DOUGLAS
Education Center

STUDENT CATALOG 2025/26

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130 SEVENTH STREET · MONESSEN, PA 15062 · 1.800.413.6013 · DEC.EDU

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A Message from the CEO / President

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

1. Douglas Education Center (DEC) was founded in 1904. Over 120 years of education!
2. DEC offers programs in Special Make-Up Effects, Filmmaking, Beauty and Wellness, as well as Skilled Trades. Please visit DEC's website for details and course information. Important information about the educational debt, earnings, and completion rates of students who attended all programs, please visit: 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:

PROGRAMS of STUDY

CREATIVE PROGRAMS
- George A. Romero's Filmmaking Program
- Tom Savini's Special Make-Up Effects Program

BEAUTY & WELLNESS PROGRAMS
- Cosmetology Program
- Esthetics Program
- Esthetician and Nail Technologist Program
- Massage Therapy Program
- Advanced Cosmetic Techniques Program

SKILLED TRADES PROGRAMS
- Commercial Driver's License Program
- Heavy Equipment and CDL with Safety Program

DEC INFORMATION

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 (ASB) 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 a program offering students a Commercial Driver's License in 2014, as well as another program coupling that skillset with heavy equipment and safety training. Also, in 2014, DEC began offering distance education course delivery, specifically in its ASB degree programs. And finally, DEC expanded yet again by adding a program in Massage Therapy (2019) as well as another program covering permanent makeup in Advanced Cosmetic Techniques (2023).

Over 120 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 each student 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.

Division of Law Enforcement Education and Trade Schools
Pennsylvania Department of Education
333 Market Street, 12th floor
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

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

ADMISSIONS REQUIREMENTS

A prospective student seeking admission to DEC must be a high school graduate or possess a General Education Development (GED) Diploma or recognized equivalency certificate. 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 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 ($50.00) must accompany the application. DEC also charges a one hundred-dollar ($100.00) 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 (There is a returned check/stop payment fee of $35.00 when applicable.)
   - 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 or other recognized equivalency certification 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 Chief Academic Officer no later than two weeks after the semester/instructional period 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/they are accepted; otherwise, he/she/they are not accepted. The application and registration fees are 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

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?"
- Applicants must successfully complete an "Online Basic Computer Literacy Assessment," with a minimum passing score of 70%. This assessment is conducted online by a third-party testing site, and will verify the technical competencies necessary to succeed in an online delivery format. Applicants unable to achieve a passing score will be referred to an appropriate agency or individualized training program. All assessments and subsequent training are scheduled through the Admissions Department. A maximum of 3 attempts will be granted for the assessment.

MASSAGE THERAPY PROGRAM:

- Applicants must sign the "Student Acknowledgement of DEC Massage Therapy Licensure Pass Rates" outlining the annual passing rate of DEC's graduates on the approved examination of licensure for the past two (2) calendar years for which data is available.

DEC would like to advise all applicants to its Massage Therapy Program that any student who enters this program with a criminal history must be aware that they will face challenges in securing employment in the healthcare industry. All applicants must give serious consideration to enrollment in the Massage Therapy program if they have a criminal history.

ADVANCED COSMETIC TECHNIQUES PROGRAM:

All applicants must possess a current license in at least one of the following disciplines: Esthetics, General Cosmetology or Cosmetology Teacher as issued by their state of residency. Should any applicant have questions about the requirements for these disciplines or transferring licensure into the state of PA, an admissions representative will be able to assist.

SKILLED TRADES PROGRAMS:

The requirements for the 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. Program costs for each skilled trade program include one (1) drug screening, after which the cost of any additional screenings will be the responsibility of the applicant.
   Note: Students will be subject to random drug testing when they are taking the 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.

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. Program costs for each skilled trade program include one (1) drug screening, after which the cost of any additional screenings will be the responsibility of the applicant.
   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.

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 the 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
  - Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades. Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.
- Browsers
  - Canvas supports the latest version of the following desktop browsers and flash versions: Edge, Chrome, Safari (Macintosh only), Firefox (extended releases are not supported), and Respondus Lockdown Browser.
- 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 or NVDA for Chrome and Firefox
    - Latest version of Voiceover for Macintosh (Safari)
- 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
Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. It is recommended to have a minimum Internet speed of 512kbps.

Mobile Devices
The Canvas interface was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience in using Canvas. For the best user experience, please download the Canvas mobile applications. The Canvas mobile applications require Android 8.0 or later and iOS 14.0 or later.

Canvas offers limited support for native mobile browsers on tablet devices.

- Mobile browsers
    - Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:
        i. iOS
            1. Safari (default browser with limited Canvas support)
            2. Chrome
        ii. Android
            1. Chrome (default browser with limited Canvas support)
            2. Internet
            3. Firefox
- Mobile Applications
    - Canvas Student (iOS and Android). This app is the mobile version of Canvas that helps students stay current with their courses anywhere.

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 $75.00 must be paid prior to processing. A student may only apply for advanced standing one time per course.

HIGH SCHOOL DIPLOMA VERIFICATION PROCEDURE
Upon receipt, the high school transcripts are viewed by the Admissions Department to verify that transcripts are acceptable. If high school transcripts are deemed to be suspect, they are cross-referenced with a list of "fake" or "diploma mill" high schools available in the Admissions Department. Furthermore, an online search is conducted to verify the source of the suspect transcripts. If necessary, calls are made to the institution where the suspect transcripts were originated, to inquire as to their validity. The student is denied enrollment if transcripts are found to be from a "fake" or "diploma mill" high school or source.

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 Beauty and Wellness programs and the Skilled Trades Programs. Homework hours vary for students in the Beauty and Wellness and Skilled Trade programs and are commensurate to the level of preparation required to be successful in those fields.

INTERNATIONAL STUDENTS
DEC is not authorized to enroll international students and does not participate in federal student visa programs, including the M-1 visa. Applicants with questions regarding eligibility are encouraged to contact the Admissions Department.

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 they return 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 their 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 postsecondary institution or 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. At least 25% of credits in a non-degree or degree program must be taken at DEC. 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 Chief Academic Officer 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 Cosmetology Supervisor. 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 curriculum.

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 Cosmetology Supervisor and the Chief Academic Officer.

Transfer of credits from DEC to any other postsecondary institutions will be at the discretion of the receiving institution.

There is no guarantee that credits will transfer into DEC. All transfer of credit requests must be submitted to the Chief Academic Officer no later than two weeks after the start date of the student's first semester/instructional period 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.2233 1-800-413-6013 Ext.2233
		E-mail:	dec@dec.edu
		Website:	www.dec.edu

ACADEMIC CALENDARS

THIS CALENDAR FOR
CREATIVE AND COSMETOLOGY PROGRAMS

(SEE NEXT PAGE FOR MASSAGE THERAPY, ADVANCED COSMETIC TECHNIQUES, AND SKILLED TRADES PROGRAM CALENDARS)

2026 SPRING SEMESTER
Spring Semester Begins ..... February 5, 2026
Midterm Report ..... March 27
Spring Break ..... April 3
Classes Resume ..... April 7
Spring Semester Ends .....May 22
Graduation .....May 22, 2026
Semester Break: May 23 – June 3

2026 SUMMER SEMESTER
Summer Semester Begins ..... June 4, 2026
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 18
Graduation .....September 18, 2026
Semester Break: September 19 – September 30

2026 FALL SEMESTER
Fall Semester Begins .....October 1, 2026
Midterm Report .....November 19
Thanksgiving Break .....November 26
Classes Resume .....November 30
Last Class before Holiday Break ..... December 18
Classes Resume ..... January 4, 2027
Fall Semester Ends ..... January 29
Graduation ..... January 29, 2027
Semester Break: January 30 – February 8

2027 SPRING SEMESTER
Spring Semester Begins..... February 9, 2027
Midterm Report .....March 25
Spring Break .....March 26
Classes Resume .....March 30
Spring Semester Ends..... May 26
Graduation ..... May 26, 2027
Semester Break: May 27 – June 8

2027 SUMMER SEMESTER
Summer Semester Begins ..... June 9, 2027
Fourth of July Observed Holiday ..... July 2
Classes Resume ..... July 5
Midterm Report ..... July 27
Labor Day Holiday .....September 6
Classes Resume .....September 7
Summer Semester Ends .....September 23
Graduation .....September 23, 2027
Semester Break: September 24 – October 5

2027 FALL SEMESTER
Fall Semester Begins ..... October 6, 2027
Midterm Report ..... November 23
Thanksgiving Break ..... November 25
Classes Resume ..... November 29
Last Class before Holiday Break .....December 17
Classes Resume .....January 3, 2027
Fall Semester Ends ..... February 3, 2028
Graduation ..... February 3, 2028
Semester Break: February 4 – February 9

