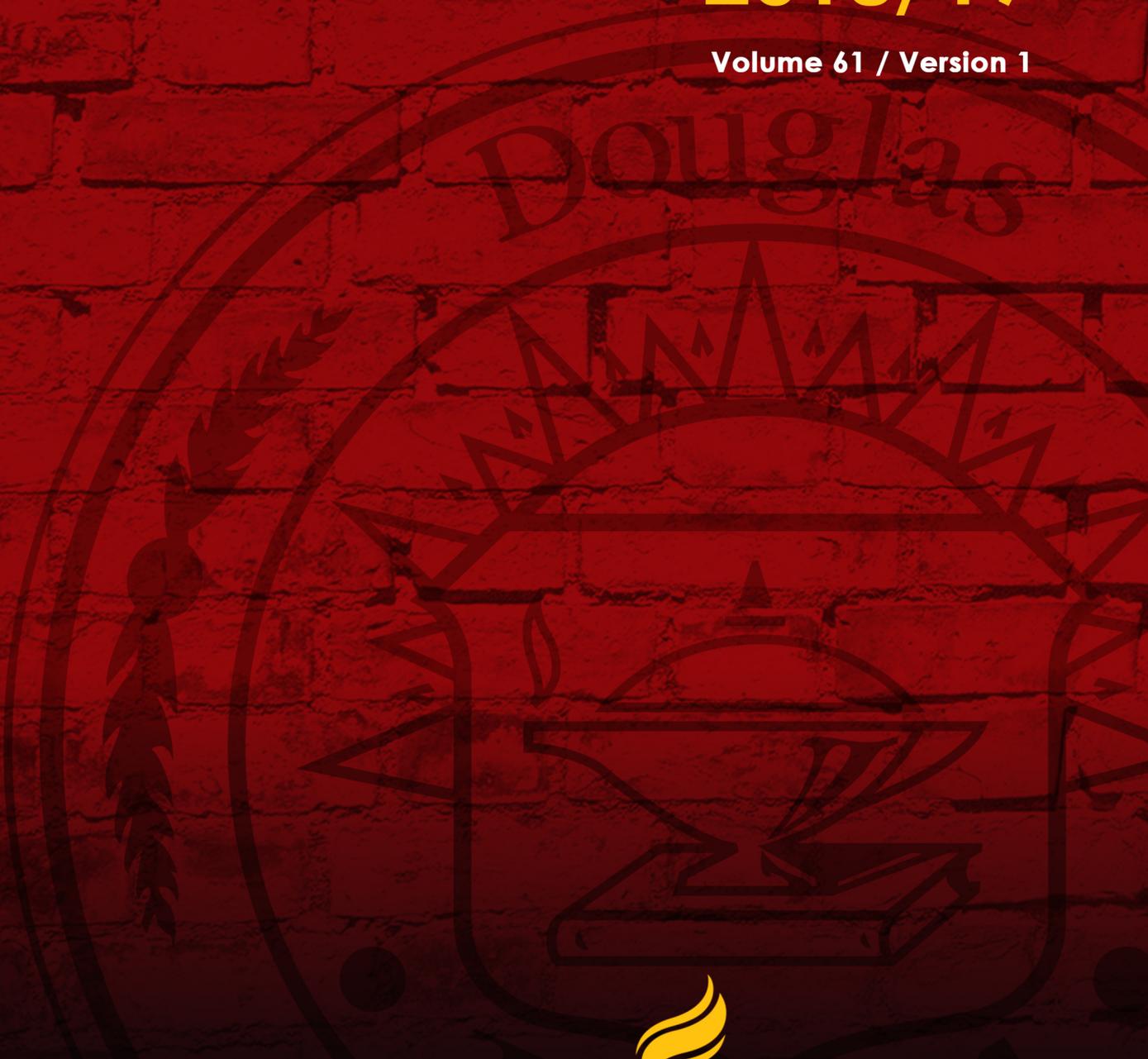


# STUDENT CATALOG

2018/19

Volume 61 / Version 1



  
**DOUGLAS**  
Education Center

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## A Message from the CEO / President

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Dear Students,

Welcome to Douglas Education Center (DEC).

To most of us, there are few concepts more appealing than “belonging.” We have an innate desire to want to be part of a community. While DEC is first and foremost an academic institution that prizes excellence in teaching and learning, nevertheless, it has been, and always will be, a place where a wide variety of people feel comfortable – where they feel genuinely at home. We believe that, just as tapestry is enriched and enlivened by a variety of textures and hues, so DEC takes on beauty, intricacy, and vibrancy through a rich diversity of people.

This sense of belonging is part of our heritage. As you look around campus, you will see an astonishing assortment of programs and people exploring ideas, pursuing knowledge, inspiring each other and filling our classrooms with the vibrancy that comes from being an institution that is committed to discovery, creativity, and vigorous intellectual exchange.

This catalog is your official guide to your academic program and to DEC’s policies and procedures. Much of what you will need to know to succeed and make the most of your experience at DEC is noted here. I encourage you to become familiar with its contents and learn how the campus functions to help you achieve your personal and professional aspirations.

Thank you for your interest in DEC. We envision the school as a place of excellence not only in thought and academic training, but also in warm associations. We hope you will find in it an element of “home.”

Sincerely,



Jeffrey D. Imbrescia, CPA  
CEO / President

## DEC FAST FACTS

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1. Douglas Education Center (DEC) was founded in 1904. Over 110 years of education!
2. DEC offers programs in Special Make-Up Effects, Filmmaking, Cosmetology, Allied Health, and Skilled Trades. Please visit DEC’s website for details and course information. For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/consumerinfo](http://www.dec.edu/consumerinfo)
3. DEC offers Associate in Specialized Business Degree, Diploma, and Certificate Programs.
4. Financial aid and scholarships are available to those who qualify.
5. DEC maintains an active and successful career services assistance program that is available, without charge, to all graduates. During the student’s enrollment at DEC, the Career Services Department will help each student understand and develop his/her strengths and abilities, and continue to maintain that relationship after graduation.
6. DEC’s current programs of study are listed below:

## 2018 – 2019 PROGRAMS

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### THE CREATIVE PROGRAMS

- George A. Romero’s Filmmaking Program
- Tom Savini’s Special Make-Up Effects Program

### THE COSMETOLOGY PROGRAMS

- Cosmetology Program
- Cosmetology Teacher / Salon Manager Program
- Esthetics Program
- Esthetician and Nail Technologist Program

### THE ALLIED HEALTH PROGRAMS

- Medical Assistant Program
- Medical Billing and Coding Program

### THE SKILLED TRADES PROGRAMS

- Heavy Equipment and CDL with Safety and Natural Gas Program
- Heavy Equipment and CDL with Safety Program
- Commercial Driver’s License Program

# DEC INFORMATION

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## WELCOME TO DOUGLAS EDUCATION CENTER

Your catalog is an excellent resource for understanding the administrative and academic standards that apply to you. Students are strongly encouraged to read their catalog cover to cover. The information contained within is essential in guiding students through their tenure at Douglas Education Center (DEC).

DEC reserves the right to supplement, withdraw, or change this catalog. Students will be notified upon implementation of any changes to the catalog. The CEO / President has final authority in the interpretation and implementation of the catalog.

In order to meet the changing needs of the communities and the student body, DEC reserves the right to make changes in the courses, faculty, or schedules at any time. DEC also reserves the right to adjust tuition with sixty (60) days prior notice in accordance with the policies of the Pennsylvania State Board of Private Licensed Schools.

## HISTORY

Douglas Education Center (DEC), located at 130 Seventh Street, Monessen, Pennsylvania, was established in 1904 as a business and secretarial school. The founder of the then Douglas Business College was Warren Douglas. Current owner, Jeffrey D. Imbrescia, has owned the school and has been CEO/President since 1989. Douglas School of Business was incorporated on January 31, 1977 and, thus, became Douglas School of Business, Inc. Upon application for a fictitious name, Douglas School of Business, Inc., began doing business as Douglas Education Center on February 20, 2001.

Between 1989 and 1999 DEC offered Associate in Specialized Business degree programs in business administration and executive secretary. Graduates from these programs were primarily hired by businesses from around the Monongahela Valley. Seeing a need in the community for education in the medical fields, DEC added medical programs into the curricula in 1992.

In 1999 DEC made the bold decision to add Art Programs into the curricula and launched an Associate in Specialized Degree program in Graphic Design and Web. The Millennium (2000) saw continued expansion with the introduction of Tom Savini's Special Make-Up Effects Program which moved DEC from a community school to a destination school. The Cosmetology Academy at Douglas Education Center opened in 2003, and in 2008 The Factory Digital Filmmaking Program at Douglas (currently named George A. Romero's Filmmaking Program) was added. Demands for trained laborers in the skilled trade industries prompted DEC to launch programs in Natural Gas Extraction & Distribution Techniques (currently named Heavy Equipment and CDL with Safety and Natural Gas) Program in 2013 and the Commercial Driver's License Program in 2014. Also, in 2014, DEC began offering distance education course delivery, specifically in its Allied Health programs.

Over 110 years ago, DEC opened its doors, committed to serving its students and helping them achieve their educational and career goals. Today, generations of students later, that commitment remains DEC's top priority.

## MISSION

The mission of Douglas Education Center is twofold. Our first responsibility is to provide students with a quality education that will develop the attitudes, skills and techniques necessary to enter and succeed in their chosen field of study. Our second responsibility is to provide prospective employers with well-trained personnel. The curricula of Douglas Education Center are designed to maintain high standards of performance upon which these future employers can depend. Douglas Education Center has the obligation to create an educational atmosphere that will not only foster the highest standards of excellence in all students, but also help these students develop an awareness of social responsibility and ethical behavior.

## PURPOSE AND INSTITUTIONAL OBJECTIVES

In fulfilling DEC's mission, Douglas Education Center's administration, and management's purpose is to:

- Provide quality educational programs designed to prepare students to become gainfully employed.
- Provide employers with qualified and well-trained professionals.
- Collaborate and develop positive relationships with local and regional communities to enrich and improve our programs.
- Foster an environment that attracts and retains qualified faculty while offering them professional development, continuous learning, and career growth opportunities.

## PHILOSOPHY

The philosophy of DEC, established in 1904, was developed through years of educational experience and knowledge.

The core of this philosophy is the belief that students of diverse ages and backgrounds can work together effectively in the classroom, thereby growing in skill, knowledge and maturity beyond the normal expectations, to achieve any goal they may desire.

The educational programs at DEC are oriented toward meeting the needs of its students by developing professionalism, leadership, and technical, interpersonal and communication skills.

DEC offers an understanding, friendly and considerate environment where students feel welcome and cared for by the administration and faculty. At DEC, students are thought of as individual personalities and are, therefore, treated as individuals. The school is concerned with the human element and strives to develop the potential of each student. This is done by determining the strengths and weaknesses of each student and the type and amount of assistance he or she needs.

## **STATEMENT OF CONTROL**

Douglas School of Business, Inc., d/b/a Douglas Education Center is a privately held corporation. The President and Chief Executive Officer of Douglas School of Business, Inc., is Jeffrey D. Imbrescia. The Board of Directors is comprised of Jeffrey D. Imbrescia and Julian Imbrescia.

## **CORPORATE OFFICERS**

Jeffrey D. Imbrescia, C.P.A.  
President and Treasurer  
M.S. Robert Morris University / B.S. Indiana University of PA

Julian Imbrescia  
Vice President and Secretary  
B.A. /B.S. Carnegie Mellon University

## **ACCREDITATION**

DEC is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC is a recognized accrediting agency by the U.S. Department of Education.

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703)247-4212

## **LICENSING**

DEC is licensed by the Commonwealth of Pennsylvania Department of Education, State Board of Private Licensed Schools. The Cosmetology Academy at DEC is licensed by the Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, and State Board of Cosmetology.

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12th floor  
Harrisburg, PA 17126-0333  
(717) 783-8228

Bureau of Professional and Occupational Affairs  
Pennsylvania Department of State  
State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2699  
(717) 783-7130

## **APPROVALS**

Pennsylvania Higher Education Assistance Agency (PHEAA) for PHEAA grants  
Pennsylvania Department of Education for Training Veterans  
Commonwealth of Pennsylvania, Office of Vocational Rehabilitation for the training of rehabilitation students (OVR)  
U.S. Citizen and Immigration Service for attendance by non-immigrant students  
Westmoreland-Fayette Workforce Investment Board  
Southwest Corner Workforce Investment Area-Washington, Greene and Beaver Counties

## **AUTHORIZATION**

DEC is authorized by the Pennsylvania Department of Education, State Board of Private Licensed Schools, to award diplomas and certificates upon the successful completion of the academic requirements of the respective programs.

The authorization to award Associate in Specialized Business Degrees has been granted to Douglas Education Center by the Pennsylvania Department of Education, Degree Granting Division of the State Board of Private Licensed Schools.

DEC is approved by the United States Department of Education for federal student financial assistance programs such as:

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)

- Federal Work Study Program (student employment)
- The William Ford Federal Direct Loan Program
- Direct Plus Loan for Parents of Dependent Students
- Federal Consolidation Loans

## ADMISSIONS REQUIREMENTS

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A prospective student seeking admission to DEC must be a high school graduate or hold a General Education Development (GED) Diploma. High school seniors who have not yet graduated should submit a partial transcript, which indicates their expected graduation date. Upon graduation, an official transcript is required.

***DEC admits, trains and refers students without regard to race, religion, age, national origin, sex or handicap. DEC does not discriminate against the “legally protected individual.”***

1. Request an application form from the Admissions Department or go to our website: [apply.dec.edu](http://apply.dec.edu) for a downloadable application.
2. Complete the application online, or complete the physical form and mail it to the school. An application fee of fifty dollars (\$50) must accompany the application. DEC also charges a one hundred dollar (\$100) registration fee. Students receiving TAA funding are not required to make payment. The TAA Agency will pay the application fee directly to DEC after the student completes the first semester. The fee can be paid in any of the following manners:
  - Personal or Certified Check
  - Money Order
  - Cash
  - MasterCard, Visa, Discover or American Express
  - Agency Funding Resources

*An application and application fee are valid two consecutive semester starts, after which an applicant must re-submit the application and fee again if planning to re-enroll.*

3. Request that an official high school transcript be sent directly to the Admissions Department. Applicants who have taken the GED Exam must submit official evidence of satisfactory performance. Additionally furnish the Admissions Department with post-secondary official transcripts. When applying for transfer of credit you must also supply course descriptions.

*All transfer of credit requests must be submitted to the Vice President of Academic Affairs 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.*

4. All programs require successful completion of the Wonderlic Scholastic Level Examination with a minimum score of 17. A maximum of 3 attempts will be granted.
5. The Admissions Department will contact all applicants via telephone, postal mail, and/or email, to schedule an interview.
6. Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.
7. Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.

Those accepted will receive a formal letter of acceptance.

## ADDITIONAL INFORMATION

### ALLIED HEALTH PROGRAMS:

The requirements for the Medical Assistant and Medical Billing and Coding Programs are the same as for all other DEC programs, with the exception of the following:

- Applicants must sign the “Student Acknowledgement for Online Education” outlining the technical requirements necessary to enroll in online or hybrid courses. Applicants acknowledge that they have the technical ability to navigate

in the online classroom, and have a computer meeting the requirements as outlined in the acknowledgement. This acknowledgement is outlined under Technology Requirements.

- Applicants must complete the assessment “Are You Ready for Online Education?”
- Applicants must complete a Computer Skills Assessment prior to beginning online coursework. These assessments are administered by staff from a private agency trained in technical testing and evaluation. The staff will verify each applicant’s technical competencies necessary to succeed in an online delivery format. If the applicant requires additional training, the agency will provide individualized training to the applicant at no additional cost. All assessments and subsequent training are conducted on site at DEC and are scheduled through the Admissions or Education Department.

*Note: For Medical Assistant and Medical Billing and Coding students, all on-ground instruction (including on-ground portions of hybrid courses) will take place weekday evenings and Saturday mornings and afternoons.*

DEC would like to advise all applicants to its Medical Assistant and Medical Billing and Coding Programs that any student who enters this program with a criminal history must be aware that he or she will face challenges in securing employment in the healthcare industry. All applicants must give serious consideration to enrollment in the Medical Assistant and Medical Billing and Coding Programs if they have a criminal history.

- Additionally, Medical Assistant students enrolling at DEC must have a completed health clearance from a licensed physician.

The financial responsibility for this physical rests on the student and/or his or her family. DEC has chosen this method of obtaining health clearance to keep the educational costs as reasonable as possible. Students currently enrolled in the Medical Assistant Program must obtain health clearance and provide a completed physical form to the school. Complete physical must be performed by a licensed physician. Any student not complying with this policy will be removed from the classroom until the appropriate documentation can be obtained.

The complete physical must include a:

1. Screening for tuberculosis by PPD or Mantoux only. (Tine Test not acceptable)
2. Chest x-ray if results of PPD are positive.

### **CREATIVE PROGRAMS:**

The requirements for George A. Romero’s Filmmaking Program and Tom Savini’s Special Make-Up Effects Program are the same as for all other DEC programs, with the exception of the following:

- Applicants must sign the “Student Acknowledgement for Online Education” outlining the technical requirements necessary to enroll in online or hybrid courses. Applicants acknowledge that they have the technical ability to navigate in the online classroom, and have a computer meeting the requirements as outlined in the acknowledgement. This acknowledgement is outlined under Technology Requirements.
- Applicants must complete the assessment “Are You Ready for Online Education?”
- Students must complete a Computer Skills Assessment prior to beginning online coursework. These assessments are administered by staff from a private agency trained in technical testing and evaluation. The staff will verify each student’s technical competencies necessary to succeed in an online delivery format. If the student requires additional training, the agency will provide individualized training to the student at no additional cost. All assessments and subsequent training are conducted on site at DEC and are scheduled through the Admissions or Education Department.

### **SKILLED TRADES PROGRAMS:**

The requirements for the Heavy Equipment and CDL with Safety and Natural Gas, Heavy Equipment and CDL with Safety, and Commercial Driver’s License Programs are the same as for all other DEC programs, with the exception of the following:

For applicants residing in Pennsylvania:

1. Applicants must possess a valid driver’s license.
2. Applicants must pass a Department of Transportation medical examination for a CDL.
3. Applicants must be able to pass drug testing as part of the Department of Transportation drug testing requirement.  
Note: Students will be subject to random drug testing when they are taking the Specialty Commercial Driver’s License course.
4. In order to receive a PA CDL permit and become eligible to sit for license testing, PA requirements call for the following:
  - a) Applicants must possess an acceptable form of identification for a U.S. Citizen. This can include any ONE of the following:

- i) Official Birth Certificate with raised seal (U.S. issued by an authorized government agency, including U.S. territories or Puerto Rico. Non-U.S. Birth Certificates, hospital birth certificates, and birth certificates without raised seals will not be accepted).
  - ii) Valid U.S. Passport
  - iii) Certificate of U.S. Citizenship
  - iv) Certificate of Naturalization Note: Only valid Passports and original documents will be accepted. If the name on your original document differs from your current name, you must provide documentation that connects the names, such as an original Marriage Certificate, Divorce Decree, or Court Order document. All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)
- b) Applicants must possess acceptable proof of residency. This can include any **ONE** of the following:
- i) Tax Records
  - ii) Lease Agreements
  - iii) Mortgage Documents
  - iv) W-2 Form
  - v) Current Weapons Permit
  - vi) Current Utility Bills (water, gas, electric, cable, etc.) Note: If you reside with someone, and have no bills in your name, you will still need to provide two (2) proofs of residency. One proof is to bring the person with whom you reside along with their Driver's License or Photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice magazine etc.) that has your name and address on it. The address must match that of the person with whom you reside.
5. Additionally, Heavy Equipment and CDL with Safety and Natural Gas applicants must be able to lift and carry fifty (50) pounds for seventy (70) feet.

For applicants residing in states other than Pennsylvania:

1. Applicants must possess a valid driver's license.
2. Applicants must pass a Department of Transportation medical examination for a CDL.
3. Applicants must be able to pass drug testing as part of the Department of Transportation drug testing requirement. Note: Students will be subject to random drug testing when they are taking the Commercial Driver's License course.
4. Applicant must possess acceptable documentation for receiving a CDL permit and/or license as required by his/her state of residency. The required documentation could differ from the state of PA requirements listed above. An admission representative will be available to assist with this process.
5. Additionally, Heavy Equipment and CDL with Safety and Natural Gas applicants must be able to lift and carry fifty (50) pounds for seventy (70) feet.

*DEC advises all applicants of Federal Motor Carrier regulations regarding interstate requirements for students and graduates under the age of 21. In addition, DEC advises all applicants into its skilled trades programs that certain jobs and careers may require candidates to be at least 21 years of age.*

## **TECHNOLOGY REQUIREMENTS**

As part of the Admissions process to DEC, students enrolling in online or hybrid programs are required to attest to certain competencies in the use of technology.

Basic Internet and computing skills are required to take online courses. These skills may include but are not limited to:

- Using a browser
- Accessing, creating, saving, and uploading documents and files on a computer
- Composing and sending emails to administrators, instructors, and/or peers
- Entering responses in a web-form, such as an online quiz
- Posting to a discussion board
- Running various applications, such as video or media players or anti-virus applications

### **Software and Hardware**

Douglas Education Center utilizes Canvas by Instructure as its Learning Management System (LMS) for all online and hybrid courses. To participate in courses online, a student must have access to computer or laptop with the requirements outlined below. Having access to these items is required to enroll in the course.

- Screen Size
  - A computer or laptop with a minimum screen size of 800 x 600. (This is the average size of a notebook computer).

- For viewing Canvas on a device with a smaller screen, download the Canvas Mobile App. Please note that mobile devices will not be able to complete all course requirements. Students will still need regular access to a computer.
- Operating Systems
  - Windows 7 and newer (Users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments)
  - Mac OSX 10.6 and newer
  - Linux – chrome OS
- Mobile OS Native App Support
  - iOS 7 and newer (versions vary by device)
  - Android 4.2 and newer
- Browsers
  - Canvas supports the following desktop browsers and flash versions:
    - Internet Explorer 11 and Edge 41 and 42 (Windows only)
    - Chrome 68 and 69
    - Safari 10 and 11 (Macintosh only)
    - Firefox 61 and 62 (extended releases are not supported)
    - Flash 30 and 31 (for recording or viewing audio/video and uploading files)
    - Respondus Lockdown Browser (supporting the latest system requirements)
- Components
  - Flash is required in several places in Canvas: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas.
  - The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.
  - JavaScript must be enabled to run Canvas.
- Computer Speeds and processor
  - Use a computer 5 years old or newer if possible.
  - 1GB of RAM
  - 2GHz processor
- Screen Readers
  - Latest version of JAWS for Internet Explorer
  - Latest version of NVDA for Firefox
  - Latest version of Voiceover for Macintosh (Safari)
  - There is no screen reader support for Chrome
- Students must use Microsoft Office to submit assignments in Canvas. DEC provides each incoming student with a free download of Microsoft Office.
- PDF reader, functioning web camera, microphone and speakers/headphones are required.

Please note: newly released versions of software may not be immediately supported. All information listed is current as of this catalog version. All students will be responsible for checking and updating their desktop browsers as necessary.

### **Internet Speed**

- High-Speed Internet Connection
  - Students should have a reliable Internet Service Provider with speeds suitable for streaming video and accessing large files. These speeds are most often delivered by cable, DSL, or satellite. Dial-up connections are not acceptable due to their low speed. High Speed Internet is required (Cable or DSL type with minimum of 768Kb/s download speed). Be careful when using public wireless connections as any non-encrypted confidential data may be visible to others. Please make sure that any website on which you submit assignments or enter usernames and passwords starts with https in front of the web address.

### **Mobile Devices**

- Mobile browsers
  - The Canvas UI was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience when using Canvas. Canvas is not officially supported on mobile browsers. You can access Canvas through mobile browsers on the following supported platforms: iOS and Android. Canvas recommends using Canvas mobile applications for an improved user experience.
- Mobile Applications
  - Canvas is actively improving its native mobile applications to support as many Canvas features as possible. Instructure currently has the following application free for download on phones and tablets:
  - Canvas by Instructure (iOS 10.0+, Android 4.2+). This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time.

## **ADVANCED STANDING**

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 standing credits are recorded as hours earned toward a program, but the grade points are not averaged into the student's grade point average. Also, advanced standing credits are not factored into the calculation for determination of the minimum requirements for Satisfactory Academic Progress (SAP).

In order to receive advanced standing, students must be able to demonstrate mastery of the culminating activity in the particular course. The culminating activity could include a final exam, final project(s), or proof of licensure. For culminating activities requiring a grade, students must submit or sit for all required final project(s) and exams. A student must achieve an 80% or higher on the required project(s) and/or exams in order to receive advanced standing. Advanced standing is arranged by the Education Department and must be completed by the end of the second week of the semester or instructional period. A fee of \$75 must be paid prior to processing. A student may only apply for advanced standing one time per course.

## **HOMEWORK REQUIREMENTS**

For every one (1) hour of lecture a student spends in the classroom, there is a requirement that the student spends approximately 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. Homework hours vary for students in the Cosmetology and Skilled Trade programs and are commensurate to the level of preparation required to be successful in those fields.

## **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: [apply.dec.edu](http://apply.dec.edu) to apply.
- 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 schools attended, including secondary, which have been translated and certified. 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. To ensure that all academic records for all international students are official and accompanied by certified official translations (if in a language other than English), DEC will direct each prospective international student to a specialized third party company to process translations and verify all documentation. The third party will process any translations and verify that all education is at least the equivalent of a U.S. high school diploma. The financial responsibility for this third party certification / translation rests on the student and/or his or her family.

Optional: Official transcripts and course descriptions from colleges, universities, technical, and professional schools. If submitted, DEC requires the third party to also translate and certify that these records are official.

- TOEFL scores evidencing written and verbal proficiency in English (if the applicant's native language is other than English). To qualify for admission, applicants must score a 400 (paper version) or 97 (computer version) on the examination. Note: DEC reserves the right to require an admitted student to make up English deficiencies at his/her own expense and, possibly, without credit.
- Schedule an interview with the Admissions Department. Interviews may be conducted in person, via telephone, postal mail or e-mail. Prospective students are encouraged to visit DEC. School tours may be arranged by contacting the Admissions Department.
- Successful completion of the Wonderlic Scholastic Level Examination with a minimal score of 17. A maximum of 3 attempts will be granted.
- Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.
- Documentation evidencing medical insurance during your entire period of stay in the United States.
- Documentation evidencing the student's financial ability to pay for his or her education and support himself/herself while attending school at DEC.
- Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.
- Those accepted will receive a formal letter of acceptance.
- Must meet with the Director of Admissions regarding Form I-539 at the beginning of second semester.

M-1 Visa must be extended after twelve months course of study (I-539 filing fee paid for by student).

## **RE-ENTRY**

When a student either withdraws or is terminated from DEC and then decides to return to DEC at a later date, that student's situation must be reviewed by DEC's Reentry Committee. The committee is comprised of selected representatives from administrative departments along with input from the student's former instructors regarding academic performance, classroom behavior, and any other factors that may be necessary to determine possible candidacy for re-entry. It is important to all staff that any student being considered for re-entry is in a position to be successful at the time he or she returns to school. When the committee reviews a student's circumstances for re-entry consideration, the factors leading to withdraw/termination are reviewed, as well as factors that are currently making it possible for the student to be successful in his or her chosen program. In some cases, students may be asked to meet with some members of the committee in order to better determine the likelihood of success. Students requesting re-entry may be accepted to return at that time, deferred to another semester, or denied reentry based upon the input provided by all members and instructors. In some cases, a physician's release may be requested if the student left due to medical issues. Students who were not successfully passing all courses or who had other academic difficulties at the time of leave may be placed on Academic Probation for one semester upon return. All reentry candidates must satisfy any outstanding financial balances with the Business Office prior to committee review. Successful re-entry candidates must fulfill all Admissions, Financial Aid, and Business Office requirements prior to starting classes.

## **RE-ENTRY POLICY FOR ACTIVE MEMBERS OF ARMED SERVICES**

Douglas Education Center will allow service members and reservists to be readmitted to a program of study in which they are enrolled if they are temporarily unable to attend class or have to suspend their studies due to service requirements.

Douglas Education Center will take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies and that, upon their return, the school work that is missed is made up by the students to the satisfaction of the instructors.

## **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.

## **TRANSFER OF CREDITS**

All DEC applicants who have attended another post-secondary institution or have taken college-level courses will be given the option of applying for transfer of credit for any course(s) taken which parallel course(s) offered by DEC in their chosen program of study. The applicant must provide an official transcript from the institution and a course description for each course for which transfer of credit is requested. The Vice President of Academic Affairs 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, and within a ten (10) year time frame from the date of the request.

Transferees from another cosmetology school will be evaluated for admittance by the Supervisor 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 coursework from another school. Upon results and review of student's practical and written examination, student's prior cosmetology coursework will be applied to the appropriate DEC course.

The student will then be placed into the semester of the DEC Cosmetology program as determined by the Supervisor of Cosmetology and the Vice President of Academic Affairs.

