



## **Catalog**

Volume 26

March 15, 2021

### **McDougle Technical Institute - Pompano Beach**

1901 North Federal Highway, #201

Pompano Beach, FL 33062

954-972-0635

**Florida Education License #4433**

### **McDougle Technical Institute - Gainesville**

6250 NW 23rd Street Suite 13 & 14

Gainesville, FL 32653

(352) 554-4900

**Florida Education License #6265**

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## **MISSION**

McDougle Technical Institute is a private school specializing in vocational training for career preparation in the Cosmetology Arts and Sciences including Barbering, Facials, Instructor Training, Massage Therapy and Nails in order to provide our students with the education and resources necessary to have successful careers in the beauty and wellness industry.

## **SCHOOL'S GOVERNING BODY**

McDougle Technical Institute was founded by Licensed Cosmetologist & Entrepreneur, Mrs. Octavia McDougle. Mrs. McDougle has over 20 years' experience in Cosmetology and business management and also owns and operates a South Florida Real Estate School. In 2010, the first McDougle Technical Institute campus was opened in Pompano Beach, Florida.

## **EDUCATIONAL OBJECTIVE**

Our objective is to provide students with diversified, integrated theory and practical programs from cosmetology, nail specialty, facial specialty, massage therapy, and barber styling. This prepares the cosmetology and barber students to sit for a state exam so that the students may receive a license from the State of Florida and prepares the Specialty students to sit for a school exam, to apply for a specialty registration. Massage therapy students are provided theory and practical programs. This prepares the massage therapy student to sit for the MBLEX exam approved for a Florida license.

COMPLETING A PROGRAM OR COURSE IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

## **LEGAL CONTROL**

Beauty Explosion, Inc. is a private corporation operating under the laws of the State of Florida and doing business as McDougle Technical Institute. The officer of the corporation is Octavia McDougle. The school is owned and operated by Octavia McDougle.

## **FLORIDA LICENSE**

McDougle Technical Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684.

McDougle Technical Institute - Gainesville  
Florida Education License #6265

McDougle Technical Institute - Pompano Beach  
Florida Education License #4433

Certificates from agencies are on display at the school.

The Florida Department of Health Board of Medical Quality Assurance approves Massage Therapy.

## **ACCREDITATION**

McDougle Technical Institute is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage. Additional information regarding this status may be obtained by contacting NACCAS at 3015 Colvin Street, Alexandria, Virginia, 22314 Telephone: 703-600-7600 Fax: 703-379-2200 www.naccas.org.

McDougle Technical Institute - Gainesville is not accredited.

## **ADMISSIONS**

Students may enroll in all classes by providing a copy of high school diploma, GED, copy of a transcript showing high school completion, show the ability to benefit by passing a Wonderlic Basic Skills Test, or for courses and/or programs of 600 hours or more, after enrollment, satisfactorily complete 225 clock hours, as applicable. The approved Wonderlic Basic Skills Test passing scores are Verbal 200 and Quantitative 210. Barber Styling, Restricted Barber, Cosmetology, Full Specialty, Nail Specialty, and Facial Specialty students may be 16 years of age (with parental consent). With parental consent, secondary students who are not enrolled under a training agreement may be admitted, if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully passes the Wonderlic Basic Skills Test.

If a student provides foreign high school diploma/transcripts, it must be verified by an outside agency that is qualified to translate documents into English and can confirm the academic equivalence to a U.S. high school diploma.

Massage Therapy and Instructor Training students must be 18 years of age. The school cannot guarantee a license or ability to take a test if the student has a criminal background.

## **POLICY FOR PRIOR LEARNING CREDIT**

Students entering our programs who have earned hours from a previous school must provide McDougle Technical Institute with a transcript from a state licensed school. Programs for which clock hours are granted shall parallel in content and intensity to the program offered by our school. Transfer hours will be accepted on a case-by-case basis with the approval of the Director and will only be evaluated prior to enrollment. (Subject to a \$100 transcript evaluation fee).

## **POLICY REGARDING TRANSFER**

Students leaving our program have the responsibility to confirm whether or not another institution of a student's choice will accept transfer clock hours from McDougle Technical Institute.

## **POLICY FOR RE ENTRY**

The school will charge a re-entry fee to students who have withdrawn and wish to re enter more than 30 days after termination, of \$150. The tuition rates current at the time of reentry will apply to the

balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

### TRIAL ENROLLMENT PERIOD POLICY

A person who enrolls in the school will be offered the opportunity to attend certain programs for 7 days, without incurring a financial obligation beyond the registration fee.

During this period, the school will ensure that students have the necessary books and materials needed to succeed during the trial period.

Students that continue attending class beyond the trial period are considered regular students and accepted into their selected program of study. Such students may not receive any federal financial aid until all required documentation and information is submitted and the student is admitted as a regular student.

In any event, a student still attending school after 7 days after the official start date of the program is deemed to have confirmed their intention to continue the program as a regular student and thus will be classified as such.

Any student who wishes to apply for federal financial aid after becoming a regular student must meet the student eligibility criteria as provided in the federal regulations. If the student qualifies for federal financial aid, the federal aid will apply from the beginning of the enrollment period, which includes the trial as applicable.

The Trial Enrollment Period is not applicable to transfer or returning students.

A student must successfully complete the Trial Enrollment Period to be accepted by the school as a regular student.

On the last day of the trial enrollment period the student will make their decision whether or not they wish to continue with their program. If a student does not wish to continue with the training he/she will notify the school in writing and have no further financial obligation, and the school will retain the \$150.00 registration fee.

Also, at this time the McDougle Technical Institute will make a decision based on the above criteria as to whether the student will be a good candidate for our program. If the student chooses to continue with his/her program the enrollment agreement will be finalized at this time, and he/she will be considered a regular student.

No student will be eligible for financial aid until he/she is a regular student. Should a student choose to withdraw from the school after becoming a regular student he/she will follow the withdrawal procedure covered in the school's catalog and on the student's enrollment agreement.

McDougle Technical Institute does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin. We do not recruit students already attending or enrolled at another school offering a similar program of study. The school reserves the right to refuse admission to any person who shows an inability or unwillingness to successfully complete the program and gain employment in the program that they are enrolling in.

Students who have attended more than three post-secondary schools without completing a course of study (obtaining a degree, certificate or diploma), will need to submit a statement explaining

why they feel they will successfully complete the program for which they are enrolling.

McDougle Technical Institute may extend this period of time for up to an additional 30 days if the school deems it necessary to further evaluate the student's commitment to the program.

### ADMISSION PROBATIONARY PERIOD

In order to ensure a smooth transition to McDougle Technical Institute and allow for optimal academic and attendance growth, it is the policy of the institution to admit new students to a probationary period upon starting class.