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

THESE CALENDARS FOR
MASSAGE THERAPY, ADVANCED COSMETIC TECHNIQUES, AND SKILLED TRADES PROGRAMS

MASSAGE THERAPY PROGRAM

2025 SPRING START
1st Instructional Period Begins ..... April 1, 2025
1st Instructional Period Ends ..... September 16, 2025

2nd Instructional Period Begins……Sept. 30, 2025
Last Class Before Holiday Break... December 18, 2025
Classes Resume ……January 6, 2026
2nd Instructional Period Ends ..... March 24, 2026
Graduation ..... March 24, 2026

2025 FALL START
1st Instructional Period Begins .....October 2, 2025
Thanksgiving Holiday .....November 27, 2025
Classes Resume..... December 2, 2025
Last Class before Holiday Break... December 18, 2026
Classes Resume..... January 6, 2026
1st Instructional Period Ends ..... April 1, 2026

2nd Instructional Period Begins ..... April 8, 2026
2nd Instructional Period Ends ..... September 23 2026
Graduation..... September 23 2026

2026 SPRING START
1st Instructional Period Begins ..... April 7, 2026
1st Instructional Period Ends ..... September 22, 2026

2nd Instructional Period Begins .....October 6, 2026
Last Class Before Holiday Break... December 17, 2026
Classes Resume ……January 5, 2027
2nd Instructional Period Ends ..... March 30, 2027
Graduation ..... March 30, 2027

ADVANCED COSMETIC TECHNIQUES PROGRAM

2026 SPRING START
Classes Begin. .....February 9, 2026
Classes End ..... April 20, 2026

HEAVY EQUIPMENT AND CDL WITH SAFETY PROGRAM

Classes Begin. .....March 16, 2026
Easter Monday Holiday ..... April 6, 2026
Classes Resume..... April 7, 2026
Classes End .....June 4, 2026

COMMERCIAL DRIVER'S LICENSE PROGRAM

Classes Begin. .....January 26, 2026
Classes End .....March 16, 2026

Classes Begin. .....March 16, 2026
Classes End .....May 4, 2026

Classes Begin. .....May 4, 2026
Classes Resume.....June 22, 2026

Commercial Driver's License course may also be offered on evenings and weekends. Additional start dates may be offered based upon interest and availability.

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
Chief Academic Officer

Kerry Purnell
Academic Affairs Coordinator

Katie Saul
Educational Records Assistant/Receptionist

ADMISSIONS
Tony Báez Milán
Executive Director of Admissions

Ashley Sabo
Senior Admissions Representative/Recruiter

Mary Beth Seipp
Admissions Coordinator/Recruiter

Aileen Smith
Admissions Coordinator/Recruiter

FINANCIAL AID
Michael Crosby
Director of Financial Aid/Primary Campus Security Authority/Title IX Coordinator

Barbara Balco
Financial Aid Representative

BUSINESS OFFICE / BURSAR
Jeffrey Fedorek
Director of Financial Services

Cheryl Butela
Staff Accountant

CAREER SERVICES
Candace Dranzo
Director of Career Services

Gabrielle Gutierrez
Career Services and Alumni Coordinator

Amanda Myers
Career Services and Alumni Coordinator

Lauren Keller
Media & Portfolio Coordinator

MARKETING/PUBLIC RELATIONS
Kevin Fear
Chief Marketing Officer

Lauren Keller
Media & Portfolio Coordinator

INFORMATION TECHNOLOGY
John Sechrist
Executive Director of Information Technology

Christopher Sabo
Information Technology Assistant

FACILITIES/MAINTENANCE
John Gemas
Maintenance Supervisor

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

COSMETOLOGY PROGRAMS

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

Kissie Cobb
Diploma, Cosmetology Teacher, Douglas Education Center
Diploma, General Cosmetology, Pittsburgh Beauty Academy
Licensed Cosmetology Teacher

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

Rachel Spyra
Diploma, Cosmetology, Penn Commercial
Diploma, Cosmetology Teacher, Penn Commercial
Licensed Cosmetology Teacher

GENERAL EDUCATION

Rodney Boyce
BFA, Communications Graphics, Edinboro University

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

Donna Koltash
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

Wendy Miller-Norris
BFA, Creative Writing, Full Sail University
MFA, Creative Writing, Southern New Hampshire 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

Tony Báez Milán
BA, Cinema, Columbia College

Stephen Dixon
ASB, The Factory Digital Filmmaking at Douglas, Douglas Education Center

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

Brad Stalnaker
BFA, Art, West Virginia University

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

MASSAGE THERAPY PROGRAM

Chelse McQuaide | Coordinator of Massage Therapy Program
ASB, Massage Therapy, McCann School of Business & Technology
Licensed Massage Therapist

Christina Benton
Diploma, Massage Therapy, Laurel Business Institute
Licensed Massage Therapist

ADVANCED COSMETIC TECHNIQUES PROGRAM

Trisha Kindermann | Director of Advanced Cosmetic Techniques Program
Licensed Esthetician

SKILLED TRADES PROGRAMS

Fred Gibbons | Lead Instructor for Skilled Trades Programs
Diploma, Class A CDL, Truck Driving Institute
Commercial Driver's License

Larry Blackson
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

Chris Pirt
ASB, Tom Savini's Special Make-Up Effects, Douglas Education Center

Cody Ruch
ASB, Tom Savini's Special Make-Up Effects, Douglas Education Center

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.

Course #	Title	Delivery Method R=Residential O=Online H=Hybrid	Didactic	Supervised Lab	Credit
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.

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.

Course #	Title	Delivery Method R=Residential O=Online H=Hybrid	Didactic	Supervised Lab	Credit
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
TS320	Eyes and Teeth Fabrication	R	15	60	3
TS404	Special Effects Props	R	15	60	3
TS309	3D Fabrication	R	15	60	3
SELECT EITHER	***TRACK ONE: ANIMATRONICS TRACK***				
TS501	Special Effects from Page to Screen	R	30	120	6
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
OR SELECT	***TRACK TWO: FASHION & PERFORMANCE TRACK***				
IL204	Basic Airbrush Illustration	R	15	60	3
TS501	Special Effects from Page to Screen	R	30	120	6
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
	TOTALS		490	1160	71

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.

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.

Course #	Title	Didactic	Supervised Lab	Credit
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	45	60	4
CO109	Clinic I	0	225	7
CO110	State Board Preparation	30	90	4
CO111	Hair Design/Hair Sculpture III	45	60	4
CO112	Clinic II	0	225	7
	TOTALS	300	1050	43

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.

Course #	Title	Didactic	Supervised Lab	Credit
CE101	Professional Practices/Science	90	90	7
CE102	Make-up	15	60	2
CE103	Facial Treatments/Temporary Hair Removal/Body Treatments	45	150	7
	TOTALS	150	300	16

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.

Course #	Title	Didactic	Supervised Lab	Credit
CE101	Professional Practices/Science	90	90	7
CE102	Make-up	15	60	2
CE103	Facial Treatments/Temporary Hair Removal/Body Treatments	45	150	7
CN101	Nail Science	90	60	6
CN102	Nail Treatments/Pedicuring	30	120	5
	TOTALS	270	480	27

ADVANCED COSMETIC TECHNIQUES PROGRAM

Diploma Program / 1 instructional period / 10 weeks

Objective: This program is designed to train students in advanced techniques for lashing as well as the application of permanent makeup to the eyes, brows, and lips. Throughout the program, students will utilize proper safety and sanitation procedures while also understanding the various applications for these techniques on a particular client. This program also covers marketing strategies and self-employment topics for those interested in starting their own businesses or enhancing their current career in cosmetology/esthetics and/or makeup. Students applying to this program must carry a valid license in Esthetics, General Cosmetology or Cosmetology Teacher.

Course #	Title	Didactic	Supervised Lab	Credits
MU101	Permanent Makeup	45	55	4
MU102	Advanced Eyelash Techniques	15	35	1
	TOTALS	60	90	5

MASSAGE THERAPY PROGRAM

Diploma Program / 2 instructional periods / 48 weeks

Objective: This eleven-month program provides graduates with the skills and knowledge to obtain entry-level positions in the fields of massage therapy. Students learn the essentials of anatomy, physiology, kinesiology, and pathology, providing a solid foundation for mastering many different bodywork modalities. This program highlights coursework in areas of ethics, hygiene, documentation, and integrated bodywork techniques including aromatherapy, reflexology, and shiatsu. Students not only learn and practice classical massage modalities, but also clinical techniques such as lymph massage, neuromuscular, and myofascial. Students will explore numerous career tracks including massage in a spa environment, sports massage, and self-employment. This program covers business and career development, along with training in laws and regulations. Upon successful completion of the program, students are eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx) offered by the Federation of State Massage Therapy Boards (FSMTB). Once certification is obtained, graduates apply for licensure with the Pennsylvania State Board of Massage Therapy.

