



HUTCHINSON
COMMUNITY COLLEGE

Cosmetology

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Hutchinson Community College

Main Campus
1-800-GO-HUTCH
620-665-3500

Campus Book Store
620-665-3517

Business Office
620-665-3509

Financial Aid
Dianna Torres
620-665-3568

Records Office
620-665-3530

Student Success Services
620-665-3564

Ag, Business, Computers and
Technology Department Chair
Jillene Cunningham
cunninghamj@hutchcc.edu
620-665-3479

Cosmetology at Hutchinson
Community College Clinic
620-662-5481
620-728-8106 fax

Cosmetology Program
Coordinator
Alex Hass
hassa@hutchcc.edu
620-662-5481

Cosmetology Trainers
Jeanna Esparza
esparzaj@hutchcc.edu
620-662-5481
Stevie Gulick
gulicks@hutchcc.edu
620-662-5481

Information Technology
Services (Tech Support)
620-665-3524

Online Education
620-665-3352

PURPOSE AND PHILOSOPHY

HCC Mission Statement

Expanding the tradition of excellence through learning and collaboration.

HCC Vision Statement

Hutchinson Community College will be the premier, two-year educational institution in Kansas, delivering accessible opportunities for learning, growth and improved quality of life.

HCC Values

- Teaching and Learning – HCC empowers students and other stakeholders to develop abilities, talents, and skills while assessing outcomes, celebrating achievements, and encouraging lifelong learning.
- Integrity and Social Responsibility– HCC contributes to the public good by demonstrating responsible institutional citizenship and treating people and organizations with equity, civility, and respect.
- Service and Collaboration – HCC provides a dynamic environment of active internal and external partnerships embracing the potential for innovation.
- Diversity – HCC celebrates the uniqueness of individuals, ideas, and forms of expression.
- Leadership – HCC fosters the development of and provides opportunities for leadership within the institution and the community.
- Responsiveness – HCC is future-focused, examining trends to better predict how conditions will change and innovating to better meet the mission-driven needs of our students and other stakeholders.

HCC Institution-Wide Outcomes

- I. Demonstrate the ability to think critically and make reasonable judgments by acquiring, analyzing, combining, and evaluating information.
- II. Demonstrate the skills necessary to access and manipulate information through various technological and traditional methods.
- III. Demonstrate effective communication through reading, writing, listening, and speaking.
- IV. Demonstrate effective interpersonal and collaborative skills.
- V. Demonstrate effective quantitative-reasoning and computational skills.

4.1

Purpose of Program

To create salon ready graduates. Our courses are designed to provide students with a solid foundation of knowledge on which to build a lifelong career and to give them the skills and techniques used in today's top salons.

Program Outcomes

Hutchinson Community College will create well rounded, effective and licensed cosmetologists. The student will proficiently demonstrate the following program outcomes:

1. Artistically integrate haircutting and hairstyling on all clientele types.
2. Manage hair color and permanent waving.
3. Formulate correct application of facials and skin care, shampooing and scalp treatments, and manicuring.
4. Employ salon success skills including marketing, salon customer service, sale of retail products, and developing client relations.
5. Utilize proper sanitation procedures.
6. Demonstrate appropriate workplace professionalism.

Kansas Board of Cosmetology

The Kansas Board of Cosmetology (KBOC) licenses individuals and facilities in the Cosmetology industry. Our facilities and instructors are licensed with the KBOC. Hutchinson Community College and our employees will follow the Statutes & Regulations of the Kansas Board of Cosmetology.

<http://www.kansas.gov/kboc>

714 SW Jackson, Suite 100

Topeka, KS 66603-3751

Phone: 785-296-3155 Fax: 785-296-3002

Students will complete a minimum of 1500 clock hours, reported to the KBOC on a monthly basis.

Ergometrics: <https://cosmetologykansas.com>

5.1

Pivot Point Curriculum

Our program has joined the worldwide network of Pivot Point schools. Pivot Point gives our students a link to the entire world of hairdressing. Learning not only the methods and practices of cosmetology, but also the artistic elements of hair and nails. We are one of over 2,000 member schools from around the globe. This curriculum provides more than learning one teacher's methods, through a proven system of design that works on all people all the time. With Pivot Point, students have access to the entire curriculum online through Pivot Point LAB. Supplementing classroom learning with online materials that are accessible from anywhere. <http://www.pivot-point.com>

5.2

Meet Our Staff

Jeanna Esparza, Cosmetology Trainer: Jeanna brings 18 years of experience as a cosmetology instructor. She actively works behind the chair to serve a large clientele in a local salon. Jeanna is a Sidney's Hairdressing College alum and licensed in Kansas cosmetology. Extensive knowledge of the Pivot Point curriculum, countless continuing education courses, and certified as Kansas Grand Master - CND nails and new hair trends are all strength she brings to the classroom every day. Email: esparzaj@hutchcc.edu

Alex (Wright) Hass, Cosmetology Program Coordinator: Alex serves as an academic advisor for the program. She earned her Bachelor's degree in Business Administration and has been a licensed cosmetologist since 2011 and instructor since 2012. Admissions and Financial Aid Directors were Alex's previous role with Sidney's Hairdressing College for 5 years. She teaches several important topics including most state boards, Kansas law, and salon business. Email: hassa@hutchcc.edu

Stevie Gulick, Cosmetology Trainer: She earned her cosmetology license in 2011. Stevie spent a year serving as a beauty supply sales associate and six years growing to manage a large clientele base with a local salon. Earning her cosmetology instructor license was a goal Stevie pursued while working full-time. Upon earning her instructor license in 2016 she transitioned in to a full-time teaching position. A few of the areas she specializes in are new trends, make up and men's hair design. Email: gulicks@hutchcc.edu

5.3

Facilities

This 10,000 square foot building is a state of the art, fully equipped facility for cosmetology training. It includes a clinical practice area with 13 work stations, 4 manicure tables, 5 pedicure thrones, 4 rolling hair dryers/2 dryer chairs, 6 shampoo bowls/chairs, 2 facial chairs/trays, and student lockers.

