



**Dudley**  
*Beauty College*

**CATALOG**  
**2022**

**2031 Rhode Island Ave NE**  
**Washington, D.C. 20018**

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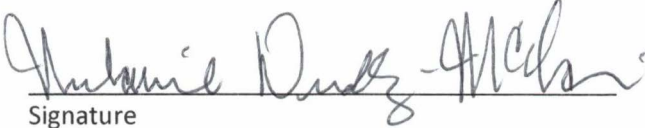
**Catalog Certification**  
**Bulletin of Dudley Beauty College**

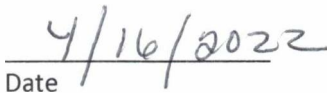
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Academic Years 2022-2023

April 2022

I Melanie Dudley-McClain, Executive Director of Dudley Beauty College, do hereby certify the attached current catalog of the Institution to be true and correct, including all content and policy.

  
Signature

  
Date

Mrs. Melanie Dudley-McClain  
Executive Director, Dudley Beauty College  
2031 Rhode Island Avenue, NE  
Washington, DC 20018  
[www.dudleybeautyschool-dc.com](http://www.dudleybeautyschool-dc.com)  
202-269-3666

## **WELCOME**

You are now embarking on your new career, and you've chosen to study in a school that utilizes a carefully developed and extensively tested teaching system designed by Pivot Point International and Mind Tap by Milady. Both systems of teaching will help you acquire a great deal of specialized knowledge.

**STARTING NOW**, you will need to develop many specific skills. **STARTING NOW**, you will need to develop habits of dependability, responsibility and being cooperative. **STARTING NOW**, you will need to practice, practice, and practice until every service performed and technique learned is performed perfectly.

When your training is completed, you will need to pass a written examination specified by the District of Columbia Board of Cosmetology Examiners. Students who are diligent in their attendance, studies and practical assignments will be more confident in taking the State Board Licensure Exam.

**STARTING NOW**, you will accomplish these goals by working consistently, acquiring additional knowledge and skill mastery every day so you can begin to earn a better living for yourself and gain the recognition and respect in the profession you have chosen. Your primary objective should be to become a salon professional in the shortest time possible.

Each Instructor in the Dudley Beauty College will provide you with a superior, extraordinary level of education. Their skills and professional attitude will prepare you for a successful career in the exciting and rewarding field of cosmetology.

## **HISTORY**

Dudley Beauty College located in Washington, DC was established in August 1989.

## **OWNERSHIP**

Dudley Beauty College is owned and governed by Dudley Enterprises, LLC. Inquiries can be made to Dudley Enterprises, LLC 2031 Rhode Island Avenue, NE, Washington, DC 20018.

Mr. Alfred Dudley Sr. is the President of Dudley Beauty College, he holds a Bachelor of Science degree in Electrical Engineering from A&T State University. He has worked in the beauty industry for over 40 years.

Mrs. Melanie Dudley-McClain is the Executive Director for Dudley Beauty College. She holds a Bachelor of Science degree from Drexel University and has been working in the Beauty Industry for over 25 years. Both Mr. Dudley and Mrs. McClain take a genuine interest in beauty entrepreneurs and students by assisting them with their goals and developing business strategies to grow their businesses.

## **ACCREDITATION**

Dudley Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria VA 22314, (703) 600-7600.

## **LICENSING & APPROVALS**

Dudley Beauty College is licensed by the District of Columbia Higher Education Licensure Commission, 1050 1<sup>st</sup> St. N.E., 5<sup>th</sup> Floor, Washington, DC 20002, (202) 481-3951. The school is also approved for the training of United States Veterans and Vocational Rehabilitation recipients.

## **MISSION AND CORE VALUES**

### **Dudley Beauty College's Mission is to:**

- Prepare students with in-class instruction to pass the State Board examination with confidence,
- Assist students with career placement through consultation,
- Aid in developing students' entrepreneurial skills and,
- Provide each student with a superior and extraordinary level of education using our in-class learning model.

### **Our Core Values are:**

- High teaching standards using an integrated learning platform designed to maximize the potential of today's hair and beauty learner. Our knowledgeable educators blend time-tested and innovative cutting-edge techniques to help students grow at every step of the learning process.
- Professionalism using interactive classes designed to help our students master the art and science of cosmetology, pass their respective state exams, and obtain job placement upon graduation.
- Teamwork in training the next generation of cosmetology entrepreneurs to create eye-catching portfolios, market themselves through social media, and be ready to work anywhere. It's a team effort that propels our students to live out their dreams and prepares them for job-readiness and entrepreneurship.

## **LOCATION**

Dudley Beauty College address is 2031 Rhode Island Ave NE, Washington DC 20018.

## **FACILITIES**

Dudley Beauty College is in a fully equipped air-conditioned structure occupying 4,328 square feet. The institution is in Northeast Washington, DC where public transportation is readily accessible. Parking is available around the school.

The school has a clinic area, locker area, student lunch area, classrooms, and library facility. The school has modern equipment and learning materials which are updated periodically to keep students abreast of new techniques in hair coloring, permanent waving, cosmetics, nail care, chemical relaxing, and all areas of student training as it pertains to the science and art of cosmetology. Classrooms and demonstration areas are equipped to house students safely during instruction. Office space for administrative staff (financial assistance, admissions placement) and instructional staff is provided.

Learning resources include a video library, LCD projector with Projection screen, industry periodicals and physical demonstration models.

## **NON-DISCRIMINATION CLAUSE**

Dudley Beauty College is committed to equality of educational opportunity and does not discriminate against applicants, students or its employees based on age, creed, color, race, religion, sex, sexual orientation, handicap, or ethnic origin. Dudley Beauty College is open to everyone, and no person will be denied admission, graduation, or any other rights and privileges of Dudley Beauty College because of discrimination.

The Dudley Beauty College complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of handicap, will be excluded from enrolling in any program of instruction.

## **ADMISSIONS INFORMATION**

Dudley Beauty College seeks students who have a true desire to achieve and a genuine interest in attending the institution. Admission is open to career-minded individuals, who in the opinion of the school staff would be able to obtain and utilize the skills taught for employment. The institution emphasizes continuing education to keep current in the industry.