Course #	Title	Didactic	Supervised Lab	Credit
MT101	Body Sciences	105	70	7
MT102	Massage Modalities	90	60	6
MT103	Spa Therapies	30	20	2
MT104	Sports Massage	45	30	3
MT105	Clinical Massage	45	30	3
MT106	Professional and Business Practices	45	30	3
MT107	Integrated Bodywork	30	20	2
MT108	Clinic	0	100	3
	TOTALS	390	360	29

Certification and Licensure:

Upon successful completion of the program, students are eligible to sit for the Massage and Bodywork Licensing Examination (MBLEX) offered by the Federation of State Massage Therapy Board (FSMTB). Once certification is obtained, graduates apply for licensure with the Pennsylvania State Board of Massage Therapy. The state of Pennsylvania requires licensure for massage therapy practice. Students should be aware that regulations vary from state to state and the student is responsible for meeting the training requirements in the state she/he wishes to practice.

HEAVY EQUIPMENT AND CDL WITH SAFETY PROGRAM

Diploma Program / 1 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.

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

COMMERCIAL DRIVER'S LICENSE PROGRAM

*Certificate Program / 1 instructional period / 8 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.

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

**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
George A. Romero's Filmmaking Program	Application Fee $50 Registration Fee $100			Graduation Fee $215	**$365**
Tuition	$9,950	$9,950	$9,950	$9,950	**$39,800**
(On-ground Tuition)	$7,570	$9,950	$7,570	$6,380	
(Online Tuition)	$2,380	$0	$2,380	$3,570	
Books	$525	$320	$350	$370	**$1,565**
Supplies	$600	$125	$25	$880	**$1,630**
Equipment	$1,025	$1,025	$1,025	$1,275	**$4,350**
Semester Totals	$12,250	$11,420	$11,350	$12,690	**$47,710**
Tom Savini's Special Make-Up Effects Program	Application Fee $50 Registration Fee $100			Graduation Fee $215	**$365**
Tuition	$9,950	$9,950	$9,950	$9,950	**$39,800**
(On-ground Tuition)	$9,950	$5,430	$9,950	$8,255	
(On-line Tuition)	$0	$4,520	$0	$1,695	
Books	$490	$500	$60	$130	**$1,180**
Supplies	$1,710	$1,275	$2,275	$3,075	**$8,335**
Semester Totals	$12,300	$11,725	$12,285	$13,370	**$49,680**

The goal of Douglas Education Center is to provide a high-quality education and train our graduates in the skills necessary to be competitive in today's current employment market. In order to operate this institution with the highest level of efficiency and to provide the best education possible, tuition increases may occur. In the event of any tuition increases, students are properly notified. Books and supply cost may be adjusted with no prior notice to students on a semester by semester (or instructional period by instructional period) basis.

SKILLED TRADES PROGRAMS	1st Instructional Period	Program Totals
Heavy Equipment and CDL with Safety	Application Fee $50 Registration Fee $100	**$150**
Tuition	$12,750	**$12,750**
Books	$50	**$50**
Exams / Certifications	$0	**$0**
Supplies	$150	**$150**
Totals	**$13,100**	**$13,100**
Commercial Driver's License Program	Application Fee $50 Registration Fee $100	**$150**
Tuition	$7,400	**$7,400**
Books	$15	**$15**
Exams / Certifications	$0	**$0**
Supplies	$85	**$85**
Totals	**$7,650**	**$7,650**

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BEAUTY & WELLNESS PROGRAMS	1st Semester	2nd Semester	3rd Semester	Program Totals
Cosmetology Program	Application Fee $50 Registration Fee $100		Graduation Fee $215	**$365**
Tuition	$6,925	$6,925	$6,925	**$20,775**
Books	$390	$0	$25	**$415**
Supplies	$1,790	$750	$490	**$3,035**
Exam / Certifications	$0	$0	$165	**$165**
Totals	$9,255	$7,675	$7,820	**$24,750**
Esthetics Program	Application Fee $50 Registration Fee $100 Graduation Fee $215			**$365**
Tuition	$4,450			**$4,450**
Books	$435			**$435**
Supplies	$810			**$810**
Exam / Certifications	$165			**$165**
Totals	$6,225			**$6,225**
Esthetician and Nail Technologist Program	Application Fee $50 Registration Fee $100	Graduation Fee $215		**$365**
Tuition	$4,450	$4,450		**$8,900**
Books	$960	$0		**$960**
Supplies	$843	$842		**$1,685**
Exam / Certifications	$165	$165		**$330**
Totals	$6,418	$5,457		**$12,240**
	1st Instructional Period	2nd Instructional Period		
Massage Therapy	Application Fee $50 Registration Fee $100	Graduation Fee $215		**$365**
Tuition	$4,450	$4,450		**$9,000**
Books	$610	$140		**$750**
Supplies	$525	$340		**$865**
Equipment	$900	$900		**$1,800**
Exam / Certifications	$0	$425		**$425**
Totals	$6,685	$6,520		**$13,205**
	1st Instructional Period			
Advanced Cosmetic Techniques	Application Fee $50 Registration Fee $100			**$150**
Tuition	$4,500			**$4,500**
Books	$325			**$325**
Supplies	$950			**$950**
Exams / Certifications	$40			**$40**
Totals	$5,965			**$5,965**

For more information regarding Douglas Education Center's Cost of Attendance please visit Consumer Info Cost of Attendance. *The goal of Douglas Education Center is to provide a high-quality education and train our graduates in the skills necessary to be competitive in today's current employment market. In order to operate this institution with the highest level of efficiency and to provide the best education possible, tuition increases may occur. In the event of any tuition increases, students are properly notified. Books and supply cost may be adjusted with no prior notice to students on a semester by semester (or instructional period by instructional period) basis.*

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 JUNE 2024

- Tom Savini's Special Make--Up Effects Program ---------- $565/credit
- George A. Romero's Filmmaking Program ---------- $595/credit
- Heavy Equipment and CDL with Safety Program ---------- $1,065/credit
- Commercial Driver's License Program ---------- $1,060/credit
- Cosmetology Program ---------- $485/credit
- Esthetics Program ---------- $280/credit
- Esthetician and Nail Technologist Program ---------- $330/credit
- Advanced Cosmetic Techniques Program ---------- $1,500/credit
- Massage Therapy ---------- $315/credit
- **General Education / Applied General Education Courses ---------- $580/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 (There is a Returned Check / Stop Payment Fee of $35.00 when applicable)
- Credit Card
- Online: www.dec.edu/pay

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

Payment schedules are interest-free and do not extend beyond the semester / instructional period. Therefore, late fees and interest charges are not applicable.

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.

PAYMENT PLAN POLICY

For Semester based programs (excluding Esthetics). The student has the choice of 3 payment options

- Cash balance paid in full (100%) prior to the first day of class
- 50% of cash balance paid prior to the 1st day of class and the remaining 50% is divided into 3 equal installments paid by the 1st day of the following 3 months in the semester.
- 25% of cash balance paid prior to the 1st day of class and the remaining 75% is divided into 3 equal installments paid by the 1st day of the following 3 months in the semester.

For the Esthetics program, the student has 2 payment options

- Cash balance is paid in full (100%) prior to the first day of class
- 50% of cash balance is paid prior to the 1st Day of class and the remaining 50% is divided in to 3 equal installments paid by the 1st day of the following 3 months in the semester

For the Advanced Cosmetic Techniques program, the student has 2 payment options

- Cash balance is paid in full (100%) prior to the first day of class
- 50% of cash balance is paid prior to the 1st Day of class and the remaining 50% is divided in to 2 equal installments paid by the 1st day of the following 2 months

For the Massage Therapy program, the student has the choice of 3 payment options

- Cash balance paid in full (100%) prior to the first day of class
- 50% of cash balance paid prior to the 1st day of class and the remaining 50% is divided into 3 equal installments roughly 45 days apart: 15th day of the Second Month, 1st Day of the 4th Month and 15th Day of the 5th Month.
- 25% of cash balance paid prior to the 1st day of class and the remaining 75% is divided into 3 equal installments roughly 45 days apart: 15th day of the Second Month, 1st Day of the 4th Month and 15th Day of the 5th Month.

For Skilled Trade programs (Commercial Driver's License, Heavy Equipment and CDL with Safety) the student has 2 payment options

- Cash balance is paid in full (100%) prior to the first day of Class
- 50% of cash balance is paid prior to the 1st Day of class and the remaining 50% is divided in to 2 equal installments, the mid- point of the program and 3 business days prior to the scheduled completion of the program.

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.

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
- 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 $150.00.