There are four large classrooms, a reception area, retail area, and a break room. Classrooms are equipped with multimedia set-ups: each containing flat screen TVs, whiteboards, tables/desks, cabinets,

and numerous smaller items (e.g., wax warmers, towel racks, sanitizers, rolling shelf bins, carts, tables, shelves).

Located at 200 East 3rd Avenue, Hutchinson, KS. There is ample attached parking available for students and clients. Students are responsible for securing the Hutchinson Community College parking sticker and adhering to college parking regulations.

The hours of operation are: Monday, Tuesday, Wednesday, Friday 8:00 a.m. – 4:00 p.m. and Thursday’s 10:00 a.m. – 7:00 p.m. Cosmetology courses will start twice a year: January and June.

6.1

Employment Demand

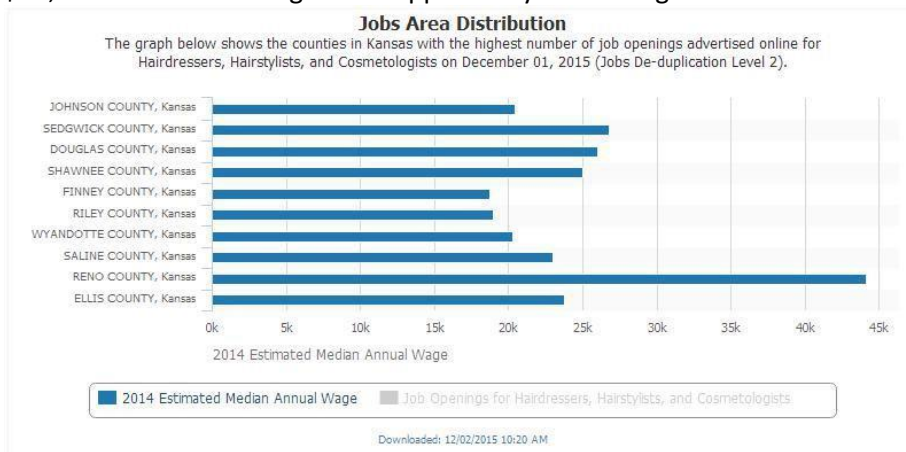
Long term Occupational Employment Projections for 2012-2022 estimate a 13% growth in employment opportunities for Hairdressers, Hairstylists, and Cosmetologists according to the U.S. Department of Labor Bureau of Labor Statistics, which labels this occupation as “Bright Outlook Nationally.” Although Occupational Employment & Future Employment Outlook for Kansas shows only an estimated annual average percent change of .6%, the number of active openings in Kansas is consistently in the hundreds. The median salary for this occupation is \$21,480. This growth is at or above the norm.

The Bureau of Labor Statistics show May 2014 State Occupational Employment and Wage Estimates for Kansas as follows:

Occupation code	Occupation title (click on the occupation title to view)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
39-5012	Hairdressers, Hairstylists, and Cosmetologists	detail	3,070	7.6%	2.260	0.89	\$10.33	\$11.83	\$24,610	4.1%
39-5092	Manicurists and Pedicurists	detail	110	26.4%	0.081	0.14	\$11.11	\$12.77	\$26,570	5.6%
39-5094	Skincare Specialists	detail	230	29.1%	0.169	0.60	\$12.48	\$14.90	\$31,000	7.8%

Source: http://www.bls.gov/oes/current/oes_ks.htm#39-0000

The Kansas Labor Information Center graph, below, illustrates a Cosmetologist median annual wage for Reno County (as of December 1, 2015) is estimated at \$44,085 compared to the state median of \$21,480. This is a lifelong career opportunity for our region.



Source: Kansas Labor Information Center, Kansas Department of Labor <https://klic.dol.ks.gov/vosnet/lmi/occ/ocsummary.as>

Cosmetology Courses

		Credit Hours	Minimum Contact Hours per Course
CO100	Cosmetology I	4	75
CO102	Cosmetology II	2	45
CO103	Hair Salon Services	7	203.25
CO104	Cosmetology III	2	52.5
CO105	Salon Services and Operations	3	89.25
CO106	Cosmetology IV	1	22.5
CO110	Cosmetology Service Techniques	3.5	101
CO112	Clinical Experience Foundation	6	270
CO115	Advanced Cosmetology Services	3	76
CO118	Clinical Experience Precision	5	225
CO119	Salon Clinical Experience	6	270
CO120	Complete Cosmetology Operations	2.5	73

7.1

Cosmetology Course Costs

Course Tuition: \$7,830

Books and Supplies: \$2,505

Total cost for cosmetology courses is \$10,335

7.2

Student Standards

Students in Cosmetology courses must have the following minimum abilities:

COGNITIVE

- **Observation** – Students must
 - Be able to observe lectures and demonstrations.
- **Communication** – Students must
 - Be able to use multiple communication techniques including verbal, nonverbal, written, group processes and information technology in order to communicate with instructors, peers, health professionals, patients and others.
 - Be able to speak, read and write in English
- **Intellectual/Conceptual/Integrative/Quantitative** – Students must
 - Read, understand and be able to discuss information from reading.
 - Acquire and apply information from classroom instruction, lectures, laboratory experience, independent learning and team projects.
 - Measure, calculate reason, analyze, evaluate, and process information

EMOTIONAL

- **Behavioral, Emotional and Social** – Students must
 - Possess the emotional health required for full use of his or her intellectual abilities.
 - Be able to function under stress.
 - Develop mature, sensitive and effective relationships with others.
 - Adapt to changing environments.
 - Work cooperatively with instructors, peers, health professionals, patients and others.

