

COASTAL BEND COLLEGE

COSMETOLOGY PROGRAM – BEEVILLE, KINGSVILLE and PLEASANTON

POLICIES AND PROCEDURES

I. PURPOSE OF PROGRAM

The primary objective of the program is to provide the student with the skills and knowledge necessary for entry-level employment as a cosmetologist. The program meets the requirements of the Texas Department of Licensing and Regulation, and the Texas Higher Education Coordinating Board.

II. PHILOSOPHY

The cosmetology department recognizes the need for providing an educational program that will prepare competent cosmetologists to function under the legal framework specified by the Texas Department of Licensing and Regulation.

III. ADMISSION REQUIREMENTS

Students will be considered for admission to the program by:

1. If student is under the age of 30, meningitis vaccine must have been administered 9 days prior to registration.
2. Meeting any one of the following requirements:
 - a. Have graduated from an accredited high school.
 - b. Have obtained a General Educational Development (GED) Certificate.
 - c. Have received individual approval from the vice-president of occupational programs. Approval will be granted when it is determined that the applicant has the aptitude, interest, and maturity to profit from the program.

IV. ADMISSION PROCEDURES

1. Submit the following items to the Registrar:
 - a. Application for admission.
 - b. Two official transcripts (or GED Certificate) showing all high school and college work completed. If more than one (1) year of college work has been completed, the high school transcript is not required.

V. SELECTION

1. Qualified applicants are notified by the cosmetology department when they may enter the program. The cosmetology department enrollment is limited to 25 students. New students are admitted at the beginning of the fall, spring or summer semesters. The order of selection is based on attendance on the first day of registration. The student must submit the following items:
 - a. One picture 1 ½" x 1 ½" this can be obtained at the library. Cost is \$2.00 for CBC students – Beeville ONLY)
 - b. Money order for \$25.00 (This is for the Texas Department of Rules and Regulation, for permit and rules & regulations book) must be submitted before registration. Permit fee is non-refundable.
 - c. Name tag - Prices vary between campuses to be paid no later than the beginning of the second week of class.

VI. LENGTH OF PROGRAM

Students will be required to complete three (3) semesters of college work. These three semesters include 1503 hours of training required to take the State operator's examination.

VII. CERTIFICATE

A Certificate of Achievement is awarded upon satisfactory completion of **ALL** course work leading to a certificate at Coastal Bend College. If a student fails a class, the student must repeat the class regardless of how many hours they have. The mock examination must also be passed. The certificate qualifies graduates of examinations given by the Texas Department of Licensing and Regulation. Those who pass the TDLR examination will be qualified to practice as a licensed cosmetologist.

VIII. CERTIFICATION

The graduates of cosmetology are required to be certified by the State before working in their profession. The certifying agency is through the Texas Department of Licensing and Regulation, PO Box 12088, Austin, Texas 78701. The students are tested in both practical applications of methods taught, and written theory of cosmetology. The student may take the Written Exam after completion of at least 1000 hours. The student must pass the Written Exam with 70 or above before taking the Practical Exam. The Practical Exam will be taken after Completion of the Course. The initial cost for the license will vary according to date of birth of applicant. Exam Fee: Written \$55, Practical \$78.

IX. UNIFORMS AND APPEARANCE

Black dress slacks, Black closed-in shoes and socks are required. After a student has obtained the required uniform he/she must wear the uniform every day of class (lecture and lab). **No student will be allowed to clock in without the required uniform on (clean, pressed and pants of uniform properly hemmed and body modestly covered).** Hair must be completely styled and ladies must have daytime makeup on before clocking in. Attire must also be professional. No gaudy jewelry or body piercing (i.e. nose, lips, eyebrow, tongue, chin, and gauges) may be worn. Visible tattoos must be covered. Students who have passion marks are required to wear turtle neck garments under uniform in order to clock in and work on the lab floor. Students will go through inspection before being allowed to clock in. Students sign agreements to be professionally attired at instructor discretion.