The policy below applies to the following programs:

- 1200 clock hour Cosmetology
- 1200 clock hours Cosmetology (Hybrid)
- 900 clock hour Barber Styling
- 600 clock hour Restricted Barber (Hybrid)
- 600 clock hour Massage Therapy
- 600 clock hour Massage Therapy (Hybrid)
- 600 clock hour Instructor Training
- 600 clock hour Instructor Training (Hybrid)
- 600 clock hour Full Specialty (Hybrid)

After a student starts class, a 25-calendar day evaluation will be made to determine the student's attendance and academic rates. If the student is not meeting the minimum attendance rate (90%) and minimum academic rate (80%), it is up to the discretion of the institution's Director to terminate the student and the withdrawal procedure covered in the school's catalog and on the student's enrollment agreement will apply.

The policy below applies to the following programs:

- 220 clock hour Facial Specialty
- 220 clock hour Facial Specialty (Hybrid)
- 180 clock hour Nail Specialty
- 180 clock hour Nail Specialty (Hybrid)

After a student starts class, a 10-calendar day evaluation will be made to determine the student's attendance and academic rates. If the student is not meeting the minimum attendance rate (90%) and minimum academic rate (80%), it is up to the discretion of the institution's Director to terminate the student and the withdrawal procedure covered in the school's catalog and on the student's enrollment agreement will apply.

### SCHOOL HOURS

School hours are:

Days	Hours
Monday - Wednesday	9:00A.M. to 10:00 P.M
Thursday - Friday	9:00 A.M to 3:00 P.M
Saturday	9:00 A.M. to 4:00 P.M
Sunday	Closed

## DRESS CODE

McDougle Technical Institute students are required to wear a uniform. The purpose of a uniform is a means of consistency in student dress, it also reduces the problem of competitive dressing and presents a professional image for the student and the school. Students, unless otherwise notified by Administration, must abide by the school dress code, and wear the school uniform.

Uniforms: Cosmetology, Facials, Massage, Nail and Barber students receive two t-shirts and a jacket. Shoes: Flat, closed toe are the ONLY acceptable shoe. Students may not sign in without a clean, pressed uniform. Students' hair must be neatly groomed. If any student is non-compliant, they will be sent home and not allowed to return to school until their appearance is corrected.

On a case by case basis faculty may require a student to modify his or her appearance by covering or cutting their hair, removing nail extensions, cutting down natural nails, wearing makeup or wearing certain hairstyles. Students must comply with the school's dress code at all times and project a well-groomed professional image and free from any offensive odors and be a representative of the cosmetology and wellness industry. Final determination as to what is acceptable will be determined by the administration.

## FACULTY

Mercy Perez - Instructor  
State of Florida Licensed Cosmetologist

Johanna Rosa- Instructor  
State of Florida Licensed Full Specialist

Tiara Young- Instructor  
State of Florida Licensed Nail Specialist

Nikoletta Szabo- Instructor  
State of Florida Licensed Massage Therapist

Willuance Mesalien- Instructor  
State of Florida Licensed Barber

## ADMINISTRATION/BUSINESS OFFICE/FINANCE

Octavia McDougle -Owner/Director

Annette Pelletier - Business Office Manager

Tequesta Byard - Financial Aid Director

Willuance Mesalien -Student Success Director/ Compliance

Reina Gagne - Admissions Director

## ADVISORY BOARD

Advisory Board listing can be provided by your Admissions Representative or obtained by visiting the McDougle Technical Institute website.

## FACILITIES AND EQUIPMENT

McDougle Technical Institute - Pompano Beach campus is located at 1901 N. Federal Highway #201, Pompano Beach, FL 33062. The institution's telephone number is 954-972-0635.

The campus is 6,200 square feet, which includes classrooms and clinic customer areas. The barber and cosmetology area have 12 stations and sanitizers for each station. The facial area has two chairs, hot towel cabinet, wax station, and makeup station. The massage area has two tables, hot towel cabinet, a hot stone set, paraffin unit, sauna room and separate treatment rooms for hydrotherapy, body treatments and a shower. The nail area has four manicure/pedicure stations, a sanitizer, and a paraffin unit. The campus has a separate room for theory, and a library. Students have access to lockers and a break room. TVs, DVDs, and projectors are available for each class. McDougle Technical Institute has supply cabinets for all basics and a retail area for the purchase of beauty supplies.

McDougle Technical Institute utilizes additional classroom space located at 1955 North Federal Highway, #201, 207 & 207 Pompano Beach, FL 33062.

McDougle Technical Institute - Gainesville campus is located at 6250 NW 23rd Street Suite 13 & 14 Gainesville, FL 32653 The institution's telephone number is (352) 554-4900.

The campus is in a convenient location that provides ample space for teaching and hands on learning. We are easily accessible by public and private transportation.

There is plenty of parking available for students, faculty and staff, including reserved handicapped parking spaces. The facility of 2,100 square feet includes a reception area, a student lounge study area, a classroom, an area for student's lab work as well as services, an administrative office, and restrooms. The lab services area is equipped with the necessary tools, supplies and equipment for students to practice and offer the required supervised services for each program. The facility is centrally air conditioned and well lighted, is in compliance with state and county regulatory agencies, as well as provides a safe and inviting environment that fosters learning.

## CLASSROOM RATIO

The maximum number of students in typical classroom or laboratory/shop settings of instruction will not exceed 1 instructor for every 30 students.

## COURSE NUMBERING SYSTEM

The prefixes are letters that represent the type of program.

## ACADEMIC PROGRAMS

## BARBER STYLING – 900 HOURS

### Objective

Our objective is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in the barbering profession.

### Occupations

- Barber
- Barber Stylist
- Retail Specialist
- Salon/Barbershop Manager
- Salon/Barbershop Owner
- Product Educator

### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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. A comprehensive practical skills evaluation will be conducted during the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Barber Styling Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
BS101	<b>Theory and Practice</b>	450	
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS		
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
	<b>Barbering</b> Hair Structure and Chemistry, Hair Cutting and Hair Styling, Shampooing, Shaving, Beard and Mustache Trimming.		
	<b>Chemical Procedures</b> Chemical Services to include permanent weaving; coloring and bleaching; and hair relaxing and curling		
BS102	<b>Clinic Service Hours</b>	450	450
	Haircutting and Styling ( to include blow drying) Shampooing, Shaving, Beard and Mustache Trimming. Chemical Services to include permanent weaving, coloring, bleaching, hair relaxing and curling.		
Total Clock Hours - 900		450	450



### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 30 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 45 weeks.

### COSMETOLOGY – 1200 HOURS

#### Objective

Our objective is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in the Cosmetology profession.

