

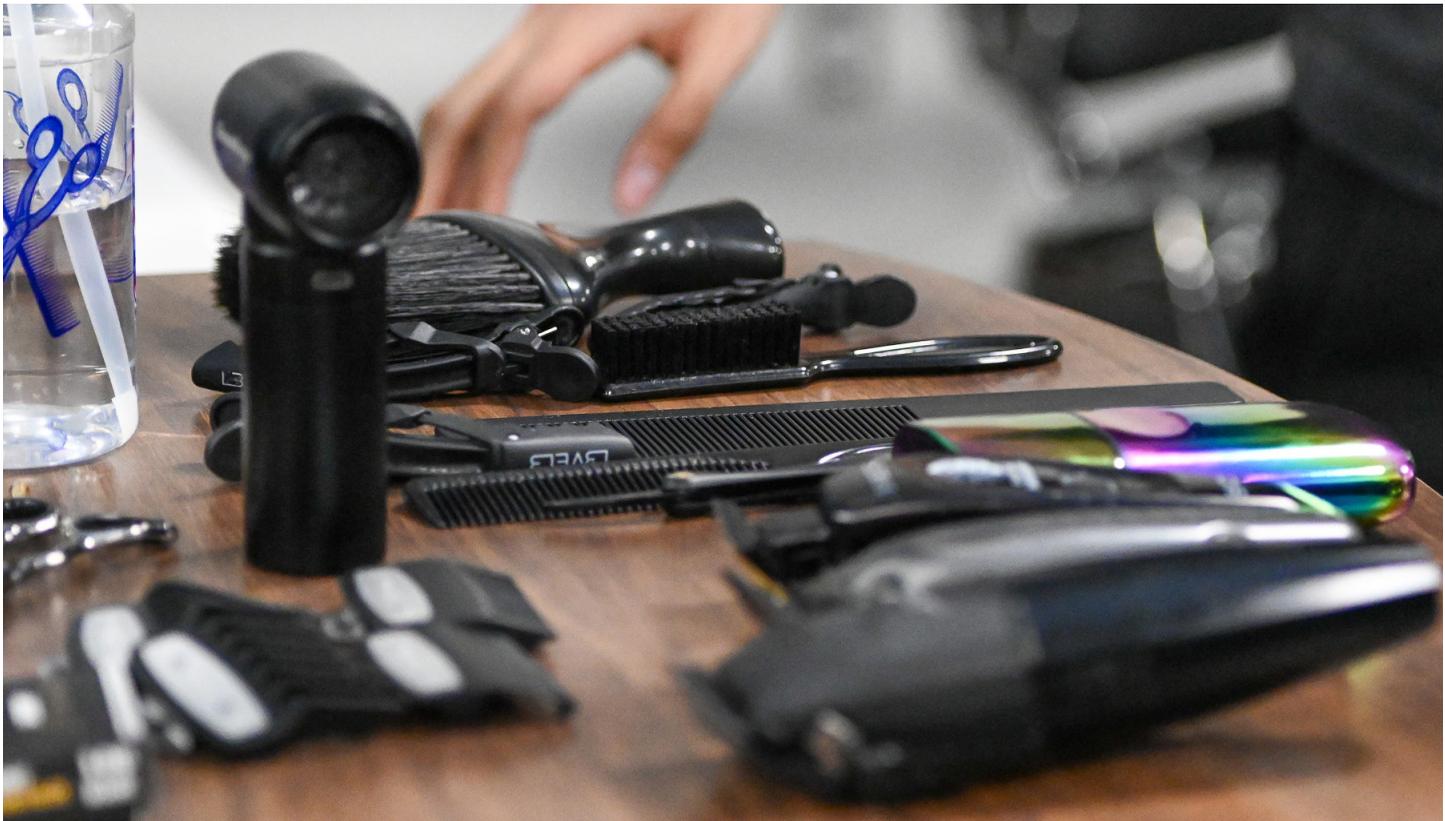
SCHOOL OF  
**COSMETOLOGY**  
*and* **BARBERING**

2025-2026 HANDBOOK

Kalamazoo**VALLEY**<sup>™</sup>  
community college

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## CONGRATULATIONS AND WELCOME

Congratulations on your acceptance to the School of Cosmetology & Barbering at Kalamazoo Valley Community College. We applaud your academic efforts and value the personal attributes, sacrifice and dedication that brought you to this point. We are fortunate to share your educational experience. We ask that you continue to commit to achieving academic excellence during your time here at Kalamazoo Valley Community College.

Kalamazoo Valley Community College School of Cosmetology and Barbering has an important vision "Kalamazoo Valley Community College School of Cosmetology and Barbering will be a diverse community of learners that are engaged and where learning is intentional, and learners are surrounded by a personalized network of financial, academic and social support."

This handbook includes information you need to be successful. The documents have been prepared with safety in mind for everyone: you, our faculty and the individuals for whom you provide service.

Your academic journey will not be easy or predictable; however, we are here to support your personal and academic successes. Together, we will work with intention, purpose and passion and do what is necessary for you to achieve your goal.

Our faculty and graduates are exemplary, and we ask you to commit to the same standards. Together we will advance health and wellness initiatives and remain an influential and sustainable resource for members of our community.

Continued success!  
Mark Dunneback, Ed.D.  
Dean of Instruction



## DISCLAIMER STATEMENTS

### NON-DISCRIMINATION POLICY

It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race (including traits associated with race such as hair texture and protective hairstyles), religion, color, national origin/ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, genetic information, age, height, weight, familial status, veteran status, marital status, citizenship or any other status or characteristic protected by law, in its programs, services, employment or activities.

The Vice President for Campus Planning and Operations has been designated to handle inquiries regarding the non-discrimination statement.

