ARNOLD'S BEAUTY SCHOOL
OCCUPATIONAL EDUCATION PROGRAMS POLICY AND SYLLABUS (COSMETOLOGY)

Mission of the Institution

Arnold's Beauty School is dedicated to educating quality students with the fundamental knowledge to meet the present and future needs of the industry. Each student admitted to the school receives individual instruction in technical skills, professional services, business and job related information. Each student also participates in closely supervised services while apprenticing in the clinic. Each unit of study offered by the school is designed to provide a broad base to maximize the employability of its graduates.

Program Objectives

To develop technical abilities to the highest level of each student
To develop professional qualities within each student
To counsel each student in the variety of opportunities within the field
To introduce and teach the techniques involved in the latest products, equipment and styling trends
To fulfill the requirements of the Tennessee Board of Cosmetology and Barber Examiners

Occupational Needs of Cosmetology Students

The successful completion of the Cosmetology course will allow the licensed graduate to practice arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring or similar work upon the hair of any person by any means; caring and servicing of wigs and hair pieces; manicuring; massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the hands, arms, face, neck or feet with hands or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams; placing or applying false eyelashes; and, giving facials, applying makeup, giving skin care or removing superfluous hair by tweezing, depilatories or waxing.

Program Enrollment

The Cosmetology program start dates are offered six times per year. Students must enroll in advance of each starting date through the Admission's Office.

The Cosmetology program only offers full-time enrollment and consists of clock hours. Courses required for each program are offered with intentions of the student completing the program within 14 months.

Course Materials:
Milady Standard Textbook of Cosmetology
Milady Exam Review
Beginner Practical Kit
Senior Practical Kit
Access to a phone, tablet, laptop or desktop computer (some available at the school).

In Class Schedule:

Tuesday-Thursday……8:00am-5:00pm

Friday……8:00am-3:00pm

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Cosmetology Curriculum Content (Syllabus)

Cosmetology hours shall be apportioned as follows:
General.....300 hours
Sterilization, sanitation and bacteriology
Anatomy and physiology
Shop ethics, personality and salesmanship
State Law
Chemical.....600 hours
Permanent waves
Hair relaxing
Hair coloring, bleaching and toning
Sculptured nails
Hair structure and chemistry
Physical.....600 hours
Shampooing and rinses
Hair and scalp care
Hair shaping
Hairdressing and styling
Facials, eyebrow arching, lash and brow tinting
Manicures and pedicures

Cosmetology Course Outline
Orientation
1. History of Career Opportunities
2. Life Skills
3. Professional Image
4. Communication

General Sciences
1. Infection Control
2. General Anatomy and Physiology
3. Skin Structure and Growth
4. Skin Disorders and Diseases
5. Nail Structure and Growth
6. Nail Disorders and Diseases
7. Properties of the Hair and Scalp
8. Basics of Chemistry
9. Basics of Electricity

Hair Care
1. Principles of Hair Design
2. Scalp Care, Shampooing and Conditioning
3. Haircutting
4. Hairstyling
5. Braiding and Extensions
6. Wigs and Hair Pieces

7. Chemical Texture Services
8. Haircoloring

Nail Care
1. Manicuring
2. Pedicuring
3. Nail Tips and Wraps
4. Monomer Liquid and Polymer Powder Nail Enhancements
5. Ultra Violet Gels

Skin Care
1. Hair Removal
2. Facials
3. Facial Makeup

Business Skills
1. Seeking Employment
2. On the Job
3. Salon Business
4. Tennessee State Law, Rules and Regulations

Instructional Sequence
The instructional sequence required for the successful completion of the program, encompassing lectures, laboratory work, and work-based activities, is determined by the desired learning outcomes of the students. The student body is stratified into three distinct classes: Freshman, Intermediate, and Senior. The Freshman class serves as an introduction to the industry, emphasizing fundamental practical procedures. The Intermediate class builds upon this foundation, incorporating theoretical and practical work with an emphasis on chemical services and the scientific principles underlying the field of Cosmetology. This class also provides opportunities for work-based activities on the clinic floor. The Senior class expands upon the scientific theory coursework and prepares students for state board exams and business ventures, in addition to covering advanced topics such as haircutting and hair coloring techniques. Furthermore, the curriculum requires students to complete clinic floor assignments to apply their acquired knowledge in a practical setting.