*There is no guarantee that credits will transfer. All transfer of credit requests must be submitted to the Vice President of Academic Affairs 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.*

## **DEC Admissions Department Contact Information**

Address: Douglas Education Center  
Admissions Department  
130 Seventh Street  
Monessen, PA 15062

Telephone: (724)684-3684 Ext.2100  
1-800-413-6013Ext.2100  
E-mail: dec@dec.edu  
Website: www.dec.edu

# ACADEMIC CALENDARS

## THIS CALENDAR FOR

ALLIED HEALTH, CREATIVE AND COSMETOLOGY PROGRAMS (EXCEPT COSMETOLOGY TEACHER/SALON MANAGER PROGRAM)  
COSMETOLOGY TEACHER/SALON MANGER AND SKILLED TRADES PROGRAMS CALENDARS ON THE FOLLOWING PAGE

### *2018 FALL SEMESTER*

Fall Semester Begins .....October 2  
Midterm Report .....November 21  
Thanksgiving Break .....November 22  
Classes Resume .....November 26  
Last Class before Holiday Break ..... December 18  
Classes Resume..... January 2  
Fall Semester Ends ..... January 30  
Graduation ..... January 30  
Semester Break: January 31 —February 4

### *2019 SPRING SEMESTER*

Spring Semester Begins ..... February 5  
Midterm Report ..... March 28  
Spring Break..... April 19  
Classes Resume..... April 23  
Spring Semester Ends ..... May 22  
Graduation ..... May 22  
Semester Break: May 23 —June 5

### *2019 SUMMER SEMESTER*

Summer Semester Begins ..... June 6  
Fourth of July Holiday ..... July 4  
Classes Resume ..... July 5  
Midterm Report ..... July 30  
Labor Day Holiday ..... September 2  
Classes Resume ..... September 3  
Summer Semester Ends ..... September 20  
Graduation ..... September 20  
Semester Break: September 21 —September 30

### *2019 FALL SEMESTER*

Fall Semester Begins ..... October 3  
Midterm Report ..... November 25  
Thanksgiving Break ..... November 28  
Classes Resume ..... December 2  
Last Class before Holiday Break ..... December 18  
Classes Resume ..... January 2  
Fall Semester Ends ..... January 29  
Graduation ..... January 29  
Semester Break: January 30 —February 4

### *2020 SPRING SEMESTER*

Spring Semester Begins ..... February 5  
Midterm Report ..... March 28  
Spring Break ..... April 10  
Classes Resume ..... April 13  
Spring Semester Ends ..... May 21  
Graduation ..... May 21  
Semester Break: May 21 —June 5

### *2020 SUMMER SEMESTER*

Summer Semester Begins ..... June 5  
Fourth of July Holiday ..... July 3  
Classes Resume ..... July 6  
Midterm Report ..... July 27  
Labor Day Holiday ..... September 7  
Classes Resume ..... September 8  
Summer Semester Ends ..... September 21  
Graduation ..... September 21  
Semester Break: September 22 —October 1

*\*Schedule subject to change\**  
*Students will be properly notified of any changes.*

**THIS CALENDAR FOR**

**COSMETOLOGY TEACHER/SALON MANGER AND SKILLED TRADES PROGRAMS**

**COSMETOLOGY TEACHER / SALON MANAGER PROGRAM**

**2018 FALL**

Classes Begin .....October 2  
Midterm Report .....November 21  
Thanksgiving Break .....November 22  
Classes Resume .....November 26  
Last Class before Holiday Break ..... December 18  
Classes Resume ..... January 2  
Classes End ..... January 30  
Break Begins ..... January 31  
Classes Resume ..... February 5  
Classes End..... March 8

**HEAVY EQUIPMENT AND CDL WITH SAFETY AND NATURAL GAS PROGRAM**

**2018 FALL INSTRUCTIONAL PERIOD**

Class Begins .....November 12  
Class Break .....November 22  
Classes Resume .....November 26  
Holiday Break..... December 24  
Classes Resume..... December 26  
Holiday Break..... December 31  
Classes Resume..... January 2  
Class Ends ..... February 11

**HEAVY EQUIPMENT AND CDL WITH SAFETY PROGRAM**

Class Begins ..... November 12  
Class Break ..... November 22  
Classes Resume ..... November 26  
Holiday Break .....December 24  
Classes Resume .....December 26  
Holiday Break .....December 31  
Classes Resume ..... January 2  
Class Ends ..... February 11

**COMMERCIAL DRIVER'S LICENSE PROGRAM**

Class Begins .....September 24  
Class Ends ..... November 8  
Class Begins ..... November 12  
Class Ends ..... January 7  
Class Begins ..... January 8  
Class Ends ..... February 25

Commercial Driver s License course may also be offered on evenings and weekends.

*\*Schedules subject to change\**

*Students will be properly notified of any changes*

**DEC ADMINISTRATION**

**CEO / PRESIDENT'S OFFICE**

Jeffrey D. Imbrescia, C.P.A.  
Chief Executive Officer / President

**EDUCATION**

Julian Imbrescia  
Vice President of Academic Affairs

N. Renee McDowell  
Senior Academic Affairs Coordinator

Betty Jo Rapp  
Educational Records Assistant

**ADMISSIONS**

Tony Báez Milán  
Director of Admissions / International Primary Designated School Official

Loretta Castana  
Senior Admissions Representative

Kyle Imbrescia  
Admissions Representative / Recruiter

Kerry Timko  
Admissions Representative / Recruiter

Traci York  
Admissions Coordinator / Recruiter

**FINANCIAL AID**

Amanda Phillips  
Executive Director of Operations

Michael Crosby  
Senior Financial Aid Officer / Primary Campus Security Authority / Title IX Coordinator

Kimberly Myers  
Financial Aid Officer

**BUSINESS OFFICE / BURSAR**

Debra Wise  
Director of Financial Services

Charlotte Kobaly  
Staff Accountant

Paulette Price  
Staff Accountant

Michael Irwin  
Purchasing Agent

#### CAREER SERVICES

Diane Fox  
Director of Career Services

Alexandra Fleeman  
Career Services and Alumni Coordinator

Janelle Imbrescia  
Career Services Coordinator

#### STUDENT LIFE

Janelle Imbrescia  
Director of Student Life / Social Media

#### MARKETING / PUBLIC RELATIONS

Kevin Fear  
Chief Marketing Officer

Rick Szymanski  
Portfolio / Marketing Coordinator

Mark Yancey  
Media Producer / Videographer

#### INFORMATION TECHNOLOGY

John Sechrist  
Executive Director of Information Technology

Andrew Charnovich  
Information Technology Coordinator

#### RECEPTION

Betty Jo Rapp  
Receptionist / Greeter

#### FACILITIES / MAINTENANCE

Rick Price  
Maintenance Supervisor

Justin Wisyanski  
Lead Custodian

#### PROGRAM SIGNATORS

George A. Romero  
Honorary B.A. Carnegie Mellon University  
George A. Romero's Filmmaking Program

Tom Savini  
Tom Savini LTD.  
Tom Savini's Special Make-Up Effects Program

## **DEC FACULTY**

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#### ALLIED HEALTH PROGRAMS

Ellen Pritchard RN | Allied Health Coordinator  
RN, Washington Hospital School of Nursing  
Nationally Registered Certified Medical Assistant  
Nationally Registered Certified Coding Specialist

Jeani Brown | Lead Instructor of Medical Billing and Coding  
Program  
ASB, Medical Assistant / Administration, Douglas Education  
Center  
Nationally Registered Certified Medical Assistant  
Nationally Registered Certified Coding Specialist

Amanda Fetsko  
BSW, California University of Pennsylvania  
MSW, California University of Pennsylvania  
Licensed Clinical Social Worker

#### COSMETOLOGY PROGRAMS

Karen Nelson | Cosmetology Supervisor  
Diploma, General Cosmetology, Pittsburgh Beauty  
Academy  
Diploma, Cosmetology Teacher, Pittsburgh Beauty  
Academy  
Licensed Cosmetology Teacher

Michele McQuay-Burton  
Diploma, General Cosmetology, Pittsburgh Beauty  
Academy  
Diploma, Cosmetology Teacher/Salon Manager, Douglas  
Education Center  
Licensed Cosmetology Teacher

Kelli Parasolick  
Diploma, General Cosmetology, Pittsburgh Beauty  
Academy  
Diploma, Cosmetology Teacher/Salon Manager, Douglas  
Education Center  
Licensed Cosmetology Teacher

Bonnie Pitzarella  
AST, Cosmetology Management, Pittsburgh Beauty  
Academy  
Licensed Cosmetology Teacher

#### GENERAL EDUCATION

Rodney Boyce  
BFA, Communications Graphics, Edinboro University

Connie Duke  
EdD, Educational Leadership, Nova Southeastern University  
MAE, English, Olivet Nazarene University  
BA, Speech and English, Olivet Nazarene University

Diane Garry  
MSEd, Duquesne University  
BS, Secondary Education, California University of Pennsylvania

Donna Koltash, R.N.  
BA, Christian Education, Maranatha Baptist Bible College  
RN, Southside Hospital School of Nursing  
ASB, Administrative Office Technology, Douglas Education Center  
ASB, Medical Business Administration, Douglas Education Center

Lisa Mauro  
MEd/BSEd, California University of Pennsylvania

Dean Simpson  
MA, Communications Technology, Point Park University  
BFA, Graphic Design, Indiana University of Pennsylvania

#### GENERAL STUDIES

Julian Imbrescia  
BA, Cultural Studies, Carnegie Mellon University  
BS, Environmental Policy, Carnegie Mellon University

#### GEORGE A. ROMERO'S FILMMAKING PROGRAM

Robert Tinnell | Director of George A. Romero's Filmmaking Program  
BA, Cinema, Columbia College  
AA, General Studies, Fairmont State College

Brad Stalnaker  
BFA, Art, West Virginia University

Aaron Shelton  
ASB, The Factory Digital Filmmaking at Douglas, Douglas Education Center

Patrick Walsh  
BA, Journalism and Communications, Point Park College

Andrew Westfall  
ASB, The Factory Digital Filmmaking at Douglas, Douglas Education Center

Mark Yancey  
ASB, The Factory Digital Filmmaking at Douglas, Douglas Education Center

#### SKILLED TRADES PROGRAMS

John Thompson | Coordinator of Heavy Equipment and CDL with Safety and Natural Gas Program  
Diploma, Paramedic Technology, Southwest Georgia Technical College  
Authorized PEC Instructor, PEC Safety  
Instructor certification in CPR, First Aid, and AED

Ronald Peterson | Lead Instructor of CDL Program  
Commercial Driver's License

William Wallace | Lead Instructor of Heavy Equipment and CDL with Safety Program  
Heavy Construction Equipment Operator's Certificate, Universal Heavy Construction School  
Commercial Driver's License

#### TOM SAVINI'S SPECIAL MAKE-UP EFFECTS PROGRAM

Jerry Gergely | Director of Tom Savini's Special Make-Up Effects Program

Dejah Gilgour  
ASB, Tom Savini's Special Make-Up Effects, Douglas Education Center

Jesse Lechok  
AST, Industrial Design Technology, The Art Institute of Pittsburgh

Jordan Patton  
BS, Entertainment Design, The Art Institute of Pittsburgh

Shawn Ronzio  
AST, Industrial Design Technology, The Art Institute of Pittsburgh

## GEORGE A. ROMERO'S FILMMAKING PROGRAM

Associate in Specialized Business Degree Program / 4 semesters / 60 weeks

Objective: This sixteen-month program is designed to prepare students with the skills to become filmmakers, producers, editors, gaffers, grips, and directors. They will receive hands on experience with props, wardrobe and sets. This program will also prepare students in a variety of other facets of filmmaking including marketing and distribution of finished products.

<u>Course #</u>	<u>Title</u>	<u>Delivery Method</u> R=Residential O=Online H=Hybrid	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
DP102	Film History	R	45	30	4
DP103	Introduction to Editing	R	15	60	3
DP104	Cinematography I	R	15	60	3
DP204	Directing	R	15	60	3
GE202-O**	Critical Histories of the Arts	O	45	30	4
DP101	Producing Independent Films	R	15	60	3
DP203	Documentary Film Making	R	15	60	3
DP210	Tools of Digital Storytelling I	R	45	30	4
DP212	Cinematography II	R	10	15	1
DP214	Production and Post Production Audio	R	15	35	2
DP301	Screenwriting and Analysis	R	15	60	3
DP307	Studio Production	R	15	60	3
DP312	Master Lighting	R	10	15	1
DP314	Tools of Digital Storytelling II	R	15	60	3
DP316	Pre-Production and Production Methods and Strategies	R	15	35	2
DP408	Genre Film Appreciation and Analysis	R	15	60	3
GE121-O*	Basic College Mathematics	O	45	30	4
DP305	Writing and Production Lab	R	45	30	4
DP410	The Final Product	R	30	120	6
GE110-H**	Professional Skills Workshop	H	45	30	4
GE402-O*	Introduction to Psychology	O	45	30	4
TOTALS			530	970	67

\* General Education Courses are denoted with an asterisk.

\*\* Applied General Education Courses are denoted with a double asterisk.

*For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/df](http://www.dec.edu/df).*

## TOM SAVINI'S SPECIAL MAKE-UP EFFECTS PROGRAM

Associate in Specialized Business Degree Program / 4 semesters / 60 weeks

Objective: This sixteen -month program is designed to provide students with the skills necessary for a career in the special make-up effects and show design businesses. This program of study develops student competencies in four skill areas of special effects to equip the graduate for careers with theater companies, cosmetic companies, department stores, television studios, film and photographers studios, special effects labs, architectural restoration firms, amusement parks, entertainment design and fabrication companies, costume companies, computer special effects firms, display design firms, museums, science centers, and prosthetic sculpting and mold making studios. Four main skill areas covered in this program include Make-Up Application, Mold Making and Casting, Animation Fabrication, and Exhibit and Display Design.

<u>Course #</u>	<u>Title</u>	<u>Delivery Method</u> R=Residential O=Online H=Hybrid	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
TS101	Sculpture I / Overview of the Program	R	30	120	6
TS102	Cosmetic Make-Up	R	45	30	4
TS202	Foundations of Make-Up Effects	R	15	60	3
GE101**	Anatomy and Anthropology	R	45	30	4
TS104	Hair and Beards	R	15	35	2
TS203	Mold Making and Casting	R	15	60	3
TS204	Sculpture II	R	25	75	4
TS500	Digital Sculpting	R	15	60	3
GE202-O**	Critical Histories of the Arts	O	45	30	4
GE402-O*	Introduction to Psychology	O	45	30	4
TS301	Advanced Make-Up Effects	R	15	60	3
TS303	Advanced Mold Making and Casting	R	15	60	3
TS305	Eyes and Teeth Fabrication	R	30	120	6
TS501	Special Effects from Page to Screen	R	30	120	6
<b>SELECT EITHER</b>	<b>TRACK ONE: ANIMATRONICS TRACK</b>				
TS404	Special Effects Props	R	15	60	3
TS406	Tom Savini's Portfolio Review	R	15	60	3
TS407	Animatronics	R	30	120	6
GE110-H**	Professional Skills Workshop	H	45	30	4
<b>OR SELECT</b>	<b>TRACK TWO: FASHION &amp; PERFORMANCE TRACK</b>				
IL204	Basic Airbrush Illustration	R	15	60	3
TS404	Special Effects Props	R	15	60	3
TS405	Fashion and Performance Make-Up	R	15	60	3
TS406	Tom Savini's Portfolio Review	R	15	60	3
GE110-H**	Professional Skills Workshop	H	45	30	4
<b>TOTALS</b>			<b>490</b>	<b>1160</b>	<b>71</b>

Fourth semester students are given the choice of taking TRACK ONE or TRACK TWO. This decision must be made no later than the middle of the third semester.

\* General Education Courses are denoted with an asterisk

\*\* Applied General Education Courses are denoted with a double asterisk.

*For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ts](http://www.dec.edu/ts).*

## MEDICAL ASSISTANT PROGRAM

*Associate in Specialized Business Degree Program / 4 semesters / 60 weeks*

Objective: This sixteenth-month hybrid program is designed to provide graduates with skills and knowledge necessary for entry-level medical assisting positions. Students complete academic work online and reinforce the application of this knowledge during the campus lab sessions. This course highlights phlebotomy skills, injections, EKGs, and electronic records. The student will be prepared to function as a clinical and office professional for the physician, or obtain employment in hospital departments, such as laboratory or EKG. They will also be prepared to work in such settings as clinics, physicians' offices, nursing homes, hospitals, and ancillary hospital departments.

<u>Course #</u>	<u>Title</u>	<u>Delivery Method</u> H=Hybrid O=Online	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
231-O	Medical Terminology	O	30	60	4
232-H	Clinical Medical Assisting I	H	30	45	3
237-H	Patient Education and Workplace Safety	H	30	45	3
300-H	Student Success	H	30	45	3
GE121-O*	Basic College Mathematics	O	45	30	4
233-O	Computer Basics in Healthcare	O	30	45	3
234-O	Anatomy and Physiology and Human Diseases	O	45	30	4
235-H	Clinical Medical Assisting II	H	30	45	3
236-H	Pharmacology and Dosage Calculations	H	30	45	3
240-H	Medical Insurance	H	30	60	4
238-H	Clinical Medical Assisting III	H	30	60	4
242-O	Medical Law and Ethics	O	30	45	3
244-H	Electronic Health Records	H	30	45	3
GE120-O*	English Composition I	O	45	30	4
GE402-O*	Introduction to Psychology	O	45	30	4
216-H	Diagnostic and Procedural Coding	H	30	45	3
241-H	Clinical Medical Assisting IV	H	30	60	4
243-O	Administrative Duties and Office Management	O	30	60	4
GE122-O**	Professionalism	O	45	30	4
TOTALS			645	855	67

\* General Education Courses are denoted with an asterisk.

\*\* Applied General Education Courses are denoted with a double asterisk.

Note: All on-ground instruction will take place weekday evenings and Saturday mornings and afternoons.

*For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ma](http://www.dec.edu/ma).*

## MEDICAL BILLING AND CODING PROGRAM

*Associate in Specialized Business Degree Program / 4 semesters / 60 weeks*

Objective: This sixteenth-month hybrid program provides the skills and knowledge necessary for graduates to obtain entry-level positions in the fields of medical billing and coding, as well as medical records. Students complete academic work online and reinforce the application of this knowledge during on campus lab sessions. This program includes coursework in areas such as electronic health records, billing, CPT/ICD-10 coding, office procedures, medical terminology, and pathophysiology. Graduates will effectively use their medical and technology skills from this program to obtain employment in such areas as medical billing and coding, medical records, medical accounting and office management, patient care and coordination, and medical claims adjusting.

<u>Course #</u>	<u>Title</u>	<u>Delivery Method</u> H=Hybrid O=Online	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
231-O	Medical Terminology	O	30	60	4
244-H	Electronic Health Records	H	30	45	3
252-O	Healthcare Delivery Systems	O	30	45	3
300-H	Student Success	H	30	45	3
GE121-O*	Basic College Mathematics	O	45	30	4
233-O	Computer Basics in Healthcare	O	30	45	3
234-O	Anatomy and Physiology and Human Diseases	O	45	30	4
240-H	Medical Insurance	H	30	60	4
265-H	Diagnostic Coding I	H	30	60	4
245-O	Pathophysiology and Pharmacology	O	30	45	3
251-H	Procedural Coding I	H	30	60	4
257-O	Workplace Safety	O	30	45	3
266-H	Diagnostic Coding II	H	30	45	3
GE402-O*	Introduction to Psychology	O	45	30	4
242-O	Medical Law and Ethics	O	30	45	3
243-O	Administrative Duties and Office Management	O	30	60	4
255-H	Procedural Coding II	H	30	45	3
GE120-O*	English Composition I	O	45	30	4
GE122-O**	Professionalism	O	45	30	4
TOTALS			645	855	67

\* General Education Courses are denoted with an asterisk.

\*\* Applied General Education Courses are denoted with a double asterisk.

Note: All on-ground instruction will take place weekday evenings and Saturday mornings and afternoons.

*For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/mb](http://www.dec.edu/mb).*

## COSMETOLOGY PROGRAM

Diploma Program / 3 semesters / 45 weeks

Objective: This twelve-month program is designed to assist the student in successfully passing the Pennsylvania State Board of Cosmetology Licensing Examination.

Teachers will prepare students for careers in cosmetology using lecture and lab components. Students are given hands-on experience, as well as the practical theory, in areas such as shampooing, hair shaping, hair styling, permanent waving, hair color, hair straightening, skin care, manicuring, scalp treatment, and overall care of hair types and textures.

This program prepares the student to comprehend and understand the practices of cosmetology including areas of professional attitude, salon management, bacteriology, sterilization, and sanitation. Students will study the sciences of cosmetology including such topics as histology, trichology, chemistry, physiology, cosmetic dermatology, and electricity.

<u>Course #</u>	<u>Title</u>	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
CO101	Chemicals I	45	150	7
CO102	Professional Practices/Salon Management I	30	15	1
CO103	Science I	30	15	1
CO104	Hair Design/Hair Sculpture I	15	90	3
CO105	Nails and Skin	15	45	2
CO106	Chemicals II	15	60	2
CO107	Professional Practices/Salon Management II	30	15	1
CO108	Hair Design/Hair Sculpture II	30	75	4
CO109	Clinic I	0	225	7
CO110	State Board Preparation	30	90	4
CO111	Hair Design/Hair Sculpture III	30	75	4
CO112	Clinic II	0	225	7
TOTALS		270	1080	43

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/cos](http://www.dec.edu/cos).

## COSMETOLOGY TEACHER/ SALON MANAGER PROGRAM

Diploma Program / 2 instructional periods / 20 weeks

Objective: This five-month program will prepare the student for an entry-level instructional position within the field of cosmetology. Students must have graduated from an approved program in cosmetology prior to being accepted into the Cosmetology Teacher / Salon Manager Program.

The student will be taught teaching techniques for subject matter related to cosmetology curricula. Professional Practices and Salon Management will give the student a well-rounded view of the field of cosmetology instruction. Students will be exposed to teaching methods and techniques and will learn how to prepare lesson plans, course outlines, make classroom presentations and demonstrations, and understand the various student evaluation methods. There will be practical experience in clinical management under direct supervision of the instructor.

Students will be taught the rules and regulations of the Pennsylvania Board of Cosmetology required to obtain a teacher's license.

<u>Course #</u>	<u>Title</u>	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credit</u>
CS101	Teaching Techniques and Methodologies	75	120	7
CS102	Professional Practices / Salon Management	45	210	9
CS103	Student Teaching	0	150	5
TOTALS		120	480	21

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/ctsm](http://www.dec.edu/ctsm).

## ESTHETICS PROGRAM

*Diploma Program / 1 semester / 15 weeks*

Objective: This four month program qualifies the student for an entry-level position in the field of esthetics. The student will acquire a broad range of knowledge in customized facial and body treatments, skin analysis, pre-and post-consultations and preparing a client for home skin care. The student will also have an understanding of anatomy, physiology of the skin and the body's systems as they pertain to esthetics. Also included in this program are the techniques and skills needed to perform temporary hair removal and make-up applications. Upon completion of this program the student will be able to sit for the Pennsylvania State Board Exam for Esthetics.

<b>Course #</b>	<b>Title</b>	<b>Didactic</b>	<b>Supervised Lab</b>	<b>Credit</b>
CE101	Professional Practices/Science	90	90	7
CE102	Make-up	15	60	2
CE103	Facial Treatments/Temporary Hair Removal/Body Treatments	30	165	7
	TOTALS	135	315	16

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/consumerinfo](http://www.dec.edu/consumerinfo).

## ESTHETICIAN AND NAIL TECHNOLOGIST PROGRAM

*Diploma Program / 2 semesters / 30 weeks*

Objective: This eight-month program provides the student with the opportunity to obtain two limited licenses, Esthetics and Nail Technology within the exciting field of cosmetology. This program will teach the student the basics of manicuring, pedicuring, and nail enhancements as well as customized facials, skin analysis, pre-and post consultations, temporary hair removal and basic makeup techniques. Upon completion of the Esthetician curriculum, students will be eligible to sit for the Pennsylvania State Board examination in the area of Esthetics; upon completion of the Nail Technologist curriculum, students will be eligible to sit for the Pennsylvania State Board examination in the area of Nail Technology.

<b>Course #</b>	<b>Title</b>	<b>Didactic</b>	<b>Supervised Lab</b>	<b>Credit</b>
CE101	Professional Practices/Science	90	90	7
CE102	Make-up	15	60	2
CE103	Facial Treatments/Temporary Hair Removal/Body Treatments	30	165	7
CN101	Nail Science	90	60	6
CN102	Nail Treatments/Pedicuring	30	120	5
	TOTALS	255	495	27

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/esnt](http://www.dec.edu/esnt).

## HEAVY EQUIPMENT AND CDL WITH SAFETY AND NATURAL GAS PROGRAM

Diploma Program / 2 instructional periods / 25 weeks

Objective: This program provides students with hands-on experience operating heavy equipment along with knowledge of the natural gas and oilfield industries. Students will be familiarized with the unique terminology used throughout the industry and will participate in an internationally recognized safety program. The students will be prepared to sit for the Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement permit. Upon obtaining their permits, students will be given hands-on experience driving a commercial vehicle in preparation for taking their Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement examination, and will be afforded the opportunity to take the exam as a part of the course.

<u>Course #</u>	<u>Title</u>	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credits</u>
SK102	Preparation and Safety in the Gas Industry	60	30	3
SK103	Detecting and Repair of Natural Gas Leaks	60	30	3
SK104	Building the Natural Gas Infrastructure	60	30	3
SK105	The Final Preparation for Working in the Natural Gas Industry	30	0	1
SK106	Workplace Safety Certification	30	30	2
SK107	Career Readiness for the Natural Gas Industry	30	0	1
SK100	Commercial Driver's License	30	180	7
SK101	Heavy Equipment Operation and Safety	30	120	5
TOTALS		330	420	25

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/nge](http://www.dec.edu/nge).

## HEAVY EQUIPMENT AND CDL WITH SAFETY PROGRAM

Diploma Program / one instructional period / 12 weeks

Objective: This program is designed to train students to operate various types of heavy equipment. Students will also be trained to sit for the Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement permit and then be given hands on experience in preparation for taking the Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement examination. Students will understand the importance of safe practices in all aspects of commercial truck driving, as well as heavy equipment operation and usage. Graduates will effectively use their skills from this program to obtain entry-level employment in such areas as heavy equipment operation and commercial truck driving.

<u>Course #</u>	<u>Title</u>	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credits</u>
SK100	Commercial Driver's License	30	180	7
SK101	Heavy Equipment Operation and Safety	30	120	5
TOTALS		60	300	12
				12 Weeks

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: [www.dec.edu/consumerinfo](http://www.dec.edu/consumerinfo).

## COMMERCIAL DRIVER'S LICENSE PROGRAM

*Certificate Program / 1 instructional period / 7 weeks\**

Objective: The students will be prepared to sit for the Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement permit. Upon obtaining their permits, students will be given hands-on experience driving a commercial vehicle in preparation for taking their Commonwealth of Pennsylvania CDL Class "A" and tanker endorsement examination, and will be afforded the opportunity to take the exam as a part of the course.

<u>Course #</u>	<u>Title</u>	<u>Didactic</u>	<u>Supervised Lab</u>	<u>Credits</u>
SK100	Commercial Driver's License	30	180	7
	TOTALS	30	180	7

For more information about graduation rates, median debt of students who completed the programs, and consumer information, *please* visit: [www.dec.edu/consumerinfo](http://www.dec.edu/consumerinfo).