PHYSICAL

- **Motor Function** – Students must
 - Possess the skills necessary to carry out the procedures in their discipline.
- **Physical Endurance** – Students must possess
 - Physical stamina sufficient to complete assigned periods of clinical practice within allotted time frames specific to their discipline.
- **Safety Requirements** – Students must
 - Work with chemicals safely: in a well ventilated area, wearing a mask when necessary, wear protective gloves when being exposed to possible body fluids are likely.
 - Wash hands before serving any client.

8.1

STUDENT ADMISSION
Application for Admission

Students will follow college policy and procedures for admission. Hutchinson Community College is an open Admissions Institution. Students are admitted in one of the following categories: Regular Student, Ability to Benefit Student, International Students, Online, Non-US Citizen, Non-US Resident Student, Special Student, Guest Student, High School Student, Visiting Student, and Non-Credit Student. Students who have not submitted all required documentation are admitted on a provisional basis. Provisionally admitted students may enroll and attend classes pending receipt of transcripts and other required documents, but cannot be certified for participation in activities, or receive financial aid. Students remain on provisional status until all required documents are certified by the Director of Admissions.

Once admitted, students retain their admission status in the category in which they were originally admitted unless the student seeks to change his or her status. If a student seeks to change his or her admission's status, he/she should contact the HCC admissions office in order to be re-admitted. The college seeks to regularly update student information found on the admissions application.

Students must complete our online application (<https://cms.hutchcc.edu/admapp/admapp.aspx>) and provide an official high school transcript or GED.

Furthermore, the KBOC does not allow ability to benefit students or students with high school diplomas from non-accredited agencies to sit for the licensure exam, therefore students in these categories will not be allowed to enroll in cosmetology courses. Possible reasons for an unapproved high school diploma could include:

- No recognized state authority
- No attendance requirement
- Limited curriculum or no instructors
- False information
- Diploma given for free within a short time frame
- Diploma time/place is inconsistent with student information
- Diploma sold for a fee without any proof of work

The final authority for validating a high school diploma rests with HCC and KBOC. It is not eligible for appeal.

Provide a copy of a valid government issued photo identification to the Cosmetology Program Coordinator.

Felony Conviction

If you have a felony conviction, the Kansas Board of Cosmetology may deny licensure in Kansas. Background checks will be run on every student but it is the students' responsibility to first disclose that information to the program coordinator. Failure to do so could result in the student losing hours if their apprenticeship license application is denied. Applicants only have to report felony convictions. They must report all felony convictions even if they did not occur in Kansas or they do not appear on a background check. Applicants do not have to report pending felony charges or convictions that have been expunged or pardoned. You must complete the felony review process as outlined on the Kansas Board of Cosmetology web site (<http://www.accesskansas.org/kboc/FelonyReview.htm>). Once the checklist (<http://www.accesskansas.org/kboc/FelonyChecklist.htm>) and all the required forms have been submitted they will be reviewed by the Boards Disciplinary Panel and make a decision to approve or deny. All approved applications will immediately be issued a license without the need for a hearing. If the applicant is denied, an order will be issued and the student must request a hearing.

9.1

Background Screening

Following KBOC felony restrictions, students will also be required to complete a background check. This background screening will be part of the application process for admission to cosmetology courses. Screening will be covered by a student fee.

Unsatisfactory Results

Failure to pass a criminal background check may prevent an applicant from being admitted to the program based on KBOC requirements.

Record Keeping

All criminal background information will be kept in confidential electronic files by the investigating agency and archived for at least seven years. The program coordinator will have access to these files.

Student Rights

If the student believes their background information is incorrect, they may choose to exhibit the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in cosmetology courses until the matter is resolved.

Consent for Release of Information

Students will sign a release form that gives the program director the right to receive their criminal background check information from the investigative agency.

9.2

Application for Federal Financial Aid

In order for a student to receive any Federal Financial Aid (loans or grants), the Free Application for Federal Student Aid (FAFSA) must be completed online at <http://www.fafsa.ed.gov>. HCC's school code is 001923. Student should contact the Financial Aid Department with any questions regarding financial aid.

Admissions Student Checklist

- Schedule a tour with the Cosmetology Program Coordinator.
- Fill out the Admissions application at <https://cms.hutchcc.edu/admapp/admapp.aspx>.
- Contact your academic advisor and set up an academic planning session to get enrolled for classes.

- Once enrolled, login to DragonZone and confirm your intent to take classes. Look for any remaining information that needs to be submitted to complete your file (this could include things such as high school/GED transcript, other college transcripts, ACT scores, etc.).
- Fill out your FAFSA at <http://www.fafsa.ed.gov> using the school code 001923. Allow 2-3 weeks for your FAFSA to be processed.
- Provide a copy of your valid government issued photo id to the Cosmetology Program Coordinator.
- Sign and return background screening form to the Cosmetology Program Coordinator.
- Attend Cosmetology Orientation before class begins. Review paperwork for your KBOC Apprentice Application.

10.1**Apprentice Application**

The college will work with each student to submit their apprentice application for approval by the KBOC. The student's information must be entered correctly. The licenses are printed from information provided on the apprentice applications. If an incorrect license is printed due to an error on the application, the student will be required to submit a new apprentice license application and fee; this may also cause the apprentice application to be considered late. When a late application is received, the start date for enrollment is adjusted to fifteen days prior to the date the complete application was received by the Board. All hours earned prior to the adjusted start date are denied and must be recompleted by the student.