### **SCHOOL CALENDAR**

#### **(Class Starting and Ending Dates)**

Dudley Beauty College accepts students at any time with new classes beginning on the first Tuesday of each month. The date of entrance and the frequency of attendance determine the date of completion. A student may commence training at any scheduled class throughout the year or according to enrollment demands.

### **ADMISSION PROCEDURES INQUIRIES**

Inquiries and applications for admissions should be made to the Admissions Office:

Dudley Beauty College  
2031 Rhode Island Avenue, NE  
Washington, DC 20018  
(202) 269-3666

It is recommended that the applicant and their parent(s) or spouse visit the college. The applicant should call or write the Admissions Office to schedule an appointment on Tuesday through Saturday from 9:00 am to 5:00 pm. Those who cannot visit the school are urged to call the Admissions Office for a telephone interview.

### **APPLICATION DEADLINE**

The recommended deadline for submitting the application of admission is two weeks before starting. We have open enrollment. Early application is encouraged because class space dictates the number of new students who can be admitted at each enrollment.

### **ADMISSION REQUIREMENTS**

To apply for general admission, the applicant must meet the following requirements:

1. Proof of a high school diploma or transcript showing high school completion or a GED certificate or an academic transcript showing at least two (2) years of a successfully completed program that is acceptable for full credit towards an associate degree or a bachelor's degree.
2. Students must be 17 years or older.
3. State-issued credential for secondary school if homeschooled.
4. Transfer students must have an official transcript submitted before credit for previous training can be approved.
5. For foreign students, the high school diploma must be translated into English and verified as academically equivalent to a U.S. high school diploma by an outside agency.

### **ADMISSION PROCEDURES**

1. Complete the institution application for enrollment.
2. A personal interview with an admissions representative. During the interview, students are provided with information concerning course requirements, school policies, attendance, financial needs, employment



opportunities, compensation, physical demands of the profession, safety requirements, licensing requirements, licensing examination pass/fail rates, completion and attrition rates and placements rates.

## **ENROLLMENT REQUIREMENTS**

1. Proof of a high school diploma or transcript showing high school completion or a GED certificate or an academic transcript showing at least two (2) years of a successfully completed program that is acceptable for full credit towards an associate degree or a bachelor's degree.
2. Identification (a government/state photo id, social security card or birth certificate).
3. Application and Registration Fee and Deposit are due prior to orientation. (See payment options on page 35)

## **NOTICE OF ADMISSION AND CONFIRMATION**

Upon receipt of your application and registration fee, the Admissions Office will confirm your space on the condition that all admissions requirements have been met. Should classes become full prior to receiving your application you will be notified and placed on a waiting list for the next available start class date.

## **POLICY GOVERNING PROGRAMS AND COURSE OFFERINGS**

This catalog contains policies, regulations, procedures, course listings, and costs at the time this publication went to press. Dudley Beauty College reserves the right to make changes at any time to reflect changes in costs, procedures, policies, and/or course offerings affected by state legislative action, board action, and applicable State and Federal laws and regulations.

Courses may be canceled based on demand and reasonable accommodations.

## **ORIENTATION SESSION**

An orientation session is scheduled for each incoming student prior to starting class. The purpose of orientation is to explain the rules and regulations to new students and to issue class schedules, course outlines, and other pertinent information.

## **PRIOR TRAINING EVALUATION**

The School Education Director will grant up to 75% credit for prior training upon review and verification of an official transcript. The student is responsible for obtaining prior training records and forwarding them to the Dudley Beauty College for evaluation. Students are given a written and practical exam according to their clock hours completed and transcript information. The evaluation results will be forwarded to the student in writing. Course work will be shortened accordingly, and all records of previous education will be maintained in the students' permanent record file. The student's tuition will be adjusted accordingly.

Hours earned at Dudley Beauty College are transferable to another institution at the sole discretion of the accepting institution.

## **RE-ENTRY POLICY**

A student in good standing who temporarily withdraws from Dudley Beauty College may re-enter without loss of credit. The student must pay the current tuition rate for hours remaining to complete the course.

## **HOLIDAYS**

Dudley Beauty College is closed on Sunday and the following holidays: New Year's Day, Martin Luther King's Birthday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Emancipation Day, Christmas Week.

## **ACADEMIC INFORMATION**

### **STUDENT/TEACHER RATIO**

Dudley Beauty College has a student/teacher ratio of 25:1.

### **CURRICULUMS**

**Our Cosmetology Course, Nail Technology Course and Instructor Training Course are all taught in the English language. The LAB (Learn About Beauty) web-based platform, written materials, and textbook to supplement the courses are all in the English language.**

### **COSMETOLOGY COURSE**

Total Hours of Classroom = 1500

#### ***COURSE OBJECTIVE AND DESCRIPTION***

The objective of the cosmetology course is to instruct and coach students to systematically and professionally perform the skills required to pass the State Board examination and obtain employment.

The cosmetology course is a blend of classroom, hands-on, and clinical, training presented through comprehensive learning paths designed to prepare students to compete in today's competitive marketplace. Students will participate in class using LAB, a program that will assist in their learning experience, allowing for more student engagement, and increased confidence in understanding course materials. The program is divided into learning paths that matriculate through the 1500 clock hour course.

#### **REFERENCES**

Dudley Beauty College utilizes the Pivot Point LAB (Learn About Beauty) an on-line integrated platform built specifically for learners and educators in the beauty industry. The use of Pivot Point LAB is available on-line to assist students in their studying. The learning paths provide an experience that lends itself to all different types of learning styles. LAB is accessible via a student access code that will engage students with digital resources twenty-four hours, seven days a week. The comprehensive on-line library includes tutorials, webinars, eBooks, periodicals, industry links, activities, workshops, video demonstrations, quizzes, tests, flashcards, digital portfolio, and a glossary. Our school also offers a library which holds additional references, periodicals, books, texts, and audio/video tapes to support the program of study.