Hybrid Program (Syllabus does not change from the traditional delivery method, utilized for students on leaves, supplements to the traditional method and/or school closures)
Beginning in 2020, Arnold's Beauty School's Cosmetology course offered an option to receive online hours through coursework through Google Classroom and/or Zoom classes including but not limited to:
- Study packets
- Educational videos
- Tutorial and hands on practical work
- Chapter reviews

The hybrid curriculum coincides with the traditional learning models of in-person classes and clinic work, with no change to the content of the program. All students who are enrolled in the Cosmetology program will have an opportunity to participate in both online and in-person curriculum. The hybrid coursework does not exceed 300 hours.

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Student Assessment

Assessment of student achievement based on the program objectives and content is determined by theory tests grades, practical worksheets, and attendance.

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading completion in a specified time frame (one and one-half times the length of the program).

Satisfactory progress will be measured as follows

1) at midpoint of first academic year (after completion of 450 hours)

2) at the end of the first academic year (after completion of 900 clock hours)

3) at midpoint of second academic year (after completion of 1350 clock hours).

All students at Arnold's Beauty School are required to meet Satisfactory Academic Progress through attendance and coursework. Evaluations are made throughout enrollment to ensure progress is being made, or whether the student requires advisement. An academic year at Arnold's Beauty School is defined as 900 clock hours. **Qualitative requirements are defined as a student's GPA and quantitative requirements are defined as the number of hours completed versus scheduled.**

Payment Periods

Payment periods are divided into 4 increments based on hours (0-450, 451-900, 901-1200, and 1201-1500).

Weeks of instructional time of each payment period consists of:

0-450 hours: 15 weeks
451-900 hours: 15 weeks
901-1200 hours: 10 weeks
1201-1500 hours: 10 weeks

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (one and one-half times the length of the program). Satisfactory progress will be measured as follows:

1) at midpoint of first academic year (after completion of 450 hours)

2) at the end of the first academic year (after completion of 900 clock hours)

3) at midpoint of second academic year (after completion of 1200 clock hours). The SAP policy provides for consistent application of standards to all students within the Cosmetology program.

Required Grade Averages (Qualitative Requirements):

At the end of each increment, the grade point average will be evaluated, determined, and documented in each student's file. Student's achieving the averages specified in the chart below will be considered to be making satisfactory academic progress:

Cosmetology 1500 clock hours

50 weeks @ 30 per

Maximum time frame - 75 weeks

# of weeks of Enrollment	15	30	40	50
Minimum Grade average	70%	70%	70%	70%

Required Completion Rate (Quantitative Requirements):

In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame at the following rate:

# of weeks of Enrollment	15	30	40	50
Minimum Clock Hours	315	630	840	1050

Treatment of Incompletes, Withdrawals, Repeats, and Remedial:

The following grades received from the course taken will not be considered as successful completion: F – failing grades, W - withdrawal, I - incomplete, and X'S unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject and remedial work:

1) Students with incompletes will be given 2 weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period.

2) A student wishing to change programs must get permission from the school Director. The Director will determine the amount of credit, if any, that will be given for the previous work completed.

3) A student who receives a failing grade for a subject will not receive credit for that subject, and must repeat the subject in full. The original and repeated course will be included in both SAP measurements (attempted, but not earned). Transfer hours, withdrawals, and incompletes will also factor into SAP and will be treated as attempted/earned. A student may repeat a subject only with approval from the school Director.

4) All remedial work must meet the same standards set for other course work and must be satisfactorily completed before graduation.

5) A "W" will be given to a student who withdraws before the end of a particular unit. An "I" will be given to a student who misses three or more days in a week. Progress reports will be provided at the end of each evaluation period.

Financial Aid Warning:

If a student is not making SAP according to the school's policy of required Grade Average and Completion Rates at the end of each payment period, the school's policy is to place the student on Financial Aid Warning, and may disburse Title IV HEA program funds to the student for one payment period. The Financial Aid Warning will be the first step in the process of Financial Aid Probation if the student does not take necessary steps to improve performance. The student may be eligible for Title IV, HEA programs after being issued a Financial Aid Warning.

