexandria, Virginia, 22314; 703-600-7600

- All written complaints and associated records will remain on file for two complete accreditation cycles.

STUDENT DRESS CODE

You have chosen to prepare for a career in the beauty industry which puts you in the fashion spotlight more than the average career. All clothing must be pressed and clean. This policy applies to **students** in all programs.

Dress code requirements all programs:

- Student ID badge and school issued uniform cover up must be worn at all times.
- Schilling-Douglas School Logo wear is permitted.
- **Student Shoe Requirement**: Black or white colored shoes must be closed toe, closed heel, all leather upper with rubber soles, heel less than 1 inch in height. Upper is the entire part of the shoe that covers the foot and consists of all parts or sections of the shoe above the sole.
- Hair, nails and makeup (as applicable) should represent current trends as well as present a complete look daily. Hair must be styled at all times.
- Scrubs are solid color only without any imprint or design.
- Black slacks must be solid black and free from holes, full length leggings and scrub bottoms are permitted as black slacks.
- All clothing must be well fitting, no holes nor dragging on the ground.
- Prohibited items: jeans and the wearing of hats, hoods and coats/jackets during class.
- All clothing must be well fitting, no holes nor dragging on the ground.

PLEASE NOTE: The school issued uniform cover up must be worn at all times while in attendance including while performing services, or during training sessions in the Laboratory. Participation in certain school related events may also require students to wear the prescribed School Uniform.

Dress code requirements by program:

All programs – school issued uniform cover up, student shoe requirement.

- Cosmetology: Solid black scrubs or School logo top with black slacks.
- Barbering: Solid black scrubs or School logo top with black slacks.
- Esthetics: Solid grey scrubs or School logo top with black slacks.
- Nail Technology: Solid white scrubs or School logo top with black slacks.
- Shaving: Solid white or black, short or long sleeve top with black slacks.
- Teacher Training: Solid white or black, short or long sleeve top with black slacks.

In rare cases that the students clothing is in question but not a clear violation, the student will be permitted to attend class but asked to not wear the article of clothing in question to school in the future. In cases where a definite violation has occurred a student will be asked to clock out and go home and change.

* **Face masks are optional while on campus. Face masks must comply with the school's dress code with the exception of color.**

ELECTRONIC DEVICE POLICY

Schilling-Douglas School of Hair Design: Policy regarding use of electronic devices on campus and/or at school sponsored events.

Introduction:

In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, the Schilling-Douglas School of Hair Design finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during class sessions and examinations. Using an electronic device for activities unrelated to the learning experience coordinated by the course instructor distracts the student using the device, his/her neighbors, and the professor. Additionally, this usage is viewed as disrespectful of all others (students and instructor) engaged in the teaching/learning process. The quality of the learning experience suffers when these discourteous distractions occur.

Scope:

The Schilling-Douglas School of Hair Design views the use of personal electronics as affecting everyone involved with a learning experience. Therefore, the use of these devices is dictated by the unit's acceptable technology use policies and is not solely an individual's choice. These policies apply to but are not limited to: cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, beepers, and palms, iPod's, MP3 players, texting calculators, camera phones, digital cameras or laptops.

Policies:

1) All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, palms, iPod's, MP3 players, texting calculators, camera phones, digital cameras or laptops, are not to be used during class unless the instructor authorizes their usage for a class-related purpose.

• In particular, cell phones are to be turned off and are not to be used during a class.

• If the instructor gives permission for the use of a personal computer and or digital recorder for note-taking that is the sole purpose to which these devices should be put.
2) The use of any electronic devices during examinations, other than those sanctioned by the instructor in charge of the testing, is strictly prohibited.
3) Cell phones/camera phones are to be turned off and not used during any testing or examination period. During the testing session cell phones/camera phones are to be stored in a case, book bag, knapsack, or purse, and may not be placed on the table, desktop, or individual's lap.
4) Students may access the internet during class sessions for only instructor authorized, class-related purposes. It should be noted that the Schilling-Douglas School of Hair Design controls the internet connectivity in classrooms and may elect to "turn-off" the network during class time or restrict student passwords for wireless connections.
5) All PEDS are brought to school at the user's own risk. The Schilling-Douglas School of Hair Design is not responsible for theft, loss or damage to PEDs.
6) Photographs and recordings (including any images or recordings captured by a smart phone or tablet) taken on campus or at a school-sponsored event are only permissible with the knowledge and consent of all parties involved.
7) Images and recordings taken without consent violate the School's Conduct policy.

Procedures and Reactions:

Students enrolled in the Schilling-Douglas School of Hair Design courses are expected to comply with the acceptable use policies for personal electronic devices. Individuals using these technologies without instructor approval and appropriate authorization are subject to disciplinary actions in accordance with the School's Progressive Discipline Policy and Procedure.

Emergency Contact:

The Schilling-Douglas School of Hair Design realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending class. In the event an individual faces an urgent situation he/she should follow these steps.
1) Inform those who may be trying to contact you as to your daily class schedule. Coordinate times outside of your scheduled classes during which you will place and receive telephone calls.
2) Students, enrolled in classes who anticipate that an emergency might arise may provide the School telephone number (302-737-5100) as the contact point. A School staff member can receive the call and unobtrusively inform the instructor of the need for you to leave a class so you may respond to your personal situation without disturbing the learning of others.

STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) of 1974 insures students the right to privacy and confidentiality with regard to their educational records.

Information regarding a student is released only upon written instructions from the student or to the student's parent if the student is considered dependent as defined by the IRS, with the exception of directory information. This restriction does not apply to certain governmental and regulatory agencies. FERPA does allow disclosure of student records without consent, to the following parties or under the following condition:

School officials with legitimate educational interest
Other schools to which a student is transferring
Specified officials for audit or evaluation purposes
Appropriate parties in connection with financial aid to a student
Organizations conducting certain studies for or on the behalf of the school
Accrediting organizations
To comply with a judicial order or lawfully issued subpoena
Appropriate officials in cases of health and safety emergencies
State and local authorities, within a juvenile justice system, pursuant to specific State law

The school will provide access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the commission. Students are guaranteed the right to have access to their cumulative records by appointment and under the supervision of a school official. Written request from the student is required and will be honored within forty-five school days from the receipt of the request. The student also has the right to request an amendment to his/her record and to request a hearing if the request for amendment is denied. The school will notify students of their rights under FERPA during new student orientation and **annually in September** of every year. The school will also maintain a record in a student's file identifying to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information. (Directory information and school

officials with legitimate educational interests are exempt from this requirement)
Transcript or transfer service for eligible students will be provided at a cost of $10.00. We reserve the right to withhold transcripts from students under certain circumstances including but not limited to defaulting on a Federal Student Loan or an unpaid account balance.

DIRECTORY INFORMATION NOTICE UNDER FERPA

for Schilling-Douglas School of Hair Design

FERPA sets our requirements designed to provide parents and student's privacy and other rights with respect to education records. When an individual reaches 18 years of age or is attending a postsecondary institution, the rights accorded to the parents transfer to the student. However, the institution **may** still disclose information from the students' education record to the parent(s) of a student, if the students' parent(s) claim the student as a dependent for federal tax purposes. This disclosure is permissible without the student's consent.

An institution may disclose Directory Information if it has given public notice to parents, as appropriate, and students of the types of information that the institution has designated as directory information without prior written consent. Directory information means information contained in the student's education record which would generally not be harmful or seen as an invasion of privacy. The information designated as directory information at the Schilling-Douglas School of Hair Design, LLC is:

- Student's name
- Address
- Electronic email address
- Telephone number
- Date of Birth and place
- Program of study
- Dates of attendance
- Diplomas, honors or awards received
- Photograph
- Most recent educational agency or institution attended

The student or eligible parent may refuse to let the school release directory information without prior written consent. If this is desired, a written statement must be given to the school office personnel to be retained in the students file.

In the case of an emergency, personally identifiable information from an education record to appropriate parties in connection with the emergency can be released if knowledge is necessary to protect the health or safety of the student or other individuals. This emergency procedure will be followed regardless of prior refusal.

Note:
If a student is expecting someone to contact the school for information in connection with the student's educational record (prospective employer, spouse, etc...) for reasons other than directory information: The school will not relate any other information without a signed statement of consent (form available in office) specific to **each** inquiry.

Annual Notification of Rights under FERPA

for Schilling-Douglas School of Hair Design

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

A student should submit to the business office, or other appropriate official, 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. 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 the amendment of the student's education records that the student believes are 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 the school official responsible for the record, 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 the school 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 Schilling-Douglas School of Hair Design, in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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 20202-5901

PERSONALLY IDENTIFIABLE INFORMATION – SECURITY PLAN

The purpose of this security plan is to ensure the security and confidentiality of personal information, protect against any anticipated threats or hazards to the security or integrity of such information and to protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to a customer/student.
All requests for information must be submitted in writing and comply with our FERPA policy to our Information Security Coordinator for prior approval, before being released. A copy of all requests will be maintained in the students' file.

Information Security Coordinator:

Victor David
211 Louviers Drive
Newark, DE 19711
302-737-5100 ext. 101

Definitions

Personally Identifiable Information is information that can be used to distinguish a person's identity, e.g., name, social security number, biometric data, etc., alone or when combined with other personal data, linked or linkable to a specific person, such as date and place of birth, mother's maiden name etc. A **privacy breach** occurs when Personally Identifiable Information, PII, is lost, stolen, disclosed or otherwise exposed to unauthorized people for unauthorized purposes. This includes PII in any format and whether or not it is a suspected or confirmed loss.

Examples of possible PII breaches:

PII left on the printer or scanner
PII emailed without encryption or other protection
PII mailed to wrong recipient
PII stored on a stolen laptop or thumb drive
PII posted to a public-facing website

Prevention Plan

The school will only collect information that is absolutely necessary to the admission of a student. Once the information is collected, it is entered into the Genesis Software Program. The printed material is then stored in the business office in a filing cabinet.
The software system that the school uses has a feature that allows the school to disable PII for users that this information is not pertinent to their job duties. Only users that must have this information to perform their job duties will be granted access to PII.
The school limits the use of full social security numbers to only when required. When the full social security number is not required, only the last four digits of the student's social security number are used for identification.
The school does not permit the staff to send any PII through email, to prevent any accidental breaches.

The school does not permit the use of any student PII being saved on any portable storage devices (I.e., flash drives, disks, etc.)
The school enforces a clean desk policy meaning no PII will be left sitting out on any employee's desk at any time that the employee is not actively working with such information.
The school enforces the use of shredding bins for any paperwork that may contain any PII that is needing to be disposed.
The school enforces that the cabinets, desks, or offices that may contain such PII be locked when not occupied by the staff member assigned to such areas.
The school computers that run on our network are password protected with individual logins for the staff. The school requires that all staff members using these workstations lock the workstations when not actively in use by a staff member in order to safeguard records.
The school's server is firewall protected to prevent an external breach.
The school requires that the automatically locking office door leading to the business office area remains shut at all times to eliminate the possibility of any PII being accidentally taken off of the printer by someone other than the person that printed such paperwork. The access code to this door is restricted to staff only.
The school does not allow any PII to be posted on any of our websites or social media sites. (Any postings related to students have received verbal authorization to upload the post or photo and will include the student's name only. We have also obtained written authorization from all students to take photos of them and/or post photos their work prior to doing so, unless in the case that we have been otherwise instructed not to post photos of them or their work.
The school maintains a written agreement with an external IT company to safeguard the school's server and network from unauthorized access and to protect PII.
The school will review the schools PII Plan often and work to reduce any PII possible breaches.

COPYRIGHT POLICY

It is unlawful to download, copy, photocopy or distribute copies of any material that is copyrighted, without the expressed written consent of the person or entity that has copyrighted the material. The school prohibits any downloading, copying, photocopying or the distribution of copies of any copyrighted material without written consent of its owner / copyrighter. Any person who violates this policy will be deemed in violation of the schools conduct policy and subject to disciplinary proceedings.

VACCINATION POLICY

The Schilling-Douglas School of Hair Design does not have any special requirements regarding required vaccinations of its students. The school strongly suggests that all persons attending the school receive all vaccinations as prescribed by the Department of Health.

VOTER REGISTRATION

If you are not a registered voter and would like to be, you may obtain a voter registration form from the school office. You may also obtain information and register online at http://electionsncc.delaware.gov/votreg.shtml

GENERAL RULES & REGULATIONS

Uniform/Dress Code

All students while in attendance or while attending a school sponsored function are required to comply with the school's dress code and personal appearance requirements. Please refer the Student Dress Code Policy for detailed requirements.

ID Badge

All students are provided a photo ID badge/time card. This badge is to be worn at all times during class hours. Colored lanyards to display badges are awarded to students upon promotion. Red lanyards indicate freshman level students, blue designate junior and yellow designate senior level students (cosmetology & barbering programs). Nail technology students are designated by purple lanyards. Esthetics students are designated by white lanyards. Students must wear the appropriate colored lanyard for their level. Students **must have** their working ID badge to attend class. Students must replace lost or damaged/non-working ID badges. Replacement ID badges are available from the school office for a fee of $10.00.

Kit / Textbooks

All students are required to bring their complete kit, all textbooks & tablet (if applicable) to school each day. If a student does not have in their possession the materials, text or tablet required for class, the student will not be permitted to attend that class.

Students are required to use the provided kit bags to transport their materials. Bags other than the school issued kit bags are prohibited.

In-House Tuition Payments / Financial Responsibilities

Tuition payments will be billed monthly/weekly and are due upon receipt of statement. Payments are due as designated regardless of absenteeism. Hours will not be credited for hours not paid. Students will not graduate or receive a diploma unless total tuition and fees are paid in full or their account is deemed satisfied by the school.

Academic Suspension

Cosmetology & Barbering program only: All students must successfully complete (70% grade) all academic requirements for graduation prior to reaching 1,400 clocked actual hours. If the student fails to meet this requirement they will be placed on academic suspension and prohibited from attendance until all said requirements are completed. Hour credit will not be awarded for time spent completing academic requirements while on suspension. The students' contract ending date will not be adjusted due to this suspension. Academic suspension may result in additional instruction charges and may affect satisfactory academic progress.