X. ATTENDANCE

Students must complete **563 hours** in the Fall and Spring semesters and **378 hours** in the Summer Session in order to meet the Workforce Education Course Manual of **1,503 hour** requirement. **The opportunity to make-up time is extremely limited** and absences are strictly recorded. Following are the guidelines for missed hours:

Fall and Spring Absences

24 hours one course dropped
32 hours Second course dropped
40+hours Dropped from the Program

Summer Absences

12 hours one course dropped
24 hours Second course dropped
36+hours Dropped from the Program

Tardiness: will not be tolerated. Students are required to clock in no later than:

- 1. Beeville 8:05am
- 2. Kingsville 7:35am
- 3. Pleasanton 7:35am

1st Tardy - Student allowed clock-in with verbal warning
2nd Tardy- Student allowed clock-in at 10:00 a.m.(Pleasanton is 9:00)
3rd Tardy- Student will be dropped from course enrolled.

- In order to ensure the timely and proper completion of the Cosmetology curriculum, student is prohibited from exceeding the three tardy limit per semester.
- On third tardy, student will be dropped from the course.
- Hours missed due to tardiness (including tardy from lunch) will be counted toward the total missed hours and may cause a student to be dropped from a course class or Cosmetology Program.
- Once a student is dropped from any Cosmetology lecture/lab due to excessive absences, the "Drop" is final, and there is no appeal process. A "Drop" is permanent, and the student will be required to retake the course when course is offered.
- All cosmetology (CSME) courses are not offered every semester so the student will have to wait until that course is offered again and retake it in order to graduate.

XI. NAME TAGS

Name tags must be worn daily as required by TDLR..

XII. BOOKS AND KIT REQUIRED

Text and study guides are selected by the Cosmetology Instructors. Students must purchase required text and cosmetology kit. Textbooks are available off college website and Cosmetology Kits are available in book store. All materials and equipment in the kit purchased by students that are damaged or lost must be replaced by student immediately. (I.e. mannequin, combs, brushes, etc.) These are available through beauty supply companies or in the CBC bookstore.

XIII. STUDENTS POLICIES, RULES AND REGULATIONS

A student enrolled in the Cosmetology Program shall conform to the following:

1. Adhere to school policy as outlined in the college catalog and student handbook
2. Promptly pay all tuition fees and other costs to the college
3. Secure required books and supplies (Each student must purchase their own Cosmetology Kit and books in order to be successful in the program).
4. Abide by the course requirements designated in each course syllabus.
5. Abide by the professional codes, as presented in the Texas Department of Licensing and Regulation Rules and Regulation Handbook.
6. According to Rule 83.72.p1 of the TDLR handbook, students are prohibited from clocking in/out their fellow students. Because of the seriousness of such an infraction, it is the policy of the Coastal Bend College Cosmetology Department to require such violators be dropped from the program for the remainder of the semester or until further notice by the instructor.
7. Uniforms will be worn during class, Monday thru Thursday, unless otherwise specified by the instructor. **Make-up and hair should be done before you get to class. Students will not be allowed to clock in if make-up and hair are not properly done.**
8. Ten (10) minute breaks are to be taken at given times by your instructor. **IF** you do not take it when instructed, **YOU LOOSE IT** (the only exception is when you have a client- then you take it immediately **after cleaning up from your service.**) **YOU ARE NOT REQUIRED TO TAKE A LUNCH. IF YOU TAKE A LUNCH – YOU MUST CLOCK OUT FOR LUNCH. IF YOU LEAVE THE BUILDING – YOU MUST CLOCK OUT.**
9. Students are responsible for informing the instructor if they will be absent or late to class. If the student fails to inform the instructor, 10 points will be deducted from their final grade on the weekly progress report.
10. **They instructor, at any time, can clock a student out and ask them to leave if they are being uncooperative. (I.e. patron refusal, cell phones, unacceptable behavior, etc.)**
11. Students who waste time on the lab floor will be asked to clock out and leave.
12. **Sleeping during lab time is not permitted, you will be clocked out.**
13. The desk phone is to be used for emergencies only, please ask permission to use it and limit your time on it. **Points will be taken off your lab grade, if this isn't followed. Take care of your personal business on your own time not during school time.**
14. **No personal phone calls. No student will be called to the phone; ALL calls must be cleared through your instructor.**
15. Students are not allowed to switch clients with another student at any time, if there is a personal conflict with a client, talk to the instructor
16. Complaining to the Receptionist for appointments scheduled is unacceptable behavior. You do what was assigned to you and don't compare work load.
17. Students are not allowed to hang around other students' vanities when they have clients. If you don't have a client, stay at your vanity and keep busy.
18. For safety purposes student lab stations must always be maintained clean and organized.
19. **Students must cooperate with other students and staff members.**
20. **Team work must be exhibited by all students.**
21. **Drug testing is randomly conducted without notice.**
22. When leaving classroom, ALL books, purses, cell phones, etc. must be cleaned off tables and locked up in lockers. **(THE SCHOOL IS NOT RESPONSIBLE FOR THE DISAPEARANCE OF PERSONAL BELONGINGS.)**

