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**Catalog Volume 58 - Version 2**

**Effective** - June 6, 2016
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
CEO / President
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.

MISSION

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

PURPOSE AND INSTITUTIONAL OBJECTIVES

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

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

PHILOSOPHY

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

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

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

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

STATEMENT OF CONTROL

Douglas School of Business, Inc., d/b/a Douglas Education Center is a privately held corporation.

The President and Chief Operating Officer of Douglas School of Business, Inc., is Jeffrey D. Imbrescia.

The Board of Directors is comprised of Jeffrey D. Imbrescia.

CORPORATE OFFICERS

Jeffrey D. Imbrescia, C.P.A.
Chief Executive Officer, President and Secretary
M.S. Robert Morris University
B.S. Indiana University of PA
ACCREDITATION

Accreditation is evidence that an institution maintains an approved course of study, that it employs a competent faculty of instructors, that it has adequate facilities and equipment, that it is supported by an enrollment of students sufficient to give assurance of stability and permanency, and that it enjoys a reputation of ethical and honorable dealings with the public.

DEC is accredited by the Accrediting Council for Independent Colleges and Schools and is approved to award Associate in Specialized Business Degrees and Diplomas.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions is recognized by the Council for Higher Education Accreditation.

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E. Suite 980
Washington, DC 20002-4241
(202) 336-6780

AUTHORIZATION

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

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

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

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study Program (student employment)
- The William Ford Federal Direct Loan Program
- Direct Plus Loan for Parents of Dependent Students
- Federal Consolidation Loans

ADVISORY BOARD

Larry Albensi - Co-Owner, Maverick Dental Laboratories
Patricia Brickner - Site Administrator, PA CareerLink
Vanessa Capozzi - President and Founder, ieInteractive
Seth Caton - Vice President, Caton Design Group
Lou Cipriani - Account Executive, Lamar Advertising
Kim Claassen - National Account Manager, Wolters Kluwer Health
Rory Gazdick - Safety Manager, World Kitchen
Leslee Helon - Manager, Philip Pelusi Salon
Debra Keefer - Executive Director, Mon Valley Regional Chamber of Commerce
Dionne Malush - Independent Graphic Designer / Realtor, Northwood Realty
John Mandarino - Chief of Police, City of Monessen
Lisa Neil - President, Southwest Training Services, Inc.
Nick Padezan - Owner and Director, NPV Productions
Lenora Palonder - Independent Artist / Owner and Executive Chef, The Inn at Lenora’s
Christopher Patrick - Independent Make-Up Effects Artist
James Protn - Principal Owner, The PROTINGroup, LLC
Donna Ramusivich - Senior Vice President, Monongahela Valley Hospital
Sara Schumaker - Vice President of Fund Development, Monongahela Valley Hospital
Marianne Skiba - Independent Make-Up Effects Artist / Owner, Glam Earth Natural & Organic Beauty Boutique
James Stankiewicz - President, Valley Tire Company
Sean Sypolt - Vice President, Private Industry Council

LICENSED

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

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

Bureau of Professional and Occupational Affairs
Department of State
State Board of Cosmetology
PO Box 2649
Harrisburg, PA 17105-2699

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
1. Douglas Education Center (DEC) was founded in 1904. Over 110 years of education!

2. DEC offers programs in Special Make-Up Effects, Digital Film, Illustration, Fantasy Art, Graphic Design & Web, Cosmetology, Allied Health, and Skilled Trades. Please visit DEC’s website for details and course information. For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/consumerinfo

3. DEC offers Associate in Specialized Business Degree, Diploma, and Certificate Programs.

4. Classes begin in February, June, and October of every year. CDL program will have additional start dates based on enrollment.

5. Financial aid and scholarships are available to those who qualify.

6. Housing is available through Boss Development, Inc. For details, please call 724-653-2224.

7. 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.

8. DEC’s current programs of study:

**THE CREATIVE PROGRAMS**
- Allan and Wilson’s Digital Illustration Program
- Graphic Design & Web Program
- The Factory Digital Filmmaking Program at Douglas
- Tom Savini’s Special Make-Up Effects Program
- Dorian’s Fantasy Art Program

**THE COSMETOLOGY PROGRAMS**
- Cosmetology Program
- Cosmetology Teacher / Salon Manager Program
- Esthetics Program
- Esthetician and Nail Technologist Program

**THE ALLIED HEALTH PROGRAMS**
- Medical Assistant Program
- Health Information Technology Program
- Medical Billing Clerk Program

**THE SKILLED TRADES PROGRAMS**
- Heavy Equipment and CDL with Safety and Natural Gas
- Commercial Driver’s License Program
### 2016

**SUMMER SEMESTER**
- Summer Semester Begins: June 7
- Last Day of Add/Drop: June 17
- Fourth of July Holiday: July 4
- Classes Resume: July 5
- Midterm Report: July 28
- Labor Day Holiday: September 5
- Classes Resume: September 6
- Summer Semester Ends: September 21

**FALL SEMESTER**
- Fall Semester Begins: October 1
- Last Day of Add/Drop: October 14
- Midterm Report: November 23
- Thanksgiving Break: November 24
- Classes Resume: November 28
- Last Day of Class Before Holiday Break: December 17
- Classes Resume: January 3
- Fall Semester Ends: February 1

**Semester Break:** September 22 - October 3

### 2017

**SUMMER SEMESTER**
- Summer Semester Begins: June 12
- Last Day of Add/Drop: June 20
- Fourth of July Holiday: July 4
- Classes Resume: July 5
- Midterm Report: July 28
- Labor Day Holiday: September 4
- Classes Resume: September 5
- Summer Semester Ends: September 26

**FALL SEMESTER**
- Fall Semester Begins: October 3
- Last Day of Add/Drop: October 13
- Midterm Report: November 14
- Thanksgiving Break: November 23
- Classes Resume: November 27
- Last Day of Class Before Holiday Break: December 18
- Classes Resume: January 2
- Fall Semester Ends: January 31

**Semester Break:** February 1 - February 5

### 2018

**SPRING SEMESTER**
- Spring Semester Begins: February 9
- Last Day of Add/Drop: February 18
- Midterm Report: March 30
- Spring Break: April 14
- Classes Resume: April 18
- Spring Semester Ends: May 27

**Semester Break:** May 24 - June 6

- **Schedule subject to change**

  *Students will be properly notified of any changes.*
### COSMETOLOGY TEACHER / SALON MANAGER PROGRAM

**STUDENTS STARTING SUMMER 2016**

- Summer Class Begins ................. June 7
- Holiday Break ....................... July 4
- Classes Resume ..................... July 5
- Holiday Break ....................... September 5
- Classes Resume ..................... September 6
- Class Break ......................... September 22
- Classes Resume ..................... October 3
- Summer Classes End ............... November 3

**STUDENTS STARTING FALL 2016**

- Fall Class Begins .................. October 3
- Holiday Break ....................... November 24
- Classes Resume ..................... November 28
- Holiday Break ....................... December 17
- Classes Resume ..................... January 3
- Class Break ......................... February 2
- Classes Resume ..................... February 9
- Summer Classes End ............... March 15

### ESTHETICIAN AND NAIL TECHNOLOGIST PROGRAM

**STUDENTS STARTING SUMMER 2016**

- Summer Class Begins ................. June 7
- Spring Break ......................... July 4
- Classes Resume ..................... July 5
- Holiday Break ....................... September 5
- Classes Resume ..................... September 6
- Class Break ......................... September 22
- Classes Resume ..................... October 3
- Holiday Break ....................... November 24
- Classes Resume ..................... November 28
- Holiday Break ....................... December 17
- Classes Resume ..................... January 3
- Summer Class Ends ............... February 1

**STUDENTS STARTING FALL 2016**

- Fall Class Begins .................. October 3
- Holiday Break ....................... November 24
- Classes Resume ..................... November 28
- Holiday Break ....................... December 17
- Classes Resume ..................... January 3
- Class Break ......................... February 2
- Classes Resume ..................... February 9
- Holiday Break ....................... April 14
- Classes Resume ..................... April 18
- Fall Class Ends .................... May 27