Absenteeism

All full-time students must report by phone on days absent by 10:00 am.

All part-time students must report by phone by 6:00 pm evenings and by 9:00 am on Saturday. Absences not reported by the above times will be considered unexcused. All missed time and assignments are to be made-up in accordance to the make-up work policy. Students may enter class at the beginning of any class period. A monthly attendance printout is provided to each student. It is suggested that students save these printouts for their own records. A listing of scheduled hours available is posted on the school's bulletin board, allowing each student to readily calculate their hour standing.

Tardiness

A late student may not enter class until the start of the next class period. All periods will begin at the scheduled start time. To be admitted to class, the student must be clocked in and physically in class at the scheduled start time. Admittance for lateness due to emergency reasons will be considered on an individual basis by the Director. Exception: Part time students may always enter first period in the evening upon arrival.

Leaving the Classroom

Students are required to be in their assigned classroom during class time. Students are not permitted to leave the classroom without the permission of their instructor, unless they are returning to the laboratory to complete a patron.

Breaks

Breaks are to be taken on the school grounds at the scheduled time. Students are prohibited from leaving the school grounds during break times, unless they clock out.

Lunch is permitted either on or off campus at the scheduled time. If a student participates in "in for lunch", the student forfeits their lunch break.

Smoking

Smoking is prohibited in the school building and on school property except for designated smoking areas. Smoking is also prohibited within 25 feet of any entrance. Students are required to place all butts in the provided receptacles and to not litter on school grounds or adjoining properties.

Food/Drink

Beverages are permitted in the classroom during breaks, lunch time and non-workshop classes. Eating is prohibited during class time. A refrigerator and microwaves are provided for student use. There are also snack and beverage vending machines on campus. Food and Drink is prohibited at all times in the school laboratory.

Drugs & Alcohol

Alcoholic beverages and illegal drugs are prohibited on school grounds. The use of illegal drugs or alcohol immediately prior to or during school hours is strictly prohibited. Students found to be in possession of or under the influence of illegal drugs or alcohol will be subject to possible termination. Please refer to our Drug Prevention program, standards of conduct.

Telephone

Students should inform family and friends that the Schilling-Douglas school will accept emergency phone calls only. The school will accept other important messages for students to return by personal phone. Personal phone use is permitted only during breaks and lunches. Please refer to the school's Electronic Device Policy for additional information.

Laboratory

Students are permitted in the laboratory only when working on a patron. Students are not to leave any patron receiving a chemical

service unattended. Students are only to perform the service assigned on their work slip. Loitering in the lab and at the reception area is prohibited. Students are to return to the classroom promptly after completing their patron and cleaning their workstation. Laboratory services are performed by students and are supervised by an instructor. **Students are not employees of the school and do not receive compensation for performing services in the school's laboratory.**

Cleaning

The cleaning of work areas and the laboratory is the responsibility of all students. Students are required to properly clean their laboratory station at the completion of each service. End of day cleaning will begin ten minutes prior to dismissal. Each student will be assigned a job for end of day cleaning. Students will be dismissed after jobs have been completed and approved by their instructor. Failure to participate in clean-up will result in the student early dismissal from class.

Student Conduct

Students are required to maintain a professional attitude and are not permitted to cause discord while in attendance or during any school sponsored function. Students are required to abide by all rules and regulations set forth by Schilling-Douglas School of Hair Design, LLC at the time of enrollment or as they may be amended during the student's period of enrollment. The school expects the same behavior from the student, which an employer would expect of them. Profanity is prohibited. Disrespect toward any school staff member is prohibited. Disruptive behavior is prohibited. Physical and verbal altercations with anyone are prohibited. Additional information is found in the "Student Conduct Policy"

School Office

Students are asked to notify their instructor if they wish to speak with a school administrator. Administrators are available during regular business hours.

General Classroom Rules

Students are to abide by the general classroom rules as posted in each classroom.

Participation

Students are required to participate in all assigned laboratory activities. A student who is unwilling or too ill to participate will be clocked out for the day. Students are required to participate in all practical and theory class activities. A student who is unwilling or too ill to participate will be clocked out for that period.

Personal Property / Locker

All students are responsible for their own personal property. The school accepts no responsibility for lost, stolen or misplaced items. Students are instructed to bring only the items required for class to school. Each student is assigned a locker to secure personal items. A lock is to be provided by the student. All of the students' property is to be removed from the classroom at the end of each day. The school is not responsible for items left behind or abandoned after a student's term of enrollment. The school reserves the right to enter the student's locker at any time. The school is not responsible for any items in the student's locker or for any items placed in a locker not assigned to that student.

School Property

Students are expected to respect all school property and to use it only in the manner it was intended. Any person found to have maliciously destroyed or defaced school property may be subject to immediate termination from the school.

Address Changes

Students are asked to promptly report any address changes or phone number changes to the school office.

Parking

All students must display their parking permit in plain view at all times while parked in the designated student parking area. Permits are available from the school office, free of charge. Students are requested to park only in the spaces designated for student parking.

Violation of Rules & Regulations

Failure to adhere to the rules and regulations as listed or augmented by bulletins and other notices furnished to the student may result in suspension or dismissal. Please refer to our conduct policy for more information.

OUTCOME ASSESSMENTS

The Student Right-to-Know Act requires schools to disclose information based on a cohort consisting of only full-time students who have never attended any other school beyond the high school level that completed their program within 150% of the normal completion time. The school's 2017-2020 cohort, 4-year average, Student Right-to-Know completion rate is 49**%.** The school's

transfer out rate is 0%.

IPEDS (Cohort year 2020)

The school's **Graduation Rate: is 56%.**

The school's **Transfer-out Rate is 0%**

The **Retention Rate is 67%** for the Full-time, first time, Fall 2021 cohort (enrollment between August 1st and October 31st 2021).

The **Retention Rate is 48%** for Part-time, first time, Fall 2021 cohort (enrollment between August 1st and October 31st 2021).

2024 National Accrediting Commission of Career Arts and Sciences Annual Report

The following findings are based on the **2024 NACCAS Annual Report for Schilling-Douglas School of Hair Design**

The 2024 **graduation rate** for all students enrolled at The Schilling-Douglas School of Hair Design was **94.07%**.

For the same period of time, **76.92**% (**placement rate**) of the students graduating from the school located employment due to the education they received from this institution (findings based on graduate tracking).

The 2024 **licensure rate** for the school's graduates was **86.67**%.

STUDENT BODY DIVERSITY

As reported on the 2022-2023 IPEDS Fall Enrollment Survey for Schilling-Douglas School of Hair Design students as a percentage of the school's total student population in each of the following categories:

Male – 5%
Female – 95%
Federal Pell Grant Recipients –48%
Self-identified members of a major racial or ethnic group
Asian – 1%, Black/African American –46%, Hispanic/Latino – 14%, Two or more races – 5%, White 31%,
Hawaiian/Pacific Islander 2%, American Indian or Alaska Native 0%, Unknown 1%.

DISCLOSURES

College Navigator: A link to the college navigator is available in the footer of the school's website www.schillingdouglas.edu. College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about schools.

Net Price Calculator: A link to the school's net price calculator is available in the footer of the school's website www.schillingdouglas.edu. The net price calculator uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances.

FERPA Annual Notification: The annual FERPA notification is provided, in the school catalog, at new student orientation and annually each September in writing to all current students.

Drug and Alcohol Prevention Program / Penalties Associated with Drug-Related Offences: Are presented in orientation for new students and employees and annually in September to all current students and employees. This information is also available on request from the student services office. The school conducts a biennial review of this program to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

ANNUAL CAMPUS CRIME SECURITY REPORT

The school's Annual campus Crime and Security report is issued annually on or before October 1st. A printed copy of this report is available from the schools Admissions or Directors office. The report is also available for viewing or download from the school website at http://schillingdouglas.edu/student-resources/. All staff and students are notified in writing of the availability of the new report.

LICENSING DISCLOSURE

All programs offered by the Schilling-Douglas School of Hair Design are designed to meet the education prerequisites for licensure in the state of Delaware. The school does not make any claims or guaranties that the programs it offers will meet the education or licensure requirement(s) for any state other than the state of Delaware. Applicants wishing to seek licensure in a state other than

Delaware, should consult directly with that state regarding that state's education prerequisites and the acceptability of completing a program in Delaware, prior to enrolling in a program of study at the school.

TITLE IX POLICY

This Policy applies to Schilling-Douglas School of Hair Design's education program and activities, circumstances where the School has disciplinary authority, and to misconduct occurring within any building owned or controlled by a School-recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the School's education program or activities.

The School reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws or regulations change or court decisions alter the requirements in a way that impacts this policy, this policy will be construed to comply with the most recent government laws, regulations, or court holdings.

Inquiries about Title IX may be referred to the School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The School's Title IX Coordinator is Victor David, 211 Louviers Drive, shoppes at Louviers, Newark, DE 19711, (302)737-5100 ext. 101, victor@schillingdouglas.edu.

The School's nondiscrimination policy and grievance procedures can be found on the Student Resources page of the school's website, https://schillingdouglas.edu/student-resources/.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the School's Title IX Policy.

Title IX POLICY

I. Statement of Non-discrimination and Purpose

Schilling-Douglas School of Hair Design ("School") is committed to maintaining a learning environment that is free from sex discrimination. As required by Title IX of the Educational Amendments of 1972, the school does not engage in or tolerate discrimination on the basis of sex in its education programs and activities, including retaliation for asserting or otherwise participating in claims of sex discrimination. The school encourages any student or employee who thinks that he or she has been subjected to sex discrimination, including quid pro quo sexual harassment, hostile environment sexual harassment, sexual assault, domestic and dating violence, or stalking (collectively, "Sexual Harassment"), by another student, employee, campus visitor or contractor to immediately report the incident to any of the individuals or offices listed below.

The purpose of the Title IX Policy (the "Policy") is to define the conduct prohibited, describe the process for reporting violations of the Policy, outline the process used to investigate and adjudicate alleged violations of Policy, and identify some of the resources available to the school's students and employees who are involved in an incident that may violate this Policy.

II. Scope

The standards of conduct defined by this Policy apply to all students, employees, contractors and visitors.

The procedures for reporting, investigating, and adjudicating Policy violations apply to Sexual Harassment that occurs within the school's education programs and activities. This Policy does not apply to sexual harassment that occurs off-campus, in a private setting, and outside the scope of the school's education programs and activities.

If an individual accused of violating this Policy is no longer affiliated with the school when the report is received, the school may not conduct an investigation into the allegations, but reserves the right to document the report and address the allegations with the accused individual prior to that individual returning to the school as a student, employee, or visitor. A decision to not conduct a formal investigation into the allegations against an accused individual no longer affiliated with the school does not preclude the provision of supportive measures to the complainant or other affected individuals.

III. Title IX Coordinator

The Institutional Title IX Coordinator is responsible for the oversight and implementation of this Policy. The contact information for this individual is listed below.

Institutional Title IX Coordinator

Victor David
Director

(302)737-5100 Ext. 101
victor@schillingdoulas.edu
In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the school and to local law enforcement. These processes are not mutually exclusive.

IV. Definitions

"Coercion" means conduct, including intimidation and express or implied threats of emotional, educational, reputational, financial, or other harm that would place a reasonable person in fear of immediate or future harm and that is employed to persuade or compel someone to engage in unwelcome sexual contact.

"Complainant" means an individual who is reported to be or alleges that they were the victim of an offense that violates this Policy.

"Consent" means assent in fact, whether express or apparent, by all of the involved parties to engage in the same sexual activity at the same time. It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. Assent does not constitute consent if obtained through "coercion" or from an individual whom the initiator knows or reasonably should know is "incapacitated." Factors for analyzing consent are described below.

"Employee" means an individual who receives compensation for work or services. For purposes of this Policy, faculty and staff are considered "employees." Volunteers and independent contractors are not considered "employees."

"Force" means the use of physical violence and/or imposing on someone physically to gain sexual access.

"Incapacitation" refers to the state where a person does not appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition or disability, or due to a state of unconsciousness or sleep. Factors for analyzing incapacitation are described in section V below.

"Minor" means a person younger than seventeen (17) years of age.

"Preponderance of the Evidence" means that the greater weight of the evidence favors either the finding of a violation or the finding of a non-violation. This standard is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence presented.

"Respondent" means an individual who has been accused of an offense under this Policy or is reported to have violated this Policy.

"Sexual Harassment" means conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, or Stalking.

"Quid Pro Quo Sexual Harassment" occurs when an employee of the school conditions the provision of aid, benefit, or service of the school on an individual's participation in unwelcome sexual contact.

"Hostile Environment Sexual Harassment" is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the school's education programs and activities. Factors for analyzing Hostile Environment Sexual Harassment are discussed in section V below.

"Sexual Assault" includes the sex offenses of Rape, Sodomy, Sexual Assault with an Object, Fondling, Incest, and Statutory Rape.

"Rape" is the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the sexual organ of the female (vagina) by the sexual organ of the male (penis). Attempted Rape is included.

"Sodomy" is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

"Sexual Assault with an Object" is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

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

"Incest" is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited.

"Statutory Rape" is sexual intercourse with a person who is under the statutory age of consent.

"Domestic Violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim.