TUITION REFUND POLICY

Douglas Education Center will earn all or a portion of the tuition charged when a student begins a semester or instructional period 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 45 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 Chief Academic Officer 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), Iraq and Afghanistan Service Grant (IASG), Children of Fallen Heroes Act (CFH), 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 Chief Academic Officer 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 5) IASG, and 6) 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

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)
CFH (Children of Fallen Heroes)
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
Pennsylvania State Grant and Special Programs
Other State Student Assistance Programs

INSTITUTIONAL SCHOLARSHIPS
Heavy Equipment Scholarship
IDEA (Inspiration and Dedication to Excellence Award) Scholarship
Massage Therapy Scholarship
STAR Cosmetology Scholarship

AGENCY/PRIVATE FUNDING SOURCES
OVR (Office of Vocational Rehabilitation)
TAA (Trade Adjustment Assistance)
WIA (Workforce Investment Act)
SWT (Southwest Training)
Tom Savini Scholarship
Zach Lydard Scholarship
Allegheny Image Factory Scholarship
George A. Romero Foundation (GARF) Scholarship

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

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 SAI (Student Aid Index), cost of attendance, and enrollment intensity, i.e., the number of credits attended each payment period in comparison to the full time requirement.
- 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 $100.00 while the maximum award is $1,000.00.
- The award amount is based on the SAI (Student Aid Index), and is prorated based on enrollment intensity (i.e., the number of credits or clock hours attended each payment period) following Pell proration, 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 Lifetime Eligibility Used (LEU) for IASG is combined with the Pell LEU. The student cannot receive more than the equivalent of 6 academic years of the combination of Pell, IASG, and CFH

CFH (CHILDREN OF FALLEN HEROS)

- Pell-eligible students whose parent or guardian died in the line of duty while performing as a public safety officer are eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made.
- The maximum award is the same as the maximum Pell Grant. It is adjusted for less than fulltime enrollment.
- A student must be younger than 24 or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent academic years, the student continues to be eligible for the scholarship as long as he or she remains Pell-eligible.
- Eligible students must self-identify and demonstrate their eligibility with the DEC Financial Aid Office by completing an application obtained through the aid office and providing any of the following documentation.
    - a determination letter acknowledging eligibility for certain federal benefits under the Public Safety Officers Benefit (PSOB) program administered by the Department of Justice
    - a written letter of attestation of determination made by a state or local government official with supervisory or other relevant oversight authority of an individual who died in the line of duty while serving as a public safety officer as defined in the next section
    - documentation of the student qualifying for a state tuition or other state benefit accorded to the children or other family members of a public safety officer consistent with the definition in 42 U.S.C. 3796b, or as a fire police officer as noted in the next section
    - other documentation the school determines to be from a credible source that describes or reports the circumstances of the death and the occupation of the parent or guardian
- For purposes of the Children of Fallen Heroes Scholarship, the following are considered a public safety officer:
    - As defined in section 1204 of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. 3796b)
    - A fire or police officer, defined as an individual who is serving in accordance with state or local law as an officially recognized or designated member of a legally organized public safety agency and provides scene security or directs traffic in response to any fire drill, fire call or other fire, rescue or police emergency or at a planned special event
- The Lifetime Eligibility Used (LEU) for CFH is combined with the Pell LEU. The student cannot receive more than the equivalent of 6 academic years of the combination of Pell, IASG, and CFH.

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.
- 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.
- 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.

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 Office 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;
- 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. 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, IASG, or CFH.
To receive a Direct Loan, the student must complete Entrance Counseling (for first time borrowers) via the financial aid student portal and an MPN (Master promissory Note) at www.studentaid.gov.

To receive a PLUS Loan, the parent borrower must complete the loan application and MPN (Master Promissory Note) at www. www.studentaid.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 their Student Aid Index (SAI). 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 SAI 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.

SAI (STUDENT AID INDEX)

The SAI (Student Aid Index) is a formula-based index number ranging from –1500 to 999999. Where your SAI falls within the SAI range helps your school determine how much financial support you may need. Your SAI is an index number used by financial aid professionals when creating an aid offer. Your SAI is calculated using information that you (and other contributors, if required) provide on the *Free Application for Federal Student Aid* (FAFSA®) form.

Your Student Aid Index (SAI) is calculated using the information you provide on your *Free Application for Federal Student Aid* (FAFSA®) form. The SAI formula calculates the total financial resources of you and your parents (or spouse in some cases) then deducts the minimum amount needed for your family's normal annual living expenses. The remaining amount may, in part, be allocated for college expenses.

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 SAI 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.

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/CFH, 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 Aid Notification for each student including charges and financial aid. Revised Financial Aid Notifications are sent as necessary.

Questions about a student's financial aid and Aid 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/CFH, 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. Beginning with the 2024-2025 award year: The FAFSA Simplification Act requires that, wherever possible, the Department use data received directly from the IRS to calculate a student's Student Aid Index (SAI) and Pell Grant award. The Fostering Undergraduate Talent by Unlocking Resources for Education Act (FUTURE Act) requires the Department of Education to access tax information held by the IRS pertaining to FAFSA applicants—and, where applicable, their parents and spouses—through a secure method: the FUTURE Act Direct Data Exchange (FA-DDX). The FUTURE Act amended the Internal Revenue Code (IRC) to mandate the disclosure of FTI directly from the IRS to the Department with an individual's consent and approval. The FUTURE Act also made providing consent and approval for the exchange of FTI a requirement for receiving federal student aid. Applicants and contributors will be required to provide consent and approval to retrieve FTI directly from the IRS. When FTI is received from the IRS via the FA-DDX, the FTI received is considered verified and no additional documentation is necessary. As a result, the FA-DDX is the fastest, easiest, and most secure method of meeting income and tax verification requirements. If income tax return information was not available through the FA-DDX or could not be used a IRS Tax Return Transcript(s) or a signed copy of the income tax return and applicable schedules should be provided. The FAO may also request that you provide additional documentation to verify income (W2's, signed statements, etc.). The applicant must submit all documentation requested for verification.
The school will provide new Aid 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 hour programs as 24 semester credit and 30 instructional weeks.

GRADE LEVEL

DEC defines a grade level 1 student for loan purposes as having earned -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

Standard Term Programs:
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.

Non-Term Programs (Massage Therapy):
A student enrolled in a non-term program may not be paid for repeat coursework and may not be paid a subsequent disbursement of FSA funds until the minimum credits (12 FA credits) and weeks are successfully completed and achieved.
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.

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.

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	
	Per Month	Total	Per Month	Total	Per Month	Total	Per Month	Total
$5,000	$58	$6,904	N/A	N/A	N/A	N/A	$40	$7,275
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.

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. Students who enrolled in Douglas Education Center prior to 10/1/2024 must complete online Entrance Counseling at www.studentaid.gov. Students who enrolled in Douglas Education Center for 10/1/2024 and beyond must complete Entrance Counseling through the Financial Aid Student Portal. Exit Counseling must be completed online at www.studentaid.gov.

Borrowers are also encouraged to complete Financial Awareness Counseling also available on 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:	www.ombudsman.ed.gov
Email:	fsaombudsmanoffice@ed.gov

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 https://www.va.gov/education for additional information.

Title 38 United States Code Section 3679(e) School Compliance: DEC permits any covered individual under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill ® benefits, to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates: 1. The date on which payment from VA is made to the institution. 2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility. (A "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website, e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes.)

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

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at https://benefits.va.gov/gibill.

STATE STUDENT ASSISTANCE PROGRAM

In addition to the Federal Student Aid Programs, DEC participates in the following Pennsylvania State Student Assistance Programs. Pennsylvania State 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 PA State 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 in part by using the SAI (Student Aid Index), 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.

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 PA State Grant must complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. DEC's Federal School Code is 013957, and must be provided on the FAFSA in order for the state to receive application data.

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

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

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 Pennsylvania State Grant.
- Have a valid high school diploma or GED;
- Be enrolled for at least halftime (six credits).
- 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 PA State 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.

HEAVY EQUIPMENT SCHOLARSHIP

- This is a merit-based award offered to new students entering the applicable program of study.
- There will be four (4) scholarships offered to new students each award year.

- The total value of the scholarship is equivalent to 25% of the tuition for the program as follows:
    - Heavy Equipment and CDL with Safety Program - $3,188.00
- Applicants must submit all required information to be considered eligible for this award:
    - Completed DEC Enrollment Application
    - Completed Heavy Equipment Scholarship Application
    - Completed essay: How an education in Heavy Equipment will change my life
    - Application deadlines are as follows: 2 weeks (14 calendar days) prior to the start of class

Selection Criteria: Applicants must submit all items included in the application. This award is merit-based, and applicants will be judged based on their submission, specifically the essay. The essay will be reviewed for content by the committee. The committee will make its determination based on the applicant(s) who is able to best-express him/herself by writing of his/her intention of making this life-changing educational decision and ultimately, career choice.

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

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.
- There will be fourteen (14) scholarships offered for new students each award year.
- The total value of each scholarship is equivalent to 25% of the tuition for the programs as follows:
    - George A. Romero's Filmmaking Program - $9,950.00
    - Tom Savini's Special Make-Up Effects Program - $9,950.00
- 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).
    - Application deadlines are as follows: Fall: August 1; Spring: December 1; Summer: April 1.