**STUDENTS STARTING SPRING 2017**

- Spring Class Begins ................. February 9
- Holiday Break ....................... April 14
- Classes Resume ..................... April 18
- Class Break ......................... May 27
- Classes Resume ..................... June 12
- Holiday Break ....................... July 4
- Classes Resume ..................... July 5
- Holiday Break ....................... September 4
- Classes Resume ..................... September 5
- Fall Class Ends .................... September 26

*Schedule subject to change
Students will be properly notified of any changes.*
# COSMETOLOGY PROGRAM

## STUDENTS STARTING SUMMER 2016

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## ESTHETICS PROGRAM

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Schedule subject to change

Students will be properly notified of any changes.
SKILLED TRADES CALENDAR

HEAVY EQUIPMENT AND CDL WITH SAFETY AND NATURAL GAS

STUDENTS STARTING SUMMER 2016

First Instructional Period
Summer Class Begins .............. June 21
Holiday Break ..................... July 4
Class Resumes ...................... July 5
Holiday Break ...................... September 5
Class Resumes ...................... September 6
Summer Class Ends ............. September 21

Break - September 22 - October 2, 2016

Second Instructional Period
Fall Class Begins .............. October 3
Holiday Break ..................... November 24
Class Resumes ...................... November 28
Holiday Break ..................... December 26
Class Resumes ...................... December 27
Fall Class Ends ............. December 27

STUDENTS STARTING FALL 2016

First Instructional Period
Summer Class Begins .............. October 18
Holiday Break ..................... November 24
Class Resumes ...................... November 29
Holiday Break ...................... December 18
Class Resumes ...................... January 3
Summer Class Ends ............. February 1

Break - February 2 - February 8, 2017

Second Instructional Period
Spring Class Begins .............. February 9
Holiday Break ..................... April 17
Class Resumes ...................... April 18
Fall Class Ends ............. May 4

Schedule subject to change
Students will be properly notified of any changes.
COMMERCIAL DRIVER’S LICENSE PROGRAM

STUDENTS STARTING JUNE 7

Spring Class Begins ................ June 7
Midterm ............................... June 29
Classes End ............................. July 26

STUDENTS STARTING AUGUST 3

Spring Class Begins ................ August 3
Midterm ............................... August 25
Classes End ............................. September 21

STUDENTS STARTING OCTOBER 3

Spring Class Begins ................ October 3
Midterm ............................... October 25
Classes End ............................ November 17

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

Schedule subject to change
Students will be properly notified of any changes.
**PRESIDENT’S OFFICE**
- **Jeffrey D. Imbrescia, C.P.A.**
  Chief Executive Officer / President

- **Debra Bachinski**
  Executive Assistant to the President

**EDUCATION**
- **Julian Imbrescia**
  Executive Director of Education

- **Susan Rountree**
  Director of Academic Progress

- **N. Renee McDowell**
  Senior Academic Affairs Coordinator

**REGISTRAR**
- **Susan Rountree**
  Registrar

- **Betty Jo Rapp**
  Assistant to the Registrar

**ADMISSIONS**
- **Tony Báez Milán**
  Director of Admissions
  International Primary Designated School Official

- **Loretta Castana**
  Senior Admissions Representative

- **Laura Jablonsky**
  Admissions Representative / Recruiter

- **Malake Dhu**
  Admissions Representative / Recruiter

**FINANCIAL AID**
- **Amanda Phillips**
  Executive Director of Financial Aid

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

- **Kimberly Myers**
  Financial Aid Officer

**BUSINESS OFFICE / BURSAR**
- **Jay Clayton, C.P.A.**
  Chief Financial Officer / Business Development / Bursar

- **Debra Wise**
  Business Manager

- **Michael Irwin**
  Purchasing Agent

**CAREER SERVICES**
- **Lauri Aston**
  Director of Career Services

- **Len DiNaples**
  Career Services Coordinator

- **Diane Fox**
  Career Services Coordinator

- **Rick Szymanski**
  Portfolio Coordinator

**STUDENT LIFE / LIBRARY**
- **Janelle Imbrescia**
  Director of Student Life / Social Media Coordinator

**MARKETING / PUBLIC RELATIONS**
- **Kevin Fear**
  Chief Marketing Officer

- **Rick Szymanski**
  Marketing Coordinator

- **Patrick Walsh**
  Production Manager

**INFORMATION TECHNOLOGY**
- **John Sechrist**
  Director of Information Technology

- **Doug Durinzi**
  Information Technology Coordinator

**RECEPTION**
- **Betty Jo Rapp**
  Receptionist / Greeter

**FACILITIES / MAINTENANCE**
- **Melody Gazdick**
  Facilities Manager

- **Rick Price**
  Maintenance Supervisor

- **Justin Wisyanski**
  Lead Custodian

**PROGRAM SIGNATORS**
- **Jim Allan**
  A.S.T. The Art Institute of Pittsburgh
  Allan and Wilson’s Digital Illustration Program

- **Dorian Cleavenger**
  A.S.T. The Art Institute of Pittsburgh
  Dorian’s Fantasy Art Program

- **Tom Savini**
  Tom Savini LTD.
  Tom Savini’s Special Make-Up Effects Program

- **Phil Wilson**
  A.S.T. The Art Institute of Pittsburgh
  Allan and Wilson’s Digital Illustration Program
ALLAN AND WILSON'S DIGITAL ILLUSTRATION PROGRAM

Dorian Cleavenger | Director of Allan and Wilson's Digital Illustration Program
A.S.T., Visual Communications, The Art Institute of Pittsburgh

Rodney Boyce | B.F.A., Communications Graphics, Edinboro University

COSMETOLOGY PROGRAMS

Carrie Holman | Supervisor of Cosmetology Programs
Diploma, General Cosmetology, Pittsburgh Beauty Academy
Diploma, Cosmetology Teacher, Pittsburgh Beauty Academy
Diploma, Esthetics, Pittsburgh Beauty Academy
Licensed Cosmetology Teacher

Karen Nelson | Director of Cosmetology Programs
Diploma General Cosmetology, Pittsburgh Beauty Academy
Diploma Cosmetology Teacher, Pittsburgh Beauty Academy
Licensed Cosmetology Teacher

Patricia Moorhead
Diploma, Cosmetology Teacher, Douglas Education Center
Diploma, Fayette Area Vocational Technical School
Licensed Cosmetology Teacher

Bonnie Pitzarella
A.S.T. Cosmetology Management, Pittsburgh Beauty Academy
Licensed Cosmetology Teacher

Gina Pitzarella
A.S.B. Master Cosmetology, Douglas Education Center
Licensed Cosmetology Teacher

DORIAN’S FANTASY ART PROGRAM

Dorian Cleavenger | Director of Dorian’s Fantasy Art Program
A.S.T., Visual Communications, The Art Institute of Pittsburgh

SKILLED TRADES PROGRAMS

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

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

Gerald Stewart
Commercial Driver’s License

William Wallace
Heavy Construction Equipment Operator’s Certificate, Universal Heavy Construction School
Commercial Driver’s License

GENERAL EDUCATION

Connie Duke
Ed.D., Educational Leadership, Nova Southeastern University
M.A.E., English, Olivet Nazarene University
B.A., Speech and English, Olivet Nazarene University

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

Diane Garry
M.S. Ed., Duquesne University
B.S., Secondary Education, California University of Pennsylvania

Lisa Mauro
M. Ed./B.S. Ed., California University of Pennsylvania

Brian Montecalvo
B.S., Communications Media, Indiana University of Indiana
A.S.T., Visual Communications, The Art Institute of Pittsburgh

GENERAL STUDIES

Amanda Fetsko
B.S.W., California University of Pennsylvania
M.S.W., California University of Pennsylvania

Julian Imbresca
B.A., Cultural Studies, Carnegie Mellon University
B.S., Environmental Policy, Carnegie Mellon University

Dean Simpson
M.A., Communications Technology, Point Park University
B.F.A., Graphic Design, Indiana University of Pennsylvania

GRAPHIC DESIGN & WEB PROGRAM

Brian Montecalvo | Coordinator of Graphic Design & Web Program
B.S., Communications Media, Indiana University of Indiana
A.S.T., Visual Communications, The Art Institute of Pittsburgh