### COSMETOLOGY & BARBERING STUDENT HANDBOOK DISCLAIMER

This handbook is intended to supply accurate information to the reader. The College reserves the right to change the program and course requirements; however, every effort will be made to inform students of any program changes.

This handbook is a supplement to the Kalamazoo Valley Community College's Student Handbook. The Kalamazoo Valley Student Handbook should be referenced as the first source of information. If any provision or application of this handbook is found contrary to the law, such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full-force effect. Additional information about topics addressed in this handbook, as well as more information about college programs, departments, curriculum, facilities and services are available on the Kalamazoo Valley Website

Handbook Revised: January 27, 2025

### COSMETOLOGY & BARBERING PROGRAMS POLICY STATEMENT

Kalamazoo Valley Community College's policies and the Cosmetology & Barbering Programs' academic and clinical policies apply to all students and faculty, regardless of site of instruction.

All activities associated with the Cosmetology & Barbering Programs, including personnel and student policies, student and faculty recruitment, student admission and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations.

## ACADEMIC INFORMATION

### ENROLLMENT & RETENTION STATUS

Students must be registered to attend class. Students who fail to attend the first class or who fail to meet attendance requirements may be administratively removed from a program. Federal reporting of attendance and participation is required for financial aid recipients. This is reported through the Student Information System for all enrolled students, so the training manager is not informed who receives aid and who does not. An enrollment report reflecting absence or non-participation could negatively impact your future financial aid award.

If you sense an academic, financial or other problem developing that may cause barriers toward successful completion of your program of study, please contact a faculty member. When faculty see you struggling with academic, attendance or other issues they may file a “early alert” with the Student Success Center. In that case a counselor will reach out to you. Counseling can help with a variety of issues such as time management skills, participation in the Valley Food Share program, transportation assistance and more.

### WITHDRAWAL PROCESS

Due to course sequencing and limited seat availability, students in the School of Cosmetology and Barbering are encouraged to talk with the Program Director before deciding to withdraw from any course within their program of study. Withdrawing from a course may make it difficult or impossible to complete your Cosmetology or Barbering Program.

When considering whether to withdraw, understand that withdrawing from a course may have financial implications. Students who are receiving financial aid, scholarships, or loans should contact the financial aid office before withdrawing courses. Withdrawing from a course does not affect student’s GPA; however, tuition charges may apply. For more information, please see the Kalamazoo Valley Withdrawal Policy, which controls if there is a conflict between this Handbook and the Policy.

### SUSPENSION & DISMISSAL

Kalamazoo Valley prides itself on the quality of graduates it produces; after all, you reflect the program and Kalamazoo Valley as a whole. The clinical aspect is essential to your success in the program and your future career. When you are on the clinic floor, you are acting as a representative of Kalamazoo Valley; therefore, you have a duty to be professional in your appearance, conduct and individual responsibility. Failing to meet these obligations may be grounds for suspension and even dismissal from the program. You may be suspended from the clinical for any inappropriate actions in addition to the criteria outlined in these policies. Suspension and/or dismissal may be the recommendation of the Training Manager, Program Director or Dean of Instruction.

Inappropriate actions are defined as any act of omission or commission that has the potential to or causes harm to a client or co-worker. If such an act is performed the following steps shall be taken.

1. The student will be informed of the action and if warranted asked to leave the clinic floor or classroom areas as soon as reasonable. Kalamazoo Valley staff will make reasonable effort to avoid reprimanding the student in front of the client or other bystanders.
2. Should the training manager desire the complaint or allegation may be forwarded to the Program Director. A single complaint shall not jeopardize the students standing in the program unless the behavior warrants immediate dismissal. The first complaint will be documented as a verbal complaint using the program specific communication form and placed in the student’s file. The receipt of a second complaint will produce a written complaint on the program specific communication form which should be reviewed to determine if probation or dismissal is appropriate.
3. Some actions may be egregious enough to warrant immediate suspension of clinical privileges pending a review of the complaint.

4. The action will be documented within 5 business days:

- a. From the training manager's perspective
- b. From the student's perspective

5. The Program Director will review the documentation and decide if the student may return to the clinical areas or if dismissal is appropriate. The Program Director may decide that a probationary period is warranted. A probationary period is in effect for the remainder of the academic period. A second violation or repeat occurrence of inappropriate actions can result in dismissal from the program.

6. A follow-up meeting with the preceptor or affiliate representative, the student and the Program Director may take place to inform the student about their status within the program.

7. Reasons for immediate dismissal

- a. Unsatisfactory clinical performance as determined by faculty evaluation using established clinical or salon performance criteria.
- b. Unsatisfactory attendance or punctuality as defined by the instructional manager and/or program attendance standards.
- c. Inability when provided reasonable accommodation, to meet the essential physical and mental requirements of the program necessary for safe and effective participation. Reasonable accommodations will be determined in collaboration with Office for Student Access when appropriate.
- d. Unethical or unprofessional behavior, including but not limited to conduct that adversely affects client relations or the reputation of the program.
- e. Refusal, without valid and pre-approved justification, to participate in assigned instructional or clinical procedures required for program completion.
- f. Unsafe practices that compromise client safety as determined by instructional staff or supervising instructional manager.
- g. Violation of the College, Program or Clinical sites social media policies.
- h. Engaging in academic dishonesty as defined in the college student handbook.
- i. Violation of the standards of conduct as outlined in the student handbook.
- j. Violation of the college's Title IX and sexual harassment policies.
- k. Failure to report or disclose changes in criminal background status, such as new charges, arrests, or convictions, as required by program or licensing regulations.