Selection Criteria: Applicants must submit all items included in the application. This award is merit-based, and applicants will be judged based on their submission, specifically the portfolio. The items will be reviewed by the committee and the committee will make its determination based on all items/materials submitted.

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

MASSAGE THERAPY SCHOLARSHIP

- This is a merit-based award offered to new students entering the applicable program of study.
- There will be four (4) scholarships offered to new students each award year.
- The total value of the scholarship is equivalent to 25% of the tuition for the program as follows:
    - Massage Therapy Program - $2,250.00
- Applicants must submit all required information to be considered eligible for this award:
    - Completed DEC Enrollment Application
    - Completed Massage Therapy Scholarship Application
    - An essay answering the following: How an education in massage therapy will change my life; My educational and professional goals are
    - Two letters of reference
- Application deadline: 2 weeks (14 calendar days) prior to the start of the program.

Selection Criteria: Applicants must submit all items included in the application. This award is merit-based, and applicants will be judged based on their submission, with emphasis on the essay. The essay will be reviewed for content by the committee. The committee will make its determination based on the applicant(s) who is able to best-express him/herself by writing of his/her intention of making this life-changing educational decision and ultimately, career choice.
The Scholarship Committee will review the 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.
- There will be nine (9) scholarships offered to new students each award year.
- The total value of each scholarship is equivalent to 25% of the tuition for the programs as follows:
  - Cosmetology Program - $5,194.00
  - Esthetician and Nail Technologist Program - $2,225.00
- 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 electronic submission 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). You will be asked to submit a short video that includes you introducing yourself and why you choose to come to DEC. Next, you must show us either a completed hairstyle or a set of nails that you did on a model or yourself. We ask that you give us details on how the look or nail art was done and what tools where used.
  - A word document consisting of 5 questions will be emailed to you. You must answer each of the questions to the best of your ability. There is to be no use of text language as each question must be answered in proper English and be well organized. A short aptitude test will also be emailed to you. Both must be completed in order to be considered for the Scholarship.
  - Application deadlines are as follows: Fall: August 15; Spring: December 15; Summer: April 15.

Selection Criteria: This is a merit-based award and scholarships will be awarded based on talent shown in the skill performed as well as responses to the questionnaire which will be both verbal and written communication. Applicants will be judged on answers to the questionnaire as well as their communication skills.
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.

PRIVATE SCHOLARSHIPS

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 Makeup Effects Program are eligible to apply**
- **Zach Lydard Scholarship-Prospective students in the Special Makeup Effects Program are eligible to apply**
- **Allegheny Image Factory Scholarship-Prospective students in George A. Romero's Filmmaking Program are eligible to apply**

- **George A. Romero Foundation (GARF) Scholarship-Prospective students in George A. Romero's Filmmaking Program are eligible to apply**

ACADEMIC INFORMATION

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 2:00 P.M. – 7:00 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.

All Cosmetology programs' (Cosmetology, 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.

The Massage Therapy Program has classes scheduled weekdays between 8:30 AM and 5:00 PM. In general, students attend two days per week, no more than 8 hours per day, for a total of 16 hours per week.

All classes in the Advanced Cosmetic Techniques Program are scheduled weekday evenings, from 5:00 PM to 10:00 PM, and run for 10 weeks. Students attend three evenings per week, for a total of 15 hours per week.

All Skilled Trade programs' (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 8:30am-1:30pm and/or 2:00pm-7:00pm. 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 may be based on quizzes, tests, projects, assignments, classroom participation, attendance, work habits, and/or attitude.
Specific grading criteria will be posted in the course syllabus.

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
TOTALS	**17**			**61.0**

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 semester-based programs of 30 weeks or more, academic progress is evaluated at the end of each semester. For 1 Semester Programs and/or non-semester-based programs, academic progress is evaluated at the midpoint of the program and 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 earned by the number of credits 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:

SATISFACTORY ACADEMIC PROGRESS		
Evaluation Period	**CGPA**	**Pace**
4 Semester Programs (ASB Programs)		
1st Semester	1.25	40%
2nd Semester	1.50	50%
3rd Semester	1.75	60%
4th Semester and After	2.00	70%
3 Semester Programs (Cosmetology)		
1st Semester	1.50	50%
2nd Semester	1.75	60%
3rd Semester and After	2.00	70%
2 Semester Programs (Esthetician and Nail Technologist)		
1st Semester	1.50	50%
2nd Semester and After	2.00	70%
1 Semester Programs and/or Non-semester-based programs		
Massage Therapy	2.00	70%
Heavy Equipment and CDL with Safety	2.00	70%
Advanced Cosmetic Techniques	2.00	70%
Esthetics	2.00	70%
Commercial Driver's License	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), that student 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). Students receiving Title IV aid will additionally be on a Financial Aid Warning. A student on Academic Warning and Financial Aid Warning continues to be eligible to receive financial aid. If the student regains SAP by the end of the evaluation period, that student will be notified and removed from Academic Warning and Financial Aid Warning. If a student fails to achieve satisfactory progress by the end of the evaluation period in which they are on Academic Warning/Financial Aid 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 Chief Academic Officer 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 Chief Academic Officer 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 Chief Academic Officer' notice to the student will outline the requirements of the academic plan the student must follow. Additionally, Title IV recipients will be placed on Financial Aid Probation. 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 terms of the academic plan, the student will be eligible to 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 Chief Academic Officer 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 attendance requirements:
  - Cosmetology Program – 93% Attendance
  - Esthetician and Nail Technologist and Esthetics Programs – 85% Attendance
  - Massage Therapy Program – 85% Attendance
  - Advanced Cosmetic Techniques Program – 85% Attendance
  - Commercial Driver's License (CDL) Program – 90% Attendance
  - Heavy Equipment and CDL with Safety Program – 90% Attendance

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.

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

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.

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. Allow 2 – 4 weeks for processing.

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 their peers and the faculty. 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, that student 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 their 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 Chief Academic Officer by the last day of the two-week period. The Chief Academic Officer 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.

COMMERCIAL DRIVER'S LICENSE and HEAVY EQUIPMENT AND CDL WITH SAFETY PROGRAMS

A student enrolled in the Commercial Driver's License Program and the Heavy Equipment and CDL with Safety 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.

BEAUTY AND WELLNESS PROGRAMS

A student enrolled in the Esthetician and Nail Technologist Program, the Esthetics Program, the Advanced Cosmetic Techniques or the Massage Therapy 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. Makeup 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 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.

Students completing the Massage Therapy Program are eligible to sit for the Massage and Bodywork Licensing Examination (MBLEX) offered by the Federation of State Massage Therapy Board (FSMTB). Once certification is obtained, graduates apply for licensure with the Pennsylvania State Board of Massage Therapy.

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, and all massage therapy courses are set at a maximum student/teacher ratio of 20:1. Courses in the Advanced Cosmetic Techniques program are set at a maximum ration of 10:1. 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.

ONLINE PREPARATION AND ORIENTATION

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 attend an on-ground session prior to beginning online coursework in order to become familiarized with the technology and requirements of the online learning environment and DEC's Learning Management System (LMS) called Canvas.

During this on-ground session, students will create their unique LMS login information and successfully begin navigating the LMS. Instructor(s) and staff will explain policies and procedures for coursework as well as answer any questions about resources, technology, or expectations. Activities during this session include but are not limited to: meeting instructors in person, interacting in an online discussion, updating notification preferences, keeping track of due dates, submitting assignments, checking grades, using mobile devise to access course content, setting up messaging and email, etc.

ONLINE IDENTITY 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 their 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 once 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 Grade Point Average of 4.0.
- SCHOLASTIC AWARD
  - This award recognizes outstanding academic achievement by graduates who earned a cumulative Grade 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 or instructional period. Notification is sent via email and a posted announcement is provided around school after the conclusion of each semester/instructional period. Students must be enrolled full-time to be eligible for the Dean's List.
- DOUGLAS AWARD
  - The Douglas Award recognizes graduates who have shown commitment to DEC's mission and used their skills to better the community. Recipients are selected by the faculty and administration based upon hours of participation in school organized events and/or community programs or events.
- WHO'S WHO AWARD
  - Who's Who recognizes DEC's most outstanding graduates. Recipients are selected by the faculty and administration based upon their scholastic achievement, leadership, and work ethic.
- 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

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
Candace Dranzo – Committee Head
Michael Crosby
Gabrielle Gutierrez
Lauren Keller
Kerry Purnell

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 they are 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 students with a specific person to whom they may go when an issue arises. If the mentor is unable to resolve the issue, they 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 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 uses. 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

Student Life at DEC is dedicated to providing activities and services that support a student's personal and professional growth. These activities and services have included various social functions, movie and game nights, holiday parties, summer picnics, seminars, guest speakers and field trips, all of which may vary. All activities must first receive the approval of the administration. The faculty and administration encourage participation and provide support and guidance when necessary.