*\*This program is also approved to be taught evenings and weekends on a part-time (10 week) basis as determined by enrollment.*

*All efforts will be made by Douglas Education Center instructors to train students in the skills needed to successfully pass the licensing or certification examinations required to practice in their chosen field of study. All students will be eligible to sit for, or to take, the licensing and/or certification examinations upon completion of their program of study, but DEC cannot guarantee that each student will successfully pass the licensing or certification examination required by the licensing body for their program of study.*

## COST AND FEES

CREATIVE PROGRAMS	1st Semester	2nd Semester	3rd Semester	4th Semester	Program TOTALS
<b>George A. Romero's Filmmaking Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$8,550	\$8,550	\$8,550	\$8,550	<b>\$34,200</b>
(Onground Tuition)	\$6,525	\$8,550	\$6,377	\$5,561	
(On-line Tuition)	\$2,025	\$0	\$2,173	\$2,989	
<b>Books</b>	\$435	\$215	\$270	\$360	<b>\$1,280</b>
<b>Supplies</b>	\$370	\$35	\$15	\$10	<b>\$430</b>
<b>Equipment</b>	\$1,070	\$1,070	\$1,070	\$1,070	<b>\$4,280</b>
<b>Semester Totals</b>	<b>\$10,575</b>	<b>\$9,870</b>	<b>\$9,905</b>	<b>\$10,140</b>	<b>\$40,490</b>
<b>Tom Savini's Special Make-Up Effects Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$8,550	\$8,550	\$8,550	\$8,550	<b>\$34,200</b>
(Onground Tuition)	\$6,500	\$5,130	\$8,550	\$7,481	
(On-line Tuition)	\$2,050	\$3,420	\$0	\$1,069	
<b>Books</b>	\$370	\$470	\$0	\$95	<b>\$935</b>
<b>Supplies</b>	\$1,190	\$915	\$1,650	\$1,730	<b>\$5,485</b>
<b>Semester Totals</b>	<b>\$10,260</b>	<b>\$9,935</b>	<b>\$10,200</b>	<b>\$10,525</b>	<b>\$40,920</b>

ALLIED HEALTH PROGRAMS	1st Semester	2nd Semester	3rd Semester	4th Semester	Program TOTALS
<b>Medical Assistant Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$5,425	\$5,425	\$5,425	\$5,425	<b>\$21,700</b>
(Onground Tuition)	\$1,415	\$1,575	\$1,030	\$1,955	
(Online Tuition)	\$4,010	\$3,850	\$4,395	\$3,470	
<b>Books</b>	\$670	\$800	\$625	\$695	<b>\$2,790</b>
<b>Exam / Certifications</b>	\$0	\$0	\$0	\$450	<b>\$450</b>
<b>Supplies</b>	\$310	\$345	\$535	\$95	<b>\$1,285</b>
<b>Technology Fee</b>	\$200	\$200	\$200	\$200	<b>\$800</b>
<b>Semester Totals</b>	<b>\$6,755</b>	<b>\$6,770</b>	<b>\$6,785</b>	<b>\$7,015</b>	<b>\$27,325</b>
<b>Medical Billing and Coding Program</b>	Application Fee \$50 Registration Fee \$100			Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$5,425	\$5,425	\$5,425	\$5,425	<b>\$21,700</b>
(Onground Tuition)	\$1,025	\$1,495	\$1,175	\$1,120	
(Online Tuition)	\$4,400	\$3,930	\$4,250	\$4,305	
<b>Books</b>	\$615	\$925	\$750	\$590	<b>\$2,880</b>
<b>Exam / Certifications</b>	\$0	\$0	\$95	\$120	<b>\$215</b>
<b>Supplies</b>	\$35	\$0	\$0	\$0	<b>\$35</b>
<b>Technology Fee</b>	\$200	\$200	\$200	\$200	<b>\$800</b>
<b>Semester Totals</b>	<b>\$6,425</b>	<b>\$6,550</b>	<b>\$6,470</b>	<b>\$6,485</b>	<b>\$25,930</b>

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<b>COSMETOLOGY PROGRAMS</b>	<b>1st Semester</b>	<b>2nd Semester</b>	<b>3rd Semester</b>	<b>Program TOTALS</b>
<b>Cosmetology Program</b>	Application Fee \$50 Registration Fee \$100		Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$5,700	\$5,700	\$5,700	<b>\$17,100</b>
<b>Books</b>	\$225	\$0	\$80	<b>\$305</b>
<b>Supplies</b>	\$980	\$365	\$395	<b>\$1,740</b>
<b>Exam / Certifications</b>	\$0	\$0	\$145	<b>\$145</b>
<b>Totals</b>	<b>\$7,055</b>	<b>\$6,065</b>	<b>\$6,470</b>	<b>\$19,590</b>
<b>Esthetics Program</b>	Application Fee \$50 Registration Fee \$100 Graduation Fee \$150			<b>\$300</b>
<b>Tuition</b>	\$3,400			<b>\$3,400</b>
<b>Books</b>	\$285			<b>\$285</b>
<b>Supplies</b>	\$705			<b>\$705</b>
<b>Exam / Certifications</b>	\$145			<b>\$145</b>
<b>Totals</b>	<b>\$4,835</b>			<b>\$4,835</b>
<b>Esthetician and Nail Technologist Program</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$150		<b>\$300</b>
<b>Tuition</b>	\$3,400	\$2,250		<b>\$5,650</b>
<b>Books</b>	\$285	\$240		<b>\$525</b>
<b>Supplies</b>	\$705	\$515		<b>\$1,220</b>
<b>Exam / Certifications</b>	\$145	\$145		<b>\$290</b>
<b>Totals</b>	<b>\$4,685</b>	<b>\$3,300</b>		<b>\$7,985</b>
	<b>1st Instructional Period</b>	<b>2nd Instructional Period</b>		
<b>Cosmetology Teacher / Salon Manager Program</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$150		<b>\$300</b>
<b>Tuition</b>	\$3,250	\$3,250		<b>\$6,500</b>
<b>Books</b>	\$360	\$0		<b>\$360</b>
<b>Supplies</b>	\$60	\$0		<b>\$60</b>
<b>Exam / Certifications</b>	\$0	\$145		<b>\$145</b>
<b>Totals</b>	<b>\$3,820</b>	<b>\$3,545</b>		<b>\$7,365</b>

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<b>SKILLED TRADES PROGRAMS</b>	<b>1st Instructional Period</b>	<b>2nd Instructional Period</b>	<b>Program TOTALS</b>
<b>Heavy Equipment and CDL with Safety and Natural Gas</b>	Application Fee \$50 Registration Fee \$100	Graduation Fee \$150	<b>\$300</b>
<b>Tuition</b>	\$8,325	\$7,625	<b>\$15,950</b>
<b>Books</b>	\$165	\$35	<b>\$200</b>
<b>Exams / Certifications</b>	\$0	\$0	<b>\$0</b>
<b>Supplies</b>	\$55	\$25	<b>\$80</b>
<b>Totals</b>	<b>\$8,695</b>	<b>\$7,835</b>	<b>\$16,530</b>
<b>Heavy Equipment and CDL with Safety</b>			
	Application Fee \$50 Registration Fee \$100		<b>\$150</b>
<b>Tuition</b>	\$8,325		<b>\$8,325</b>
<b>Books</b>	\$35		<b>\$35</b>
<b>Exams / Certifications</b>	\$0		<b>\$0</b>
<b>Supplies</b>	\$55		<b>\$55</b>
<b>Totals</b>	<b>\$8,565</b>		<b>\$8,565</b>
<b>Commercial Driver's License Program</b>			
	Application Fee \$50 Registration Fee \$100		<b>\$150</b>
<b>Tuition</b>	\$4,425		<b>\$4,425</b>
<b>Books</b>	\$10		<b>\$10</b>
<b>Exams / Certifications</b>	\$0		<b>\$0</b>
<b>Supplies</b>	\$40		<b>\$40</b>
<b>Totals</b>	<b>\$4,625</b>		<b>\$4,625</b>

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## **FINANCIAL INFORMATION**

### **TUITION**

A flat tuition rate is assessed when a student enrolls for 12 to 17 semester credits.

A per credit rate is assessed when a student attends less than 12 credits or more than 17 credits per term. If a student is scheduled for more than 17 credits per term based on the normal program layout, DEC will not assess additional per credit charges.

Per credit charges are the same for on-ground or online courses as stated below.

#### **PER CREDIT RATES EFFECTIVE FEBRUARY 2018**

- Tom Savini's Special Make-Up Effects Program \$480/credit
- George A. Romero's Filmmaking Program \$510/credit
- Medical Assistant Program \$325/credit
- Medical Billing and Coding Program \$325/credit
- Heavy Equipment and CDL with Safety and Natural Gas Program \$695/credit
- Heavy Equipment and CDL with Safety Program \$550/credit
- Commercial Driver's License Program \$635/credit
- Cosmetology Program \$400/credit
- Cosmetology Teacher / Salon Manager Program \$310/credit

- Esthetics Program \$215/credit
- Esthetician and Nail Technologist Program \$210/credit
- \*\*General Education / Applied General Education Courses \$410/credit

\*\*applied to students not enrolled in a program

Douglas Education Center reserves the right to adjust tuition and other charges with 60 days prior notice. DEC reserves the right to change books, supplies, equipment, computers, etc. throughout the program due to availability, new materials, and changes in editions, vendors, curriculum, etc.

Laptop, equipment and software warranties are provided by the manufacturer not DEC.

See the FINANCIAL AID INFORMATION section of the catalog for the definition of a payment period.

Douglas Education Center will send an invoice to students who owe a balance for tuition, fees, books, supplies, and other charges assessed for the semester. DEC will not send an invoice if there is no balance due because charges are fully paid by financial assistance or other payments on the student's account.

Arrangements for payment of educational costs must be made prior to the first day of class. Contact the Financial Aid Office for information on applying for and receiving financial aid or agency funding. The Financial Aid Office will assist a student with making installment payment arrangements if there is a balance due after all forms of financial aid are deducted.

DEC accepts the following forms of payment:

- Financial Aid: Grants, scholarships, student employment and loans. Financial aid is available from federal, state, institutional, and private sources.
- Agency Funding: Veterans, Vocational Rehabilitation, job retraining benefits, etc.
- Cash: Payment in full or installment payment plans
- Check: Personal or certified
- Credit Card
- Online: [www.dec.edu/pay](http://www.dec.edu/pay)

Contact the Business Office for information concerning payment amount, method of payment, or payment schedule.

A student's account must be current or paid in full prior to the start of the subsequent semester. In rare and unusual circumstances, the Director of Financial Services may permit a student to start the next semester with a prior semester balance.

A student's account must be paid in full before graduation. All charges must be paid before a student participates in the graduation ceremony or receives his/her A.S.B. degree, diploma, certificate, or transcript.

### **EXPLANATION OF CHARGES**

"Cost and Fees" Schedules are based on fulltime enrollment. See the "Cost and Fees" Schedules for the amount of each of the following charges.

#### **APPLICATION FEE**

A one-time fee to accompany the admissions application.

#### **REGISTRATION FEE**

A registration fee is assessed the first semester of the program for new and re-enrolling students. A registration fee is assessed the first semester or instructional period when a student enrolls in a new program at DEC. The registration fee secures a student's enrollment in the program as well as scheduling costs.

#### **GRADUATION FEE**

A one-time fee assessed during the final semester or instructional period to defray the cost of the graduation ceremony.

#### **EXAM/CERTIFICATION FEE**

In all programs and courses except for the Commercial Driver's License course, a student taking an industry or licensing exam or certification more than one time, for any reason, is responsible for any additional costs. Students taking the Commercial Driver's License course will have three (3) attempts to pass this certification, after which the cost of any additional attempt(s) will be the responsibility of the student.

#### **TECHNOLOGY FEE**

All Medical Assistant and Medical Billing and Coding students will be charged a Technology Fee to defray the cost of the delivery platform needed to provide online courses.

## **EQUIPMENT**

Equipment provided is selected to meet the current program needs using budgeted funds and technology available at the time of the semester or instructional period's start. Future students may be provided equipment that may be more advanced as technology improves and costs decrease.

George A. Romero's Filmmaking Program students must purchase a laptop computer, software, tablet and other filmmaking equipment, as necessary. The equipment must be purchased in the first semester for use throughout the program. Laptops and equipment remain the property of DEC until all semester fulltime equivalent charges are paid, and if receiving Federal Student Aid, 100% of funds are earned.

Software remains the property of DEC until all final semester fulltime equivalent charges are paid, and if receiving Federal Student Aid, 100% of funds are earned. Some software is leased, not purchased.

## **BOOKS**

Books may be purchased from a vendor other than the school. If purchased from the school, books become the property of the student upon issuance.

## **SUPPLIES**

Supplies include program materials and uniforms (required for certain programs). A sufficient quantity of supplies is provided for each course, when required. Additional supplies may be purchased as needed. Supplies become the property of the student upon issuance.

## **MISCELLANEOUS FEES**

- Academic Transcript Fee \$10.00\*
- Duplicate Certificate Fee \$ 15.00
- Duplicate Certificate Fee With Cover \$ 50.00
- Returned Check / Stop Payment Fee \$ 35.00

\*A FREE transcript is issued in a student's graduation package.

See the FINANCIAL AID INFORMATION section of the catalog for the definition of a payment period.

The following cancellation and refund policies are applicable to on campus and online coursework.

## ***REFUND POLICIES***

### **GRADUATION FEE REFUND POLICY**

The Graduation Fee is non-refundable after the student begins attendance in the final semester/ instructional period whether or not the student attends the graduation ceremony.

### **EXAM/CERTIFICATION FEE REFUND POLICY**

Exam/Certification Fees are refunded in the semester / instructional period charged and only if not taken by or ordered for the student.

### **FEES FOR NON-TANGIBLE SERVICES**

Fees for non-tangible services will be refunded in accordance with the tuition refund policy.

### **COMPUTER/EQUIPMENT/SOFTWARE REFUND POLICY**

Computer/Equipment/Software Fees are non-refundable upon issuance and generally non-returnable.

### **BOOKS/SUPPLIES REFUND POLICY**

Books/Supplies are non-refundable upon issuance and generally non-returnable. However, a student who returns books and supplies within 20 days of purchase or within 20 days of the last date of attendance, and in the same condition issued (unopened, unmarked, etc.), may be entitled to a refund as determined by DEC.

### **CANCELLATION POLICY**

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within five business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant will be refunded if requested within five business days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than five business days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies minus a fee of \$150.

## TUITION REFUND POLICY

Douglas Education Center will earn all or a portion of the tuition charged when a student begins a semester or a credit hour program if less than one semester, but fails to complete it for any reason. The last date of attendance is used to calculate the amount of earned tuition. If applicable, the student's account will be credited with any unearned tuition credit.

A refund will be posted to the student's account within 30 days of the official withdrawal or the date DEC determines the student is no longer in attendance.

To officially withdraw, a student must notify the Vice President of Academic Affairs or Education Department and complete the withdrawal process.

## FEES FOR NON-TANGIBLE SERVICES

Fees for non-tangible services will be refunded in accordance with the tuition refund policy.

## TUITION REFUND SCHEDULES CREDIT HOUR PROGRAMS

The tuition refund is calculated using the number of calendar days in the semester or program, whichever is less, divided by the days in the semester or program.

Withdrawal Date Earned by Refund to Using Calendar Days School Student

Withdrawal Date Using Calendar Days	Earned by School	Refunded to Student
Day 1 through 7 of the semester/program	25%	75%
Day 8 through 25% of the semester/program	45%	55%
25.1% through 50% of the semester/program	70%	30%
50.1% through 100% of the semester/program	100%	0%

The above percentages apply to tuition only. See the refund policies for other charges stated above.

The school will attempt to make a reasonable settlement whenever a student must withdraw due to mitigating circumstances that make it impossible for him/her to continue.

The TUITION REFUND POLICY and the refund policies for other charges are used to calculate the refund of institutional charges. A separate RETURN TO TITLE IV (R2T4) POLICY calculation is performed to determine the amount of federal student aid that must be returned to the U.S. Department of Education by the school and/or the student.

Some students receive financial assistance from agencies and funding sources other than the federal student aid programs. Refunds will be made to other financial aid programs in accordance with each individual funding source's refund policies.

See the FINANCIAL AID INFORMATION section of the catalog for the definition of a payment period.

The following cancellation and refund policies are applicable to on campus and online coursework.

## RETURN TO TITLE IV (R2T4) POLICY

See the FINANCIAL AID INFORMATION section of the catalog for the definition of a payment period.

Title IV aid (Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG) William D. Ford Federal Direct Loan Program Subsidized, Unsubsidized and PLUS loans) is awarded to a student assuming attendance for the entire payment period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds awarded. A student is considered to have withdrawn from a payment period if he/she does not complete all of the days in the semester for credit hour students.

A student may officially withdraw from the school by providing written notification to the Vice President of Academic Affairs or Education Department. Written notice may be mailed, emailed, or hand delivered to the school.

Though Title IV aid is posted to the student's account at the start of each payment period, the student earns funds as he/she completes the payment period. If a Title IV recipient withdraws from school after beginning attendance in the payment period, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned to the U.S. Department of Education. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she may be eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The tuition and other charges refund policies in this catalog used to determine the charges a student will owe after withdrawing, will not affect the amount of Title IV aid earned under the Return to Title IV (R2T4) Policy.

DEC determines the earned and unearned portions of Title IV aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance.

- For all credit hour programs, the percentage of the payment period completed is determined by dividing the number of calendar days the student was scheduled to complete in the payment period (semester), as of the last date of attendance, by the total number of calendar days in the payment period or program

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The amount of Title IV aid earned by the student is determined by multiplying the percentage of Title IV aid earned by the total of Title IV aid disbursed plus the Title IV aid that could have been disbursed to the student or on the student's behalf.

If the student received more Title IV aid than the amount earned, the school, the student, or both must return the unearned funds. The amount of federal student aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student. DEC will return unearned aid no later than 45 days after the date the school becomes aware the student is no longer enrolled. DEC will notify the student if he/she is required to return grant funds. A student who fails to return grant aid as instructed is considered to be in overpayment, and becomes ineligible for any additional Title IV aid at any school until that amount is repaid or satisfactory repayment arrangements are made. Loan funds are returned by the student according to normal loan repayment terms.

Unearned Title IV aid must be returned in the following order: 1) Unsubsidized Direct Loans 2) Subsidized Direct Loans 3) Direct PLUS Loans 4) Federal Pell Grants and 5) FSEOG.

If the student received less Title IV aid than the amount earned, DEC will offer a disbursement of the earned aid that was not received if the student is eligible. This is called a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must get borrower permission before it can be disbursed. The borrower may choose to decline some or all of the loan funds to avoid incurring additional debt. DEC will automatically use all or a portion of a student's post-withdrawal disbursement of grant funds for tuition and fees. DEC needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give permission, he/she will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce any debt owed the school.

Student and parent loan borrowers will be notified if DEC returns funds to the lender. Student borrowers are required to complete exit loan counseling concerning repayment options, debt management strategies, avoiding default, etc.

The Return to Title IV (R2T4) aid calculation is performed to determine the amount of federal student aid that must be returned to the U.S. Department of Education. It is not used to calculate the amount of tuition and other charges a student owes the school upon withdrawal. Separate TUITION REFUND POLICY and other charges refund policies are provided to assist students in determining the amount of tuition and other charges owed DEC. DEC will also charge the student for any Title IV program funds that the school is required to return if those funds are needed to pay charges. DEC will provide written notification to withdrawn students if a balance is owed the school.

Additional information on the Return to Title IV (R2T4) calculation procedures and requirements, including examples, may be obtained by contacting the Financial Aid Office.

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source's refund policies.

## FINANCIAL AID INFORMATION

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A student has primary responsibility for paying for his/her education, but may receive financial aid from one or more programs, if eligible. Contact the Financial Aid Office for information and assistance in applying for financial aid.

DEC students receive financial assistance from federal, state, institutional and agency funding sources, if eligible. The following is a list of financial resources available to DEC students that qualify; for more detail read the descriptions that follow or contact the Financial Aid Office. This list is not all inclusive.

### FEDERAL STUDENT AID PROGRAMS

Federal Pell Grant

FSEOG (Federal Supplemental Educational Opportunity Grant)

IASG (Iraq And Afghanistan Service Grant)

Direct Subsidized Loan

Direct Unsubsidized Loan

Direct PLUS (Parent Loan for Undergraduate Students) Loan

FWS (Federal Work Study)

### **VETERANS EDUCATION BENEFITS**

Post 9/11 GI Bill

Yellow Ribbon

Montgomery GI Bill

REAP (Reserve Education Assistance Program)

VEAP (Veterans Educational Assistance Program)

Survivors and Dependents Educational Assistance Program

### **STATE STUDENT ASSISTANCE PROGRAMS**

PHEAA Grant (Pennsylvania Higher Education Assistance Agency Grant)

PA-TIP (Pennsylvania Targeted Industry Program)

Other State Student Assistance Programs

### **INSTITUTIONAL SCHOLARSHIPS**

IDEA (Inspiration and Dedication To Excellence Award) Scholarship

STAR Cosmetology Scholarship

Tammy Savage Scholarship

### **AGENCY/PRIVATE FUNDING SOURCES**

OVR (Office of Vocational Rehabilitation)

TAA (Trade Adjustment Assistance)

WIA (Workforce Investment Act)

SWT (Southwest Training)

Tom Savini Scholarship

Jeff Tinnell Scholarship

The Greater Rostraver Chamber of Commerce Scholarship

## ***FEDERAL STUDENT AID PROGRAMS***

### **FEDERAL PELL GRANT**

- The Pell Grant is gift aid and does not need to be repaid to the U.S. Department of Education.
- The maximum and minimum award amounts change annually and are effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution), cost of attendance and enrollment status, i.e., the number of credits or clock hours attended each payment period.
- A student must have financial need.
- The total amount of Pell Grant may not exceed the equivalent of six years.

### **FSEOG (FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT)**

- FSEOG is gift aid and does not need to be repaid to the U.S. Department of Education.
- If eligible, the minimum award is \$100 while the maximum award is \$1,000.
- The award amount is based on the EFC (Expected Family Contribution), enrollment status, (i.e., the number of credits in each payment period) and DEC awarding policies.
- FSEOG recipients must demonstrate exceptional financial need as defined by the U.S. Department of Education.

### **IASG (IRAQ AND AFGHANISTAN SERVICE GRANT)**

- IASG is gift aid and does not need to be repaid to the U.S. Department of Education.
- The maximum award is the same as the maximum Pell Grant. It is adjusted for less than fulltime enrollment.
- A student is eligible for IASG if he/she is not eligible for a Pell Grant due only to having less financial need than necessary to qualify for a Pell Grant; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 09/11; and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time.
- The total amount of IASG may not exceed the equivalent of six years.

### **FEDERAL DIRECT SUBSIDIZED LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- The maximum award is \$3,500 for grade level 1 students and \$4,500 for grade level 2 students. The loan amount is prorated for programs and final periods of enrollment less than one academic year in length.
- A student must demonstrate financial need as defined by the U.S. Department of Education and be enrolled at least halftime to receive a Direct Subsidized Loan.
- The U.S. Department of Education subsidizes, i.e., pays the interest on this loan while in school, during the grace period and periods of deferment. This is the difference between the Direct Subsidized and Unsubsidized Loans.
- For complete details regarding the interest rate, loan fees, grace period, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).
- A student may receive a Direct Subsidized Loan for no more than 150% of the normal program length. A student may lose the interest subsidy on a Direct Subsidized Loan if he/she fails to complete his/her program within 150% of normal program length as well as enrolls in another program without completing a prior program.
- A student's outstanding aggregate balance may not exceed \$23,000.

### **FEDERAL DIRECT UNSUBSIDIZED LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- The maximum award is \$2,000 for all students plus \$4,000 in additional Direct Unsubsidized Loan for an independent student or a dependent student whose parent has been denied a PLUS Loan. The loan amount is prorated for programs and final periods of enrollment less than one academic year in length.

- A student does not have to demonstrate financial need as defined by the U.S. Department of Education; must be enrolled at least halftime to receive a Direct Unsubsidized Loan.
- The U.S. Department of Education does not subsidize, i.e., pay the interest on this loan. This is the difference between the Subsidized and Direct Unsubsidized Loans.
- For complete details regarding the interest rate, loan fees, grace period, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).
- A student may not exceed aggregate loan limits.

### **FEDERAL DIRECT PLUS (PARENT LOAN FOR UNDERGRADUATE STUDENTS) LOAN**

- This is a loan and must be repaid with interest to the U.S. Department of Education.
- A parent, not a student, must borrow the PLUS loan on behalf of the student.
- The maximum award is the student's Cost of Attendance minus any financial aid received by the student.
- A student/parent does not have to demonstrate financial need as defined by the U.S. Department of Education; must be enrolled at least halftime to receive PLUS Loan.
- The U.S. Department of Education does not subsidize, i.e., pay the interest on this loan.
- For complete details regarding the interest rate, loan fees, deferment options, repayment and debt management options, contact the Financial Aid Office or visit [www.studentaid.gov](http://www.studentaid.gov).

### **FEDERAL WORK STUDY (FWS)**

- A student earns money while working and attending school; FWS does not need to be repaid.
- Student employees are paid an hourly wage that meets or exceeds federal and state minimum wage requirements. Wages are paid directly to the student every two weeks. by check
- Employment is part-time, usually 5 -20 hours per week and can be on or off campus.
- A student interested in a work study position should contact the Financial Aid or Career Services Offices for open positions.
- A student must demonstrate financial need as defined by the U.S. Department of Education.
- There is no minimum or maximum annual award or aggregate limit.

### **FEDERAL STUDENT AID ELIGIBILITY REQUIREMENTS**

To receive Federal Student Aid, a student must meet the following general eligibility requirements. A student must:

- Be a U.S. citizen or national or be an eligible noncitizen;
- Have a valid high school diploma or equivalent, or meet homeschool requirements;
- Be enrolled for the purpose of seeking a certificate, diploma or A.S.B. degree;
- Be enrolled in an approved educational program;
- Have a valid social security number;
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25);
- Have signed certifying statements on the Free Application for Federal Student Aid (FAFSA) stating that
  - The student is not in default on a federal student loan and does not owe a refund on a federal grant and
  - The student will use federal student aid only for educational purposes;
- Provide additional documentation and information to complete verification, resolve database match problems, and meet eligibility requirements to pay Federal Student Aid.
- Maintain satisfactory academic progress while in school; and
- Meet additional eligibility requirements, including financial need, for each specific Federal Student Aid program.

### **APPLYING FOR FEDERAL STUDENT AID**

A student interested in receiving funds from any of the Federal Student Aid a student programs listed above, must complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov). DEC's Federal School Code is 013957, and must be provided on the FAFSA in order for DEC to receive application data. A student should never pay for assistance in completing the FAFSA; contact the Financial Aid Office for assistance. A student attending school in two award years (July 1st – June 30th) may need to complete two FAFSAs.

There is no additional application for Federal Pell Grant, FSEOG, or IASG.

To receive a Direct Loan, the student must also complete an MPN (Master promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

To receive a PLUS Loan, the parent borrower must complete the loan application and MPN (Master Promissory Note) at [www.studentloans.gov](http://www.studentloans.gov).

To receive FWS, a student must submit a student employment application when a position is open.

### **FINANCIAL NEED**

The U.S. Department of Education defines Financial Need as the difference between a student's Cost of Attendance (COA) budget and his/her Expected Family Contribution (EFC). Financial Need is calculated based on the program the student is

enrolled in; the student's enrollment status; the length of the loan period, academic year or award year, as required; and considering the type of aid being awarded. COA minus EFC equals Financial Need.

### **COST OF ATTENDANCE (COA) BUDGETS**

Cost of Attendance (COA) budget is the amount it will cost a student to attend DEC. The COA includes both institutional charges, payable to DEC, and non-institutional charges, expenses a student incurs while attending school although they are not payable to the school. Unless contracting with the school, room is a non-institutional expense as are board, transportation and miscellaneous personal expenses. DEC has established weekly living allowances for room, board, transportation and miscellaneous personal expenses that are consistent with the cost of living in the Monessen area.

For more information on the COA budgets used, contact the Financial Aid Office or view the information under Consumer Information on the school's website.

### **EFC (EXPECTED FAMILY CONTRIBUTION)**

The EFC (Expected Family Contribution) is an index number that college financial aid staff uses to determine a student's eligibility for certain types of financial aid. The information a student reports on his/her FAFSA is used to calculate the EFC.

The EFC is calculated according to a formula established by law. The student's and his/her family's taxed and untaxed income, assets, and benefits could be considered in the formula. Also considered is the number in the family's household and the number of family members who will attend college or career school during the year.

### **AWARDING FEDERAL STUDENT AID**

A student's FAFSA information is shared with the colleges and/or career schools listed on the application. The Financial Aid Office at DEC uses the FAFSA information and EFC to figure out how much federal student aid a student may receive. A student's FAFSA information also goes to his/her state higher education agency and the Commonwealth of Pennsylvania.

Based on the student's eligibility, DEC awards financial aid to the student for institutional charges only, unless the student requests additional assistance for living expenses. In addition to Federal Student Aid, DEC awards state, institutional and private funding. Financial aid is generally awarded to eligible students in the following order: Federal Pell Grant, FSEOG, IASG, PHEAA or other state grant, private grants and scholarships, institutional scholarships and grants, federal student loans, federal and institutional work study, and private student loans. Scholarships, grants and work study will be awarded before loans. While education is an outstanding investment, students are encouraged to borrow only what is necessary, avoiding debt as much as possible.

DEC creates a Financial Plan and Award Notification for each student including charges and financial aid. Revised Award Notifications are sent as necessary.

Questions about a student's financial aid and Award Notification or the school's awarding policies should be addressed to the Financial Aid Office; not the Admissions, Business Offices, nor the U.S. Department of Education.

### **PAYMENT PERIOD DEFINITION**

A payment period is the semester for most students attending DEC. The payment period is typically the period used by the school to assess charges, disburse financial aid and evaluate academic progress.

### **DISBURSING FEDERAL STUDENT AID**

The total amount of Federal Student Aid funds cannot be disbursed at one time. Federal student aid must be disbursed (paid) by payment period. In general, a student will receive one half of the Federal Pell Grant, FSEOG, IASG, and loan awards each payment period.

Funds are requested from the U.S. Department of Education by the school when it determines the student is eligible. Funds are received via Electronic Funds Transfer (EFT) and posted to the student's tuition account ledger. The school will notify a borrower each time a disbursement of loan funds is made. The borrower may cancel the loan disbursement as outlined in the letter.

Funds received in excess of institutional charges are released to the student or parent borrower, as applicable, within 14 days, unless the student or parent (PLUS Loan) authorizes the school to hold funds on account for future charges.

FWS wages are paid every two weeks by check.

DEC will disburse Federal Student Aid funds in compliance with U.S. Department of Education regulations, regardless of the general disbursement guidelines stated above.