XIV. CLIENT ABANDONMENT

Client abandonment constitutes unprofessional behavior. Students who abandon clients (I.e. leaving the room without permission) will receive no credit for the day and disciplinary action may result.

XV. LECTURE RULES

Our desire for this class is to pass on to you information that you can apply not only in this department but also in your career as a Cosmetologist. I will also give you information to help you prepare for the Texas Cosmetology examination. We hope that the following rules will help create an environment that is conducive to learning.

1. Bring required books to class.
2. You are responsible for bringing paper and pens for taking notes, be prepared for class.
3. No eating or drinking in class/lab.
4. When you come to class nothing, except needed materials at that given time, will be allowed in class. **No Exceptions.**
5. If you need to ask a question on the subject we are studying at the time, please raise your hand. I welcome and encourage questions. I do not want you to leave class confused.
6. Talking among your selves while I am lecturing is **not permitted.**
7. If you need to be excused from the class, please go without disturbing anyone and return promptly.
8. **Sleeping in class is not permitted. You will be clocked out by the instructor and asked to go home.**
9. I discipline only on the grounds of what I actually see with my own eyes or hear with my own ears. You may come to me privately so I can be made aware of things that may be happening.

10. If you miss a class, it is your responsibility to ask instructor which assignments you missed or if a test will be given the next class meeting. If 3 classes are missed in the course you are enrolled, you will be dropped on the third day.
11. Do not work on your assigned work while instructor is lecturing.
12. Course assignments will not be worked on during lab time.
13. **NO** makeup test will be given if student is absent, unless student brings in doctor's excuse. A grade of 0 will be given unless student is ill and doctor's excuse is presented to instructor. Doctor's excuse accepted for grade or makeup of course work but time clock hours must be made up.
14. No late work is accepted. Assignments will be graded the day they are due. The only exception will be the Final Exam. All students must take the final exam.
15. All assignments must be completed before taking the course final exam

XVI. COSMETOLOGY STUDENTS GRADING EQUIVALENCY

The following is the grading equivalent for ALL Cosmetology courses.

A	90-100
B	80-89
C	70-79
D	60-69
F	59 OR BELOW

A student must maintain a 70 or above to pass this course. If you make a D or below you must retake the class.

XVII. COSMETOLOGY LAB CRITERIA

Clients have a right to expect professional care. If students cannot perform skills on the lab floor, then they cannot give safe, professional care in the Beauty Salon. Skills performed in the lab are considered part of your cosmetology experience. Each student's performance must meet certain standards. Students must demonstrate certain skills in a satisfactory manner in the lab area. If a student is unable to demonstrate required skills in a reasonable amount of time he or she will be placed on probation. If the student fails to improve, a failing grade will be given in lab and the student will be dropped from the course. Students will not be allowed to work on clients if skills are not completed in a competent manner.