#### **TEACHING AND LEARNING METHODS**

The course is presented through comprehensive learning paths which reflect effective educational methods. Like traditional instructional formats, the curricula content is structured into learning paths that serve the needs of the student at varying stages of the program. Each learning path has clear objectives, theory to practice, and assessments. Course content is identified and prioritized through State and Industry standards. Each learning path will provide students with an understanding of the fundamentals and techniques of hair, skin, and nail services, related sciences, and customer service skills necessary to complete a successful clinical level service. Clinic equipment, implements, and products are comparable to those used in the industry. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

## **GRADING PROCEDURES**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students must complete assigned academic projects, study guide/smart notes and a minimum number of practical experiences. Academic learning is automatically assessed and graded after each module of study. The instructor will login students' grades on Genesis Software.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Numerical grades are considered according to the following scale:**

<b>Grade</b>	<b>Number Equivalent</b>	<b>Performance Equivalent</b>	<b>Grade Point Equivalent</b>
<b>A</b>	<b>93-100</b>	<b>Excellent</b>	<b>4.0</b>
<b>B</b>	<b>85-92</b>	<b>Good</b>	<b>3.0</b>
<b>C</b>	<b>75-84</b>	<b>Average</b>	<b>2.0</b>
<b>D</b>	<b>74 and below</b>	<b>Not Passing</b>	<b>1.0</b>

## **Theory Subjects & Practical's**

### **Life Skills- Professional Ethics**

Healthy Body & Mind

Ergonomics

Basic Communications

Communicate with Confidence

Human Relations

Resilience

### **Business and Salesmanship**

Goal Setting

Job Search

Finding a Salon That Fits

Professional Relationships

Know Your Client Market

Build Your Clientele

The Salon Experience

Salon Ownership

Salon Operations

Retail

DC Laws, State and Local Laws Rules and Regulations

## **Classroom**

**40**

**80**

### **Science**

Microbiology

Infection Control

First Aid

Building Blocks of the Human Body

The Skeletal System

The Muscular System

The Circulatory System

The Nervous System

Principles of Electricity

Electricity in Cosmetology

Matter

pH

Hair Care Product Knowledge

**250**

### **Science**

Hair Theory

Hair Care

Shampoo and Scalp Massage Theory

Shampoo and Condition Guest Experience

**105**

## Classroom

### **Sculpture/Cut** 115

- Sculpture Theory
- Sculpture Tools and Essentials
- Sculpture Skills
- Sculpture Guest Experience
- Solid Form Overview
- Graduated Form Overview
- Increased Layered Overview
- Texturizing Techniques
- Combination Form Overview

### **Men's Sculpture/Cut**

- Men's Sculpture Overview

### **Client- Centered Design** 75

- Design Connection
- Client Considerations
- Connect-Consult-Create Service Essentials

### **Hair Design** 205

- Hair Design Theory
- Hair design Tools and Essentials
- Hair Design Skills
- Hair Design Guest Experience
- Straight Volume and Indentation
- Curvature Volume and Indentation
- Finger waving and Molding
- Thermal Design

### **Hair Design/Long Hair** 25

- Long Hair Theory
- Long Hair Tools and Essentials
- Long Hair Skills
- Long Hair Guest Experience

### **Wigs and Hair Additions** 100

- Wig Theory
- Wig Services

Hairpieces and Hair Additions  
Wig, Hairpieces and Hair Additions Essentials

**Classroom**

**Color 175**

Color Theory  
Color Design  
Identifying Existing Hair Color  
Nonoxidative Color Products  
Oxidative Color Products  
Color Tools and Essentials  
Color Skills  
Color Guest Experience

**Perm & Relax 205**

Perm Theory  
Perm Design  
Perm Products, Tools and Essentials  
Perm Skills  
Perm Guest Experience  
Relaxer Theory  
Relaxer Products and Essentials  
Relaxer Skills  
Relaxer Guest Experience  
Curl Reformation Theory

**Skin 75**

Skin Theory  
Skin Diseases and Disorders  
Skin Care  
Skin Care Guest Experience  
Hair Removal  
Hair Removal Guest Experience  
Makeup Theory  
Makeup Products and Design  
Makeup Guest Experience

**Nails**

50

- Nail Theory
- Natural Nails
- Natural Nail Products and Essentials
- Nail Guest Experience
- Artificial Nail System Products and Essentials

**NAIL TECHNOLOGY COURSE**

Total Hours of Classroom = 350

**COURSE OBJECTIVE AND DESCRIPTION**

*The objective of the Nail Technology Course is to instruct and coach students to systematically and professionally perform the skills required to pass the State Board examination and obtain employment.*

*The Dudley Beauty College Nail Technology Course will provide a blend of classroom, and hands-on clinical training in the art and science of beautifying the nails, hands, and feet. Students will participate in Pivot Point LAB or Milady Mind Tap learning paths, customizing their learning experience, allowing for more student engagement, and increased confidence in understanding course materials. Hands-on clinical training includes techniques needed to provide proper manicure, and pedicure procedures, artificial nail extension services, disease detection, and proper safety precautions.*

*The program is divided into learning paths that matriculate through the 350-clock hour course.*

**REFERENCES**

The use of Pivot Point LAB is available on-line to assist students in their studying. LAB provides an experience that lends itself to all different types of learning styles and includes activities, workshops, video demonstrations, quizzes, tests, flashcards, digital portfolio, and glossary. Also, a comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS**

The course is presented through comprehensive lesson paths which reflect effective educational methods. Like traditional instructional formats, the curricula content is structured into learning paths that serve the needs of the student at varying stages of the program. Each learning path has clear objectives, theory to practice, and assessments. Each foundation topics focus on life skills, professional image, communicating for success, infection control, and the beauty business. The LAB includes nail procedural demonstrations to reinforce classroom learning.

The classroom education is provided through rubrics, a sequential set of learning steps, which address specific tasks necessary for state board preparation. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation.