### **VERIFICATION**

The U.S. Department of Education and DEC may select certain FAFSA applications for verification. Verification is the process checking the accuracy of certain data on the FAFSA. DEC will contact the student in writing and by phone when a student is

selected for verification, and provide complete information on deadlines, documents needed, and the consequences for failing to complete verification in a timely manner. Applicants must submit documents to verify the information reported on the FAFSA as soon as possible, but no later than four weeks following the school's request. Need based aid cannot be disbursed until verification is complete. A student who fails to meet the school's deadline may need to make alternative payment arrangements. A student who completes verification by the later deadline established by the U.S. Department of Education will have as much of his/her aid awarded and disbursed as allowed by federal regulation.

If FAFSA corrections are necessary, the student must submit those corrections via FAFSA on the Web. A student may lose aid for failure to submit the requested documents or otherwise complete verification in a timely manner.

In general, all students must complete a Verification Worksheet provided by the school. In addition, the student will need to submit proof of income, usually his/her tax transcript and those of his/her spouse or parents, as applicable. Tax transcripts may not be necessary if the applicant uses the IRS Data Retrieval Tool in FAFSA on the Web to successfully transfer IRS tax information into the FAFSA. The applicant must submit all documentation requested for verification.

The school will mail a new award notification if the student's eligibility for any of the financial aid award amounts change. The school will also contact the student via phone, email or in person to discuss award changes. The school will contact the student within two weeks of becoming aware that the awards are changed as a result of verification.

### **USING FEDERAL STUDENT AID TO PAY FOR BOOKS AND SUPPLIES**

A student purchasing books and supplies from DEC may charge those purchases to his/her student account. A student owing a previous semester/payment period balance must pay the amount due or otherwise make satisfactory payment arrangements with the Business Office in order to receive subsequent semester/payment period books and supplies.

A Pell eligible student with a Title IV credit balance will receive books and supplies no later than seven days after the start of the payment period. Charges for books and supplies purchased from the school will be posted to the student's account. A student wanting to purchase books and supplies from another vendor should contact the Business Office, seeking the credit balance so that books and supplies can be purchased no later than seven days after the payment period begins.

### **ACADEMIC YEAR**

DEC defines its academic year for all credit hours programs as 24 semester credit and 30 instructional weeks.

### **GRADE LEVEL**

DEC defines a grade level 1 student for loan purposes as having earned 0-24 semester credits (for students enrolled in credit hour programs). A grade level 2 student has earned more than 24 semester credits.

### **ENROLLMENT STATUS**

Some financial aid amounts are adjusted based on the number of credits a student is taking each semester, i.e., enrollment status. A student's enrollment status is:

- Fulltime 12 or more credits per semester
- ¾-time 9-11 credits per semester
- ½-time 6-8 credits per semester
- Less than ½-time Less than 6 credits per semester

### **PAYING FEDERAL STUDENT AID FOR REPEATING COURSES**

A student enrolled in a credit hour program may receive FSA (Federal Student Aid) for repeating a course multiple times if the course was previously failed. FSA may be paid for one repeat of a previously passed course. A student should contact the Financial Aid Office for assistance in determining if a repeated course is eligible for FSA.

### **NSLDS (NATIONAL STUDENT LOAN DATA SYSTEM) REPORTING**

DEC receives and reports student enrollment, financial aid history and program information to the National Student Loan Data System to ensure accurate awarding and disbursing of Federal Student Aid. Students may access and download certain data regarding their financial aid history at DEC and other schools. The U.S. Department of Education, loan servicers, and other schools will access and report financial aid history and enrollment information for each student enrolled at DEC. Information is shared to ensure timely repayment of loans, tracking annual and aggregate aid limits, etc.

### **TRANSFER STUDENTS**

A student who has attended other postsecondary institutions may experience reductions in certain types of Federal Student Aid. The Financial Aid Office will contact the student in this event.

### **BORROWER RIGHTS & RESPONSIBILITIES**

A borrower has the right to:

- written information on his/her loan obligations and information on his/her rights and responsibilities as a borrower;
- a copy of his/her MPN either before or at the time the loan is disbursed;
- a grace period and an explanation of what this means;
- notification, if in the grace period or repayment, no later than 45 days after a lender assigns, sells or transfers the loan to another lender;
- a disclosure statement, received before beginning to repay his/her loan, that includes information about interest rates, fees, the balance owed, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if he/she qualifies and requests it;
- prepay his/her loan in whole or in part anytime without an early repayment penalty; and
- receive from the lender/servicer documentation when his/her loan is paid in full.

A borrower is responsible for:

- completing exit counseling before leaving school or dropping below half-time enrollment;
- repaying his/her loan according to the repayment schedule even if the he/she does not complete his/her academic program, is dissatisfied with the education received, or is unable to find employment after graduation;
- notifying his/her lender or loan servicer if he/she
  - moves or changes addresses,
  - changes telephone numbers,
  - changes names,
  - changes Social Security numbers, or
  - changes employers or his/her employer’s address or telephone number changes,
  - is making monthly payments on his/her loan after the grace period ends, unless a deferment or forbearance has been granted; and
- notifying his/her lender or loan servicer of anything that might alter his/her eligibility for an existing deferment or forbearance.

A borrower should thoroughly read the information, including rights and responsibilities, included as part of the Master Promissory Note.

### FEDERAL DIRECT SUBSIDIZED, UNSUBSIDIZED AND PLUS LOAN TERMS AND CONDITIONS

In addition to the information presented earlier, a borrower should be familiar with all the terms and conditions of his/her federal student loans. Review all of the information included with the MPN.

**Aggregate Loan Limits:** The maximum aggregate debt for an undergraduate student is \$31,000 for dependent students and \$57,500 for independent students. The aggregate limit is the total of both Direct Subsidized and Unsubsidized Loans. No more than \$23,000 of the aggregate limit can be Direct Subsidized Loans.

**Origination Fee:** A Direct Loan borrower must pay an Origination Fee to the lender to make an educational loan. The amount of the fee varies annually. For current fees, contact the Financial Aid Office or go to [www.studentaid.gov](http://www.studentaid.gov).

**Interest Rate:** Interest is money paid to the lender in exchange for borrowing money. Interest is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. The interest rate changes annually and varies depending on the loan type and the first disbursement date of the loan. For current interest rates, contact the Financial Aid Office or go to [www.studentaid.gov](http://www.studentaid.gov).

**Grace Period:** The grace period is a set period of time after a student graduates, leaves school, or drops below half-time enrollment before he/she must begin repayment on the loan. The grace period gives a student time to get financially settled and to select a repayment plan.

- Direct Subsidized and Unsubsidized Loans have a six-month grace period before payments are due.
- PLUS loans have no grace period. They enter repayment once they are fully disbursed but may be eligible for a deferment. Repayment: The amount and number of monthly payments depends on
  - the type of loan a borrower receives,
  - how much money is borrowed,
  - the interest rate on the loan, and
  - the repayment plan the borrower chooses.

### Non-Consolidation Borrowers:

Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated	
	<u>Per Month</u>	<u>Total</u>	<u>Per Month</u>	<u>Total</u>	<u>Per Month</u>	<u>Total</u>	<u>Per Month</u>	<u>Total</u>
	\$5,000	\$58	\$6,904	N/A	N/A	N/A	N/A	\$40
10,000	115	13,809	N/A	N/A	N/A	N/A	79	14,550
25,000	288	34,524	N/A	N/A	N/A	N/A	198	36,375

50,000	575	69,048	347	104,109	284	112,678	396	72,749
100,000	1,151	138,096	694	208,217	568	225,344	792	145,498

For information on repayment options, debt management strategies, deferments, forbearance, consolidation and cancellation options as well as for complete loan terms, contact the Financial Aid Office or go to [www.studentaid.gov](http://www.studentaid.gov).

## LOAN ENTRANCE AND EXIT COUNSELING

A student borrowing a Direct Loan for the first time at time DEC is required to complete loan counseling before the loan is disbursed. All Direct Loan borrowers are required to complete loan exit counseling upon graduation, withdrawal, or dropping below halftime enrollment. Online Entrance and Exit Counseling must be completed online at [www.studentloans.gov](http://www.studentloans.gov).

Borrowers are also encouraged to complete Financial Awareness Counseling also available on [www.studentloans.gov](http://www.studentloans.gov).

Entrance counseling for Direct Subsidized and Unsubsidized loan borrowers must:

- i. Explain the use of a master promissory note (MPN);
- ii. Emphasize to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming;
- iii. Describe the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation;
- iv. Emphasize that the student borrower is obligated to repay the full amount of the loan even if the student borrower does not complete the program, does not complete the program within the regular time for program completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services that the student borrower purchased from the school;
- v. Inform the student borrower of sample monthly repayment amounts based on—
  - (A) A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, depending on the types of loans the borrower has obtained; or
  - (B) The average indebtedness of other borrowers in the same program at the same school as the borrower;
- vi. To the extent practicable, explain the effect of accepting the loan to be disbursed on the eligibility of the borrower for other forms of student financial assistance;
- vii. Provide information on how interest accrues and is capitalized during periods when the interest is not paid by either the borrower or the U.S. Department of Education;
- viii. Inform the borrower of the option to pay the interest on a Direct Unsubsidized Loan while the borrower is in school;
- ix. Explain the definition of half-time enrollment at the school, during regular terms and summer school, if applicable, and the consequences of not maintaining half-time enrollment;
- x. Explain the importance of contacting the appropriate offices at the school if the borrower withdraws prior to completing the borrower's program of study so that the school can provide exit counseling, including information regarding the borrower's repayment options and loan consolidation;
- xi. Provide information on the National Student Loan Data System (NSLDS) and how the borrower can access the borrower's records;
- xii. Provide the name of and contact information for the individual the borrower may contact if the borrower has any questions about the borrower's rights and responsibilities or the terms and conditions of the loan; and
- xiii. For first-time borrowers, explain the limitation on eligibility for Direct Subsidized Loans and possible borrower responsibility for accruing interest, including-
  - (A) The possible loss of eligibility for additional Direct Subsidized Loans;
  - (B) How a borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are calculated;
  - (C) The possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans; and
  - (D) The impact of borrower responsibility for accruing interest on the borrower's total debt.

### Exit counseling must:

- i. Inform the student borrower of the average anticipated monthly repayment amount based on the student borrower's indebtedness or on the average indebtedness of student borrowers who have obtained Direct Subsidized Loans and Direct Unsubsidized Loans, student borrowers who have obtained only Direct PLUS Loans, or student borrowers who have obtained Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans, depending on the types of loans the student borrower has obtained, for attendance at the same school or in the same program of study at the same school;
- ii. Review for the student borrower available repayment plan options, including the standard repayment, extended repayment, graduated repayment, income contingent repayment plans, and income-based repayment plans, including a description of the different features of each plan and sample information showing the average anticipated monthly payments, and the difference in interest paid and total payments under each plan;
- iii. Explain to the borrower the options to prepay each loan, to pay each loan on a shorter schedule, and to change repayment plans;
- iv. Provide information on the effects of loan consolidation including, at a minimum—
  - (A) The effects of consolidation on total interest to be paid, fees to be paid, and length of repayment;

- (B) The effects of consolidation on a borrower's underlying loan benefits, including grace periods, loan forgiveness, cancellation, and deferment opportunities;
- (C) The options of the borrower to prepay the loan and to change repayment plans; and
- (D) That borrower benefit programs may vary among different lenders;
- v. Include debt management strategies that are designed to facilitate repayment;
- vi. Explain to the student borrower how to contact the party servicing the student borrower's Direct Loans;
- vii. Meet the requirements described in paragraphs (a)(6)(i), (a)(6)(ii), and (a)(6)(iv) of this section [see entrance counseling requirements (i), (ii), and in the first column of the previous page];
- viii. Describe the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under federal law, and litigation;
- ix. Provide-
  - (A) A general description of the terms and conditions under which a borrower may obtain full or partial forgiveness or discharge of principal and interest, defer repayment of principal or interest, or be granted forbearance on a Title IV loan; and
  - (B) A copy, either in print or by electronic means, of the information the U.S. Department of Education makes available pursuant to section 485(d) of the HEA;\*
- x. Review for the student borrower information on the availability of the Department's Student Loan Ombudsman's office;
- xi. Inform the student borrower of the availability of Title IV loan information in the National Student Loan Data System (NSLDS) and how NSLDS can be used to obtain Title IV loan status information;
- xii. Explain to first-time borrowers—
  - (A) How the borrower's maximum eligibility period, remaining eligibility period, and subsidized usage period are determined;
  - (B) The sum of the borrower's subsidized usage periods at the time of the exit counseling;
  - (C) The consequences of continued borrowing or enrollment, including--
    - i. The possible loss of eligibility for additional Direct Subsidized Loans; and
    - ii. The possibility that the borrower could become responsible for accruing interest on previously received Direct Subsidized Loans and the portion of a Direct Consolidation Loan that repaid a Direct Subsidized Loan during in-school status, the grace period, authorized periods of deferment, and certain periods under the Income-Based Repayment and Pay As You Earn Repayment plans;
  - (D) The impact of the borrower becoming responsible for accruing interest on total student debt;
  - (E) That the U.S. Department of Education will inform the student borrower of whether he or she is responsible for accruing interest on his or her Direct Subsidized Loans; and
  - (F) That the borrower can access NSLDS to determine whether he or she is responsible for accruing interest on any Direct Subsidized Loans;
- xiii. A general description of the types of tax benefits that may be available to borrowers; and
- xiv. Require the student borrower to provide current information concerning name, address, Social Security number, references, and driver's license number and state of issuance, as well as the student borrower's expected permanent address, the address of the student borrower's next of kin, and the name and address of the student borrower's expected employer (if known).

## FEDERAL STUDENT AID OMBUDSMAN

The Federal Student Aid Ombudsman Group of the U.S. Department of Education is dedicated to helping resolve disputes related to Direct Loans, Federal Family Education Loan (FFEL) Program loans, Guaranteed Student Loans, and Perkins Loans. The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Borrowers should make every attempt to resolve the loan dispute before contacting the Federal Student Aid Ombudsman Group.

### Contact information

Mail:	U.S. Department of Education FSA Ombudsman Group P.O. Box 1843 Monticello, KY 42633
Telephone:	1-877-557-2575 (Toll Free)
Fax:	606-396-4821
Online:	<a href="http://www.ombudsman.ed.gov">www.ombudsman.ed.gov</a>
Email:	<a href="mailto:fsaombudsmanoffice@ed.gov">fsaombudsmanoffice@ed.gov</a>

## VETERANS EDUCATION BENEFITS

Funding is provided by the federal government and is available to Veterans, Service Members, and in certain cases their dependents. Veterans Funding includes the Post 9/11 GI Bill (including Yellow Ribbon), Montgomery GI Bill, Reserve Educational Assistance Program (REAP), Veterans Educational Assistance Program (VEAP), Survivors and Dependents Educational Assistance Program, Educational Assistance Pilot Program, and the National Call to Service Program. Funding is subject to eligibility requirements. Please visit [www.benefits.va.gov/gibill/education\\_programs](http://www.benefits.va.gov/gibill/education_programs) for additional information.

## STATE STUDENT ASSISTANCE PROGRAM

In addition to the Federal Student Aid Programs, DEC participates in the following Pennsylvania State Student Assistance Programs. PHEAA GRANT (PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY GRANT)

- The PA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial assistance to attend PHEAA approved postsecondary schools as undergraduate students.
- The PHEAA Grant is gift aid and does not need to be repaid.
- The maximum and minimum award amounts change annually and are effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution), cost of attendance and enrollment status, i.e., the number of credits in each payment period.
- A student must have financial need as defined by PHEAA.
- A student must not have received the maximum number of Pennsylvania State Grants permitted.

### **PA-TIP (PENNSYLVANIA TARGETED INDUSTRY PROGRAM)**

- The PA-TIP program is available to eligible Pennsylvania residents;
- The school must be approved by PHEAA to offer PA-TIP approved programs.
- PA-TIP is gift aid and does not need to be repaid.
- The award amount changes annually and is effective for the award year from July 1st of one year to June 30th of the following year.
- The award amount is calculated using the EFC (Expected Family Contribution) and cost of attendance.
- A student must have financial need as defined by PHEAA.

### **OTHER STATE STUDENT ASSISTANCE PROGRAMS**

- If eligible, DEC will award and accept financial aid from any other state assistance program for which the student and school are eligible.

### **APPLYING FOR PA STATE STUDENT ASSISTANCE PROGRAMS**

A student interested in receiving funds from the PHEAA State Grant must complete the Free Application for Federal Student Aid (FAFSA) at [www.FAFSA.gov](http://www.FAFSA.gov). DEC's Federal School Code is 013957, and must be provided on the FAFSA in order for the state to receive application data.

PHEAA Grant FAFSA filing deadlines are May 1 for renewal applications and August 1 for new applications for the future award period.

PHEAA Grant applicants may need to complete a PA State Grant Form and/or the online Summer State Grant application.

PA-TIP applicants must complete the PA-TIP Student Application by April 1st of the current award year.

### **PA STUDENT ASSISTANCE PROGRAMS ELIGIBILITY REQUIREMENTS**

To receive PA student assistance, a student must meet the following general eligibility requirements. A student must:

- Be a resident of Pennsylvania as defined by PHEAA;
- Be enrolled in an A.S.B. degree program to receive the

### **PHEAA Grant; be enrolled in an approved technical program for the PA-TIP Grant;**

- Have a valid high school diploma or GED;
- Be enrolled for at least halftime (six credits) for the PHEAA Grant; be enrolled fulltime for the PA-TIP Grant;
- PA-TIP recipients must not be receiving a PHEAA Grant;
- Maintain satisfactory academic progress as defined by PHEAA. DEC checks academic progress for state grant purposes at the end of the spring semester each year.
- Not be in default.

### **PA STATE GRANT TRANSFER STUDENTS**

PA residents transferring from another school must provide their transcripts to the Financial Aid Office prior to being awarded a PHEAA Grant at DEC.

### ***INSTITUTIONAL SCHOLARSHIPS***

All institutional scholarship award amounts are equal to 25% of the cost of tuition for each term of the student's applicable program, not to exceed the normal length of the program. For complete details on scholarships and deadlines, read the "Conditions and Instructions", attached to each application.

For complete scholarship information and applications, contact the Financial Aid Office. The applications are also available at [www.dec.edu/financialaid](http://www.dec.edu/financialaid).

### **IDEA (INSPIRATION AND DEDICATION TO EXCELLENCE AWARD) SCHOLARSHIP**

- This a merit-based award offered to new students entering one of the applicable programs of study.
- Applicants must submit all required information to be considered eligible for this award:

- Completed DEC Enrollment Application,
- Completed IDEA Scholarship Application,
- Essay on “Who is your creative role model and why?”,
- Two letters of reference, and
- A portfolio (digital format is acceptable).

The Scholarship Committee will review all eligible applications to determine scholarship recipients. All submitted information will be considered when reviewing eligible applications.

### **STAR COSMETOLOGY SCHOLARSHIP**

- This a merit-based award offered to new students entering one of the applicable programs of study.
- Applicants must submit all required information to be considered eligible for this award:
  - Completed DEC Enrollment Application,
  - Completed STAR Scholarship Application,
  - Complete a two-part interview which includes either hairstyling (for those who are enrolled in the Cosmetology Program) or nail art (for those who are enrolled in the Esthetician and Nail Technologist Program.) A student must complete the skill that best applies to his/her program of study. A student may not opt for the other skill. All skills will be done on a mannequin or mannequin hand. All supplies will be provided. There is a twenty (20) minute time limit.
  - There is a two-part questionnaire: One portion will be written and one portion will be verbal. The questionnaire will be provided during the interview.

The Scholarship Committee will review all eligible applications to determine scholarship recipients. All submitted information will be considered when reviewing eligible applications.

### **TAMMY SAVAGE SCHOLARSHIP**

- This a merit-based award offered to new students entering one of the applicable programs of study.
- Applicants must submit all required information to be considered eligible for this award:
  - Completed DEC Enrollment Application,
  - Completed Tammy Savage Scholarship Application,
  - Two essays, 1. “How an education in the medical field will change my life.” and 2. “My educational and professional goals are.”
  - Two letters of reference.

The Scholarship Committee will review all eligible applications to determine scholarship recipients. All submitted information will be considered when reviewing eligible applications.

## ***AGENCY/PRIVATE FUNDING SOURCES***

### **OVR (OFFICE OF VOCATIONAL REHABILITATION)**

Vocational Rehabilitation is a public service provided by the Commonwealth of Pennsylvania in cooperation with the federal government. An eligible individual must have some type of challenge (mental, physical, auditory, or visual) which has prevented the pursuit of an acceptable career. Contact one of the local offices of the Office of Vocational Rehabilitation (OVR) for additional information. Students who do not reside in Pennsylvania should check with a local office in their state of residence to determine if they are eligible for the service and if it is able to be used at DEC.

### **TRADE ADJUSTMENT ASSISTANCE (TAA)**

The Trade Adjustment Assistance (TAA) Program is a federal program that provides funding for employment growth and opportunity through aid to US workers who have lost their jobs as a result of foreign trade. To be eligible, a student must have been employed in a company where a petition was filed with the US Department of Labor by or on behalf of a group of workers who lost or may lose their jobs or experienced a reduction in wages as a result of foreign trade. Contact one of the local Career Link offices for additional information.

### **WORKFORCE INVESTMENT ACT (WIA)**

The Workforce Investment Act is a federal program that provides funding for training to adults and dislocated workers. Contact one of the local Career Link offices for additional information.

### **SOUTHWEST TRAINING (SWT)**

SWT provides funding for training to adults and dislocated workers in Washington and Greene counties. Contact the Career Link office in Washington County for additional information.

The following private scholarships are also available to eligible DEC students. Contact the Financial Aid Office for more information.

- **Tom Savini Scholarship—Prospective students in the Special Make-up Effects Program are eligible to apply**

- The Greater Rostraver Chamber of Commerce Scholarship
- The Mon Valley Regional Chamber of Commerce Scholarship

## ACADEMIC INFORMATION

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### CLASS SCHEDULE

Tom Savini's Special Make-Up Effects Program has classes scheduled in 5-hour blocks between 8:30 A.M. – 1:30 P.M. and/or 1:50 P.M. – 6:50 PM.

If scheduling is necessary, a third 5-hour block will be added to the semester, from 7:10 PM – 12:10 AM. However, students will never be scheduled for 3 consecutive 5-hour blocks.

Courses in George A. Romero's Filmmaking Program are generally scheduled in five hour blocks, Monday through Friday. Times will vary by semester depending on filming opportunities and availability, and/or the location of the filming. Students will be promptly notified once locations and opportunities have been confirmed, as well as any potential changes.

Both Allied Health Programs (Medical Assistant and Medical Billing and Coding) are hybrid programs. Courses in these programs (including General Studies and General Education courses) are either 100% online, or hybrid, which will require both online and onground attendance. On-ground time in these programs will be scheduled weekday evenings and/or Saturday mornings and afternoons. Times will vary, depending on the course(s) in a student's particular schedule, and the on-ground time required in each course. For courses that are online or contain online coursework, students are required to submit two (2) academically related activities each week.

All Cosmetology programs' (Cosmetology, Cosmetology Teacher / Salon Manager, Esthetics, and Esthetician and Nail Technologist) courses are scheduled Monday through Friday. In general, students attend four days per week; 7.5 hours per day for a total of 30 hours per week. Students do not attend class more than 8 hours per day or more than 40 hours per week. Nail Technology classes are scheduled for 20 hours per week.

All Skilled Trade programs' (Heavy Equipment and CDL with Safety and Natural Gas, Heavy Equipment and CDL with Safety, Commercial Driver's License) courses are scheduled four (4) days per week for 7.5 hours per day with a thirty (30) minute break for lunch. The Commercial Driver's License course may also be offered on weekends and evenings. If offered, the course will run Tuesdays, Wednesdays, and Thursdays from 6:00 PM – 10:00 PM, and Saturdays from 7:30 AM – 5:00 PM, with a 30 minute break for lunch.

General Education courses can be on-ground, hybrid, or online, depending on the particular course. The "Anatomy and Anthropology" course is the only 100% on-ground course currently offered. It is scheduled as one 5-hour block each week, either 8:30 A.M. – 1:30 P.M. or 1:50 P.M. – 6:50 PM. The "Professional Skills Workshop" course is the only hybrid course currently offered and consists of 2.5 hours online and 2.5 hours on-ground. The on-ground portion is scheduled as one 2.5 hour block between the hours of 8:30 A.M and 5:00 PM. All other courses are 100% online. For courses that are online, students are required to submit two (2) academically related activities each week.

The above descriptions set forth the usual schedule for each program; however, please be aware that there may be times when it will be necessary to alter this schedule. DEC will make every effort to honor the original schedule you were provided, but should circumstances change, you will be notified in a timely fashion.

### GRADING SYSTEM

A student receives a grade at the end of each course. Grades measure student performance and course proficiency based on quizzes, tests, projects, assignments, classroom participation, attendance, work habits, and attitude.

Letter Grade	%	Description	Quality Points
A	90-100	Excellent	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
D	60-69	Below Average	1.0
F	Below 60	Failing	0.0
I		Incomplete	
W		Withdrawal	
T		Transfer Credit	

## INCOMPLETE GRADE

A student who fails to meet the requirements of any course by the scheduled end date will receive an "Incomplete" (I) grade. The student has until the 10th class day of the new semester / instructional period following the end of the course to complete incomplete work. If a student fails to make up incomplete work, the (I) grade will revert to an (F) failing grade for the course. If the work is made up, the student will receive a letter grade for the course.

## WITHDRAWAL

Any student who wishes to withdraw from either a course or from the institution should contact the Education Department to begin the process. A student withdrawing from a course or from the institution is required to meet with the Education, Business, and Financial Aid Offices to obtain information on the impact of this decision. A student who withdraws from the institution or an individual course prior to mid semester or the midpoint will receive a W grade. A student who withdraws from the institution or an individual course after mid semester will receive a failing (F) grade. Unless required by complete withdrawal from the institution, there will be no adjustment of tuition or other charges when a student withdraws from a course or courses. A student who does not attend class for 21 consecutive calendar days will be terminated in accordance with DEC's attendance policy. DEC will make three (3) attempts to contact a student during this time period to avoid termination (see DEC Attendance Policy for specifics).

## TRANSFER GRADE

Courses and corresponding hours accepted by DEC upon transfer are recorded on the Academic Transcript with a T grade.

## SAMPLE GPA CALCULATION

A student is given a letter grade for each course completed. As noted above, grades are assigned a specific number of Quality Points (QP). The Total Quality Points (TQP) earned per course is determined by multiplying the quality points for the grade by the number credits/hours the course is worth. The Grade Point Average (GPA) is determined by dividing the total number of quality points earned by the number of credits attempted for each course.

### Example

Course	Credits	Grade	Quality Points (QP)	Total Quality Points (TQP)
TS101 Sculpture I	6	A	4.0	24.0
TS102 Cosmetic Make-up	4	A	4.0	16.0
TS202 Foundations of Make-Up Effects	3	B	3.0	9.0
GE101 Anatomy and Anthropology	4	B	3.0	12.0
<b>TOTALS</b>	<b><u>17</u></b>			<b><u>61.0</u></b>

TQP = # of credits X QP

GPA = 61 TQPs divided by 17 credits attempted GPA = 3.58

## GRADE REPORTS

At the beginning of each course a syllabus (course overview) is distributed to students for use and retention. Assignments, projects and test scores are recorded by the instructor. The final grade is an average of these scores. An instructor may also consider other factors, such as final examination grade, attendance, class participation, etc. in determining the final grade for the course.

Midterm and final grade reports are issued each semester. Grade reports are accessible via the Student Portal. A student in certain courses or programs may not receive a midterm grade report because the program is shorter than a semester term.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be considered as making satisfactory progress toward an A.S.B. degree, diploma, or certificate, a student must both maintain a minimum cumulative grade point average (CGPA) and completion rate (pace).

## EVALUATION PERIODS

For programs 30 weeks or more in length, academic progress is evaluated at the end of each semester. For programs less than 30 weeks, academic progress is evaluated at the midpoint of the program, and if necessary, at the scheduled end date.

## CUMULATIVE GRADE POINT AVERAGE (CGPA)/ PACE (PROGRAM COMPLETION RATE)

The CGPA measures the quality of a student's coursework. The CGPA is calculated using the method described earlier under the Sample GPA Calculation heading. For programs with grades awarded only at the end of the program, the CGPA is calculated using the grades earned as of the scheduled midpoint.

Pace measures a student's progress in completing the program within the Maximum Time Frame. Pace is calculated by dividing the number of credits/hours earned by the number of credits/hours attempted at each evaluation. For programs with grades awarded only at the end of the program, pace is calculated by dividing the number of hours earned by the number of hours scheduled at the evaluation period.