#### Occupations

- Stylist
- Retail Specialist
- Salon Manager
- Salon Owner
- Product Educator

#### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

#### References

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

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

#### Breakdown of the Cosmetology Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
COS01	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	600	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
	<b>Facial Specialty</b> Skin Care and Hair Removal		
	<b>Nail Specialty</b> Manicuring, Pedicuring, Nail Extensions		
<b>Hair Care</b> Scalp and Hair Care, Hair Styling, Hair Cutting/Shaping,			
	<b>Chemical Procedures</b> Chemical Services to include Hair Coloring and Lightening, Permanent Waving and Chemical Relaxing,		
COS102	<b>Clinic Service Hours</b>		

	Shampoos and Rinses, Hair Cutting and Hair Styling services, Hair coloring services, Chemical waving and relaxing/straightening services, Skin Care and Hair Removal, Manicuring, Pedicuring, Nail Extensions Business Skills		600
Total Clock Hours - 1200		600	600

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 40 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 60 weeks.

### FACIAL SPECIALTY – 220 HOURS

#### Objective

To give skin treatments using skin, analysis with basic facial massage applications using correct products to enhance skin and follow with the machine application to safely apply procedures for hair removal and procedures for eyelash application and make up.

#### Occupations

- Facial Technician – Esthetician
- Hair Removal Specialist
- Makeup Artist

#### Program Description

This program is a blend of theoretical instruction, classroom practice and services to the public. The program instructs the student to be able to use safe application of products so the public is protected and be able to pass a school exam in order to apply for a Florida specialty registration to enter the field of facials (esthetician, aesthetician).

#### References

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

#### Breakdown of the Facial Specialty Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
FS101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image,	110	

	Business Skills and 4 hours of HIV/AIDS		
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
	<b>Facial Specialty</b> Skin Theory, Disorders of the Skin, Facial Techniques and Contraindications, Product Chemistry, Hair Removal, Makeup		
	<b>Clinic Service Hours</b>		
FS102	Facials, extractions, electrical devices, hair removal, including tweezing, waxing, threading, and sugaring, makeup application for both daytime and nighttime looks, lash and brow tinting, eyelash application, individual lashes, and semi-permanent lashes,		110
Total Clock Hours - 220		110	110

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Completion Time Days

Day full time students attending 30 hours per week complete the program in 7.5 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.

Night full time students attending 20 hours per week complete the program in 11 weeks.

### NAIL SPECIALTY – 180 HOURS

#### Objective

The objective is to develop basic knowledge of the nail and its disorders. To develop techniques to manicure, pedicure and apply artificial nails.

#### Occupations

- Manicurist
- Pedicurist
- Acrylic Nail Specialty

#### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and actual service to the public. Students are scheduled for class to obtain theory as well as practice and clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe applications using good work habits. Students will be able to pass a school exam to receive a Florida specialty registration (license).

#### References

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

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Nail Specialty Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
NS101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	90	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
<b>Nail Specialty</b> Nail Theory, Practice, and Related Subjects including nail disorders and diseases			
NS102	<b>Clinic Service Hours</b>		
	Manicures, Pedicures, Tips with Overlay, Sculpting Using A		90

	Form, Nail Wraps and/or Mending, Nail Fill-Ins, Artificial Nail Removal, Polishing and Nail Art, Gel Nail		
Total Clock Hours - 180		90	90

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 6 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 9 weeks.

### MASSAGE THERAPY – 600 HOURS

This program is not available to an applicant that has felony drug conviction less than 15 years old.

### Objective

The objective is to provide students with hands on training in massage coupled with comprehensive study of anatomy, physiology, kinesiology, and pathology. The objective is to instruct the student to be able to pass one of the three exams accepted by Florida for licensure.

### Occupations

- Massage Therapist – in spa, in salon, in M.D. office

### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and actual service provided to the public. Students are scheduled for class to obtain theory as well as practice and clinic time is scheduled so students perform massages for the public.

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic

learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Massage Therapy Program

Course Code	Breakdown of Program	Theory Hours	Practical Services
MT101	Anatomy, Physiology, Kinesiology Includes 11 Body Systems	150	
MT102	Massage Theory & History	125	
MT103	Pathology	40	
MT104	Clinical Practicum		125
MT105	Allied Modalities		109
MT106	Hydrotherapy		15
MT107	Business	15	
MT108	Florida laws and rules.	10	
MT109	Ethics	6	
MT110	HIV/AIDS	3	
MT111	Medical Errors	2	
Total Clock Hours - 600		351	249

### Completion Time Days

- The students in the day Massage Therapy program will attend school 30 hours per week for 20 weeks.
- Part time students for this program will attend class 16 hours per week for 37.5 weeks.

### Additional Hours of Training Explanation

McDougle Technical Institute offers Massage Therapy programs that are longer than the state requirements because we believe that in today's marketplace employers and consumers are looking for Therapists that can do more advanced massage techniques. We have added additional practical services so that our students can practice working on mastering their skills so they can be more prepared for today's marketplace.

### INSTRUCTOR TRAINING– 600 HOURS

#### Objective

Licensed barbers, cosmetologists, skin and nail technicians, or massage therapists are trained in basic teaching skills, using education judgments with proper work ethics along with desirable attitudes to relay information to students. (This program is not a requirement to teach in Florida.)

#### Occupations

- Cosmetology Instructor
- Barber Instructor
- Specialty Instructor
- Massage Instructor

#### Program Description

McDougle Technical Institute offers the proper blend of theoretical instruction and classroom teaching practice. The student instructor develops skills in teaching the subjects necessary for the student's goal toward licensure by following the school's lesson plans and testing.

#### References

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

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

#### Breakdown of the Instructor Training Program

Course Code	Breakdown of Program	Theory Hours	Practical Services
IT101	Orientation and Ethics, Teaching Methodology	300	300
IT102	Classroom Management		
Total Clock Hour - 600		300	300

#### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 20 weeks. Day full time class schedule is Monday through Friday, 9:00 AM to 3:00 PM.
- Night full time students attending 25 hours per week complete the program in 24 weeks.

### COSMETOLOGY (HYBRID) – 1200 HOURS

#### Objective

Our objective is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in the hairdressing profession.