## GRADING PROCEDURES

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 automatically assessed and graded after each module of study. The instructor will be able to have access to students' grades for test and quizzes in the online program.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

**Numerical grades are considered according to the following scale:**

Grade	Number Equivalent	Performance Equivalent	Grade Point Equivalent
A	93-100	Excellent	4.0
B	85-92	Good	3.0
C	75-84	Average	2.0
D	74 and Below	Not Passing	1.0

### Theory Subjects & Practical's

### Classroom

#### Professional Ethics and Salesmanship

30

- Life Skills
- Professional Image
- Communicating for Success
- The Healthy Professional
- Career Planning
- On the Job
- The Beauty Business
- History and Career Opportunities
- State and Local Laws and Rules

#### Sanitary Rules and Sterilization

40

- Infection Control
- Chemistry and Chemical Safety
- Electricity and Electrical Safety



## Classroom

### **Bacteriology**

**30**

- Types of Bacteria
- Classification of pathogenic bacteria
- Viruses (AIDS and COVID)

### **Manicuring**

**100**

- Trimming, Filing, and Shaping
- Polishing
- Hand and Arm Massage

### **Pedicuring**

**30**

- Trimming, Filing, and Shaping
- Polishing
- Foot and Leg Massage

### **Sculptured and Artificial Nails**

**120**

- Nail Tips and Forms
- Acrylic Nail Enhancements
- Nail Resin Systems
- Gel Nail Enhancements
- Nail Product Chemistry
- Electric Filing
- Nail Art

## **INSTRUCTOR TRAINING HYBRID COURSE**

**Total Hours of Classroom = 1000**

### **COURSE OBJECTIVE AND DESCRIPTION**

*The objective of the Instructor Training Course is to develop the very finest and best qualified educators available and to make them employable and financially secure. Upon completion of the course the instructor trainee will be prepared to take the State Board Instructor Examination, instruct in a private or public vocational cosmetology school, or work as a cosmetology school administrator.*

*Our Instructor Training program uses Milady Master Educator MindTap, a web-based platform to assist in their study to teach theory and practical applications. Presented through comprehensive lesson plans, detailed workshops and classroom training our training reflects effective educational methods. The course focuses on inspiring the next generation of salon professionals to increase their productivity, promote success, and encourage professionalism.*

*The program is divided into learning paths that matriculate through the 1000 clock hour course.*

### **REFERENCES**

Milady Master Educator on the MindTap platform, is a web-based platform built specifically to create a strong foundation for the Instructor Trainee. The use of MindTap is available on-line to assist students in their studying. The paths provide an experience that lends itself to all different types of learning styles. Milady Master Educator teaching is accessible via a student access code that will engage the online learner with digital resources twenty-four hours, seven days a week. The comprehensive online library includes tutorials, webinars, eBooks, periodicals, industry links, activities, workshops, video demonstrations, quizzes, tests, flashcards, digital portfolio, and a glossary. Our school also offers a library which holds Pivot Point Mindful Teaching, additional references, periodicals, books, texts, and audio/video tapes to support the program of study.

### **TEACHING AND LEARNING METHODS**

The course is presented through comprehensive learning paths which reflect effective educational methods. Like traditional instructional formats, the curricula content is structured into learning paths that serve the needs of the student at varying stages of the program. Each learning path has clear objectives, theory to practice, and assessments. Course content is identified and prioritized through State and Industry standards. Each learning path will provide students with an understanding of the fundamentals and techniques of hair, skin, and nail services, related sciences, and customer service skills necessary to complete a successful clinical level service. Clinic equipment, implements, and products are comparable to those used in the industry. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

### **GRADING PROCEDURES**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students must complete assigned academic projects, study guide/smart notes and a minimum number of practical experiences. Academic learning is automatically assessed and graded after each module of study. The instructor will login students' grades on the Genesis Software.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course. Practical

skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Grade	Number Equivalent	Performance Equivalent	Grade Point Equivalent
A	93-100	Excellent	4.0
B	85-92	Good	3.0
C	75-84	Average	2.0
D	74 and below	Not Passing	1.0

### Theory Units of Instruction

### Classroom

#### Review of Cosmetology Curricula

- Cosmetology Practical Procedures and Theory 255
- Specialty Cosmetology Practical Procedures and Theory

#### Course Outline and Development

- Basic Teaching Methods and Principles of Preparing Lessons Plans 155
- Oral, Written and Performance Testing Safety Measures

#### Cosmetology Specialty Cosmetology Business and Law

- DC Law and Regulations 90
- Salon Management
- Ethnics and Salesmanship

#### Teaching

- Using Computers in Cosmetology Specialty Cosmetology
- Supervision and Training of students in a laboratory setting 200
- Cosmetology Practical Procedures and Theory
- Specialty Cosmetology Practical Procedures and Theory

#### Practice Teaching

300

### GRADING STANDARDS

Tests based upon theory work and practical assignments will be administered periodically. The results will be issued on an alphabetic and/or numeric basis. The minimum passing score will be 75%. Students whose combined grade average falls below 75% will be placed on probation in accordance with the Schedule as outlined in the Satisfactory Progress Policy.

#### The following grade scale will be used:

Grade	Number Equivalent	Performance Equivalent	Grade Point Equivalent
A	93-100	Excellent	4.0
B	85-92	Good	3.0
C	75-84	Average	2.0
D	74 and below	Not Passing	1.0

### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time) and is a NACCAS approved program. The

Satisfactory Academic Progress Policy is provided to all applicants prior to enrollment. Satisfactory progress in academic work and attendance is a requirement for all students enrolled.

### **ATTENDANCE PROGRESS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **ACADEMIC PROGRESS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

All work will be graded according to the following scale:

<b>QUALITY</b>	<b>PERCENTAGE SYSTEM</b>
<b>Excellent</b>	93% to 100%
<b>Good</b>	85% to 92%
<b>Satisfactory</b>	75% to 84%
<b>Unsatisfactory</b>	74% and below

### **DETERMINATION OF PROGRESS**

Dudley Beauty College establishes the total length, measured in clock hours or competencies, and corresponding academic year of each course or program offered. Monitoring of academics and attendance will be conducted according to the student's evaluation period. Evaluation periods will be based on actual hours attended. Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology Course- 450, 900, 1200 clocked (actual) hours (0-900 hours 1<sup>st</sup> academic year, 600 hours 2<sup>nd</sup> academic year)
- Nail Technology Course – 175 clocked (actual) hours (0-350 hours 1<sup>st</sup> academic year)
- Instructor Training Course – 250, 500, 750 clocked (actual) hours (0-900 hours 1<sup>st</sup> academic year, 100 hours 2<sup>nd</sup> academic year)

Students meeting minimum requirements (academics and attendance) at evaluation will be considered making satisfactory progress until the next scheduled valuation. For a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

## RECORDS OF PROGRESS

Records of progress are kept by the institution on veteran and non-veteran students alike. Progress records are furnished to the students, veterans, and non-veterans at the end of each scheduled evaluation period. As soon as grades are determined for the evaluation period, a report will be given to the student.