The minimum cumulative grade point average (CGPA) and pace required for maintaining SAP in the various programs offered at DEC are as follows:

<b>SATISFACTORY ACADEMIC PROGRESS</b>		
<b>Evaluation Period</b>	<b>CGPA</b>	<b>Pace</b>
<b>4 Semester Programs (ASB Programs)</b>		
1st Semester	1.25	40%
2nd Semester	1.50	50%
3rd Semester	1.75	60%
4th Semester and After	2.00	70%
<b>3 Semester Programs (Cosmetology)</b>		
1st Semester	1.50	50%
2nd Semester	1.75	60%
3rd Semester and After	2.00	70%
<b>2 Semester Programs (Esthetician and Nail Technologist)</b>		
1st Semester	1.50	50%
2nd Semester and After	2.00	70%
<b>1 Semester, Less than 24 semester credits or 30 weeks</b>		
Heavy Equipment and CDL with Safety and Natural Gas	2.00	70%
Heavy Equipment and CDL with Safety	2.00	70%
Cosmetology Teacher / Salon Manager	2.00	70%
Esthetics	2.00	70%
Commercial Driver's License Program	2.00	70%

## EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

At the end of each evaluation period, if the student has less than the minimum cumulative grade point average and/or has not maintained the minimum pace as described in the chart above (pace, required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the next evaluation period (i.e. if you do not meet the CGPA and/or pace requirements in your first semester, you will be placed on warning for the next semester, semester two). A student on Academic Warning continues to be eligible to receive financial aid. If the student regains SAP by the end of the evaluation period, he or she will be notified and removed from Academic Warning. If a student fails to achieve satisfactory progress by the end of the evaluation period in which they are on Academic Warning, the student will be notified and withdrawn from the program (unless the student files and is granted an appeal as defined below). All periods of enrollment count toward Satisfactory Academic Progress, including periods when a student does not receive financial aid.

## SATISFACTORY ACADEMIC PROGRESS APPEALS, PROBATION, AND ACADEMIC PLANS

A student may appeal DEC's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the Academic Warning period to the Vice President of Academic Affairs based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the 3rd day of the new evaluation period. The written appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Vice President of Academic Affairs will review the information submitted in the context of the student's entire academic record, and notify the student of his decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation for the evaluation period, and the Vice President of Academic Affairs' notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will

be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation. A student on Probation continues to be eligible to receive financial aid.

At the end of the probationary period of evaluation, the student's progress will be evaluated based upon the academic plan. If the student is meeting SAP standards, the student will be notified and removed from a probationary status. If the student is not making SAP but has met all the 60 terms of the academic plan, the student will be eligible to VOL.1 remain in school on a probationary status. If the student fails to meet the terms of the academic plan at the end of a probationary period of evaluation, the student will be notified and dismissed from school. Second appeals in this situation will only be granted at the discretion of the Vice President of Academic Affairs, and based upon very exceptional circumstances.

### **PROCEDURE FOR RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS (SAP)**

A student can re-establish SAP by improving their CGPA and/or completion rate to the minimum requirements specified for the next evaluation period. A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

### **RE-ENTRY FOR STUDENTS DISMISSED DUE TO FAILURE TO MEET SAP**

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 3 months. The student will be enrolled as a non-regular student, and will not be Title IV eligible until they have re-established SAP. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

### **COURSE REPETITIONS**

A student who receives an F or W grade must repeat the course and earn a passing grade. If otherwise eligible, a student may receive Federal Student Aid to pay for repeating courses with W or F grades.

A student may repeat a course with a grade other than F or W to receive a better grade. A student who repeats a course, in which they have already earned a passing grade, may receive Federal Student Aid for one repeat of that course.

Failed courses must be repeated and take precedence over the scheduling of any new courses. Once a student fails a course, it may not be possible for him/her to graduate on time (within 100% of the program length.)

The highest of the grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for all courses (the initial and all repeat attempts of a course) are included in the calculation of the pace.

### **INCOMPLETE GRADES**

An Incomplete Grade (I) will not be calculated in the CGPA. When computing Pace and Maximum Time Frame, credits for incomplete courses will be counted as attempted but not earned. For more information, see INCOMPLETE GRADES under the GRADING SYSTEM section of the catalog.

### **WITHDRAWAL FROM A COURSE**

W grades are not included in the calculation of the CGPA. W grades are counted as credits attempted but not earned in calculating Pace. For more information, see WITHDRAWAL GRADES under the GRADING SYSTEM section of the catalog.

### **TRANSFER CREDITS/HOURS**

Hours accepted for transfer are not included in the calculation of the CGPA. Transfer hours are counted as both earned and attempted when calculating Pace and Maximum Time Frame. For more information, see the TRANSFER OF CREDIT section under the ACADEMIC POLICIES section of the catalog.

### **NON-CREDIT / REMEDIAL COURSEWORK**

DEC does not offer non-credit and remedial courses as part of its approved programs. Non-credit and remedial courses do not affect academic progress.

DEC offers courses for no credit and individual courses for credit without being enrolled in an approved program. Satisfactory academic progress standards do not apply to these courses. Students are not eligible for financial assistance for these courses.

### **CHANGING PROGRAMS / ADDITIONAL CREDENTIALS**

When a student changes programs or wants to enroll in another program to seek an additional credential, any courses applicable to the new program/credential must be included in the calculation of the CGPA and Maximum Time Frame for the new program. The Maximum Time Frame will be adjusted for the new program/additional credential just as it is for students who transfer in credits from another institution.

## **GRADUATION REQUIREMENTS**

A student must meet all of the following conditions to graduate with the applicable academic credential (A.S.B. degree, diploma or certificate):

- Complete all coursework and specified program requirements for the A.S.B. Degree, diploma, or certificate, as applicable, within the Maximum Time Frame;
- Earn a Cumulative Grade Point Average (CGPA) of at least 2.0;
- Achieve the level of performance in each skill area required for graduation;
- Meet all financial obligations;
  - Meet attendance requirements:
    - Cosmetology Program -93% Attendance
    - Cosmetology Teacher / Salon Manager, Esthetician and Nail Technologist, Esthetics Programs -85% Attendance
    - Skilled Trades Programs – Attend 90% of the hours in each program.

The scheduling of graduation ceremonies fluctuates based on program. The Career Services Department is responsible for scheduling graduation ceremonies and will give students sufficient advance notice of specific dates. Caps and gowns are ordered through Career Services.

Degree packets are mailed to graduates six (6) to eight (8) weeks after graduation. Graduates must fulfill all financial obligations and institutional requirements in order to receive their packets.

### **CERTIFICATE OF COMPLETION**

A student who completes the program beyond the Maximum Time Frame will not receive the academic credential normally bestowed. A student will receive a Certificate of Completion.

### **ON-TIME GRADUATION**

Douglas Education defines on-time graduation for its students enrolled in semester term programs as the number of terms stated in the program of study section of the catalog.

Once a student fails a course, it may not be possible for him/her to graduate on time (within 100% of the program length).

### **CREDIT HOUR DEFINITION**

DEC awards semester credit hours. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation. Per ACCSC formula, the following are the measures of these units for establishing credit hour awards:

#### Credit Hour:

One semester credit hour equals 45 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of externship = 1 unit
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

#### Definitions of academic activities:

- A didactic learning environment is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.
- A supervised laboratory setting of instruction is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.
- Out-of-class work/preparation is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

## **FEDERAL STUDENT AID CREDIT HOUR DEFINITIONS**

In addition to the academic credit conversion formulas listed above, for certain programs of study, DEC must calculate the number of credits used for Federal Student Aid purposes using a clock to credit hour conversion formula that is different than the clock to credit hour conversion formula used for academic credits above.

### Associate in Specialized Business Degree Programs

For Federal Student Aid purposes, a semester credit is

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks or at least the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

### Certificate/Diploma Programs without Homework

For Federal Student Aid purposes, a semester hour must include at least 37.5 clock hours of classroom or direct faculty instruction. No outside hours are used in the clock to credit hour conversion, but students may still be assigned homework.

### Certificate/Diploma Programs with Homework

For Federal Student Aid purposes, the school's student work outside of class combined with the clock hours of classroom or direct faculty instruction meet or exceed the numeric requirement of 37.5 clock hours to equal one semester credit; and a semester hour must include at least 30 clock hours of instruction.

## **STUDENT RECORDS**

Student records for current students are maintained on the school premises. Students may examine their records upon request. Records for students who are not currently enrolled are stored at a climate controlled, fireproof, off-site facility maintained by DEC and may be accessed upon request.

## **ACADEMIC TRANSCRIPTS**

Official transcripts bear a school official's signature and the school seal; DEC releases only official transcripts.

All transcript requests should be addressed to the Education Department. The transcript request form is available at [www.dec.edu/transcriptrequest](http://www.dec.edu/transcriptrequest). Allow 2 – 4 weeks for processing.

All outstanding school balances must be paid in full prior to the release of a transcript.

## **ATTENDANCE POLICY**

### **On-Ground Courses**

A student is expected to be present for all scheduled classes. In general, a student who attends class as scheduled performs better academically. DEC may share attendance information with potential employers upon request and with student authorization.

A student who does not attend class for 21 consecutive calendar days will be dismissed. Scheduled breaks of 5 days or longer are excluded from this calculation. DEC will make three attempts to contact a student notifying him/her of the consequences of failing to return. If the student fails to resume attendance within 21 calendar days, DEC will make the withdrawal date of determination no later than 14 calendar days after the last date of attendance.

DEC faculty is encouraged to publish an Attendance Penalty Scale applicable to students enrolled in their courses. An Attendance Penalty Scale is based on the percentage of time missed and the corresponding reduction in the final grade. Faculty is not required to adopt such a policy, and may adopt additional attendance policies. A student should ensure he/she has a full understanding of the instructor's attendance requirements for each course scheduled.

DEC excuses the following absences:

- Funerals: Three (3) days absence will be granted for death in the immediate family, which includes parents, siblings, spouse, child, grandparent, mother-in-law, or father-in-law.
- Hospitalization: Up to five (5) days absence will be granted for any student admitted to the hospital or when a student's child is admitted to the hospital.
- Scheduled court appearances.

Doctor's appointments, emergency room, and urgent care visits are NOT considered excused absences and should be scheduled around class times.

A student must notify the Education Department immediately regarding any excused absence. The student should provide written documentation to have any absence excused in accordance with this policy. Documentation should be provided to the Education Department and the instructor(s).

Any student who misses a graded assignment, quiz, or test because of an absence must follow the instructor's make up policy for each individual course. It is the student's responsibility to contact the instructor immediately regarding make-up work.

### **Online / Hybrid Courses**

Students completing online or hybrid courses are expected to actively participate regularly in each course for which they are enrolled. Though students will not be required to connect or login at specific times or specific days, they will be expected to participate each week and complete assignments, lesson presentations, quizzes, and exams as instructed. Each weekly module includes an interactive lesson that is completed by the student. Some lessons include "test your knowledge activities, video clips, audio files, and links to external content to enrich the learning environment. In addition, each student participates in weekly discussion forums with the faculty and his or her peers. Attendance in online courses is recorded as it is in on-ground courses. In order to maintain continuous attendance and financial aid eligibility, students are required to submit two (2) academically related activities each week.

Academically related activities include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and the students
- Submitting an academic assignment
- Taking an exam / quiz, completing an interactive tutorial, or participating in computer-assisted instruction
- Participating in an online discussion about academic matters

For courses that are 100% online, an academic week will begin each semester on a predetermined day at 12 am EST and run until 11:59 pm EST the following week for the duration of the semester. If the student submits two (2) relevant activities during an academic week, he or she is in attendance for that week.

### **Online Attendance Grade Deductions**

Students who do not fulfill the criteria for online attendance set forth shall be penalized as part of the attendance portion of their grades.

### **First-time DEC Students**

Attendance is an extremely important part of the educational process, but it is also important as training for the workplace. First-time students are required to maintain a 75% or higher attendance percentage by the end of the tenth (10th) day of class. Any first-time DEC student who fails to attain the required 75% attendance percentage by the end of the 10th class day of the program will be asked to discontinue his or her enrollment. Student funding will be returned to appropriate funding source(s). Appeals to the policy must be presented in writing to the program lead instructor and to the Vice President of Academic Affairs by the last day of the two week period. The Vice President of Academic Affairs will grant or deny the appeal. DEC reserves the right to grant exceptions to this policy, based upon individual circumstances, with approval of the President.

### **SKILLED TRADES PROGRAMS**

A student enrolled in the Commercial Driver's License Program, Heavy Equipment and CDL with Safety or the Heavy Equipment and CDL with Safety and Natural Gas Program must attend 90% of the hours in the program before graduating. A student is permitted to make up hours to ensure that 90% of the hours in the program are attended. Make-up hours must be approved and scheduled with the course instructor. Make up hours do not override final grade attendance penalties unless the absence falls under the criteria of an excused absence.

Skilled Trades students will be given hands-on experience driving a commercial vehicle in preparation for taking their Class "A" CDL (Commercial Driver License) examination. Students will have three (3) attempts to pass this certification, after which the cost of any additional attempt(s) will be the responsibility of the student. Students in the Heavy Equipment and CDL with Safety and Natural Gas Program and the Heavy Equipment and CDL with Safety Program will also be prepared to take the SafeLand/SafeGulf safety certification exam as well as a CPR certification.

### **COSMETOLOGY PROGRAMS**

To receive a DEC diploma, a cosmetology student is required to attend all scheduled hours. A student enrolled in the Cosmetology Teacher / Salon Manager Program, the Esthetician and Nail Technologist Program, or the Esthetics Program must meet 85% cumulative attendance. A student enrolled in the Cosmetology Program must meet 93% cumulative attendance.

A student who must make up hours must do so outside of scheduled class time. Make-up hours must be done under the supervision of an instructor, typically, in the student clinic.

Students completing the Cosmetology Program will be eligible to sit for the Pennsylvania Cosmetology State Board Examination.

Students completing the Cosmetology Teacher / Salon Manager Program will be eligible to sit for the Pennsylvania Teacher State Board Examination. Students who do not possess a Cosmetology license, and only possess an Esthetician and/or Nail Technology license, will only be eligible to obtain a limited cosmetology teacher license. Students wishing to sit for, or take, more than one cosmetology teacher examination, in order to obtain an additional limited cosmetology teacher license, are able to do so at their own expense.

Students completing the Esthetics Program will be eligible to sit for the Pennsylvania Esthetician State Board Examination.

Students completing the Esthetician and Nail Technologist Program will be eligible to sit for the Pennsylvania Esthetician and Nail Technology State Board Examinations.

### **MAKE-UP WORK**

All class make up work must be turned in by the designated time indicated by the instructor based upon the project and/or work assignment. Those students not complying with the instructor's make up policy will receive a zero (0) grade for the work assignment missed.

### **COURSE SIZES**

DEC is committed to fostering an educational environment that is both engaging and enriching to its students. As part of this commitment, DEC makes certain that course sizes are commensurate with the type of instruction occurring in the classroom, while also adhering to any regulatory requirements. Courses containing predominantly lab/shop components are set at a maximum student/teacher ratio of 25:1. Courses containing predominantly lecture components are set at a maximum student/teacher ratio of 30:1. All cosmetology courses are set at a maximum student/teacher ratio of 25:1. The Commercial Driver's License (CDL) course is set at a maximum ratio of 25:1 in the classroom, 10:1 on the range, and 4:1 in the truck. For the Heavy Equipment Operation and Safety course, the classroom portion is set at a maximum ratio of 25:1, and 8:1 at the heavy equipment site.

### **ALLIED HEALTH REVIEW**

Students enrolled in the Allied Health Programs will undergo an evaluation from the Allied Health Coordinator at the end of the second semester. This evaluation will include an assessment of the individual's grades, skills, and commitment to complete the program of study. Results will be discussed one on one between each individual and the Allied Health Coordinator. The Allied Health Coordinator may recommend transfer of program at this time. The student will meet with the Vice President of Academic Affairs, the Allied Health Coordinator, and the Lead Instructor of his/her program. If an individual disagrees with the decision he/she may request a private conference with the Vice President of Academic Affairs. The Vice President of Academic Affairs' decision regarding transfer of program will be final.

### **ONLINE PREPARATION**

DEC's online and hybrid courses combine experienced faculty, practical course design, small class sizes, and user-friendly technology to create a dynamic learning environment.

Some courses in selected programs offer online content and are provided in an asynchronous format. These online courses are prepared to the same quality expectations as courses offered on campus and are designed to accomplish the same academic course and program outcomes. Online courses are prepared and taught by certified and trained DEC faculty and are not self-paced. Students who are registered for online or hybrid courses are required to complete the Online Orientation before the end of the first online academic week of their first online course to become familiarized with the technology and requirements of the online learning environment and DEC's Learning Management System (LMS).

### **ONLINE ORIENTATION**

DEC's Online Orientation introduces new students to the DEC campus, website, departments, and procedures / policies. It also teaches new students how to use Portal as well as Canvas, DEC's LMS. Students are enrolled in orientation prior to the start of their first online course. Just like an online class, Orientation can be completed in one sitting or over the course of several visits, and is available to view through the duration of a student's time at DEC. The videos guide students through the Orientation process and direct them to the appropriate person to answer any questions about resources, technology, or instructor expectations. Orientation consists of three (3) series:

1. Introduction to DEC
2. Introduction to Portal
3. Introduction to Canvas

Each series has a specific focus for the students and provides them with instructions to help them be successful in DEC's online and hybrid courses. Activities include: meeting and interacting in an online discussion, updating notification preferences, keeping track of due dates, submitting assignments, checking grades, using mobile device to access course content, setting up messaging and email, etc.

### **ONLINE IDENTIFY VERIFICATION AND PRIVACY PROTECTION**

DEC is committed to protecting the integrity of the student's education and the security of their privacy and identity in the online learning environment. This commitment is demonstrated through careful methods and processes from the application for admission through graduation or withdrawal. These processes include, but are not limited to: secure transmission of application information, personal contact for advising, and individual logins to our Portal and LMS.

Processes for verifying and protecting student identity and privacy:

- All new or returning students will receive unique login credentials to access our secure sites, including the Portal and virtual classrooms in the LMS. It is recommended that a student reset his or her password to one which is unique and meets minimum length and complexity requirements.
- Online and hybrid faculty design courses and activities that utilize assignments and evaluations unique to the course and that support academic integrity.
- Students are not charged additional fees to cover the costs of identity verification.
- The LMS message system provides means of contacting students and instructors by name without accessing any personal information. Students may choose to block messages from other students in the LMS.
- Passwords will only be reset by a student that presents a photo ID in person or, in the case of online / distance students, identifies himself or herself by providing personally identifiable information previously collected by DEC.

### **PROGRAM ADVISORY BOARDS**

In support of DEC's mission and institutional objectives, DEC has established educational advisory boards for each program or similar area of study offered. The purpose of each advisory board is to enhance and enrich the DEC program(s) for which it serves. Each advisory board meets at least twice per year to review DEC's curricula, program materials, equipment, facilities, and student achievement outcomes, as a means to provide DEC with an external review of its programs. The members of the boards are comprised of representatives from the employment community (including alumni), practitioners, and others from the field of education, who make recommendations and provide key information and materials on their areas of expertise. Advisory board members not only advise DEC on its programs, but they also support and advocate on behalf of the institution, ensuring that DEC continues to stay abreast and ahead of industry needs.

### **HONORS AND AWARDS**

- **PRESIDENT'S AWARD**
  - This award recognizes outstanding academic achievement by graduates who earned a cumulative Quality Point Average of 4.0.
- **SCHOLASTIC AWARD**
  - This award recognizes outstanding academic achievement by graduates who earned a cumulative Quality Point Average of 3.8 but less than 4.0.
- **DEAN'S LIST**
  - The DEC Dean's List was established to honor those students in all curricula who receive a grade point average of 3.25 or better in any semester. A list of those students honored is posted in the school at the end of each semester. Students must be enrolled full-time to be eligible for the Dean's List.
- **DOUGLAS AWARD**
  - The Douglas Award recognizes outstanding leadership in the school and in the community. Recipients are selected by the faculty and administration based upon their contribution of many hours of voluntary aid and assistance through school and/or civic organizations and programs.
- **WHO'S WHO AWARD**
  - Who's Who recognizes DEC's most outstanding graduates. Recipients are selected by the faculty and administration based upon participation in various DEC projects and events.
- **THE GRADUATE MEDICAL ASSISTING PIN**
  - Each graduating Medical Assistant will receive a school pin signifying the completion of a professional program. The professional pin is a cherished keepsake and should be proudly displayed throughout your medical career to patients and other professionals.
- **TOM SAVINI'S SPECIAL MAKE-UP EFFECTS PROGRAM CERTIFICATE OF EXCELLENCE AWARD**

- The Certificate of Excellence Award recognizes Tom Savini's Special Make-Up Effects Program graduates whose performance is exceptional. Recipients are selected by Tom Savini and Jerry Gergely, Director of Tom Savini's Special Make-Up Effects Program.

## **STUDENT SERVICES**

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### **STUDENT SERVICES COMMITTEE**

While the classroom experience is the primary focus for a student's academic growth, experiences outside the classroom are an important part of DEC life as well. The Student Services Committee members are advocates for the students. For assistance with personal/academic issues or employment opportunities, please contact:

#### **Student Services Committee**

Janelle Imbrescia -Committee Head  
Michael Crosby  
Renee McDowell  
BJ Rapp

### **MENTORING**

Douglas Education Center has established a mentor policy which assigns each incoming student with a mentor who is an instructor in his/her program of study. The mentor meets with all students whom he or she is mentoring during the first week of classes and as needed thereafter.

The mentor is available to answer any questions or address any concerns of the student. The mentor attempts to make the student feel more comfortable in this new educational experience. This service also provides the student with a specific person to whom he or she may go when an issue arises. If the mentor is unable to resolve the issue, he/she can direct the student to the appropriate staff person or resource.

### **TUTORING**

Tutoring is available at no charge to students upon request to the instructor of the course in which they require assistance. Tutoring will be arranged by the Career Services Department in conjunction with the Education Department.

### **STUDENT PORTAL**

The DEC Student Portal is linked from the DEC website and gives students access to school information. Students can access their attendance, grades, assignments, and download school forms just to name a few. Students can also check their account balances, pay bills online, print receipts, and see their financial aid award letter. Faculty also uses the portal to put in attendance, grades, and contact students through the contact manager function.

### **ORIENTATION**

Prior to the start of each semester, a mandatory student orientation is held to welcome new students and acquaint them with the employees and departments that they will be working with closely during their time at DEC. This gives students a chance to meet with current DEC students and familiarize themselves with teachers, staff and facilities.

### **STUDENT LIFE AND ACTIVITIES**

Extracurricular activities provide social interaction which is valuable for personal development. These activities have included various student committees, social functions, holiday parties, summer picnics, seminars, guest speakers and field trips that vary from year to year according to the inclination of the students. Many of the activities are initiated and directed by the students. All activities must first receive the approval of the administration. The administration encourages participation and provides support and guidance when necessary.

Students are encouraged to get more information by visiting the Director of Student Life at the Van Keulen Learning Resource Center.

### **PORFOLIO AND CAREER DEVELOPMENT**

The Portfolio and Career Development Center (P&CD) is an extension of the Career Services Department. The P&CD works hand-in-hand with all DEC students in helping them prepare their portfolios and materials to assist in their career search. P&CD

is essentially an internal agency dedicated to promoting student work and building a bridge between students and their future by providing material support, constructive feedback and creating a more complete picture of our students' capacities. The P&CD offers information, professional photographic services, critique sessions and an understanding of what is needed to make an impact in different segments of the market.

## **HEALTH SERVICE**

The school has no facilities for caring for ill students. No medication can be legally dispensed to students who are ill. If an emergency arises, the appropriate emergency services department will be contacted on behalf of the student.

## **CHILD CARE PROGRAMS**

The Diversified Human Services, Inc. operates the Child Care Program throughout the Mon Valley. Students should contact the Diversified Human Services, Inc. at (724) 489-9100 to determine individual status and respective costs, or contact the DEC Admissions Office for more information.

## **STUDENT KEY FOB INFORMATION**

Students receive individually programmed key fobs, which allow access to limited areas within their programs' facilities. This access gives students additional time to utilize equipment and/or supplies to enhance class projects, as well as provide opportunities to develop personal projects for inclusion in their portfolios. Key fob usage is limited to the student to whom it was issued – key fobs and codes may not be shared with others. If a student loses their key fob there will be a \$25 replacement fee. All key fobs are to be returned prior to graduation. Students are required to sign a Security Agreement upon issuance of the key fob. These privileges may be withdrawn should misuse occur.

## **CAMPUS IDENTIFICATION CARDS**

As a safety precaution, all DEC staff and students are issued ID badges. This ID picture is taken at orientation and cards are distributed within the first 2 weeks of the semester / instructional period. Students who lose or misplace their ID badges should immediately contact the Greeter in the Mona Ruth Imbrescia Welcome Center for a replacement. ID pouches, clips and lanyards will be supplied to all staff and students. Any student found without a visible ID badge will be reported to the Vice President of Academic Affairs.

This DEC issued ID badge can be used for discounts at surrounding restaurants, a list of which can be found in the Student Services Guide located at [www.dec.edu/student-services](http://www.dec.edu/student-services). The ID may also be used at The Cosmetology Academy at DEC for a 25% discount on all services and products.

## **PROCEDURE FOR VISITORS ENTERING DEC FACILITIES**

Visitors must enter through the Mona Ruth Imbrescia Welcome Center (Welcome Center). All visitors will be asked to sign in at the front desk and will receive a visitor's badge. The receptionist will notify the employee that his / her visitor has arrived. The employee will greet his / her visitor in the Welcome Center.

If a visitor is in a building without a badge, he or she will be asked to go to the Welcome Center and receive one. Students are to inform an instructor or staff personnel of a visitor without a badge and not notify the person directly.

# **CAREER SERVICES**

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## **HOW CAREER SERVICES CAN HELP YOU**

Students are always welcome to visit the staff members in the Career Services Department for career advice, career counseling and guidance.

Students have the ability to create online resumes and portfolios. The resume and portfolio generators allow students to create documents in different formats and submit them directly to potential employers. The Career Services Department posts a weekly job flyer specific to each program and offer urgent job leads and special announcements through the Network.

The Career Services Department provides access to a photography studio. A professional photographer is available by appointment and photographs are provided in both print and digital format.

### **To Be Successful in a Career, You Must Be Prepared, Proactive and Persistent.**

From the moment students walk through the doors of DEC, the journey toward the career goal begins. The Career Services Department will be there to support and guide students in setting career goals, establishing strategies to reach that goal and developing an employment plan of action. We will provide the necessary job seeking skills and tools to confidently and independently conduct a well-organized job search.

### **Career Awareness is the Key to a Targeted Job Search.**

The Career Services Department will provide skill and career assessment through classroom presentations, projects and one-on-one meetings with a Career Services Coordinator. Students will begin the process of recognizing skill strengths and how they relate to the industry. Through this process, preliminary career plans will begin to take shape.

### **Use the Resources Provided to Learn and Energize Your Career Search.**

Students will be given an orientation of the library from the Director of Student Life and demonstrations on how to use the expansive career resources the Career Services Department has researched and made available. Students will have full access to numerous related websites. There are links to career preparation articles on resumes, interviewing and cover letters, as well as links to websites related to all DEC curriculum.

### **Learn the Diversity of the Industry and the Many Different Job Opportunities.**

During the Professional Skills Workshop class, the Career Services Department will conduct presentations geared toward discovering the diversity of each chosen industry and the different job opportunities. Examples of job types and industry types will be provided and discussed. Students will explore the different job opportunities through research on related websites provided by Career Services.

### **Target Your Choice Of Geographic Location For Your First Related Employment.**

Students will meet one-on-one with a Career Services Coordinator during the final semester to discuss finalized career plans. We will explore all career options which will include skill areas of expertise, specific company data, and geographic location, if applicable.

### **DEC's Exclusive Concierge Service Will Match Your Skill Sets to Potential Employers.**

The Career Services Department works closely with each student to identify their strengths and the industry and geographic location in which they wish to work. With that information, the Career Services Department will prepare a custom database of potential employers listing the company name, location, main contact, address, phone number, total sales, and number of employees within a 5 to 100 mile radius around any zip code in the nation. Students are also provided a list of related websites as well as useful literature on interviewing techniques and cover letters, to refer to during the process of job searching.

Extensive time is devoted to discussing the freelance job market with students who are likely to work in a freelance occupation such as those in our Creative Arts programs. We provide many strategies for successful job searching.

Even though the Career Services Department is dedicated to student success, each individual student is the most important component of the job search. DEC cannot guarantee employment.

## **LEARNING RESOURCE CENTER**

Douglas Education Center's (DEC) main school library is located in the Van Keulen Complex at 531 Schoonmaker Avenue. Students have access to the Learning Resource Center (LRC) which is equipped with computers and printers for research needs. Students can look up books, periodicals and movie materials by title and/or subject matter. A library attendant is available to assist students when searching for materials.

The Library is accessible between 8:30 a.m. – 5:00 p.m. weekdays. If a library attendant is not available at the check-out counter, anyone in the Career Services Department can assist. The Career Services Department is located in the same area as the LRC. Food or drinks are not permitted in any area of the Library or the LRC.

All students must present a valid student ID when checking out materials. The Career Services staff is always available to help with research and other library related needs. Books, periodicals, and DVD materials circulate for a period of two weeks. Instructors and staff can check-out library material for any length of time with the intent to return all materials. Reserve materials may be used in the library or as requested by the instructor. Fines and other charges for overdue materials are \$.25 per day/per material. Students who have overdue materials or fines are not permitted to check-out additional library materials. Students who have overdue materials or who are delinquent in payment of fines and other charges may not register or receive transcripts.