If a training manager recommends dismissing a student from the program, the recommendation must be reviewed and approved by the Program Director and Student Relations Coordinator. The Director and Student Relations Coordinator will meet with the student and provide the reasons for dismissal in writing and provide an opportunity for response. Suspension of didactic theory, practical and clinic floor privileges remains in effect until the appeal is resolved.

## **DISMISSAL/DROP REFUND GUIDELINES**

In the event a student chooses to voluntarily drop from the School of Cosmetology and Barbering, they are required to submit, in writing, their desire to drop with refund, to both the Program Director and their respective Training Manager.

**First block:** Students can receive a full refund if they attend 25% or less of the first block attended in any program. Students that attend more than 25% but less than 50% of the first block may receive a refund of 50% of their tuition cost. Students that attend 50% or more of any block will not be eligible for a refund for the block.

**Second block and beyond:** Students that attend up to 50% of any subsequent block may receive a refund of 50% of their tuition cost. Students that attend 50% or more of any block will not be eligible for a refund for the block.

Refund requests outside this policy are to be made in accordance with the Kalamazoo Valley Community College Student Handbook ("Grade and Refund Policy"). If there is a conflict between these Dismissal/Drop Refund Guidelines for the School of Cosmetology and Barbering and the Grade and Refund Policy, these Guidelines will control.

Should a student choose to stop attending class after the defined refund period, they will be responsible for all fees associated with the academy. Additionally, they will receive a grade of NS, or "non-successful completion of a non-credit course," on their College transcript. Please reference the Financial Responsibility and Suspension for Failure to Pay Debts Owed to the College sections in the Kalamazoo Valley Community College Student Handbook ("Debts Owed to the College") for more information.

The Financial Aid Office shall be notified of all student withdrawals and drops.

### **Book/Kit Refund Guidelines**

Both the book and kit are mandatory for all programs. Books are required by the start of the second week of class. Students who purchase their books, and would like a refund, can refer to the Bookstore return guidelines: <https://bookstore.kvcc.edu/return-policy>. The kit is required by the start of the third week of class. The kit cannot be returned and or refunded.

## **PHYSICAL STANDARDS & ESSENTIAL FUNCTIONS**

The typical demands placed on the cosmetology and barbering student in training are therefore similar to those of entry-level cosmetology and barbering and subject to similar limitations regarding accommodations. Below are the typical physical demands that are considered essential for this training:

**Strength:** Frequently and repetitively perform physical activities requiring the ability to push/pull objects of more than 50 pounds and to transfer objects of more than 100 pounds; including regularly bringing a kit to school, once on the clinic floor.

**Manual Dexterity:** Constantly perform simple gross motor skills such as standing, walking, handshaking, writing and typing; and complex fine motor manipulative skills such as calibrating and operating mechanical tools, adjusting clinic floor seating and properly providing client services based on appointment needs.

**Coordination:** Constantly perform gross body coordination such as walking, filing, retrieving equipment; tasks which require eye-hand coordination such as keyboard skills, and tasks which require arm-hand steadiness such as holding and using shears, razors, and clippers safely, operating thermal tools safely, providing chemical services using proper techniques and completing pedicure and manicure services.

**Mobility:** Constantly perform mobility skills such as walking, standing, prolonged standing or sitting in an uncomfortable position; move quickly in an emergency and maneuver in small spaces; requires frequent twisting and rotating.

**Visual Discrimination:** Constantly see objects far away, discriminate colors and see objects closely as in reading faces, dials, monitors and fine small print.

**Hearing:** Constantly hear normal sounds with background noise and distinguish sounds. Some examples include conversations; client consultations, feedback from training managers, and sounds from any timers and or tools and machinery.

**Concentration:** Consistently concentrate on essential details even with interruptions, such as client requests, feedback and or instruction from a training manager or the program director.

**Attention Span:** Frequently focus on tasks/functions for periods exceeding 60 minutes in length with interruptions such as those mentioned in Concentration.

**Conceptualization:** Consistently understand, remember and relate to specific and generalized ideas, concepts and theories generated and discussed simultaneously.

**Memory:** Remember tasks/assignments given to self and others over both short and long periods of time as well as significant amounts of client data with interruptions and distractions.

**Critical Thinking:** Critical thinking skills sufficient for clinical judgment; making generalizations, evaluations, or decisions.

**Communication:** Interact with others in non-verbal, verbal, and written forms and conduct a client consultation. Explaining what services to provide to complete a client's service goal. Must be able to read, write, and understand written and spoken English.

**Stress:** Performs all the above skills and makes clinical judgments correctly when providing services to clients, students, faculty and staff.

Students who cannot perform to the technical standards will have to request accommodations from the Office for Student Access (OSA). The OSA will determine reasonable accommodations, if applicable, and in consultation with the Program Director. Accommodations are not reasonable if they compromise client safety on the clinic floor. If reasonable accommodation cannot be made students may be withdrawn from the program.

Students who experience a health issue that compromises their ability to perform these physical standards must inform the program director and provide physician documentation of restrictions. A determination of reasonable accommodation or stop out will be made in consultation with OSA. Students must provide a physician release to be able to return to the classroom or the clinic floor.

## DRESS CODE

Cosmetology & Barbering students are highly visible and are expected to project professionalism through their appearance. Appearance plays a crucial role in building rapport and establishing working relationships with clients, families, fellow students and training managers. Additionally, the established clinical dress code promotes safety in the workplace and ensures appearance does not detract from the service being provided. Students are expected to wear student uniforms during all services and theory courses.

The programs have the right to change dress or uniform requirements, and the student must comply, even at their own expense. Kalamazoo Valley will make every attempt to provide a timely notification to students when a change is communicated by the program.