## WARNING

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

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

## RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## MAXIMUM TIME

The maximum time a student must complete either course is 1.5 times the required completion time. Students who exceed maximum time frame are permitted to complete the program and will be charged overtime of \$11.00 per hour for Cosmetology, \$5.50 per hour for Instructor Training Course, \$8.50 per hour for Nail Technology. The maximum time (which does not exceed 150% of course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology Course (Full time, 32 hrs./wk.) -1500 Hours	47	2250
Cosmetology Course (Part time, 24 hrs./wk.) -1500 Hours	62.5	2250
Nail Technology Course (Part time, 20 hrs./wk.) -350 Hours	17.5	525
Instructor Training Course (Full time,32 hrs./wk.)-1000 Hours	31	1500

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **INTERRUPTIONS, COURSE, 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 student's contract period and maximum time frame by the same number of days 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 course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is not making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's 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 file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at Dudley Beauty College.

### **STUDENT RECORDS**

- a. Students have the right to gain access to their cumulative records by appointment under the supervision of an administrative staff member.
- b. Information pertaining to student's cumulative records will be released only upon the written instructions by the student to parent(s) and/or guardian(s) if the student is a **dependent minor**, in accordance with the Family Right to Privacy Act of 1974-Public Law 93.579. If the student is a dependent minor, the parent(s) or guardian(s) are afforded the right to gain access to the student's records as outlined in "A" above.
- c. Records may not be changed or deleted during the process of inspection and review. The student shall be advised of his/her rights and the procedure to challenge any portion of the school record.
- d. With the exception of unresolved audit or program review questions, all records are retained for six (6) years.
- e. Regulatory agencies and accrediting agencies have the right to access files.

### **TRANSCRIPTS OF RECORDS**

Requests for transcripts of students' records should be addressed to the Administrative Office.

## **CHANGE OF NAME AND ADDRESS**

It is the obligation of every student to notify the Administrative Office of any change in name or address. Failure to do so can cause serious delay in the handling of student records and in notification of emergencies at home.

## **CLASSIFICATION OF STUDENTS**

Students are classified on the basis of the number of hours they have completed and their satisfactory academic progress reports.

If a student does not have a 75% grade average and 67% attendance average, they will not be allowed to advance to the next level.

## **GRADUATION REQUIREMENTS**

The graduation requirements of Dudley Beauty College have been established in accordance with the DC Board of Cosmetology. The required hours of graduation for each course of study offered are as follows:

- |                                     |                   |
|-------------------------------------|-------------------|
| • <b>Cosmetology Course</b>         | <b>1500 hours</b> |
| • <b>Nail Technology Course</b>     | <b>350 hours</b>  |
| • <b>Instructor Training Course</b> | <b>1000 hours</b> |

**A certified diploma of graduation will be granted to students who have:**

1. Completed the number of hours required for the chosen course of study.
2. Maintained a minimum of 75% for both theory and practical skills.
3. Completed all online assignments and practical requirements.
4. Fulfilled financial commitments to the school. Student is considered a graduate with a financial arrangement; however, hours are released upon completion of payment obligation.

## **STATE REQUIREMENTS FOR LICENSURE**

The District of Columbia Board of Barbering & Cosmetology requires 1500 clock hours of training for Cosmetology, 1000 hours for Instructor Training and 350 hours for Nail Technology. These hours are distributed between theory and clinical services. They are to be completed during each selected program's time frame at an approved School of Cosmetology.

## **INDEBTEDNESS TO THE SCHOOL**

No diploma, certificate or transcript will be issued to a student who has not made a satisfactory settlement or payment arrangement with the school for all indebtedness to the institution.

## **ATTENDANCE INFORMATION**

Regular and punctual class attendance is the responsibility of the individual student. The student is also expected to have sufficient maturity to assume the responsibility for regular attendance and to accept the consequences of their absence(s).

## **ATTENDANCE REQUIREMENTS**

All full-time students are scheduled to be in attendance four (6) hours per day and (8) hours one (1) day per week for a total of thirty-two (32) hours per week. In order to meet satisfactory progress, each full-time student **MUST** be in attendance at least 67% of the scheduled attendance time, 128-144 hours per month (see Satisfactory Progress Policy).

All part-time students are scheduled to be in attendance four (4) hours per day three to four days per week and (8) hours (1) day per week for a total of 20 to 24 hours per week. In order to meet satisfactory progress, each part-time student MUST be in attendance at least 53-72 hours per month (see Satisfactory Progress Policy).

### SCHOOL HOURS WEEKLY SCHEDULE

<b>Full-Time Day Classes</b>					
<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
X	9 am – 4 pm	9 am – 4 pm	9 am – 4 pm	9 am – 4 pm	8 am – 5 pm

<b>Part-Time Day Classes</b>					
X	9 am – 1 pm	9 am – 1 pm	9 am – 1 pm	9 am – 1 pm	8 am – 5 pm
X	9 am – 2 pm	9 am – 2 pm	9 am – 2 pm	9 am – 2 pm	

<b>Part-Time Evening Classes</b>					
6 pm – 10pm	6 pm – 10pm	6 pm – 10pm	6 pm – 10pm	X	8 am – 5 pm

### ACADEMIC YEAR

Dudley Beauty College has determined that an academic year is the successful completion of 900 clock hours.

### CLOCK HOURS

Dudley Beauty College is designated to be a clock hour institution for defining program length. A clock hour is equal to 50 minutes of instruction within a 60-minute period in the classroom or on the clinic floor.

### CLASS SIZE

Class size is limited to provide adequate personal instruction in the classroom and on the clinic floor. The instructor works with the students on an individual basis when necessary. In general, the average class size is 25 students to 1 instructor.

### TARDINESS

Any student not physically present at the start of the class period will be considered tardy. If a student is going to be late, they must notify the school by 8:15 am (day students) or 5:45 pm (evening students). When they are late, their times will be calculated to the nearest quarter hour. Monday – Thursday evening students must clock in before 7 pm to attend class for the evening. Day students must clock in before 10 am on Tuesday - Saturday to attend class. Students will be notified if weather conditions require school to be late or closed.