DEC utilizes and subscribes to Library and Information Resources Network, Inc. (LIRN) for its online library. DEC's subscription database includes full text articles in the disciplines taught by DEC. It features a mix of scholarly journals, trade publications,

magazines, newspapers, and media. Each student is provided a library orientation and is instructed of DEC's password for LIRN. Each hybrid or online course also contains a secure link to LIRN inside the LMS. There is a link to LIRN on the home page of DEC's website.

DEC's Library complies with all copyright regulations. Any duplication of copyrighted materials is done within the boundaries of the Fair Use guidelines. The library is not responsible for copyright infringement by faculty, staff, students, or members of the community using library materials. However, a copyright notice is posted by the copier and copyright notices are posted in all books containing software.

Students are encouraged to request a library card through the Monessen Public Library located on Donner Avenue. Students should also inquire about the Power Library access. This library access gives students the ability to search any other PA public library that is a member of the Power Library network for interlibrary loans.

## **VOLUNTEER EXPERIENCE**

Industry specific volunteer experiences are offered through the Career Services Department. These experiences are available to all students at any time during their enrollment at DEC. The Career Services Department will facilitate the process by maintaining community relationships and connecting students with the appropriate companies, events or projects.

Volunteer experiences allow students to gain valuable exposure to "real-world" work situations. Participation in these experiences also provides students with the opportunity to build their resumes, network and gain valuable social skills. All students are encouraged to participate.

Note: Projects and specific opportunities may vary by semester and/or time of year.

## **SCHOOL POLICIES**

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### ***SEXUAL VIOLENCE AWARENESS EDUCATION AT INSTITUTIONS FOR HIGHER EDUCATION***

DEC is in compliance with Act 104 that was signed into law on November 17, 2010, amending the Public School Code of 1949, and providing new requirements for institutions of higher education and private licensed schools. With this legislation, Article XX-G, "Sexual Violence Education at Institutions for Higher Education" was added to the Public School Code, which provides for these institutions to establish a sexual violence awareness educational program for full-time students.

DEC provides the following sexual violence programs awareness educational programs:

1. Presentation for all new students at Orientation
2. Online educational program available to all students
3. Presentation by guest lecturer from local crisis center every year available to all students.

These programs meet all the requirements including a student bill of rights that is given to all students at orientation. The Pennsylvania Department of Education has been notified of the implementation of this education program.

### ***CAMPUS SEX CRIME PREVENTION ACT***

"Campus Sex Crimes Prevention Act" (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working, or volunteering on campus.

The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

Pursuant to the provisions of Pennsylvania's Megan's Law, the Pennsylvania State Police has established a web page to provide timely information to the public on Sexually Violent Predators residing in the Commonwealth.

Under Megan's Law, information on Sexually Violent Predators shall be available, upon request, to the general public. This information may be provided by electronic means.

### **Megan's Law Update**

On September 25, 2003, the Pennsylvania Supreme Court interpreted this provision of Megan's Law to require that a specific request be made before this information can be provided via electronic means. To make a specific request for information on Sexually Violent Predators in Pennsylvania, access the Pennsylvania State Police.

Website: [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us)

## ***NONDISCRIMINATION POLICY***

In accordance with Title IX regulations, the Commonwealth of Pennsylvania Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, DEC does not discriminate or limit access to its programs, activities or employment on the basis of age, race, religion, national origin, sex, or disability. The DEC's grievance policy includes the "legally protected individual."

## ***TITLE IX & VIOLENCE AGAINST WOMEN ACT (VAWA)***

### **Statement of Policy**

It is the policy of Douglas Education Center (DEC) to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their impending regulations. Douglas Education Center is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of DEC's Title IX or VAWA policies shall constitute grounds for disciplinary action, up to and including, dismissal from the institution.

### **Violence Against Women Act (VAWA)**

On March 7, 2013, President Obama signed into law the Campus Sexual Violence Elimination Act (Campus SaVE Act), a compliment to Title IX and an update to the Jeanne Clery Act, as part of the reauthorization of the Violence Against Women Act. The new law is designed to help institutions better protect their students and employees from sexual violence.

The Violence Against Women Act (VAWA) is a federal law that was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law.

The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a nondiscrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex specific programming" when it is deemed to be "necessary to the essential operations of a program".

It is the policy of DEC to maintain its property and to provide a safe environment against domestic violence, dating violence, sexual assault and stalking for our employees/students including others having business with DEC or on DEC property. This policy applies to all students and staff of DEC and contracted or partner companies associated with DEC. The primary purpose of this policy is to reduce sexual violence, domestic violence, dating violence, and stalking on and around our campus by:

1. 1. Protecting the safety of victims;
2. 2. Building collaborations among victim service providers; and
3. 3. Assisting DEC to respond appropriately to the violence while maintaining a safe environment for both students and employees.

Prohibited practices under Title IX and VAWA include Gender Based Discrimination –discrimination based on gender or gender identity in all programs and practices at Douglas Education Center.

- Sexual Harassment – unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- Sexual Misconduct – rape, sexual assault, sexual battery, sexual exploitation, sexual coercion, forcible fondling, and any other form of non-consensual sexual activity (including when an individual is not in a condition to give legal consent).
- Stalking – repeatedly following, harassing, threatening or intimidating another individual using such methods including, but not limited to, telephone, mail, electronic communication, and social media.
- Domestic Violence – in addition to physical abuse, also includes emotional, verbal and economic abuse.
- Dating Violence – in addition to physical abuse, also includes emotional, verbal and economic abuse.
- Retaliation – adverse academic, social, employment or other actions against anyone reporting a violation or participating in an investigation of any Title IX allegation. In addition to being considered discriminatory, sexual violence is criminal activity.

## Definitions of Sexual Misconduct

The following is a summary of important definitions related to sexual misconduct and relationship violence

### A. Consent

Consent to engage in sexual activity must be knowing and voluntary; it must exist from the beginning to end of each instance of sexual activity and for each form of sexual contact. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Consent is active, not passive.

### B. Sexual Assault

A term that encompasses rape, forcible fondling, incest, and statutory rape. In Pennsylvania, sexual assault also is a separate statute defined as sexual intercourse or deviate sexual intercourse without the complainant's consent.

### C. Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

### D. Dating Violence

Felony or misdemeanor committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on consideration of the following factors.

1. the length of the relationship
2. the type of relationship
3. the frequency of interaction between the persons involved in the relationship

### E. Stalking

Stalking means engaging in acts toward another person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress. Stalking can also be done electronically with examples including using someone's computer to track their activity or sending unwanted electronic communications.

### F. Bystander Intervention

Bystander intervention, or being an active bystander, is an important role in preventing sexual violence when we are confronted with problematic situations. Being an active bystander can include:

1. Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable
2. Naming and stopping situations that could lead to a sexual assault
3. Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in.
4. Supporting and believing others when they feel uncomfortable or hurt
5. Step in and offer assistance. If it means putting yourself in danger, call 911 instead
6. Don't leave the scene. If there are witnesses the perpetrator is less likely to do something
7. If you know the perpetrator, tell them to stop and that you don't approve of their actions
8. When you go to a party, go as a group, check in with each other frequently, and leave together
9. Have a buddy system
10. If you see someone who is intoxicated, offer to call a cab
11. Helping others respond to problematic situations. The goals of bystander intervention are manifold. While bystanders must ultimately be equipped with skills to be effective and supportive allies before a sexual assault ever takes place, bystanders must also be taught when to intervene and why. We all have a responsibility to derail and interrupt violence and violence-condoning attitudes on campus. Research shows that bystander intervention is a promising practice to help prevent the national public health problem of sexual assault on college campuses.

### G. Warning Signs of Abusive Behavior:

The following are characteristics of a person who exhibits abusive behavior. Avoiding people with these characteristics or tendencies can help you avoid being the victim of interpersonal violence.

1. Someone who talks over you or doesn't really listen to your point of view
2. Someone who is particularly argumentative
3. Someone who doesn't follow rules or show respect for other people
4. Someone who is Exchange Oriented Wants something for anything
5. Someone who seems like a "Player"—Someone that defines themselves by their sexual conquests
6. Someone who is high or intoxicated—They are incapable of acting rationally.

7. Someone who shows any violent tendencies.

## **Victim Reporting**

It is the option of victims of domestic violence, dating violence, sexual assault and/or stalking to notify Administration, Monessen Police Department, and/or the Pennsylvania State Police of any crime committed against them. If you are a victim of domestic violence, dating violence, sexual assault and/or stalking at DEC, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment as advised by a medical professional. Administration strongly advocates that a victim of violence report the incident in a timely manner. You can call 911 or DEC's Title IX Coordinator, Michael Crosby, at 724-653-2196. This is a critical factor for evidence collection and preservation. Notifying Administration will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from staff. Allegations of sexual assault or rape occurring off campus should be reported to the Monessen Police Department. Efforts will be made to ensure the confidentiality of all reports, except as necessary and required to investigate the alleged offenses. DEC authorities may issue a safety alert to those areas of the campus community affected by the crime. The issuance of this alert will depend on the particular circumstances of the crime. Victims can provide information to the Administration and choose criminal prosecution and/or a referral to the on-campus discipline system or report the incident without seeking prosecution.

## **Procedure for Filing a Complaint for the On-Campus Discipline System**

Any student or employee who believes that he or she has been the victim of a Title IX or VAWA violation should report the incident to DEC's Title IX Coordinator or any member of DEC's Title IX Committee. If a student or employee feels more comfortable they may make the initial report to a member of the faculty or administration that they trust. This report should then be made to the Title IX Coordinator as soon as possible. In general, DEC encourages timely reporting, but will investigate all incidents fairly and promptly regardless of when they occurred.

## **Definitions**

Complainant Individual filing a complaint Respondent Individual responding to a filed complaint. Witness An individual who has seen or has personal knowledge regarding the complaint. Upon learning of a Title IX or VAWA violation, the Title IX Coordinator will contact the complainant and schedule a meeting to discuss confidentiality concerns and the investigation process in general. The complainant will be given the option of filing a formal complaint.

If the complainant elects to file a formal complaint against the respondent, the Title IX Coordinator will begin the process by meeting with the complainant and the respondent as necessary. Please note that in some instances Douglas Education Center will be required to investigate, even if the complainant doesn't wish to file a formal complaint. These include, but are not limited to the following: The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:

- whether there have been other sexual violence complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior Institution indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether DEC possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.
- Whether the perpetrator was a faculty member. At the initial meeting with the respondent, the Title IX Coordinator will give the student adequate notice of—and an opportunity to review and respond to—the allegations outlined in the submitted complaint. The Title IX Coordinator also will give both parties information about interim measures such as no-contact orders and academic accommodations if available. In cases in which the respondent student's conduct poses a threat to the DEC community, the Title IX Coordinator may impose an interim suspension that occurs immediately and that lasts until the matter is resolved. If applicable, the Title IX Coordinator and Title IX Committee will meet with witnesses recommended by both the respondent and complainant. Both the respondent and the complainant will have the opportunity to review evidence gathered during the investigation or submitted by the opposing party. If it is deemed necessary that a formal hearing take place both students also may provide testimony and evidence at the hearing before an unbiased hearing board which will consist of DEC's Title IX Coordinator and Title IX Committee. These individuals are trained annually on issues related to sexual violence, the hearing process, standards of evidence, credibility, and weight of evidence. Both parties will be allowed to have witnesses at the hearing

and be allowed to have an advisor of their choosing. This advisor could be a friend, family member, member of DEC's faculty or administration, a member of the clergy, or an attorney. If the student chooses to have an attorney, they shall be restricted to an advising role and will not be permitted to speak or participate directly in the formal hearing. Both parties will be allowed to offer input into the sanctions imposed should the hearing board find the respondent responsible. Possible sanctions include:

- An order of No Contact for both the complainant and respondent while on DEC property.
- A change in academic situations for both the complainant and respondent (if possible).
- Voluntary training/counseling.
- Development of a remediation plan.
- Expulsion or termination of employment from Douglas Education Center.
- Once notified of the outcome both parties have the opportunity to petition for an appeal to the President. Whether or not a formal hearing is conducted the entire process will be prompt and timely, with a general time frame of 14 business days for investigation and resolution, unless the institution demonstrates good cause for the process to take longer. The Title IX Coordinator will notify both parties of any developments, as appropriate. All matters will be judged using the preponderance of the evidence standard, which means, is it more likely than not that the violation occurred. At any time during the process, the complainant or respondent may request for a change in academic situation and will be granted if possible. Retaliation by, for, or against any participants or witnesses is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Coordinator immediately.

### Statement of Victims' Rights

It is the goal of DEC to ensure equality for both the respondent and complainant during a Title IX investigation. The following is a list of rights that all students should expect at DEC: The right of both parties to have access to needed resources, services, and information; The right of both parties to be treated equally and with respect by DEC officials; The right not to be discouraged by the DEC officials from reporting a sexual misconduct offense; The right to a "No Contact" condition against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others; The right to have complaints of sexual assault responded to quickly and with sensitivity by Administration; The right to forgo a formal investigation in favor of informal mediation as long as both parties agree and the situation warrants it; The right to be informed of their options to notify proper law enforcement authorities, if the student so chooses. This also includes their right not to report, if this is the victim's desire; The right to be notified of available medical services, counseling, mental health or student services for victims of sexual assault; The right to notification of and options for, and available assistance in, changing academic and living (residential) situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no disciplinary charges or investigation, DEC or criminal, need occur before this option is available); The right not to have irrelevant prior sexual history admitted in a DEC hearing; The right for both parties to review all written statements regarding any discussion that will be presented following at an initial conference (and prior to the disciplinary hearing; The right for both parties to ask questions of the hearing board and via the hearing board indirectly request responses from the complainant and any other witnesses present; The right to submit a written victim impact statement to the hearing panel prior to the panel rendering a final decision; The right to be informed of the outcome and any sanctions imposed from a disciplinary hearing involving sexual misconduct; and Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. The accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

### TITLE IX COMMITTEE

- Michael Crosby -Senior Financial Aid Coordinator / Primary Campus Security Authority / Title IX Coordinator DEC Administration Building -Office # 203 724-653-2196 mcrosby@dec.edu
- Kim Myers – Financial Aid Officer DEC Administration Building -Office # 201 724-653-2197 kmyers@dec.edu
- Debra Wise -Director of Financial Services DEC Administration Building -Office # 303 724-653-2204 dwise@dec.edu
- Tony Baez Milan -Director of Admissions DEC Welcome Center -Office # 207 724-653-2183 tbaez@dec.edu

### Other Resources:

You can help to ensure that victims have access to services they need to feel safe and receive counseling. Direct the victim to the following resources:

Blackburn Center  
(888) 832-2272  
www.blackburncenter.org

Pittsburgh Action against Rape  
(866) 363-7273  
www.paar.net

The C.A.R.E. Center— STTARS Program  
(888) 480-7283  
www.sphs.org

Center for Victims  
(866) 644-2882  
www.centerforvictims.org

The National Sexual Assault Hotline  
1-800-656-HOPE (4673) The National Sexual  
Assault Online Hotline www.rainn.org

The City of Monessen Police Department  
Chief of Police Monessen, PA 15062  
(724) 684-6151 or (724) 684-4600

Michael Crosby  
Senior Financial Aid Coordinator / Primary Campus Security Authority /  
Title IX Coordinator  
DEC Administration Building -Office # 203  
724-653-2196  
mcrosby@dec.edu

## ***CLERY ACT COMPLIANCE***

### **Purpose:**

To establish the parameters for compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998" (commonly referred to as the "Clery Act") at all School locations.

### **Background:**

The "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998," commonly referred to as the "Clery Act," requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and areas within the same reasonably contiguous geographic area of college campuses, and to provide other safety and crime information to members of the campus community. DEFINITIONS:

Campus Security Authority (CSA)-individuals at the Douglas Education Center (DEC) who, because of their function for the School, have an obligation under the Clery Act to notify the school of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness. These individuals, by virtue of their positions due to official job duties are required by federal law to "report" crime when it has been observed by, or reported to them by another individual. They individuals typically fall under one of the following categories:

1. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.
2. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. At DEC these persons include:
  - Michael Crosby / Senior Financial Aid Coordinator / Primary Campus Security Authority / Title IX Coordinator
  - Jeffrey D. Imbrescia / President / CEO
  - Debra Wise / Director of Financial Services
  - Julian Imbrescia / Vice President of Academic Affairs
  - Rick Price / Maintenance Supervisor (After Hours)

Clery Act Crimes ("Clery Crimes")-crimes required by the Clery Act to be reported annually to the school community, include: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (forcible and non-forcible); robbery; aggravated assault; burglary; motor vehicle theft; arson; hate crimes (including larceny, theft, simple assault, intimidation, or destruction/damage/vandalism of property that are motivated by bias); dating violence; domestic violence; stalking; and arrests and referrals for disciplinary action for any of the following: (a) liquor law violations, (b) drug law violations, and (c) carrying and possessing illegal weapons.

Emergency Notification—an announcement to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands upon the definition of "timely warning" as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak,

"Reasonably Contiguous" (as pertaining to a college campus)-buildings or property owned or controlled by the school, located in an area that is considered and treated as an integral part of campus and covered by the same security policies as the main campus.

Timely Warning—an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

DEC's Primary Security Authority works collaboratively with various offices at the school to develop implement and oversee programs that ensure the school's overall compliance with the Clery Act and associated regulations at all school locations.

## Policy:

In accordance with the requirements the Clery Act, DEC shall:

1. Via issuance of timely warnings, alert the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will provide information that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring.
2. Via issuance of emergency notifications, alert and inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus."
3. Maintain a daily crime log of all crimes reported. This log will be available for public inspection, upon request.
4. Maintain a daily fire log of all fire-related incidents reported. This log will be available for public inspection, upon request.
5. Compile and disclose statistics of reports on the types of Clery Crimes reported for the school's campuses, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and certain non-campus facilities.
6. Collect reports of Clery Crimes made to local law enforcement, school officials and others associated with the school who have significant responsibility for student and campus activities.
7. Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as DEC's policies and procedures addressing campus security and safety.
8. Annually disclose/provide access to the campus community and the public, the Annual Security Report, which provides:
  - a. Crime data (by type);
  - b. Fire incident data;
  - c. Security policies and procedures in place to protect the community; and
  - d. Information on the handling of threats, emergencies and dangerous situations.
9. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or are reported to them.
10. Provide regular, mandatory training for all CSAs.
11. In the event that a person is reported as missing, notify local law enforcement that has jurisdiction in the geographical area around the school, and utilize the emergency contact information available for the missing person to notify those listed as emergency contacts for the alleged missing person. Questions may be directed DEC's Primary Campus Security Authority Michael Crosby at 724-653-2196 or mcrosby@dec.edu

## Responsibilities:

All DEC Faculty, Staff, and Students on DEC's Facilities or Property:

- Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a Campus Security Authority (CSA).
- In accordance with Policy AD67, Disclosure of Wrongful Conduct and Protection From Retaliation, "make good faith reports of suspected wrongful conduct, and to protect such individuals from retaliation for making such reports to the school or an appropriate authority, participating in any investigation, hearing, or inquiry by the school or an appropriate authority or participating in a court proceeding relating to an allegation of suspected wrongful conduct at the school." No reporter making a report "in good faith" will be retaliated against, and all reports will be taken seriously.
- All DEC Visitors on DEC Facilities or Property:
- Promptly report any activity that is perceived as criminal, potentially dangerous or suspicious to a Campus Security Authority (CSA).
- Compile and disclose statistics of reports on the types of Clery Crimes reported for the school, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and non-campus facilities.
- Collect reports of Clery Crimes made to local law enforcement, school officials and others associated with the school who have significant responsibility for student and campus activities.
- Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as DEC's policies and procedures addressing campus security and safety.
- Annually disclose/report, to the campus community and the public:
  - Crime data (by type);
  - Fire incident data;
  - Security policies and procedures in place to protect the community; and
  - Information on the handling of threats, emergencies and dangerous situations.
  - Provide regular, mandatory training for all CSAs.

- Work with School departments to establish Clery Act related educational programs and promotion of safety awareness programs.

### **Campus Security Authorities (CSAs):**

- Hear/receive information of alleged crimes that are reported to them in good faith by others, or report alleged crimes that they may personally witness. Under the Clery Act, a crime is "reported" when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender. It doesn't matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the school.
- Record information about crimes reported to them. To record information about a crime reported, the Campus Security Authority must complete a Campus Security Authority Incident Report Form. Submit, either electronically or print/mail, all completed Campus Security Authority Incident Report Forms to the School Police and Public Safety. DEC Education Department:
  - Work with students to promote adherence to a student code of conduct involving behavior that is inconsistent with the essential values of the DEC community.
  - Promptly report any Clery Act related crimes. If you are unsure whether or not the incident meets the criteria, it is still recommended that you contact the local law enforcement agencies.
  - Annually, provide all conduct referral data to DEC's Primary Campus Security Authority in the Annual Security Report.

### **Exemptions:**

The following individuals, when acting within the scope of the official responsibilities are not Campus Security Authorities, and as such, are exempt from the mandates of this policy:

- Pastoral Counselors
- Professional Counselors
- Persons uncertified, but acting under the supervision of an exempt counselor.

### ***DRUGS AND ALCOHOL ABUSE PREVENTION POLICY***

In compliance with the Drug-Free Schools and Communities Act of 1989, DEC has established the following policy to ensure a drug – free learning environment.

DEC prohibits students from the unlawful manufacture, distribution, dispensation, possession, sale or use of alcohol or a controlled substance, or being under the influence of the same while at the institution or while attending or participating in school related activities on or off school grounds.

The following sanctions will be imposed on a student in violation of the policy regarding use, possession, or being under the influence.

- **FIRST INFRACTION** – The student will be advised by the Education Department/Primary Campus Security Authority to voluntarily seek professional counseling.
- **SECOND INFRACTION** – The student will be advised by the Education Department/Primary Campus Security Authority to continue voluntary professional counseling. Alternatively, the student may choose to attend an in-patient treatment program.
- **THIRD INFRACTION** – The student will be administratively withdrawn from Douglas Education Center.

The following sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances.

- **FIRST INFRACTION** – Immediate administrative withdrawal and referral to the proper authorities for prosecution.

DEC reserves the right, in extreme cases, to immediately dismiss any student in violation of this policy, the above outlined procedure notwithstanding. DEC further reserves the right to refer students to proper legal authorities for prosecution.

### **Voluntary Treatment, Counseling, or Rehabilitation**

Douglas Education Center encourages any student who feels that he/she may have a problem with drugs or alcohol to seek treatment, counseling, or rehabilitation. Students are encouraged to meet with the Education Department or the Primary Campus Security Authority, in strictest confidence, for assistance in locating the appropriate source of help. Douglas Education Center will make every effort to work with any student who voluntarily seeks treatment, to assist them in completing their course of study.

Brochures and information on alcohol and drug use and abuse are located in the Student Lounge. Students are encouraged to take this information and share it with others.

## ***STUDENT PRIVACY RIGHTS (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day DEC (DEC) receives a request for access. A student should submit to the Vice President of Academic Affairs a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask DEC to amend a record should write the Vice President of Academic Affairs, clearly identify the part of the record the student wants changed and specify why it should be changed. If DEC decides not to amend the record as requested, DEC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before DEC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. DEC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by DEC in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom DEC has contracted as its agent to provide a service instead of using DEC employees or officials (such as an attorney, auditor or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for DEC.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DEC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Directory Information / Privacy Blocks**

As an enrolled student, your directory information (name, address, phone number, email address, photographs, electronic images, date and place of birth, major fields of study, current enrollment status, participation in officially recognized activities, dates of attendance, credentials, awards and academic honors received, Dean's List selection) may be released. If you'd rather not have your information released as directory information, you can complete a nondisclosure form available in the Department of Education. Once you fill out this form, your directory information will be withheld for life, even after you are no longer a student, unless you rescind the request.

### ***POLICY AGAINST VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, AND DEFAMATION***

Harassment, intolerance, bigotry and bullying are adverse to the values of DEC, and unacceptable to the school population. One of the ways DEC seeks to enforce this value is through a policy of nondiscrimination, which prohibits discrimination on the basis of race, religion, color, sex, age, sexual orientation, gender identity or expression, national origin, ancestry, disability, marital status, civil union status, domestic partnership status, military service or veteran status. In order to enforce these goals of nondiscrimination, tolerance, and civility, the following policy against verbal assault, harassment, intimidation, bullying, and defamation is intended to inform students that these actions against others violate acceptable standards of conduct within DEC (This policy is not intended to replace DEC's policy against sexual harassment).

Verbal assault, harassment, intimidation, bullying, and/or defamation interfere with the mission of DEC. All members of the DEC population are expected to be tolerant of others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the educational opportunities offered. Beyond that, each member of DEC population is encouraged to do all that she or he can to ensure that DEC is fair, humane, and responsible to all students.

DEC has established standards in order to be able to fulfill its mission. The policy against verbal assault, harassment, intimidation, bullying, and defamation seeks to guarantee certain minimum standards. Free speech and the open discussion of ideas are an integral part of DEC's philosophy and are fully encouraged, but acts that restrict the rights and opportunities of others through violence, intimidation, the destruction of property, or verbal assault which have the effect of inciting violence or causing undue alarm, even if communicative in nature, are not protected speech and will not be tolerated.

### Prohibited Conduct

Any of the following acts, even if communicative in nature, are prohibited and could lead to suspension or expulsion from DEC:

1. Use of force against the person or property of any member of DEC's population or against the person or property of anyone on DEC premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a "threat of...physical abuse.")
2. Theft of, or intentional damage to, DEC property, or property in the possession of, or owned by, a member of DEC. (Acts of graffiti or other vandalism may be prosecuted as "intentional damage to...property.")
3. Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:
  - a. Making, or causing to be made, a communication or communications (including the use of electronic and/or social media) anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm; or
  - b. Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or
  - c. Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.

While any of the four categories of acts listed above is a separate offense that, if proven, could lead to a sanction of expulsion or suspension from DEC, minor instances of such prohibited behavior could be resolved at the school administration level.

Students who believe themselves to be victims of verbal assault, intimidation, bullying, harassment or defamation should report such incidents to any of the following individuals:

Michael Crosby -Senior Financial Aid Coordinator / Primary  
Campus Security Authority / Title IX Coordinator  
DEC Administration Building Office # 203  
724-653-2196  
mcrosby@dec.edu

Diane Fox -Career Services Coordinator  
Van Keulen Complex Office # 105  
724-653-2217  
dfox@dec.edu

Debra Wise -Director of Financial Services  
DEC Administration Building Office # 303  
724-653-2204  
dwise@dec.edu

Tony Baez Milan -Director of Admissions  
DEC Welcome Center Office # 207  
724-653-2183  
tbaez@dec.edu

Individuals who wish to discuss any matter with the police or if they feel they are in need of immediate police attention may contact:

The City of Monessen Police Department  
Chief of Police  
Monessen, PA 15062  
(724) 684-6151 or (724) 684-4600

Pennsylvania State Police  
Belle Vernon, PA 15012  
(724) 929-6262

Some complaints can be resolved by informal methods, while others will require the implementation of formal procedures. All complaints are treated confidentially; complainants are encouraged to report incidents even if they do not wish to pursue the matter beyond the reporting stage.

### Consumer Information

Douglas Education Center provides students with an annual reminder of the student consumer information available, which includes information regarding the school, financial assistance, graduation and completion rates, security policies, and crime statistics. This information is available online at

You may also obtain this information from Amanda Phillips, Executive Director of Operations.

### ***GRIEVANCE POLICY***

The school disapproves of any participation, on the behalf of staff or students, in slander, defamation of character or sexual harassment of any kind. The strictest of disciplinary action will be imposed, up to and including termination. DEC's position and philosophy is to communicate professionally and to assist each other in the pursuit of personal growth and education. Please take care not to become involved in these types of negative behaviors.

When a student experiences difficulty regarding staff, administration, other students, school organizations and/or policy, the following procedure should be used as a process in resolving the issue:

1. The student should approach the problem directly by discussing it with the involved party/parties. If the student is unable to resolve this difficulty, he or she should then proceed to step two (2) of the grievance policy.
2. The student may discuss the problem with his/her advisor to attempt to alleviate the situation. If the difficulty continues to remain unresolved, the student may proceed to step three (3) of the grievance policy.
3. The student may appeal to the Vice President of Academic Affairs by scheduling an appointment to confer. If the difficulty is unresolvable at this time, the student may proceed to step four (4) of the grievance policy.
4. The student may appeal to the President of the school by scheduling an appointment to confer.
5. Student inquiries may be directed to the following entities:

DEC is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333  
(717) 783-8228

Commonwealth of Pennsylvania  
Department of State  
Bureau of Professional and Occupational Affairs  
State Board of Cosmetology  
P.O. Box 2649  
Harrisburg, PA 17105-2649  
(717) 787-8530

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
(703) 247-4212

### ***ACCEPTABLE ELECTRONIC USAGE POLICY FOR STUDENTS***

#### **General Guidelines**

DEC computing resources are the property of DEC, to be used for DEC related business. Students have no expectation of privacy when utilizing DEC computing resources, even if the use is for personal purposes. DEC reserves the right to inspect, without notice, the contents of computer files regardless of medium, the contents of electronic mailboxes and computer conferencing systems, systems output such as printouts, and to monitor network communication when:

1. It is considered reasonably necessary to maintain or protect the integrity, security, or functionality of DEC or other computer resources, or to protect DEC from liability;
2. There is reasonable cause to believe that the users have violated this policy or otherwise misused computing resources;
3. An account appears to be engaged in unusual or unusually excessive activity;
4. It is otherwise required or permitted by law.

