



## **Catalog**

### **January 2021 Edition**

### **January 2021 – December 2021**

*Revised 1/1/21*

**Moore Career College  
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*Revised 1/1/21*



## **COLLEGE HOLIDAYS**

**New Year's Day**

**Martin Luther King, Jr.'s Birthday**

**Good Friday**

**Memorial Day**

**Independence Day**

**Labor Day**

**Thanksgiving Day**

**Christmas Break**

***Note: The College reserves the right to change the academic calendar or to use term breaks to makeup postponed or canceled classes. The College will notify students as early as feasibly possible of any changes prior to implementation.***

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## Mission and Philosophy

### Principle and Purpose

**"Commitment... Competency... Career..."**

*Michael Thompson, President/Owner*

### Mission Statement

Moore Career College is **committed** to using its human and physical resources to provide services to our students that facilitate personal growth, professional development, and a sense of responsibility.

The primary purpose of Moore Career College is developing a high level of **competency**, which is accomplished through the pursuit, assimilation and dissemination of knowledge in academic programs.

The most compelling purpose of the College is to prepare students to function proficiently in a competitive society in the **career** of their choice and to create an awareness of professional and social responsibilities along with an appreciation of principles of ethical conduct.

**"Our Philosophy is to inspire students to strive for excellence and to achieve maximum personal potential."**

*Michael Thompson, President/Owner*

### Institutional Philosophy

Moore Career College (MCC) encourages each student to aspire to the best he or she can be in academic, business, social, professional, and personal endeavors. Whatever the academic interest, we strive to offer the best education possible. Through our emphasis on curriculum, low student-teacher ratios and practical experience we hope to ensure that the Moore Career College (MCC) graduate has been meticulously prepared.

### The History of Moore Career College

In December 2004, Education Management, Inc. led by Edward Moore, acquired the Massage Therapy College of Baton Rouge (MTCBR) and changed the name to Blue Cliff College. In 2008, still under Edward Moore's control, the d.b.a. name was changed to Moore Career College. In October of 2008 ownership was transferred to Janet Moore. In December of 2018, ownership was transferred to Lawrence Michael Thompson.

### Facilities

Moore Career College occupies approximately 6,700 square feet on the ground floor of a beautiful building. This space houses administrative and academic offices, numerous lecture classrooms, a barber clinic floor, a barbering shampoo and drying area, a practical welding area and a lounge for the staff and faculty. We also have a student resource area which contains books and periodicals for the

programs. Students also have access to an internet accessible computer by checking them out from the Students Services Coordinator or Campus Director. Instructors have access to overhead projectors and computers with Power Point capabilities, as well as TV/VCR/DVD technology and on-line resources.

Students also have a break room. The students' host barber clinics in this building.

### **Accreditation, Licenses, Affiliations and Approvals**

Moore Career College, Baton Rouge is accredited by The Council on Occupational Education (COE).

The school is licensed by the Louisiana Board of Regents and approved by the Louisiana Board of Barber Examiners. Other agencies or organizations that the school is affiliated with are listed below.

#### **Approvals, Licenses and/or Affiliations**

- Veterans State Approving Agency (SAA)
- Louisiana Board of Regents
- Council on Occupational Education (COE)
- Louisiana Board of Barber Examiners

***Note:** Documents relating to accreditation, licensure or affiliations can be reviewed by contacting the Campus Director.*

## **Admission to Moore Career College**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at the school as a regular student. The school must adhere to the U.S. Department of Education, Accrediting Bureau, and the State Agency.

### **Admission Requirements**

The school is an equal opportunity employer and follows the same policies in accepting applications from potential students. The school is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

The school does not accept ability to benefit (ATB) students.

In order to be admitted to any program at Moore Career College, an applicant must:

1. Complete a personal interview with an Admissions Representative or Campus Director to assess the applicant's understanding of, and interest in, the college and program, as well as his or her ability to attend and complete. The interview will focus on the applicant's:
  - a. Personal character,
  - b. Motivation and commitment to complete the program,
  - c. Prior experience and education,
  - d. Physical and mental ability to complete the program,
  - e. Time management strategies for outside study, practice and externship.

2. Review of the program, as well as the school catalog in general.
3. Be in good health and physically able to perform the duties and techniques required for employment in the student's field of interest.
4. Have the financial resources necessary to complete the program of study.
5. Accept issuance of and review a copy of the college catalog.
6. There are no admissions testing requirements.
7. Be at least 18 years of age upon completion.
8. Self-certification of successful high school completion or its equivalence.
9. Proof of high school or GED, Social Security Card and birth certificate is required by the State Barbering Board for their application for licensing.

### **Admissions/Application Procedures**

1. Complete and sign an application for admission.
2. Tour the facility.
3. Disclose any and all felony convictions to the College during the application process; additional information may be required. Complete a medical health questionnaire that will be used to assist in determining each prospective student's health condition. The school may also require written documentation from a physician regarding an applicant's health.
4. Demonstrate the availability of financial resources (including financial aid) for meeting tuition and fees obligations.
5. Meet with a Financial Planning representative, if necessary, and provide any requested documents relating to proof of eligibility for financial aid.
6. Complete enrollment agreement and FAFSA with the Financial Aid administrator. The school must have a current ISIR to start the initial eligibility process.
7. If selected for federal verification, students will be asked to complete a Verification Worksheet.

### **Contact Information for Assistance in Obtaining Institution or Financial Aid Information**

***Disclosure Requirement: The previously mentioned are made available through appropriate publications, mailings, or electronic media.***

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website can be found in the student catalog. Paper copies are available upon request.

### **Notification of Admission Acceptance**

Following the Admissions Interview and after all other Admission Requirements and Admission/Application Procedures have been fulfilled, an Admission decision can be made. Accepted students will then:



1. Be invited to complete the Enrollment Agreement defining the tuition and fees for the program, the refund policy, program length, and other essential information. The student, the Admissions Representative and the School Director, signs the Enrollment Agreement.
2. Be scheduled to attend a mandatory orientation session.

## **Transfer Students**

Students who have attended another accredited College or those who may want to transfer to programs within the college, may be considered for admission to the college or into the program with advanced placement by receiving credit for certain Moore Career College courses. Credit for courses presented by transfer students will be evaluated in terms of the quality of the student's work and the relationship of the subject matter to the Moore Career College curriculum. Other factors evaluated will include the prior institution's and/or program's approvals/accreditations, the syllabus of the course(s) in question, the grade achieved by the student, and the length of time intervening.

1. The student must have earned at least a grade of "C",
2. The course must have been completed within the last two years.
3. The course must have had course content and units of measurement similar to those in the student's program.

Students who plan to transfer to Moore Career College are encouraged to contact Admissions as soon as possible so that course planning may take place. Applicants wishing to receive transfer credits must provide all required materials to designated Moore Career College personnel before starting classes.

Transfer of courses completed at other colleges is determined on a case-by-case basis by the Campus Director after consulting with the faculty and/or Lead Instructor. There are limits on the amount of transfer credits, at a minimum, the final 50% of the program must be completed at Moore Career College. The only exception is for currently licensed Cosmetologists in the state of Louisiana that wish to enter our Professional Barbering program. These students can earn up to 900 transfer hours.

A student wishing to transfer from an accredited college (by an accrediting agency recognized by the U.S. Department of Education) follows the admission and application procedures outlined above and will also provide the following documentation:

1. Official Transcript of the attended college,
2. Catalog or other published description of the course(s) being transferred,
3. Syllabus of each course to be transferred, and
4. Proof of Approvals, Licensure and Accreditation of Transfer College or program.

After the application materials have been evaluated, students will receive notification of acceptance and academic status that are assigned following the policies governing all students.

Financial credit may be given in these cases. Credits transferred "in" do not affect the student's grade point average and a grade of "T" will be given for these courses. Credits awarded a grade of "T" will count as credits attempted and credits earned. The College may require that some or all the courses

accepted for transfer credit be audited at the College to ensure appropriate knowledge and understanding of the course material.

Credit cannot be transferred between programs at MCC due to there being no similarities between programs here at MCC.

### **Admission for Applicants with Disabilities**

The school provides several special facilities and services for handicapped individuals who are qualified for such services by meeting established academic and technical standards requisite to admission and participation in a program of study. The physical facilities available for handicapped students include handicapped student parking and convenient accessibility to classrooms, laboratories, the Library/Resource Center, student lounge, restrooms, and all support service areas at the college for those students confined to a wheelchair.

Students with a qualified impairment of sensory, manual or speaking skills may be assisted with the provision of auxiliary educational aids within the limits of school or outside agency resources. Auxiliary aids include interpreters or other effective methods of making orally delivered materials available to students with hearing impairments. The school expressly allows for third-party payment for auxiliary aids and services from agencies such as Rehabilitation Services and/or charitable organizations but does not or will not provide any type of funding or payment for such services. Students with learning disabilities will consult with the Lead Instructor to ensure that the school can accommodate their disability on an individual basis.

Additionally, the school has a grievance procedure and has designated the Campus Director to function as the "Section 504 Coordinator" to assist affected students and employees who have a discrimination complaint regarding handicap issues and to coordinate campus compliance efforts related to these regulations.

### **Re-admission**

Students who have been suspended, terminated or withdrawn from Moore Career College may seek re-admission "under certain circumstances" by submitting a new application, as well as, by submitting a written essay describing the circumstances for his/her separation from the College and to explain why he/she feels re-admittance is appropriate. The School Director must approve readmission. Previous coursework taken at Moore Career College will be evaluated for decisions concerning placement in classes. The College may require additional documentation and is not obligated to readmit a student. New financial aid documentation may be requested. All re-entering students may be required to pay a non-refundable re-admission fee and will enter at the prevailing tuition and fee rates and under all policies and program requirements current at the time of re-entrance. Any students returning after any period of non-attendance greater than six-months may be required to attend another orientation session before starting classes.

## Statement of Non-Discrimination

Moore Career College does not deny admission or discriminate on the basis of age, race, sex, religion, national origin, veteran's status, disability, or sexual orientation. In addition, the institution complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the State of Louisiana.

## Tuition and Fees

All tuition and fees are due prior to the start of classes unless otherwise agreed to under the terms of an approved financial payment agreement. Students are not allowed to start classes until the College receives all necessary documents and signatures and an approved financial payment agreement is secured. Below is a list of the general tuition and fees normally encountered.

Professional Barbering – Day/Diploma (1500 Clock Hours) .....	\$18,495
– EVE/Diploma (1500 Clock Hours) .....	\$19,995
Master Barbering Instructor Program.....	\$7,000
(Books, program fee, and graduation fee are included in Master Barber Instructor program tuition.)	
Combination Welding – Diploma (750 Clock Hours) .....	\$12,250

## Fees and Required Expenses

Graduation Application Fee .....	\$100
Program fee – Professional Barbering .....	\$1,000
Program fee – Combination Welding .....	\$1,300

**Note:** *State Licensing exam fees for Barbering are included in the tuition.  
(To receive this benefit, exams must be completed within 90 days of graduation.)*

## Other Fees

Make-up time (as authorized by the school administration)	
Professional Barbering.....	per hour \$13
Combination Welding .....	per hour \$16
Make-up examination fee (written) .....	\$10
Make-up examination (technique/lab) .....	\$25
Official transcript (beyond one issued upon completion) .....	\$10
Readmission fee (non-refundable) .....	\$50

**Note:** *Tuition for repeated courses is based on the cost per clock hour at the time of the repeat.*

**Note:** *The above are charges in effect as of the publication date of this catalog. Moore Career College reserves the right to change the tuition and/or fees without giving prior notice. Please check with Moore Career College staff to confirm current tuition and fees.*

## **Cancellation and Tuition Refund Policy**

This section of the catalog outlines the obligations and entitlements of both the College and the student should the student withdraw or be terminated from the College before completing the full course of study. Refund amounts due will be refunded within 45 days of the date of determination of withdrawal or the date of dismissal for cause or by established U.S. Department of Education regulations if the days for refunds to be returned are less. The Application Fee is non-refundable. A student who is accepted but does not begin classes will be refunded all tuition and fees paid in advance except the application fee. The refund will be made within 30 days after the start of the term. Tuition and fees will be credited and refunded according to the following policies and in accordance with applicable state requirements, as well as, the requirements of accrediting agencies and the U.S. Department of Education regulations:

### **General Policies**

**Tuition will be calculated for each payment term based on the number of clock hours scheduled for that term:** Students will be billed each term for the required tuition; any refund calculations will be based on the current term's tuition and fees.