Student Checklist

- Application is typed
- Attach government issued photo identification
- Request your accredited high school diploma/GED be send directly from your school/awarding agency to the KBOC for approval.
- Payment included
- Felony Questions – Must be answered and date of conviction must be listed. The Felony Conviction Disclosure Form, Felony Monitoring Form (if applicable) and court documents must be submitted with the application.
- Student reviews the application for any errors before signing.

College Checklist

- Have each student check their apprentice license for accuracy.
- Pay the apprentice application fee to the Board.
- Maintain a copy of each student application.
- Maintain a list of all students with a column for the date the application was sent to the Board and a column for the date the apprentice license was received by the college.
- Immediately contact the Board if any information is incorrect.
- Enter the students in Ergometrics and appropriately adjust start dates for late applications.

A Cosmetology student must have 320 hours of training before working on the public.

A Nail Technology student must have 70 hours of training before working on the public.

An Esthetics student must have 130 hours of training before working on the public.

10.2**Application to Receive License**

Upon completion of the 1500 hours of training, the college will work with each student to submit their application to receive license to the KBOC. High School education documents are required for applicants. These documents cannot be accepted from the applicant or from the college the applicant is attending for training. It is the student's responsibility to contact the high school from which they

graduated and have the school forward to the Board office a copy of their high school transcript which lists their date of graduation. If they did not graduate from an accredited high school, they may meet this requirement by having a copy of their graduate equivalent diploma (GED) transcript submitted. They will need to contact the testing facility or the State Board of Education form which they attained the GED and request a copy of the GED transcript be forwarded to the KBOC. Transcripts may be faxed to 785-296-3002, emailed to kboc@kboc.ks.gov or mailed to Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603.

Kansas Statutes Annotated 65-1905(a) allows for a cosmetology student to take the written exam once they have completed 1,000 hours of training. Taking the written exam at 1,000 hours is not mandatory. Cosmetology students must complete a minimum of 1,500 training hours/ 45 credits, pass all three portions of the KBOC Cosmetology exam (written, practical and blood spill) and submit a completed licensure application.

Once the scores are posted online, licenses are issued to those individuals who have passed all three portions of the exam and submitted a complete licensure application. If any portion of the application is incomplete a notification will be sent via letter or email to the student information them the Kansas Board of Cosmetology has been notified by the testing company, Ergometrics, of their successful completion of the licensure exams. The notification will list the item still needed to complete their application with specific directions on how the item(s) are to be submitted. Once the application is complete the license will be mailed to the applicant at the address on the application.

Two valid state issued ID's are also required by the KBOC to sit for licensure exam. The list of acceptable ID's include: US or foreign driver's license-valid or expired within 1 year, US armed services ID card-with photo and signature, US VA ID card-valid with photo, US or foreign passport, Federal or state employee card-valid and shows signature and photo, State issues ID card with photo-expired within one year, Immigration ID-valid with signature from US citizenship and immigration service, US certificate of citizenship or naturalization-with signature and photo, US permanent resident card-valid with your signature and photo, Tribal ID card, Certified birth certificate-original or certified document, Social security card (not laminated) or tax payer ID letter, Certified birth registration card, US visa-valid or expired within one year, Voters card, Medicare card, or Social security administration receipt of name change/replacement card.

Students wishing to work in a salon after graduation and prior to taking their State Board exams need to apply for a temporary permit from the KBOC. **No one is allowed to work in a salon until they have received their permit in the mail.**

Before the college can forward your papers to the State Board, you are required to have all holds removed from your account and pay any charges for services or supplies that are past due.

11.1

Transfer of Hours from another School, State or College

The HCC Prior Learning handbook will be followed for credit for any prior learning.

Students may request that the cosmetology hours they obtained from another state be sent directly to the college. Upon review using the Prior Learning handbook, the college will complete and submit the Transfer of Training form applicable to the license type with the training documents to the Board office for approval. The Board will provide written notification of the approval or denial of this request.

Accommodations

Any student who has a documented disability and wishes to access academic accommodations (per the 1973 Rehabilitation Act and Americans with Disability Act) must contact the HCC Coordinator of Disability Services, at 620-665-3554, or the Student Success Center, Parker Student Union. The student must have appropriate documentation on file before accommodations can be provided.

12.1

Requirements for Satisfactory Academic and Clinical Progress

Students must meet the college requirements for satisfactory academic progress. Refer to the HCC catalog sections on “Satisfactory Progress” and “Academic Probation and Dismissal”.

Students must receive a “75%” or above in cosmetology curriculum courses in order to continue. Within each course the following requirements must be met:

- a minimum of 75% average on theory as defined in each course
- a minimum of 75% average on clinical work
- satisfactory performance in the clinical areas as defined by the clinical evaluation tool
- Compliance with any Learning Contract(s)

If the student fails to meet the above requirements, he/she will fail the course and will not be allowed to continue cosmetology courses. Failing a cosmetology course(s) at the end of the semester will result in the student needing to reenter a future offering of that course; rendering them unable to progress to the next semester of cosmetology courses.

Performance in the Clinical Area

Each student has the responsibility to come to the clinical area prepared for that day’s learning experience. The amount of preparation is determined within each course. The faculty has the responsibility to evaluate each student’s preparation for the clinical learning experience. Any student who, in the instructor’s judgment, is not sufficiently prepared to provide safe client care will not be allowed to remain on the clinical area.