Rodney Boyce | B.F.A., Communications Graphics, Edinboro University

ALLIED HEALTH PROGRAMS

Ellen Pritchard R.N. | Director of Allied Health Programs
R.N., Washington Hospital School of Nursing
Certificate as Nationally Registered Certified Medical Assistant
Certificate as Nationally Registered Certified Coding Specialist

Jeani Brown
A.S.B., Medical Assistant / Administration, Douglas Education Center
Certificate as Nationally Registered Certified Medical Assistant
Certificate as Nationally Registered Certified Coding Specialist

Amanda Fetsko
B.S.W., California University of Pennsylvania
M.S.W., California University of Pennsylvania

Rae Lynn Jackson
A.S.B., Medical Assistant, Douglas Education Center
A.S.B., Medical Business Administration, Douglas Education Center
Certificate as Nationally Registered Certificed Medical Assistant

THE FACTORY DIGITAL FILMMAKING PROGRAM AT DOUGLAS

Robert Tinnell | Director of The Factory Digital Filmmaking Program at Douglas
B.A., Cinema, Columbia College
A.A., General Studies, Fairmont State College

P.J. Gaynard
M.A., Humanities, California State University Northridge
B.F.A., Film and Animation, Rochester Institute of Technology

Brad Stalnaker
B.F.A., Art, West Virginia University

TOM SAVINI’S SPECIAL MAKE-UP EFFECTS PROGRAM

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

Christopher Gilgour
A.S.B., Tom Savini’s Special Make-Up Effects, Douglas Education Center

Dejah Gilgour
A.S.B., Tom Savini’s Special Make-Up Effects, Douglas Education Center

Jesse Lechok
A.S.T., Industrial Design Technology, The Art Institute of Pittsburgh

William Ritter
A.S.B., Tom Savini’s Special Make-Up Effects, Douglas Education Center

Shawn Ronzio
A.S.T., Industrial Design Technology, The Art Institute of Pittsburgh
A regular student schedule contains 20-30 hours of instruction each week.

**DEC Class periods are as follows:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:30am - 11:00am</td>
</tr>
<tr>
<td>2</td>
<td>11:10am - 1:40pm</td>
</tr>
<tr>
<td>3</td>
<td>1:50pm - 4:20pm</td>
</tr>
<tr>
<td>4</td>
<td>4:30pm - 7:00pm</td>
</tr>
<tr>
<td>5</td>
<td>7:10pm - 9:40pm</td>
</tr>
<tr>
<td>6</td>
<td>9:50pm - 12:20am</td>
</tr>
</tbody>
</table>

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

**Allied Health Programs:** Class times vary by program. The Medical Assistant Program will require on-campus hours during weekday evenings and/or Saturday morning and afternoons. Days and time are subject to student need and availability. For courses that are online, students are required to submit two (2) academically related activities each week. Medical Billing Clerk and Health Information Technology Programs will generally meet 4 days per week during periods 1, 2, 3, and 4. Each of these courses generally meets twice a week for a total of five (5) hours.

**Graphic Design & Web Program, Allan and Wilson’s Digital Illustration Program and Dorian’s Fantasy Art Program:** Classes are scheduled during periods 1, 2, 3, 4, and occasionally 5. Certain classes meet twice a week for 2.5 hours each, and other classes meet once a week for 5 consecutive hours.

**The Factory Digital Filmmaking Program:** Classes are scheduled at various times and days according to the availability of instructors and locations of filming opportunities. Schedules are determined at the start of each semester.

**Tom Savini’s Special Make-Up Effects Program:** Classes are scheduled during periods 1, 2, 3, 4, & 5. All classes are generally scheduled in 5-hour blocks, with certain exceptions which are determined at the start of each semester. The 6th period will only be scheduled if necessary to accommodate student classes.

**General Education Courses:** Classes are scheduled during periods 1, 2, 3, 4, & 5. All classes meet either twice a week for 2.5 hours or once a week for 5 hours. For courses that are online, students are required to submit two (2) academically related activities each week.

**Cosmetology Programs:** Cosmetology courses classes are scheduled Monday through Friday. In general, students attend four days per week; seven and a half (7.5) hours per day for a total of thirty (30) hours per week. However, Nail Technology classes are scheduled for a total of twenty (20) hours per week.

**Skilled Trades Programs:** The class schedule for these programs are currently 4 days per week for 7.5 hours per day: 8:30 am – 4:30 pm with 30 minutes for lunch. Commercial Driver’s License course may also be offered on evenings and weekends.

The above sets 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.
THE CREATIVE PROGRAMS
- Allan and Wilson’s Digital Illustration Program
- Graphic Design & Web Program
- The Factory Digital Filmmaking Program at Douglas
- Tom Savini’s Special Make-Up Effects Program
- Dorian’s Fantasy Art Program

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

THE ALLIED HEALTH PROGRAMS
- Medical Assistant Program
- Health Information Technology Program
- Medical Billing Clerk Program

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

ASSOCIATE IN SPECIALIZED BUSINESS DEGREE PROGRAMS

- Allan and Wilson’s Digital Illustration Program
- Graphic Design & Web Program
- The Factory Digital Filmmaking Program at Douglas
- Tom Savini’s Special Make-Up Effects Program

DIPLOMA PROGRAM

- Dorian’s Fantasy Art Program
Objective: This sixteen-month program is designed to provide students with the skills necessary for a career in the illustration art field. An illustrator is a fine artist who illustrates for books, magazines, newsletters, websites, brochures, stamps, greeting cards, billboards, exhibits, murals, concept art, motion picture "mattes," or any commercial item. Students work with a range of traditional and digital media including watercolor, acrylic, mixed media, and computer software. Final student portfolios contain illustrations for advertising, book (children's books, book covers), sequential, institutional, editorial, fantasy and scientific/medical applications.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL102</td>
<td>Perspective and Foreshortening</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL104</td>
<td>Color and Painting</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL501</td>
<td>Introduction to Digital Illustration</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL110</td>
<td>Dynamic Figure Drawing</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>GE101**</td>
<td>Anatomy and Anthropology</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>IL106</td>
<td>Conceptual Art and Design</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>IL303</td>
<td>Acrylic Illustration I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL210</td>
<td>Fantasy Art for the Publishing Industry</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL502</td>
<td>Digital Illustration I</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>GE202-O**</td>
<td>Critical Histories of the Arts</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>IL204</td>
<td>Basic Airbrush Illustration</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL302</td>
<td>Pastel and Color Pencil Illustration</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL503</td>
<td>Digital Illustration II</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL311</td>
<td>Fantasy Art for the Film &amp; Video Game Industries</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>GE402-O*</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>IL504</td>
<td>Advanced Digital Illustration</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>IL402</td>
<td>Mixed Media Illustration</td>
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<td>60</td>
<td>3</td>
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<tr>
<td>IL404</td>
<td>Studio Work / Portfolio</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>IL410</td>
<td>Fantasy Art for the Product Industry</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>1000</td>
<td>Professional Skills Workshop</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

** Totals **

|   | 450 | 1050 | 65 |

* General Education Courses are denoted with an asterisk.

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

Delivery Method O = Online

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

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/il

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.
**Objective:** This sixteen-month program is designed to provide a strong foundation in the basic principles of art design as they apply to the professions of advertising, entertainment, information and education. Students develop art, business and technology skills to be equipped for entry-level employment in the graphic design field. Graduates will be able to utilize professional computer programs to produce graphic art ready for both in-house and external business applications that include both print and electronic media.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>Microsoft Office Word I</td>
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<td>60</td>
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<tr>
<td>GD101</td>
<td>Design and Composition</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD103</td>
<td>Computer Art</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD203</td>
<td>Photo Manipulation</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD204</td>
<td>Layout and Type</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD206</td>
<td>Advanced Photo Manipulation</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD302</td>
<td>Graphic Design</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD304</td>
<td>Fundamentals of Web</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GE121-O*</td>
<td>Basic College Mathematics</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GE202-O**</td>
<td>Critical Histories of the Arts</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GD202</td>
<td>2D Animation</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD306</td>
<td>Advanced Computer Art</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD401</td>
<td>Web Design and Publishing</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GD404</td>
<td>Desktop Publishing I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GE402-O*</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GD402</td>
<td>Multi-Media Presentation</td>
<td>15</td>
<td>60</td>
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<tr>
<td>GD403</td>
<td>Advanced Graphic Design</td>
<td>15</td>
<td>60</td>
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<tr>
<td>GD406</td>
<td>Advanced Web Design</td>
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<td>GD407</td>
<td>Desktop Publishing II</td>
<td>15</td>
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<tr>
<td>1000</td>
<td>Professional Skills Workshop</td>
<td>45</td>
<td>30</td>
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</tr>
</tbody>
</table>