#### Occupations

- Stylist
- Retail Specialist

- Salon Manager
- Salon Owner
- Product Educator

### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)

79% - 0% =	FAILING
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### Breakdown of the Cosmetology (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
COS101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	600	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
	<b>Facial Specialty</b> Skin Care and Hair Removal		
	<b>Nail Specialty</b> Manicuring, Pedicuring, Nail Extensions		
	<b>Hair Care</b> Scalp and Hair Care, Hair Styling, Hair Cutting/Shaping,		
<b>Chemical Procedures</b> Chemical Services to include Hair Coloring and Lightening, Permanent Waving and Chemical Relaxing,			
COS102	<b>Clinic Service Hours</b>		
	Shampoos and Rinses, Hair Cutting and Hair Styling services, Hair coloring services, Chemical waving and relaxing/straightening services, Skin Care and Hair Removal, Manicuring, Pedicuring, Nail Extensions Business Skills		600
Total Clock Hours - 1200		600	600

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 40 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 60 weeks.

## RESTRICTED BARBER (HYBRID) – 600 HOURS

### Objective

Our objective is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in the barbering profession.

### Occupations

- Barber
- Retail Specialist
- Salon/Barbershop Manager
- Salon/Barbershop Owner
- Product Educator

### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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. A comprehensive practical skills evaluation will be conducted during the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Restricted Barber (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
RB101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	300	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
	<b>Barbering</b> Hair Structure and Chemistry, Hair Cutting and Hair Styling, Shampooing, Shaving, Beard and Mustache Trimming.		
RB102	<b>Clinic Service Hours</b>		
	Haircutting and Styling ( to include blow drying) Shampooing, Shaving, Beard and Mustache Trimming.		300
Total Clock Hours - 600		300	300

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 20 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 30 weeks.

## FULL SPECIALTY (HYBRID) – 600 HOURS

### Objective

Our objective is to produce graduates to meet the State of Florida mandated requirements to become a licensed Full Specialist.

## Occupations

- Facial Technician – Esthetician
- Hair Removal Specialist
- Makeup Artist
- Manicurist
- Pedicurist
- Acrylic Nail Specialty

## Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to meet the State of Florida mandated requirements to become a licensed Full Specialist.

## References

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

## Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)

94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

## Breakdown of the Full Specialty (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
FSH101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	300	
	<b>General Sciences</b> Sanitation and sterilization, Infection Control: Principles and Practices, General Anatomy and Physiology, Skin Structure, Growth, and Nutrition, Basics of Chemistry, Basics of Electricity		
	<b>Facial Specialty</b> Facial Techniques and Contraindication, Product Chemistry, Hair Removal, Makeup, Skin Theory, Disease and Disorders of the Skin		
<b>Nail Specialty</b> Nail Theory, Practice and Related Subjects including nail disorders and diseases			
FSH102	<b>Clinic Service Hours</b>		
	Facials, extractions, electrical devices, hair removal, including tweezing, waxing, threading, and sugaring, makeup application for both daytime and nighttime looks, lash and brow tinting, eyelash application, individual lashes, and semi-permanent lashes, Manicures, Pedicures, Tips with Overlay, Sculpting Using A Form, Nail Wraps and/or Mending, Nail Fill-Ins, Artificial Nail Removal, Polishing and Nail Art, Gel Nail	300	
Total Clock Hours - 600		300	300



## Completion Time Days

- Day full time students attending 30 hours per week complete the program in 20 weeks. Day full time class schedule is Monday through Friday, 9:00 a.m. to 3:00 p.m.
- Night full time students attending 30 hours per week complete the program in 20 weeks. Students are expected to complete 20hrs per week on campus and 10hrs per week online.

## Additional Hours of Training Explanation

McDougle Technical Institute offers a Full Specialty program that is longer than the state minimum requirements because we believe that in today's marketplace employers and consumers are looking for specialists that can do more advanced techniques. We have added additional practical services so that our students can practice on mastering their skills and speed so they can be more prepared for today's marketplace.

## FACIAL SPECIALTY (HYBRID) – 220 HOURS

### Objective

To give skin treatments using skin, analysis with basic facial massage applications using correct products to enhance skin and follow with the machine application to safely apply procedures for hair removal and procedures for eyelash application and make up.

### Occupations

- Facial Technician – Esthetician
- Hair Removal Specialist
- Makeup Artist

### Program Description

This program is a blend of theoretical instruction, classroom practice and services to the public. The program instructs the student to be able to use safe application of products so the public is protected and be able to pass a school exam in order to apply for a Florida specialty registration to enter the field of facials (esthetician, aesthetician).

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Facial Specialty (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
FS101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	110	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
<b>Facial Specialty</b> Skin Theory, Disorders of the Skin, Facial Techniques and Contraindications, Product Chemistry, Hair Removal, Makeup			
FS102	<b>Clinic Service Hours</b>		
	Facials, extractions, electrical devices, hair removal, including tweezing, waxing,		110

	threading, and sugaring, makeup application for both daytime and nighttime looks, lash and brow tinting, eyelash application, individual lashes, and semi-permanent lashes,		
Total Clock Hours - 220		110	110

### Completion Time Days

Day full time students attending 30 hours per week complete the program in 7.5 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.

Night full time students attending 20 hours per week complete the program in 11 weeks.

### NAIL SPECIALTY (HYBRID) – 180 HOURS

#### Objective

The objective is to develop basic knowledge of the nail and its disorders. To develop techniques to manicure, pedicure and apply artificial nails.

#### Occupations

- Manicurist
- Pedicurist
- Acrylic Nail Specialty

#### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and actual service to the public. Students are scheduled for class to obtain theory as well as practice and clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe applications using good work habits. Students will be able to pass a school exam to receive a Florida specialty registration (license).

#### References

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

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Nail Specialty (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Service Hours
NS101	<b>Theory and Practice</b>		
	<b>Orientation &amp; Ethics</b> Includes Florida laws and rules ethics, Professional Image, Business Skills and 4 hours of HIV/AIDS	90	
	<b>General Sciences</b> Safety, Sanitation and Sterilization, Anatomy and Physiology, Basics of Chemistry and Electricity.		
<b>Nail Specialty</b> Nail Theory, Practice, and Related Subjects including nail disorders and diseases			
NS102	<b>Clinic Service Hours</b>		
	Manicures, Pedicures, Tips with Overlay, Sculpting Using A Form, Nail Wraps and/or Mending, Nail Fill-Ins, Artificial		90

	Nail Removal, Polishing and Nail Art, Gel Nail		
Total Clock Hours - 180		90	90

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 6 weeks. Day full time class schedule is Monday through Friday, 9:00AM to 3:00PM.
- Night full time students attending 20 hours per week complete the program in 9 weeks.

### Online Delivery

- 90 clock hours delivered via distance education
- 90 clock hours delivered at the institution

### MASSAGE THERAPY (HYBRID) – 600 HOURS

This program is not available to an applicant that has felony drug conviction less than 15 years old.

### Objective

The objective is to provide students with hands on training in massage coupled with comprehensive study of anatomy, physiology, kinesiology, and pathology. The objective is to instruct the student to be able to pass one of the three exams accepted by Florida for licensure.