"Dating Violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. The existence of such a relationship will be determined based on a consideration of the following factors: (i) the length of the relationship, (ii) the type of relationship, and (iii) the frequency of interaction between the persons involved in the relationship.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress. Stalking as defined in this Policy includes "cyberstalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, phones, texts, or other similar devices or forms of contact.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, or communicates to or about a person threats, that a reasonable person would regard as threatening bodily injury or death of that person, their family members including someone with whom the person is dating or interferes with that person's property.
Reasonable Person means a person under similar circumstances and with similar identities to the person subjected to the stalking behavior would fear for their safety or the safety of others, or suffer substantial emotional distress.
Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
Stalking can involve behaviors including, but not limited to:
intentional and repeated uninvited presence of the alleged perpetrator at another's home, workplace, school, or any place which would cause a reasonable person to be alarmed
following an individual without a reasonable justification for being in a particular area or taking a particular route;
lying in wait;
excess communications, including any attempt to unreasonably, intentionally, and repeatedly make contact with a person over their stated objections; or
threats to the individual or threats to the individual's family, friends, pets, or property.
"Retaliation" is intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX and its implementing regulations or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Retaliation is prohibited and is considered a stand-alone Policy violation without regard to any finding of responsibility for violation of this Policy.
"Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the school investigate the allegation of Sexual Harassment in accordance with this Policy. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the school's education programs and activities. A "document filed by a Complainant" means a document or electronic submission (such as an email) that contains the Complainant's physical or electronic signature or otherwise indicates that the Complainant is the person filing the Complaint.
"Supportive Measures" are non-disciplinary, non-punitive individualized services offered, as appropriate, and reasonably available, and without fee or charge, that are designed to restore or preserve equal access to the school's Education Programs and Activities without unreasonably burdening another Party, including measures designed to protect the safety of all parties implicated by a report or the school's education environment, or to deter Sexual Harassment. Supportive measures may include: counseling, extensions of academic or other deadlines, program-related adjustments, modifications to class schedules, campus escort services, leaves of absence, and other similar measures. Supportive Measures may also include mutual restrictions on contact between the parties implicated by a report.
"Education Programs and Activities" refers to all the operations of the school, including, but not limited to, in-person and online educational instruction, employment, and extracurricular activities. The term applies to all activity that occurs on campus or on other property owned or occupied by the school. It also includes off-campus locations, events, or circumstances over which the school exercises substantial control over the Respondent and the context in which the Sexual Harassment occurs.

V. Understanding Hostile Environment Sexual Harassment
In determining whether a Hostile Environment exists, the school will consider the totality of circumstances, including factors such as the actual impact the conduct has had on the Complainant; the nature and severity of the conduct at issue; the frequency and duration of the conduct; the relationship between the parties (including accounting for whether one individual has power or authority over the other); the respective ages of the parties; the context in which the conduct occurred; and the number of persons affected. The school will evaluate the totality of circumstances from the perspective of a reasonable person in the Complainant's position. A person's adverse subjective reaction to conduct is not sufficient, in and of itself, to establish the existence of a hostile environment.

The school encourages members of the school Community to report any and all instances of Sexual Harassment, even if they are unsure whether the conduct rises to the level of a policy violation.

Sexual Harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender stereotyping, even if those acts do not involve conduct of a sexual nature. Further, making employment or educational decisions based on sexual favoritism or on the basis of gender is strictly prohibited.

Some specific examples of conduct that may constitute Sexual Harassment if unwelcome include, but are not limited to:
Unreasonable pressure for a dating, romantic, or intimate relationship or sexual contact;
Unwelcome kissing, hugging, or massaging;
Sexual innuendos, jokes, or humor;
Displaying sexual graffiti, pictures, videos, or posters;
Using sexually explicit profanity;
Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities;

E-mail and Internet use that violates this Policy;
Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin;
Sending sexually explicit emails, text messages, or social media posts;
Commenting on a person's dress in a sexual manner;
Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship; or
Insulting, demeaning, or degrading another person based on gender or gender stereotypes.

VI. Understanding Consent and Incapacitation

Consent

Consent exists when someone knowingly, voluntarily, and by word or action agrees to engage in mutually agreed upon sexual activity or contact. Consent is active and not passive. It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. While consent may be expressed by words or actions, it is highly recommended that consent be expressed and obtained verbally. Silence should not be interpreted as consent.

In evaluating Consent, the school will consider the presence of any force, threat of force, or Coercion, whether the Complainant had the capacity to give Consent, and, whether the communication (through words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act. There are certain instances where an individual cannot give consent to participate in a sexual act. The following illustrate some of those instances:

The Respondent compels another to submit to or participate in a sexual act by the use or threat of physical force or violence against the other person.
The Respondent knows or reasonably should know that the other person is unconscious or physically unable to resist.
The Respondent knows or reasonably should know that the other person is, at the time of the sexual act, incapable of either appraising the nature of the act or of resisting it.
The other person has not consented to the sexual act and the Respondent knows or reasonably should know the other person is unaware that the sexual act is occurring.
The Respondent or another has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge.
The Respondent compels the other person to submit to or participate in a sexual act by threatening to use force or violence against any other person.
Consent to one act does not constitute consent to another act, and consent on a previous occasion does not constitute consent on a later occasion. Consent to an act with one person does not constitute consent to an act with any other person. The existence of a prior or current relationship does not constitute consent. Even in the context of a relationship, there must be mutual consent.
Consent can be withdrawn or modified at any time, and sexual contact must stop immediately once consent is withdrawn. Consent cannot be inferred from silence, passivity, or lack of resistance. Relying on nonverbal communication alone may result in a violation of this Policy.

An individual is unable to provide Consent to engage in sexual activity when the individual:

Is under age 17 and (1) is not a spouse of the Respondent or (2) is more than three years younger than the Respondent at the time of the offense;
Has a mental disorder or developmental or physical disability that renders her or him incapable of giving knowing Consent;
Is unconscious or physically unable to resist; or
Is Incapacitated from alcohol or other drugs, and this condition was known, or reasonably should have been known, by the Respondent.

Use of Drugs or Alcohol

The fact that a Respondent was under the influence of drugs or alcohol at the time of the Sexual Misconduct will not diminish the Respondent's responsibility to obtain consent if that individual is the one who initiates sexual activity, nor shall being under the influence of alcohol or drugs be construed as an invitation to or as implied consent for sexual advances.

Incapacitation

Incapacitation is a state where an individual cannot make an informed and rational decision to Consent to engage in sexual contact because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the "who, what, where, when, why or how" of the sexual interaction) and/or is physically or mentally helpless. An individual is also considered Incapacitated, and therefore unable to give Consent, when asleep, unconscious, or otherwise unaware that sexual contact is occurring.

Incapacitation can only be found when the Respondent knew or should have known that the Complainant was Incapacitated when viewed from the position of a sober, reasonable person. One's own intoxication is not an excuse for failure to recognize another person's Incapacitation.

Incapacitation may result from the use of alcohol and/or other drugs; however, consumption of alcohol or other drugs, inebriation, or intoxication alone are insufficient to establish Incapacitation. Incapacitation is beyond mere drunkenness or intoxication. The impact of alcohol or drugs varies from person to person, and evaluating Incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:
Decision-making ability
Awareness of consequences
Ability to make informed judgments
Capacity to appreciate the nature of circumstances of the act.

Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness. The existence of any one of these factors may support a finding of incapacitation for the purposes of this Policy.

VII. Reporting Policy Violations
The school recognizes the right of a victim of Sexual Harassment to report the incident to appropriate authorities and to receive a prompt and equitable resolution of the report. The school strongly encourages community members who feel that they are victims of Sexual Harassment to report alleged incidents of Sex Discrimination following the reporting protocol below.

Where to Report:

Title IX Coordinator
Students, employees, faculty, campus visitors and contractors may directly report incidents of Sexual Misconduct (including sexual violence) to the Title IX coordinator listed above.

Law Enforcement
The school recognizes and supports the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement. In addition, it is important for a victim of sexual harassment, sexual assault, dating violence, or stalking to go to a hospital for treatment and preservation of evidence, if applicable, as soon as practicable after an incident. The school encourages anyone who believes they experienced or witnessed a crime to make a report to local law enforcement. For immediate law enforcement assistance, students may contact the Newark police at (302)366-7111 (non-emergency) or 911 (emergency).

Requests for Anonymity
Once a report has been shared with the Title IX Coordinator, a Complainant may request that their identity remain private, that no investigation occur, or that no disciplinary action be taken. However, the school must determine whether or not they are required to investigate an alleged incident, even against such a request, in order to protect the health and safety of the school community. As necessary, the school reserves the right to initiate a Formal Complaint without the active participation by the victim of alleged misconduct.

If the Title IX Coordinator elects to file a Formal Complaint, the school will inform the alleged victim of the incident of that decision. Even if the school determines not to investigate the alleged incident, the school may take additional steps the school deems necessary to protect the health and safety of the school's community in relation to the alleged incident.

Filing of False Complaints
Any person who knowingly files a false complaint of sex discrimination including Sexual Misconduct, is subject to disciplinary action, up to and including dismissal from the school. A person who files a complaint in good faith will not be subject to discipline.

It is also a violation of this Policy for any person to knowingly make a materially false statement during the course of an investigation, adjudication, or appeal under this Policy. However, filing a complaint or providing information which a party or witness genuinely believes is accurate (i.e., in "good faith"), but which is ultimately dismissed due to insufficient evidence or found to be untrue, does not constitute intentional false reporting. Members of the school community are encouraged to seek assistance even if they are unsure that what they are experiencing is Sexual Harassment.

Retaliation
Students, faculty and staff members are prohibited from retaliating in any way against an individual who has brought a complaint of Sexual Harassment; or against any individual who has participated in an investigation of such complaints. Any person who knowingly and intentionally retaliates against an individual is subject to disciplinary action, up to and including dismissal or termination from the school.

Complaints of retaliation should be reported immediately to the school's Title IX Coordinator. Any person who knowingly and intentionally retaliates against an individual is subject to disciplinary action, up to and including termination or dismissal from the school.

VIII. Preliminary Assessment of Report

Upon receipt of a report, the Title IX Coordinator will conduct a preliminary assessment to determine whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

If the Title IX Coordinator determines that the conduct reported could not fall within the scope of this Policy, and/or could not constitute Sexual Harassment, even if investigated, the Title IX Coordinator will close the matter and may notify the reporting party if doing so is consistent with the Family Educational Rights and Privacy Act ("FERPA").

If the Title IX Coordinator determines that the conduct reported could fall within the scope of this Policy, and/or could constitute Sexual Harassment, if investigated, the Title IX Coordinator will proceed to contact the Complainant. As part of the preliminary assessment, the Title IX Coordinator may take investigative steps to determine the identity of the Complainant, if such identity is not apparent from the report.

Contacting the Complainant

If a report is not closed as a result of the preliminary assessment and the Complainant's identity is known, the Title IX Coordinator or their designee will promptly contact the Complainant to discuss the following:
the availability of Supportive Measures with or without filing a Formal Complaint;
the Complainant's wishes with respect to such Supportive Measures;
the process for filing and pursuing a Formal Complaint;
the importance of going to a hospital for treatment and preservation of evidence as soon as practicable after the incident, if applicable;
the right to report the incident to the institution and to receive a prompt and equitable resolution of the report;

the right of a victim of a crime to choose whether to report the crime to law enforcement, to be assisted by the institution in reporting the crime to law enforcement, or to decline to report the crime to law enforcement; and
information about resources that are available on campus and in the community.

Supportive Measures

The Title IX Coordinator or his/her designee will coordinate all services for individuals impacted by Sex Discrimination. These services include but are not limited to issuing a no-contact order, confidential counseling, academic accommodations for students when possible, as well as referrals within the local community. Any individual affected by or accused of Sexual Harassment will have equal access to support and counseling services offered through the school. The School encourages any individual who has questions or concerns to seek support of school-identified resources. The Title IX Coordinator is available to provide information about the school's policy and procedure and to provide assistance. A list of resources is located at the end of this Policy.

Complainant: The Title IX Coordinator or their designee will offer and make available Supportive Measures to the Complainant upon receipt of a report of Sexual Harassment regardless of whether the Complainant elects to file a Formal Complaint.

Respondent: The Title IX Coordinator will notify the Respondent of the availability of Supportive Measures contemporaneously with the Respondent being notified of a Formal Complaint. Once a Formal Complaint has been initiated, the school will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The school will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures.

All Parties: The school will, to the greatest extent practicable, ensure that each Party or other person who reports an incident of Sexual Harassment is offered counseling provided by a counselor who does not provide counseling to any other person involved in the incident. In addition, all Parties are allowed to drop a course in which both Parties are enrolled without any academic penalty.

Confidentiality: The school will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the school's ability to provide the Supportive Measures in question.

IX. Formal Complaint

Filing a Formal Complaint

A Complainant may file a Formal Complaint with the Title IX Coordinator requesting that the school investigate and adjudicate a report of Sexual Harassment in accordance with this Policy. However, at the time the Complainant submits a Formal Complaint, the Complainant must be participating in, or attempting to participate in,
one of the school's Education Programs. A Complainant may file a Formal Complaint with the Title IX Coordinator in person, by regular mail, or by email using the contact information specified in Section VI above. No person may submit a Formal Complaint on the Complainant's behalf.

In any case, including a case where a Complainant elects not to file a Formal Complaint, the Title IX Coordinator may file a Formal Complaint on behalf of the school if doing so is not clearly unreasonable. Such action will normally be taken in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the school Community. Factors the Title IX Coordinator may consider include (but are not limited to):
the seriousness of the alleged incident, including (a) whether a weapon was involved in the incident, (b) whether multiple assailants were involved in the incident, and (c) whether the incident is poses a risk of recurrence;
whether the institution has received other reports of Sexual Harassment committed by the Respondent;
whether the alleged incident poses a risk of harm to others; and

any other factors the school determines relevant.
If the Complainant or the Title IX Coordinator files a Formal Complaint, then the school will commence an investigation and proceed to adjudicate the matter. If the school elects to proceed as a Complainant, the school will inform the alleged victim of the incident of that decision. In all cases where a Formal Complaint is filed, the Complainant will be treated as a Party, irrespective of the Party's level of participation.

Consolidation of Formal Complaints
The school may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where the investigation and adjudication process involve more than one Complainant or more than one Respondent, references in this Policy to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

Dismissal Prior to Commencement of Investigation
In a case where the Complainant files a Formal Complaint, the Title IX Coordinator will evaluate the Formal Complaint and must dismiss it if the Title IX Coordinator determines:

The conduct alleged in the Formal Complaint would not constitute Sexual Harassment, even if proved; or

The conduct alleged in the Formal Complaint falls outside the scope of this Policy (i.e., because the alleged conduct did not occur in the school's Education Programs and Activities).