Students are expected to project an image of good hygiene and cleanliness. This includes ensuring there are no inappropriate odors and wearing clean, wrinkle free and appropriately fitting clothing. Student identification badges should always be worn while in clinical and some classroom settings. The Kalamazoo Valley identification/name badge must be visible and prominently displayed at the lapel area. No alterations should be made to the face of the identification/name badge.

**Hair:** The expectation is to maintain clean, well-groomed hair and facial hair. Hats, scarves, and any other non-religious head covers are not permitted on the clinic floor.

**Nails:** Nails should be no longer than active length to ensure they do not interfere with providing services to clients.

**Fragrances:** Some students, preceptors, administrators and clients in classrooms or on the clinic floor may have strong reactions to scents and fragrances. If someone expresses concerns of this nature, please take them seriously and work with them toward a reasonable resolution. Most often, these situations can be resolved simply by letting others know of the sensitivity. Once others are aware of the sensitivities, they will voluntarily respond to reasonable requests to minimize or eliminate the use of substances that trigger a reaction. On the clinic floor, due to allergies and other sensitivities, students must refrain from using scented lotions, perfumes, colognes, essential oils and all forms of tobacco. Students who smell of tobacco or other prohibited substances will be removed from clinical for that day and may be subject to disciplinary action. Refer to the Tobacco Policy in the Kalamazoo Valley Student Handbook.

**Jewelry:** Jewelry that poses a safety or health risk to students or clients including dangling earrings and necklaces, loose bracelets or excessive amounts of jewelry is prohibited. The best practice is to not wear jewelry as it must often be removed for handwashing or tucked out of sight for safety purposes. A student may be asked to remove any jewelry deemed a risk.

**Tattoos:** Visible tattoos must not contain profane, discriminatory, sexually explicit or other content which would violate Kalamazoo Valley policy. Tattoos containing such content must be appropriately concealed by clothing. For infection control purposes, newly inked tattoos may be required to be concealed by adhesive bandages during the healing process.

#### **Uniforms/Scrubs:**

- Students must purchase their own uniforms.
  - o First Year Cosmetology uniforms are as follows:
    - Blue scrub top
    - Black scrub pants
    - Closed Toed Shoes
    - Apron is optional
  - o Second Year Cosmetology uniforms are as follows:
    - Black scrub shirt
    - Black scrub pants
    - Closed Toed Shoes
    - Apron is optional
  - o All Barbering students must wear Black scrubs, a Barber jacket and Closed Toed Shoes
  - o During colder months, all students may wear a black long sleeve shirt under their scrubs, a solid black sweater or a solid black jacket with no hood.

#### **Clinic Floor Accessories:**

- **Required items:** Complete Equipment Kit

**Note:** *Any attire not mentioned above is considered inconsistent with the dress code and therefore is not permitted. Students will be given 1 verbal warning for any dress code violations. All subsequent violations will result in the student being sent home for the class or clinical period. If the student does not have their complete equipment kit, they will be sent home for the class or clinical period.*

## **STUDENT RESPONSIBILITIES**

Students are responsible for conscientiously participating in the learning process while taking advantage of available educational opportunities. Students are also expected to behave so as not to interfere with others' learning. The following list, not meant to be inclusive, further defines the student role:

Check Kalamazoo Valley email and LMS daily for messages and updates. LMS is an extension of the course syllabus. Minimally spend 2-3 hours a week (for each class's contact hour) outside of class time reading, studying and preparing. Submit assignments, exams and papers (case studies, etc.) by the published deadlines.

Review the Kalamazoo Valley policy concerning academic dishonesty and expected student conduct.

Come to all class sessions prepared and on time.

Bring the required equipment, supplies and materials to class, lab or clinic.

Display interest in the subject matter through participation.

Bring forth concerns to appropriate individuals;

- Training Manager
- Program Director
- Associate VP for Workforce & Community Innovation, Dean of Instruction
- Provost/Vice President for Instruction & Student Services

Seek help and clarification when necessary (i.e., tutoring, study groups, faculty office hours or questions).

Engage in accurate, objective self-assessment of your own work and continually be aware of class standing/performance.

Understand the training manager's expectations and methods of assessment; see course syllabus.

Initiate all paperwork necessary to enroll in and exit from the course, including financial aid documents.

Follow college and program's policies and procedures.

If applicable, request accommodations each semester through the Office of Student Access.

Contact the training manager, counselor and financial aid office before withdrawing from a course/program.

Volunteering for community service helps to promote a well-rounded cosmetologist or barber and supports professional growth. Programs may solicit student volunteers to participate in activities that help promote the program, Kalamazoo Valley or the health and well-being of the community at large.

## PROFESSIONAL COMMUNICATION

Part of your educational training includes demonstrating professional communication skills. While in the program, you are expected to maintain professional communication standards. Here are some examples of what is expected:

1. A professional and respectful tone and civility are used in communicating with fellow learners and the training managers, whether the communication is by electronic means, by telephone or face-to-face.
2. Written communication, both formal and informal, is professional and respectful rather than popular online abbreviations and regional colloquialisms.
3. Interactions reflect a professional and respectful tone in verbal communications and body language.
4. Spelling and grammar are correct.
5. When ending email from your Kalamazoo Valley email account or the college's learning management system, email communication must include your full name.
6. Personal phone and text communications are permitted with the approval of the training manager but should be reserved for emergency and time sensitive communications.

## PROFESSIONAL CONDUCT

As future hair, skin and nail care providers, professional conduct is expected in all interactions with classmates, training managers, the college and clients. Professional conduct is defined by the following characteristics and behavior:

**1. Respect:**

- a. Embrace different cultures, ideas, opinions openly and without ridicule, anger or sarcasm.
- b. Display good class citizenship by contributing actively to the learning of their classmates, initiating interesting discussions in class or helping students understand material outside of class.
  - i. Examples of poor citizenship behavior includes “hogging airtime” with comments that are too long-winded, repetitive or irrelevant.
  - ii. Not allowing others a turn to talk.
- c. Avoid behaviors that are disruptive to the teaching-learning process. This includes but is not limited to using electronic devices and phones for conducting personal business during class time, sleeping during class, coming to class late or talking and disrupting your classmates while the training manager is lecturing. Whenever possible, restroom breaks should be taken during the scheduled break time.