**Refund for applicants whose applications are rejected:** All monies paid by the student will be refunded to applicants whose applications are rejected.

**Cancellation within three business days:** If at any time within three business days after the date of the signing of the enrollment agreement the student requests cancellation of this agreement, the College will refund all monies paid by the student.

**Cancellation of classes by the college:** If tuition, fees and/or other charges are collected in advance of the starting date and the College cancels the class, one hundred percent (100%) of the tuition, fees and/or other charges paid by the student shall be refunded.

**Cancellation after three business days but prior to the commencement of classes:** Even after the three-day period, if the student withdraws from college prior to the commencement of classes, the college will refund all monies paid by the student.

**Cancellation by students who have not visited the college facility prior to enrollment:** Students who have not visited the College facility prior to enrollment have the opportunity to withdraw without penalty within the three days following either attendance at a regularly scheduled orientation or following a tour of the College facilities and inspection of the College equipment. In these cases, the college will refund all monies paid by the student.

**Withdrawal after the commencement of classes:** The following sections apply to students who begin a course of study but do not graduate due to voluntary or involuntary withdrawal. Any student who begins classes is obligated for a certain percentage of the tuition. If the tuition has already been paid, the College will refund the excess tuition paid based on the schedule outlined below. If the student is obligated for part or all of their tuition via an installment loan contract, the College will issue a credit to the student based on the schedule outlined below, but any remainder

due on the installment loan contract remains the responsibility of the student. The Application Fee is non-refundable.

For the purposes of computing the amount of tuition credit, the student's last day of class attendance will be considered the last day before withdrawal or the date of dismissal for cause. No written notice of withdrawal is required. If a student does not attend class for one week (two weeks for evening students) and fails to contact the School, the student will automatically be withdrawn. Students canceling, voluntarily or involuntarily withdrawing will be asked to complete a withdrawal form and complete an Exit Interview. The College will provide a full refund to any applicant rejected by the school with the exception of the application fee. Students who withdraw or are dismissed from our school will be entitled to a refund of tuition as follows:

1. *After a student has completed less than 15% of the term, the College shall refund at least 80% of tuition, less the application fee, thereafter;*
2. *After a student has completed less than one-fourth of the term, the institution shall refund at least 70% of tuition, less the application fee, thereafter;*
3. *After a student has completed one-fourth but less than one-half of the term, the College shall refund at least 45% of tuition, less the application fee, thereafter;*
4. *After a student has completed one-half or more of the term, the College may retain 100% of tuition.*

In the case of withdrawal, if the student has paid money in excess of the tuition obligated, the College will refund the excess within 30 days of the date of determination of withdrawal. If the student is obligated for tuition beyond the amount of the principal paid under the installment contract, the student will continue to make the scheduled monthly payments until the principal amount paid equals the tuition obligation. If the College cancels or discontinues a scheduled program, the College will refund all tuition, fees and other charges paid by the student.

**Note:** *For information concerning refund policy for Title IV federal grants and loans, Veterans Affairs, or any other third-party funding agency, please see the Financial Planning Office.*

## **Withdrawal from the College**

Although no written notice of withdrawal is required, students who wish to withdraw from Moore Career College should contact either the Lead Instructor, Financial Aid Officer or Campus Director to begin the withdrawal process. Students who withdraw before the completion of 50% of any payment term will have their tuition charges adjusted based on the time they have attended classes as specified by Louisiana's State refund requirements. The amount of tuition adjustment is based on the percentage of the payment term that has not been completed (*see "Cancellation and Tuition Refund Policy"*). Financial aid will be refunded to the respective sources (federal, state, and institution) using the percentages dictated by federal, state or institutional policies. Examples of the application of the refund policy are available upon request from the Financial Planner. If funds have been refunded to the student because of a credit balance, the student may be required to repay some of the federal loan disbursed to the student. Failure to return federal funds as required may result in loss of eligibility for aid at other schools and colleges. This policy is subject to federal regulations. Contact the Financial Planning Office for details and to learn of any changes to this policy. ***Especially important to students***

***is a formal Exit Interview with the Financial Planning Office. This Interview is designed to prevent defaults on student loans and problems when applying for state or federal financial aid at later dates.***

### **Refund Policy for Students on DVA Benefits**

A pro-rata refund policy, as required by Title 38 U.S. Code, Section 3676(e)(13), is administered in the event a veteran or other eligible person fails to enter, withdraws, or discontinues attendance.

For more details and to download the refund forms from the VA Website go to:  
<http://www.vba.va.gov/pubs/forms/24-5281.pdf>

### **Return of Title IV Policy**

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

***Note: For students receiving Title IV federal student assistance, in the event of withdrawal, it is possible for the college to earn more of a student's tuition than the student earns in Title IV assistance under the "Return of Title IV Funds" calculation. In this case, the student is responsible for the difference.***

### **Return of Title IV Funds Policy**

This policy applies to students' who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the School. It is separate and distinct from the Moore Career College refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred Moore Career College charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs. Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Moore Career College, a Clock Hour School, is one-half of the academic year.

The Date of Determination is the date that Moore Career College determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Withdrawal Date for Moore Career College, a school required to take attendance, is the Last Date of Attendance (LDA). The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

Moore Career College has 45 days from the date it determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Moore Career College must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs. Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **Withdrawal Policy**

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing; or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information Moore Career College will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations:

The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.

Calculate the school’s refund requirement (see school refund calculation).

1. The student’s grade record will be updated to reflect his/her final grade.

2. Moore Career College will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
3. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
  - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
  - d. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with Moore Career College's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in Moore Career College's Enrollment agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The administrative office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.



5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The school's controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

### **Withdraw Before 60%**

Moore Career College must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. Moore Career College will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

### **Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. Moore Career College must still perform a R2T4 to determine the amount of aid that the student has earned.

Moore Career College measures progress in clock hours, and uses the payment period for the period of calculation.

### **The Calculation Formula**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}}$$

= % EARNED (rounded to one significant digit to the right of the decimal point,  
ex.4493 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceed with calculation.
  - Percentage earned multiplied by total aid disbursed; or that which could have been disbursed = AMOUNT STUDENT EARNED.
  - Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
  - 100% minus percent earned = UNEARNED PERCENT
  - Unearned percent multiplied by total Moore Career College charges for the period = AMOUNT DUE FROM Moore Career College
  - If the percent of Title IV aid disbursed is greater than the percent unearned multiplied by Moore Career College's charges for the period, the amount disbursed will be used in place of the percent unearned.
  - If the percent unearned multiplied by Moore Career College's charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.
  - Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.
  - Moore Career College will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:
    - 1. Repay the overpayment in full to Moore Career College; or,
    - 2. Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required

- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- Private and Institutional Aid

### **Earned AID**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

### **Post Withdraw**

If you, the student did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Moore Career College may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, Moore Career College needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. For student loans that will be disbursed as a post withdrawal disbursement, Moore Career College must have the student's permission to disburse the loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

### **Moore Career College's Responsibilities**

Moore Career College's responsibilities in regards to Title IV, HEA funds are as follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

Moore Career College is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with Moore Career College or Department of Education to return the amount of unearned grant funds.

## **Student Responsibilities in regards to Return of Title IV, HEA Funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate school official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registrar personnel at Moore Career College.

## **Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Moore Career College may have to return to you due to a cash credit balance. Therefore, you may still owe funds to Moore Career College to cover unpaid institutional charges.

The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what Moore Career College's refund policy is, you may ask your Financial Aid Officer for a copy.

## **Return to Title IV Questions**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

## **Financial Standing**

No student will be issued a diploma, a transcript or receive job placement assistance unless all of the student's financial obligations to the College have been satisfied.

## **Financial Aid**

### **Applying for Financial Aid**

The objective of the Moore Career College Financial Planning Office is to assist students in finding ways to make their educational goals a reality. It is important for students to consider their education financing options and understand their obligations when using government financial aid sources. Applications for financial aid should be filed well in advance of the class start. Financial Planners are available to explain the various forms of aid and to assist students through the application process. If financial assistance is needed beyond the funds that a student or their family can provide (including Federal Financial Aid), the necessary loan applications should be filed well in advance of the desired class start date. Documentation of student age, residency, and financial standing will be required, and the amount and type of aid will depend in part on documented need. All financial aid applicants must complete a FAFSA (Free Application for Federal Student Aid) and submit all necessary supporting documentation. Representatives in the Financial Planning Office are available to advise students on all available sources of financial assistance known and/or possibly available.

All students wishing to apply for Federal Financial Aid must:

1. Complete a FAFSA (Free Application for Federal Student Aid) and required attachments,
2. Provide financial aid transcripts from previously attended post-secondary institutions if requested,
3. Provide all other forms requested by the school's Financial Planning office or the United States Department of Education.

### **Financial Aid Resources**

Moore Career College has several financial aid resources available to students including Federal Financial Aid funds (Title IV), for those who qualify. Moore Career College can also finance a portion of the tuition for qualified students. A variety of financial plans are available. Moore Career College participates in the following Federal Financial Aid Programs:

#### **Federal Pell Grant**

Federally funded grants, including the Federal Pell Grant are awarded to those who qualify. Students use the Free Application for Federal Student Aid (FAFSA) online.

#### **Federal Direct Student Loan (Subsidized)**

This is a loan for students enrolled at least half time. No principal or interest payments are due until six months after the student graduates or withdraws from the College. The loan carries a variable interest rate capped at 8.25% (8.25 percent). Students must complete a needs analysis that shows demonstrated need and must maintain satisfactory academic progress. Students use the FAFSA to apply and should submit the application to the Financial Planning Office at the College.

### **Federal Direct Student Loan (Unsubsidized)**

These loans enable students who do not qualify for interest subsidies to obtain a student loan. A FAFSA must be filed to establish eligibility. The interest rate is variable up to a maximum of 8.25%. The interest is paid by the student or deferred while the student is in college.

### **Federal Parent PLUS Loan**

This long-term variable interest rate loan is capped at a maximum of 9 percent and is available to parents of dependent students. Repayment begins within 60 days after final disbursement of the loan. Students use the Federal PLUS Loan Application form to apply and should submit the application to the Financial Planning Office at the College.

### **Federal Consolidation Loans**

Students who have educational loans may apply for a consolidation loan upon graduation or withdrawal from the College. Information regarding Consolidation Loans will be provided during the exit interview. For questions prior to the exit interview, students should contact the College's Financial Planning Office.

The College is also eligible to participate in other financial aid assistance programs including the U.S. Department of Veterans Affairs, and State Vocational Rehabilitation Services. Students who are interested in these programs should contact these agencies directly to see if they qualify. Contact information can be obtained from the Financial Planning Office.

*Note: Financial aid regulations are subject to change. Contact the Financial Planning Office for current information.*

### **Veteran's Financial Assistance Policy**

Students who are eligible for financial assistance from the U.S. Department of Veterans Affairs should notify the admissions office of their intention to register. The Financial Planner will assist veterans with certification procedures. Veterans are required by the VA to maintain satisfactory academic progress in pursuit of their educational program and to meet attendance requirements.

### **Financial Aid Adjustments**

Adjustment to financial aid can be related to three factors:

1. Receipt of new information concerning a student's financial aid application or clarification of existing information.
2. Voluntary or involuntary withdrawal.
3. Failure to attend an individual course.