Students are encouraged to get more information or share ideas for new events by visiting the Director of Career Services in the Van Keulen Complex.

PORTFOLIO AND CAREER DEVELOPMENT

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

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 may not be shared with others. If a student loses their key fob, there will be a $10 replacement fee. All key fobs are to be returned prior to graduation.

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 Chief Academic Officer.

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/studentservices. 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 their visitor has arrived. The employee will greet their visitor in the Welcome Center.
If a visitor is in a building without a badge, that visitor 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

Career Awareness is the Key to a Targeted Job Search.

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

DEC's Exclusive Concierge Service Will Help Match Your Skill Sets to Potential Employers

Students will be provided with resources to create resumes, build career profiles, assemble portfolios (where applicable in a student's program of study), and practice interviewing. Students are always welcome to visit the staff members in the Career Services Department for career advice and guidance. The Career Services Department works closely with each student to identify their strengths while also discussing the industry and geographic location in which they wish to work. Career Services will provide skill and career assessment through classroom presentations, workshops, and one-on-one meetings.
All students have access to a specialized web-based program at DEC that allows them to build online career profiles, generate job searches via several desired zip codes, create resumes in different formats, directly apply to job leads, and receive automated job lead notifications. The Career Services Department works hand-in-hand with students in building their career profiles and conducting program-specific job searches using the student's skills, interests, licensing and certifications (if applicable).

The Career Services Department also shares job leads and career-related announcements/resources via social media, text, and email.

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

Students will be given an orientation of the Library / Learning Resource Center and demonstrations on how to use the career resources the Career Services Department has researched and made available. Students will have full access to numerous websites and resources, which include assistance in areas such as career preparation, resumes, interviewing, and cover letters, as well as links to resources related to DEC curricula.

At various points in a student's lifecycle, the Career Services Department will conduct presentations geared toward discovering the diversity of each chosen industry and the different job opportunities available. Examples of job types and industry types will be provided and discussed. Students will explore the different job opportunities through research on related websites and software provided by Career Services.

Extensive time is also devoted to discussing the freelance job market and/or business startups with students who are more likely to work in a freelance or sole proprietorship occupation. Strategies are provided and discussed regarding the initial startup of their own businesses, including information such as pricing, professional tax information, business filing, etc.
Additionally, DEC 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

Students will also meet one-on-one with the Career Services Department during their final semester / instructional period to discuss finalized career plans. Together, they will explore all career options which will include skill areas of expertise, specific company data, and geographic location, if applicable.
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/LIBRARY

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, instructional period, and/or time of year.

SCHOOL POLICIES

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. Online educational program available to all students
2. 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

TITLE IX NON-DISCRIMINATION AND GRIEVANCE PROCESS & INSTITUTIONAL SEXUAL MISCONDUCT POLICIES

Douglas Education Center prohibits any form of discrimination and harassment on the basis of sex (including sexual violence), race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a Douglas Education Center program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

Douglas Education Center's full Title IX Non-Discrimination and Grievance Process Policy and Institutional Sexual Misconduct Policy can be viewed at https://www.dec.edu/title9. These polices outline our institution's prohibited conduct, reporting options, grievance procedures, and other important information.

Materials used to train our Title IX Personnel can be viewed at https://www.dec.edu/title9.

The School's Title IX Coordinator is identified below and may be contacted with questions about either policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the School's educational programs or activities in compliance with Title IX and the School's institutional policy.

Douglas Education Center
Title IX Coordinator: Michael Crosby
Address: Administration Building, Room 203, 130 Seventh Street, Monessen, PA 15062
Tel.: 724-653-2196
Email: tixcoordinator@dec.edu
Web: https://www.dec.edu/title9

DOUGLAS EDUCATION CENTER ANTI-HAZING POLICY

Effective Date: 06/23/2025

Purpose:

Douglas Education Center is committed to maintaining a safe, inclusive, and respectful environment for all students. Although the institution does not have recognized student organizations, hazing in any form is strictly prohibited. This policy aligns with the Stop Campus Hazing Act (2023) and applies to all students, informal groups, and affiliated individuals.

Definition of Hazing:

Hazing is defined as any act, whether physical, mental, emotional, or psychological, that subjects another person, voluntarily or involuntarily, to anything that may:

- Endanger the physical or mental health or safety of an individual;
- Cause embarrassment, harassment, or ridicule;
- Interfere with academic performance;
- Causes willful destruction or removal of public or private property;
- Be used as a condition for membership, involvement, or acceptance into any group, regardless of formal recognition.

This includes but is not limited to:

- Physical abuse (e.g., beating, branding, forced physical activity);
- Forced consumption of food, alcohol, drugs, or other substances;
- Sleep deprivation or physical/mental stress;
- Acts of humiliation or intimidation;
- Any activity that violates the law or institutional policy.

Aggravated hazing occurs when such actions result in serious bodily injury or death and involve reckless or intentional conduct. Consent is not a defense to hazing under this policy.

Scope:

This policy applies to:

- All currently enrolled students;
- Faculty, staff, and others acting in an advisory or supervisory role;
- Informal student-led groups or associations regardless of official institutional recognition;
- Any activity on or off-campus that relates to group affiliation.

Even though Douglas Education Center does not host recognized student organizations, students forming unofficial groups are still bound by this policy and state/federal law.

Prohibition and Criminal Consequences:

Under Pennsylvania law, hazing is a criminal offense with the following potential charges:

- Summary offense (basic hazing);
- Misdemeanor of the third degree (for repeat or organizational offenses);
- Felony of the third degree (aggravated hazing causing serious bodily harm or death);
- Institutional fines of up to $15,000 per hazing incident.

Douglas Education Center may also pursue disciplinary action independent of legal outcomes, including suspension, or expulsion from the institution.

Education and Prevention:

In accordance with the Stop Campus Hazing Act, Douglas Education Center will:

- Provide annual hazing prevention education to all students;

- Include hazing prevention in new student orientation;
- Make this policy publicly available on the institution website;
- Maintain a record of reported hazing incidents on a publicly accessible webpage for at least five years, updated biannually.

Reporting Hazing:
All members of the campus community are encouraged to report hazing. Reports may be made:
- Via the Student Concern Form- A Student Concern Form may be requested from any member of DEC Administration. A student does not need to disclose why they are requesting the form;
- To the Primary Campus Security Authority;
- To local law enforcement.

Retaliation against individuals who report hazing in good faith is strictly prohibited and will result in disciplinary action.

Investigation and Discipline:
Reports of hazing will be promptly and thoroughly investigated. If a student or group is found responsible for hazing:
- Sanctions may include suspension, expulsion, and/or other disciplinary measures;
- Douglas Education Center may also refer matters to law enforcement for criminal investigation and prosecution, in accordance with state laws.
- Douglas Education Center will notify students of the outcome in accordance with FERPA and applicable law.

Compliance and Transparency:
Douglas Education Center will:
- Maintain and update a publicly accessible report of hazing violations, posted on the institution's website for at least 5 years and updated biannually;
- Comply with all federal and state requirements regarding hazing prevention, education, and transparency.

Review and Updates:
This policy will be reviewed annually by the Primary Campus Security Authority and updated as necessary to remain in compliance with federal and state laws, including the Stop Campus Hazing Act.

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 / Director of Financial Aid / Primary Campus Security Authority / Title IX Coordinator
   - Jeffrey D. Imbrescia / President / CEO
   - Julian Imbrescia / Chief Academic Officer
   - John Gemas / 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.

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. Students may also find useful information here: https://www.samhsa.gov/find-help/prevention.

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 Chief Academic Officer 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 Chief Academic Officer, 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 do NOT want to have your information released as directory information, you must notify the Director of Admissions prior to your admission. 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.

Health And Safety Exemption

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency under § 99.31(a)(10) and § 99.36 of the FERPA regulations. In particular, § 99.36(a) and (c) provide that educational agencies and institutions may disclose information from an education record "to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals" and that the exception will be "strictly construed." Congress' intent that the applicability of this exception be limited is reflected in the Joint Statement in Explanation of Buckley/Pell Amendment, 120 Cong. Rec. S21489 (Dec. 13, 1974). Accordingly, the Department consistently has limited the health and safety exception to a specific situation that presents imminent danger to a student, other students, or other members of the school community – or to a situation that requires the immediate need for information from education records in order to avert or diffuse serious threats to the safety or health of a student or other individuals .For example, the health or safety exception would apply to nonconsensual disclosures to appropriate persons in the case of a smallpox, anthrax or other bioterrorism attack. This exception also would apply to nonconsensual disclosures to appropriate persons in the case of another terrorist attack such as the September 11 attack. However, any release must be narrowly tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. As the legislative history indicates, this exception is temporally limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records. Under the health and safety exception school officials may share relevant information with "appropriate parties," that is, those parties whose knowledge of the information is necessary to provide immediate protection of the health and safety of the student or other individuals. 20 U.S.C. § 1232g(b)(1)(I); 34 C.F.R. § 99.36(a).