### ABSENTEEISM

If a student is absent for a test or an assignment due date, the student must take test or turn in an assignment the next day of their return. It is the student’s responsibility to make arrangements with their instructor to make up a test and/or turn in assignment. If the test is not made up within three days or the assignment not completed, the student will receive a zero grade. A student may not be eligible to progress to the next phase of their education unless all unit tests, assignments and workbook chapters are completed.

### ATTENDANCE REINSTATEMENT

A student whose enrollment is terminated for violation of the attendance policy may not re-enter before the start of the next grading period. A student who has been terminated for a violation of the attendance policy can only be readmitted once. Students who are terminated must re-enter in the same status in place at the time of termination. For instance, a student terminated for failing to meet SAP standards would re-enter in an unsatisfactory progress status, not automatically be placed on probation.



## **FAILURE TO COMPLETE COURSE AS SCHEDULED**

Each student will be given a completion date on his or her contract for the course he or she is enrolled. The contracted time for each course provides each student with extra time for absences and holidays for which he or she will not be charged. If a student does not complete the required hours of training by the given completion date, the student will be charged the current tuition hourly rate for all uncompleted hours needed after the completion date.

## **LEAVE OF ABSENCE**

Students requesting a Leave of Absence (LOA) must follow Dudley Beauty College's LOA policy. All requests for a LOA must be submitted to the School Administrator in advance in writing unless unforeseen circumstances prevent the student from doing so. The LOA should include the reason for the LOA, start date, date to return, and the student's signature. Some legitimate reasons for a LOA are medical, (self or immediate family), military duty, death of an immediate family member, planned vacation and or a job- related responsibility. There must be a reasonable expectation that the student will return from the LOA. A leave of absence can be requested if a student will be out of school for an extended period of time (5 calendar days or more). The maximum leave of absence period will be determined by the School Administrator. A leave of absence request more than 60 days will not be approved, except for medical reasons, i.e., maternity leave, major surgery, etc. Extended medical leave of absences must be supported by medical certification from a doctor. Prior attendance and the reason for the LOA will be considered in the approval process. The School Administrator may grant a leave of absence if there is some unforeseen circumstance(s) that prevent the student from doing so, i.e., car accident. The School Administrator will document the reason for its decision and collect documentation from the student at a later date. The beginning date of the approved LOA will be the first date that the student was unable to attend due to the unforeseen circumstance. Students on approved leave of absences must continue to pay their monthly tuition. The student will not be assessed any additional institutional charges as a result of the LOA. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. When students are on an approved leave of absence, the maximum time frame and enrollment contract end date will be extended by the same number of calendar days in the approved leave of absence period. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The LOA together with additional leaves of absence must not exceed a total of 180 days in one 12-month period. Students who take an unapproved LOA or do not return by the expiration of an approved LOA, or do not officially request an extension will be withdrawn from the school and student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## **COUNSELING SERVICES**

The school makes provisions for counseling for all students through the Admissions Office. The school offers students the opportunity to discuss any questions, dilemmas, needs, problems, or concerns involving educational, career, social, personal, or emotional adjustment that may occur during their tenure at the school. In some cases, professional off-campus counseling will be recommended.

Information discussed with the staff is confidential and is not discussed with others unless there is a clear danger to the student or to other individuals, or unless the student gives written permission for confidential release of information.

## **FIELD TRIPS**

Field trips are integrated into the various curricula to reinforce material taught in the classroom.

## **GUEST LECTURERS**

To introduce the students to outstanding and successful persons in their field and to keep them abreast of the latest developments, the school invites representatives from the vocational and technical community to speak periodically.

## **TUTORIAL SERVICES**

This one-on-one peer, instructor, and/or staff teaching review of the core classroom material is offered to students at no charge. Tutors help students reach realistic levels of competency. Instructors are available between the hours of 4 pm – 6 pm Tuesday – Friday by appointment only.

## **CAREER PLACEMENT SERVICES**

Dudley Beauty College will assist students with identifying employment opportunities in the beauty industry and advise them on how to obtain employment. Dudley Beauty College, however, does not guarantee placement in a job upon completion of any of the courses offered. While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## **DRUG-FREE SCHOOL AND WORKPLACE**

In accordance with the Drug-Free Schools and Communities Act amendments of 1989, Public Law 101-226, Dudley Beauty College is hereby declared a drug and alcohol-free school and workplace.

STUDENTS AND EMPLOYEES are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to Dudley Beauty College, including grounds, parking areas, anywhere within the building or while participating in school-related activities. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination of employment.

As a condition of enrollment or employment, students and employees must abide by the terms of the policy or Dudley Beauty College will take one or more of the following actions within thirty (30) days with respect to any student or employee who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student or employee, up to and including expulsion or termination of employment.
3. Requiring such student or employee to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or any other appropriate agency.

In accordance with law:

- The legal drinking age is twenty-one (21); persons under the age of twenty-one may not consume, purchase, or possess alcohol.
- It is unlawful to sell or furnish alcoholic beverages to persons under the age of twenty-one (21).

- It is unlawful for persons under the age of twenty-one (21) to misrepresent one's age for the purpose of purchasing alcoholic beverages.
- It is illegal to possess, consume and/or sell illicit drugs, including marijuana, narcotics, hallucinogens, amphetamines, and barbiturates.

Drug prevention program information is distributed to all employees and students on an annual basis.

### **CAMPUS SECURITY REPORT**

The following is a listing of campus crimes that have been reported to Dudley Beauty College, and local law enforcement authorities between September 2020 and September 2021

Murder = 0 Motor Vehicle Theft = 0 Aggravated Assault = 0 Robbery = 0 Rape = 0 Burglary = 0 There has been NO On-Campus arrest for drug abuse, or weapon possession violations. Dudley Beauty College students and staff must report all on-campus crimes to the Executive Director immediately. Students and staff may also report crimes to the local police.

### **STUDENT CONDUCT**

Students enrolled at Dudley Beauty College are always expected to conduct themselves properly.

They are expected to observe standards of behavior and integrity that will reflect favorably upon them, their families, and the school. They are expected to abide by the laws of the city, state, and nation and by all rules and regulations of the school.