A student who constitutes an unsafe situation in the clinical lab may be dismissed from the program.

XVIII. COMPREHENSIVE FINALS

Beginning Summer 2012, all cosmetology students will be required to adhere to the following performance regulations known as "EXIT EXAMS." Both finals are set to insure all students are learning the required material on time and performing at an acceptable level. They will include performance evaluations and written tests. In order to pass each, students must pass the lab skills and the written tests with a score of 80 percent or above, and have the required hours per semester.

Students must be present for comprehensive exam at the scheduled time or a failing grade is issued. If the student fails, the student will fail the entire semester.

EXIT EXAMS – consist of Mini-board, Mock, and written course final.

Course final – written content exam

Mini-board – (MOCK) Texas Department of Licensing and Regulations (TDLR) Practical Exam must be taken and passed with a 70 or better to pass course and to be prepared for actual STATE exam.

TDLR WRITTEN EXAM (CAPSTONE) – MUST BE TAKEN BEFORE EXITING THE PROGRAM. EXAM MUST BE TAKEN AND PASS WITH A GRADE OF 70 OR BETTER IN ORDER TO GRADUATE FROM PROGRAM.

Also, Coastal Bend College and TDLR Required Skills must be completed in order to graduate from Program.

XIV. LAB RULES

1. Students that are assigned to dispensary **WILL BE DISPENSARY FOR THE ENTIRE PERIOD.** Shampoo, conditioner, manicure set ups, facial set ups, etc., will be done by the student assigned to dispensary at the time needed. **NO ADVANCE PREPARATION FOR SERVICE WILL BE ALLOWED. STUDENTS WILL SIGN OUT AND IN PRODUCTS/ SUPPLIES FROM AT THE END OF EACH SERVICE.** No one will be allowed in the dispensary unless with the Instructor or to mix color.

2. Students will be given skills test on mornings during the hour of 8:00 am to 9:00 am when there is no theory class. Students will prepare the necessary materials/ supplies for the next timed skills test at the end of the day! Failure to be prepared for next day timed skills test will result in loss time and grade on test. If you are **late**, and are not allowed to clock in, you will receive a **0** for that task. Being on time is crucial to your grade.
3. Students are not allowed to have family members on the floor without an appointment. Family members include (husbands, mothers, sisters, brothers, significant others).
4. Sanitation Duties will be checked before students are allowed to clock out in the afternoon.

ACTS LISTED BELOW ARE WORTH DEDUCTIONS IN YOUR GRADE.

- Missed Appointments
- Abuse or Destruction of School Materials, Tools, or Equipment
- Horseplay, Practical Jokes, Scuffing, or Wrestling
- Refusal to Accept Clients When Assigned for Service
- FIGHTING OR BICKERING
- Duties Not Done
- Students will maintain an average of 75 on all academic and practical skills assignments
- Students will conduct themselves as if they were already on the job
- UNACCEPTABLE BEHAVIOR
 - Vulgar language
 - Cursing
 - Disrespectfulness towards other students, clients or instructors
 - Stealing
 - Gossiping
 - Use of cellular phone, and ipads are never allowed
 - Making or receiving personal calls on department phone
- The instructors office will not be used by students as their personal area