Students receiving Federal aid who withdraw before the end of the refund period or before 60% of the payment period or period of enrollment will have their financial aid adjusted based on federal regulations governing Title IV financial aid programs (*see "Return of Title IV Funds"*). If federal funds have been over-disbursed, they will be returned in the following order:

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Federal Direct Student Loan (unsubsidized)</li> <li>2. Federal Direct Student Loan (subsidized)</li> <li>3. Federal PLUS loan based on credit check</li> <li>4. Pell Grant</li> <li>5. Other Grants and Scholarships</li> <li>6. Other State and Federal funds</li> <li>7. Student, if a credit remains from personal payments.</li> </ol> |
|--|

Students may request a full disclosure of funds returned to Title IV from the Financial Planning Office.

### **Standards of Satisfactory Academic Progress**

To remain eligible for financial aid, a student must meet the Standards of Satisfactory Academic Progress (*see "Satisfactory Academic Progress"*). Students who fail to maintain satisfactory academic progress may be required to return federal funds as required by Department of Education regulations. The student will be responsible to pay back all funds owed regardless of their status with financial aid or termination due to unsatisfactory progress. In addition, students must complete the program within 1.5 times the normal completion time for the program in order to maintain eligibility for Federal Financial Aid. Students who exceed the 1.5 times requirement will be withdrawn from the program unless there are mitigating circumstances.

## **Academic Standards and Policies**

### **Class Hours**

<b>Day classes</b> are generally held Monday through Friday from 7:00 a.m. to 5:30 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.	<b>Evening classes</b> are generally held Monday through Friday from 6:00 p.m. to 10:00 p.m. with occasional Saturday and/or Sunday sessions from 9:00 a.m. to 4:00 p.m.
The length, number and frequency of each class can vary.	

### **Academic Calendar**

The College normally operates on a 4-week term for day, evening, and weekend classes.

## Attendance

Class attendance and punctuality are part of the commitment a student makes when deciding to attend Moore Career College and should be taken as seriously as showing up for work. It is the student's responsibility to arrive for classes on time, return from breaks on time and remain in class until dismissed. Irregular attendance causes disruption to other class members and is unfair to the Instructor. Excessive absence can lead to course failure, particularly in technique and clinical classes where attendance and participation are critical to the learning process. Course failure due to attendance will require repeating the failed class and could lead to loss of academic standing, academic probation and/or dismissal. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. ***In addition; no services can be performed in any clinic, at any time, without the presence of a licensed Instructor.***

Students enrolled in programs leading to state or other licensing or credentialing must meet all attendance requirements of the respective regulatory agency. Failure to do so will prevent graduation from the program in which the student is enrolled.

When a student misses a class, it is important that the student not fall behind with coursework and therefore should see the instructor as soon as possible for tutoring, if needed, and guidelines for making up missed assignments. Please note that attendance, tardiness, and early departure are closely monitored by each instructor and may have an impact on the final grade issued for a course. When a student is going to be absent he/she must inform the school prior to their absence. ***Make up hours are charged at a rate dependent on the program enrolled in. All hours MUST be made up.***

The only acceptable reasons for which missed time can be made up are: 1) Medical emergencies, 2) Death in the family, 3) Military Duty, 4) Jury Duty and 5) Extenuating Personal Reasons. All five instances must be substantiated with written documentation to be considered.

## Additional requirements:

1. Although making up time does not take away from the cumulative absence total, students should make up all missed course work or complete an approved substitution assignment due to an absence, tardy or early departure, to ensure the best grade and educational experience possible in each class. Specific allowances for making up missed work will be identified on individual class syllabi.
2. All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Lead Instructor (*see "Assessment"*).
  - a. All exams, course work, etc., must be completed prior to taking final exams.
  - b. It is the responsibility of the student requesting the make-up exam to contact the instructor as soon as possible to request arrangements for testing.



3. Students who do not follow the clock-sign-in/clock-sign-out attendance procedures for each class will not receive credit for attending classes.
4. Students who do not wear appropriate attire will not be allowed in class and therefore will not receive credit for attendance.
5. Students who have been absent for one week or two weeks for evening students and fail to contact the school will be withdrawn without being placed on probation. A grade of “W” will be issued in these cases, the student will be required to retake the class and additional charges will apply. Also, the continuation of federal financial aid can be affected in these situations. Students who notify the Director of Education or Campus Director of an extended absence may be granted make-up time according to the guidelines above under Attendance. Such notification should occur by the third consecutive absence for consideration.
6. Classes postponed or cancelled by the College will be held at a later date. ***The College reserves the right to use term breaks to make up these classes.***
7. It is the student’s responsibility to know what the attendance requirements are for individual courses, as there may be different attendance policies for specific classes.

### **Veteran’s Attendance Policy**

Whenever a veteran’s absences exceed 20 percent of the scheduled class meetings, he/she can expect a reduction in, or an interruption of, benefit payments. An instructor may administratively withdraw a student who has missed more than 10 percent of contact hours (class attendance hours) for the course if the student has not notified the instructor of reasons for the absences prior to reaching the 10 percent limit. He/she is immediately reduced to the appropriate number of hours when his/her instructor turns in a VEAR (Veterans Excessive Absenteeism Report) form. Circumstances may occur which will allow the veteran to have his/her benefits reinstated. Students can be reinstated by the Veterans Affairs personnel. Reinstatement can occur only within the academic term in which the VEAR is issued; therefore, each student should always be aware of allowable absences .

VA and other eligible students in receipt of VA education benefits are also subject to all the other rules, policies and procedures of Moore Career College that are contained in this catalog; i.e., attendance, grading, Satisfactory Academic Progress, conduct, etc.

For more information on VA absentee policies visit the following website: [www.gibill.va.gov](http://www.gibill.va.gov).

### **Assessment**

Various types of assessment methods are used throughout each class at the discretion of the instructor. The criteria upon which the student will be evaluated will be presented at the beginning of each course in the Syllabus. Each student must take all the examinations required in each class. All exams must be taken as scheduled unless prior approval is granted or unless certain bona fide emergencies arise, in which case approval must come from the Campus Director or Lead Instructor, in which case, exams must be made-up within two (2) days of the student’s return unless otherwise stipulated.

***Note: A loss of academic points and/or an examination fee may be applicable (see “Tuition and Fees”).***

## **Leave of Absence (LOA)**

For a LOA to be approved it must meet the following criteria:

- Unless there are extenuating circumstances that prevent the student from being able to do so, all requests for leaves of absence must be submitted in writing and include the reason for the request.
- The student must provide a return date that is reasonable and attainable.
- The Campus Director must approve all LOA's to be certain they are within federal guidelines.
- The LOA cannot exceed 180 days in length in any 12-month period.
- A student granted a LOA that meets the criteria in this section is not considered to have withdrawn, and no Return calculation is required. Upon the student's return from the leave, he or she continues to earn the federal student aid previously awarded for the period

## **Definition of Academic Term, Academic Year and Contact (Clock) Hour**

An academic term is measured in weeks and may contain any number of courses whose grade is entered at the end of the academic term. Academic standing is measured at the end of each term. Courses are measured in contact hours (also referred to as clock hours) and, as used here, a contact hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

For financial aid purposes, an Academic Year consists of 36 weeks, approximately nine (9) months or 900 Clock Hours.

## **Full-Time and Part-Time Status**

Programs offered by Moore Career College are designed to be pursued on a full-time basis. Moore Career College considers a student to be in full-time attendance for any term when carrying a class load of twelve (12) or more credit hours (for credit hour programs) or 20 or more clock hours (for clock hour programs) per week. Below twelve credit hours constitute three-quarter, one-half, or less than half-time status depending on the number of credit hours attempted.

## **Definition of Clock Hour**

Courses are measured in contact/clock hours and, as used here, a contact/clock hour represents 60 minutes of possible classroom time with an allowance of up to 10 minutes of every hour available for classroom breaks. The remaining 50 minutes of each hour is dedicated to training.

## **Grading System and Standards**

A complete record of academic accomplishments is maintained for each student. A copy of the student's academic progress is given to each student at the end of each term. This report contains the current term and cumulative grade point averages (CGPA). Transcripts and/or grade reports of the student's progress may be mailed, posted or given to the student. Students may also obtain a copy of

their grades from the Registrar. If a student wishes to contest a final grade, the challenge must be submitted in writing to the Lead Instructor or Campus Director within ten (10) days of the end of the term in which the grade was earned. The challenge must include a detailed explanation of why the student believes the posted grade is incorrect. Documentation such as graded copies of assignments, tests, and quizzes may be submitted to support the claim of an inaccurate grade.

Students will receive a syllabus stating the basis for assessment/evaluation in each course. Grades are assigned and recorded at the end of each academic term. Grades of “W” or “F” are not considered passing and must be repeated. Although grades of “D” are considered passing for prerequisite purposes, students are required to repeat any course for which a grade of “D” or less is received. In cases where a “D” was earned, the class must be repeated, additional charges will not apply and both grades remain on the student’s transcript but only the last grade earned is used in determining the student’s CGPA. Grades of “I” are not considered passing and must be completed (*see Incomplete Grades below*). In the cases of “D” or “F” repeats, the new grade replaces the old one in the CGPA calculation, but the “D” or “F” remains on the student transcript. Tuition is charged for repeated courses involving “W” or “F” grades but not for courses repeated involving a grade of “D”. Financial aid may be applied to the cost associated with repeating courses. The last grade received for the repeated course becomes and will remain the grade of record. However, the program must be completed within 150% of the original program length and repeated courses are applied toward this requirement.

Moore Career College uses a four-point grading system and each letter grade has a numerical equivalent called quality points. Moore Career College also employs a ten-point (10) grading scale with grades being determined as follows:

<u>Grade</u>	<u>Grading Scale</u>	<u>Quality Points</u>
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	69 – 60	1.0
F	Below 60	0.0
I	Incomplete	
T	Transfer Credit	
W	Withdrawal	
X	Exempt via exam	

### **Calculating Grade Point Average (GPA)**

Student Grade Point Averages are computed by averaging all recorded academic grades together

***Note: Cumulative GPA (CGPA) is computed the same way involving all courses taken to date.***

### **Incomplete Grades (I)**

An Incomplete (“I”) is awarded when work in a course is incomplete but the instructor believes that a student can receive a passing grade with the completion of the missing requirements. In order to

receive an “I”, an extension must have been granted by the instructor prior to the end of the term. A student who receives an “I” at the end of a course must submit the missing work within two weeks of the completion of the course, or the “I” automatically becomes an “F.” In the event that the “I” is received in a prerequisite, the student will not be able to begin the next course until the “I” has been changed to a passing grade. If the “I” occurs in a course for which there is supervised clinical practice, the student will not be permitted to participate in supervised clinical practice until all requirements of the course have been satisfied. Students are responsible for contacting their instructor and arranging for time to complete missed work or to take missed examinations.

### **Course Substitution**

Moore Career College reserves the right to substitute courses. Course substitutions are at the discretion of the Campus Director and must be approved prior to the change being made.

### **Transfer Credits/Hours (T)**

Credits/hours accepted from study at other institutions (*see “Transfer Students”*) are recorded as “T”. There is no academic value for the “T” grade and it does not affect academic standing except that it may count toward pursuit of program and may reposition a student on the academic standing GPA chart (*see “Satisfactory Academic Progress”*).

### **Individual Course Withdrawal (W)**

Accepting a schedule is a commitment to pursuing the assigned courses to completion. Because the program is highly structured, schedule changes are only permitted during the first week of the term. Should a student stop attending a course for whatever reason, a “W” grade will be assigned. This grade has no value and does not affect the Grade Point Average (GPA); however, it is considered an attempted class and can impact academic standing when evaluating Satisfactory Academic Progress (SAP) completion percentages (*see “Satisfactory Academic Progress – Pursuit of Program Section”*).