**2. Professional communication:** See communication standards in this handbook.

- a. Examples of unprofessional communication:
  - i. Arguing
  - ii. Eye rolling
  - iii. Cursing
  - iv. Refusing Services
- b. Follows college and course rules for social media and online etiquette

**1. Integrity:** Do not lie. Tell the entire truth. Be trustworthy and honest. Maintain academic honesty, which includes reporting acts of dishonesty.

**2. Ethical Behavior:** Follow professional code of conduct and ethical behavior standards set forth by the program and the state of Michigan’s licensing agency.

**3. Adaptability:** Be able to problem solve and make the necessary adjustments to a changing environment.

**4. Accountability:** Accept constructive feedback without anger or sarcasm. Take responsibility for your mistakes and does not blame others.

**5. Professional Appearance:** Follow dress code standards set forth by the program. Appearance should portray a positive and professional image. Clothing and hair should be clean and well-groomed.

**6. Dependability:** Be punctual. Properly notify training managers of an absence before the start of class. Complete assignments or paperwork without having to be reminded. Follow through on commitments.

**7. Emotional Control:** Remain calm and maintain composure even in challenging situations.

**8. Positive Attitude:** Promote a healthy environment with a positive approach to all situations. Avoid sarcasm, gossip, anger and negative behavior.

Failure to adhere to professional behavior is disruptive behavior and may be referred to the student relations coordinator. Program level disciplinary action for violation of professional conduct/communication may include suspension from class or clinic activities, request for academic withdrawal or program removal as determined by the faculty and/or program director. Students subject to disciplinary action can appeal following the due process outlined in the student handbook, but suspension of clinic floor privileges will remain in effect until the appeal is resolved.

## JURY DUTY

If students receive notification for jury duty, the following steps should be implemented:

- 1. Within 5 days of notification, the student must contact the Jury Services Office to schedule an alternate date (the phone number is listed on the Juror Summons). Be prepared to suggest alternate dates that the student would be available to serve. If the student cannot reschedule the date, proceed to the next step within 3 days.

2. If the student still cannot reschedule jury duty, discuss this situation with the professor/course training manager for the course where there is a conflict.

## ACTIVE DUTY

Veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments or drill requirements) are encouraged to communicate these, in advance if possible. Should you be activated to duty during the semester, please contact the program director and submit your Activation Papers to Admissions, Records and Registration for processing.

## PORTABLE ELECTRONIC DEVICES

A Portable Electronic Device (PED) is any device capable of storing, processing and transmitting data or media. Examples include cell/smart phones, laptops, iPad's, PDA's, USB or portable drives or MP3 players: any cellular or wireless device. Kalamazoo Valley recognizes the appropriate use of PED's for educational purposes related to academic work such as Canvas specific coursework, but restricts their use to those appropriate activities defined by the Training Manager.

The use of communication devices, such as cell phones or tablets, is otherwise limited to emergency situations while in the academic environment. Devices should be set to "silent" during class times and powered off during assessment/testing. When responding to an emergency communication, quietly and quickly excuse yourself from the classroom to minimize any disruptions to your peers' learning experiences. Except for Kalamazoo Valley issued devices with secure testing environments, any cell phone or communicating device used during a testing situation, including review of an exam, is considered an act of academic dishonesty.

Use of electronic devices on the clinic floor is otherwise limited to appropriate clinical documentation purposes, such as documenting competencies, as determined by the training manager. PED's should never enter the client care area. Photographing or recording on the clinic floor utilizing a PED is prohibited. Recordings of lab/simulation activity is permitted only by Kalamazoo Valley faculty/staff. Please refer to the student handbook for further discussions on classroom civility and appropriate use of electronic devices including computers owned and operated by Kalamazoo Valley.

**Disciplinary Action:** Violations of the above procedure may result in disciplinary action and/or dismissal from the program or the college, subject only to the appropriate procedure to dispute or appeal such disciplinary action.

## VIDEO RECORDING IN THE CLASSROOM

The college has several options for video conferencing including technology enhanced classrooms designed for remote learning options. Kalamazoo Valley may schedule classes as web based, hybrid, or multimodal. Synchronous courses are typically published schedules for online or face to face sessions. Asynchronous sessions are web based and not scheduled. Training managers may determine that video conferencing is a way to meet and manage course objectives, online office hours, or other venues. Video conferencing zoom sessions is limited to the faculty, and students currently enrolled in the class. Recording of any online sessions is at the training manager's discretion but access is limited to the training managers (including part time and clinician) and students from the cohort. Video recordings of instructional time may not be posted on social media by students or faculty. Students providing express written consent to Kalamazoo Valley's marketing department are voluntarily allowing video use for advertising Kalamazoo Valley School of Cosmetology and Barbering and college marketing campaigns. Students must inform training managers of the discovery of videos on social media.

## SOCIAL MEDIA & NETWORKING

Kalamazoo Valley School of Cosmetology and Barbering faculty and staff believe that our students can be our best ambassadors for promoting our careers and our programs. We encourage positive and professional postings that do not violate any of the following:

1. Do not use Kalamazoo Valley logos on any social media account without permission.

2. Do not post or comment on content that is in violation of FERPA.
3. Do not post content or otherwise speak on behalf of the college unless approved in writing by the training manager.
4. Promptly report any identified breach of confidentiality or privacy to the training manager.
5. Do not share or transmit any client-related information, or images. In addition, do not transmit any information that may be reasonably anticipated to violate client rights to confidentiality or privacy or otherwise degrade or embarrass a client.
6. Maintain professional boundaries in the use of electronic media. Online contact with clients or former clients blurs the distinction between a professional and personal relationship and is not permitted.
7. Do not use social media/Networking to harass, threaten, slander, smear, disrespect, embarrass or offend fellow students, faculty or employees of Kalamazoo Valley.