Students are responsible for meeting the course outcomes as outlined in the Clinical Evaluation Tool.

Students successfully completing a cosmetology course must demonstrate the ability to: 1) minimally meet the course outcomes; 2) build on concepts learned in previous courses; and 3) apply concepts learned in theory to practice. Students having difficulty meeting the clinical objective will be counseled and have a contract established. The contract will list corrective actions required to complete the clinical outcomes. Contracts must be fulfilled to progress through the program.

Student’s progress toward meeting course objectives is documented through formative/summative evaluation by clinical instructors on the Clinical Evaluation Tool. Students have an opportunity to evaluate their clinical performance on the Clinical Evaluation Tool as well as to respond to instructor comments.

The student’s assignment in clinical will be terminated when, in the instructor’s professional judgment, the student’s behavior or health presents a potential risk to clients.

Learning Contract Policy

Instructors may initiate a learning contract with a student. The terms of the contract will be individualized to each student situation.

A contract may be initiated for the following reasons:

- Failure to achieve competencies in any course outcomes
- Failure to meet clinical and/or classroom commitments
- Excessive clinical and/or classroom absences
- Unprofessional or inappropriate conduct in classroom or clinical

The appropriate coordinator and faculty will counsel the student to identify the concerns prior to establishing the contract. The faculty will establish the terms of the contract. A copy of the signed contract is given to the student. The original is filed in the student cosmetology record.

An outstanding contract at the end of the semester may result in the student being unable to progress to the next semester.

**Hutchinson Community College Cosmetology
Learning Contract for Corrective Action in Theory/Clinical**

Student Name _____ **ID#:** _____

Description of Concern: (Details)

Corrective Action: (Details)

The following steps must be taken to meet program objectives:

Instructor Signature: _____ **Date:** _____

Student Comment:

I understand that in order to continue successfully in the program, I must complete the corrective steps listed above.

Student Signature: _____ **Date:** _____

Failure to sign will result in dismissal from the program.

Grading Policy and Standards

The program adheres to the following schedule for the determination of letter grades:

A	100-96
B	95-90
C	89-82
D	81-75
F	74-0

Anything below a 74% fails to meet the minimum course objectives.

Grades and Grade Reports (*HCC Policy 1015*)

Grades of A, B, C, D, F (Failure), I (Incomplete) and P (Pass) and designations of R (Re-enrollment), W (Withdrawal) and Credit/No Credit are used. Final course grades are made available online through HCC's virtual campus. At their discretion, college officials may send students other reports.

Incomplete Grades

Instructors may give a student a grade of Incomplete (I) under the following conditions:

1. The student must initiate the request prior to the time final course grades are submitted to Records.
2. The request must be made because of an emergency, illness or otherwise unavoidable life-event.
3. The instructor must agree to the request before a grade of incomplete can be submitted.
4. A written contract between the instructor and student, signed by both, will document the work required and date needed to complete course work.
5. If a student does not complete the course requirements within the timeframe established by the instructor, a grade of "F" will be recorded on the student's transcript at the end of the following semester.

15.1

Attendance Policy

The nature of the content and experiences within the curriculum require attendance in class, lab and clinical. The college expects all students to attend all classes in which they are enrolled; however, if a student must be absent, they should make arrangements in advance of the absence with their instructor(s). Students absent as official college representatives are not counted absent but must make advance arrangements with the instructor to complete the work.

Absences from any announced test must be discussed in advance with the instructor. If there is a valid reason for the absence, arrangements will be made for the student to take the exam prior to the absence. Students who are absent are expected to contact their instructor by the end of the class day to find out any work that needs to be made up and the due date for that work. Anything turned in after the instructor mandated due date will not be counted for credit.

If you accumulate 51.76 hours (7 days) of absences your instructor will send you an irregular attendance warning. After the attendance warning has been sent the instructor may withdraw the student from the class resulting in the grade of "W". If the instructor chooses not to withdraw the student, the earned grade will be issued and the last day the student attended the class will be recorded.

Attendance is mandatory. You must contact your instructor before 8:00 a.m. if you are going to be late or have an unexpected absence. If you have two events where you have not reported your absence by 8:00 a.m. (no call, no show) you will be warned for irregular attendance. If there is a third no call, no show you may be dropped from cosmetology courses. Your instructor must be notified before 8:00 a.m. or in advance whenever possible. There are no excused absences (other an official HCC events).

1500 Training Hours

Hours are logged weekly and reported to the KBOC monthly. Students are required to make-up hours missed. There is only a limited amount of makeup hours offered each semester. It is the student's responsibility to arrange for their make-up date with their instructor. Make-up times will be established at the discretion of the instructor. Students must have make-up hours completed before the end of the course or the student will not be allowed to continue to the next course. This may affect financial aid.

Any student that fails to make-up all the time missed in any course will automatically fail that course. Students missing more than 74.5 hours (10 days) per semester may receive an "I". Students who meet the criteria (*HCC Policy 1015*) to receive an "I", must agree to a contract for all remaining make-up training hours. This contract will be established between the course instructor and student. It will include a new due date for completion and a list of the hours for completion will be outlined on the HCC Contract for Granting an Incomplete Grade form. The student will be billed at a rate of \$6.90 per training hour for outstanding training hours (hours beyond 74.5 hours (10 days) of absences). If the contract is successfully completed the instructor will submit the HCC Grade Change form to the Department Chair for the "I" to be updated to the earned letter date for the course(s). If a student receives an "I", and they do not fulfill the incomplete contract, they must reenter a future offering of that course and the "I" will become an "F" on their transcript. Please note both "I" and "F" grades may jeopardize the student's financial aid. The student will be charged for these additional hours. A grade of incomplete "I" must be removed before beginning the next semester of cosmetology courses.