In the event the Title IX Coordinator determines the Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. A dismissal pursuant to this Section is presumptively a final determination for purposes of this Policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

Notice of Formal Complaint
Within five days of the Title IX Coordinator receiving a Formal Complaint, the Title IX Coordinator will transmit a written notice to the Complainant and Respondent that includes:
A copy of or hyperlink to this Policy;
Sufficient details known at the time so that the Parties may prepare for an initial interview with the investigator, to include the identities of the parties involved in the incident (if known), the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident (if known);
A statement that the Respondent is presumed not responsible for the alleged Sexual Harassment and that a determination of responsibility will not be made until the conclusion of the adjudication and any appeal;
Notifying the Complainant and Respondent of their right to be accompanied by an advisor of their choice;
Notifying the Complainant and Respondent of their right to inspect and review evidence;
Notifying the Complainant and Respondent of the school's prohibitions on retaliation and false statements; and
Information about resources that are available on campus and in the community.
Should the school elect, at any point, to investigate allegations that are materially beyond the scope of the initial written notice, the school will provide a supplemental written notice describing the additional allegations to be investigated.

Presumption of Non-Responsibility
From the time a report or Formal Complaint is made, a Respondent is presumed not responsible for the alleged misconduct until a determination regarding responsibility is made final.

Interim Removal
At any time after receiving a report of Sexual Harassment, the Title IX Coordinator may remove a student Respondent from the school's education programs and activities on a temporary basis if an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal. In the event the Title IX Coordinator imposes an interim removal, the Title IX Coordinator must offer to promptly meet with the Respondent provide the Respondent an opportunity to challenge the interim removal.

In the case of a Respondent who is a non-student employee (administrator, faculty, or staff), and in its discretion, the school may place the Respondent on administrative leave at any time after receiving a report of Sexual Harassment, including during the pendency of the investigation and adjudication process.

For all other Respondents, including independent contractors and guests, the school retains broad discretion to prohibit such persons from entering onto its campus and other properties at any time, and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

X. Investigation

Commencement and Timing
After the written notice of Formal Complaint is transmitted to the Parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the school and not with the Parties. The investigation will culminate in a written investigation report that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the school strives to complete each investigation within 45 days of the transmittal of the written notice of Formal Complaint.

Equal Opportunity
During the investigation, the investigator will provide an equal opportunity for the Parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a Party's opportunity to evidence that the Party believes is relevant to resolution of the allegations in the Formal Complaint. A Party that is aware of and has a reasonable opportunity to present particular evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of unavailability, mistake, inadvertence, surprise, or excusable neglect.

Witnesses and Evidence
The Investigator will make reasonable attempts to contact and interview individuals who are identified as witnesses with information relevant to the allegations of misconduct. The Investigator may elect not to interview witnesses whose sole purpose is to provide character information or who are otherwise unlikely to have relevant information as determined in the sole discretion of the Investigator. The Investigator will make reasonable attempts to obtain other relevant evidence available from the parties, witnesses, or other school departments.

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the investigator will transmit to each Party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence the school may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a Party or some other source. The parties will have ten days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report. The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

Investigation Report
After the period for the parties to provide any written response has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator, who will ensure a copy of the investigative report is provided to each Party and their advisor.

XI. Adjudication
After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each Party a notice advising the Party of the Hearing and Administrative Adjudication processes specified below. The hearing process will be used to adjudicate all Formal Complaints unless both parties timely consent to administrative adjudication or informal resolution.

Hearing Process
The school will utilize the following procedures to administer a hearing under this section.

Hearing Officer
After selection of the hearing process as the form of administrative adjudication, the Title IX Coordinator will promptly appoint a hearing officer who will oversee the hearing process and render a determination of responsibility for the allegations in the Formal Complaint, at the conclusion of the hearing process. The Title IX Coordinator will see that the hearing officer is provided a copy of the investigation report and a copy of all evidence transmitted to the parties by the investigator.

Hearing Notice and Response to the Investigation Report
After the hearing officer is appointed by the Title IX Coordinator, the hearing officer will promptly transmit written notice to the parties notifying the parties of the hearing officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; setting a date for the pre-hearing conference; setting a date and time for the hearing; and providing a copy of the school's Hearing Procedures.

Neither the pre-hearing conference, nor the hearing itself, may be held any earlier than ten days from the date of transmittal of the written notice.

A Party's written response to the investigation report must include:
To the extent the Party disagrees with the investigation report, any argument or commentary regarding such disagreement;

Any argument that evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;

A list of any witnesses that the Party contends should be requested to attend the hearing pursuant to an attendance notice issued by the hearing officer;

A list of any witnesses that the Party intends to bring to the hearing without an attendance notice issued by the hearing officer;

Any objection that the Party has to the school's Hearing Procedures;

Any request that the parties be separated physically during the pre-hearing conference and/or hearing;

Any other accommodations that the Party seeks with respect to the pre-hearing conference and/or hearing;

The name and contact information of the advisor who will accompany the Party at the pre-hearing conference and hearing;

If the Party does not have an advisor who will accompany the Party at the hearing, a request that the school provide an advisor for purposes of conducting questioning.

A Party's written response to the investigation report may also include:
Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence; and

Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

Pre-Hearing Conference

Prior to the hearing, the hearing officer will conduct a pre-hearing conference with the parties and their advisors. By default, the pre-hearing conference will be conducted with the hearing officer, the parties, the advisors, and other necessary school personnel together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

During the pre-hearing conference, the hearing officer will discuss the hearing procedures with the parties; address matters raised in the parties' written responses to the investigation report, as the hearing officer deems appropriate; discuss whether any stipulations may be made to expedite the hearing; discuss the witnesses the parties have requested be served with notices of attendance and/or witnesses the parties plan to bring to the hearing without a notice of attendance; and resolve any other matters that the hearing officer determines, in the hearing officer's discretion, should be resolved before the hearing.

Issuance of Notices of Attendance
After the pre-hearing conference, the hearing officer will transmit notices of attendance to any school employee or student whose attendance is requested at the hearing as a witness. The notice will advise the subject of the specified date and time of the hearing and advise the subject to contact the hearing officer immediately if there is a material and unavoidable conflict.

Hearing Procedures
After the pre-hearing conference, the hearing officer will convene and conduct a hearing pursuant to the school's Hearing Procedures. The hearing will be audio recorded. The audio recording will be made available to the parties for inspection and review on reasonable notice, including for use in preparing any subsequent appeal.

The hearing will be conducted live, with simultaneous and contemporaneous participation by the parties and their advisors. By default, the hearing will be conducted with the hearing officer, the parties, the advisors, witnesses, and other necessary school personnel together in the same physical location. However, upon request of either Party, the parties will be separated into different rooms with technology enabling the parties to participate simultaneously and contemporaneously by video and audio.

While the Hearing Procedures and rulings from the hearing officer will govern the particulars of the hearing, each hearing will include, at a minimum:
Opportunity for each Party to address the hearing officer directly and to respond to questions posed by the hearing officer;
Opportunity for each Party's advisor to ask directly, orally, and in real time, relevant questions, and follow up questions, of the other Party and any witnesses, including questions that support or challenge credibility;
Opportunity for each Party to raise contemporaneous objections to testimonial or non-testimonial evidence and to have such objections ruled on by the hearing officer and a reason for the ruling provided;
Opportunity for each Party to submit evidence that the Party did not present during the investigation due to mistake, inadvertence, surprise, or excusable neglect;
Opportunity for each Party to make a brief closing argument.

Except as otherwise permitted by the hearing officer, the hearing will be closed to all persons except the parties, their advisors, the investigator, the hearing officer, the Title IX Coordinator, and other necessary school personnel. With the exception of the investigator and the parties, witnesses will be sequestered until such time as their testimony is complete.

During the hearing, the parties and their advisors will have access to the investigation report and evidence that was transmitted to them.

While a Party has the right to attend and participate in the hearing with an advisor, a Party and/or advisor who materially and repeatedly violates the rules of the hearing in such a way as to be materially disruptive, may be barred from further participation and/or have their participation limited, as the case may be, in the discretion of the hearing officer.

Subject to the minimum requirements specified in this Section, the hearing officer will have sole discretion to determine the manner and particulars of any given hearing, including with respect to the length of the hearing, the order of the hearing, and questions of admissibility. The hearing officer will independently and contemporaneously screen questions for relevance in addition to resolving any contemporaneous objections raised by the parties and will explain the rational for any evidentiary rulings. The hearing officer retains discretion to limit the number of witnesses present at the hearing if the hearing officer finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant.

The hearing is not a formal judicial proceeding and strict rules of evidence do not apply. The hearing officer will have discretion to modify these Hearing Procedures, when good cause exists to do so, and provided the minimal requirements specified above are met.

Subjection to Questioning
In the event that any Party or witness refuses to attend the hearing, or attends but refuses to submit to questioning by the Parties' advisors, the statements of that Party or witness, as the case may be, whether given during the investigation or during the hearing, will not be considered by the hearing officer in reaching a determination of responsibility.

Notwithstanding the foregoing, the hearing officer may consider the testimony of any Party or witness, whether given during the investigation or during the hearing, if the parties agree that the testimony may be considered or in the case where neither Party requested attendance of the witness at the hearing.
In applying this Section, the hearing officer will not draw an inference about the determination regarding responsibility based solely on a Party or a witness's absence from the live hearing and/or refusal to submit to questioning by the parties' advisors.

Deliberation and Determination
After the hearing is complete, the hearing officer will objectively evaluate all relevant evidence collected during the investigation, including both inculpatory and exculpatory evidence, together with testimony and non-testimony evidence received at the hearing, and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The hearing officer will take care to exclude from consideration any evidence that was ruled inadmissible at the pre-hearing conference, during the hearing, or otherwise. The hearing officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the Policy as alleged in the Formal Complaint.

Written Decision
After reaching a determination and consulting with the appropriate school official and Title IX Coordinator as required above, the hearing officer will prepare a written decision that will include:
Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
A description of the procedural steps taken by the school upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
A statement of, and rationale for, each allegation that constitutes a separate potential incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
The discipline determined by the appropriate school official;
Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
A description of the school's process and grounds for appeal.
The hearing officer's written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the hearing process, subject to any right of appeal.
Although the length of each adjudication by hearing will vary depending on the totality of the circumstances, the school strives to issue the hearing officer's written determination within 15 days of the conclusion of the hearing.

Discipline and Remedies
In the event the hearing officer determines that the Respondent is responsible for violating this Policy, the hearing officer will, prior to issuing a written decision, consult with an appropriate school official with disciplinary authority over the Respondent and such official will determine any discipline to be imposed. The hearing officer will also, prior to issuing a written decision, consult with the Title IX Coordinator who will determine whether and to what extent ongoing support measures or other remedies will be provided to the Complainant.

Violations of this Policy shall subject the individual to disciplinary action, which may include but is not limited to:
Disciplinary warning;
Disciplinary sanctions;
Disciplinary probation;
Housing suspension;
Disciplinary suspension; or
Disciplinary termination or dismissal.

If a student is found Responsible for Sex Discrimination and the sanction imposed makes the student ineligible to reenroll in the school (i.e., suspension or expulsion), the school will include a notation on the student's transcript. The student may request the removal of a transcript notation imposed under this Policy if:
the student becomes eligible to reenroll at the school; or
the school determines that good cause exists to remove the notation.

If the school receives an appropriate request by another postsecondary educational institution, the school will provide to the requesting institution information relating to the school's determination that the student violated this Policy.

Administrative Adjudication

In lieu of the hearing process, the Parties may consent to have a Formal Complaint resolved by administrative adjudication. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator. At any time prior to the issuance of the administrative officer's determination, a Party has the right to withdraw from administrative adjudication and request a live hearing.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator.

The administrative officer will promptly send written notice to the Parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A Party's written response to the investigation report must include:

To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, the prohibition on the use of sexual history, or for any other reason;
Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the Parties' written responses, the administrative officer will meet separately with each party to provide the Party with an opportunity make any oral argument or commentary the Party wishes to make and for the administrative officer to ask questions concerning the Party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each Party, the administrative officer will objectively revaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the Parties in their respective written responses to the investigation report. The administrative officer will resolve disputed facts using a preponderance of the evidence (i.e., "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the Policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any school official and the Title IX Coordinator and will prepare and transmit a written decision which shall serve as a resolution for purposes administrative adjudication. Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the school strives to issue the administrative officer's written determination within thirty days of the transmittal of the initiating written notice.

XII. Dismissal During Investigation or Adjudication

The school may dismiss a Formal Complaint at any point during the investigation or adjudication process if the Title IX Coordinator determines that any one or more of the following is true:
The Complainant provides the Title IX Coordinator written notice that the Complainant wishes to withdraw the Formal Complaint or any discrete allegations therein (in which case those discrete allegations may be dismissed);
The Respondent is no longer employed by the school; or
Specific circumstances prevent the school from gathering evidence sufficient to reach a determination as to the Formal Complaint, or any discrete allegations therein (in which case those discrete allegations may be dismissed).

In the event the Title IX Coordinator determines that a Formal Complaint should be dismissed pursuant to this Section, the Title IX Coordinator will provide written notice of dismissal to the parties and advise them of their right to appeal. The Title IX Coordinator may refer the subject matter of the Formal Complaint to other University offices, as appropriate. A dismissal pursuant to this Section is presumptively a final determination as it pertains to this Policy, unless otherwise specified in writing by the Title IX Coordinator in the written notice of dismissal.

XIII. Appeal

Grounds for Appeal
Either Party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:
A procedural irregularity affected the outcome;
There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;
The Title IX Coordinator, investigator, hearing officer, or administrative officer had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.
The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation and evidence available at the time of the Investigation, and pertinent documentation regarding the grounds for appeal.

Deadline to File Appeal
A Party must file an appeal within seven days of the date they receive notice of dismissal or determination appealed from or, if the other Party appeals, within three days of the other Party appealing, whichever is later. The appeal must be submitted in writing to the Title IX Coordinator, who will assign an appeal officer. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing Party believes the appeal should be granted, and articulate what specific relief the appealing Party seeks.