**Totals**  
420 1080 64

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

**Delivery Method O = Online**

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

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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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>DP102</td>
<td>Film History</td>
<td>45</td>
<td>30</td>
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<tr>
<td>DP103</td>
<td>Introduction to Editing</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>DP104</td>
<td>Cinematography I</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>DP204</td>
<td>Directing</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>GE202-O**</td>
<td>Critical Histories of the Arts</td>
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<td>30</td>
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<td>DP101</td>
<td>Producing Independent Films</td>
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<td>DP203</td>
<td>Documentary Film Making</td>
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<td>60</td>
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<td>DP210</td>
<td>Tools of Digital Storytelling I</td>
<td>45</td>
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<td>DP212</td>
<td>Cinematography II</td>
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<tr>
<td>DP214</td>
<td>Production and Post Production Audio</td>
<td>15</td>
<td>35</td>
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<td>DP301</td>
<td>Screenwriting and Analysis</td>
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<td>DP307</td>
<td>Studio Production</td>
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<tr>
<td>DP312</td>
<td>Master Lighting</td>
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<tr>
<td>DP314</td>
<td>Tools of Digital Storytelling II</td>
<td>15</td>
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<td>DP316</td>
<td>Pre-Production and Production Methods and Strategies</td>
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<td>DP408</td>
<td>Genre Film Appreciation and Analysis</td>
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<td>GE121-O*</td>
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<td>DP305</td>
<td>Writing and Production Lab</td>
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<td>30</td>
<td>4</td>
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<tr>
<td>DP410</td>
<td>The Final Product</td>
<td>30</td>
<td>120</td>
<td>6</td>
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<tr>
<td>1000</td>
<td>Professional Skills Workshop</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>GE402-O*</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

Totals 530 970 67

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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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>TS101</td>
<td>Sculpture I / Overview of the Program</td>
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<td>TS102</td>
<td>Cosmetic Make-Up</td>
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<tr>
<td>TS202</td>
<td>Foundations of Make-Up Effects</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GE101**</td>
<td>Anatomy and Anthropology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>TS104</td>
<td>Hair and Beards</td>
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<td>TS204</td>
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<td>TS203</td>
<td>Mold Making and Casting</td>
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<td>60</td>
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<td>TS500</td>
<td>Digital Sculpting</td>
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<td>GE202-O**</td>
<td>Critical Histories of the Arts</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GE402-O*</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>TS301</td>
<td>Advanced Make-Up Effects</td>
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<td>60</td>
<td>3</td>
</tr>
<tr>
<td>TS302</td>
<td>Beginning Animatronics</td>
<td>30</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>TS303</td>
<td>Advanced Mold Making and Casting</td>
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<td>60</td>
<td>3</td>
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<tr>
<td>TS501</td>
<td>Special Effects from Page to Screen</td>
<td>30</td>
<td>120</td>
<td>6</td>
</tr>
<tr>
<td>TS304</td>
<td>Professional Skills Workshop / Make-Up Portfolio</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
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<td>TS402</td>
<td>Advanced Animatronics</td>
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<td>TS404</td>
<td>Special Effects Props</td>
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<tr>
<td>TS406</td>
<td>Tom Savini’s Portfolio Review</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>TS301</td>
<td>Professional Skills Workshop / Make-Up Portfolio</td>
<td>30</td>
<td>1160</td>
<td>71</td>
</tr>
</tbody>
</table>

Fourth semester students are given the choice of taking track 1 or track 2. 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.

Delivery Method O = Online

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

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

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Objective: This program prepares students with the skills necessary to become professional fantasy/sci-fi artists. This program will also cover specific fields such as conceptual art, fairy tale illustration, creature/character designing, special weapons/vehicle designs and comic art/storyboarding.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL110</td>
<td>Dynamic Figure Drawing</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL204</td>
<td>Basic Airbrush Illustration</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL210</td>
<td>Fantasy Art for the Publishing Industry</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL303</td>
<td>Acrylic Illustration I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>IL311</td>
<td>Fantasy Art for the Film and Video Game Industries</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

Totals: 105 Lecture, 270 Lab, 16 Credits

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

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/dfa

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THE COSMETOLOGY PROGRAMS

DIPLOMA PROGRAMS

Cosmetology Program
Cosmetology Teacher / Salon Manager Program
Esthetics Program
Esthetician and Nail Technologist Program
Objective: This 1350 clock hour, 12 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCP706</td>
<td>Chemicals I</td>
<td>112.5</td>
</tr>
<tr>
<td>CCP708</td>
<td>Professional Practices/Salon Management I</td>
<td>24.5</td>
</tr>
<tr>
<td>CCP716</td>
<td>Science I</td>
<td>28.0</td>
</tr>
<tr>
<td>CCP801</td>
<td>Hair Design/Hair Sculpture I</td>
<td>112.5</td>
</tr>
<tr>
<td>CCP812</td>
<td>Nails and Skin</td>
<td>60.0</td>
</tr>
<tr>
<td>CCP105</td>
<td>Chemical Composition and Texture</td>
<td>112.5</td>
</tr>
<tr>
<td>CCP707</td>
<td>Chemicals II</td>
<td>67.5</td>
</tr>
<tr>
<td>CCP718</td>
<td>Professional Practices/Salon Management II</td>
<td>30.0</td>
</tr>
<tr>
<td>CCP717</td>
<td>Science II</td>
<td>15.0</td>
</tr>
<tr>
<td>CCP802</td>
<td>Hair Design/Hair Sculpture II</td>
<td>112.5</td>
</tr>
<tr>
<td>CCP830</td>
<td>Clinic I</td>
<td>225</td>
</tr>
<tr>
<td>CCP200</td>
<td>State Board Preparation</td>
<td>112.5</td>
</tr>
<tr>
<td>CCP803</td>
<td>Hair Design/Hair Sculpture III</td>
<td>75.0</td>
</tr>
<tr>
<td>CCP831</td>
<td>Clinic II</td>
<td>225</td>
</tr>
<tr>
<td>CCP1000</td>
<td>Career Development Strategies for the Cosmetology Industry</td>
<td>37.5</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td><strong>1350</strong></td>
</tr>
</tbody>
</table>

1350 Hours
45 Weeks

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 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.

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

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COSMETOLOGY TEACHER / SALON MANAGER PROGRAM

Diploma Program

Objective: This 600 clock hour, 20 week program will prepare the student for an entry-level instructional position within the field of cosmetology. Students who wish to enter into the Instructor Program must graduate from an approved clock hour program in cosmetology prior to being accepted into the Cosmetology Teacher / Salon Manager Program.

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

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT300</td>
<td>Teaching Techniques</td>
<td>112.5</td>
</tr>
<tr>
<td>CCT301</td>
<td>Teaching Methodologies</td>
<td>52.5</td>
</tr>
<tr>
<td>CCT730</td>
<td>Salon Management</td>
<td>225.0</td>
</tr>
<tr>
<td>CCT728</td>
<td>Professional Practices</td>
<td>60.0</td>
</tr>
<tr>
<td>CCT850</td>
<td>Student Teaching</td>
<td>150.0</td>
</tr>
</tbody>
</table>

Total Hours 600

600 Hours 20 Weeks

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 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.