XX. BEHAVIOR MANAGEMENT PLAN

1. If a student fails to maintain an average of 70 on all cosmetology assignments, he/ she will be placed on academic probation for one semester.
2. After being placed on academic probation, if at the end of the semester the student still fails to maintain an average of 70, he/ she will suspended from the Cosmetology Program.
3. If a student fails to meet any of the guidelines of appropriate cosmetology student behavior, he/ she will confer with college with college counselor and the cosmetology instructor.
4. On the second time that a student fails to meet any of the guidelines of appropriate cosmetology student behavior he/ she will confer with the college vice president/ director, the college counselor and the cosmetology instructor. At this time the student is also required to develop in writing a behavior plan of improvement and consequence.
5. If student drops a class, he/ she may have to wait until the class is offered again.
6. At the third time that a student fails to meet any of the guidelines of appropriate cosmetology student behavior he/ she will be suspended for the current semester.
7. If a student violates State Board Guidelines, he/ she must clock out for the day and confer with the cosmetology instructor the following day.
8. Clocking out for the day will result in loss of valuable clock hours and an automatic zero for that day.
9. If a student fails to follow Coastal Bend College guidelines, he/ she will be dealt with by the college administration. **YOU ARE ON YOUR OWN.**
10. Letter of Warning

XXI. PERSONAL APPOINTMENTS AND BUSINESS

Such as picking up Pell grant checks and non- emergency doctor visits should be scheduled after class and during class holidays. No phone messages will be given unless in an emergency.

**COSMETOLOGY PROGRAM
REVIEW COMMITTEE POLICY**

The establishing of a review committee policy has been deemed necessary in order to provide the Coastal Bend College Program, as well as the students in this program, due process in the event it is determined that a student must be removed from the cosmetology program. The review committee will meet in a timely fashion and the students will remain in the program pending committee decision; however that student will not be allowed to administer services to a client pending the committee decision.

The committee will consist of the members:

- **Cosmetology instructors**
- **Counselor**
- **Vice President of Instructional Services**
- **Human Services Division Coordinator**
- **Any other professional cosmetology personnel**

The guidelines for this review committee policy are derived from the following resources:

- **The Coastal Bend College catalog**
- **Coastal Bend College Student Handbook**
- **The Cosmetology Program policies**
- **Texas Department of Licensing and Regulatory Policies and Procedures**
- **The committee will meet upon notification by the Human Services division chairperson. Appeals from the decisions should be directed to the director of student services and follow the college appeals procedure outlined in the Coastal Bend College policy manual.**

**** STUDENTS MAY APPLY FOR READMISSION ONE TIME ONLY.** Readmission will be based on requirements for admission. A student wishing readmission must take a re-entrance exam. This exam includes a practical and a theory over previous material, and **must have** a score of 80% or above to be readmitted.

A copy of these policies are given to each student and a signed copy will be placed in his/ her file.

Instructor: I have read aloud to the undersigned student the above policies and procedures of the Coastal Bend College Cosmetology Program.

Instructor's Signature

Date

Students: I have read the above policies and procedures of the Coastal Bend College Cosmetology Program and I agree to abide by them while attending Coastal Bend College.

Student's Signature

Date

Approved by: Noemi Aguilar – Division Chair of Human Services

Approved by: Dr. Kevin Behr – Executive Director of Workforce Programs

Revised: July 8, 2013

Scenario:

Jane Doe came into the cosmetology program in the Fall semester. School policy stated that she had only 24 hours to miss before she would be dropped from a lab class. Jane woke up one morning with a *slight* headache and decided not to go to class. After three weeks of perfect attendance, Jane came to school with a very red, oozy, pus-filled eye, obviously "Pink Eye." School policy could not allow her to remain in school due to a contagious disease. She was sent home. Her doctor advised her to stay home for three days. When she returns so school she finds out that she has been dropped from one lab class. OH! No Pell Grant, no JTPA, no day care and no reimbursement for dropped class. Jane learns from her mistakes and continued to be a model student. During this time, Jane is notified that her grandfather has passed away and needs to go to Houston for the funeral. Luckily the funeral was on a Saturday and she would only have to miss one day of school. However, on Sunday, when she was returning home, her car broke down and it could not be repaired until noon on Monday. She telephoned the instructor to relate her dilemma. Surely, this would be excused??? And she surely would not be dropped from another lab!!! Unfortunately, she remembered that the school policy does not allow for excused absences. Jane was not only dropped from another lab class, but she could be dropped from the program entirely.

OPTIONS:

1. Go before the Absentee Committee
2. Drop out of school entirely – lose all financial aid