Resolution of Appeal
Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other Party that an appeal has been filed and that the other Party may submit a written opposition to the appeal within seven days. The appeal officer will also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the time period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale. The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no Party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision. No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the school strives to issue the appeal officer's written decision within 10 days of an appeal being filed.

Sanctions During Appeal
All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Title IX Coordinator for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand.

XIV. Informal Resolution
The school may, in the Title IX Coordinator's discretion, facilitate an Informal Resolution in accordance with the protocol outlined below.

Guiding Principles
Generally, informal resolution involves a structured, supervised interaction between the Parties and/or other affected community members that seeks to identify and meet the needs of the Complainant while providing an opportunity for the Respondent and/or other affected community members to accept responsibility and repair harm (to the extent possible). Informal resolution may not include an investigation, hearing, or disciplinary action against a Respondent (including transcript notations), but may include imposing appropriate and reasonable remedies as agreed to by the Parties. All informal resolutions are facilitated by a trained administrator or outside expert.

Availability of Informal Resolution

Informal resolution is available in matters in which the Title IX Coordinator, in the Title IX Coordinator's discretion, determines it is appropriate. Factors the school will consider when determining whether a report of Prohibited Conduct is suitable for Alternative Resolution include, but are not limited to:
the nature and severity of the conduct, including whether the use of force or a weapon was involved;
the Respondent's prior known disciplinary or criminal conduct, including whether the school has received other reports of Prohibited Conduct committed by the Respondent;
whether the alleged incident poses a risk of harm to other individuals or the community;
the dynamics of power or control commonly associated with the alleged conduct or the nature of the parties' relationship;
whether multiple parties are affected or involved;
any admissions of responsibility by the Respondent; and
any other factor deemed relevant by the Title IX Coordinator or their designee in the interest of overall campus safety or safety of the parties involved.
Informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

Informal Resolution Process
At any time after the parties are provided written notice of the Formal Complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties.

The specific manner of any informal resolution process will be determined by the Parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal resolution process agreed upon, the Title IX Coordinator will transmit a written notice to the Parties that:
Describes the parameters and requirements of the informal resolution process to be utilized;
Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another school official, or a suitable third party);
Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a Party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each Party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence. The school will not pressure or compel any individual to engage in mediation, to directly confront the other, or to participate in any particular form of informal resolution. Individuals may be accompanied by an adviser or support person at any meetings related to the informal resolution process.

If the Parties reach a resolution through the informal resolution process, and the Title IX Coordinator agrees that the resolution is not clearly unreasonable, the Title IX Coordinator will reduce the terms of the agreed resolution to writing and present the resolution to the parties for their written signature. Once both parties and the Title IX Coordinator sign the resolution, the resolution is final, and the allegations addressed by the resolution are considered resolved and will not be subject to further investigation, adjudication, appeal, remediation, or discipline by the school, except as otherwise provided in the resolution itself, absent a showing that a Party induced the resolution by fraud, misrepresentation, or other misconduct or where required to avoid a manifest injustice to either Party or to the school.

Any final resolution pursuant to the informal resolution process will be documented and kept for at least seven years as required by law. However, no recording of the informal resolution process will be made and all statements made during the informal resolution process and may not be used for or against either party (and the hearing officer and appeal officer may not consider any such statement made during informal resolution) should the parties resume the grievance process. Failure to comply with an informal resolution agreement may result in disciplinary action.

Termination of Informal Resolution
A Party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Deadlines for Informal Resolution
Absent extension by the Title IX Coordinator, any informal resolution process must be completed within 30 days. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

XV. Other Investigation and Adjudication Considerations

Advisor of Choice
From the point a Formal Complaint is made, and until an investigation, adjudication, and appeal are complete, the Complainant and Respondent will have the right to be accompanied by an advisor of their choice to all meetings, interviews, and hearings that are part of the investigation, adjudication, and appeal process. The advisor may be, but is not required to be, an attorney.

Except for the questioning of witnesses during the hearing, the advisor will play a passive role and is not permitted to communicate on behalf of a Party, insist that communication flow through the advisor, or communicate with the school about the matter without the Party being included in the communication. In the event a Party's advisor of choice engages in material violation of this Policy, the school may preclude the advisor from further participation, in which case the Party may select a new advisor of their choice.

In the event a Party is not able to secure an advisor to attend the hearing, and requests the school to provide an advisor, the school will provide the Party an advisor, without fee or charge, who will conduct questioning on behalf of the Party at the hearing. The school will have sole discretion to select the advisor it provides.

Conflicts of Interest, Bias, and Procedural Complaints
The Title IX Coordinator, investigator, hearing officer, administrative officer, appeals officer, and informal resolution facilitator will be free of any material conflicts of interest or material bias. Any Party who believes one or more of these school officials has a material conflict of interest or material bias must raise the concern promptly so that the school may evaluate the concern and find a substitute, if appropriate. The failure of a Party to timely raise a concern of a conflict of interest or bias may result in a waiver of the issue for purposes of any appeal.

Parties are expected to raise any objections, concerns, or complaints about the investigation, adjudication, and appeals process in a prompt and timely manner so that the school may evaluate the matter and address it, if appropriate.

Treatment Records and Other Privileged Information
During the investigation and adjudication processes, the investigator and adjudicator are not permitted to access, consider, disclose, permit questioning concerning, or otherwise use:
a Party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the Party; or
information or records protected from disclosure by any other legally-recognized privilege, such as the attorney client privilege
unless the school has obtained the Party's voluntary, written consent to do so for the purposes of the investigation and adjudication process.

Notwithstanding the foregoing, the investigator and/or adjudicator, may consider any such records or information otherwise covered by this Section if the Party holding the privilege affirmatively discloses the records or information to support their allegation or defense.

Sexual History
During the investigation and adjudication processes, questioning regarding a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Notwithstanding the foregoing, a Complainant who affirmatively uses information otherwise considered irrelevant by this Section for the purpose of supporting the Complainant's allegations, may be deemed to have waived the protections of this Section.

Student Withdrawal or Graduation Pending Disciplinary Charges
If a student withdraws or graduates from the school pending an investigation of a complaint of Sexual Misconduct under this Policy, the school will expedite the disciplinary process as necessary to accommodate both the Complainant and the Respondent's interest in a speedy resolution and continue the investigation with or without the participation of the Respondent.

Immunity for Victims and Witnesses
The school community encourages the reporting of Conduct Code violations, especially sexual misconduct. Sometimes, victims or witnesses are hesitant to report to school officials or participate in complaint processes because they fear that they themselves may be

charged with policy violations. It is in the best interest of this community that as many victims as possible choose to report to school officials, and that witnesses come forward to share what they know. To encourage reporting, the school pursues a policy of offering victims and witnesses of sexual misconduct limited immunity from being charged for certain policy violations, for example, violation of the University's drug and alcohol policy, connected to the sexual misconduct incident. While these violations cannot be completely overlooked, the school will provide educational rather than punitive responses in such cases.

Immunity for Bystander Engagement
The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. The school encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble. The school pursues a policy of limited or full immunity regarding certain violations for students who offer help to others in need. While policy violations cannot be overlooked, the school will provide educational options, rather than punishment, to those who offer their assistance to others in need.

XVI. Discretion in Application

Interpretation
The school retains discretion to interpret and apply this Policy in a manner that is not clearly unreasonable, even if the school's interpretation or application differs from the interpretation of the Parties.

The provisions of this Policy and the Hearing Procedures are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the school retains discretion to revise this Policy and the Hearing Procedures at any time, and for any reason. The school may apply Policy revisions to an active case provided that doing so is not clearly unreasonable.

Outside Appointments, Dual Appointments, and Delegations
The school retains discretion to retain and appoint suitably qualified persons who are not school employees to fulfill any function of the school under this Policy, including, but not limited to, the investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer. The University also retains discretion to appoint two or more persons to jointly fulfill the role of investigator, hearing officer, administrative officer, informal resolution officer, and/or appeals officer.

Other Sex-Based Misconduct
This Policy applies only to Sexual Harassment as defined in this Policy. Complaints of other forms of sex discrimination are governed by the school's Non-Discrimination Policy.

Resources and Referrals for Individuals Involved in Incidents of Sexual Misconduct

ContactLifeline Hotline (rape crisis and victim support services
Website: https://www.dhss.delaware.gov/dhss/dph/dpc/sexualassault.html
Phone(302)761-9100

RAINN (Rape, Abuse and Incest National Network)
Website: www.rainn.org
Phone: (800) 656-4673

YWCA (sexual assault response center)
https://www.ywcade.org/what-we-do/sarc/
Phone: 800-773-8510

Office for Civil Rights (OCR) Website: http://www.ed.gov/ocr Phone: (800) 421-3481

Lactation Space
The School ensures parenting students can access a lactation space that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed. To request information on the lactation space available, contact the school's, Title IX Coordinator].

Additional Information
Students and employees may contact the Title IX Coordinator with any questions related to this policy. Concerns about the School's application of this policy and compliance with Title IX may also be addressed to U.S. Department of Education Office for Civil Rights ("OCR") at 400 Maryland Ave, SW Washington, D.C. 20202-1100, (800) 421-3481, http://www.ed.gov/ocr. For complaints involving

employee-on-employee conduct, the Equal Employment Opportunity Commission or other appropriate state or federal enforcement agency can be contacted.

DISABILITY ACCOMMODATION & GRIEVANCE POLICY

Statement of Non-Discrimination and Accommodation

Schilling-Douglas School of Hair Design ("the School") does not discriminate on the basis of disability. Individuals with disabilities (including pregnant students as applicable) are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA/Section 504 Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA/Section 504 Compliance Coordinator:
Victor David, 211 Louviers Drive, Shoppes at Louviers, Newark, DE 19711, (302)737-5100 ext. 101, victor@schillingdouglas.edu

Requests for Accommodation

Individuals with disabilities wishing to request an accommodation must contact the ADA/Section 504 Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA/Section 504 Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, the individual is required to direct the student to the ADA/Section 504 Compliance Coordinator. Upon request, the ADA/Section 504 Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the School's website, www.schillingdouglas.edu under the Student Resources tab. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA/Section 504 Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the area of the student's disability, as enumerated below:

Disability	**Qualified Professional**
Physical disability	MD, DO, Nurse Practitioner
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO, Nurse Practitioner
Hearing impairment	MD, DO, Audiologist (Au.D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	MD, DO, Nurse Practitioner, PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD/DO neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD/DO, Nurse Practioner who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The School may request additional documentation or testing as needed.

After the ADA/Section 504 Compliance Coordinator receives the Request Form and the required documentation, the ADA/Section 504 Compliance Coordinator (or trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

The process the School uses to determine when a requested accommodation constitutes a fundamental alteration of a program or activity is conducted on a case-by-case basis. Generally, if an accommodation reduces the academic standards of the School the School will deny the accommodation and deem it unreasonable. Students/applicants are provided reasoning for denial of a requested accommodation in writing.

If the student or applicant is denied any requested accommodation, the student may file a grievance using the Grievance Process below or the student may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA/Section 504 Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes they has been subjected to discrimination on the basis of disability (including pregnancy as applicable) and/or disagreements regarding requested accommodations, may file a grievance with Victor David, Director, 211 Louviers Drive, Shoppes at Louviers, Newark, DE 19711 (302)737-5100 ext. 101, victor@schillingdouglas.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The School will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the School will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

Barbering Program Outline
1500 Clock Hours

Description: The barbering program is designed to train students in the basic skills required to obtain licensure as a master barber through the State of Delaware and for competency in the job entry- level positions in the barbering field or related career field. The program includes instruction in hair cutting and styling, shampooing and rinses, chemical applications, hair coloring, scalp & hair treatments, wigs, manicuring, facial treatments, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, poise and effective communication skills.
3. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic analytical skills and manipulative skills in the areas of hair styling, hair shaping, shaving, hair coloring, texture services, scalp and hair conditioning, skin and nail care.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, laboratory activities, and other related learning methods.

Grading procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-100	Excellent
80-89	Above Average
70-79	Average
60-69	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. In order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects.

Barbering Program Textbooks & Online Module
Pivot Point Fundamentals: Barbering digital with printed study guide, 1st edition, Pivot Point International, Inc., Chicago, Illinois, 2018, ISBN-13:978-1-948482-69-1, Bundle Price $249.00
Program Levels
Freshmen Level 1: (3months FT or 6 months PT, Minimum of 350 hours required for promotion to level 2) Introduction to the field of barbering, includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.
Junior Level 2: (3 months FT or 6 months PT, Minimum of 700 cumulative hours required for promotion to level 3) Continuation of theory and practical instruction.

Practical skill development on manikins and live models. Introduction to the school laboratory and working with clients.
Senior Level 3: (5months FT or 7months PT) Continuation of theory instruction and practical skill development. Emphasis placed on preparation for employment and live model skill development within the school laboratory.