Accordingly, any student who demonstrates an unwillingness to adjust to the rules and regulations prescribed or that may be prescribed to govern the student body will be suspended or expelled from the institution. Likewise, any student who violates the rules and regulations of the school will be suspended or terminated.

Students who wish to appeal a suspension or termination must follow the same appeal process as outlined in the institution's Satisfactory Progress Policy.

### **RULES AND REGULATIONS**

Dudley Beauty College's job training experience is designed to be both educational and enjoyable. Rules and Regulations are intended to maintain a satisfactory teaching and learning environments for all participants in our training programs. Following these Rules and Regulations are important to a student's self-respect and enjoyment at Dudley Beauty College.

Any breach of the following Rules and Regulations may result in probation, suspension, or dismissal. Repeated infractions may result in the immediate termination of enrollment.

1. At all times, students **must** wear the approved school uniform. Ladies **must** wear clean washable all black uniforms (blue smock optional) all black shoes and all black socks. Undergarments should not be seen through the uniform. No scarves, head gear or hats are to be worn on the head. Head scarves or Hijab worn are excused for religious reasons. Male students **must** wear clean washable all black uniforms (blue smock optional) and all black shoes. Students wearing soiled uniforms may **not** be permitted in the institution.
2. Students are expected to be in their classroom and prepared for instruction at the scheduled starting time for each class.
3. Students may be permitted to make up hours lost by illness or authorized absences. These hours will be attached at the end of the program.
4. Hours that must be made up after student's scheduled completion date may be chargeable at the hourly rate indicated on the enrollment agreement.
5. Students are expected to attend sixty seven percent (67%) of all scheduled classes. Students who do **not** meet this standard may be subject to disciplinary action up to and including dismissal.
6. Students may **not** use any form of chewing gum on school property.

7. No eligible student may refuse to serve any clinic patron at any time or for any reason.
8. Cell phones need to be off or on vibrate during class instruction. No texting during class. No internet surfing during class unless permission is given from the instructor. Personal telephone calls are permitted only in emergencies. Students must limit calls to two (2) minutes.
9. Any person found guilty of cheating, stealing, disruptive behavior or willful destruction of school property is subject to immediate dismissal.
10. Students must conduct themselves in a dignified and professional manner, be always well groomed and in proper uniform when in the school, maintain satisfactory progress, attend classes regularly, and project a positive attitude. The school reserves the right to dismiss any student who does not comply with these standards.
11. Student lockers are the property of the school and on loan to the student during the period of enrollment. Therefore, the School reserves the right to open lockers for inspection as the school authority deems necessary. Dudley Beauty College is not responsible for any personal property stored in lockers. Students must remove all contents in their locker or when they stop attending classes or as directed by the school Director. The use or possession of any item, which is or resembles a weapon or could be used to cause physical injury, is prohibited. Students who violate this rule are subject to immediate termination.
12. Students will be held responsible for their own equipment and personal property.
13. Students must keep workstation, shampoo area, classroom, break room and clinic floor clean and sanitary.  
**All dirty towels must be placed in a covered container, clearly marked soiled towels.**
14. Unnecessary disruption of students' education by others will not be tolerated.
15. Students must obey all rules of personal hygiene, sanitation, and sterilization while in school. Students may not practice cosmetology in the classroom or laboratory (clinic) if they have a communicable, contagious, or infectious disease.
16. Abusive language and/or behavior are cause for severe disciplinary action.
17. Students must complete all school-related applications accurately and completely. Providing false, incomplete and/or misleading information may be cause for expulsion. Students must notify the school Director (or his/her Designate) of any changes in address or telephone number within five calendar days of such change. Students are also required to formally notify the school Director (or his/her Designate) of any persistent health related condition which may expose a fellow student, staff member or clinic patron to disease or infection. Failure to abide by these requirements may be cause for severe disciplinary action up to and including expulsion.
18. Students must pay all tuition and fees obligations, when due, and be in good standing and comply with all administration requirements.
19. Children of students are not permitted on school premises unless they are having a service performed.
20. **The Dudley Beauty College reserves the right to change and amend these rules. Change(s) will be posted on the bulletin board and/or distributed.**

## **VIOLATION OF RULES AND REGULATIONS**

Dudley Beauty College reserves the right to take disciplinary action against students for violations of school Rules and Regulations that are contained in the catalog, enrollment agreement, posted on bulletin boards, and/or distributed to students.

Dudley Beauty College also reserves the right to take disciplinary action in those instances where it believes the students' continued presence in the school facility is disrupting the teaching and learning environment of the institution.

Disciplinary action may take the form of verbal or written warning, suspension from the school for period of time, or the termination of the students' enrollment.

Students may be notified of disciplinary action either verbally or in writing. Students must comply with disciplinary directives immediately and in a professional manner. Students may request an informal conference with the school Director (or his/her Designate) to discuss any disciplinary action; however, the school Director (or his/her Designate) shall determine the appropriate time and place for the conference.

Students have the right to appeal a disciplinary action. All appeals must be in writing.

The appeal must address the specific matters that precipitated the disciplinary action and/or the gravity of the sanction (penalty).

### **PROCEDURE TO RESOLVE STUDENT GRIEVANCES OR COMPLAINTS**

If a student has an unresolved grievance or complaint, an appeal may be made in writing to the following:

1. Instructor, if not resolved
2. School Director, if not resolved
3. Executive Director

Any matter affecting the Institutions license may be submitted to the District of Columbia Higher Education Licensure Commission located 1050 1<sup>st</sup> St. N.E., 5<sup>th</sup> Floor, Washington, DC 20002, and contact (202) 481-3951 if not resolved by the institution. Students will not be subject to unfair actin and/or treatment by any school official as a result of the initiation of a complaint.

### **REINSTATEMENT FOR DISCIPLINARY SUSPENSION**

A student who has been suspended may petition for reinstatement to the school Director.

A student will be permitted to re-enter the school once. If the student is suspended a second time, for the same violation, he/she will be terminated from the institution.