**Disciplinary Action:** Violations of the above Social Media & Networking policy may result in disciplinary action and/or dismissal from a program or from the college.

## PROGRAM INFORMATION SECTION

### COSMETOLOGY & BARBERING STATE OVERSIGHT

For more information on the Cosmetology Program's oversight, please visit the Michigan Board of Cosmetology's Webpage.

For more information on the Barbering Program's oversight, please visit the Michigan Board of Barber Examiners' Webpage.

### CAREER OVERVIEW

For information on the career overview, please visit the U.S. Bureau of Labor Statistics Webpage for Barbers, Hairstylists, and Cosmetologists.

### PROGRAM MISSION STATEMENT

The mission of the Kalamazoo Valley School of Cosmetology and Barbering is to provide an industry-leading Certificate of Completion to meet and exceed the hair, skin, and nail care needs of Southwest Michigan and beyond. The training managers are dedicated to preparing graduates who exhibit the highest levels of professionalism, cultural competence, critical thinking, communication, and skills necessary to advance the profession of Cosmetology and Barbering.

### PHILOSOPHY AND METHODOLOGY

The philosophical base for the School of Cosmetology and Barbering at Kalamazoo Valley Community College is that education is ongoing and continuous. Education creates changes in the affective (behavior), cognitive (knowledge), and psychomotor (skills) domains of the learner. The School of Cosmetology and Barbering involves motivation, curiosity, professional fulfillment, and personal satisfaction. It is both challenging and rewarding.

The School of Cosmetology and Barbering's curriculum is designed to progress from a simple to a more complex framework. The curriculum provides opportunities to improve communication, professionalism, analytical thinking, inquiry, and information gathering, practical application of healthcare modalities, and psychomotor skills. Communication with training managers, fellow students, other professionals in the field, and clients are an essential element of the program. The Program is competency- and outcome-based and follows current national and state guidelines. The result is an outstanding educational program.

Program Training Managers are committed to excellence in teaching and fostering student success.

## PROGRAM GOAL

The goal of the School of Cosmetology and Barbering is "To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of cosmetology and barbering practices as performed by licensed professionals in the field." Kalamazoo Valley Community College can meet these goals by offering the School of Cosmetology and Barbering as a first-professional degree program and providing the knowledge and skills necessary to function as a licensed cosmetologist or barber.

## TIME COMMITMENT

The Programs are designed to be full-time or part-time programs. Full-time students should expect to dedicate a minimum of 35 hours/week for attending classes, clinical, studying and completing assignments. Part-time students should expect to dedicate a minimum of 20 hours/week for attending classes, clinical, studying and completing assignments.

## PROGRAM PROGRESSION

Students' progress through the Programs by completing courses in sequential order. For each course, all the required course work must be successfully completed before progressing to the next course. A final course grade of 2.0 is required to successfully pass each program course.

If students stop out (drop, withdraw or fail a course) during the first block, they will not be able to progress to the next course. If they wish to return, they will need to submit a new application for the next year by the deadline and follow all the application requirements for that year. They will then be competing for a spot with all the first-time applicants. If students are readmitted, they must retake all necessary courses listed in the reinstatement plan.

Students who successfully complete the first semester but stop out (drop, withdraw or fail a course) during another semester will not be able to progress in the program. They may petition to return by following steps listed in the reinstatement procedure found in this handbook.

## REMEDATION AND DISCIPLINARY ACTION

The program includes safeguards identify students who need help with knowledge, skills, or professional behavior. The purpose of these safeguards is to help identify areas of weakness and then help the student by providing counseling and/or remediation.

Students who are struggling with academics or skills must demonstrate initiative and accountability by seeking help from tutors and training managers. Students who have failed an exam or are struggling will be counseled and tutoring and remediation will be required as part of their action plan for success.

A Behavioral Improvement and a Skills Improvement form will be used by faculty and clinical training managers to provide notification and feedback to the student in identified areas that need to be improved. The process allows the student to ask questions for clarification and to seek additional tutoring. The goal is to see the student's skills and/or behavior improve.

If a student continues to struggle, as evidenced when three (3) documented Behavior or Skills Improvement forms have accumulated, a counseling session will be scheduled with the student, DCE and/or Program Director to reinforce understanding of the professional conduct expectations or develop a skills remediation plan.

After the counseling session, if behavior or skills issues do not improve, the student will be placed on probation. Any further occurrences while on probation will result in academic withdrawal.

## PATHWAY FOR STUDENT COMMUNICATION

Learning to follow the established chain of command is important to your career success. When an employee bypasses their supervisor (or when a student bypasses their training manager), it demonstrates a lack of respect and professional courtesy. In the work environment, this can lead to increased tension with your supervisor, break down in trust and can lead to disciplinary actions. It is important for you to follow the communication sequence listed below to address any question or concerns you may have.

STUDENT > TRAINING MANAGER > PROGRAM DIRECTOR > DEAN > PROVOST

## ATTENDANCE/GRADE PROCEDURES

**Kalamazoo Valley School of Cosmetology and Barbering standards** reinforce excellence among students and facilitate satisfaction of certificate requirement. Every academic period\*, each student is expected to:

- Earn and maintain a 2.0, or better, cumulative grade point average (GPA)
- Earn a 2.0, or better, academic period GPA
- Attend theory to be eligible for clinic.
- Attend 75% of theory and clinic floor hours, or better, cumulatively
- Attend 75% combination of theory and clinic floor hours, or better, each academic period
- Clock in and out for themselves. Any students caught clocking in or out for another student may be subject to disciplinary action.