Units of Instruction:
Haircutting: 230 hours
Shaving: 220 hours
Chemical Texturizing: 200 hours
Hair Styling: 220 hours
Hair Coloring: 150 hours
Basic Manicuring: 60 hours
Business Management: Laws: 69 hours
Orientation, Theory & Testing: 351 hours

BARBERING CURRICULUM OUTLINE
HAIRCUTTING
Forms, positioning tools, razors, clippers & trimmers, reference points, sectioning, finger positioning, Texturizing, Fringes, Napes & Growth patterns, Infection control & Safety, Consultation, Haircut procedures
SHAVING
Procedures, use of implements and supplies, application, infection control and safety,
Skin-Functions, composition, types, diseases and disorders, care of, massage, masks, products implements and supplies, infection control and safety, consultation, facials**.**
CHEMICAL TEXTURIZING
Permanent waving- History, Physical Phase, Chemical Phase, Tools, End Papers, Base size & shape, Patterns, Test curls, Processing, Neutralizing, Types of perms, Hair analysis, Products & Implements, Infection Control & safety, Metallic test, Consultation
Chemical Relaxing- History, Types of relaxers, strengths of relaxers, analysis, Chemical Phase, Products/ Implements, Infection control & safety, Metallic Test, Consultation, Applications.
Curl Reforming- Steps, Product/ Implements, Infection control & safety, Metallic test, Consultation, Application/ Procedure, Wrap
HAIRSTYLING
Hairstyling- Primary hairstyling considerations, fundamentals, shapes, bases, tool position, implements- supplies, product-equipment, infection control & safety, Consultation.
Thermal Styling- Air forming, tool position, use of round brush, hot comb, thermal irons, curling irons, technique, infection control & safety, parts, pressing.
Wet Styling- Finger waves, Pin curls, bases, skip waves, rollers. (discussion only)
Long Hair Styling- Fundamentals, styling procedures, braids.
Men's Hair replacement- History, composition, colors & construction, Products-Implements-supplies, Infection control & safety, Consultation, Measurements & Fitting, blockings, Cutting & Shaping, Hairpieces, Bonding.
HAIR COLORING
Introduction, classification, identify and change existing color, chemistry, lighteners, developers, product and supplies, special effects, infection control, consultation, types of color, procedures, double process blonde, tint back, color removal.
BASIC MANICURING
Nail structure, nail growth, diseases disorders and conditions, nail care, implements and materials, infection control and safety, consultation, basic manicure, male manicure, massage for arm and hand.

BUSINESS MANAGEMENT/LAWS
Industry- What you need to know, goals, compensation, record keeping.
Job Search- Resumes, job interviews, evaluating the salon, job search skills.
Professional relationships/Marketing- Networking, building a clientele, Stylist- Client relationship, Stylist- staff relationship, performance overview, communication, ethics, marketing platforms, building a marketing plan.
Salon Ownership- Self appraisal, types of ownership, requirements of a salon, getting the right advise, floor plans, borrowing money, rental agreements, types of insurance, taxes, expenses & income, salon philosophy, policies & procedures, salon operation.
Salon Retailing- Selling, professional products, closing the sale, buyer types, follow up, effective displays, product knowledge.
State Laws/Financial Literacy- Licensure, Rules and regulations of practice, Basics of personal finance, income reporting.
THEORY Classroom instruction
New Student Orientation- New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.
Outline of subject- Profession development- Healthy body & mind, Rest and relaxation, exercise, nutrition, hygiene, image.
Effective Communication**-** Nonverbal, Verbal, Human Relations- Personality, Teamwork, Ethics

Trichology- Hair theory- Hair bulb formation, hair growth, hair structure & behavior, natural hair color
Hair Care- Hair evaluation, common hair conditions, common scalp conditions, hair loss, hair diseases and disorders.
Draping, Shampooing, & scalp massage- Draping theory, shampooing & conditioning theory, scalp massage theory, massage essentials, infection control & safety, basic draping shampooing & conditioning, basic scalp massage.
Client Consultation- Effective communication
Salon Ecology- Microbiology, Bacteria, Growth of, Viruses, External Parasites, Infection, Immunity,
Infection Control- Sanitation, Disinfection, Sterilization, Infection Control guidelines.
First Aid- Bleeding & wounds, burns, choking, fainting, eye injury.
Anatomy & Physiology- Building blocks of the human body-cells, tissues, organs, body systems.
Basic Body Systems- the skeletal system, muscular system, circulatory system, nervous system, digestive system, excretory system, respiratory system, endocrine system, reproductive system, integumentary system.
Electricity- Principals of electricity, electric current, safety measures
Electricity in Cosmetology- Effects of electric current, electrotherapy, light-therapy.
Chemistry- Matter, elements, chemical bonds
The pH Scale- Chemistry of cosmetics- cosmetic classifications, shampoos, rinses & conditioners, perms, relaxers, curl reformations, hair color, and product information.

CLASS PERIODS:

Class periods consist of:
Full time – 5 periods per day, Monday through Friday, 9am to 4pm, 32.5 hours per week
Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm, 19 hours per week

EXAMS AND REQUIREMENTS

EXAMS

A minimum score of 70% is required on all exams & projects listed below for graduation.

Written Exams

101Life Skills	102 Science A	102 Science B	103 Business
104 Client Centered Design	105 Foundational Cuts	106 Tapered Cuts & Fades	107 Style
108 Shaving & Beard Design	109 Hair Replacement	110 Color	111 Perm & Relax
112 Skin	113 Nails	Final Exam	

Projects

Cover Letter/Resume	Haircutting Notebook	Marketing Plan
Portfolio	(3) Salon Visitations	Marketing Platform

Practical Exams

Freshman – Work Area & Client 1 Prep	Freshman – Thermal Curling	Freshman – Haircutting
Freshman-Predisposition Test & Strand Test	Freshman – Blood Exposure Procedure	Freshman – Hair Color
Freshman –Shaving	Freshman-Facial	Freshman-Chemical Wave
Freshman-Manicure	Freshman-Chemical Relaxing	

Senior – Work Area Set Up & Client Senior – Haircutting
Senior – Shaving With Straight Razor

REQUIREMENTS

Minimum # required to be successfully completed (minimum 70%) for graduation.

Haircuts – 100	Styling – 60	Chemical – 10	Marketing Posts - 20
Color – 10	Treatments – 5	Shaving -25	Retail/Upsell - 5
Manicures – 5	Reception - 2	Client Development - 10	

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the scheduled level, if they achieve the minimum requirements for promotion. Minimum Requirements: Promotion for level 1 to level 2 requires the actual completion of a minimum of 350 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations. This requirement must be met in order to participate in the student salon. Promotion from level 2 to 3 requires the actual completion of a minimum of 700 clock hours.

Cosmetology Program Outline
1500 Clock Hours

Description: The cosmetology program is designed to train students in the basic skills required to obtain licensure as a cosmetologist through the State of Delaware and for competency in the job entry- level positions in the cosmetology field or related career field. The program includes instruction in hair cutting and styling, shampooing and rinses, chemical applications, hair coloring, scalp & hair treatments, wigs, manicuring, pedicuring, nail enhancements, facial treatments, hair removal, make-up, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

6. Project a positive attitude and a sense of personal integrity and self-confidence.
7. Practice proper grooming, poise and effective communication skills.
8. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
9. Perform the basic analytical skills and manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin, makeup and nail care.
10. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, laboratory activities, and other related learning methods.

Grading procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-101	Excellent
80-89	Above Average
70-80	Average
60-70	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the students' own time in order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects.

Cosmetology Program Textbooks & Online Module
Pivot Point Fundamentals: Cosmetology digital with printed study guide, Digital Text 1st edition, 5th printing, Printed Study Guide 2nd edition, 1st printing, Pivot Point International, Inc., Chicago, Illinois, December 2023, ISBN: 978-1-957642-58-1
Program Levels
Freshmen Level 1: (3months FT or 6 months PT, Minimum of 350 hours required for promotion to level 2) Introduction to the field of cosmetology, includes instruction in theory topics and basic practical skill development working on manikins. Classroom only.
Junior Level 2: (3 months FT or 6 months PT, Minimum of 700 cumulative hours for promotion to level 3) Continuation of theory and practical instruction.
Practical skill development on manikins and live models. Introduction to the school laboratory and working with clients.
Senior Level 3: (5months FT or 7months PT, level 3) Continuation of theory instruction and practical skill development. Emphasis placed on preparation for employment and live model skill development within the school laboratory.

Units of Instruction:
Theory & Testing: 135 hours
Infection Control: Principles and Practices: 75 Hours
Scalp Care, Shampooing, and Conditioning: 75 Hours
Hair Styling: 150 hours
Haircutting: 200 hours
Hair Coloring - Lightening: 125 hours
Chemical Texture Services: 200 hours
Manicuring, Pedicuring, Nail Extensions: 175 hours
Facials And Makeup: 175 hours
Salon Business, Retail Sales: 69 hours
Instructor Discretion: 121 hours

COSMETOLOGY CURRICULUM OUTLINE
THEORY:

NEW STUDENT ORIENTATION- New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials

GENERAL-Orientation, History and Career opportunities, Life Skills Management, Communicating for Success, Client Consultation, State Laws and Regulations, Professional Image, First Aid, Anatomy and Physiology, Chemistry, Electricity and Professional Ethics

INFECTION CONTROL: PRINCIPLES AND PRACTICES:
Health, Decontamination and Cleaning Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety

SCALP CARE, SHAMPOOING, AND CONDITIONING:
Properties of the Hair and Scalp, Structure and Composition of the Hair, Hair Growth and Loss, Disorders and Disorders of the Hair and Scalp, Hair and Scalp Analysis, Scalp Care and Massage, Brushing the Hair, Shampooing, Conditioning, Procedures and Practices

HAIRSTYLING:
Principles, Elements, and Philosophy of Hair Design: Creating Harmony; Designing for Men; Principles and Techniques of Wet Styling; Blow drying and Waving; Hair Wrapping; Finger Waving; Hair Dressing; Braiding; Hair Extensions, Enhancements, and Wigs; Thermal Hair Straightening; Styling Long Hair; Styling Procedures

HAIRCUTTING:
Basic Principles and Techniques of Sectioning and Haircutting; Haircutting Tools, Body and Posture Positioning; Removing Length or Bulk with Razor, Scissors, Clippers, Shears; Haircutting Safety Precautions; Basic Haircut Procedures

HAIR COLORING – LIGHTENING:
Identifying Natural Hair Color and Tone; Types of Hair color; Client Consultation; Principles and Techniques of Temporary, Semi Permanent, Permanent Colors; Lightening; Tinting; Toning; Highlighting; Special Effects; Hair Color Safety Precautions; Color Procedures

CHEMICAL TEXTURE SERVICES:
The Hair Structure, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing and Curl Reforming, Procedures

FACIALS AND MAKEUP:
Skin Structure and Growth, Skin Disorders and Diseases, Skin Analysis and Consultation, Determining Skin Type, Skin Care Products, Contraindications, Client Consultation, Facial Massage, Facial Equipment, Electrotherapy and Light Therapy, Aromatherapy, Facial Treatments, Cosmetic Application, Artificial Eyelashes, Removal of Unwanted Hair, Makeup Color Theory, Procedures

MANICURING, PEDICURING, NAIL EXTENSIONS:
Nail Structure and Growth, Nail Disorders and Diseases, Tools and Products, Principles and Techniques of Manicuring, Pedicuring and Advanced Nail Techniques, Aromatherapy, Nail Art, Procedures

BUSINESS, RETAIL SALES:
Goal Setting, Job Search Skills, Resume Writing, Interview Preparation, Finding a Salon That Fits, Compensation Methods, Income Reporting, Business Basics, Record Keeping, Professional Relationships, Know Your Client Market, Build Your Clientele, Salon Experience, Salon Ownership, Salon operations, Retail Products, Licensing Requirements, State Regulations and Laws.

INSTRUCTOR DISCRETION:
To be applied by the instructor to strengthen student performance in any designated subject unit(s)

CLASS PERIODS:

Class periods consist of:
Full time – 5 periods per day, Monday through Friday, 9am to 4pm
Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm.

EXAMS AND REQUIREMENTS

EXAMS

A minimum score of 70% is required on all exams & projects listed below for graduation.

Written Exams

101 Life Skills	102 Science 1	102 Science 2	102 Science 3
102 Science 4	103 Business	104 Client Centered Design	105/106 Hair Cutting
107 Hair Design	108 Long Hair	109 Wigs & Additions	110 Hair Color
111Perm/Relax	112 Skin	113 Nails	
Final Exam Level 2	Final Exam Level 3		

Projects

Color wheel project	Cover Letter/Resume	Haircutting Notebook	Marketing Plan
Portfolio	Skin Model	Marketing Platforms	Hair Structure

Practical Exams

Level 1

Lvl 1 – Hair Styling – Iron / Flat iron	Lvl 1 – Highlighting with Foil
Lvl 1 – Hair Styling- Roller Set	Lvl 1– Haircutting
Lvl 1- Hair Styling- Round Brush Blow Dry	Lvl 1 – Facial
Lvl 1– Chemical Wave	Lvl 1 – Manicure
Lvl 1- Chemical Relaxing	Lvl 1- Pedicure
Lvl 1- Hair Color	Lvl 1- Situational Practical

Level 2

Lvl 2 – Hair Styling – Finger Waves	Lvl 2 – Eyelash Application
Lvl 2 – Hair Cutting	Lvl 2– Tips with an Overlay
Lvl 2- Chemical Wave- Brick Lay	Lvl 2 – Situational Practical
Lvl 2 – Chemical Relaxer	
Lvl 2- Color / Highlights	
Lvl 2- Makeup Application	

Level 3

Lvl 3 – Hair Styling - Updo	Lvl 3 – Facial Waxing - Chin
Lvl 3 – Hair Cutting	Lvl 3 – Tips with an Overlay
Lvl 3 – Chemical Wave- Spiral	Lvl 3 – Gel polish Application
Lvl 3 – Color / Lightening	Lvl 3 – Situational Practical
Lvl 3 – Facial Waxing - Eyebrow	
Lvl 3 – Facial Waxing - Lip	

REQUIREMENTS

Minimum # required to be successfully completed (minimum 70%) for graduation.

Haircuts – 60	Styling – 100	Chemical – 40	Marketing Posts - 40
Color – 25	Treatments – 5	Skin – 5	Retail/Upsell - 5
Artificial Nails – 8	Man./Ped. – 15	Reception - 2	Client Development - 10

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the scheduled level, if they achieve the minimum requirements for promotion. Minimum Requirements: Promotion for level 1 to level 2 requires the actual completion of a minimum of 350 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations. This requirement must be met in order to participate in the student salon. Promotion from level 2 to 3 requires the actual completion of a minimum of 700 clock hours. Student kits for level 2 and 3 are issued after promotion to the corresponding level.