Any suspected violations of this policy or any other misuse of computer resources by students will be referred to DEC Information Technology personnel. The allegations will be investigated and appropriate disciplinary action taken. Violations of law related to misuse of computing resources may be referred to the appropriate law enforcement agency and the appropriate penalties may attach if it is determined that there has been a violation of federal copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include

the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

Notwithstanding the above, DEC Information Technology personnel, after discussion with his or her department supervisor, may suspend, block, or restrict access to an account, independent of DEC disciplinary procedures, when it appears reasonably necessary to do so in order to protect the integrity, security, or functionality of DEC or other computer resources, to protect DEC from liability, or where the emotional or physical well-being of any person is immediately threatened.

Access will be restored to the account holder whenever the appropriate investigatory unit of DEC determines that the protection of the integrity, security, or functionality of DEC or other computing resources has been restored and the safety and well-being of all individuals can reasonably be assured, unless access is to remain suspended as a result of formal disciplinary action imposed through the Information Technology personnel or as a result of legal action.

It is the responsibility of all students to maintain the security of their user account which includes keeping personal passwords private, as well as maintaining a backup of their class files and projects. Also, DEC reserves the right to monitor the use of your account. If at any time it is determined that an account is being abused, DEC reserves the right to suspend computer / internet privileges to the student who is abusing account privileges. Abuse of the account is determined by school officials, and includes, but is not limited to:

### **Wi-Fi Access Policy**

DEC provides Wi-Fi access to personal devices (i.e. laptops, tablet and cell phones) providing that you contact the Information Technology Department to have your device registered. The I.T. Department will have to obtain your devices' Wi-Fi address in order for the device to be registered. The Wi-Fi access is not guaranteed and will not be available if there is a network outage or problem.

### **Data Storage and Backup Policy**

Students will be given access to a folder on one of the DEC servers to store class files and projects. Students should keep a USB flash drive to store backup copies of their work. Student folders are not backed up and will not be available should there be a network issue. DEC is not responsible for lost data or files that are stored on the DEC network or

DEC computers: Students should not store their work on lab computers because the computers can be moved or replaced at any time without notice.

DEC (DEC) is dedicated to providing a safe, reliable, and robust information technology infrastructure for students. In doing so, there are some general expectations for acceptable use of the computing systems located or connected to DEC to ensure that the computing systems maintain their highest level of efficiency and reliability. Many DEC functions rely heavily on the accessibility of computing systems, and DEC must take every reasonable action to protect them.

The use of DEC computing resources, including network facilities, account numbers, data storage media, printers, plotters, microphone systems, and software for computing activities other than those authorized by DEC is strictly prohibited. DEC students and faculty are expected to adhere to federal software piracy statutes. These laws forbid the copying of licensed programs. Unauthorized use of such resources is regarded as a criminal act in the nature of theft and violators are subject to suspension, expulsion, and civil and criminal prosecution.

The following are examples of misuse of computing resources:

1. Unauthorized duplication, distribution, or alteration of any licensed software. This includes software licensed by DEC and licensed software accessed using the computing networks.
2. Attempting to gain unauthorized access to any computing resource or data, or attempting to disrupt the normal operation of any computing resource or network at DEC or anywhere on the Internet.
3. Attempting to use another student's computer account or data without their permission.

4. Using the DEC electronic mail system to attack other computer systems, falsify the identity of the source of electronic mail messages. Sending harassing, obscene, or other threatening electronic mail. Attempting to read, delete, copy, or modify the electronic mail of other without their authorization. Sending "for profit" messages, chain letters, or other unsolicited "junk" mail.
5. Knowingly infecting any computing resource with a software virus.
6. Using DEC computing or network resources for personal gain or illegal activities, such as theft, fraud, copyright infringement, piracy (e.g., sound or video recording), or distribution of child pornography or obscenities.
7. Excessive consumption of bandwidth and/or network resources.
8. Sharing of usernames and passwords. Students and Faculty should take every possible precaution to protect their DEC user accounts and keep account information private.

### **COMMUNICABLE DISEASE**

A student who has a communicable disease or who has come in contact with a communicable disease should notify the school. It is the responsibility of each person, both staff and students, to take the appropriate precautions to protect others from contamination and disease. The school will be responsible for informing students about exposure and will direct students to the appropriate health resources. Students may contact their own physicians if necessary. A physician's written certification of good health will be required before an ill student is readmitted to class.

### **CHEATING**

Cheating of any kind is not tolerated or condoned. If a student is caught cheating, he/she will receive an "F" for that exam, assignment, or course. A second offense may result in suspension.

### **CONDUCT**

The school expects all students to behave in a professional, businesslike manner and to devote their school hours to preparing for a successful career. The school reserves the right to discipline accordingly, up to and including dismissal, for any student whose conduct is determined to be unsatisfactory.

### **DISMISSAL**

A student may be dismissed for violation of attendance policy, conduct policy, weapons policy, for non-payment of educational costs or any action that rises to the level which requires dismissal.

### **DRESS CODE**

A professional image is an essential dimension of the student's training process in becoming a successful employee. The DEC administration feels strongly that students should dress appropriately for the training they are receiving and for the careers they will enter. The faculty and administration of Douglas Education Center reserve the right to determine the appropriateness of the dress code. Students who do not comply with the dress code policy may be asked to leave class.

Students in certain programs are supplied with various types of safety equipment depending upon the program and are required to wear it when appropriate and during specific trainings. Students who do not wear the required safety equipment will not be permitted into those classes where it is required.

Cosmetology students will be provided a stylish jacket as required by the state board of cosmetology.

Medical Assistants wear scrub uniforms. The Medical Assistant is provided two uniforms and one laboratory jacket at the start of the first semester. The Medical Assistant student is not permitted to wear street clothes during school hours. Uniforms are issued to the student approximately 3-4 weeks after the start of the first term.

Medical Billing and Coding students may choose to wear either medical scrubs or professional business attire. Medical scrubs are not purchased by the school for these programs.

The complete dress code is reviewed in detail with all students the first day of the semester. Appropriate dress in the Allied Health Program is left to the discretion of the Allied Health instructor and the Vice President of Academic Affairs.

### **FIRE DRILLS**

Unannounced fire drills will be called throughout the year. When the alarm rings, the students should follow the teacher's instructions and leave the building quietly and quickly. Students are not permitted to retrieve personal belongings. The evacuation procedures are posted in each classroom.

### **REGISTRY AND CERTIFICATIONS—Allied Health Programs**

Allied Health students who complete the DEC program are given the option to sit for the Medical Assistant Certification Examination, sponsored by the National Association of Health Professionals (NAHP). The examination will be scheduled during the fourth semester. However, Medical Assistant graduates have the option of sitting for the examination any time it is scheduled. Students who successfully pass the NAHP Examination have the privilege of using the initials NR-CMA (Nationally Registered Certified Medical Assistant) following their name. It is important that the student recognize the value that this

registry has in employment. These initials indicate a high level of competency, accomplishment, and professionalism. Medical Assistant students also have the opportunity to take a phlebotomy certification sponsored through the NAHP. Upon successfully passing the exam, the student will be a NR-CPT (Nationally Registered Certified Phlebotomy Technician).

Medical Assistant and Medical Billing and Coding students are eligible to take the National Association of Health Professionals (NAHP) coding and insurance certification examination. Upon successfully passing the exam, the student will be credentialed as a NR-CCS (Nationally Registered Certified Coding Specialist).

These tests do not influence DEC grades or graduation from the program.

### **SCHOOL DELAY/ CLOSING**

In the event of a delay or closing, students are informed to tune in to TV channels KDKA (Ch. 2), WTAE, (Ch. 4), or WPXI (Ch. 11) for timely notification of a cancellation or delay. Students may also refer to the above-mentioned news entities online. Students are also encouraged to OPT IN to DEC's texting service. Information is at [dec.edu/optin](http://dec.edu/optin).

DEC participates in this public assistance service to ensure successful communication of school cancellations and delays. The administration strongly emphasizes that students will not be penalized for making the decision to stay home from school due to poor road conditions. This is an individual judgment based on respective local area conditions. The safety of the students is foremost in the minds of the DEC administration. Online classes are not affected by weather-related closings and delays.

### **VACCINATION REQUIREMENTS**

Only students enrolling in the Medical Assistant Program must have a completed health clearance from a licensed physician. This physical must include a screening for tuberculosis by PPD or Mantoux only (a Tine Test is not acceptable) and a chest X-ray if the results of the PPD are positive.

It is important for the medical student to be informed and aware that vaccination against the hepatitis virus is available. The vaccination is recommended and advised. However, since financial responsibility for this inoculation is that of the student, it is the student's decision as to whether he or she desires the vaccination.

Because the possibility of exposure to autoimmune disorders exists in medical employment, the school contends that it is important for each student to document his/her date of health clearance with his/her private physician by having an HIV screening. HIV Screening is a simple blood test and can be done in conjunction with the other required testing. The school suggests that this information be kept on file in the physician's office only. Since the HIV Screening is not a mandatory portion of the DEC entrance requirements, it is not necessary that these results be listed with the school. Students who opt to inform the school of a positive HIV status can be assured that this diagnostic health information will not influence admission to or discharge from the program and will be held in the strictest confidence. It is, however, important to consider the risks of contamination and transmission of a communicable disease to other students or members of the community. In doing so, DEC hopes that each student will be responsible with regard to the health, safety, and well-being of others.

### **WEAPONS**

DEC believes an effective learning environment is one that is free of weapons that threaten students, employees, volunteers, and visitor safety. Therefore, DEC has a weapons-free policy to minimize any harm or threats to students, employees, volunteers, and visitors. Any student or employee who violates this policy will be disciplined accordingly. Such disciplinary action may include dismissal, discharge, or appropriate legal action.

### ***DISABILITY SERVICES***

#### **STUDENTS WITH DISABILITIES**

Douglas Education Center (DEC) is dedicated to providing opportunities for all qualified students to participate fully in its academic environment. DEC recognizes and supports the role that Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, and similar state laws have in achieving that success. DEC prohibits unlawful discrimination on the basis of disability. DEC is committed to making reasonable accommodations for students with qualifying disabilities and making its campus and facilities accessible as required by applicable law. DEC cannot make accommodations that fundamentally alter the nature of its programs, cause undue burdens on DEC, or create a direct threat to the health or safety of students or others.

There is no special admission process for students with disabilities. Students who want accommodations or services must submit a request in writing and submit this request to the Vice President of Academic Affairs. A minimum of thirty (30) day notice is needed for making reasonable accommodations whether a student has been previously served or not. Requests for accommodations / services will be addressed as soon as practicable, once received. Documentations of disability must be provided from an appropriately licensed / certified professional and must be complete enough to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable

documentation is dependent upon the disabling condition, the current status of the student and the student's specific request for accommodations. Necessary documentation to request accommodations / services, in general, should include the following:

- Identification of the nature and extent of the disability, including diagnosis
- Specific information on the functional limitation as related to the academic environment
- Description of the current course of treatment including medical side effects
- Prognosis for the disability
- Recommended reasonable accommodations

### **DISABILITY SERVICES AND ACCESS TO FACILITIES**

It is the student's responsibility to identify a disability once enrolled at any postsecondary institution. Students enrolled at DEC must understand that their role is one of self-advocacy. Section 504 and the ADA both set forth obligations for postsecondary institutions to provide accommodations to students with qualifying disabilities, but once the student has been admitted to the institution it is the student's responsibility to request such services. A student who does not request an accommodation will not be given one. Likewise, a student with a disability who chooses to not have any accommodations is under no obligation to seek or obtain one.

In addition to physical disabilities, DEC can provide reasonable services and accommodations for students with intellectual disabilities such as learning disorders, attention deficit disorder, psychological disorders, and neurological or mental disorders.

Disability information is maintained in accordance with the confidentiality requirements of college policies and federal laws (e.g. FERPA). DEC staff and faculty maintain the confidentiality of the information they receive regarding students' disabilities in accordance with these laws; however, information sometimes must be shared with others on a need-to-know basis.

Classrooms and teaching facilities at DEC are ADA compliant. Students who encounter an issue of facility non-compliance should contact the Facilities Manager, whose office is located in the 7th Street Administration Building.

## **FACILITIES AND EQUIPMENT**

Douglas Education Center spans eight city blocks in Monessen. All instructional facilities are climate controlled, cheerfully designed, well-equipped and comfortably furnished. All DEC Buildings have Wi-Fi access. Upgrades are made continuously to keep abreast of the evolving marketplace. A more detailed list of equipment utilized for each program is available upon request.

### **MONA RUTH IMBRESZIA WELCOME CENTER/ DESIGN STUDIO**

The Mona Ruth Imbrescia Welcome Center is a welcoming and creative environment designed to introduce you to Douglas Education Center. This castle-themed center is as unique as DEC itself. Our Admissions Department will provide answers on how DEC can start you on your career path. The Welcome Center is open Monday through Friday from 8:30 a.m. to 5:00 p.m. Individual meetings are available by appointment.

Main Floor Admissions / Greeter  
100 Storage Room  
101 Classroom  
102 Classroom  
103 Resource Center / Financial Aid Conference Room

201 Conference Room  
202 Admissions Office  
203 Admissions Office  
204 Admissions Office  
205 Admissions Office  
206 Admissions Office  
207 Director of Admissions Office

### **7TH STREET ADMINISTRATION BUILDING**

The 7th Street Administration Building is accessed through the Mona Ruth Imbrescia Welcome Center and houses Financial Aid, Business, Education, Marketing, Information Technology and the President's Office. The Supply Distribution Center is also located on the first floor. All offices are open Monday through Friday from 8:30 a.m. to 5:00 p.m. Individual meetings are available by appointment.

100 Server Room  
101 Lead Custodian Office  
102 Supply Distribution Center  
103 Storage  
105 Storage  
106 Receiving Department  
107 Supply Room  
201 Financial Aid Office  
202 Executive Director of Operations  
203 Financial Aid Office  
204 Office  
205 Marketing / Public Relations / Production  
206 Guest Lounge  
301 Director of Financial Services  
302 Business Office  
303 Business Office

304 Supply Room  
305 Business Office  
305a Mail Room  
306 Storage  
307 President's Conference Room  
308 Copy Room  
309 CEO / President's Office  
401 Conference Room  
402 Education Department  
403 Vice President of Academic Affairs  
404 Education Department  
405 Office / Storage Room  
406 Information Technology  
407 Executive Director of Information Technology  
408 Server Room

### **VAN KEULEN COMPLEX**

The Van Keulen Complex houses the Career Services Department, the Learning Resource Center, Computer Resource Center, Portfolio and Career Development Center, a conference center, a banquet hall, and two multi-purpose seminar rooms. Graduations and orientations are held at the Van Keulen Complex as well as special workshops and events.

101 Copy Room  
102 Portfolio / Marketing Coordinator  
103 Career Services  
105 Career Services  
106 Director of Career Services  
107 Director of Student Life / Social Media Coordinator/ Library  
108 Learning Resource Center

109 Classroom  
110 Classroom  
Student Lounge / Special Events Cafe  
2nd Floor Small Multipurpose Room 3rd Floor Large Multipurpose Room  
(Graduation & Orientation) 4th Floor Hospitality Center

### **PORTFOLIO AND CAREER DEVELOPMENT CENTER**

The Portfolio and Career Development Center (PCDC) is a fully equipped photography studio available to students to document class projects and create impressive professional portfolios. The PCDC is outfitted with elaborate lighting, backdrops, colored filters, and a large format printer. The Portfolio Coordinator works directly with students to photograph their work, design compelling page layouts, teach proper camera and lighting techniques, and coach them on the advantages of branding and social networking.

## **LEARNING RESOURCE CENTER**

The Learning Resource Center houses support material to supplement classroom instruction. These include resource books, DVDs, magazines, and reference materials.

## **STUDENT LOUNGE**

The Student Lounge offers a friendly atmosphere with café style seating for studying or relaxing between classes. The Student Lounge is open to students, faculty and staff during the hours of 9:00 AM – 4:30 PM. and will also be open for certain events. The special events cafe will only be open for special events.

## **DESIGN AND CAREER TRAINING CENTER**

The Design and Career Training Center includes computer labs, classrooms, specialized classrooms, and offices. The basement houses airbrush and art studio workspaces.

100 Reception Area  
101 Student Lounge  
101a Office  
102 Studio Workshop  
102a Office  
102b Storage Room  
103 Classroom  
104 Classroom

201 Classroom  
202 Classroom  
203 Private Industry Council Office / Classroom  
204 Office  
205 Private Industry Council Office / Classroom  
206 Pearson Vue Testing Center

## **8TH STREET ARTS BUILDING**

The 8th Street Arts Building is home to Tom Savini's Special Make-Up Effects Program. This building houses faculty offices, specialized workshop style classrooms, studios, mold rooms, a machine shop, sculpting and make-up studios, a photography studio, fabrication rooms and the supply room. It contains all necessary safety equipment as well as items such as stand mixers, scales, ovens, saws, drill presses, and other various hand and power tools.

101 Foam Mixing Room  
103 Mold Making / Sculpting Studio  
104 Storage Room  
109 FX Workshop  
110 FX Fabrication Room  
110b Fabrication Room (Ventilation)  
111 Finishing Room  
112 Machine Shop  
113 Mold Room

201 Director's Office  
202 Sculpting Studio  
203 Make-Up Studio  
205 Make-Up Effects Studio  
206 Faculty Lounge

301 Multipurpose Sculpting Room  
302 Purchasing Agent Office  
304 Photography Studio  
306 Office  
401 Wardrobe  
402 Student Lounge  
403 Make-Up Effects Studio  
406 Office  
501/502 Supply Room

## **GEORGE A. ROMERO FILM BUILDING**

The George A. Romero Film Building is home of the George A. Romero's Filmmaking Program and is attached to DEC's Van Keulen Complex. Completely refurbished inside and out, the Film Building houses professional facilities for production and post-production, as well as classrooms and office space.

This building contains a large sound stage / staging area with a green screen and is equipped with such items as tripods, dollies, hand and power tools, cameras, camcorders, lighting, and grip equipment. There are editing suites and a mixing room that contain microphone kits, soundtracks, various props, computers, and all necessary software. The building also contains a 50+ seat theater, private study corrals, a make-up and wardrobe department with dressing rooms, and a production office.

101 MAC Editing Suite 2  
102 Editing Suite / Classroom  
103 Theater  
104 Classroom 2  
105 Equipment Center  
106a Mixing Room  
106b ADR / Foley  
107 MAC Editing Suite 1  
Art Department  
Study Corrals A -G

201 Production Office  
202 Make-Up and Wardrobe Department  
Dressing Rooms A, B, C, D  
203 Sound Stage  
Staging Area

301 Office  
302 Office  
303 Director's Office  
304 Conference Room / Classroom

### **THE COSMETOLOGY ACADEMY**

The Cosmetology Academy, home to the cosmetology programs, is located on the corner of Fourth Street and Schoonmaker Avenue. The building contains various pieces of equipment such as shampoo basins, hair dryers, manicure tables and chairs, pedicure chairs, facial steamers, dry and wet sterilizers, facial chairs, and mannequins. It houses offices, specialized classrooms, a library, and a student clinic which houses the latest in salon equipment. Wi-Fi access is available.

101 Classroom  
102 Classroom  
103 Esthetics Lab  
103b Vichy Shower

201 Supervisor / Director Office  
202 Classroom  
203 Break Room  
204 Learning Resource Center / Computer Lab  
205 Teachers Lounge  
206 Classroom  
207 Shampoo Room  
208 Dispensary

300 Student Clinic  
301 Nail Technology Classroom  
302 Storage Room  
304 Dispensary

### **MEDICAL TECHNOLOGY BUILDING**

The Medical Technology Building, home to the Allied Health Programs, is located at 456 Donner Avenue. It houses offices, specialized classrooms, clinical procedures laboratories, and a student lounge. The medical lab houses a fully equipped simulated physician's office setting designed to accommodate competency based learning concepts. This lab is also equipped with desktop computers to accommodate non-clinical classes. It houses a wide variety of instruments and equipment used in the execution of medical assisting duties in the physician's office such as sphygmomanometers, venipuncture arm, venipuncture chairs, centrifuge, incubators and supplies to utilize the various medical equipment found in the clinic lab. Wi-Fi access is available.

101 Clinical Procedures Laboratory A  
102 Clinical Procedures Laboratory B  
103 Teacher's Office

Examination Room 1  
Examination Room 2

### **30 DONNER PLACE**

30 Donner Place is a multi-purpose facility which has been designed and developed to facilitate many options for education. The class "Special Effects from Page to Screen" will be held here. All classroom portions of CDL and heavy equipment classes are held here as well. The building contains a computer lab equipped with truck driving simulators and simulator software, and also contains replicas of many items used on a drill site.

### **PAGE TO SCREEN WORKSHOP**

100 Supply Area  
101a Machine Shop  
101b Prop & Mold Storage  
101c Materials  
102 Mold Shop  
103 Foam Room  
104 Spray Booth  
105 Main Shop  
106 Student Lounge  
201 Instructors Office  
202 Design Loft

### **SKILLED TRADES**

110 Large Multipurpose Room  
111 Heavy Equipment Classroom  
112 Instructors Office  
113 Skilled Trades Classroom  
114 Small Multipurpose Room  
115 Commercial Driver's License Classroom  
116 Simulations / Computer Lab

### **CDL TRAINING SITE**

The CDL Training Site is an off-site location that is used to teach students the basic driving skills before they are permitted to drive on the roads and highways. The students also learn the required range skills on this site. It is an area of property that is approximately 300 feet by 135 feet that has been graded and prepared for commercial driver training. It is located on Donner Avenue in Monessen approximately .4 miles from the main campus buildings.

### **HEAVY EQUIPMENT TRAINING SITE (ACCSC Satellite Location)**

The Heavy Equipment Training Site is an off-site location that is used to teach the students in the Heavy Equipment Operation and Safety course the proper operation of various pieces of heavy equipment. The 3 acre property is located on Rostraver Road in Rostraver Twp. and is approximately 3 miles from the DEC campus. It includes a trailer and restroom facilities for the students and instructors.

## DESCRIPTION OF COURSE NUMBERING SYSTEM

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- Allied Health courses range from 200-299 with no prefix
- Skilled trade courses range from 100-199 and begin with the prefix SK
- Cosmetology courses range from 100-199
  - Cosmetology program courses begin with the prefix CO
  - Cosmetology Teacher / Salon Manager courses begin with the prefix CS
  - Esthetics courses begin with the prefix CE
  - Nail technology courses begin with the prefix CN.
- Filmmaking courses begin with the prefix DP.
  - Level one courses range from 100 -199
  - Level two courses range from 200 -299
  - Level three courses range from 300 -399
  - Level four courses range from 400 – 499
- Special Make-Up Effects courses begin with the prefix TS
  - Level one courses range from 100 -199
  - Level two courses range from 200 -299
  - Level three courses range from 300 -399
  - Level four courses range from 400 -499
  - Level five courses range from 500 -599
- General Education courses begin with the prefix GE and range from 100-499
- Applied general education courses (denoted with \*\* on the appropriate program pages throughout the catalog) consist of four courses: GE101, GE202-O, GE110-H, and GE122-O.
  - Applied general education courses are directly applicable to a specific occupation or occupational cluster in areas such as related written and oral communication; quantitative principles; natural and physical sciences; STEM (science, technology, engineering, and math); social and behavioral sciences; technology; and humanities and fine arts that enhance the ability of an individual to apply occupational skills in the workplace
- One General Studies course is offered:
  - 300-H Student Success
- Courses that are 100% online are designated with an “O” at the end of the course number
- Courses that are hybrid are designated with an “H” at the end of the course number

## DEC COURSES

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### **216-H DIAGNOSTIC AND PROCEDURAL CODING—3 Credits**

This course is designed to teach students the basic fundamentals of ICD-10 coding and CPT coding for physicians' offices. This specially developed course covers the coding of diagnoses, diagnostic procedures, and surgical interventions for the purpose of insurance billing. During the semester, the student will be eligible to sit for his or her Coding Specialist Certification (*Prerequisites: 240H*).

### **231-O MEDICAL TERMINOLOGY—4 Credits**

This course covers medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes (*Prerequisites: None*).

### **232-H CLINICAL MEDICAL ASSISTING I—3 Credits**

This course is designed to instruct students in the clinical, task oriented, hands-on functions of the Medical Assisting Profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will distinguish and perform Universal Precautions, Aseptic Technique, Autoclaving procedures, and the physical examination with room preparation. It also touches on the patient's medical record. Clinical highlights of this course include: vital signs including temperature, pulse, respirations, and blood pressure; autoclaving techniques; communication skills; interviewing techniques; and documentation skills (*Prerequisites: None*).

### **233-O COMPUTER BASICS IN HEALTHCARE—3 Credits**

This course provides the student with a basic understanding of computer technology in health care and the use of electronic health records (*Prerequisites: None*).

### **234-O ANATOMY AND PHYSIOLOGY AND HUMAN DISEASES—4 Credits**

This course provides an overview to the anatomical structures and physiology of the human body. Each body system is discussed in terms of the major anatomical structures and function including how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including diseases definition and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the course discusses common issues and changes that occur in each body system throughout the life span (*Prerequisites: 231-O*).

### **235-H CLINICAL MEDICAL ASSISTING II—3 Credits**

This course is designed to instruct students in the clinical, task oriented, hands-on functions of the Medical Assisting Profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will learn to assist the physician with physical examinations, assist with minor surgery, provide eye and ear care, cold and heat therapy, and assist with ambulation (*Prerequisites: 232-H*).

### **236-H PHARMACOLOGY AND DOSAGE CALCULATIONS—3 Credits**

This course introduces general aspects of pharmacology, including terminology, concepts, and clinical applications. The content presented in this course prepares students to effectively demonstrate an understanding of pharmacology, mathematical procedures, and drug administration (*Prerequisites: GE121-O*).

### **237-H PATIENT EDUCATION AND WORKPLACE SAFETY—3 Credits**

This course covers the skills and knowledge required by the medical assistant to provide patient education and follow safety measures in the medical office environment (*Prerequisites: None*).

### **238-H CLINICAL MEDICAL ASSISTING III—4 Credits**

This course is designed to instruct students in the clinical, task oriented, hands-on functions of the Medical Assisting profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will perform venipuncture and phlebotomy techniques, specimen collection and a variety of laboratory testing on blood, urine and other body secretions. The student will become confident in his/her ability to use the microscope and obtain accurate test results (*Prerequisites: 235-H*).

### **240-H MEDICAL INSURANCE—4 Credits**

This course focuses on the knowledge and skills surrounding medical insurance policies and processes. The topics include medical insurance basics, insurance claim submissions, and medical billing and coding (*Prerequisites: None*).

### **241-H CLINICAL MEDICAL ASSISTING IV—4 Credits**

This course is designed to instruct students in the clinical, task oriented, hands-on functions of the Medical Assisting profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will be taught the principles of electrocardiography, the principles of pulmonary function testing, x-rays and diagnostic radiology. Clinical highlights of this course include: performing ECGs, practicing CPR, demonstrating pulmonary treatments, and positioning patients for x-rays (*Prerequisites: 235-H*).

**242-O MEDICAL LAW AND ETHICS—3 Credits**

As a health care professional it is important to understand the legal and ethical issues that can impact the role one has in the health care setting. This course provides an introduction to the laws that regulate the health care industry such as HIPAA, the Patient's Bill of Rights, and standard of care. In addition to the legal aspects, this course presents information on ethical and moral issues that health care professionals may encounter and encourages you to consider the impact that personal ethics and morals have on decision making (*Prerequisites: None*).

**243-O ADMINISTRATIVE DUTIES AND OFFICE MANAGEMENT—4 Credits**

In this interactive online course, students learn the skills needed to perform administrative tasks in a medical setting. The course includes coverage of receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims (*Prerequisites: None*).

**244-H ELECTRONIC HEALTH RECORDS—3 Credits**

This hands-on course prepares students to perform duties using the SpringCharts Electronic Health Record (EHR) software. Students will complete projects within the course that apply to various aspects of the medical environment. In addition to gaining a comprehensive understanding of EHR functionality, students will also build their knowledge of appointment scheduling, patient tracking, medical reports, coding tools, chart evaluation, and template management (*Prerequisites: None*).

**245-O PATHOPHYSIOLOGY AND PHARMACOLOGY—3 Credits**

This course provides an introductory examination of pharmacology and pathophysiology as it relates to specific diseases and the treatment of each. It focuses on the processes that occur within various diseases, taking into account different perspectives and emphasizing the application of pharmacology practices, highlighting interrelated components that further the understanding of pharmacology and pathophysiology (the identification of diseases by their descriptions, the fundamental principles and methodology of pharmacological treatment, and the assessment of physiologic diseases and healing) (*Prerequisites: 231-O*).