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

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Objective: This 750 clock hour, 30 week diploma 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. When the student completes this program he/she will be eligible to sit for the Pennsylvania State Board examinations in the areas of Esthetics and Nail Technology.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEP101</td>
<td>Professional Practices/Science</td>
<td>140.0</td>
</tr>
<tr>
<td>CEP201</td>
<td>Facial Treatments/Temporary Hair Removal/Body Treatments</td>
<td>160.0</td>
</tr>
<tr>
<td>CEP301</td>
<td>State Board Preparation for Esthetics</td>
<td>30.0</td>
</tr>
<tr>
<td>CEP501</td>
<td>Make-up</td>
<td>60.0</td>
</tr>
<tr>
<td>CEP701</td>
<td>Skin Re-surfacing</td>
<td>60.0</td>
</tr>
<tr>
<td>CNT201</td>
<td>Nail Science</td>
<td>126.0</td>
</tr>
<tr>
<td>CNT301</td>
<td>Nail Treatments/Pedicuring</td>
<td>144.0</td>
</tr>
<tr>
<td>CNT501</td>
<td>State Board Preparation for Nails</td>
<td>30.0</td>
</tr>
</tbody>
</table>

Total Hours: 750

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

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 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.

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Objective: This 450 clock hour, 15 week program qualifies the student for an advanced 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEP101</td>
<td>Professional Practices/Science</td>
<td>140.0</td>
</tr>
<tr>
<td>CEP201</td>
<td>Facial Treatments/Temporary Hair Removal/Body Treatments</td>
<td>160.0</td>
</tr>
<tr>
<td>CEP301</td>
<td>State Board Preparation for Esthetics</td>
<td>30.0</td>
</tr>
<tr>
<td>CEP501</td>
<td>Make-up</td>
<td>60.0</td>
</tr>
<tr>
<td>CEP701</td>
<td>Skin Re-surfacing</td>
<td>60.0</td>
</tr>
<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td><strong>450</strong></td>
</tr>
</tbody>
</table>

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/es

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 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.

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ASSOCIATE IN SPECIALIZED BUSINESS DEGREE PROGRAMS

Medical Assistant Program
Health Information Technology Program

DIPLOMA PROGRAM

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Delivery Method</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>300-H</td>
<td>Student Success</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>231-O</td>
<td>Medical Terminology</td>
<td>30</td>
<td>60</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>232-H</td>
<td>Clinical Medical Assisting I</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>GE121-O*</td>
<td>Basic College Mathematics</td>
<td>45</td>
<td>30</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>237-H</td>
<td>Patient Education and Workplace Safety</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>240-H</td>
<td>Medical Insurance</td>
<td>30</td>
<td>60</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>234-O</td>
<td>Anatomy and Physiology and Human Diseases</td>
<td>45</td>
<td>30</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>235-H</td>
<td>Clinical Medical Assisting II</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>236-H</td>
<td>Pharmacology and Dosage Calculations</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>233-O</td>
<td>Computer Basics in Healthcare</td>
<td>30</td>
<td>45</td>
<td>O</td>
<td>3</td>
</tr>
<tr>
<td>GE402-O*</td>
<td>Introduction to Psychology</td>
<td>45</td>
<td>30</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>238-H</td>
<td>Clinical Medical Assisting III</td>
<td>30</td>
<td>60</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>242-O</td>
<td>Medical Law and Ethics</td>
<td>30</td>
<td>45</td>
<td>O</td>
<td>3</td>
</tr>
<tr>
<td>244-H</td>
<td>Electronic Health Records</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>GE120-O*</td>
<td>English Composition I</td>
<td>45</td>
<td>30</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>241-H</td>
<td>Clinical Medical Assisting IV</td>
<td>30</td>
<td>60</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td>243-O</td>
<td>Administrative Duties and Office Management</td>
<td>30</td>
<td>60</td>
<td>O</td>
<td>4</td>
</tr>
<tr>
<td>216-H</td>
<td>Diagnostic and Procedural Coding</td>
<td>30</td>
<td>45</td>
<td>H</td>
<td>3</td>
</tr>
<tr>
<td>1002-H</td>
<td>Professionalism</td>
<td>45</td>
<td>30</td>
<td>H</td>
<td>4</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td><strong>645</strong></td>
<td><strong>855</strong></td>
<td></td>
<td><strong>67</strong></td>
</tr>
</tbody>
</table>

* General Education Courses are denoted with an asterisk.

Delivery Method
O = Online
H = Hybrid

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

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

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**Objective:** This sixteen-month program is designed to provide a strong foundation in the basic principles of medical business technology, billing, and coding. This program highlights accounting, anatomy/physiology, medical terminology, electronic health records, billing, coding, and the use of the latest technology and software in the medical business field today. This program provides for a high degree of training in anatomy/physiology and medical terminology, which are the primary tools needed for medical billing and CPT/ICD-9-CM coding. It also introduces students to ICD-10-CM coding which is a code set that will be required after October 2013. Graduates are prepared for various entry-level positions in such areas as medical billing, medical accounting and office management, coding, and medical claims adjusting for insurance.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>107</td>
<td>Microsoft Office Word I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>217</td>
<td>Insurance Procedures</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>202</td>
<td>Fundamentals of Medical Terminology and Anatomy I</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GE102*</td>
<td>English</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>GE203*</td>
<td>Mathematics</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>135</td>
<td>Basic Accounting</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>203</td>
<td>Fundamentals of Medical Terminology and Anatomy II</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>211</td>
<td>Ancillary Services</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>221</td>
<td>Principles of Electronic Health Records</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>GE401*</td>
<td>The Psychology of Personalities</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>136</td>
<td>Advanced Accounting</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>109</td>
<td>Microsoft Office Access I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>222</td>
<td>Principles of Health Care Reimbursement</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>210</td>
<td>Pathophysiology</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>220</td>
<td>Fundamentals of Medical Coding</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>111</td>
<td>Microsoft Office Excel I</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>201</td>
<td>Medical Office Procedures</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>225</td>
<td>Fundamentals of Medical Terminology and Anatomy III</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>with Transcription of Medical Orders</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>219</td>
<td>Advanced Coding</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>1000</td>
<td>Professional Skills Workshop</td>
<td>45</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

**Totals**  
600 | 900  | 70

* General Education Courses are denoted with an asterisk.

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

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/hit

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Objective: This eight-month program is designed to provide graduates with the skills and knowledge necessary for entry-level medical billing positions. The students will be prepared to perform functions necessary to running the front desk, completing insurance claim forms utilizing the guidelines required by each insurance entity, and accurately coding the diagnosis and procedure codes for each encounter. These graduates will be prepared to work in such settings as clinics, physicians’ offices, nursing homes, hospitals, and insurance companies.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>107</td>
<td>Microsoft Office Word I</td>
<td>15</td>
<td>60</td>
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<tr>
<td>202</td>
<td>Fundamentals of Medical Terminology and Anatomy I</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>211</td>
<td>Ancillary Services</td>
<td>15</td>
<td>60</td>
<td>3</td>
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<tr>
<td>217</td>
<td>Insurance Procedures</td>
<td>15</td>
<td>60</td>
<td>3</td>
</tr>
<tr>
<td>220</td>
<td>Fundamentals of Medical Coding</td>
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</tr>
<tr>
<td>222</td>
<td>Principles of Health Care Reimbursement</td>
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<tr>
<td>203</td>
<td>Fundamentals of Medical Terminology and Anatomy II</td>
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<td>30</td>
<td>4</td>
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<tr>
<td>210</td>
<td>Pathophysiology</td>
<td>45</td>
<td>30</td>
<td>4</td>
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<tr>
<td>219</td>
<td>Advanced Coding</td>
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<tr>
<td>1000</td>
<td>Professional Skills Workshop</td>
<td>45</td>
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<td><strong>270</strong></td>
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For every one (1) hour of lecture a student spends in the classroom, there is a requirement that the student spends two (2) hours, or the equivalent thereof, of time on homework. This requirement applies to all Douglas Education Center programs, with the exception of all Cosmetology Programs and the Skilled Trades Programs.

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

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.
THE SKILLED TRADES PROGRAMS

DIPLOMA PROGRAM

Heavy Equipment and CDL with Safety and Natural Gas

CERTIFICATE PROGRAM

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Total Clock Hours</th>
<th>Credit</th>
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<tbody>
<tr>
<td>NGE001</td>
<td>Preparation and Safety in the Gas Industry</td>
<td>60</td>
<td>30</td>
<td>90</td>
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<tr>
<td>NGE002</td>
<td>Detecting and Repair of Natural Gas Leaks</td>
<td>60</td>
<td>30</td>
<td>90</td>
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<tr>
<td>NGE003</td>
<td>Building the Natural Gas Infrastructure</td>
<td>60</td>
<td>30</td>
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<td>NGE009</td>
<td>The Final Preparation for Working in the Natural Gas Industry</td>
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<td>NGE010</td>
<td>Workplace Safety Certification</td>
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<td>NGE012</td>
<td>Career Readiness for the Natural Gas Industry</td>
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<td>NGE007</td>
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<td>NGE008</td>
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Program Totals

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<tbody>
<tr>
<td></td>
<td>320</td>
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</tr>
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</table>

25 Weeks
36 Credits

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

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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.