### **Credit by Examination (X)**

Certain classes may be exempted via testing. All exemption exams must be completed by the end of the first scheduled class period, for the course being challenged, unless the Lead Instructor or Campus Director approves another deadline. However, no exemption exams will be given after the beginning of the second scheduled class period. For exempted classes, students will be given academic credit with a grade of “X”, but no financial credit. Credits given due to exemption testing do not affect the student’s grade point average but do count as credits attempted and earned. If scheduling allows, a student may be registered for another course that is required in their program of study.

### **Prerequisites**

Prerequisites for a course are those courses, tests or requirements that must be completed or fulfilled prior to starting or taking a subsequent course. Prerequisites may also refer to acceptable class standing, prior academic standing, permission of instructor, section determined competencies, or other

requirements. Students should check to see that prerequisites have been fulfilled before starting new courses each term.

### **Repeating a Course**

Students may elect to repeat any course regardless of the grade earned (additional charges will apply). However, students must repeat a course in which a “W” or “F” grade was received. In the cases of “F” repeats, the new grade replaces the old one in the cumulative grade point average calculation, but the “F” remains on the student transcript. While “W” grades have no impact on the CGPA, they do remain on the transcript when repeated. Tuition is charged for repeated courses involving “W” or “F” grades. Financial aid may be applied to the cost associated with repeating courses. The last grade received for the repeated course becomes and will remain the grade of record. The Campus Director, in consultation with the DOE, may dismiss/terminate a student for failing the same course twice, regardless of GPA.

*Note: The program must be completed within 150% of the original program length and all grades are used when determining compliance with SAP – Pursuit of Program requirement.*

### **Drop/Add Period**

Students may request schedule changes through the third day of the term for day students and the first week of the term for night students. Any class time missed during the add/drop period is counted toward the fulfillment of the attendance policy. The assigned credit hour value of any course a student is registered for after this period will be used when determining the number of credits attempted. Students who fail to establish attendance by the end of the drop/add period in a course may not be allowed to start the course. Students who fail to establish attendance in any of their courses by the end of the drop/add period may be withdrawn from the school.

### **Grade Point Average for Completion**

To be eligible for graduation and the awarding of a diploma, a student must have a cumulative GPA of at least 2.0 (70% or “C”) (*See Graduation Requirements*).

### **Diploma Requirements**

The student must have completed the prescribed curriculum for each program as outlined in this catalog before the student is eligible to receive a Moore Career College diploma (*See Graduation Requirements*).

### **Graduation/Completion Requirements**

All candidates must meet the graduation requirements of the catalog in effect at the time of graduation. Moore Career College reserves the right to make changes in curricula and/or graduation requirements. However, any time a change is made either in course or program offerings, appendices will be available reflecting alternatives to programs or courses, which have undergone significant changes. Students are ultimately responsible for meeting the catalog requirements for which they are eligible.

A student is eligible for graduation if:

- They have completed all required coursework, seminars, special projects etc. with a passing grade,
- They have accumulated the total number of hours or credits required for the program of study being pursued within the 150% maximum time-frame allowed,
- They have completed, at a minimum, the final 50% of the program at Moore Career College,
- They have a cumulative grade point average (GPA) of at least 2.0 for required courses.
- They have met all financial obligations to Moore Career College,
- They have returned any and all school materials, equipment, and/or resource materials,
- They have submitted all paperwork required of any department or employee of Moore Career College,
- They have received, completed and returned a graduation application.
- They have successfully completed an exit counseling session.

### **Satisfactory Academic Progress (SAP)**

#### **Satisfactory Academic Progress (SAP) - Grades**

Students must be progressing toward program completion with a GPA that tracks toward the minimum GPA required for graduation (2.0, 70% or “C”). Moore Career College has established certain benchmarks to be achieved along the way. Progress Reports are made available to students throughout their program. At a minimum, a student’s progress will be monitored at the evaluation points listed below for satisfactory academic progress. If necessary, special tutoring sessions may be arranged (*see “Tutoring”*) and/or the student may be required to attend an additional section of the class if available. Students will be placed on probation and eventually dropped or terminated if the student fails to meet the minimum GPA requirements. Students may appeal their probationary status to the Director and consideration will be given for mitigating circumstances (*see “Grievance Procedures”*).

The policies in this section, as well as all others contained in this catalog, are applicable to VA and other eligible students in receipt of VA education benefits.

#### **Academic Standing**

Failure to achieve established benchmarks affects academic standing and could affect eligibility for federal financial aid. The benchmarks are as follows:

#### **PB Diploma Program—Day/Evening**

<u>By the end of Term</u>	<u>Minimum Acceptable Cumulative GPA</u>
1 (450 hours)	1.00 (60%)
2 (900 hours)	1.50 (65%)
3 (1200 hours)	1.75 (67.5%)
4 (1500 hours)	2.00 (70%)

**CW Diploma Program—Day/Evening****By the end of Term****Minimum Acceptable Cumulative GPA**

1 (375 hours)

1.0 (60%)

2 (750 hours)

2.0 (70%)

**Academic Probation for Grades**

Failure to achieve a GPA benchmark places a student on Academic Probation. The student has one additional term to return to good standing according to the above benchmarks or face Academic Dismissal. Students remain eligible for financial aid during periods of probation.

**Academic Dismissal for Grades**

Students failing to re-establish good standing after one term on Academic Probation are placed on Academic Dismissal. A student may continue in school at the discretion of the Campus Director if there were extenuating circumstances that led to the continuing poor academic performance. However, eligibility for federal financial aid is lost and the student must continue at his or her own expense. Failure to return to good standing after this additional term leads to dismissal. The Campus Director, in consultation with the Lead Instructor, may also dismiss/terminate a student for failing the same course twice, regardless of GPA.

**Satisfactory Academic Progress (SAP) – Pursuit of Program**

In addition to maintaining an acceptable GPA, students must pursue the program at an acceptable pace. Receipt of financial aid and, in some cases, continued enrollment is contingent on making satisfactory academic progress. Excessive failures or course withdrawals may lead to loss of good standing regardless of GPA. Under no circumstances may a student attempt more than 150% of the credits in credit hour programs or 150% of the clock hours in clock hour programs. Students who have transferred in credits or clock hours from another institution may be placed higher on the below term chart depending on the number of remaining terms. In other words, the student must complete the program within 1.5 times the normal completion time required for the program in which he/she is enrolled. Students who exceed the 1.5 times requirement will be withdrawn from the College.

**Maximum Time Allowed for Program Completion**

<b>Program</b>	<b>Clock Hours</b>	<b>Maximum Attempted Hours Allowed (1.5x)</b>
Professional Barbering – Diploma	1500 hours	2250 hours
Combination Welding – Diploma	750 hours	1125 hours

There are several benchmarks set by Moore Career College to assure that a student is tracking toward graduation and attempting less than 150% of the credits in the program.

### **Benchmarks:**

### **Minimum Acceptable Course Completion %**

- |  |      |
|--|------|
| 1. (25% of maximum attempted hours allowed)  | 50%  |
| 2. (50% of maximum attempted hours allowed)  | 75%  |
| 3. (100% of maximum attempted hours allowed) | 100% |

***Note: These measurements will be made at the end of the term for which the minimum acceptable course completion percentage is achieved, but at no time can a student attempt more than 100% of the maximum attempted hours allowed and be considered a graduate of Moore Career College or remain eligible for Federal Financial Aid.***

***Note: Students must meet both the Satisfactory Academic Progress – Grades (Qualitative) and Satisfactory Academic Progress - Pursuit of Program (Quantitative) measurements.***

### **Academic Probation for Failing to Pursue Program**

If a student has not met the minimum acceptable standards for the above benchmarks the student is placed on Academic Probation. Eligibility for financial aid continues. The student must achieve the next benchmark or be dismissed from the program. A student may appeal dismissal based upon extenuating circumstances. The appeal must be made in writing to the Campus Director. If the appeal is accepted, the student may continue to pursue the program with eligibility for financial aid, but under no circumstances may a student continue once the student has attempted 150% of the program without successfully completing all coursework.

## **Student Services**

The goal of Moore Career College is to see students succeed while in school and after they graduate. Some of the services that are available to support the educational and job search process follow.

### **Advising**

The Student Services Coordinator, Lead Instructor and/or Campus Director are available to assist students with academic and personal problems that may impede their educational progress. They work with the faculty to arrange make-up work and tutoring and are the persons to see if a period of non-attendance becomes necessary. The Registrar and Lead Instructor also monitor satisfactory progress and attendance. Information can be provided concerning agencies and organizations that aid with daycare, housing, health, welfare, and crisis intervention services. Students with academic and/or attendance problems should consult regularly with the School Director, Student Services Coordinator or Lead Instructor to address issues relating to the problem. Students are welcome to discuss problems or issues such as make-up exams, program or schedule changes, attendance, tardiness, etc. We make this service freely available.



It is the student's responsibility to:

- Learn the name and office location of the Student Services Coordinator, Lead Instructor and/or Campus Director as early as possible in the program,
- Become familiar with graduation requirements, and program requirements,
- Schedule appointments to assure needs are addressed more quickly,
- Consult with an Instructor or the Lead Instructor when they are experiencing academic difficulty, or before changing schedules or programs, transferring to another college, or withdrawing from the College.

## **Tutoring**

Tutoring is available for all courses subject to scheduling. The school may require tutoring for students who are not meeting minimum attendance or academic standards. This service is meant to help students who are experiencing academic difficulty to become independent learners or to satisfy the academic policies. Tutors are available for students who need assistance with either the theory or the technique portion of their classes. Students needing tutoring should see their Instructor, the Lead Instructor, the Student Services Coordinator or Campus Director.

## **Refresher Privileges**

Graduates that are in good standing have the privilege of returning to refresh their knowledge and skills in coursework previously taken in their program of study. This privilege is available as space permits and the graduate is responsible for the cost of books and/or any other materials. The graduate must abide by all rules and policies that apply to regularly enrolled students.

## **Financial Aid Services**

Financial Planners are available to provide information relating to financing tuition and meeting ongoing personal expenses.

## **Orientation**

All incoming students or students returning after a period of non-attendance greater than six months are required to attend an orientation session. This session is designed to review institutional policies and procedures to help the student prepare for his/her upcoming educational experience.

## **Career Services**

Moore Career College has a Campus Director or Student Services Coordinator to assist with all aspects of the job search and career development; including, but not limited to, resume writing assistance and interviewing techniques. The Student Services Coordinator can also assist with the job search process. Placement services are always available for graduates in good standing should they suffer job loss or would like further job search advice.

***Note: There are many positions in the career field offered via training at Moore Career College that routinely do criminal background checks, with some even requiring the absence of any criminal history in the applicant's background to be considered for employment. Therefore, students enrolling in the program at Moore Career College should be aware that they may be subjected to a criminal background check when applying for employment positions.***

***Note: Although we do offer the above assistance, Moore Career College specifically disclaims any guarantee of job placement for the student upon graduation.***

### **Student/Instructor Ratio**

The student/instructor ratio for theory/lecture classes shall not exceed 20 to 1 with a maximum of 20 students. The ratio for skills training, laboratory or clinical instruction classes shall not exceed 25 to 1 with a maximum of 25 students. Any class that exceeds the stated student/instructor ratios will have the presence of an instructor assistant but at no time will the maximum number of students be exceeded.

**All classes:** The student/instructor ratio and actual class size will be reasonable for the subject matter being taught, as well as, the type of class involved. Additional Instructors or Instructor assistants will be added if necessary; but, class maximums will not be exceeded.

### **Transcript Requests**

Current or past students, as well as, graduates may request, in writing, that a transcript of grades be sent to any party or institution. The College provides one transcript at no cost to each graduating student. All subsequent transcripts will be sent at a cost of \$10.00 each (*see "Tuition and Fees"*). Transcripts will not be provided for persons with outstanding financial obligations to the College. Upon receipt of a properly authorized request and payment of transcript fee, transcripts will be sent by mail within thirty workdays. Transcripts will not be made at the time course grades and reports are being processed. Moore Career College can release information considered to be Directory Information (*see "Records and Confidentiality"*).