Financial Aid Probation:

After a Financial Aid Warning, and a subsequent opportunity to correct academic and attendance performance, a student will be placed on Financial Aid Probation. If a student is not making SAP according to the school's policy, the school may place the student on Financial Aid Probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if:

a) the school evaluates that the student is not making satisfactory academic progress

b) the student appeals the determination

c) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

A student on Financial Aid Probation for a payment period may not receive Title IV, HEA funds for the subsequent evaluation period unless the student makes SAP or the institution determines that the student met the requirements specified by the institution in an Academic Plan for the student.

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Notification:

A student will be provided notification prior to being placed on Financial Aid Probation by the Director of Financial Aid, and given an opportunity to discuss and Academic Plan for Program performance improvement.

Academic Plan:

Instructors will meet with the student to determine the deficiencies in coursework including attendance, theory test scores, and practical work. Consistent deficiencies in testing may lead to evaluation to see if oral testing is needed. Goals for improvement on practical work, minimum attendance and theory testing may be set following evaluation based on the individual's needs.

Appeals Procedures:

If a student is determined to be ineligible for Financial Aid because SAP requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated. The Basis of successful appeals can include, but not be limited to: the death of a relative, an injury or illness of the student, or other circumstances. The appeal must also include what changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. The student will be advised, in writing, of the decision.

To reestablish satisfactory progress once a student has been terminated from aid, the SAP requirements must be improved to meet the designated standards.

Reinstatement:

Students whose disqualification has been successfully appealed will be reinstated into financial aid eligibility status.

Administration

The Cosmetology is approved and administered under established policies and procedures and is supervised by the Administrative Staff. The Administrative Staff are continually involved in Strategic Planning and approval, and evaluation of student competencies.

Senior Instructors are licensed with the Tennessee State Board of Cosmetology and Barber Examiners. Each Senior and Junior Instructor received their Cosmetology and Instructor Trainee diplomas from Arnold's Beauty School.

The administration and staff are readily available to assist students during school hours. Students are encouraged to keep an open line of communication during their enrollment period and continuing on after graduation or withdrawal.

DIRECTOR – Tammy Glenn
ADMISSIONS/FINANCIAL AID - Debbie Arnold

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STAFF OF SENIOR INSTRUCTORS – Tammy Glenn
Debbie Arnold
Donna Sanders-Lewis
Angel Cates

Administrative Assistant - Jodi Vailes

Governing Organizations:

Arnold's Beauty School is owned by Arnold's Inc

Norma Arnold, President
Andy Arnold, Chairman of the Board
Debbie Arnold, Secretary

Licensed by:

State of Tennessee Board of Cosmetology and Barber Examiners
First Floor, 500 James Robertson Parkway
Nashville, Tennessee 37243-1147
(615)741-2414

Accredited by:

Council on Occupational Education
7840 Roswell Rd, Building 300, Suite 325
Atlanta, Ga 30350
(770)396-3893/(800)917-2081

Arnold's Beauty School is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an elevation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

Tennessee Higher Education Commission
Parkway Towers, Suite 1900
Nashville, Tennessee 37243-0830
(615)741-3605

Non-discrimination Policy

Arnold's Beauty School is in compliance with the Civil Rights Act of 1974, as amended, which prohibits discrimination on the basis of race, sex, religion, age and national origin. The school is in compliance with the Rehabilitation Act of 1973 in that no qualified person, by reason of handicap, will be excluded

from enrolling in the course of instruction. The school will work with any handicapped applicant to ensure that needed or special services are available.

Student Files

Arnold's will allow students access to their individual files upon request from the student. Each file is confidential and no information is given out without the permission of the student. Files enrollment, financial and educational records. All records are permanently maintained by the institution.

This policy is publicly available in our catalog, website and Policies and Procedures Notebook, and is consistently applied. Program objectives are evaluated annually by staff, the Advisory Committee Board Members, governing agencies, and employers to make sure the objectives and content of the program are current and measurably relevant.