**Kalamazoo Valley School of Cosmetology and Barbering Status** is determined each academic period, for every student. Status is based on grades and hours reported, and include:

**Good Standing:** all the Kalamazoo Valley School of Cosmetology and Barbering standards were met.

- Students in good standing may attend full or part-time seat.

**Probation:** one or more of the standards were not met.

- Students must meet with the Program Director and their Training Manager(s) to complete a plan for academic success.
- Students can continue attending full or part-time.

**Suspension:** one or more of the standards were not met or it is not possible to meet all four standards in just one academic period.

- Students on suspension must meet with the Program Director and their Training Manager(s) to develop a plan for academic success.
- Full-time students must transition into a part-time status; part-time students will continue their part-time status.
- Students on suspension will enter a no client services period, where they must complete all academic assignments, as well as attend all theory courses. The students will not be able to log their hours. In addition to no client services, until the next academic period.

**Dismissal:** extended probation status was not effective.

- Students in dismissal will be dismissed from the program and must meet with the Program Director and their Training Manager(s) to reapply.

\*Academic Period: The period in which a student's progress report is completed.

Please refer to your course syllabus for course specific attendance requirements.

## EXAM PROCEDURE

All exams and assessments shall be taken as scheduled. Any exam and/or assessment not taken at the scheduled time may be recorded as a zero. Students who arrive late for an exam or assessment will not be given additional testing time. See Test Compliance Procedure for a complete list of rules. Exams may not be made up unless there is documentation of extenuating circumstances, as outlined above, and to qualify, the student must properly notify the training manager before the exam.

All electronic devices including cell phones and smart watches must be powered off during exams. Only college-issued calculators can be used during exams and assessments. All other electronic devices are prohibited. All materials, notes, and textbooks must be removed from the student's testing area. The only permitted materials are a glass of water and an approved calculator.

### **Test Booklet and Scantron Exams & Assessments**

**Official answers are taken from the Scantron and not from a test booklet.** It is the student's responsibility to carefully review their Scantron to ensure that they have filled in the correct bubbles. All test booklets, scrap paper, calculators and Scantron forms **MUST BE** returned to the training manager before leaving the testing room.

### **Online Exams and Assessments**

Before starting an online assessment, students will be required to show their student ID and scan the room to show their surroundings. Leaving the room during the exam or assessment is not permitted. Allegations of academic dishonesty will be reported to the appropriate administrator for further review. All exams will be proctored using a method determined by the Training Manager. There may be a fee associated with proctoring online exams that are not taken in the Kalamazoo Valley testing center.

## **TEST COMPLIANCE PROCEDURE**

The term "test" will refer to all forms of assessments, such as exams, quizzes, lab practical, etc. The Test Compliance rules will apply to all tests for the entire time you are in your respective Cosmetology & Barbering program. Violations of any of the rules listed here may be viewed as a direct violation of the Academic Honesty Policy of Kalamazoo Valley Community College. Any student caught cheating will forfeit their grade and will receive zero (0) for that test or assignment. The training manager will initiate the formal written process to notify the appropriate administrators. The student may be subject to disciplinary actions and violations are grounds for dismissal from the College. See the Kalamazoo Valley Student Handbook for complete details on Academic Dishonesty process.

The following rules will apply to all tests and assessments.

- Paper test booklets must be returned before leaving the testing room.
- Only a college issued calculator and scrap paper may be used. All scrap paper and calculators must be returned before leaving the testing area. For online assessments taken off-site, all scrap paper must be destroyed in view of the webcam.
- For paper tests which use a Scantron, official answers are taken from the Scantron and not from the test booklet.
- All electronic devices must be powered off (phones, smart watches, etc.).
- No books, materials or outside assistance can be used during the testing.
- The desk/testing area needs to be cleared of all items.
- Testing must be completed by the due date and time. See syllabus for late penalty.

The following behaviors are prohibited:

- Discussing a test with other students who have not completed the assessment.
- Assisting other students or receiving assistance from other students regarding any test.
- Printing, copying or downloading tests (questions or answers).
- Using any unauthorized copied, printed, or downloaded materials, such as exam questions and answers.
- Leaving the room during the testing period (i.e., to make calls or use the restroom).
- Recording of an exam review session, or copying, taking screenshots or pictures of any exam questions during such a session

Training managers may, in their discretion, modify any rule for tests and assessments.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

VALLEY ID \_\_\_\_\_

Date \_\_\_\_\_

Upload a signed copy of this form to the corresponding module in the Canvas Course.

## ASSESSMENT

Exams, quizzes, and lab practicums are strategically placed within each course to assess student understanding. Assessments are cumulative because the coursework is sequential. Faculty reviews each assessment with the class within one week. Students are expected to review their own assessments and set appointments with faculty or tutors to address any areas of concern.

Practical skills are assessed through competency checkoffs and lab practical exams. Satisfactory completion of all clinic tasks assigned is required. Skills assessed using the competency check-off forms are graded on a pass/fail basis. Demonstration of continued mastery of all previously learned proficiencies, procedures, and clinical tasks from prior coursework is expected. In the event a “completed proficiency” is performed below the required standard, the Training manager or Program Director may require a student re-complete the competency check-off of the specific skill.

## STATE LICENSURE

Students who complete the required State of Michigan hours are eligible to take the licensure test through PSI and apply for a State of Michigan Board of Cosmetology or State of Michigan Barber License.