Hours accumulated by attending further education classes (approved by KBOC) or client overtime will count toward the 1500 cosmetology training hours. These hours cannot be used to decrease any missed hours (absences) in the program.

16.1

Late Work Policy

The instructors believe the coursework, labs and clinic involvement are valuable learning experiences. When work is missed or late the value of this learning experience decreases.

Students who know they will be absent the day an assignment is due or the date of a test are expected to complete the work prior to being gone. Failure to make these arrangements will result in a zero on the work.

No partially complete work is accepted for a grade.

In the case of an unexpected absence, that could not be pre-arranged, students are expected to contact their instructor by the end of the class day to find out any work that needs to be made up and the due date for that work. Anything turned in after the instructor mandated due date will not be counted for credit.

16.2

Academic Appeal or Course Grade Appeal

Hutchinson Community College policies 1001 and 1025 will be followed for any academic or course grade appeals.

16.3

Withdrawal from a Course (*HCC Policy 1035*)

Complete Withdrawal from the Institution

Registered students, who are within the published withdrawal date, who wish to withdraw completely from the institution, should log in to DragonZone, navigate to their course schedule, and click the Withdrawal button for all courses listed. Students are officially withdrawn and receive the designation of

"W" immediately. Refunds to students who complete this transaction will be awarded according to the refund policy (*HCC Policy 1049*) as listed in the catalog.

Emergency Withdrawal

After the withdrawal period has ended, requests for emergency withdrawal must be submitted in writing by the student making the request to the Vice President of Academic Affairs. The request will be reviewed, and the decision will be returned to the student within 30 calendar days.

Course Withdrawal

This withdrawal process becomes effective immediately after the period allowed for schedule changes.

Registered students wishing to withdraw from a course must do so on or prior to the date that corresponds to 80 percent completion of the course. The withdraw date is published on the schedule. Students who complete this transaction will receive the designation of "W" for the course. To complete the withdrawal procedure, students will log in to Dragon Zone, navigate to their course schedule, locate the course they wish to withdraw from, and click the Withdraw button. Students are officially withdrawn immediately.

Students who are participating solely in clock-hour programs will receive the designation of "W" during the withdrawal period only if they have not completed any of the program's specific courses in that term. Grades will be recorded for completed courses.

Any student who withdraw or are withdrawn from a cosmetology course will have their last date of attendance reported to the KBOC. Students hours will be placed on hold and not eligible to be released to other schools until all student holds have been released. All personal items must be picked up from the school within 30 days of the withdrawal. After that 30 days they become the property of the college and will be disposed of as seen fit.

17.1

Standards of Conduct for Students Policy (*HCC Policy 1047*)

Students are expected to comply with the Hutchinson Community College Student Handbook (<http://www.hutchcc.edu/docs/SSC/2016-17-HCC-Student-Handbook.pdf>), Standards of Conduct for Students policy (<http://dz.hutchcc.edu/ste/>), and the following cosmetology general rules of conduct below:

- Students must follow the rules, regulations and laws set forth by the KBOC and the college. These rules are designed to protect everyone involved.
- KBOC requires each student to maintain a current copy of their time sheets. A completed copy of a current time sheet will be required weekly.
- Professional conduct is expected of students and staff. Conduct yourself in a professional manner by: not using profane or inappropriate language, not stealing from the school or another student/staff/client, not making sexually oriented remarks or gestures to anyone, by wearing proper school clothing, arriving to school early and ready to being the day at the schedule time.
- In the field of cosmetology, you will be working in close proximity to many people. It is imperative that you obey all rules of personal hygiene and good grooming. All students must arrive in clean, wrinkle free uniforms and shoes. Hair must be clean and appropriately styled, cosmetics properly applied for daytime wear, fingernails neatly manicured.
- Each student is responsible for the cleanliness of his or her own chair, station and surrounding work area. To meet sanitation hours required by the KBOC, each student is also responsible for any assigned daily clinic duty. In a salon, or work place, you will be expected to help keep the area neat and clean.

- No smoking, excepted for designated smoking areas.
- School hours are for educational advancement. Students are not allowed to conduct personal activities (such as sending personal messages, reading non-related magazines or books, etc.) that are not considered part of the curriculum.
- The college is not responsible for lost or stolen property. Use the lockers to secure your belongings.
- Any student caught stealing supplies or equipment will have discipline/dismissal according to the Student Code of Conduct.
- Borrowing equipment from other students should be kept to a minimum. Never borrow without permission. It is the student's responsibility to be prepared with an ample kit of supplies. There will be occasional kit checks to be sure minimum equipment is being maintained by each student.
- In order to keep the facilities in the best shape possible (including walls, floors, woodwork, and equipment) it is important that each student be as careful as possible not to mark or deface things.
- Place cigarettes and trash in the proper containers in all areas of the school.
- **Students are never allowed to refuse service to a customer.** If, for some reason, you cannot service a client, **do not** indicate that in front of the client or reception desk. Get an instructor and explain the situation to them privately (away from the client and reception desk). Let the instructor help take care of the situation. Don't ask the student receptionist to change an appointment for you. An instructor is the only one authorized to change or move appointments.
- When you are called to the reception desk to be assigned a client, go immediately, smile, be pleasant and act professionally. A good attitude and personality shown toward your work, your clients and your fellow students or cosmetologist is one of the most important qualities of a successful cosmetologist. Be courteous at all times. Give your full attention to your client and the services you are performing. Do not interfere with another student and their client or the conversation between them.
- Students working the reception desk shall not give out any information on any instructors or student in the program.
- The college phones are for business use. Students will not be called to the phone unless for an emergency reason. Cell phones are not allowed on the clinic floor or outside of the break area. Each instructor may have additional cell phone policies for the classroom. Anyone breaking the cell phone policies in the classroom or on the clinic floor will be sent home and marked as absent.
- Emotional outburst and insubordination will not be tolerated. If you are unhappy about something that is happening or has happened, keep calm and explain the problem privately to your instructor or the program coordinator. Get the facts and report them accurately. Outbursts, arguing or insubordination usually only compound the problem rather than solve it. Students who cannot control their emotions may be asked to leave for the day and be counted as absent.
- The parking area located in front of the cosmetology building is for salon customers. Students must use the east three rows of the parking lot. The two rows next to the building are for clients.
- The breakroom is available daily for students to use for lunch and breaks. Students must clock out during lunch break. Lunch break is 45 minutes long every day. The course instructor will assign lunch times. Students should notify their instructor if an early or late lunch is required/requested. Even though there are students assigned to the break room as a duty, it is the responsibility of each student to clean up after themselves. All waste paper and containers should be immediately deposited in the wastebasket. Student should take any leftover food or drinks home with them daily. The refrigerator will be emptied at the end of each week. All items left behind will be thrown away. Because of the limited space available, please do not place coolers or other insulated carrying cases in the refrigerator. A microwave is available for warming food (not cooking from scratch). If you splatter or spill food in or around the microwave, please clean it up.