Typically, law enforcement officials, public health officials, and trained medical personnel are the types of parties to whom information may be disclosed under this FERPA exception. FERPA's record keeping requirements (§ 99.32) apply to disclosures made pursuant to the health or safety exception. The educational agency or institution has the responsibility to make the initial determination of whether a disclosure is necessary to protect the health or safety of the student or other individuals. However, the Department is available to work with institutions to assist them in making such decisions in order to ensure that the disclosure comes within the exception to FERPA's requirement of prior written consent. In short, the health or safety exception will permit the disclosure of personally identifiable information from a student's education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. Of course, a school official, based on his or her own observations, may notify law enforcement officials of suspicious activity or behavior. Nothing in FERPA prohibits a school official from disclosing to federal, State, or local law enforcement authorities information that is based on that official's personal knowledge or observation and not from an education record.

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

Harassment, intolerance, bigotry and bullying are averse 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 – Director of Financial Aid/Primary Campus Security Authority/Title IX Coordinator
DEC Administration Building Office ext. 203
724-653-2196
mcrosby@dec.edu

Candace Dranzo – Director of Career Services
Van Keulen Building Office ext. 106
724-653-2217
cdranzo@dec.edu

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

Kerry Purnell – Academic Affairs Coordinator
DEC Administration Building Office ext. 303
724-653-2212
kpurnell@dec.edu

Individuals who wish to discuss any matter with the police or if they feel they need 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

http://www.dec.edu/consumerinfo

GRIEVANCE POLICY

The school disapproves of any participation, on the behalf of staff or students, in slander, defamation of character or 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, they should then proceed to step two (2) of the grievance policy.
2. The student may discuss the problem with their advisor or other pertinent administration 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 Chief Academic Officer, the school official responsible for the grievance policy, by scheduling an appointment to confer. Upon fully and fairly reviewing the grievance, a written response will be provided to communicate the resolution. If the difficulty is unresolvable, 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
Division of Postsecondary Proprietary Training,
Bureau of Postsecondary and Adult Education
607 South Drive, Floor 3E
Harrisburg, PA 17126
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

ACCSC STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org
complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/Student-Corner/Complaints.aspx

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, especially their FAQ's at www.copyright.gov/help/faq.

Notwithstanding the above, DEC Information Technology personnel, after discussion with their 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, of 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 unto 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 is dedicated to providing and 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, of 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 Facility should take every possible precaution to protect their DEC user accounts and keep account information private.

GENERAL POLICIES FOR STUDENTS

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, they 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.

Students in all Cosmetology programs are provided with scrub tops. Cosmetology students receive two, Esthetics students receive one, and students enrolled in the Esthetician and Nail Technology program receive one scrub top each term. Students are also required to wear black pants and closed-toe shoes. These uniform requirements comply with State Board of Cosmetology regulations.

Massage Therapy students wear scrub uniforms. The students are provided with two uniforms at the start of the first instructional period. They are not permitted to wear street clothes during school hours. Uniforms are issued to the student approximately 3 weeks after the start of the first instructional period.

EMERGENCY PREPAREDNESS INFORMATION

Douglas Education Center's Emergency Response and Evacuation Procedures can be found online under the consumer information page: https://www.dec.edu/consumerinfo Or by clicking here.

FIRE DRILLS

Fire drills are conducted annually on all buildings in conjunction with the Monessen fire department. 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.

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 https://www.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.

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 NEEDING ACCOMMODATIONS

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 Chief Academic Officer. 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 service. 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 Chief Academic Officer, 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 IMBRESCIA 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 Executive 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 Office
102 Supply Distribution Center
103 Storage
105 Storage
106 Receiving Department
107 Supply Room
201 Financial Aid Office
202 Office
203 Financial Aid Office
204 Office
205 Business Office / Director of Financial Services
206 Guest Lounge
301 Chief Academic Officer
302 Education Department

303 Academic Affairs Coordinator
304 Supply Room
305 Office
305a Mail Room
306 Break Room
307 President's Conference Room
308 Copy Room
309 CEO / President's Office
401 Conference Room
402 Office
403 Marketing / Public Relations / Production
404 Chief Marketing Officer / Public Relations
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, a Massage Therapy classroom, and two multi-purpose seminar rooms. Graduations and orientations are held at the Van Keulen Complex as well as special workshops and events. The Massage Therapy classroom contains a white board, desktop computers, a projector, and projector screen.

B100 Page to Screen Studio
B101 Props Shop
101 Copy Room
102 Portfolio / Marketing Coordinator
103 3D Scanning Technology
104 Career Services
105 Career Services
106 Director of Career Services
107 Library
108 Learning Resource Center
109 Classroom and Technology
110 3D Print Lab
Student Lounge / Special Events Cafe
2nd Floor Small Multipurpose Room
3rd Floor Large Multipurpose Room
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 / Marketing 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 a computer lab and support materials to supplement classroom instruction. Materials include resource books, DVDs, magazines, supply kits, and reference materials.

STUDENT LOUNGE/MUSEUM

The Student Lounge offers a friendly atmosphere with café style seating for studying or relaxing between classes. Students also have the opportunity to watch TV and enjoy various snack and drink options. Adjacent to the Student Lounge is the Student Museum, an area filled with numerous projects created by DEC graduates. The Student Lounge / Museum are both open to students, faculty, staff, and guests during the hours of 9:00 am–4:30 pm.

DESIGN AND CAREER TRAINING CENTER

The Design and Career Training Center includes computer labs, Massage Therapy program classrooms, specialized classrooms, and offices. The basement houses airbrush and art studio workspaces. The Massage Therapy classrooms contain ample space for students to use their massage tables and chairs to practice bodywork techniques with the ability to create privacy rooms for individual sessions. The classrooms also contain instructor tables and chairs, white boards, sinks, music speakers, demo skeleton, hot stone warmers and heaters, towel and table warmers, and paraffin baths. There are changing rooms for clients, as well as ample storage for lotions, oils, first aid kits, pillows, sheets, towels, and other massage supplies used in the classrooms

100 Reception Area
101 Classroom
101a Office
102 Studio Workshop
102a Office
102b Storage Room
103 Classroom
104 Classroom
201 Massage Therapy Classroom
202 Massage Therapy Clinic
203 Coordinator of Massage Therapy Program
205 Massage Therapy Classroom
206 Massage Therapy Classroom

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 Eyes and Teeth Lab
111 Finishing Room
113 Storage Room

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

301 Multi-Purpose Sculpting Room
302 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
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 Shower Room
103C Treatment Room

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

300 Student Clinic
301 Nail Technology Classroom
304 Dispensary

456 DONNER BUILDING

This campus building is located at 456 Donner Avenue. It houses an office, specialized classrooms and studio/lounge spaces. There are two open-style classrooms able to accommodate studio work on clients, as well as lecture and classroom discussions. There are makeup beds and designated areas for performing and practicing services, as well as various storage for cosmetic supplies and equipment. Desktop computers and Wi-Fi access are available in the building.

101 Studio A
102 Studio B
103 Teacher's Office

Waiting Area
Private Room
Office

30 DONNER PLACE

30 Donner Place is a multipurpose facility which has been designed and developed to facilitate many options for education. The skilled trade programs are held here while the CDL and Heavy Equipment program will also have off-site locations for driving. Along with classrooms and computer labs, the building contains required equipment for each Skilled Trade program. This includes designated areas for Electrical and HVAC-R operations with necessary machinery, truck driving simulators, and replicas of many items used on a job site.

100 Main Shop
101a Conduit Bending Area
101b HVAC Supplies
101v Electrical Supplies
102 Ice Machines
103 Storage
104 Storage
105 Boilers/Furnaces
106 Office

110 Large Multipurpose Room
111 Classroom
112 Office
113 Classroom
114 Residential and Commercial Wiring
115 Classroom
116 Computer Lab
201 PLC Learn Lab
202 HVAC-R/Electrical Machinery

SKILLED TRADES TRAINING SITES

The Skilled Trades Training Sites are off-site locations used to teach students in both the Commercial Driver's License (CDL) and Heavy Equipment courses.

In the Commercial Driver's License course, students practice 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. There are two (2) training sites used for CDL; the first is an area of property approximately 300 feet by 135 feet that has been graded and prepared for commercial driver training. It is located on campus at Lots 647-675, Donner Avenue, in Monessen approximately .4 miles from the Welcome Center. The second CDL site is a multi-acre remote training site located at the Joseph A. Hardy Connellsville Airport. The site includes approximately 300 feet by 200 feet that has been graded and prepared for commercial driver training. It is located approximately 25 miles from the main campus at 988 Sky Drive in Lemont Furnace, PA (**ACCSC Satellite Location**). In the Heavy Equipment Operation and Safety course, students are instructed on the proper operation of various pieces of heavy equipment. This course also uses the remote training site at the Connellsville Airport. It includes a climate-controlled trailer as well as a portable restroom for the students and instructors.

