

TRANSFER OF CREDIT

All DEC applicants who have attended another post-secondary institution will be given the option of applying for transfer of credit for any course(s) taken at that institution which parallel course(s) offered by DEC in their chosen program of study. The applicant must provide a transcript from the institution and a course description for each course for which transfer of credit is requested. The Executive Director of Education will review the transcript and course description(s) to determine whether transfer of credit will be approved or denied. The prior course(s) must have been successfully completed with a C grade or higher.

All transfer of credit requests must be submitted to the Executive Director of Education no later than two weeks after the semester start date of the student's first semester attending DEC. No transfer of credit requests will be accepted after this date. No Exceptions.

TRANSFER OF HOURS

Transferees from another cosmetology school will be evaluated for admittance by the Director of Cosmetology. Students will be asked to perform practical services and to take a written examination to determine student's level of placement in the DEC Cosmetology Program curricula.

DEC reserves the right to accept or deny any, none, or all of the student's hours from another school. Upon results and review of student's practical and written examination, student's prior cosmetology hours will be applied.

The student will then be placed into the unit of the DEC Cosmetology program as determined by the Director of Cosmetology and the Executive Director of Education.

Official school transcripts must be received prior to enrollment.

ADVANCED STANDING

Provisions are made in the curriculum so that students with prior training in a subject may enter classes in that subject at a higher level of instruction. Advanced Standing will be considered for students who have had special high school or college preparation, or have advanced proficiency in a specific skill area. Advanced placement tests must be taken and the student is responsible for all fees. Students who receive Advanced Standing must still fulfill the program credit requirement.

Advanced standing credits are recorded as hours earned toward a program, but the grade points are not averaged into the student's Q.P.A. Also, advanced standing credits are not factored into the calculation for determination of the minimum requirements for Satisfactory Academic Progress.

ADVANCED STANDING TEST

If a student has significant work experience in a certain subject, he or she may choose to test out of a course by taking a version of the final exam for that particular course. The cost of each exam is \$75. A student may take only one exam for a particular course. He or she must score an 80% or higher on the exam in order to receive Advanced Standing for that course. These tests are arranged by the Executive Director of Education, and must be completed by the end of the second week of the semester.

TIME OF ENTRANCE

In order to allow enough time for receiving transcripts, interviewing, and financial aid processing, the prospective student should apply as early as possible. By applying well in advance of the starting semester, the prospective student has a greater chance of securing enrollment.

HOMEWORK REQUIREMENT

For every one (1) hour of lecture a student spends in the classroom, there is a requirement that the student spends two (2) hours, or the equivalent thereof, of time on homework. This requirement applies to all DEC programs, with the exception of all Cosmetology programs and the Skilled Trades Programs.

INTERNATIONAL STUDENTS

This school is authorized under federal law to enroll non-immigrant alien students (M-1 Visa). International applicants are required to submit the following application documentation:

- Request an application form from the Admissions Department or go to our website: www.dec.edu for a downloadable application.
- Complete and sign the application form and mail it to the school. Application fee in the amount of \$50 payable via money order or certified funds to DEC (in U.S. dollars).
- Complete official records of all studies taken in each school attended, including secondary. All official records should include years of attendance and grades for all examinations taken, certifying that the candidate has completed the equivalent of at least twelve years of primary and secondary education of high academic quality. Official records must be originals or copies certified by the appropriate official of the school attended. Documents which are in a language other than English must be accompanied by certified exact translations. These official records must be mailed directly to DEC in a sealed envelope from the educational institution. **Optional:** Official transcripts and course descriptions from colleges and universities, technical and professional schools.