### **INTERRUPTIONS, COURSE 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 student's contract period and maximum time frame by the same number of days 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 course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's 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 file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

## **TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **PAYMENT SYSTEM**

We have designed a payment system that allows students to pay-as-they go through a particular course. The \$100 registration fee and \$10 non-refundable application fee should be included with the application. This will ensure a student's seat in an upcoming class. The student is then required to provide a down payment, which is due before the first day of classes. The balance owed by the student at that point will then be divided into equal monthly increments, to be paid by the scheduled payment date.

- A payment schedule has been established for each course and is listed in Supplement A.
- Tuition can be paid by cash, money order, cashier's check, credit, or debit card.
- Failure to pay by scheduled date may result in a \$10 late fee.

## **WITHDRAWAL POLICY**

A student may be withdrawn from school for personal or administrative reasons. It is the student's responsibility to execute the appropriate withdrawal forms in writing. If a student fails to execute the required forms the school will process the forms and notify the student in writing. There is a \$100 withdrawal fee.

## **REFUND POLICY**

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

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100 and non-refundable application fee in the amount of \$10.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

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

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RETAIN</b>
<b>.01% to 4.9%</b>	<b>20% Retained</b>
<b>5 % to 9.9 %</b>	<b>30% Retained</b>
<b>10% to 14.9 %</b>	<b>40% Retained</b>
<b>15% to 24.9%</b>	<b>45% Retained</b>
<b>25% to 49.9%</b>	<b>70% Retained</b>
<b>50% to 69%</b>	<b>80% Retained</b>
<b>70% and over</b>	<b>100% Retained</b>

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

\*Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra supplies, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Dudley Beauty College is committed to using ethical business practices in connection with any collection efforts.

All collection correspondence regarding cancellation and settlement from Dudley Beauty College itself, banks, collection agencies, lawyers or any other third parties representing Dudley Beauty College clearly acknowledges the existence of the Refund Policy.

The school is not currently eligible to participate in federal Title IV Financial Aid Programs.

**DUDLEY BEAUTY COLLEGE 2020 ANNUAL REPORT RATES**

	<b>Dudley Beauty College</b>	<b>NACCAS Requirements</b>
Completion Rate	72	50
Licensure Rate	100	70
Employment Rate	100	60

\*Source 2019 Annual Report - NACCAS National Accrediting Commission of Career Arts & Sciences

## **CAREER OPPORTUNITIES**

### **Education Areas**

Beauty School Owner  
Beauty School Director  
Teacher of Cosmetology (Public Schools)  
State Board Examiner  
Vocational Guidance Counselor  
Educational Director for Manufacturing  
Beauty School Instructor (Private School)  
State Board Inspector  
State Board Member

### **Salon Areas**

Hair & Scalp Specialist  
Hair Straightening Technician  
Make-Up Artist  
Nail Technologist  
Esthetician  
Hair Colorist  
Desairologist  
Permanent Wave Technician  
Platform Artist  
Competition Stylist  
Salon Owner  
Chain Salon Group Manager  
Salon Manager

### **Industrial Areas**

Technical Supervisor  
Beauty Products Salesperson  
Research/Development Consultant  
Product Sales Supervisor  
Beauty Products Buyer  
Technical Writer for Trade Magazines  
Product Evaluator  
Product Demonstrator  
Professional Sales Merchandiser



## **ADMINISTRATIVE STAFF & FACULTY**

The faculty of Dudley Beauty College believes Cosmetology is a continual learning experience; therefore, they attend advanced seminars and workshops in professional techniques and teaching methods throughout the year to stay abreast of the changes and new trends in the industry.

### **Alfred Dudley**

(President)

### **Melanie Dudley-McClain**

(Executive Director)

### **Patricia Shields**

(Education Director/Instructor)

### **Instructors**

Veldner Valera

Mirna Valle

## STUDENT TUITION & FEES

### **Cosmetology Course – 1500 Hours**

<i>Tuition Fee</i>	\$17,000.00
<i>Supplies</i>	1350.00
<i>Books</i>	275.00
<i>Registration Fee</i>	100.00
<i>Application Fee</i>	10.00
<b>Total</b>	<b>\$18,735.00</b>

### **Instructor Training Course – 1000 Hours**

<i>Tuition Fee</i>	\$5,500.00
<i>Books</i>	525.00
<i>Registration Fee</i>	100.00
<i>Application Fee</i>	10.00
<b>Total</b>	<b>\$6,135.00</b>

### **Nail Technology Course – 350 Hours**

<i>Tuition Fee</i>	\$3,500.00
<i>Supplies</i>	530.00
<i>Books</i>	250.00
<i>Registration Fee</i>	100.00
<i>Application Fee</i>	10.00
<b>Total</b>	<b>\$4,390.00</b>

\*Note: Dudley Beauty College does not charge additional fees for student identity verification. Fees listed above are for the courses of study only. There will be additional charges for all extracurricular functions and graduation ceremony items and activities. The student is not required to purchase books and supplies from the institution. As a convenience we make the books and supplies available to you for purchase. Once purchased, the kit and books are non-refundable. Application fee is non-refundable

\*Tuition is due by the scheduled payment date. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.

\*Failure to pay by the scheduled date a late fee of \$10.00 will be assessed. You will receive a 10% grace period to complete the course. If the student does not complete the program within the prescribed time period, he/she will be charged \$11.00 per hour for Cosmetology Course, \$5.50 per hour for Instructor Training Course, \$8.50 per hour for Nail Technology Course.

## **PAYMENT OPTIONS**

### **Payment Options for Cosmetology Course – 1500 Hrs.**

**Total Cost** **\$18,735.00**

**Option 1**

\$1500.00 1<sup>st</sup> Installment  
\$1436.25 – 12 Payments

**Option 3**

\$1,200 - Installment  
\$701.40 – 25 payments

**Option 2**

\$1500.00 1<sup>st</sup> Installment  
\$1149.00 – 15 Payments

### **Payment Options for Instructor Training Course - 1000 Hrs.**

**Total Cost** **\$6135.00**

**Option 1**

\$600.00 1<sup>st</sup> Installment  
\$553.50 – 10 Payments

### **Payment Options for Nail Technology Course 350 Hrs.**

**Total Cost** **\$4390.00**

**Option 1**

\$700.00 1<sup>st</sup> Installment  
\$738.00 – 5 Payments