Esthetics Program Outline
600 Clock Hours

Description: The esthetics program is designed to train students in the basic skills required to obtain licensure through the State of Delaware and for competency in the job entry- level positions in the esthetics field or related career field. The program includes instruction in facial treatments and services, hair removal, makeup design and application, body treatments, massage, advanced therapies, shop management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

11. Project a positive attitude and a sense of personal integrity and self-confidence.
12. Practice proper grooming, poise and effective communication skills.
13. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
14. Perform the basic analytical skills and manipulative skills in the areas of facial treatments, body treatments, makeup application, advanced therapies and hair removal.
15. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, laboratory activities, and other related learning methods.

Grading procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-102	Excellent
80-89	Above Average
70-81	Average
60-71	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the student's own time in order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects.

Esthetics Program Textbooks & Online Module
Pivot Point Fundamentals Esthetics Digital with Printed Study Guide, Pivot Point International, Inc., Chicago, Illinois 2020, ISBN: 978-1-951862-52-7.

Program Levels
Introduction Level 1: (10 weeks FT or 16 weeks PT, Minimum of 240 hours required for promotion to level 2) Introduction to the field of esthetics, includes instruction in theory topics and basic practical skill development. Classroom only.
Advanced Level 2: (10 weeks FT or 16 weeks PT) Continuation of theory and practical instruction. Practical skill development on live models. Introduction to the school laboratory and working with clients. Emphasis placed on preparation for employment.

Units of Instruction:
Theory, Business Skills, State Laws, Sanitation, Orientation & Testing: 204 hours
Facial Treatments: 103.5 hours
Facial Treatments with Devices: 99 hours
Hair Removal: 49.5 hours
Body Treatments: 45 hours
Makeup: 99 hours

ESTHETICS CURRICULUM OUTLINE

NEW STUDENT ORIENTATION: New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.

LIFE SKILLS:
Healthy Mind and Body, Ergonomics, Basic Communication, Communicate with Confidence, Human Relations, Professional Ethics, Resilience.

SCIENCE:
Transmission of Infection, Infection Control, First Aid, Principles of Electricity, Electricity in Esthetics, Matter, Chemistry, PH, Contraindications, Cosmetic Products, Cosmetic Product Knowledge.

SALON/SPA BUSINESS:
Goal Setting, Job Search Skills, Interviewing, Resume/Cover Letter, Professional Relationships, Compensation Methods, Income Reporting, Business Basics, Record Keeping, The Salon/Spa Experience, Salon/Spa Ownership, Salon/Spa Operations, Retail Sales and Products, The Medical Environment, Licensing Requirements, State Regulations, Laws.

CLIENT CENTERED EXPERIENCE:
Connect Service Essential, Consult Service Essential, Create Service Essential, Complete Service Essential.

ANATOMY AND PHYSIOLOGY:
Building Blocks of the Human Body, The Integumentary System, Hair Theory, The Muscular System, The Skeletal System, The Cardiovascular System, The Lymphatic System, The Nervous System.

SKIN
Skin Theory & Structure, Skin Health, Skin Diseases and Disorders, Skin Analysis, Skin Assessments and Recommendation System, Wellness Therapies.

FACIAL TREATMENTS:
Facial Treatment Theory, Facial Treatment Products, Tools, Supplies and Equipment, Facial Treatment Skills, Facial Treatment Guest Experience, Draping, Towel and table Preparation Skills Workshop, Pre-Cleanse Skills Workshop, Skin Analysis Skills Workshop, Cleanse and Tone Skills Workshop, Mechanical Exfoliation and Extraction Skills Workshop, Massage Skills Workshop, Mask and product Skills Workshop, Basic Facial Treatment Workshop, Men's Facial Treatment Workshop, Acne Facial Treatment Workshop, Chemical Exfoliation, Chemical Exfoliation Workshop.

FACIAL TREATMENT WITH DEVICES:
Facial Treatment with Devices Theory, Facial Treatment with Devices – Product, Tool, Supplies and Equipment, Facial Treatment with Devices- Skills, Facial Treatment with Devices- Guest Experience, Galvanic Current Device (Desincrustation) Skills Workshop, Galvanic Current Device (Iontophoresis) Skills, Direct High Frequency Skills Workshop, Indirect High Frequency Skills Workshop, Rotating Brush Skills Workshop, Microcurrent Device Skills Workshop, Vacuum Spray Skills Workshop, LED Device Skills Workshop, Corrective Spa Facial Treatment Workshop, Microdermabrasion, Microdermabrasion Workshop.

HAIR REMOVAL:
Hair Removal Theory, Temporary Hair Removal Products, Tools, Supplies and Equipment, Temporary Hair Removal Products, Tools, Supplies and Equipment, Temporary hair Removal Skill, Temporary Hair Removal Guest Experience, Tweezer Holding and Hair Removal Skills Workshop, Hair Removal Skin Preparation Skills Workshop, Temperature Testing Skills Workshop, Soft Wax Application and Removal Skills Workshop, Hard Wax Application and Removal Skills Workshop, Post Wax and Cleaning Skills Workshop, Eyebrow Tweezing Workshop, Eyebrow Wax Workshop, Face Wax Workshop, Underarm Wax Workshop, Bikini Wax Workshop, Leg Wax Workshop, Chest Wax Workshop.

BODY TREATMENTS:
Body Treatment Theory, Body Treatment Products, Tools, Supplies and Equipment, Body Treatment Skills, Body Treatment Guest Experience, Manual Body Scrub Skills Workshop, Body Wrapping Skills Workshop, Product Application Skills Workshop, Body Scrub and Wrap Treatment Workshop.

MAKEUP:
Makeup Design Theory, Makeup Products, Tools, Supplies and Equipment, Makeup Design Skills, Makeup Design Guest Experience, Makeup Design Draping Skills Workshop, Analyze and Prepare Skills Workshop, Base Application Skills Workshop, Eye Makeup Application Skills Workshop, Cheek Makeup Application Skills Workshop, Lip Makeup Application Skills Workshop, Artificial Eyelash Application Skills Workshop, Eyebrow and Eyelash Tint Application Workshop, Day Makeup Workshop, Bridal Makeup Workshop, Evening

Makeup Workshop.

CLASS PERIODS:

Class periods consist of:

Full time – 5 periods per day, Monday through Friday, 9am to 4pm

Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm.

EXAMS AND REQUIREMENTS

EXAMS

A minimum score of 70% is required on all exams & projects listed below for graduation.

Written Exams

101E Life Skills	102E Science	103E Salon/Spa Business
104E Client Centered Experience	105 E Anatomy and Physiology	106E Skin
107E Facial Treatments	108E Facial Treatment with Devices	109E Hair Removal
110E Body Treatments	111E Makeup	200E Final Exam

Projects

Cover Letter/Resume	Skin Model
Marketing Platforms	Color Wheel

Practical Exams

Level 1 – Work Area & Client Prep 1	Level 1 – Work Area & Client Prep 2
Level 1 – Cleansing of the Face with Product	Level 1 – Hair Removal of Eyebrows by Tweezing and Soft Wax
Level 1- Exfoliating Face with Product	Level 1 - Facial Mask and Conclusion of Facial Service
Level 1- Massaging Face with Product	Level 1 – Facial Makeup
Level 1- Blood Exposure Procedure	

Level 2 – Work Area & Client Prep 1	Level 2 – Work Area & Client Prep 2
Level 2 – Cleansing of the Face with Product	Level 2 – Hair Removal of Eyebrows by Tweezing and Soft Wax
Level 2- Exfoliating Face with Product	Level 2 - Facial Mask and Conclusion of Facial Service
Level 2- Massaging Face with Product	Level 2 – Facial Makeup
Level 2- Blood Exposure Procedure	

REQUIREMENTS

Minimum # required to be successfully completed (minimum 70%) for graduation.

Facials – 12	Hair Removal – 12	Makeup – 6	Marketing Posts - 10
Treatments – 5	Retail/Upsell – 4	Client Development - 7	

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the scheduled level, if they achieve the minimum requirements for promotion. Minimum Requirements: Promotion for level 1 to level 2 requires the actual completion of a minimum of 240 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations. This requirement must be met in order to participate in the student salon.

Nail Technology Program Outline

300 Clock Hours

Description- The Nail Technology program is designed to train students in the basic skills required to obtain licensure as a nail technician through the State of Delaware and for competency in job entry- level positions in the nail technology field or a related career field. The program includes instruction in manicuring, pedicuring, nail enhancements (nail tips, sculptured nails and nail wraps), polish applications, nail art, salon management, sanitation and safety, customer service, professionalism and applicable professional labor laws and regulations.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

16. Project a positive attitude and a sense of personal integrity and self-confidence.
17. Practice proper grooming, poise and effective communication skills.
18. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
19. Perform the basic analytical skills and manipulative skills in the areas of nail care, nail enhancements, polish applications, nail art, salon management, sanitation and safety.
20. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, student salon activities, and other related learning methods.

Grading Procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-103	Excellent
80-89	Above Average
70-82	Average
60-72	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the student's own time in order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects

Nail Technology Program Textbooks

Fundamentals: Nails Textbook Set, 1st Edition, Pivot Point International, Inc. Chicago, Illinois, December 2022, ISBN: 978-1-957642-06-2 (Coursebook set 101N-107N)
Fundamentals: Nails Study Guide, 1st Edition, Pivot Point International, Inc. Chicago, Illinois, December 2022, ISBN: 978-1-957642-07-9

Program Levels

Level 1: (4 Weeks FT or 7 Weeks PT, minimum of 120 hours required for promotion to level 2) Introduction to the field of nail technology. Includes instruction in theory subjects and basic practical skills. Practical skill instruction is classroom oriented and is performed mainly on manikin hands, fingers and dowels. Limited live model practice in classroom.
Level 2: (6 Weeks FT or 9 Weeks PT) Continuation of theory and practical skill instruction. Practical skill development continued on manikin hands, finger dowels and working on clients in the school laboratory. Preparation for employment and licensure.

Units of Instruction:
Natural Nails: 64 Hours
Nail Enhancements: 64 Hours
Nail Art: 32 Hours
Orientation, Theory, Business Basics & Laws: 131 Hours
Testing: 9 Hours

NAIL TECHNOLOGY CURRICULUM OUTLINE

NATURAL NAILS:
Students will gain a general knowledge of manicuring & pedicuring along with the proper use of equipment, implements, materials, safety & sanitation, types of manicures/pedicures, manicure/pedicure procedure, massage techniques, treatments and polishing.

NAIL ENHANCEMENTS:
Students will gain a general knowledge of the various techniques of nail enhancement application and maintenance.
Wrap overlay, gel overlay, liquid and powder overlay, dip powder, nail tips, sculptured nails, hard gel applications & removal and maintenance of nail enhancements.

NAIL ART:
Students will gain a general knowledge of various nail art techniques. Freehand: dotting, marbling, painting and 3-D sculpting, Embellishments: glitter, foil, striping tape, pigments, charms, and rhinestones, Ombre skills and inlay/encapsulation skills.

THEORY, BUSINESS BASICS AND LAWS: Classroom Instruction
Students will gain the general knowledge of theory as it relates to nail technology, such as the structure of the nail, disorders & diseases, and safety & sanitation, business basics-such as preparing for licensure, preparing for employment, resume development, preparing for a job interview, finding a salon, compensation, income reporting, record keeping and applicable state laws and regulations.
Orientation –New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.

101N Life Skills:

Healthy Mind and Body- Life style choices, nutrition, hygiene, image.
Ergonomics- Neck and back, hands and wrists, shoulders
Basic Communication- Nonverbal communication, verbal communication, listening.
Communicate with Confidence- Communication essentials, interacting with clients
Human Relations- Personality, Respect, Ethics
Resilience- Integrity, Commitment.

102N Science:

Transmission and Infection- Types of pathogens, ways to transmit infection
Infection Control- Cleaning, disinfection, sterilization, infection control procedures
Safety and First Aid- Electrical and fire safety, chemical safety, allergic skin reactions, accidents in the workplace
Building Blocks of Human Body- Cells, tissues, organs, body systems
The Skeletal System- Structure and function of the skeletal system, study of the bones
The Muscular System- Structure and function of the muscular system, study of the muscles
The Circulatory System- The cardiovascular system, the lymph-vascular system
The Nervous System- Structure and function of the nervous system, study of the nerves, additional body systems
Skin Theory- Functions of the skin, structure of the skin, sun protection
Skin Diseases and Disorders- lesions, skin disorders, skin infections, skin cancer
Nail Theory- Nail structure, nail growth
Nail Diseases, Disorders and Conditions- Nail diseases, nail disorders, nail conditions
Chemistry in Nails- Chemical reactions, chemistry of nail products, chemistry of nail enhancement systems
Electricity in Nails- Principles of electricity, electrical equipment in nails

103N Business:

Goal Setting- Goals: getting started, S.M.A.R.T. goals, the 80/20 rule, professional goals
Job Search- Career Opportunities, resume, cover letter and portfolio, job interview, selecting a nail salon/spa
Professional Relations- Networking, the client approach, the financial value of one client, attracting and retaining clients, best practices for building a clientele, the team approach
The Nail Salon/Spa Experience- History of nail care, ambiance, personalized approach, staff synergy
Nail Salon/Spa Ownership- Begin the process of owning a nail salon/spa, requirements of nail salon/spa ownership, record keeping, income reporting
Nail Salon/Spa Operations- Hiring, compensation, pricing, advertising, inventory control, receptionist duties, business basics
Retail Products- Product recommendations, buyer types, effective displays
Social Media Marketing- creating and maintaining a professional online image on various platforms, creating/performing social media marketing posts

104N Client -Centered Experience:

Connect Service Essentials- Connect strategies, connecting with the five senses
Consult Service Essentials- Consult strategies, consultations help you connect, consultation records
Create Service Essentials- Create strategies, make the client experience count
Complete Service Essentials- Complete strategies, client feedback

105N Natural Nails:

Natural Nail Theory- Natural nail services, specialty treatments and services, nail shapes
Natural Nail products, Tools, Supplies and Equipment
Natural Nail Skills- Prepare for natural nail services, natural nail service procedures
Natural Nail Guest Experience- Natural nail service essentials, care and safety guidelines, service area guidelines

106N Nail Enhancements:

Nail Enhacemnet Theory- Nail enhancement services, maintenance and removal
Nail Enhancement Products Tools, Supplies and Equipment
Nail Enhancement Skills- Examine and prepare nail plate, apply enhancement product, apply nail extensions, balance enhancement, finish enhancement
Nail Enhancement Maintenance, Repair and Removal Skills
Nail Enhancement Guest Experience- Nail enhancement service essentials, care and safety guidelines

107N Nail Art:

Nail Art Theory- Nail art services, nail art design connection
Nail Art Products, Tools, Supplies and Equipment
Nail Art Skills- nail art procedures, freehand nail art techniques, embellishment nail art techniques, nail art removal techniques
Nail Art Guest Experience- Nail art service considerations, nail art service overview

Laws & Regulations**:**

State of Delaware - laws, rules and regulations of practice, licensing requirements and examination.