### Occupations

- Massage Therapist – in spa, in salon, in M.D. office

### Program Description

McDougle Technical Institute offers the blend of theoretical instruction, classroom practice and actual service provided to the public. Students are scheduled for class to obtain theory as well as practice and clinic time is scheduled so students perform massages for the public.

### References

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

### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Massage Therapy (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Practical Services
MT01	Anatomy, Physiology, Kinesiology Includes 11 Body Systems	150	
MT02	Massage Theory & History	125	
MT03	Pathology	40	
MT04	Clinical Practicum		125
MT05	Allied Modalities		109
MT06	Hydrotherapy		15
MT07	Business	15	
MT08	Florida laws and rules.	10	
MT09	Ethics	6	
MT10	HIV/AIDS	3	

MT11	Medical Errors	2	
Total Clock Hours - 600		351	249

### Completion Time Days

- The students in the day Massage Therapy program will attend school 30 hours per week for 20 weeks.
- Part time students for this program will attend class 16 hours per week for 37.5 weeks.

### Additional Hours of Training Explanation

McDougle Technical Institute offers Massage Therapy programs that are longer than the state requirements because we believe that in today's marketplace employers and consumers are looking for Therapists that can do more advanced massage techniques. We have added additional practical services so that our students can practice working on mastering their skills so they can be more prepared for today's marketplace.

### INSTRUCTOR TRAINING (HYBRID) – 600 HOURS

#### Objective

Licensed barbers, cosmetologists, skin and nail technicians, or massage therapists are trained in basic teaching skills, using education judgments with proper work ethics along with desirable attitudes to relay information to students. (This program is not a requirement to teach in Florida.)

#### Occupations

- Cosmetology Instructor
- Barber Instructor
- Specialty Instructor
- Massage Instructor

#### Program Description

McDougle Technical Institute offers the proper blend of theoretical instruction and classroom teaching practice. The student instructor develops skills in teaching the subjects necessary for the student's goal toward licensure by following the school's lesson plans and testing.

#### References

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

#### Teaching and Learning Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. 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 Procedure

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and 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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### Breakdown of the Instructor Training (Hybrid) Program

Course Code	Breakdown of Program	Theory Hours	Practical Services
IT101	Orientation and Ethics, Teaching Methodology	300	
IT102	Classroom Management		300
Total Clock Hours - 600		300	300

### Completion Time Days

- Day full time students attending 30 hours per week complete the program in 20 weeks. Day full time class schedule is Monday through Friday, 9:00 AM to 3:00 PM.
- Night full time students attending 25 hours per week complete the program in 24 weeks.

### POLICY ON DISTANCE EDUCATION

Advances in technology, as they relate to this policy, allow for the development of technologically innovative methods of instruction. The terms "Distance Education" or "Distance Learning" as used herein refer to instruction where the teacher and the student are separated geographically so that face-to-face communication is absent for up to, but no more than 50% of the program;

communication is accomplished instead by one or more technological media. This communication consists of live or recorded visual presentations and material using a learning management system, direct signal or cable, transmission by telephone line, fiber optic line, digital and/or analog video tape, audio tape, CD-ROM, computer or internet technology, email or other electronic means, now known or hereafter developed.

Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

The interaction with the instructor will be validated by regular measurable participation (clock hour, credit hour, or competency based) in the academic programs. Participation will be documented within a log of all student activity comprising (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s). The institution will evaluate the student's qualitative academic performance for each 10% of the Distance Education (modules) component actually completed within the program at the institution (in-person) by a qualified instructor.

Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.

All transcripts or other documents (official or unofficial), listing academic attainment received must identify the distance education component; Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

The institution makes no guarantee that academic achievement earned via distance education will be accepted if transferred to another institution or for reciprocity or eligible for licensure in other states. The student will be given login credentials to access the distance education component.

The student agrees the log in credentials are to be kept private and must not be shared.

#### **Cosmetology (Hybrid) 1200 Clock Hours**

- 600 Theory hours delivered via distance education
- 600 Hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Restricted Barber (Hybrid) 600 Clock Hours**

- 300 Theory hours delivered via distance education
- 300 Hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Full Specialty (Hybrid) 600 Clock Hours**

- 300 clock hours delivered via distance education
- 300 clock hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Instructor Training (Hybrid) 600 Clock Hours**

- 300 clock hours delivered via distance education
- 300 clock hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Massage Therapy (Hybrid) 600 Clock Hours**

- 300 clock hours delivered via distance education
- 300 clock hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Facial Specialty (Hybrid) 220 Clock Hours**

- 110 clock hours delivered via distance education
- 110 clock hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **Nail Specialty (Hybrid) 180 Clock Hours**

- 90 clock hours delivered via distance education
- 90 clock hours delivered at the institution
- Additional distance education charge(s): \$500.00

#### **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology 450 & 900 clock (scheduled) hours
- Cosmetology (Hybrid) 450 & 900 clock (scheduled) hours
- Barber Styling 450 clock (scheduled) hours
- Restricted Barber (Hybrid) 300 clock (scheduled) hours
- Massage Therapy 300 clock (scheduled) hours
- Instructor Training 300 clock (scheduled) hours
- Full Specialty (Hybrid) 300 clock (scheduled) hours
- Facial Specialty 110 clock (scheduled) hours
- Nail Specialty 90 clock (scheduled) hours
- Massage Therapy (Hybrid) 300 clock (scheduled) hours
- Instructor Training (Hybrid) 300 clock (scheduled) hours
- Full Specialty (Hybrid) 300 clock (scheduled) hours
- Facial Specialty (Hybrid) 110 clock (scheduled) hours
- Nail Specialty (Hybrid) 90 clock (scheduled) hours
- 

\*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each scheduled 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 scheduled evaluation period, the school will determine if the student has maintained at least 90% 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.

### MAXIMUM TIME FRAME

#### MAXIMUM TIME ALLOWED

COURSE	WEEKS	SCHEDULED HOURS
Barber Styling-900 Hours (Full time, 30 hrs./wk.)	33	999
Cosmetology-1200 Hours Cosmetology (Hybrid)-1200 Hours (Full time, 30 hrs./wk.)	44	1332
Restricted Barber (Hybrid)-600 Hours (Full time, 30 hrs./wk.)	22	666
Massage Therapy-600 Hours Massage Therapy (Hybrid) -600 Hours (Full time, 30 hrs./wk.)	22	666
Instructor Training-600 Hours Instructor Training (Hybrid)-600 Hours (Full time, 30 hrs./wk.)	22	666
Full Specialty (Hybrid)-600 Hours (Full time, 30 hrs./wk.)	22	666
Facial Specialty-220 Hours Facial Specialty (Hybrid)-220 Hours (Full time, 30 hrs./wk.)	8	244
Nail Specialty-180 Hours Nail Specialty (Hybrid) -180 Hours (Full time, 30 hrs./wk.)	7	200

The maximum time (which does not exceed 111% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below: The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

- The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 90% of the scheduled contracted hours.
- Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

## ACADEMIC PROGRESS EVALUATIONS

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 the course of 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 80% 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:

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

## **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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory 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.