DESCRIPTION OF COURSE NUMBERING SYSTEM

- 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
  - Esthetics courses begin with the prefix CE
  - Nail technology courses begin with the prefix CN.
- Massage Therapy courses range from 100-199 and begin with the prefix MT
- Advanced Cosmetic Techniques courses range from 100-199 and begin with the prefix MU
- 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 three courses: GE101, GE202-O, and GE110-H.
  - 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

- 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

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 Credit
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. Additionally, students will learn and perform advanced services including wiggery, hair extensions and braiding. The topics of long hair design, multicultural design and advanced sculpting techniques are also included in this course and are incorporated into the students' services they perform. *(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. This course requires students to perform the following services: hair sculptures, blow-dry designs, texturizing services, color applications, facials, and manicures *(Prerequisites: CO101, CO102, CO103, CO104, & CO105)*

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 III—4 Credits
This course is the culmination of the Hair Design sequence, building on the skills developed in Hair Design I and II. Students will refine, organize, and complete their professional portfolios, incorporating a selection of work from both previous and current classes. Their portfolios will be enhanced with new weekly styling assignments and on-location photo shoots. Each week features a specific "look" for students to execute, allowing them to take creative control of the overall aesthetic and presentation. The course emphasizes both technical skill and artistic direction, preparing students to showcase their abilities at a professional level (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 hair sculptures, air formed designs, texturizing services, color applications, facials, manicures, and thermal designs *(Prerequisites: CO109).*

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, lavaliere, 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 SCREENWRITTING 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 no 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: DP101, DP102, DP103, DP104, DP204, DP203, DP210, DP212, DP214, DP301, DP307, DP312, DP314, DP316, & DP 408;)*

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—3 Credits
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: DP101, DP102, DP103, DP104, DP204, DP203, DP210, DP212, DP214, DP301, DP307, DP312, DP314, DP316, & DP 408;)*

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 their 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).*

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, percentages, signed numbers, measurements, geometry, probability, and basic algebra concepts *(Prerequisites: None).*

GE202-O CRITICAL HISTORIES OF THE ARTS—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).*

MT101 Body Sciences—7 Credits
This course provides an overview to the anatomical structures and physiology of the human body as well as their relation to the field and practice of massage therapy. Each body system is discussed in terms of the major anatomical structures and function including how each system participates in homeostasis of the body. Additionally, this course discusses major pathologies, including diseases' definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. It will highlight the human immunodeficiency (HIV) virus and related risks. The course will explore common issues and changes that occur in each body system throughout the life span. Emphasis throughout the course will also be placed on medical terminology, kinesiology, and palpation. Students will be provided with the hands-on experience of palpating and assessing the musculoskeletal structures that they will be exposed to as massage therapy professionals. *(Prerequisites: None).*

MT102 Massage Modalities—6 Credits
This course offers a theoretical and practical approach to various massage modalities and therapies used by massage practitioners. It will introduce students to the massage profession, the basic differences in massage systems, and the scope of practice for various professionals in the field. Students will learn and apply massage techniques as they practice and perform various bodywork assessments and therapies. Lecture, demonstration, and practical application are extensive. This course will also include sanitation, safety, and hygiene for the massage therapy profession. Students will be prepared to set up a massage table, instruct client in preparation procedures, drape the client properly, select equipment and supplies, and interpret assessment information. Theory and practice of human communication skills in public, small group, and interpersonal communication and concepts are also addressed in this course. *(Prerequisites: None).*

MT103 Spa Therapies—2 Credits
This course provides students with an understanding of the basic skills and knowledge needed by massage therapists working in the spa industry. Students will be introduced to various complementary techniques used in massage practice, including possible career paths in spas. They will practice and perform exfoliation procedures and specialized methods such as body-wraps and stone massage. This course covers physiological responses as well as aspects of hydrotherapy and the application of thermotherapy and cryotherapy. Students will also study various carrier and essential oils and their effects on the physical and psychological well-being of clients. (*Prerequisites: None).*

MT104 Sports Massage—3 Credits
This course will focus on injury prevention, increased performance levels and pre- and post-massage techniques for the athletic client. The massage practitioner may also use them in combination with other massage techniques to enhance the athlete's efficiency. Sports specific movement, stretching principles, flexibility, and muscle energy techniques will be addressed. *(Prerequisites: MT101 & MT102).*

MT105 Clinical Massage—3 Credits
This course is designed to teach students assessment techniques in evaluating posture, muscle imbalance, and movement dysfunction patterns. Students will be able to identify, palpate, and treat trigger points within the muscular system to restore function. They will also be introduced to pain referral patterns of trigger points. Students will learn how to integrate these techniques into a general wellness massage or utilize the techniques for clients' pain management. This course will aim to enhance the students' skills of palpation, practitioner body mechanics, and practitioner self-care through more advanced massage techniques such as neuromuscular, deep tissue, and lymphatic drainage. *(Prerequisites: MT101 & MT102).*

MT106 Professional and Business Practices—3 Credits
This course will focus on the business, law, and ethics of the massage therapy profession. It will address important topics related to obtaining gainful employment in the field of massage therapy, including business practices, legal requirements, certification, and professionalism. Emphasis will be placed on Pennsylvania law and regulations, scope of practice, compliance standards, documentation components, effective communication, marketing, and career development. The course will discuss the importance of career growth and change as students apply critical thinking skills to solve problems and evaluate situations. Students will develop techniques for managing the therapeutic relationship found within various massage settings, while analyzing the requirements for operating their own businesses. They will become certified in Cardiopulmonary Resuscitation (CPR) / Automated External Defibrillator (AED). This course will also prepare students for successful completion of the massage therapy licensing exam and licensing process. *(Prerequisites: None).*

MT107 Integrated Bodywork—2 Credits
This course covers various hands-on techniques used to treat and heal the body as well as calm tension in the mind. Theoretical and practical application will enable the student to gain knowledge of the fundamental practices of reflexology, Shiatsu, Ayurveda, Traditional Chinese Medicine (TCM), as well as other Eastern modalities and energetic therapies used in the field of massage therapy. *(Prerequisites: None).*

MT108 Clinic—3 Credits
Students will provide massage services to the general public. The Massage Clinic is open to the public and provides therapeutic massage sessions to the community. Students will learn how to evaluate an intake form and generate a health assessment, as well as greet and interact with clientele on a professional level. The exposure in the clinic prepares the student to work confidently with the public. The students are supervised at all times by the Clinic Instructor. At the end of each clinic day, supervised feedback sessions take place, providing an opportunity for students to gain valuable insight from sharing session experiences. *(Prerequisites: MT101 & MT102).*

MU101 – Permanent Makeup – 4 credits
Students will learn the application of permanent makeup on the eyes, brows, and lips. This course stresses a strong foundation in proper technique, anatomy, safety, color theory, as well as client consultation. It allows for a practical building of knowledge and solid understanding of the tools and products being used and how they relate to the overall makeup procedure. Students will be exposed to various pigments, adaptations, and usages for permanent makeup. The course will culminate in students performing permanent makeup procedures as well as demonstrating an understanding of marketing and self-employment in the makeup industry. *(Prerequisites: None).*

MU102 – Advanced Aesthetic Treatments and Eyelash Techniques – 1 credit
Students will learn the theory and principles behind artificial eyelash application as well as proper and safe techniques for their usage. Additionally, this course will focus on advanced lash techniques and applications, including the proper execution of multiple sets and fills. *(Prerequisites: None).*

SK100 COMMERCIAL DRIVER'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).*

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 hydrocal 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 hydrocal 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).*

TS309 3D FABRICATION—3 Credits
This course provides a comprehensive introduction for designing and producing 3D printed works from digital designs. Students will have the opportunity to materialize their digital sculptures through the 3D printing process, while learning about different printing methods and materials along the way. The course will cover essential technical aspects such as printer settings, file preparation and formatting, model refinement, as well as troubleshooting common printing issues. It will also introduce students to digital scanning as another tool for capturing physical forms and transforming them into digital models. Through a combination of technical instruction and hands-on projects, students will develop the skills to incorporate 3D printing into their artistic practice and expand their career possibilities. *(Prerequisites: TS500).*

TS320 EYES AND TEETH FABRICATION—3 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: TS101).*

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: TS320)*.

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 final application. Finished effects will be photographed, critiqued and evaluated to produce the best final results. *(Prerequisites: TS101, TS104, TS202, TS203 Corequisite: TS320).*

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FILMMAKING
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