### **Records and Confidentiality**

The Family Education Rights and Privacy Act of 1974, a federal law, provides that students in postsecondary institutions be extended the right to inspect and review records, files, documents and other materials which contain information directly related to them. The law specifically denies access to such confidential records to all other parties without the written consent of the student, except under limited and specific circumstances. Moore Career College is in full compliance with the federal law pertaining to student records (*see "Student Privacy: Family Educational Rights and Privacy Act (FERPA)"*).

### **Transferring Moore Career College Credit**

The granting of credit is an institutional prerogative and each institution's policies differ. Therefore, Moore Career College **cannot and does not** guarantee the policies of other colleges relative to

accepting our credit. The Lead Instructor or Campus Director will assist in providing course descriptions and/or other necessary information which may be useful to graduates wishing to have Moore Career College credits evaluated for transfer consideration by other institutions. Transfer of credits between programs at MCC is not allowed due to their being nothing in common between the programs.

### **Library/Resource Area**

The library/resource area located at the facility offers a range of library and media services. Students should regularly use the resource materials to enhance the training received in class and to gain exposure to different methods of instruction. Resources include the school catalog, books, periodicals, information literacy instruction, magazine subscriptions, computer network access, and material on various media formats; including, DVD's, videotapes and CDs. Students are encouraged to suggest titles they would like to see added to the resource area. Theft or defacement of print and non-print resource materials may result in disciplinary actions.

### **Parking**

Students are required to abide by campus parking policies, as well as, local and state laws. Use of parking facilities may require registration and, if so, registration tags must be displayed on all vehicles. Parking tickets or towing fees associated with illegally parked vehicles are the responsibility of the student.

*Note: See Campus Safety and Security below.*

### **Campus Safety and Security**

Moore Career College does not have designated Security Officers. Students should report any criminal activity to college officials who are responsible for reporting any criminal activity to the police or other appropriate authorities. The College has set up policies for securing the building, its classrooms and offices. These policies include securing the facility after the completion of classes and administrative operations and everyone has left the building.

Moore Career College does not accept liability for a student's car, personal belongings or safety while on campus or in parking and/or off-site locations. Students are expected to carry their own medical and personal property insurance and to act accordingly to insure their own safety.

### **Drug Prevention Program**

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act (Public Law 101-226) the School is committed to providing a workplace which is free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (as defined in the Controlled Substance Act, 21 U.S.C. Sections 801, et seq.). The Drug Free Schools and Communities Act requires that, as a condition of receiving any federal funds or form of financial

assistance, that schools must certify, adopt, and implement a program to prevent the unlawful possession, use, or distribution of illegal drugs or alcohol.

### **Moore Career College Drug Prevention Policy**

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances and alcohol is prohibited on campus. It is the intent of Moore Career College to provide a drugfree, safe and secure work and learning environment for its employees and its students. No student will be allowed to report for class or an employee for work evidencing any effects of illegal drug or alcohol use.

Any violation of the above policy by a student may lead to the imposition of sanctions, up to and including suspension or expulsion. Any employee violating this policy is subject to disciplinary actions up to and including termination of employment. Employees and students may appeal any such decisions to the Board of Directors of the College for review. In addition to the sanctions imposed by the College there are legal penalties under federal and state laws to which employees and students may be held accountable. The College supports programs aimed at the prevention and treatment of substance abuse by College employees and students. Employees and students are encouraged to seek assistance for substance-dependency problems. Employee counseling and leaves of absence to attend rehabilitation programs are permitted and encouraged as appropriate means of dealing with these problems. Please contact the Student Services Coordinator or Campus Director for the names of appropriate agencies to contact.

### **Housing**

Moore Career College does not provide or have arrangements with anyone to provide housing or housing assistance to students. However, the Student Services Coordinator can assist students in finding information on furnished and unfurnished apartments, condos, and houses to rent or buy that are available near campus and throughout the surrounding areas from local realtors.

## **Student Rights and Responsibilities**

### **Student Conduct**

The submission of an application for admission to Moore Career College represents a voluntary decision by a prospective student. Acceptance for admission to the College represents the extension of the privilege to join the Moore Career College academic community. Students may remain part of the College if they fulfill academic and behavioral expectations as outlined in the catalog, as announced by College authorities, and as posted on bulletin boards. When students are closely associated in an academic community, externally imposed restraints on behavior are necessary to maintain order and fairness and to protect the majority from possible inconsistent behavior of those who infringe on the rights of others.

Moore Career College maintains policies and rules which are consistent with its announced educational objectives and which are related to the accomplishment and protection of these objectives. Any student unable or unwilling to abide by College policies and rules may expect disciplinary action by the College. The College may dismiss any student whose conduct is unsatisfactory and shall be under no liability for such action. Degrees of disciplinary action in the College include: reprimand, probation and dismissal (*see "Disciplinary Standards"*).

The general policy of Moore Career College is that for a first offense, the instructor will determine an appropriate penalty, with a possible penalty of "F" for the course. For a second offense, the instructor and Director will determine an appropriate penalty, up to and including dismissal from the College. ***Depending on the nature and severity of the offense, the College reserves the right to impose the maximum penalty even in the case of a first offense.***

The College defines the following as disciplinary offenses:

1. **Academic Dishonesty:** submission of false records of academic achievement; cheating on assignments or examinations; plagiarizing; altering, forging, or misusing a College academic record; taking, acquiring, or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, and awards.
2. **Falsification:** willfully providing College offices or officials with false, misleading, or incomplete information; intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a College official or an emergency service agency; misusing, altering, forging, falsifying, or transferring to another person College-issued identification; forging, or altering without proper authorization, official College records or documents or conspiring with or inducing others to forge or alter without proper authorization College records or documents.
3. **Identification and Compliance:** willfully refusing to or falsely identifying one's self, willfully failing to comply with a proper order or summons when requested by an authorized College official.
4. **College Facilities and Services:** acting to obtain fraudulently--by deceit, by unauthorized procedures, by bad checks, by misrepresentation--goods, services, or funds from College departments or student organizations or individuals acting in their behalf; misuse, alteration, or damage of fire-fighting equipment, safety devices, or other emergency equipment or interference in the performance of those specifically charged with carrying out emergency services; wrongful use of College properties or facilities.
5. **Disorderly Conduct on the Campus:** threats to, physical abuse of, or harassment which threatens to or endangers the health, safety, or welfare of a member of the Moore Career College community; breach of the peace; physically assaulting another; fighting; obstructing or disrupting teaching, administrative, or public service functions; obstructing or disrupting disciplinary procedures or authorized College activities; vandalism.
6. **Theft and Property Damage:** theft or embezzlement of, destruction of, damage to, unauthorized possession of, or wrongful sale or gift of property belonging to the College, a member of the College community, or a campus guest.
7. **College Rules:** violating College policies and rules, which have been posted or publicized and/or announced verbally or by postings, provisions contained in College contracts with students shall be deemed "rules" under this code.

8. **Weapons on Campus:** possession of firearms, incendiary devices, explosives, articles, or substances usable as weapons or means of disruption of legitimate campus functions, activities, or assemblies; or using firearms, incendiary devices, explosives, articles, or substances calculated to intimidate, disturb, discomfort, or injure a member of the College community.
9. **Violations of Federal or State Laws of Special Relevance to the College:** when the violation of federal or state law, including but not limited to those governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson occurs on campus, the offense will also constitute an offense against the College. If a student is suspected of being under the influence of drugs while on Campus or participating in a College sponsored event, the student may be requested to submit to drug testing at their expense. Before resuming classes, the student must produce a drug test document that states the student tested negative for drugs. The student will not be permitted to return to class until this document is provided to the Campus Director.
10. **Disruptive Noise:** making noise or causing noise to be made in any manner, which disturbs classes, meetings, office procedures, and other authorized College activities.
11. **Attempt to Injure or Defraud:** to make, forge, print, reproduce, copy, or alter any record, document, writing, or identification used or maintained by the College when done with intent to injure, defraud, or misinform.
12. **Persistent Violations:** repeated conduct or action in violation of the above code is relevant in determining an applicant's or a student's membership in the College.

The expectation of professionalism begins when the student makes application to the College for admission. In addition, Moore Career College students are always expected to conduct themselves as professional, mature ladies and gentlemen, ethical in their actions, manners, and dress.

### **General Dress Code for Students**

Uniforms are required for students while on campus.

It is the student's responsibility to familiarize themselves with the dress code and standards of grooming policies of their program, especially those relating to clinic interaction that have been established by the College. No head covers (unless for documented religious reasons) or sunglasses are allowed in class or clinic except the welding lab. It is the student's responsibility to comply with the dress code. Failure to comply with the dress code may result in reprimand, probation; suspension, dismissal, and/or required compliance (*see "Student Rights and Responsibilities"*). There will be no exceptions, and anyone not following the dress code will not be allowed to participate in class and will not receive credit for attendance. Proper attire for Moore Career College is the uniform for all classes.

**Clinic Dress Code:** A specific dress code exists for Supervised Clinical Practice. There will be no exceptions and anyone not following the dress code will not be allowed to participate in the clinic and will not receive credit for attendance.

### **Disciplinary Standards**

The following are the various degrees of disciplinary standards that can be imposed on students. Students charged with disciplinary offenses have the rights of due process and appeal (*see "Appeals of Student Discipline"*).

1. **Reprimand:** An oral or written warning per the circumstances of the case. The immediate compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Probation or Dismissal.
2. **Probation:** A special status with conditions imposed for a limited time after determination of policy violation or behavioral misconduct. The immediate and permanent compliance with the policy in question or the discontinuance of wrongful behavior is required. Failure to comply can lead to Dismissal.
3. **Dismissal:** An indefinite dismissal/suspension from school. If after evaluating the evidence received, and considering the safety and well-being of students, faculty, and College property, the Campus Director believes that there is an indication that a student's misconduct will be repeated or continued or poses serious threat to students, faculty and college property, he/she will immediately dismiss/suspend a student from school.

***Note: The College will confiscate any goods used or possessed in the violation of College regulations, rules or policies or local, state, federal laws.***

### **Cell Phone Policy**

Cell phones are to be turned off during class and clinic. Students will only be allowed to use their cell phones during class with the permission of their instructor; otherwise, they must be turned off. Students answering or using cell phones while in class may be asked to leave school for the remainder of the day, further violations may result in stiffer penalties. Students may use their cell phones during breaks. The school phone number should be given to those who may call you with an emergency.

### **Violations and Appeals of Student Discipline**

If the College receives accusations or allegations from students, faculty, staff, or guests of the College about alleged violations of any disciplinary standard, the complainant will be directed to first attempt resolution, informally and directly, with the person who is at the source of the complaint. If that attempted informal/mediated resolution is not productive or acceptable to the complainant, the complainant should proceed with the steps outlined below:

1. File a written, signed and dated complaint against the student, instructor, or school official. The Campus Director will respond in writing within fourteen (14) days of receipt of the original complaint to the complainant and copy the supervisor of the instructor or school official. Should this not satisfactorily resolve the complaint, the complainant should:
2. File a written, signed and dated complaint with the Moore Career College Review Committee at the address below. The Review Committee shall be composed of the Campus Director, the school's Financial Planner and an Instructor. The Review Committee will collect all documentation relevant to the matter, meet as appropriate and respond in writing within fourteen (14) days of receipt of the original complaint, with a copy sent to the Campus Director. Should this not satisfactorily resolve the complaint, the complainant may consider:
3. Contacting the appropriate accrediting agency and/or the state agency that licenses the school. Names, addresses and phone numbers are listed in following sections.
4. The address to file any written complaints to the school is:

**Moore Career College  
14141 Airline Highway  
Building 1, Suite X  
Baton Rouge, LA 70817**

### **Student Complaint/Grievance Procedure**

Schools accredited by COE must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting COE. All complaints considered by COE must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The Council will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to COE at the address listed below. A copy of the Commission's Complaint Form is available and may be obtained by contacting the Campus Director.