## **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.

## **REPETITIONS**

Students must make up failed or missed tests and incomplete assignments before the end of the course. If the a student does not make up failed or missed tests and incomplete assignments before the end of the course the student will be required to repeat the course and will be required to pay for the additional tuition based on the hourly program rate listed in the Program Fees section of the catalog, or any part thereof, payable in advance or make satisfactory arrangements for payment with McDougle Technical Institute .

Students may request to retake a passed course however the student will be required to pay for the additional tuition based on the hourly program rate listed in the Program Fees section of the catalog, or any part thereof, payable in advance or make satisfactory arrangements for payment with McDougle Technical Institute .

A student may receive Title IV aid for any repetition of a course However, once a student has passed a course, the student may receive Title IV aid for only one retaking of that course. A student may not receive Title IV aid for any second or subsequent repetition of a passed course, and a second or subsequent repetition of a passed course may not be counted toward the student's enrollment status for Title IV purposes. The normal Satisfactory Academic Progress Policy still applies to such cases.

## **NONCREDIT, REMEDIAL COURSES**

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

## **TRANSFER HOURS**

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

## **ATTENDANCE POLICY**

Students must sign in and out on the timesheet in their classroom. All attendance hours will be rounded to the nearest quarter hour. A student must maintain a minimum of 90% of his or her contracted hours. Student's attendance will be monitored monthly.

## **ABSENCES**

All absences must be reported prior to the start of the students scheduled class. Absences are not excused for any reason. Each program has been scheduled for completion within an allotted time frame. A grace period of approximately 10% has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contracted period, additional training will be billed per hour at the rate listed below, payable in advance, until graduation. Students will not be allowed to graduate unless applicable payments are made, or payment arrangements have been made.

## **TARDINESS**

Students are encouraged to arrive 15 minutes early in order to be prepared for class. Your attendance in Theory is a state requirement. Should a life circumstance cause you to be tardy, you must contact the school with an approximate arrival time. Once theory has begun you will not be able to interrupt the class. Tardy students will not be able to clock in until the class returns from break.

## **ATTITUDE**

Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school before the minimum satisfactory progress policy. Any action to be taken would be determined by the school administration.

## **VETERAN'S ATTENDANCE POLICY**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one absence.

Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

## **STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 80% each evaluation period (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 80% at the end of any evaluation period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 80% at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 80%.

## **VETERAN'S TRANSFER OF CREDITS**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

## **VETERAN'S REFUND POLICY**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges

that the length of the completed portion of the course bears of the total length of the course. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

## **VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA student notified.

## **VA PENDING PAYMENT COMPLIANCE**

In accordance with Title 38 US Code 3909 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

## **VA FACILITY SCHOOL CODE: 25497210**

## **LEAVE OF ABSENCE POLICY**

Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons. The written request must be made in advance, including the reason for the request, the student's signature, and must be approved by the Administration, and an addendum to the enrollment agreement must be signed by all parties. The student is required to follow the institution's policy in requesting a leave of absence.

A leave of absence request must be a minimum of 14 calendar days and a maximum of 180 days. The leave of absence together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.

Approved leaves of absence will not result in any additional institutional charges to the student. The student's contract period and maximum time frame will be extended by the same number of days taken in the leave of absence and an addendum to the enrollment agreement must be signed by all parties. Students granted a leave of absence are not considered withdrawn and no refund calculation will



be required at that time. Veterans must be terminated for VA pay purposes.

The institution may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request at a later date, such as a car accident. In this case, the beginning date of the approved leave of absence would be the first date the student was unable to attend the institution because of the accident.

If a student does not return to the institution at the expiration of a leave of absence (or a student takes an unapproved leave of absence), the student will be withdrawn. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.

### RE-ENROLLMENT POLICY

Students who are dropped for making unsatisfactory progress in attendance and/or academics, as well as students who are dropped due to behavioral issues, must wait 90 days to re-enroll. The waiting period will be waived for students who are dropped due to medical or personal crisis and those students who voluntarily withdrew. All re-enrolls must meet with the Director to re-enroll.

### CLASS CHANGE POLICY

Class changes from nights to days or days to nights are allowed one time unless mitigating circumstances.

### CLOCK HOURS/BREAKS AND MEALS POLICY

A clock hour is 50 minutes of instruction and 10 minutes of break.

Students who choose to leave the school for lunch must sign out and back in. Breaks and meals may be taken only after receiving permission from your instructor.

### GRADING PROCEDURE

The following factors will be measured to determine academic progress:

- Theory Tests
- Practical Exams
- Clinic Work

The minimum acceptable grade for any theory is 80%. All practical skills are graded on a pass/fail system. Anyone with a score below 80% must bring the score up before being allowed to graduate.

If desired, they can review the work in another class. Tests can be retaken one time.

### GRADING SCALE

Numerical Grade	Letter Grade
100% - 95% =	A (Excellent)
94% - 90% =	B (Above average)
89% - 80% =	C (Average; satisfactory)
79% - 0% =	FAILING

## STUDENT RECORDS

It is the policy of the school to offer any students (or parent or guardian if the student is a dependent minor) the right to access their files. This must be done between the hours of 10:00 AM and 3:00 PM. Any copies a student may want will be provided to them at no additional charge. If a student is out of state, a notarized written request must be sent to the school. Student's records are permanently maintained at the school.

Records of academic progress may be furnished to students; this does not include time sheets. A compilation of the student's time will be recorded on a counseling sheet and provided to the student.

An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed the school as approved by the School.

## GRIEVANCE PROCEDURE GUIDELINES

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act that is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such a nature that management cannot resolve it, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will

prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. If complaint is not resolved, the student may contact the Commission for Independent Education at: Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (805) 245- 3200 or toll free (888) 224-6684.

## **GRADUATION REQUIREMENTS**

When the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school McDougle Technical Institute will grant a diploma or certificate of completion and an Official Transcript of Hours for the applicable course.

## **DISCIPLINARY COMMITTEE**

Any student who has been dropped from school due to any reason and wishes to return, must request in writing to request a meeting with the Director. The Director's decision is final.