## REINSTATEMENT PROCEDURE

The School of Cosmetology and Barbering ensures that every graduate has the necessary knowledge, technical skills, and affective behavior skills to pass required exams for credentialing and provide safe client care. The reinstatement process is designed to help students meet these objectives and to provide a plan for success.

Reinstatement is a provision of allowing a student who has successfully completed the first semester but has stopped out of the program in a later semester an opportunity to petition the program for re-entry. Stopping out can occur based on academic or behavioral deficiencies. Those deficiencies are defined as:

**Academic:** not being able to progress in the course sequence due to academic dishonesty, a course drop, a course withdrawal, or a final course grade less than 2.0.

**Behavioral:** failure to maintain clinical compliance, or a professional behavioral issue (affective).

Students may stop out a maximum of two times. After two stop outs a student will not be eligible for re-entry into the School of Cosmetology and Barbering. Reinstatement considerations for students who stop out for a behavior deficiency will be evaluated on a case-by-case basis; severity of the professional behavior may prevent re-entry.

Students who incur two stop outs will be advised to meet with an academic counselor to explore another career direction.

Students who have not successfully completed all first semester courses need to reapply to the program and retake all the first semester courses upon reinstatement.

The Reinstatement Committee considers several factors in the decision to reinstate. Reinstatement is in the sole discretion of Kalamazoo Valley and is never guaranteed.

## Reinstatement Process and Criteria:

1. Students seeking reinstatement must initiate the process by:
  - 1.1 Obtaining Reinstatement Request Form from the Program Director
  - 1.2 Submitting the Reinstatement Request Form to the Program Director no later than 25 business days after stopping out of the program.
  - 1.3 Carefully reading the reinstatement procedure and asking questions if needed.
  
2. Reinstatement Committee
  - 2.1 After the program director receives the Reinstatement Request form from the student, a reinstatement committee will convene to review:
    - 2.1.1 Reinstatement Request Form responses
    - 2.1.2 Training Manager Input Form responses
    - 2.1.3 Attendance records
    - 2.1.4 Tutoring records
    - 2.1.5 Professional conduct records
    - 2.1.6 Academic history
    - 2.1.7 Extenuating circumstances, if any
    - 2.1.8 Available seats
  - 2.2 If the committee determines that reinstatement is appropriate, the committee will develop a draft reinstatement plan for success based on the outcomes from items listed 2.1.
  - 2.3 The committee will meet face-to-face with the student and discuss the draft reinstatement plan for success.
    - 2.3.1 Feedback from the student may be incorporated into the final reinstatement plan for success.
    - 2.3.2 Students will sign the reinstatement plan for success indicating they agree to comply with the plan.
  
3. Permission to reinstate is dependent on:
  - 3.1 Submitting the Reinstatement Request form by the deadline
  - 3.2 Reinstatement Committee approves the request to reinstate.
  - 3.3 Completion of required refresher courses or activities.
  - 3.4 Seat availability for the course(s) seeking reinstatement.
  - 3.5 Seat available in the following clinical semester
    - 3.5.1 A student may be given provisional permission to reinstate in pre-clinical courses pending open clinical seats in the following semester.
    - 3.5.2 Students in the current cohort will be prioritized for clinic seats before reinstated students.
  
4. Prior to returning to the program, the student will need to document that they have met all the entry requirements that are applied to the next cohort of students seeking program admission. These may include but are not limited to:
  - 4.1 Returning students must have a minimum cumulative grade point average of 2.0.
  - 4.2 Students must document and demonstrate understanding of previously learned content in theory, lab, and clinical courses. The reinstatement plan for success and the remediation courses or activities will detail how the student can meet this requirement.
  
5. A student who has withdrawn due to an issue not related to academic or behavioral deficiencies, and has exceeded the maximum retake of two (2) different courses will be expected to meet with the Program Director to further discuss the matter. Any decision to reinstate the student in this circumstance will be made by the Reinstatement Committee. The student will need to provide evidence that the cause of the withdrawal has been overcome. Students will generally be required to provide evidence that they have support systems in place to overcome the challenges associated with the cause of the withdrawal. If a student is reinstated under these circumstances and then drops, withdraws, or fails a course, they will no longer be eligible for reinstatement into the School of Cosmetology and Barbering at Kalamazoo Valley.
  
6. Students must reinstate within one calendar year of stopping out.
  
7. Students that have been out of the program more than one year will be required to complete all previous courses.

8. Clinical Course placement:

8.1 Students must complete all current program required pre-clinical training modules.

8.2 Students must complete any requirement mandated by the clinical training manager prior to reinstatement.

9. Students will be notified as to their reinstatement status as soon as practicable prior to the beginning of the course.

10. Once reinstatement is granted, students are expected to contact the Program Director before the beginning of courses to discuss expectations.

11. Students must notify the Program Director of their intent to accept a seat in the program according to the deadline specified by the reinstatement plan.

12. Students must have the same number of completed hours as the cohort they are entering back into upon reinstatement.

13. Once students have accepted the seat, failure to utilize their seat will be considered a stop out and may jeopardize any future application for reinstatement.

## RECEIPT/ACKNOWLEDGEMENT OF HANDBOOK

I, the undersigned, have reviewed the digital copy of the Kalamazoo Valley Community College Cosmetology & Barbering Student Handbook. I understand my signature indicates that I am responsible for the content contained in the handbook, as well as the content of Kalamazoo Valley's Catalog/Programs of Study and Student Handbook.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

VALLEY ID \_\_\_\_\_

Date \_\_\_\_\_

Upload a signed copy of this form to the corresponding module in the Canvas Course.

Kalamazoo**VALLEY**<sup>™</sup>  
community college

[www.kvcc.edu](http://www.kvcc.edu)



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