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<td>210</td>
<td>8</td>
</tr>
</tbody>
</table>

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

For more information about graduation rates, median debt of students who completed the programs, and consumer information, please visit: www.dec.edu/cdl

Douglas Education Center has established an Educational Advisory Board. The purpose of the Board is to ensure that the curriculum is consistent with current job market trends and opportunities. Upon recommendation of the Board, Douglas Education Center reserves the right to make program changes to achieve the goal of job placement. Changes are made with the approval of the Pennsylvania State Board of Private Licensed Schools and the Accrediting Council for Independent Colleges and Schools.
DESCRIPTION OF COURSE NUMBERING SYSTEM

- Allied Health courses range from 200-299 with no prefix.

- Business and Technology courses range from 100-199 with no prefix.

- Skilled Trade courses begin with the prefix NGE and range from 001-099.

- All cosmetology courses range from 100-1000. Cosmetology program courses begin with the prefix CCP, Cosmetology Teacher / Salon Manager courses begin with the prefix CCT, Esthetics courses begin with the prefix CEP, and Nail technology courses begin with the prefix CNT.

- Digital 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, and level-four courses range from 400 – 499.

- Graphic Design and Web courses begin with the prefix GD. Level-one courses range from 100 - 199, level-two courses range from 200 - 299, level-three courses range from 300 - 399, and level-four courses range from 400 – 499.

- Digital Illustration courses begin with the prefix IL. 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, and level-five courses range from 500 - 599.

- 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, and 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 two courses: GE101 and GE202-O.

  - Applied general education courses are defined as courses that involve the application of principles and concepts in communications, humanities and fine arts, mathematics, natural and physical sciences, social and behavioral sciences, and technology to the practical affairs of a specific occupation or occupational cluster.

- 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.
**Courses: Technology / Business / Allied Health**

**107 Microsoft Office Word I**

Students will become proficient in the use of Microsoft Office Word 2010, the most popular word processing software available. Students will learn how to create, edit, format, print, and save commonly used documents, such as letters and memos. They will practice applying character, line, paragraph and page formatting options to create a polished document. Students will also use tables, templates, and graphics to add visual interest to their documents.

*Prerequisites: None
Credits: 3*

**109 Microsoft Office Access I**

Students will become proficient in the use of Microsoft Office Access 2010, a powerful software application used to create and manage relational databases. They will practice the creation, modification and use of tables, queries, forms, and reports. Students will also use wizards and commands like find, sort, and filter to analyze data within the database.

*Prerequisites: 107
Credits: 3*

**111 Microsoft Office Excel I**

Students will become proficient in the use Microsoft Office Excel 2010, the most popular spreadsheet software available. Students will learn how to create, edit, format, print, and save workbooks. They will practice creating and manipulating formulas, functions, and ranges. Students will also create and modify various types of charts. This course also includes the Excel Core Microsoft Office Specialist Exam.

*Prerequisites or Corequisites: 107
Credits: 3*

**135 Basic Accounting**

Introduce the student to the basic accounting cycle and generally accepted accounting procedures applied in manual accounting systems. Additionally, students learn fundamental elements of payroll accounting including manual completion of required tax forms.

*Prerequisites: None
Credits: 4*

Students learn practical and creative use of computerized accounting with QuickBooks and incorporate a computerized simulation of a service type company. Students will be given exposure in processing source documents like purchase orders and invoices and tracking back to the journals and ledgers that are done “behind the scenes”.

Computerized payroll is taught from the timesheet to the required deposits and tax returns giving the students the full effect of payroll on a business.

*Prerequisites: 135
Credits: 4*

**201 Medical Office Procedures**

The objective of this course is to train the student in areas of front office skills. The first half of this course emphasizes administrative procedures, stresses exercises in judgment, independent actions and coping mechanisms utilized in times of chaos. The second half of the course is an application project that walks the student through the use of an Electronic health record using software called Spring Charts.

*Prerequisites: 202, 221
Credits: 3*

**202 Fundamentals of Medical Terminology and Anatomy I**

This course introduces the student to the human body as a marvelous, intriguing creation. Each chapter explains in detail how a body system performs a function or a related group of functions. Each chapter presents roots, prefixes, suffixes, abbreviations, commonly used drugs, diagnostic tests, diagnoses, and surgical reports.

*Prerequisites: None
Credits: 4*

**203 Fundamentals of Medical Terminology and Anatomy II**

This course is a continuation of Fundamentals of Medical Terminology I. The course completes the major body systems, diagnostic/surgical procedures, and the associated drugs. After completing this course, the student will have a basic foundation of anatomy and physiology, along with the associated medical terminology.

*Prerequisites or Corequisites: 202
Credits: 4*

**210 Pathophysiology**

In this segment of the training, students will utilize their knowledge of normal body structure and function to visualize and comprehend how each system reacts to disease. Also emphasized are the customary diagnostic and laboratory tests, treatments, drugs and surgical interventions used in the process of healing.

*Prerequisites: 202 / Prerequisite or Corequisite: 203
Credits: 4*
211 ANCILLARY SERVICES

This upper level course will broaden the medical student’s knowledge by adding to his/her medical terminology base. This course expands upon the laboratory and diagnostics tests most commonly ordered, as well as the patient preparation and precautions required for each test. This course also examines basic pharmacology and explores the most commonly prescribed medications. The side effects and reactions associated with these drugs will also be discussed in this course.

Prerequisites or Corequisites: 202
Credit: 3

217 INSURANCE PROCEDURES

This course was designed to teach students the basic fundamentals of the insurance profession as related to medicine. This section of instruction covers types of medical coverage, types of insurance forms, correct methods of preparing insurance forms, and diagnostically related groupings. This course also briefly covers medical law and ethics.

Prerequisite or Corequisite: 202
Credit: 3

219 ADVANCED CODING

This course was designed to help students fine tune their ICD-9-CM coding skills. It covers E-codes, V-codes, and late effects. In this segment of the training the student will learn to analyze medical reports, lab and diagnostic reports, operative reports, pathology reports, and discharge summaries. Analytical skills will be utilized to ensure that all diagnoses for reimbursement have been identified for payment. This course focuses on prioritizing diagnoses for hospital patients.

Prerequisites: 220
Credit: 3

220 FUNDAMENTALS OF MEDICAL CODING

This course is designed to teach students the basic fundamentals of ICD-9 coding and CPT coding for physicians offices. This specially developed course is the entry level course that covers the coding of diagnoses, diagnostic procedures, and surgical interventions for the purpose of insurance billing. The course material has been designed to cover the basics in this course and then expound on this knowledge in Advanced Coding.

Prerequisites or Corequisites: 202
Credit: 3

221 PRINCIPLES OF ELECTRONIC HEALTH RECORDS

This course introduces students to electronic health records (EHR). It covers the background information students need to know about incorporating and using EHR’s in both outpatient and inpatient settings. It also introduces students to Practice Partners software, one of the commonly used EHR systems that are available.

For the Dictation portion of this class, students are monitored individually in the classroom by the instructor for this course. Each student is able to advance through the tape series at his/her own progression. The tapes were designed in conjunction with our school advisory committee and Monongahela Valley Hospital Department of Medical Records. They consist of beginning documents taped by an instructor and then proceed to actual physician dictation covering a wide range of patient diagnoses and treatments. The student is required to complete all reports contained on the tape series. In addition, timed writings will be given to continue to build and maintain speed and accuracy scores acquired in previous levels.

Prerequisites or Corequisites:
Must have taken or be taking simultaneously 202 and 107
Credit: 3

222 PRINCIPLES OF HEALTHCARE REIMBURSEMENT

This course builds on the concepts of Insurance Procedures and introduces the student to the application of completing and submitting insurance claims electronically. The student will complete a simulation program using software called Medisoft. Upon completion of the Medisoft software, the student will complete Medisoft Case Studies. This application project that provides further simulated activities for the student to utilize all aspects of submitting electronic health insurance claims previously learned in the Medisoft program.