Dress Code

Dressing, looking and acting professional are all very important qualities in the field of cosmetology. All students must adhere to the following guidelines or the student will be sent home and marked as absent:

Dress code is black, white or gray.

Shirts

- Wear black, white or gray shirt of their choice. Can be solid or patterned.
- No t-shirts, sweatshirts or shirts with hoods allowed.
- The shirt must be clean and free of stains.
- HCC logo shirts may be worn on Friday's.

Bottoms/Skirts

- Wear black, white or gray slacks/skirts of their choice.
- All garments must have a finished hem (no frayed ends).
- The skirt hemline must be no shorter than 4 inches above the kneecap (while standing).
- Pant bottoms should not drag on the ground.
- The following are not allowed: jeans, skorts, shorts, ribbed cuffs, draw strings or ties at the ankles, fleece lined pants, sweats or other athletic type pants (including nylon pants, yoga pants, jeggings, cargo pants or overalls).
- Leggings are allowed provided that they are covered by a top that reaches at least mid-thigh. If leggings are worn, a shoe that "lifts the heel" is required.
- Capri pants (for females) are allowed for summer wear (from Memorial Day through Labor Day).

Shoes

- Dress shoes or flats may be worn and can be any color or style, but must be covered toe.
- All shoes should be clean and free of holes and stains.
- Tennis shoes may be black only.
- Open toed shoes or sandals are allowed from Memorial Day through Labor Day.
 - Keep in mind that if sandals are worn they should be 'dress' sandals, of the type one would wear to a nice restaurant or wedding.
- At no time are flip flops (defined as shoes that are secured only at the front) allowed.
- No crocs are permitted.

Hair

- Hair should be styled and dry before checking in for the day. Styled hair means you must have some evident style, flat ironed or curled and must appear clean. Your look for the day must be established prior to the beginning of each day.
- If wearing your hair up, it must be considered an up-do (secured by bobby pins).
- No ponytails allowed.
- Hair ornaments should be professional and appropriate with hairstyle.
- No sweat bands, do rags, hats or sport head bands are allowed.
- Decorative head bands are permissible.

Makeup (female)

- As a minimum brow must be defined or lip color worn.
- Eyeliner, mascara and cheek color must be worn.

Facial Hair (male)

- Be clean shaven if a beard or mustache is not worn.
- Keep beards or mustaches clean and neatly trimmed.

If the dress code is not met, the student will be notified by the instructor and clocked out until they are in compliance with the dress code for the day. Any time missed will go against the student's absence

hours and must be made up. This will also affect the student's professional grade for the day. If a violation is repeated the student will be sent home and recorded as absent for the day.

20.1**Salon Services**Cut, Style:

Shampoo & Dry \$5.00	\$5
Kids Cut (5 & Under) \$7.00	\$7
Shampoo, Cut, Blow Dry \$11.00	\$11
Shampoo, Cut & Style \$16.00 and up	\$16 and up
Shampoo Style \$11.00	\$11
Up-Do's/Flat Iron Style \$25.00	\$25
Braiding \$15.00 min/person/hour	\$15

Texture Services:

Perm Wave (short hair) \$45.00	\$45
Perm Wave (long hair/specialty wraps) \$60.00	\$60
Curl Remover \$50.00	\$50
Straightening System Individually Priced (\$70+)	\$70 and up

*Texture services include a cut & style at no extra cost

Color Services:

Permanent Color Retouch \$35.00	\$35
Demi Permanent Color Retouch \$30.00	\$30
Color Retouch/Refresher \$50.00	\$50
One Color Weave \$55.00	\$55
Two-Three Color Weave \$65.00	\$65
Area Lite (up to 12 foils) \$30.00	\$30
Color Remover Individually Priced	

Services for a Cosmetology Student

Students may give and receive services after procedures are approved by the instructor. Client appointments will come first. Each service authorized will be given a maximum time for completion. Students are expected to pay for the cost of their service on the day it is received. Students are not allowed to bring outside products in to use on each other or clients. If a student is in the process of styling hair on another student and they are needed for a clinic customer, they will stop working on the student and serve the clinic customer.