## **POLICY ON ACADEMIC REMEDIATION**

Students who are admitted are given the following instructions if the student finds it necessary to obtain extra academic assistance with any program. The administration will set up specific times during the day or night, not to interfere with theory hours or practical skills, to overview material necessary for remediation. The total hours necessary for remediation are determined on an individual basis. Assignments given to the student in need may be completed as homework at school during the student's free time. Any students that let their grades fall below 80% must be remediated.

## **PLACEMENT SERVICES**

McDougle Technical Institute will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed. The school does not guarantee employment and makes no statements to the fact that after graduation a job is guaranteed.

## **MAKE-UP POLICY**

Our students are expected to come to school according to their contract. If for any reason a student needs to be absent, he will be expected to make arrangements with the teacher.

Students must make up a missed clinic day on another clinic day. There are no exceptions.

## **RESERVED RIGHTS**

McDougle Technical Institute reserves the right to make changes in the policies, procedures, schedules, kit contents, textbooks, dress code, curriculum format, teaching materials, educational methods and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute, at its discretion. Students will always be given notification of any policy change. Tuition and fees are subject to change without notice.

## **TERMINATION**

McDougle Technical Institute may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which would be detrimental to the school, cause or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

## **POLICY ON COURSE OR PROGRAM CANCELLATION**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program has begun the school shall provide a full refund of any money paid.

## **POLICY ON SCHOOL CLOSURE**

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun McDougle Technical Institute will make arrangements for students to receive a pro-rata refund of tuition made within 30 days. A list of all students who were enrolled at the time of school closure including the amount of each pro rata refund will be submitted to NACCAS.

## **INSTITUTIONAL 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 30 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 in the case of a student under legal age, his/her parent, or 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 or not the student has actually 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 \$150.
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:

Percentage of Amount of Scheduled Time Enrolled to Total Program	Amount of Tuition Owed to the School
0.01% through 40%	Pro Rata based on Hours Completed
40.1% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 30 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, 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 cancelled subsequent to a student's enrollment, 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 instruction has begun, the school shall provide, 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 \$150.00. 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 kit materials, 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.

## RETURN OF TITLE IV POLICY

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is

applicable to an eligible student receiving federal aid when a student ceases attendance during the payment period/period of enrollment. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

For official withdrawals, a student's withdrawal date is the Last Date of Attendance.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director must begin the withdrawal process.

For unofficial withdrawals, a student's withdrawal date is their last day of physical attendance.

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received federal financial assistance in the form of Pell Grants, Direct Loans or Direct Plus loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants. Anytime a student withdraws prior to the end of the payment period the Return of Title IV calculation must be performed regardless of the percentage of the payment period that has been completed. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time at which time the student has earned 100% of the aid. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be released to the student without the student having to take any action. The funds will be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan

3. Federal Perkins Loan
4. Direct PLUS Loan (Graduate Student)
5. Direct PLUS Loan (Parent)
6. Federal Pell Grant
7. FSEOG
8. Teach Grant
9. Iraq Afghanistan Service Grant

Returns must be made to the federal programs as soon as possible, but no more than 45 days after the date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## SCHOOL RULES

Students must comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements.

1. Students must adhere to the Attendance Policy. Students must sign in and out each day or night.
2. Day students report absences by 9:00 AM; night students report absences by 4:00 PM. Personal or child illness (documented by a physician) and court appearances are the only excused absences.
3. Student parking is assigned.
4. Student must provide a notebook, pen, and required supplies. Students may not clock in for school unless they are dressed according to policy, have books and their supplies to perform services.
5. A student who leaves school without permission and without signing out will be signed out at the time they were last seen by their instructor. Students that choose to leave the school for a break or lunch must sign out and clock back in when the student returns.
6. Students must attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
7. Specific sanitation assignments are given to each student daily.
8. Students must stay with their clients during services.
9. Students may not refuse to perform client services or other program requirements.
10. Students must be at their station performing services on clients or manikins or doing bookwork at all times.
11. Any equipment left in the school becomes the property of the school if not picked up within 30 days of the last day of attendance.
12. Students are not permitted visitors during class hours.
13. A beeper or cell phone must remain on monitor only while in class. Phone calls can only be returned on breaks determined by the instructor, outside of the building.
14. Students are not permitted to sell any products, crafts, or any items on the school premises.
15. Students may take photographs in school with permission from the administration, teachers and ALL persons being photographed.
16. Students may not fraternize at another student's place of employment, as a client or visitor, or with MTI employees.
17. Any tuition that is not paid per contracted arrangements may be grounds for termination.

18. All enrolled students must have a phone number or a contact person with a phone number for a reference.
19. Night School Students that fall below satisfactory progress must be available to come to the school for counseling before 5:00 PM.
20. McDougle Technical Institute will NOT be responsible for cash, credit cards or valuable items.
21. No student shall express discriminatory displays, actions or words towards any other student, staff, faculty member, or client based on race, color, sex, sexual orientation, religion, ethnic origin, age, or handicap.
22. No student shall verbalize disparaging or disrespectful remarks to any student, staff, faculty member, or client.
23. Each student shall respectfully request acknowledgement by the instructor should they have a question or concern and refrain from otherwise interrupting the progress of the lecture. This promotes the concentrated atmosphere necessary for student comprehension of the material.
24. All facilities are designated as non-smoking.
25. No student shall engage in malicious destruction of School property.
26. No student shall use any illegal drugs, alcohol, or tobacco products while on School property or attend School under the influence of such substances.
27. No student shall cheat on an examination or provide false information.
28. No student shall engage in any behavior that is legally defined by the government as sexual harassment.
29. Weapons of any type are forbidden.

## STUDENT CONDUCT

Students are expected to conduct themselves professionally while attending classes, working in a salon, or engaging in any activities sponsored by McDougle Technical Institute. Violations of student rules or conduct policy can constitute grounds for dismissal.

## STUDENT SERVICES

Students may have personal services on their own time, not on contract time, by asking the teacher, making the appointment with another student, and paying in advance for the products and service. The teacher has the cost of the products.

## LOCKERS AND PERSONAL BELONGINGS

Personal belongings are the student's responsibility. Locker space may be available, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property.

For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time. Personal effects left in lockers after a student has dropped below half time attendance may be removed and held for 30 days. During this 30-day time, we will attempt to notify the student to make other storage arrangements.

After 30 days, the school assumes no responsibility for these items, and they may be disposed of in any way convenient. All equipment necessary to the programs is part of the student kits or is provided by the school. It is the student's responsibility to replace any equipment

as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need, to complete any assignment, available at all times.

## **SPECIAL REQUIREMENTS/LIMITATIONS**

### **Physical Capabilities**

Good health and stamina are important for barbers, hairdressers, specialists, and massage therapists; they are on their feet for most of each day. Massage Therapists need strong hands to perform five to six hours of daily massage. Prolonged exposure to some hair and nail chemicals may cause irritation for hairdressers or nail technicians; so protective clothing such as plastic gloves or aprons may be worn.