Prerequisites: 202
Corequisites: 203, 217, or 220
Credit: 3

225 FUNDAMENTALS OF MEDICAL TERMINOLOGY AND ANATOMY III WITH TRANSCRIPTION OF MEDICAL ORDERS

This course is a continuation of fundamentals of Medical Terminology and Anatomy II. The first half of the course introduces the student to additional medical terminology and advanced specialty areas. The second half of the course introduces the student to the role of a Unit Clerk in a hospital setting. The student will gain knowledge regarding transcribing the physicians medical orders for various hospital departments. The student will also gain knowledge of other Unit Clerks duties that include maintaining the desk, ordering supplies, completing a Kardex and Medication Administration Form along with other responsibilities to be completed during the course of the work shift.

Prerequisites: 203
Credit: 4
244-H ELECTRONIC HEALTH RECORDS

This hands-on course prepares students to perform duties using the SpringCharts Electronic Health Record (EHR) software. Students will complete projects within the course that apply to various aspects of the medical environment. In addition to gaining a comprehensive understanding of EHR functionality, students will also build their knowledge of appointment scheduling, patient tracking, medical reports, coding tools, chart evaluation, and template management.

Prerequisites: None
Credits: 3

231-O MEDICAL TERMINOLOGY

This course covers medical terminology, symbols and abbreviations, and the application of this new language in the field of health care. While terms are covered as they relate to body structure and function, the main focus is on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes.

Prerequisites: None
Credits: 4

232-H CLINICAL MEDICAL ASSISTING I

This course is designed to instruct students in the clinical, task-oriented, hands-on functions of the Medical Assisting Profession. This course is one of four clinical levels and is directly associated with the Fundamentals of Medical Terminology and Anatomy courses. In this level of study the student will distinguish and perform Universal Precautions, Aseptic Technique, Autoclaving procedures, and the physical examination with room preparation. It also touches on the patient’s medical record. Clinical highlights of this course include: vital signs including temperature, pulse, respirations, and blood pressure; autoclaving techniques; communication skills; interviewing techniques; and documentation skills.

Prerequisites: None
Credits: 3

233-O COMPUTER BASICS IN HEALTHCARE

This course provides the student with a basic understanding of computer technology in health care and the use of electronic health records.

Prerequisites: None
Credits: 3

234-O ANATOMY AND PHYSIOLOGY AND HUMAN DISEASES

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

Prerequisites: 231-O
Credits: 4

235-H CLINICAL MEDICAL ASSISTING II

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

Prerequisites: 232-H
Credits: 3

236-H PHARMACOLOGY AND DOSAGE CALCULATIONS

This course introduces general aspects of pharmacology, including terminology, concepts, and clinical applications. The content presented in this course prepares students to effectively demonstrate an understanding of pharmacology, mathematical procedures, and drug administration.

Prerequisites: GE121-O
Credits: 3

237-H PATIENT EDUCATION AND WORKPLACE SAFETY

This course covers the skills and knowledge required by the medical assistant to provide patient education and follow safety measures in the medical office environment.

Prerequisites: None
Credits: 3

238-H CLINICAL MEDICAL ASSISTING III

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

Prerequisites: 235-H
Credits: 4
216-H DIAGNOSTIC AND PROCEDURAL CODING

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

Prerequisites: 240-H
Credits: 3

240-H MEDICAL INSURANCE

This course focuses on the knowledge and skills surrounding medical insurance policies and processes. The topics include medical insurance basics, insurance claim submissions, and medical billing and coding.

Prerequisites: None
Credits: 4

241-H CLINICAL MEDICAL ASSISTING IV

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

Prerequisites: 235-H
Credits: 4

242-O MEDICAL LAW AND ETHICS

As a health care professional it is important to understand the legal and ethical issues that can impact the role one has in the health care setting. This course provides an introduction to the laws that regulate the health care industry such as HIPAA, the Patient's Bill of Rights, and standard of care. In addition to the legal aspects, this course presents information on ethical and moral issues that health care professionals may encounter and encourages you to consider the impact that personal ethics and morals have on decision making.

Prerequisites: None
Credits: 4

243-O ADMINISTRATIVE DUTIES AND OFFICE MANAGEMENT

In this interactive online course, students learn the skills needed to perform administrative tasks in a medical setting. The course includes coverage of receiving patients, scheduling appointments, patient triage, handling medical records, and processing insurance claims.

Prerequisites: None
Credits: 4

300-H STUDENT SUCCESS

This course is designed to help students generate greater success in college and in life. It will address the questions and concerns of many students new to online learning by providing numerous self-assessments and inventories to help students prepare and flourish in the online environment. This course will also introduce and assist students in developing proven strategies for academic, professional, and personal success. Students will recognize ways to express themselves more effectively through writing. Best practices for interacting online and maximizing the tools provided by the student's Learning Management System (LMS) are demonstrated using discussions, interactive examples, and simulations. Tips for success with online study skills are provided from a real-world, real-student perspective.

Prerequisites: None
Credits: 3

1000 PROFESSIONAL SKILLS WORKSHOP

Professional Skills Workshop is designed to help students attain and utilize the skills necessary to obtain gainful employment. Great emphasis is placed on self-awareness, self-concept, and the student's comprehension of their own personal psychodynamics. Emphasis is also placed on career search techniques such as networking and researching resume writing and job-related letters. The course utilizes contemporary text material and third party articles, which depict current trends in employment. Course structure includes lectures, class participation and interaction, guest speakers, and specialized projects in career planning, career searching and interviewing.

Prerequisites: None
Credits: 4

1002-H PROFESSIONALISM

This course provides students with the information and skills necessary to obtain gainful employment and maintain a sense of professionalism. In doing so, students learn how professionalism can help them become the person they want to be to get the job they want, and how it can help them advance in their career path. The course analyzes the connection between ethics and professionalism and discusses other important factors related to professionalism, including workplace goal setting, time management, interpersonal skills, and conflict management. Students will also build their workplace communication skills by examining best practices for writing emails and creating presentations. The course includes discussions on participating in and leading workplace meetings, forming and participating in workplace teams, developing a customer focus, and understanding the role of HR. Emphasis will be placed on career search techniques such as networking, researching, and writing resumes and job-related letters. Finally, the course will discuss the importance of managing career growth and change. Throughout, students will apply critical thinking skills to solve problems and evaluate situations.

Prerequisites: None
Credits: 4
CCP105 CHEMICAL COMPOSITION AND TEXTURE

This course will teach the student the science of chemical composition of the hair with trichology, shampooing and permanent waving.  
Clock Hours: 112.5

CCP200 STATE BOARD PREPARATION

This course will teach students the practical routines needed to successfully pass the Pennsylvania State Board Exam. This course will also prepare students to sit for the 110 question written exam.  
Clock Hours: 112.5

CCP706 CHEMICALS I

During this course students will be taught the chemistry of hair color and its application. Chemical procedures for mixing and applying haircolor are taught.  
Clock Hours: 112.5

CCP707 CHEMICALS II

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.  
Clock Hours: 67.5

CCP708 PROFESSIONAL PRACTICES/ SALON MANAGEMENT I

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.  
Clock Hours: 24.5

CCP716 SCIENCE I

This course is a composite of many science related courses - histology, chemistry, physiology, cosmetic dermatology, electricity, anatomy and microbiology.  
Clock Hours: 28.0

CCP717 SCIENCE II

This course focuses on Pennsylvania State Laws and Regulations. It teaches the student sanitation and sterilization regulations.  
Clock Hours: 15.0

CCP718 PROFESSIONAL PRACTICES/ SALON MANAGEMENT II

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.  
Clock Hours: 30.0

CCP801 HAIR DESIGN/ HAIR SCULPTURE I

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.  
Clock Hours: 112.5

CCP802 HAIR DESIGN/ HAIR SCULPTURE II

This course is a continuation of Hair Design/Hair Sculpture I. The techniques of cutting and design are applied to men’s hair sculpting techniques to create today’s contemporary looks. Hair Sculpture and Hair Design II is a course in which students are taught long hair design, multicultural design and advanced sculpting techniques.  
Clock Hours: 112.5

CCP803 HAIR DESIGN/ HAIR SCULPTURE III

Hair design/Hair Sculpture III includes wiggy, hair extensions and braiding. Students will also be given the opportunity to have photographs taken of their work for their portfolio.  
Clock Hours: 75
COURSE: COSMETOLOGY

CCT300 TEACHING TECHNIQUES

Teaching Techniques covers general aspects of curriculum development, preparing lesson plans, techniques used to modify lesson plans to suit student needs, and the importance of adequate teacher preparation.