**252-O HEALTHCARE DELIVERY SYSTEMS—3 Credits**

This course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. This course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today (*Prerequisites: None*).

**251-H PROCEDURAL CODING I—4 Credits**

The purpose of this course is to provide the student with the basic principles of CPT® coding and classification systems, the sequencing of codes and impact on reimbursement, as well as the ability to distinguish between CPT basic coding and HCPCS Level II codes. The student will practice assigning codes for procedures in this course (*Prerequisites: None*).

**255-H PROCEDURAL CODING II—3 Credits**

This course builds on the concept of procedural coding that was learned in Procedural Coding I. Students will continue to build an understanding of CPT coding and classification systems, the sequencing of codes and impact on reimbursement, as well as the ability to distinguish between CPT basic coding and HCPCS Level II codes. The student will practice assigning codes for procedures in this course (*Prerequisite: 251-H*).

**257-O WORKPLACE SAFETY—3 Credits**

This course covers the skills and knowledge required by a health professional to follow safety measures in the medical office environment (*Prerequisites: None*).

**265-H DIAGNOSTIC CODING I—4 Credits**

The purpose of this course is to provide the student with the basic principles of the ICD-10-CM Coding and Classification System, including the sequencing of codes and the impact on reimbursement (*Prerequisites: None*).

**266-H DIAGNOSTIC CODING II—3 Credits**

The purpose of this course is to continue to build the students' skills using the ICD-10-CM Coding and Classification System, including the sequencing of codes and the impact on reimbursement. This is a continuation of Diagnostic Coding I (*Prerequisites or Corequisites: 265-H*).

**300-H STUDENT SUCCESS—3 Credits**

This course is designed to help students generate greater success in college and in life. It will address the questions and concerns of many students new to online learning by providing numerous self-assessments and inventories to help students prepare and flourish in the online environment. This course will also introduce and assist students in developing proven strategies for academic, professional, and personal success. Students will recognize ways to express themselves more effectively through writing. Best practices for interacting online and maximizing the tools provided by the student's Learning Management System (LMS) are demonstrated using discussions, interactive examples, and simulations. Tips for success with online study skills are provided from a real-world, real student perspective (*Prerequisites: None*).

**CE101 PROFESSIONAL PRACTICES / SCIENCES—7 Credits**

This course is an introduction to esthetics. The student will learn about ancient and modern times, set-up and supplies for esthetic skin care. This course prepares the student to address pre-and post-consultations, home care, product chemistry, and creating patient profiles. This course is also comprised of natural sciences, which include anatomy and physiology of the skin, the body's endocrine, circulatory, and immune systems. Pharmacology and dermatology referral are taught. The student will also explore exciting career opportunities in medical esthetics (*Prerequisites: None*).

**CE102 MAKE-UP—2 Credits**

The objective of this course is to train the student to choose make-up products for a client using color theory, facial proportion and shape, utilizing day, evening and corrective applications. This course goes beyond the basics, with an introduction to theatrical and photography make-up applications (*Prerequisites: None*).

**CE103 FACIAL TREATMENT/ TEMPORARY HAIR REMOVAL/ BODY TREATMENTS—7 Credits**

This course provides the student with the ability to identify skin types, the morphology of skin care and customized treatments, along with the skills to provide a client with the proper knowledge of products and procedures for post-treatment care. An understanding of temporary hair removal and its contents, and the uses of hard and strip waxes, proper techniques and procedures for waxing specific areas of the body are taught. This course also provides an understanding of the value of body services in the spa or salon (*Prerequisites: None*).

**CN101 NAIL SCIENCE—6 Credits**

This course combines the sciences of the anatomy and physiology, and bacteriology. The student will learn about infectious agents and the importance of sanitation, disinfection, and salon safety, as well as product chemistry, and procedures to identify nail disorders and conditions (*Prerequisites: None*).

**CN102 NAIL TREATMENTS/ PEDICURING—5 Credits**

This course provides the student with the skills necessary for performing manicures as well as techniques used in applying nail tips, nail wraps, gel nails, acrylic overlays and sculptured nails. Nail art will be included in this course. This course will train the student to provide the client with a full service pedicure. The student will learn the proper use of implements; massage techniques and supplies used in a pedicure service as well as aromatherapy and its uses. Students will be taught creative applications to satisfy their clients' unique personalities (*Prerequisites: None*).

**CO101 CHEMICALS I—7 Credits**

During this course students will be taught the chemistry of hair color and its application. Chemical procedures for mixing and applying hair color are taught (*Prerequisites: None*).

**CO102 PROFESSIONAL PRACTICES/ SALON MANAGEMENT I—1 Credit**

One of the most important areas we address with our students is the importance of professionalism and professional ethics, in the workplace. Students are taught the proper salon etiquette (*Prerequisites: None*).

**CO103 SCIENCE—1 Credits**

This course is a composite of many science-related courses -histology, chemistry, physiology, cosmetic dermatology, electricity, anatomy and microbiology (*Prerequisites: None*).

**CO104 HAIR DESIGN/ HAIR SCULPTURE I—3 Credits**

Hair Design/Hair Sculpture will encompass all aspects of cutting and finishing. A scientific approach is taken to teach ladies' hair sculpture, giving students a fundamental guideline to know and understand the theory of hair sculpture and design, as well as the technical skills needed to perform haircuts and finishing. The design portion of the course will teach all basic skills necessary for hair design (*Prerequisites: None*).

**CO105 NAILS AND SKIN—2 Credits**

This course will instruct students in the methods to recognize various problems and provide the solutions to skin and nail conditions. Basic facials and manicures will be taught in this course (*Prerequisites: None*).

**CO106 CHEMICALS II—2 Credits**

Hair color techniques such as de-colorizing, re-colorizing, and special effects color will be taught during this course. Advanced texturizing techniques and reformation techniques will be taught thus preparing students for the workplace (*Prerequisites: CO101*).

**CO107 PROFESSIONAL PRACTICE/ SALON MANAGEMENT II—1 Credit**

This course teaches the student the professional aspects that should be practiced by a cosmetologist both personally and in the workplace. The student is also taught how to manage his/her clientele as well as the operation of the salon (*Prerequisites: CO102*).

**CO108 HAIR DESIGN/ HAIR SCULPTURE II—4 Credits**

This course is a continuation of Hair Design/Hair Sculpture I. The techniques of cutting and design are applied to men's hair sculpting techniques to create today's contemporary looks. Hair Sculpture and Hair Design II is a course in which students are taught long hair design, multicultural design and advanced sculpting techniques (*Prerequisites: CO104*).

**CO109 CLINIC I—7 Credits**

This is the students' first opportunity to perform on the general public. All of the skills learned during their first semester of study will be utilized. Instructors will monitor their progress and are available to answer any questions the student may have. Requirements for this course are: 10 hair sculptures, 10 blow-dry designs, 10 texturizing services, 10 color applications, 5 facials and 5 manicures (*Prerequisites: All First Semester Courses*).

**CO110 STATE BOARD PREPARATION—4 Credits**

This course will prepare students to sit for the State Board of Cosmetology exam for Cosmetologists. In addition to preparing students for this written exam, this course will also reinforce students' abilities to perform routine cosmetology services. Students will then be given a practical

exam to evaluate their practical skills. Upon successful completion of this exam, students are given a certificate of completion from Douglas Education Center (*Prerequisites: CO109*).

**CO111 HAIR DESIGN/ HAIR SCULPTURE—4 Credits**

Hair design/Hair Sculpture III includes wiggery, hair extensions and braiding. Students will also be given the opportunity to have photographs taken of their work for their portfolio (*Prerequisites: CO108*).

**CO112 CLINIC II—7 Credits**

Students will perform all services upon the public in order to refine and perfect their cosmetology skills. Requirements for this course are: 15 hair sculptures, 15 air formed designs, 15 texturizing services, 15 color applications, 5 facials, 5 manicures, 10 thermal designs and 5 reformation services (*Prerequisites: CO109*).

**CS101 TEACHING TECHNIQS AND METHODOLOGY—7 Credits**

Teaching Techniques covers general aspects of curriculum development, preparing lesson plans, techniques used to modify lesson plans to suit student needs, and the importance of adequate teacher preparation. This course also provides more advanced teaching skills dealing with curriculum development and classroom presentation. Students' presentations and communication skills are practiced and refined. This course also includes instruction in advanced cosmetology skills (*Prerequisites: None*).

**CS102 PROFESSIONAL PRACTICES / SALON MANAGEMENT—9 Credits**

Professional Practices will cover communication and presentation skills, dealing with difficult customers, networking and multi-tasking. Students will create a fictitious salon complete with employees, inventory and payroll. They will learn the important aspects of salon management. This course will cover the layout and running of a virtual salon including hiring, training, budgeting, inventory and retailing (*Prerequisites: None*).

**CS103 STUDENT TEACHING—5 Credits**

Student teaching implements all cosmetology skills in a classroom and clinic environment. Student teachers will assist instructors with class preparation and presentation. Student teachers will act as a sage in overseeing students (*Prerequisites: None*).

**DP101 PRODUCING INDEPENDENT FILMS—3 Credits**

The objective of this course is to explore the process involved in producing an independent film. Independent films are those projects produced outside of the traditional Hollywood system. The student will learn to choose projects based on budget, location and marketability. Students will become exposed to significant independent filmmakers and their work. Students will begin to develop their fourth semester final projects – using this class to workshop their concepts with each other and the instructor (*Prerequisites: None*).

**DP102 FILM HISTORY—4 Credits**

Film History takes a look at the beginnings of film when two French Brothers named Lumiere turned a hobby into one of the greatest industries of all time. The course will cover cinema history from the late 1800s through today's digital age. It will track the changing world in relationship to film. It will explore films of other countries and will show how differing political views are exhibited on the screen (*Prerequisites: None*).

**DP103 INTRODUCTION TO EDITING—3 Credits**

This course introduces the students to the fundamental techniques of the digital editing of film. Students will gain not only an understanding of why editing is crucial to visual storytelling, but how to themselves edit films utilizing editing software. They will also be exposed to the techniques utilized by script supervisors to maintain continuity on films (*Prerequisites: None*).

**DP104 CINEMATOGRAPHY I—3 Credits**

The objective of this course is to develop students' visual and technical filmmaking skills in a practical and professional atmosphere. Students will gain an understanding of how the digital video camera works as well as how supporting equipment works – including the dolly/jib and GlideCam as well as the onstage grip/electrical equipment. Strong emphasis will be placed on safety and the proper approaches to using electricity. Finally, a significant portion of the course will be devoted to learning the fundamentals of professional lighting (*Prerequisites: None*).

**DP203 DOCUMENTARY FILMMAKING—3 Credits**

This course examines artistic and technical styles for documentary filmmaking. Interview methods, structure, theme, shooting and editing approaches will all be explored. Students will learn different approaches by viewing a series of documentaries. They will be taught the importance of an objective viewpoint and research (*Prerequisites: DP103, DP104*).

**DP204 DIRECTING—3 Credits**

Students will learn all of the responsibilities of being a digital film director. They will learn how to communicate with cast and crew using the language of the industry. Each student will direct and act within classroom exercises. Starting with the analysis of a script the class will explore every aspect of directing including casting, setting a scene, continuity, coverage, directing an edit and controlling the set. Special emphasis will be placed on hands-on directing of scenes by students in order to gain an overall understanding of the demands placed on the director (*Prerequisites: None*).

**DP210 TOOLS OF DIGITAL STORYTELLING I—4 Credits**

Students will be exposed to an overview of the evolution of storytelling and mass communication. Students will become familiar with the software needed to create compelling looks, styles, digital compositing, limited animation and effects -both in promotional materials and narrative films (*Prerequisites: None*).

**DP212 CINEMATOGRAPHY II—1 Credit**

This course will build upon the technical skills students gained in Cinematography I, with an emphasis on a deeper understanding of the equipment and methodologies employed by cinematographers and their crews (*Prerequisites: DP104*).

**DP214 PRODUCTION AND POST-PRODUCTION AUDIO—2 Credits**

Students will learn the various techniques used in capturing sound during a film shoot. They will get hands-on experience with the different devices used to record sound and when to use them. Boom, lavalier, shotgun and wireless microphones will all be used in a laboratory setting. Once sound has been recorded for a variety of scenes, students will then assemble the audio with picture. They will learn how to add special effects, music, enhancements and foley tracks to a film (*Prerequisites: DP104*).

**DP301 SCREENWRITING AND ANALYSIS—3 Credits**

This course introduces students to the techniques of writing for the screen, building a basis for all future writing. Through lectures and examples on page and screen the instructor will choose a specific topic that students will then dissect. Skills will be developed using classroom discussions and group exercises as well as individual screenwriting assignments (*Prerequisites: None*).

**DP305 WRITING AND PRODUCTION LAB—4 Credits**

For the purposes of artistic expression, this class will balance a mix of lecture and lab in order to facilitate students' creation of original screenplays and productions. Lab time allows students to use all school's facilities needed for completion of their final projects. All lab hours are conducted on campus and are non-supervised, with the exception of shooting, with instructor's approval. All students must perform at least one of these positions on a production: Director of Photography, editor, producer, or other crew position sanctioned by the instructor. Additionally, all students must serve as director and complete a film running at least 7.5 minutes or write a feature length screenplay (*Prerequisites: All Courses 1st through 3rd Semesters, excluding general education courses*).

**DP307 STUDIO PRODUCTION—3 Credits**

The objective of this course is to develop students' digital filmmaking skills in a practical and professional atmosphere. A series of films will be produced in this workshop, including an instructional film, commercial, and several dramatic shorts. Instructor will assign students various crew positions in an effort to expose them to all aspects of the filmmaking process (*Prerequisites: None*).

**DP312 MASTER LIGHTING—1 Credit**

This course exposes students to advanced lighting techniques through a combination of reverse engineering wherein they replicate lighting situations from professional motion pictures as well as resolving practical lighting challenges typically countered in filmmaking (*Prerequisites: None*).

**DP314 TOOLS OF DIGITAL STORYTELLING II—1 Credit**

Students will become familiar with the software needed to create compelling looks, styles, digital compositing, limited animation and effects -both in promotional materials and narrative films (*Prerequisites: DP210*).

**DP316 PRE-PRODUCTION AND PRODUCTION METHODS AND STRATEGIES—2 Credits**

The objective of this course is to provide students with the necessary understanding of the practical and logistical aspects of properly planning for and executing a production. Students will gain insight into the various roles the production team play both in the production office and on-set. Students will become familiar with the formats and protocols professionals use when pre-producing a film (*Prerequisites: None*).

**DP408 GENRE FILM APPRECIATION AND ANALYSIS—3 Credits**

The objective of this course is to expose students to a variety of genre films (i.e., comedies, westerns, etc.) with an emphasis on horror films, and to then study sequences from those films in order to gain an understanding of how best to manipulate the audience in an applicable circumstance. Students will be assigned sequences such as a chase to create for the purposes of sharpening their filmmaking skills as well as original intellectual property pitches based on specific genre criteria (*Prerequisites: None*).

**DP410 THE FINAL PRODUCT—6 Credits**

During this course students will get hands-on experience in a variety of positions during the creation of a digital production. All aspects of filmmaking will be put to use while students work hand-in-hand with film industry professionals. Education and experience from prior semesters will be used in the field in a professional setting. A short film of professional quality will be completed during this course in which students will be credited for their work and have a DVD copy for their portfolio (*Prerequisites: All Courses 1st through 3rd Semesters, excluding general education courses*).

**GE101 ANATOMY AND ANTHROPOLOGY—4 Credits**

This course covers the skeletal and muscular systems of the human body of various anthropological groups. Proportion, the relationship of parts, is emphasized. There is a mid-term and a final exam (*Prerequisites: None*).

**GE110-H PROFESSIONAL SKILLS WORKSHOP—4 Credits**

Professional Skills Workshop is designed to help students attain and utilize the skills necessary to obtain gainful employment and maintain a sense of professionalism. This applied general education course places great emphasis on self-awareness, self-concept, and the student's comprehension of his/her own personal psychodynamics. The course analyzes the connection between ethics and professionalism while discussing other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Importance is also placed on career search techniques such as networking, researching, and writing resumes and job-related letters. Finally, students will

develop and finalize a portfolio demonstrating the body of work they have created throughout their respective programs. They will practice exercises involved with manipulating photographic images, creating text effects, optimizing graphics, developing simple websites, and producing business cards. Throughout the course, students will apply critical thinking skills to solve problems and evaluate solutions (*Prerequisites: None*).

#### **GE120-O ENGLISH COMPOSITION I—4 Credits**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications (*Prerequisites: None*).

#### **GE121-O BASIC COLLEGE MATHEMATICS—4 Credits**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, geometry, probability, and basic algebra concepts (*Prerequisites: None*).

#### **GE122-O PROFESSIONALISM—4 Credits**

This course provides students with the information and skills necessary to obtain gainful employment and maintain a sense of professionalism. In doing so, students learn how professionalism can help them become the person they want to be to get the job they want, and how it can help them advance in their career path. The course analyzes the connection between ethics and professionalism and discusses other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Students will also build their workplace communication skills by examining best practices for writing emails and creating presentations. The course includes discussions on participating in and leading workplace meetings, forming and participating in workplace teams, developing a customer focus, and understanding the role of HR. Emphasis will be placed on career search techniques such as networking, researching, and writing resumes and job-related letters. Finally, the course will discuss the importance of managing career growth and change. Throughout, students will apply critical thinking skills to solve problems and evaluate situations (*Prerequisites: None*).

#### **GE202-O CRITICAL HISTORIES OF THE ART—4 Credits**

This course explores the factual and historical information about drawing, painting, sculpture, photography, film, and design through case studies of a range of historical and geographical settings, emphasizing the relationships between creative industries today and the frameworks that helped form them. Rather than focusing on fine art alone, this course looks at the range of art, media, and visual images by engaging in a global scope: Classical, Renaissance, and Modern European, as well as Asian, African, and Central American.

This applied general education course will familiarize students with key terms and debates, as well as introduce techniques used to analyze visual images, from art and photography, to television and electronic media, using a variety of overlapping analytic frameworks. Students will draw upon new approaches in their own artistic career paths and apply their critical thinking to weekly assignments geared toward interpreting the historical and geographical settings introduced in class (*Prerequisites: None*).

#### **GE402-O INTRODUCTION TO PSYCHOLOGY—4 Credits**

This course introduces human behavior. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, motivation, personality, learning and memory, emotion, states of consciousness, personality theories, cognition, life-span development, and applied psychology (*Prerequisites: None*).

#### **IL204 BASIC AIRBRUSH ILLUSTRATION—3 Credits**

This introduction to airbrush rendering will discuss terminology, materials and equipment. Basic illustrative techniques utilizing the airbrush as a rendering tool will be introduced and applied. Drawing skills, composition, color application, light and shadow and the use of textures will be emphasized (*Prerequisites: None*).

#### **SK100 COMMERCIAL DRIVERS'S LICENSE—7 Credits**

The students will be prepared to sit for the Commonwealth of Pennsylvania Specialty Commercial Driver's License (CDL) written examination and licensing test for Class "A" combination vehicles with air brakes and tanker endorsements. The students will gain the ability to properly complete all documentation required by the Commonwealth of Pennsylvania such as Drivers' Log Books and Manifests. The students will learn the correct placards to be used when traveling with hazardous materials. The students will have the ability to effectively read maps in relationship to a commercial vehicle and create viable trip routes. The students will gain the hands on experience of driving a Commercial Class "A" Combination vehicle in preparation for the Commonwealth of Pennsylvania examination. The students will be given specific driving instructions unique to driving a commercial vehicle in off road situations (*Prerequisites: None*).

#### **SK101 HEAVY EQUIPMENT OPERATION AND SAFETY—5 Credits**

The students will learn how to operate various types of heavy equipment used in the construction industry. They will be taught how to operate all-terrain vehicles, bulldozers, mini excavators and backhoes. Students will perform tasks such as transporting materials from one area to another, digging trenches and grading ground surfaces. They will learn how to read blueprints and understand site layouts when working with the heavy equipment. Students will be taught how to clean and maintain the equipment and will conduct daily safety checks on the equipment. Students will understand the importance of safe practices in all aspects of the operation and usage of heavy equipment (*Prerequisites: None*).

#### **SK102 PREPARATION AND SAFETY IN THE GAS INDUSTRY—3 Credits**

The objective of this course is to gain the knowledge of the extraction process and a history of the natural gas industry in the Appalachian basin. Students will familiarize themselves with the basic physical and chemical properties of fuel gases. Instructor will lecture on and demonstrate the methods used to identify factors related to the measurement of natural gas in the distribution system; identify factors related to the pressure

regulation of natural gas in the customer's piping system. Safety at the drill site will be introduced by demonstrating the safe use of tools, the description, tolerances and mitigation of hazards resulting from escaping gases and complying with drug and alcohol policies. The students will gain the knowledge of possible conditions, causes and hazards associated with excavation safety, and appropriate ways to design and build protection and shoring systems. The students will familiarize themselves with specific specialized work permits such as confined work space and the lockout/tag out of hazardous energy (*Prerequisites: None*).

#### **SK103 DETECTING AND REPAIR OF NATURAL GAS LEAKS—3 Credits**

The objective of this course is to understand the history of the natural gas industry in the United States, with emphasis on production and exploration in the Appalachian Basin. Employment possibilities in the natural gas industry will be presented. Natural gas exploration procedures and processes will be reviewed. Students will be introduced to geographic information systems (GIS), pipeline and hydrocarbon transmission systems, pipeline distribution systems and natural gas storage wells. Students will be informed about the physical and chemical properties of natural gas. Firefighting techniques in the industry will be addressed with emphasis on safety in all subjects as well as the use Personal Protection Equipment (PPE). Students will become familiar with natural gas leaks and the appropriate actions to take in the event of a leak. Students will be taught the various uses of hydro-fracing equipment and the importance of Job Safety Analyses (JSA) in the workplace (*Prerequisites: None*).

#### **SK104 BUILDING THE NATURAL GAS INFRASTRUCTURE—3 Credits**

The objective of this course is to prepare the students for the planning and installation of gas pipelines and the general infrastructure associated with gas pipelines. The course will be broken into segments: pre-job planning, safe work practices (including trench safety and pipelines), inspection and working with polyethylene pipe. The course will also describe and define the meters commonly found within a natural gas system. The course will offer hands on experience with a variety of meters such as the orifice meter, the turbine meter, the diaphragm meter and rotary meter. The course will outline the role of each meter within the process, its installation, limitations and maintenance. The "meter" is of prime importance in the life of a well tender and the course is intended to create a competent employee. The course will also dedicate instruction specifically to pressure regulators. The course will describe the basic operation of a pressure regulator, the performance characteristics and the required maintenance. The students will be prepared for conventional industry installations and will be prepared to react to abnormal situations as they occur (*Prerequisites: None*).

#### **SK105 FINAL PREPARATION FOR WORKING IN THE NATURAL GAS INDUSTRY—1 Credit**

The objective of this course is to prepare the students for entrance into the natural gas industry. Students will be given a general overview of the skills needed to enter the natural gas industry. They will be given a concise synopsis of the natural gas industry from extraction to distribution. Various careers in the industry will be presented and students will be given the opportunity to consider their career options and research their career choices (*Prerequisites: None*).

#### **SK106 WORKPLACE SAFETY CERTIFICATION—2 Credits**

The objective of this course is to give students an in-depth look at the safety aspect of working in the oil and gas industry. During the course the students will have the opportunity to obtain three nationally recognized safety certification in Defensive Driving (National Safety Council), First Aid/CPR and AED (Health Safety Institute), and a general safety certificate that is the most recognized training program in the oil and gas industry (PEC SafeLand/SafeGulf). Student will have an opportunity to also gain eight additional certificates of awareness in various industry safety concerns (*Prerequisites: None*).

#### **SK107 CAREER READINESS FOR THE NATURAL GAS INDUSTRY—1 Credits**

This course is designed to assist students develop and attain the skills necessary to acquire gainful employment. Students will be prepared to enter into the workforce by gaining comprehensive knowledge in the following areas: self-awareness, resume, cover letter, and reference writing skills, social media understanding, job searching techniques, interviewing skills, understanding of completing a job application, and exploration of career opportunities within their field of study. Emphasis is placed on career search techniques, resume writing, and interviewing. The course utilizes text materials, third party articles; which depict current trends in employment. Course structure includes: lectures, classroom participation and interaction, guest speakers and specialized projects in career planning, searching, and interviewing (*Prerequisites: None*).

#### **TS101 SCULPTURE I / OVERVIEW OF THE PROGRAM—6 Credits**

This course will introduce students to the art of sculpture and basic sculpting techniques. The tools, materials, and processes needed for successful special make-up effects sculptures are covered in this course. The focus of instruction is in oil-based clay sculpting. Students are taught sculpting of various anatomical facial parts with the emphasis on replicating their form, texture and detail (*Prerequisites: None*).

#### **TS102 COSMETIC MAKE-UP—4 Credits**

This course provides the student with comprehensive theory and progressive techniques for film, television and print essential to the success of the make-up artist. Aspects of straight, corrective, classic beauty, glamour and current fashion make-up design and application are covered (*Prerequisites: None*).

#### **TS104 HAIR AND BEARDS—2 Credits**

In this course students learn the art of hairpiece making, which includes hand laying & punching hair and creating lace hairpieces. Students will also learn techniques for creating and applying period beards and moustaches (*Prerequisites: None*).

**TS202 FOUNDATIONS OF MAKE-UP EFFECTS—3 Credits**

This course teaches students how to create a variety of special make-up effects. Students will learn basic effects, such as cuts, bruises, and scars, along with more complex effects, such as bullet holes and three dimensional effects. Effects are created with & without foam latex appliances (*Prerequisites: None*).

**TS203 MOLD MAKING AND CASTING—3 Credits**

In this course students will learn the principles of three dimensional make-up. Students will be taught lifecasting of the face, how to make a hydrocol mold, sculpting a one piece prosthetic make-up, the formulation of foam latex rubber, and the application of a final prosthetic make-up (*Prerequisites: None*).

**TS204 SCULPTURE II—4 Credits**

In this course experiments with different sculpting clays are completed. Sculptures done must capture non-tangible qualities such as mood, expression, emotion, attitudes and action. Sculptures of human, animal and hybrid characters are created (*Prerequisites: TS101*).

**TS301 ADVANCED MAKEUP EFFECTS—3 Credits**

In this course students will learn to make a multiple piece prosthetic make-up in foam latex and gelatin and make a hydrocol lifecast. The techniques and materials necessary for producing and applying complex make-up effects are covered. Special attention is paid to creating a realistic final make-up project through the correct design & location of appliances, the application of hair, the proper production of foam parts, and the final coloring (*Prerequisites: TS203*).

**TS303 ADVANCED MOLD MAKING AND CASTING—3 Credits**

This course covers complex methods of making molds and casts. Multi-piece molds are completed and castings are done using various materials. Students will produce a mold of a mask sculpture in multiple pieces and learn to use a variety mold making and casting materials (*Prerequisites: TS203*).

**TS305 EYES AND TEETH FABRICATION—6 Credits**

The students will learn to fabricate wearable and animatronic dentures. In addition, they will learn how to create animatronic and prop realistic eyes (*Prerequisites: TS204*).

**TS404 SPECIAL EFFECTS PROPS—3 Credits**

Students will learn the techniques of prop fabrication and set design. They will learn how to carve foam, sculpt and texture rock walls, and create different metal surfaces. They will learn vacuforming and kit bashing (*Prerequisites: None*).

**TS405 FASHION AND PERFORMANCE MAKE-UP—3 Credits**

Students will learn the application techniques for various types of beauty makeups. They will be taught the fundamentals, and how to apply, high fashion makeup, photography makeup, specialty performance makeup, runway makeup, and makeup for television, film, and theater. They will learn to apply makeup with an airbrush, executing and full body makeup application (*Prerequisites: TS102*).

**TS406 TOM SAVINI'S PORTFOLIO REVIEW—3 Credits**

Students complete their portfolios using lecture information and personal critiques from the instructor, who recommends portfolio changes and improvements. Special effects industry professionals are brought in each semester to review student work and provide more feedback to maximize employment potential in the special effects industry (*Prerequisites: None*).

**TS407 ANIMATRONICS—6 Credits**

This course develops the students' skills in the area of animatronics. Students will utilize a humanoid sculpture and develop animatronic parts for it. They will design and create a jaw movement, an eye movement, and learn the use of cable and radio controls (*Prerequisite: TS305*).

**TS500 DIGITAL SCULPTING—3 Credits**

In this introductory course in digital sculpting students will create 3D models which bring concepts into reality using ZBrush interface. They will sculpt organic 3D objects and geometric shapes using different digital sculpting techniques (*Prerequisites: TS101, GE101*).

**TS501 SPECIAL EFFECTS FROM PAGE TO SCREEN—6 Credits**

Students will design and create film quality effects in a simulated studio environment. Students will learn the value of time management and working under deadlines to create desired results. Physical effects, props and makeups will be conceptualized, created and refined in preparation for filming. Finished effects will be videoed, critiqued and evaluated to produce the best final results. Final video will be used to create a demo reel to enhance student portfolios (*Prerequisites: TS101, TS104, TS202, TS203 Corequisite: TS305*).

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