## **EXAM AND LICENSE FEES**

Fees can be provided by the Admissions Representative or by visiting the McDougle Technical Institute website. [www.MTI.edu](http://www.MTI.edu)

## **RELEASE OF INFORMATION**

The school follows policies that:

- a. Requires written consent from the student, or parent or guardian of a dependent minor for release of records in response to each third-party request unless otherwise required by law;
- b. Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;
- c. Provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission, when we are accredited.

## **CRIMINAL HISTORY**

### **Cosmetology, Barber Specialty Applicants**

Criminal history is reviewed case by case. The application may require Board review. It may not be preapproved.

### **Massage Therapy Applicants**

Applicants with previous arrests or disciplinary action on a license will not be authorized to practice massage therapy until all documentation is cleared by staff or reviewed by the Board. A felony drug conviction will prevent an applicant from obtaining a massage license from the Florida Board of Massage Therapy.

## **NON-DISCRIMINATION POLICY**

McDougle Technical Institute prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

## **SCHOOL CLOSURES**

- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Veteran's Day,
- Labor Day
- Thanksgiving Day and the Day After Thanksgiving
- Winter Break (December 24 – January 1)

## **2021 CLASS START DATES**

Classes at McDougle Technical Institute start on a monthly basis. Start dates can be obtained from your Admissions Representative. We understand that occasionally, extenuating circumstances may arise which may prohibit a student from adhering to their class schedule. In such limited instances, a temporary schedule adjustment may be granted upon written request and accompanying supporting documentation from the student to the Director.

## **2019 INSTITUTIONAL ANNUAL REPORT RATES**

- Graduation: 64.71%
- Placement: 52.04%
- Licensure: 100%

## **TITLE IX POLICY**

McDougle Technical Institute (MTI; School) is committed to maintaining a safe and healthy educational and work environment in which no member of the School community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any School program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from School programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the School's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Massachusetts laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other School policies.

It is the policy of the School to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the School's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the School or unit.

## **POLICY ON STUDENT SCHOLARSHIPS**

Scholarships are subject to availability.

Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Nothing in this Policy shall be construed to abridge academic freedom and inquiry, principles of free speech, or the School's educational mission.

## **WEATHER/EMERGENCY RELATED SCHOOL CLOSURE POLICY**

On rare occasions, classes may need to be canceled and the school may need to be closed due to adverse weather conditions or for other emergency reasons. When the school is closed, student absences will be excused. Although it is at the discretion of the school Director to cancel classes due to adverse weather conditions or for other emergency reasons, the school will usually follow The Broward County Public School weather closing schedule.

Weather may make it difficult or even impossible for some to come to class even though the school is operating as usual. In no circumstances should employees or students put themselves in danger or peril in an attempt to get to campus. If they feel conditions are too hazardous for travel, they should not make the attempt. In this case, as soon as possible, the student should call and notify his or her supervisor of an absence or late arrival.

## **CONTRACT COSTS AND PAYMENT TERMS**

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the hourly program rate listed in the Program Fees section of the catalog, or any part thereof, payable in advance until graduation.

The school will charge a \$10.00 transcript fee for transcript requests and \$100 for a transcript evaluation from another school. The school will charge a registration fee for students enrolling or transferring to the school of \$150.00. The school will charge a re entry fee to students who have withdrawn and wish to re enter more than 30 days after termination, of \$150. The tuition rates current at the time of reentry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

McDougle Technical Institute offers financing to those who qualify through approved payment plans.

McDougle Technical Institute- Pompano Beach campus participates in the Federal Title IV program. Our school code is **042289**.

Federal Financial Aid is available to those who qualify.

**PROGRAM FEES**

<b>Cosmetology – 1200 Hours</b>	
Tuition (\$12.50 per clock hour)	\$15,000.00
Registration Fee	\$150.00
Books and Supplies	\$2,625.00
<b>Total</b>	<b>\$17,775.00</b>
<b>Cosmetology (Hybrid) – 1200 Hours</b>	
Distance education charge	\$500.00
<b>Total</b>	<b>\$18,275.00</b>

<b>Barber Styling – 900 Hours</b>	
Tuition (\$15.00 per clock hour)	\$13,500.00
Registration Fee	\$150.00
Books and Supplies	\$1,790.00
<b>Total</b>	<b>\$15,440.00</b>

<b>Massage Therapy – 600 Hours</b>	
Tuition (\$15.00 per clock hour)	\$9,000.00
Registration Fee	\$150.00
Books and Supplies	\$795.00
<b>Total</b>	<b>\$9,945.00</b>
<b>Massage Therapy (Hybrid) – 600 Hours</b>	
Distance Education Fee	\$500.00
<b>Total</b>	<b>\$10,445.00</b>

<b>Instructor Training – 600 Hours</b>	
Tuition (\$10.00 per clock hour)	\$6,000.00
Registration Fee	\$150.00
Books and Supplies	\$795.00
<b>Total</b>	<b>\$6,945.00</b>
<b>Instructor Training (Hybrid) – 600 Hours</b>	
Distance education charge	\$500.00
<b>Total</b>	<b>\$18,275.00</b>

<b>Restricted Barber (Hybrid) – 600 Hours</b>	
Tuition (\$15.00 per clock hour)	\$9,000.00
Registration Fee	\$150.00
Books and Supplies	\$995.00
Distance Education Fee	\$500.00
<b>Total</b>	<b>\$10,645.00</b>

<b>Full Specialty (Hybrid) – 600 Hours</b>	
Tuition (\$10.00 per clock hour)	\$6,000.00
Registration Fee	\$150.00
Books and Supplies	\$1,590.00
Distance Education Fee	\$500.00
<b>Total</b>	<b>\$8,240</b>

<b>Nail Specialty – 180 Hours</b>	
Tuition (\$10.00 per clock hour)	\$1,800.00
Registration Fee	\$150.00
Books and Supplies	\$795.00
<b>Total</b>	<b>\$2,745.00</b>

<b>Nail Specialty (Hybrid) – 180 Hours</b>	
Distance Education Fee	\$500.00
<b>Total</b>	<b>\$3,245.00</b>

<b>Facial Specialty – 220 Hours</b>	
Tuition (\$10.00 per clock hour)	\$2,200.00
Registration Fee	\$150.00
Books and Supplies	\$795.00
<b>Total</b>	<b>\$3,145.00</b>

<b>Facial Specialty (Hybrid) – 220 Hours</b>	
Distance Education Fee	\$500.00
<b>Total</b>	<b>\$3,645.00</b>