**Council of Occupational Education  
7840 Roswell Rd  
Bldg. 300, Suite 325, Atlanta, GA 30350  
770-396-3898  
<http://www.council.org/>**

### **Grievance Procedures**

Issues may arise about which reasonable people will disagree. Moore Career College has developed a systematic and equitable process to resolve student complaints and grievances. A grievance is defined as a difference or dispute between a student and the College or its employees with respect to the application of rules, policies, procedures, and regulations. Students with a grievance need to raise their concerns within ten calendar days of the event which gave rise to the grievance in order to assure that a settlement is made in a timely fashion.

- **Classroom Matters** - Students with grade complaints or grievances related to classroom matters must first discuss their concerns with the instructor. If the matter is not resolved, students may bring the complaint to the attention of the Lead Instructor or Campus Director, who will meet with all parties involved for resolution.
- **Other Academic Matters** - Students with grievances concerning academic policies, procedures, or regulations not related to the classroom should discuss their concerns with their Lead Instructor or Campus Director.
- **Non-Academic Matters** - Students with grievances concerning non-academic matters, e.g., financial aid, should direct the matter to the appropriate departmental supervisor. Should the grievance remain unresolved, the student will be advised to submit the matter in writing to the Campus Director. The Campus Director may review the matter with all the parties concerned and may meet with the student. A decision will be returned within seven days of receipt of the written grievance.



If unsatisfied with the decision of the Campus Director, students may write to the Chief Executive Officer of the Moore Career College system: Chief Executive Officer, 14141 Airline Highway, Building 1, Suite X, Baton Rouge, LA 70817, or to the relevant State licensing body or accrediting agency, as follows:

**State of Louisiana:** Student complaints relative to actions of school officials may be addressed to the Louisiana Board of Regents, Division of Planning, Research and Performance, Proprietary Schools Section, 1201 North Third Street, Suite 6-200, Baton Rouge, LA 70802, phone 225-342-4253, only after the student has unsuccessfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

### **Procedure for Handling Complaints**

1. All complaints handled by the Office of Proprietary School Licensing and Services staff must be in writing and must include:
  - i Permission from the complainant for a copy of the complaint to be sent to the proprietary school. If permission is not included in the complaint letter, a letter is sent to the individual requesting permission for the complaint to be forwarded to the institution. In cases where permission is not received, the complaint procedures cannot be pursued any further. Anonymous complaints are not acted upon.
  - ii Documentation that a reasonable effort was made to resolve the complaint directly with the institution, and
  - iii Evidence bearing on the issues including names, dates, places and other pertinent information.
2. A copy of the complaint is forwarded to the institution requesting the institution promptly investigate the allegations and responds before a specific date (usually 10 days).
3. In case of advertising violations, a copy of the advertisement is sent to the institution, citing the regulation that may have been violated and requesting a response before a specific date.
4. The institution forwards its response to the Office of Proprietary School Licensing and Services staff, at which time the staff reviews it.
  - i If it is concluded that the allegations do not establish a violation of licensing standards or any serious deviation of educational standards imposed by the State Board, a letter is sent to the complainant confirming this, along with a copy of the institution's response.
  - ii If it appears that a licensing standard has been violated or that the institution has not complied with the institution's established policies, licensing staff shall attempt a settlement through negotiation. If there is evidence that the institution may no longer be maintaining minimum standards, an investigation may be made to determine whether the institution's license should be revoked.

### **Sexual Harassment Policy**

Sexual harassment is illegal and will not be tolerated. Moore Career College is committed to providing a learning environment that is free from unlawful harassment and that follows our Company policy.

Moore Career College's sexual harassment policy focuses on prevention and encourages individuals to report prohibited behavior and insures a commitment on the part of the school to take prompt and effective disciplinary action against any individual who violates it. While a consensual sexual relationship between an employee and student is not considered sexual harassment, it is prohibited. All employees and students are required to comply with this policy. Below are brief descriptions of topics related to sexual harassment, including a legal definition, prohibited conduct, how to report sexual harassment, informal and formal resolutions, and the appeal process. This section also addresses non-reprisal for filing sexual harassment charges and the consequences of filing false and malicious complaints.

1. Legal Definition: Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:
  2. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational experience;
  3. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or
  4. Such conduct is sufficiently severe and pervasive to alter the conditions of; or, have the purpose or effect of substantially interfering with an individual's academic performance by creating an intimidating, hostile, or offensive educational environment.
5. Prohibited Conduct: Sexual harassment may occur in a variety of relationships, including employees harassing students, students harassing students, students harassing employees, and involving other persons having business with, visiting the office or educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. Moore Career College's policy on sexual harassment prohibits, but is not limited to, the following conduct:
  - Unwelcome sexual flirtations, advances or propositions;
  - Unwelcome actions, words or comments based on an individual's gender;
  - Sexually suggestive or offensive personal references about an individual;
  - Subtle pressure or requests for dates or sexual activities;
  - Unwanted physical conduct or contact, including touching, pinching, brushing the body, and impeding or blocking one's movement;
  - Sexually explicit or offensive jokes and references, pictures and photographs, suggestive objects, verbal comments, leering or whistling.
6. Reporting Suspected Sexual Harassment: An initial course of action for any student who feels that he/she is being sexually harassed is for them to inform the harasser that their conduct is not welcomed and must stop. However, in some circumstances this course of action might not be feasible, might be feasible but unsuccessful, or the individual might be uncomfortable dealing with the matter in this manner. To encourage persons experiencing alleged sexual harassment to come forward, Moore Career College provides several channels of communication for formal or informal complaint resolution.
7. Informal Complaint Resolution, Information and Advising: Anyone may seek information or advising on matters related to sexual harassment, without lodging a formal complaint. Persons who feel they are being harassed or are uncertain as to whether what they are experiencing is

sexual harassment, are encouraged to talk with instructors or other members of the school's management at their location.

When the informal resolution process is used, typically, the third party will meet privately with each person involved; try to clarify their perceptions and attempt to develop a mutually acceptable understanding that can insure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with the Campus Director, also may be explored in appropriate cases. Possible outcomes of informal complaint resolution include explicit agreements about future conduct, changes in teaching or classroom assignments and/or other relief, where appropriate.

8. **Formal Complaint Resolution:** Formal complaints of sexual harassment should be reported first to the Lead Instructor, then to the Campus Director. If results of the grievance are not satisfactory at this point, please contact the Board of Directors at 14141 Airline Hwy, Bldg. 1, Ste X, Baton Rouge, LA, 70817.
9. While not a requirement, filing a written complaint is strongly encouraged for the matter to be formally investigated. A complainant who chooses not to proceed with a formal complaint may be asked to state that preference in writing. The Campus Director will be responsible for thoroughly investigating the complaint. During the investigation, the Campus Director will meet with and hear the complainant, the respondent, and witnesses identified by each party. To the extent possible, complaints will be handled confidentially, with the facts made available only to those who have a compelling need to know for purposes of investigation or resolution.
10. The Campus Director will decide as to whether there was a violation of policy and will inform the complainant and the accused student or employee of the final disposition of the complaint. The Campus Director will decide what corrective action will be taken or whether any discipline will be imposed. Appropriate discipline may range from an oral reprimand up to and including termination/dismissal from school or employment or any other appropriate remedial action.
11. **Appeal of Formal Complaint Resolution and Disciplinary Action:** Either the complainant or person accused may file a written appeal to the Review Committee within five days of any decision concerning the resolution of the complaint. The written appeal must state in detail the reason(s) for the appeal. The Review Committee will review the Campus Director's written record of the investigation, as well as, the Campus Director's determination and may either affirm, amend, or return the recommendation for further investigation and deliberation by the Campus Director. The Review Committee will review the complaint and that decision will be the final decision. Written records relating to a finding that sexual harassment has occurred may be placed in the accused student or employee's official file.
12. **Non-Reprisal:** No employee, student, or member of the public may be subjected to restraint, interference, coercion or reprisal for action taken in good faith to seek advice about sexual harassment matters, to file a sexual harassment complaint, or to serve as a witness or otherwise assist in the investigation of sexual harassment complaint.
13. **False and Malicious Accusations:** A complainant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action, up to and including termination/dismissal from school.

## **Student Privacy: Family Educational Rights and Privacy Act (FERPA):**

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), students have the right to examine certain files, academic records and documents maintained by the School, which pertain to them. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

1. The Registrar controls access to records. Students may request a review of their records at the Registrar's office. Such review will be allowed during regular business hours under appropriate supervision. A copy of the records may be obtained for a fee of \$1 per page. When grades are included, the transcript fee applies.
2. Students may request that the School amend its education records on the grounds that they are inaccurate, misleading, or in violation of their right to privacy.
3. Challenging records for purposes of correcting or deleting any of the contents must be done in writing with the reason fully stated. Grades and course evaluations can only be challenged on the grounds that they are improperly recorded. Challenges must be made within 90 days of the student's last date of attendance.

The procedure is:

- a) The Lead Instructor and/or Campus Director will review the written challenge and meet with the student to allow the student a full and fair opportunity to present evidence relevant to the disputed issues. The School Director will then make the final recommendation.
- b) A copy of the challenge and/or written explanation of the contents will then be included as part of the student's permanent record.
- c) "Directory Information" listing name, dates of attendance and diploma awarded, and date of graduation may be provided to third parties by the school unless the request to omit such information is presented in writing within ten days of enrollment.
- d) The following items are exempt from the Privacy Act (ACT):
  - i. Parents' financial information and other financial need data.
  - ii. Records about students made by teachers or administrators are maintained by and accessible only to the teachers or administrators.
  - iii. Campus security records.
  - iv. Employment records for school employees who are not also current students.
  - v. Records compiled or maintained by physicians, psychiatrists, psychologists or other recognized professionals and paraprofessionals acting or assisting in such capacities for treatment purposes and which are available only to persons providing the treatment.
- e) The College will not disclose address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended without first receiving a written release from the student. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record; grades, courses. GPA, SSN and other personal information will not be released without the student's written consent.

## **Campus Security and Crime Information**

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the school to provide information on the campus security policies and procedures, specific statistics on criminal incidents and arrests on campus, and make information and statistics available to prospective students and employees upon request. This information may be obtained from the Campus Director.

## **Drug-Free and Smoke-Free School**

Moore Career College is designated a drug-free and smoke-free school. As such, the following activities are prohibited while the student is on the College premises or otherwise engaged in student activities:

- The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs. This includes all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.
- The consumption of alcoholic beverages.
- Being under the influence of alcohol, illegal drugs, or controlled substances in any matter during school hours whether consumed on College premises and whether consumed outside of school hours.

***Note: A student who engages in such behavior will be subject to disciplinary action up to and including expulsion from the College.***

***Note: As a condition of receiving the Federal Pell Grant and other federal financial aid, students are required to maintain a drug free environment. Failure to do so will jeopardize the student's eligibility for funding.***

***Exceptions: Drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs, used in accordance with their instructions, are not subject to the restrictions of this policy.***

**Smoking is prohibited inside all college buildings.**

## Program of Study and Course Descriptions

Program	Clock Hours	Months to Complete
<b>Diploma</b>		
<b>Professional Barbering Day</b>	1500	10
<b>Professional Barbering Evening</b>	1500	18

### Educational Objectives for Professional Barbering

The Professional Barbering Diploma program prepares the student for entry level positions in the Hair dressing industry. There are three primary goals to the Professional Barbering Diploma program. The first is to provide a solid educational foundation in all aspects of hair cutting, hair coloring, hair and scalp treatment along with all the sanitation and sterilization procedures which forms the basis for training in the hair industry. Hands-on techniques include all the hair cutting techniques, coloring, and shampooing.

The second goal of this program is to help our graduates prepare to obtain licensure to practice as a Professional Barber. Successful completion of this program qualifies the graduate to test for the Professional Barber licensure in Louisiana.

The third goal of our program is to provide our graduates with basic skills to become employable in the field of hair dressing working for employers as well as pursuing self-employment opportunities.

To achieve the above goals, our program is designed to achieve educational objectives related to planning and organizing an effective shop.