All over color (4oz application)	\$10
All over highlight	\$12
Toner	\$6
Area light	\$8
Individual foils	\$1/each
Extra color	\$6
Facial	\$7
Wax	\$2.50
Shellac Polish	\$5
Polish change	\$2
Deluxe pedi	\$12

Express pedi	\$7
Deluxe mani	\$12
Express mani	\$7
Haircut	\$0
Shampoo Style	\$0

All color applications are based on 4oz of color

Cosmetology students also receive a 40% discount on product.

Services for Students' Family

Students will be allowed to perform all services on their family at 40% off of regular clinic price. No other discounts or coupons will apply (school special, senior citizen discount, etc). The following people are eligible for this price adjustment: students' parents/step parents, brothers, sisters, grandparents, children, spouse/fiancée and parents/brothers/sister in-laws. Relatives must declare their relationship when they sign in at the reception desk. If the student is assigned a non-relative client before a relative arrives, they must complete services on the non-relative first. The same family member can receive discounted services a maximum of two times per month.

Students may be asked to bring in a model for certain services. The only charge for a model is a product fee.

Services for HCC Students and Employees

All HCC students and employees with a current ID will receive a 30% discount off their total ticket. There is no limit on how many visits they can make. No other discounts or coupons will apply (school special, senior citizen discount, etc). The following people are eligible for this price adjustment: student, employee, employee's children, employee's spouse/fiancée. Relatives must declare their relationship when they sign in at the reception desk. Employees may choose to instead receive the monthly special.

21.1

Video/Voice Recording Lectures

Regular class attendance is expected in accordance with the College's academic policies. Class lectures, discussions and other activity may not be recorded in either audio or video format without the instructor's prior written approval.

Students, with written permission of the individual faculty member, may voice record class lectures for only their personal study. Students may voice record class lectures for their personal study with the written permission of the individual instructor. Lectures recorded for this purpose may not be shared with other people without the consent of the lecturer. Voice recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Information contained in the voice-recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

21.2

ACADEMIC HONESTY POLICY (HCC Policy 1002)

Students who engage in academic dishonesty bring discredit upon Hutchinson Community College as well as themselves. HCC students are thus required to maintain honesty in their academic pursuits. The administrators and faculty at Hutchinson Community College require students to do the following:

1. Submit examinations, themes, reports, drawings, laboratory notes and other work that represent the students' best efforts without cheating, plagiarizing, or misrepresenting.
2. Provide all academic records such as transcripts and test scores that are free of falsification, forgery or alteration.
3. Refrain from participating in the academic dishonesty of any person.

Sanctions for Violation: Students suspected of engaging in academic dishonesty may be charged in writing by the instructor and be subject to failure of the work in question and/or failure and dismissal from the course in which the dishonesty occurs. Students failed and/or dismissed by an instructor from a course as a result of academic dishonesty will not be allowed to take a "W" for the course. Instructors may also recommend to the Vice President of Academic Affairs that such students be dismissed from the program and/or the institution.

Students charged with academic dishonesty have the right of appeal and are assured of due process by the institution *through the Academic Appeal process*.

22.1

**Substance Abuse Policy (HCC Policy 1036)
Alcohol & Drug Policy and Prevention Program**

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Hutchinson Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol (as defined in these Acts) by a student or employee on college property or at any college event or activity.

No alcohol is allowed on college property or property controlled by the college without the prior written approval by the Board of Trustees.

Residence halls, student clubs and organizations may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to the HCC Disciplinary Policy (*HCC Policy 1047*) and the sanctions included in that policy. The Disciplinary Policy is located at <http://www.hutchcc.edu/catalog/policy/?id=47> Violations of this policy by students will be reported to the Vice President of Student Services and to law enforcement officials.

22.2

Counseling Services

Counseling and guidance from instructors may be provided in the area of academic study and clinical practice. Recognizing the impact of life skills and personal problems on the success of students a professional counselor is available on Main Campus, located in the Parker Student Union.

- A student may schedule a conference with a faculty member at the convenience of both parties.
- Faculty reserve the right to schedule a student for a conference as necessary for the welfare of the student and/or program.
- Students may seek the Guidance & Counseling services independently or may be referred.

For a complete list of available student services, visit <https://www.hutchcc.edu/catalog/services-for-students>.

22.3

College Policy on Nondiscrimination (HCC Policy 1089)

Hutchinson Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant

for employment, student, or applicant for admission on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately remedied by the College according to the procedures below.

Disclaimer/Notice [Based on 'Sample Notice of Non-Discrimination' provided by Dept. of Ed's Office of Civil Rights, August 2010]

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:

*Coordinator of Equity & Compliance
1300 N. Plum
Hutchinson, KS 67501
(620) 665-3500
equity@hutchcc.edu*

23.1

DISCLAIMER

The program reserves the right to make changes in the course with proper notification to all participants and college officials.

**HUTCHINSON COMMUNITY COLLEGE
COSMETOLOGY PROGRAM**

***PROGRAM CONTRACT**

I signify I have read and understand the contents of the HCC Cosmetology Handbook and the HCC Student Handbook (<http://www.hutchcc.edu/docs/SSC/2016-17-HCC-Student-Handbook.pdf>). I have had the opportunity to question any policy and/or procedure until it has been explained to my satisfaction.

I realize it is my responsibility to send my official high school transcript/GED directly to the KBOC for approval.

I understand that I am required to provide two forms of government issued identification to KBOC to sit for license examinations.

I agree to abide by the established policies and procedures set forth in this handbook, Hutchinson Community College Student Handbook, Kansas Board of Cosmetology and cosmetology course syllabi.

Print Name _____

Signature _____

Date _____

***Contract reviewed annually.**