TESTING

A minimum score of 70% is required on all exams & projects listed for graduation.

Written Exams

101N Life Skills	102N Science
103N Business	104N Client -Centered Experience
105N Natural Nails	106N Nail Enhancements
107N Nail Art	Final Exam

Practical Exams

Manicure Practical
Pedicure Practical
Tip Application Practical
Silk Wrap Application Practical
Sculpture Nail Practical
Polish Application Practical
Blood Spill Practical
Acrylic Nail Removal Practical

Projects & Requirements

Projects

Resume	Cover Letter
Portfolio	Service Menu

Requirements – Minimum # required to be successfully completed (minimum 70%) for graduation.

Manicures / Pedicures – 15
Artificial Nail Applications – 10
Marketing Posts – 10
Retail/Upsell – 3
Client Development – 5

CLASS PERIODS:

Class periods consist of:
Full time – 5 periods per day, Monday through Friday, 9am to 4pm
Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm.

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the schedule level, if they achieve the minimum

requirements for promotion. Promotion for level 1 to level 2 requires the actual completion of a minimum of 120 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations. This requirement must be met in order to participate in the student salon.

Shaving Program Outline
35 Clock Hours

Description: The shaving program is a crossover program designed to instruct Delaware licensed cosmetologists in the practice of shaving in order to obtain a certification on their cosmetology license to shave or for Delaware licensed cosmetology instructors to receive a certification on their cosmetology instructor license to permit them to instruct barber students in the state of Delaware.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

21. Perform the basic analytical skills and manipulative skills in the area of shaving.
22. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.
23. Practice proper infection control and safety procedures while performing shaving services.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, laboratory activities, and other related learning methods.

Grading procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-104	Excellent
80-89	Above Average
70-83	Average
60-73	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. In order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects.

Shaving Program Textbooks
Milady Standard Shaving, 2018; Cengage Learning, Clifton Park, NY 12065, ISBN 9781337620451

Units of Instruction:
Shaving Practical: 25 hours
Shaving Theory: 10 hours

SHAVING CURRICULUM OUTLINE

SHAVING – 25 clock hours
Procedures, use of implements and supplies, application, infection control and safety,

THEORY TOPICS- 10 clock hours

New Student Orientation- New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.

Know About Straight Razors

Show How to Hold a Straight Razor

Understand the Fundamentals of Shaving

Understand Facial Hair Design

Review Shaving Related Infection Control and Safety Precautions

Honing the Razor

Stropping the Razor

Handling a Straight Razor

Razor Position and Strokes Practice

The Professional Shave

Mustache Trim

Beard Design

Arching Technique with a Razor

Outline Shave

The Head Shave

Handing an Exposure incident

Employment Preparation and State Laws

Job Search- Resumes, Job interviews, Professionalism, Evaluating the salon, Job search skills.

State Laws – Licensure, State Rules and Regulations of Practice.

CLASS PERIODS:

Class periods consist of:

Full time – 5 periods per day, Monday through Friday, 9am to 4:30pm, 35 hours per week

Part time – 5 periods per day, Monday, 9am to 4:30pm, 7 hours per week

EXAMS AND REQUIREMENTS

EXAMS

A minimum score of 70% is required on all exams & projects listed below for graduation.

Written Exams

Mid Term Final

Practical Exams

Exam 1 Shaving with a straight razor Exam 2 Shaving with a straight razor

REQUIREMENTS

Minimum # required to be successfully completed (minimum 70%) for graduation.

Shaving -25

LABORATORY PARTICIPATION

Students may participate in the student laboratory after the midpoint of the program, if they complete a minimum of 17.5 clock hours and a passing score of 70% must is achieved on Exam 1: Shaving with a straight razor (practical examination).

Teacher Training I Program Outline

250 Clock Hours

Description- The Teacher Training I program is designed to train licensed cosmetologists in the basic skills required to obtain licensure as an instructor through the State of Delaware and for competency in job entry-level positions in the instructional field or a related career field. The program includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management, customer service, professionalism and applicable professional labor laws and regulations.

Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

24. Project a positive attitude and a sense of personal integrity and self-confidence.

25. Practice proper grooming, poise and effective communication skills.
26. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
27. Perform the basic analytical skills
28. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, instructor led self-evaluation, classroom presentations and other related learning methods.

Grading Procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.
Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-105	Excellent
80-89	Above Average
70-84	Average
60-74	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the student's own time in order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects

Teacher Training Program Textbooks
Mindful Teaching Pro, Digital, Mindful Teaching Filed Book, Print, Pivot Point International, Inc., Evanston, IL 60202

Program Levels
Level1 (4 weeks FT or 7 weeks PT, minimum of 120 hours required for promotion to level 2) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.
Level2 (5 weeks FT or 8 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Units of Instruction:
Orientation: 4 hours Practical laboratory management: 100 hours Classroom teaching & management: 100 hours
Theory, Laws & Testing: 46 hours

TEACHER TRAINING I CURRICULUM OUTLINE

ORIENTATION
New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.
THEORY
Mindful Teaching:
101 Answering the call – mindful teaching and you: Qualities of a mindful teacher, Responsibilities of a mindful teacher, Challenges of modern teaching, Qualifications for teaching, Employment opportunities.

201 Brain basics and learning: Brain-compatible learning, Attention, Memory, Retention, Transfer, Readiness phase: setting the stage for learning, Delivery phase: engaging thinking, Performance phase: supporting student ability, Transfer phase: adapting learning for future

301 Preparing to teach: Organizing the course syllabus, Prioritizing content, Developing learning outcomes, Benefits of using a lesson plan, Structure of a lesson plan, developing and evaluating the lesson plan.

401 Classroom Management: Managing the physical space, Deal with classroom disruptions, Recognizing Achievement, Promoting cooperation, Promoting responsibility, FAQ about classroom management

501 Instructional Methods: Fundamentals of instruction, Introduction of a lesson, lecture, Discussion, Demonstration, Application, Assessment, Questioning, Instructional support materials, Development and use of audio-visual aids, The four phases of mindful teaching, Activate learner interest, Connect to prior knowledge, Communicate expectations, Frame the content, Exchange ideas, probe with questions, Affirm understanding, Apply, Assess, Validate

601 Assessing Learner Progress: Why assessment matters, How an assessment system works, Assessment methods, Development, Feedback, Scoring and grading, Standardized achievement tests and licensure

701 The Art of teaching: Checklists and planning organizers, Presentation skills, Student salon supervision, Teaching strategies, Challenging teaching Scenarios, Special learning needs

Employment Preparation: Professionalism, Communication skills, Record keeping, Building a resume, Interview techniques, Job search skills,

LAWS-Licensure, State laws and regulations of practice.

TESTING

Written Exams- Mid- term, final

Practical Exams- Theory lecture, practical demonstrations

PRACTICAL LABORATORY MANAGEMENT

Grading procedure, Academic advising, Providing feedback on student performance, Proper operations, Instructor duties, and student performance requirements, Customer service, Computer, Check in.

CLASSROOM TEACHING & MANAGEMENT

Observing and participating in lectures and demonstrations, Observing and assisting student practical and workshops activities, Classroom grading procedures & rubrics, Academic advising, Creating student performance improvement plans, Delivering student performance feedback.

CLASS PERIODS:

Class periods consist of:

Full time – 5 periods per day, Monday through Friday, 9am to 4pm

Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm.

EXAMS and REQUIREMENTS

A minimum score of 70% is required on all exams listed for graduation.

Written Exams	**Practical Exams**
Mid- term Exam	Theory lecture
Final Exam	Practical Demonstration

Requirements – Minimum # required to be completed for graduation

Theory Lectures – 3

Practical Demonstrations - 3

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the schedule level, if they achieve the minimum requirements for promotion. Promotion from level 1 to level 2 requires the actual completion of a minimum of 120 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations.

Teacher Training II Program Outline

500 Clock Hours

Description- The Teacher Training II program is designed to train licensed cosmetologists in the basic skills required to obtain licensure as an instructor through the State of Delaware and for competency in job entry-level positions in the instructional field or a related career field. The program includes instruction in cosmetology arts and sciences teaching principles; student learning styles; professional curricula development; instructional planning; instructional methods and aids; student counseling and career assistance; test development; and classroom/clinic management, customer service, professionalism and applicable professional labor laws and

regulations.
Program Objectives: Upon completion of the program requirements, the determined graduate will be able to

29. Project a positive attitude and a sense of personal integrity and self-confidence.
30. Practice proper grooming, poise and effective communication skills.
31. Understand employer/ employee relationships and respect the need to deliver worthy service for value received.
32. Perform the basic analytical skills
33. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video DVD's and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Laboratory equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, discussion, demonstration, cooperative learning, individualized instruction, role playing, labs, instructor led self-evaluation, laboratory activities, and other related learning methods.

Grading Procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and minimum number of practical experiences. Academic learning is evaluated after each unit of study through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated.

Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school.
The numerical grading scale is as follows:

90-106	Excellent
80-89	Above Average
70-85	Average
60-75	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the student's own time in order to graduate, the student must obtain a minimum grade of **70%** on all written and practical exams and class projects

Teacher Training Program Textbooks
Mindful Teaching Pro, Digital, Mindful Teaching Pro Field Book, Print, Pivot Point International, Inc., Evanston, IL 60202
Program Levels
Level 1: (8 weeks FT or 14 weeks PT, minimum of 240 hours required for promotion to level 2) Introduction to instructing, includes instruction in basic teaching skills, classroom instruction and management and lesson plan development and presentation.
Level 2: (8 weeks Ft or 14 weeks PT) Continued instruction in classroom teaching and management. Instruction in professional development to improve educator performance.

Units of Instruction:
Orientation: 4 hours Practical laboratory management: 200 hours Classroom teaching & management: 200 hours
Theory, Laws & Testing: 96 hours

TEACHER TRAINING II CURRICULUM OUTLINE

ORIENTATION
New student information, School policies, Annual campus crime and security report, Drug & alcohol prevention program, VAWA training program. Distribution of program materials.

THEORY

Mindful Teaching:

101 Answering the call – mindful teaching and you: Qualities of a mindful teacher, Responsibilities of a mindful teacher, Challenges of modern teaching, Qualifications for teaching, Employment opportunities.

201 Brain basics and learning: Brain-compatible learning, Attention, Memory, Retention, Transfer, Readiness phase: setting the stage for learning, Delivery phase: engaging thinking, Performance phase: supporting student ability, Transfer phase: adapting learning for future

301 Preparing to teach: Organizing the course syllabus, Prioritizing content, Developing learning outcomes, Benefits of using a lesson plan, Structure of a lesson plan, developing and evaluating the lesson plan.

401 Classroom Management: Managing the physical space, Deal with classroom disruptions, Recognizing Achievement, Promoting cooperation, Promoting responsibility, FAQ about classroom management

501 Instructional Methods: Fundamentals of instruction, Introduction of a lesson, lecture, Discussion, Demonstration, Application, Assessment, Questioning, Instructional support materials, Development and use of audio-visual aids, The four phases of mindful teaching, Activate learner interest, Connect to prior knowledge, Communicate expectations, Frame the content, Exchange ideas, probe with questions, Affirm understanding, Apply, Assess, Validate

601 Assessing Learner Progress: Why assessment matters, How an assessment system works, Assessment methods, Development, Feedback, Scoring and grading, Standardized achievement tests and licensure

701 The Art of teaching: Checklists and planning organizers, Presentation skills, Student salon supervision, Teaching strategies, Challenging teaching Scenarios, Special learning needs

Employment Preparation: Professionalism, Communication skills, Record keeping, Building a resume, Interview techniques, Job search skills,

LAWS-Licensure, State laws and regulations of practice.

TESTING

Written Exams- Mid- term, final

Practical Exams- Theory lecture, practical demonstrations

PRACTICAL LABORATORY MANAGEMENT

Grading procedure, Academic advising, Providing feedback on student performance, Proper operations, Instructor duties, and student performance requirements, Customer service, Computer, Check in.

CLASSROOM TEACHING & MANAGEMENT

Observing and participating in lectures and demonstrations, Observing and assisting student practical and workshops activities, Classroom grading procedures & rubrics, Academic advising, Creating student performance improvement plans, Delivering student performance feedback.

CLASS PERIODS:

Class periods consist of:

Full time – 5 periods per day, Monday through Friday, 9am to 4pm

Part time – 4 periods per evening. Tuesday, Wednesday, Thursday, 5pm to 9pm; 6 periods on Saturday 8am to 3:30pm.

EXAMS and REQUIREMENTS

A minimum score of 70% is required on all exams listed for graduation.

Written Exams	**Practical Exams**
Mid- term Exam	Theory Lecture
Final Exam	Practical Demonstration

Requirements – Minimum # required to be completed for graduation

Theory Lectures – 3

Practical Demonstrations - 3

LEVEL PROMOTION

Students are promoted to the next level of the program at the completion of the schedule level, if they achieve the minimum requirements for promotion. Promotion from level 1 to level 2 requires the actual completion of a minimum of 240 clock hours. A passing score of 70% must be achieved on all scheduled practical examinations.

End of Consumer Information Catalog

Schilling-Douglas School of Hair Design
211 Louviers Drive
Shoppes at Louviers
Newark, Delaware 19711

schillingdouglas.edu
(302)737-5100