The normal completion time for the day program is ten (10) months and for the evening program, sixteen (16) months. Upon successful completion of 1500 hours and all other graduation requirements, the program culminates in the awarding of a Professional Barber Diploma.

<b>Content Courses - Professional Barbering</b>	
PB 100 Study Skills	PB 112 Men's Facial Massage and Treatment
PB 101 History of Barbering	PB 113 Shaving and Facial Hair Design
PB102 Professional Image	PB 114 Men's Hair Cutting and Styling
PB 103 Microbiology	PB 115 Men's Hair Replacement
PB 104 Infection Control	PB 116 Women's Hair Cutting and Styling
PB 105 Implements, Tools & Equipment	PB 117 Chemical Texture
PB 106 Body Structure & Function	PB 118 Hair Coloring and Lightening
PB 107 Chemistry	PB 119 Nails and Manicuring

PB 108 Electricity and Light Therapy	PB 120 State Board Preparation/Licensing
PB 109 Properties and Disorders of the Skin	PB 121 Job Search
PB 110 Properties and Disorders of the Hair and Scalp	PB 122 Barbershop Management
PB 111 Treatment of the Hair and Scalp	PB 123 Practical Clinic &/or Advanced Studies

## **Professional Barbering Course Descriptions**

### **PB 100 Study Skills**

**3 Clock Hours**

This course is designed to bring those who have been out of the school environment for a period of time, up to speed on how to study. One of the most important keys to a student's success is their ability to learn and master new information. This course provides some basic reminders and techniques to help students make the most of the learning experience while as a student at Moore Career College.

### **PB 101 History of Barbering**

**6 Clock Hours**

An exploration of the history creates an interesting frame of reference about the trade for students and a greater appreciation for their roles within the profession.

### **PB 102 Professional Image**

**6 Clock Hours**

One's attitude plays a vital role in a person's overall professional image, it is an aspect of professionalism that should not be overlooked or downplayed.

### **PB 103 Microbiology**

**6 Clock Hours**

The most important aspects of barbering are the maintenance of a safe and sanitary work environment. Microbiology provides students with the necessary foundation to study and implement the decontamination and infection-control applications that will be introduced in Chapter 5. It is vitally important that students understand how easily germs and parasites can be spread in the school and barbershop. Students must also have a very clear understanding of their own personal responsibility in limiting the spread of diseases, disorders, and infestations.

### **PB 104 Infection Control**

**8 Clock Hours**

Students need to know the extent to which state barber boards and health departments require the application of sanitary measures while serving the public. Hone awareness and observation skills in order to prevent or minimize accidents in the school and barbershop. This chapter addresses both of these important areas of barbering and provides several opportunities for students to begin their practical or hands-on applications while still within the theory or classroom setting

### **PB 105 Implements, Tools and Equipment**

**4 Clock Hours**

Have students bring their kit items with them to class. This provides the instructor with an opportunity to review the purpose and care of each item and to link that information to the theory portion of the curriculum. Instructor should have a complete kit and list of the items to use for reference and demonstration. If students are not already in possession of a required kit list, such a form should be prepared for this class session. Doing so will help to facilitate an assessment of each student's kit items, which can be checked off as each of the required items are discussed. If student kits are not issued through the school, instructors will need to set a deadline for students to have obtained their complete kits.

**PB 106 Body Structure & Function****6 Clock Hours**

In as much as Chapter 7, Anatomy and Physiology (which we term as Body Structure & Function) provides students with a general overview of the human form, it also incorporates medical terms and details that students will probably not be familiar with. The depth of the information found in this chapter, it is recommended that instructors review the material and select the information that is most relevant to their state barber board's examinations. Every effort should be made during chapter presentations to emphasize information to actual barbering services. For example, knowledge of the position of the cranial and facial bones assists students in the performance of haircutting, styling, shaving, facial hair design, facial massage, and scalp treatment services.

**PB 107 Chemistry****4 Clock Hours**

The study of chemistry should provide students with the foundation to understand important principles such as physical and chemical changes in matter, the chemistry of water, the pH scale, and the chemistry of cosmetic preparations such as shampoos, conditioners, and so forth. A foundation of understanding will help students to better comprehend the changes that take place in the hair during chemical services, how to mix solutions, or which hair product to select on its composition and the desired outcome. This topic of study, it is recommended that instructors take every opportunity to link the chapter content with examples or situation that student barbers may encounter on the clinic floor or in the barbershop.

**PB 108 Electricity and Light Therapy****4 Clock Hours**

Review this chapter and take an inventory of all the electrical devices and tools used in the school. Be prepared to link theory discussions and information with actual practical applications that can be used in the school and barbershop. Students need to come away from this lesson having learned important safety precautions regarding the use of electricity. In addition, they need to be introduced to scalp and facial electrotherapy and light treatment that may be performed on the clinic floor or in the barbershop.

**PB 109 Properties and Disorders of the Skin****6 Clock Hours**

This chapter provides foundational information that barbering students need to know, in order to perform facial and shaving services at an optimum level. With a clear understanding of the structure of the skin will students be able to correctly analyze and make determinations about their clients' skin and the appropriate treatment of service options that can be recommended. This chapter also lends itself to the creation of innovative activates that students may engage in, for the purpose of learning itself to the creation of innovative activates that students may engage in for the purpose of learning the material for a lifetime and not just to pass the chapter test or state board exams.

**PB 110 Properties and Disorders of the Hair and Scalp****6 Clock Hours**

It is vitally important that students understand the structure of hair because many of the judgments and decisions they will have to make about client services are dependent upon this information. They need to be able to analyze the hair and then suggest appropriate treatment and services; this cannot be achieved without a thorough understanding of the variables (texture, density, growth patterns, etc.) that



are applicable from one individual to another. Students should be reminded that their professional responsibilities should include the goal to maintain their clients' hair in a healthy condition through proper care and treatment.

#### **PB 111 Treatment of the Hair and Scalp**

**6 Clock Hours**

Treatment of the hair and scalp included regular shampoo and scalp massage as well as special treatment for hair and scalp conditions. Shampoo and condition service should be a standard operating procedure in the barber school environment for the following reasons: (1) to maintain sanitary procedures and conditions for clients and students; (2) to provide students with hair that is in a clean and manageable condition, in order to optimize cutting and styling practice; and (3) to foster conscientious professionalism in the industry

#### **PB 112 Men's Facial Massage and Treatment**

**6 Clock Hours**

It is important for students to realize that many men today are aware of the need to pay attention to their skin. Deep-cleansing facials, firming masks, and moisturizers have found a significant place in the male market- and what better place is there to offer these services than the barbershop? Male clients currently represent 15 to 20 percent of the skin-care clientele in spas and salons, a percentage that is on a regular basis. It is the responsibility of today's barbers to master and promote skin-care services and to bring this market back to the barbershop.

#### **PB 113 Shaving and Facial Hair Design**

**4 Clock Hours**

Shaving and Facial Hair Design will require several demonstrations on the part of the instructor. Once students are proficient in the proper handling of the razor, encourage them to find models they can practice on in the school.

#### **PB 114 Men's Hair Cutting and Styling**

**10 Clock Hours**

As one of the most important chapters in the textbook, Men's Haircutting and Styling requires demonstration, guidance, and student coaching from the educator. Students first need to learn the basic of tool and implement manipulation, which can be practiced on a mannequin, and then to proceed to practice on a model or school client. Because student may find it challenging to bridge the gap between theoretical concepts and practical applications, it is recommended that they take part in the activities that follow each technique or skill to be mastered as outlined in the lesson plan. Once students have mastered the basics of tool manipulation and the effects of cutting at elevations, it rests with the instructor to guide them in bringing these elements together to achieve blended and proportioned haircuts.

#### **PB 115 Men's Hair Replacement**

**4 Clock Hours**

It is important for students to have some familiarity with hair replacement system in order to know what to do if a client who wears one visits the clinic or barbershop for a haircut or maintenance. Due to cost of replacement systems, many schools do not have samples available for students to gain firsthand knowledge of working with these types of hair goods; however, students can learn the basics of measuring and template-making while in the school environment.

**PB 116 Women's Hair Cutting and Styling****6 Clock Hours**

This chapter provides students with the basic techniques required to service female patrons including applications of the four basic haircutting elevations and basic hairstyling techniques. In those cases where your state's curriculum requires the inclusion of wet setting methods such as roller setting, pin curling, finger-waving, and so forth, please refer to Milady's Standard Cosmetology. Hands-on applications for practice and effective learning experience, it is recommended that instructors first demonstrate and then workshop the particular skill to be learned with students.

**PB 117 Chemical Texture****6 Clock Hours**

Study of permanent waving reformation curls, and chemical hair relaxing provides barbering students with the ability to offer alternative services to their clients. For students in those states that require these services in the barbering curriculum, this chapter will provide the basic of chemical texture services chemistry and application procedures. It is recommended that instructors review the similarities and differences of the products and procedures. It is recommended that instructors review the similarities and differences of the products and procedures in some depth to facilitate and ensure students' understanding of the information

**PB 118 Hair Coloring and Lightening****10 Clock Hours**

Hair coloring and lightening are subject that require comprehensive instruction and diligent study to master. There are two distinct areas of knowledge that require this attention. First, students need a thorough understanding of the laws of color to help them apply concepts needed to analyze existing hair colors, choose appropriate hair coloring products, and formulate tints for the desired end result. Second, students need to understand the reasons underlying different application techniques and how to perform them. Application proficiency can only be accomplished with repeated and diligent practice. Mock products can be used during the initial stages of application mastery, but actual hair coloring and lighting products should be used as soon as possible for students to benefit effectively from the practice.

**PB 119 Nails and Manicuring****4 Clock Hours**

In some states, the study of nails and manicuring is a subject within the barbering curriculum and should be taught in order to comply with state board rules and regulations. In those states where the subject is not a mandatory course of study, the inclusion of this chapter is best left to the discretion of sometimes It is recommended that students who aspire to barbershop ownership spend some time studying the topic, so they are better prepared to oversee future employees should a manicurist ever be hired for the barbershop.

**PB 120 State Board Preparation/Licensing****6 Clock Hours**

Prepare students for their state board examinations

**PB 121 Job Search****4 Clock Hours**

It is recommended that students participate in as many field research and networking opportunities as possible while still attending barbering school. In addition to proving students with potential jobs opportunities for their futures, these experiences will also help to motivate and encourage students to complete their studies and state board testing for licensure

**PB 122 Barber Shop Management****6 Clock Hours**

The main purposes of this chapter are to enlighten students about the many responsibilities of business ownership. It is intended for use as a general form which students can become familiar with some of the factors business ownership entails. All too often, newly licensed individuals venture into business ownership without fully understanding what is necessary to establish a successful operation. This lack of understanding can lead to business failure – obviously sometimes we want to avoid! For those instructors who have owned or operated a business, take the time to tell the students the positives, negatives, mistakes, and successes.

**PB 123 Practical Clinic Work &/or Advanced Studies****1369 Clock Hours**

This course is designed to give the students time to practice what they have been taught and will have to be proficient at upon completion. This time will be used to show advanced techniques to the students that go above and beyond the requirements of the State to include such things as hair weaving and braiding. Much of the beginning theory will be reviewed by attending 5 hours a week in review classes. Guest speakers and performers will be invited in during this time.

## **Barber Instructor Course**

The curriculum for students enrolled in an instructor trainee course shall consist of five hundred (500) clock hours of technical instruction and practical operations in teaching the art of barbering. For the purpose of this section, technical instruction shall mean instructions by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours are devoted to clinic/theory experience, which shall include all phases of being an Instructor. Such technical instruction and practical operations shall include:

**Subjects:**

Classroom Preparation-25 hours

Teaching Methods-25 hours

Speech -25 hours

Purpose and Types of Tests-35 hours

Selection of Appropriate Testing Methods-25 hours

Validity and Reliability of Teaching Methods via Tests-35 hours

Proper Conduct of Instruction-40 hours

Classroom Supervision and Control-40 hours

Classroom Conditions-50 hours

Keeping Records-50 hours

Motivation-50 hours

Assessing Student's Need-50 hours

Utilization of Safety Procedures-40 hours

Job Seeking Skills-10 hours

<b>Program</b>	<b>Clock Hours</b>	<b>Months to Complete</b>
<b>Diploma</b>		
<b>Combination Welding Day/Evening</b>	750	7/9

### **Educational Objectives for Combination Welding**

This program prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding, flux-cored arc welding, plasma arc welding, blueprint reading, weld symbols, and joints. After completion of the chosen program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS Entry Level Welder's test for certification. Our program, Combination Welding certifies the graduate to test for welding on plate and pipe.

Welders can take their skills and cross over into a variety of fields. This skilled trade program, offered at Moore Career College in Baton Rouge, helps you acquire the skills needed for welding in construction, fabrication, plant maintenance settings and more.

As a graduate of Moore Career College's Welding program, your career options include manufacturing, commercial construction, mining, agriculture, wholesale trade and repair and maintenance. From the tallest skyscrapers to machines and appliances that help make life easier, welders play a critical role in keeping our economy moving.

<b>Content Courses – Combination Welding</b>	
CW101 Introduction to Welding	CW110 Gas Metal Arc Welding Equipment, Set-up and Operation
CW102 Safety in Welding	CW 111 Gas Metal Arc Welding
CW103 Shielding Metal Arc Equipment, Set-up and Operation	CW 112 Flux Core Arc Welding Equipment, Setup and Operation
CW104 Shielding Metal Arc Welding of Plate	113 Flux Core Welding
CW 105 Shielding Metal Arc Welding of Pipe	CW 115 Gas Tungsten Arc Welding Equipment, Set-up and Operation
CW 106 Advanced Shielded Metal Arc Welding	CW 116 Gas Tungsten Arc Welding of Plate
CW 107 Flame Cutting	CW 117 Gas Tungsten Arc Welding of Pipe
CW 108 Plasma Arc	CW 119 Reading Technical Drawings
CW 109 Related Cutting Processes	CW 123 Testing and Inspection of Welds

### **Combination Welding Course Descriptions**

**CW101 Introduction to Welding**

**10 Clock Hours**

This includes an orientation to the program and the college and its policies. It explains safety equipment. It also covers welding symbols with the corresponding welds, cutting torch operations, stick welding procedures and methods to clean and evaluate welds.

**CW102 Safety in Welding**

**35 Clock Hours**

This is a continuation of the CW 101 and explains in more detail how to safely weld. It covers safe welding procedures and techniques. It also explains the school codes for safety and covers various safe welding practices.

**CW103 Shielding Metal Arc Equipment, Set-up & Operation**

**30 Clock Hours**

This covers procedures to cut and prepare metal plate, perform overlap beads in various plate positions and begin fillet welds for plate T-joints. This also covers procedures to ensure a safe workplace, skills needed for a successful career, the importance of attitudes and work ethics and maintenance of equipment .

**CW104 Shielding Metal Arc Welding of Plate**

**25 Clock Hours**

Students will learn SMAW welding process of plate as well as welding codes, proper rod selection, reading basic blue prints and calculating dimensions and completing layouts.

**CW 105 Shielding Metal Arc Welding of Pipe**

**30 Clock Hours**

This is a continuation of CW 104 and covers pipe welding in various positions using 7018 electrodes and Plasma and Carbon Arc cutting.

**CW 106 Advanced Shielded Metal Arc Welding**

**20 Clock Hours**

This is a continuation of CW 104 and 105 and covers advances SMAW welding on both plates and pipes. In addition, it covers career skills and safety and how to research projects.

**CW107 Flame Cutting**

**30 Clock Hours**

Safe operational procedures of flame cutting will be introduced in this section. Explanation of pipe and fitting markings, metal color codes, pipe welding symbols, diagrams and welds will also be covered.

**CW 108 Plasma Arc**

**30 Clock Hours**

This covers plasma arc cutting and includes an introduction of isometric sketch drawings and the completion of researching projects.

**CW 109 Related Cutting Processes**

**15 Clock Hours**

Other related cutting processes will be introduced in this section such as laser beam and oxy-fuel cutting.

**CW110 Gas Metal Arc Welding Equipment, Set-up**

**15 Clock Hours**

This covers the set-up and operation of the equipment used in Gas Metal Arc Welding.

**CW 111 Gas Metal Arc Welding**

**60 Clock Hours**

This covers gas metal arc welding and a continued instruction in blueprint and layout beyond the basics. Students will perform additional plate welding in various positions to include 4G. Pipe bevel preparation will be discussed in this section.

**CW 112 Flux Core Arc Welding Equipment, Set-up** **15 Clock Hours**

This covers the set-up and operation of the equipment used in flux core arc welding.

**CW 113 Flux Core Welding** **60 Clock Hours**

Explanation of pipe and fitting markings, metal color codes, pipe welding symbols, diagrams and welds. Introduction of isometric sketch drawings and the completion of researching projects will be covered. Introduction of MIG and Fluxcore welding procedures and the welding of plate in various positions (2F, 2G, 3G) with MIG and Fluxcore.

**CW 115 Gas Tungsten Arc Welding Equipment, Set-up and Operation** **75 Clock Hours**

TIG equipment will be introduced in this section along with setup procedures, metals identification and tungsten safety and preparation. Students will perform 6010 electrode root welds and 7018 electrode fill and cap welds in the 6G position along with TIG stringer and hot pass welds on T-plate. TIG root and 7018 fill caps will be performed on 2G and 6G pipe positions.

**CW 116 Gas Tungsten Arc Welding of Plate** **75 Clock Hours**

Portable equipment operation requirements, weld test lab procedures and testing approaches will be reviewed. Students will perform mild steel TIG welding on pipe in the 2G, 5G and 6G positions with TIG stringer and cap methods.

**CW 117 Gas Tungsten Arc Welding of Pipe** **75 Clock Hours**

Advanced pipe welding projects and industrial applications with multiple pipe sizes and schedules in the 2G, 5G and 6G positions will be performed in the section.

**CW 119 Reading Technical Drawings** **75 Clock Hours**

Instruction in blueprint and layout will be finalized in this section. This section will review procedures to maintain clean work environments. Heat settings on thin gauge applications will be taught. Students will practice welding on plates using TIG in various positions and with different rod sizes. The selection of rod size for pipeline welding, layout procedures for pipeline fitting and electrolysis prevention with anode protection and performance of SMAW downhill stringer, fill and cap in the 5 and 6G positions will be covered.

**CW 123 Testing and Inspection of Welds** **75 Clock Hours**

In this final section before the students enter into the employment market. Instruction in applying for employment, preparing a resume, preparation for the stress of a welding test and proper appearance and attitudes for the market is covered in this section. Final tests competencies are directed to the 5G and 6G pipe welding using 6010 and 7018 electrodes to include TIG in various combinations with bend tests. Individual competencies are specified with each student by the instructor to prepare the graduate for employer weld tests.

## **CATALOG ADDENDUM**

## **ADDENDUM A**

### **Professional Barbering Diploma Program Faculty & Staff**

Michael Thompson, Chief Executive Officer; University of Nebraska	FT
Jason Rollins, Campus Director; Southern Louisiana University	FT
Emary Wall, Financial Planner	FT
Marquisha McFarland, Admissions Advisor	FT
Christopher Donahue, Registrar/Student Services Coordinator	FT
Yolanda Mullins, Lead Licensed Barbering Instructor	FT
Irvin Jackson, Licensed Barbering Instructor	FT

### **Combination Welding Diploma Program Faculty & Staff**

Michael Thompson, Chief Executive Officer; University of Nebraska	FT
Jason Rollins, Campus Director; Southern Louisiana University	FT
Emary Wall, Financial Planner	FT
Alicia Fields, Financial Planner	FT
Marquisha McFarland, Admissions Advisor	FT
Christopher Donahue, Registrar/Student Services Coordinator	FT
Jacob Labauve, Lead Welding Instructor	FT
William Lejune, Welding Instructor	FT
Kewon Miles, Welding Instructor	FT

# CATALOG ADDENDUM

## ADDENDUM B

### **Drug and Alcohol Abuse Prevention Information**

A school that participates in the FSA programs must provide information to its students, faculty, and employees to prevent drug and alcohol abuse as per 34 CFR 86 – Drug and Alcohol Abuse Prevention.

In addition, a school that participates in the Campus-Based programs must have a drug-free awareness program for its employees that include a notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions as per the Drug Free Workplace Act of 1988 (Public Law 101-690).

#### **Information that Must Be Included in Drug Prevention Materials for Students:**

- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

*\*\*\*Information from the 2008-2009 FSA Handbook, Volume 2, Chapter 6, Page 85\*\*\**

#### **Helpful Websites:**

[http://www.brainsource.com/brain\\_on\\_drugs.htm](http://www.brainsource.com/brain_on_drugs.htm)

<http://www.nida.nih.gov>



# CATALOG ADDENDUM

## ADDENDUM C

### DRUG FREE CAMPUS GUIDELINES

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of the school's policies regarding substance abuse. Both students and employees should read this carefully.

#### **Policy:**

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101226). The school will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

#### **Standards of Conduct:**

The school is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes regarding illegal drugs or possession or sale of alcohol.

**The following shows the Federal penalties:**

**Federal Trafficking Penalties**

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense:</b>	5 kgs or more mixture	<b>First Offense:</b>
Cocaine Base (Schedule II)	5-49 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If	50 gms or more mixture	Not less than 10 yrs, and not more than life. If death or
Fentanyl (Schedule II)	40 - 399 gms mixture	Death or	400 gms or more mixture	serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	serious injury, not less than 20 or more than life. Fine of not more than	100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture	\$2 million if an individual, \$5 million if not an individual	1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture	<b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual.	10 gms or more mixture	<b>Second Offense:</b>
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gm or more	<b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam (Schedule IV)	30 to 999 mgs	<b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		

All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	<b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

#### Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 20 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>Not less than 5 years, not more than 40 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not less than 10 years, not more than life</li> <li>If death or serious injury, mandatory life</li> <li>Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>Not more than 20 years</li> <li>If death or serious injury, not less than 20 years, not more than life</li> <li>Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 30 years</li> <li>If death or serious injury, mandatory life</li> <li>Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>Not more than 5 years</li> <li>Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>Not more than 10 years</li> <li>Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	110 kg or less		
Hashish Oil	1 kg or less		

**Health Risks:**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

**Alcohol:**

Alcohol consumption causes several changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

**Cigarettes and other Nicotine Products:**

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children & sudden infant death.

**Prescription Medications:**

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

**Marijuana:**

Marijuana use can lead to several long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

**Cocaine and Crack:**

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

**Barbiturates:**

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

**Amphetamines:**

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

**Hallucinogens:**

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

**Steroids (anabolic):**

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males side effects may include shrinking of the testicles and breast development. In females, side effects

may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

**Narcotics:**

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or “track” marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

**Treatment:**

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual’s life including medical and mental health services, and follow-up options (e.g. community or family-based recovery support systems) can be crucial to a person’s success in achieving and maintaining a drug-free lifestyle.

**Hotline Numbers:**

National Drug and Alcohol Treatment referral Services: 800-662-4357

Alcoholism Council of Greater New York: 800-56-SOBER

New York Center for Addiction: 212-966-9537

**School Disciplinary Sanctions:**

It is the school policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by the school.

**Students:**

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

**Faculty:**

Faculty who violate the school’s standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

**Other Employees:**

The school may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

# CATALOG ADDENDUM

## ADDENDUM D

### Title 38 United States Code Section 3679(e)

Any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits will be deemed a covered individual and will have the following apply:

It is Moore Career College's policy to permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' VA Website – ebenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- 1) The date on which payment from VA is made to the institution.
- 2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Moore Career College will not Impose any penalty; including, the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.