Clock Hours: 112.5

CCT301 TEACHING METHODOLOGIES

Teaching Methodologies provides more advanced teaching skills dealing with curriculum development and classroom presentation. Students' presentations and communication skills are practiced and refined. This course also includes instruction in advanced cosmetology skills.

Clock Hours: 52.5

CCT728 PROFESSIONAL PRACTICES

Professional Practices will cover communication and presentation skills, dealing with difficult customers, networking and multi-tasking.

Clock Hours: 60.0

CCT730 SALON MANAGEMENT

Students will create a fictitious salon complete with employees, inventory and payroll. They will learn the important aspects of salon management. This course will cover the layout and running of a virtual salon including hiring, training, budgeting, inventory and retailing.

Clock Hours: 225.0

CCT850 STUDENT TEACHING

Student teaching implements all cosmetology skills in a classroom and clinic environment. Student teachers will assist instructors with class preparation and presentation. Student teachers will act as a sage in overseeing students.

Clock Hours: 150.0

CCP1000 CAREER DEVELOPMENT STRATEGIES FOR THE COSMETOLOGY INDUSTRY

The newly developed Career Development Strategies for the Cosmetology Industry course is designed to prepare the student for all phases of the job search and interviewing process as they enter the workplace as well as how to professionally interact with their clientele and colleagues. This course will cover best practices for how to create their own brand/image, research employment opportunities, network, social media, creating resume’s and portfolios, interviewing tips and protocol. This course was created in response to the growing numbers of entrepreneurs in the world today. Our goal is for our graduates to be as prepared as possible to obtain a position in an established salon or spa or to start their own businesses.

Clock Hours: 37.5

CCP812 NAILS AND SKIN

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.

Clock Hours: 60.0

CCP830 CLINIC I

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

Clock Hours: 225.0

CCP831 CLINIC II

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

Clock Hours: 225.0

CCP1000 CAREER DEVELOPMENT STRATEGIES FOR THE COSMETOLOGY INDUSTRY

The newly developed Career Development Strategies for the Cosmetology Industry course is designed to prepare the student for all phases of the job search and interviewing process as they enter the workplace as well as how to professionally interact with their clientele and colleagues. This course will cover best practices for how to create their own brand/image, research employment opportunities, network, social media, creating resume’s and portfolios, interviewing tips and protocol. This course was created in response to the growing numbers of entrepreneurs in the world today. Our goal is for our graduates to be as prepared as possible to obtain a position in an established salon or spa or to start their own businesses.

Clock Hours: 37.5
**CEP101 PROFESSIONAL PRACTICES / SCIENCES**

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.

*Clock Hours: 140.0*

**CEP201 FACIAL TREATMENTS/TEMPORARY HAIR REMOVAL / BODY TREATMENTS**

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.

*Clock Hours: 160.0*

**CEP301 STATE BOARD PREPARATION FOR ESTHETICS**

This course will prepare the student to sit for the Pennsylvania State Board Exam for Esthetics. In this course there are both theory and practical applications.

*Clock Hours: 30.0*

**CEP501 MAKE-UP**

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.

*Clock Hours: 60.0*

**CEP701 SKIN RE-SURFACING**

In this course students will learn the difference between evasive and non-evasive skin re-surfacing methods. Students will be exposed to the theory of chemical as well as machine re-surfacing.

*Clock Hours: 60.0*

**CNT201 NAIL SCIENCE**

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.

*Clock Hours: 126.0*

**CNT301 NAIL TREATMENTS / PEDICURING**

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.

*Clock Hours: 144.0*

**CNT501 STATE BOARD PREPARATION FOR NAILS**

This course will prepare the student to sit for the Pennsylvania State Board Exam for Nail Technology. In this course there are both theory and practical applications.

*Clock Hours: 30.0*
DP101 PRODUCING INDEPENDENT FILMS

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
Credits: 3

DP102 FILM HISTORY

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
Credits: 4

DP103 INTRODUCTION TO EDITING

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
Credits: 3

DP104 CINEMATOGRAPHY I

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
Credits: 3

DP203 DOCUMENTARY FILMMAKING

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
Credits: 3

DP204 DIRECTING

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
Credits: 3

DP210 TOOLS OF DIGITAL STORYTELLING I

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
Credits: 4

DP212 CINEMATOGRAPHY II

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
Credits: 1
DP301 SCREENWRITING AND ANALYSIS

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
Credits: 3

DP305 WRITING AND PRODUCTION LAB

For the purposes of artistic expression, this class will balance a mix of lecture and lab in order to facilitate students’ creation of original screenplays and productions. Lab time allows students to use all school’s facilities needed for completion of their final projects. All lab hours are conducted on campus and are non-supervised, with the exception of shooting, with instructor’s approval. All students must perform at least one of these positions on a production: Director of Photography, editor, producer, or other crew position sanctioned by the instructor. Additionally, all student must serve as director and complete a film running at least 7.5 minutes or write a feature-length screenplay.

Prerequisites: All Courses 1st through 3rd Semesters (excluding general education courses)
Credits: 4

DP312 MASTER LIGHTING

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
Credits: 1

DP314 TOOLS OF DIGITAL STORYTELLING II

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
Credits: 3

DP316 PRE-PRODUCTION AND PRODUCTION METHODS AND STRATEGIES

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
Credits: 1

DP408 GENRE FILM APPRECIATION AND ANALYSIS

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
Credits: 2

DP410 THE FINAL PRODUCT

During this course students will get hands-on experience in a variety of positions during the creation of a digital production. All aspects of filmmaking will be put to use while students work hand-in-hand with film industry professionals. Education and experience from prior semesters will be used in the field in a professional setting. A short film of professional quality will be completed during this course in which students will be credited for their work and have a DVD copy for their portfolio.

Prerequisites: All Courses 1st through 3rd Semesters (excluding general education courses)
Credits: 6
**GD101 DESIGN AND COMPOSITION**
This course covers the elements of design and the principles of composition. Design process and practice are also covered. Students solve both design and composition exercises and basic graphic design problems.

*Prerequisites: None
Corequisites: GD204
Credits: 3*

**GD103 COMPUTER ART**
The creation of vector-based graphics and illustrations forms the basis of this course. How to produce a simple 2D design is taught in an organized progression of steps to form the basis for more advanced courses for development of design skills in Adobe Illustrator and other vector-based programs.

*Prerequisites: None
Credits: 3*

**GD202 2D ANIMATION**
Students will create character, graphic, and text animation using Adobe Flash. Students will gain the concept of motion graphics in accordance with web design, television, film, and computer animation.

*Prerequisites: GD103
Credits: 3*

**GD203 PHOTO MANIPULATION**
This course involves the creation and manipulation of photographic images through the use of computer software. Students are taught how to edit and paint an image on the computer and use Adobe Photoshop to digitally transform it into new imagery.

*Prerequisites: None
Credits: 3*

**GD204 LAYOUT AND TYPE**
In this course the elements of page composition and the use and specification of type for print production is covered. Students produce thumbnails and layouts using both pencil and pen and digitally.

*Corequisites: GD101
Credits: 3*

**GD302 GRAPHIC DESIGN**
Graphic design projects are developed covering basic design and corporate design problem solving. Students complete client presentations using PhotoShop, Illustrator and InDesign.

*Prerequisites: GD204
Credits: 3*

**GD304 FUNDAMENTALS OF WEB**
In this course students learn basic HTML and CSS coding. How to set up web pages and sites using code is explored. Web development programs are introduced and students will develop a web site using a WYSIWYG program.

*Prerequisites: None
Credits: 3*

**GD306 ADVANCED COMPUTER ART**
The continuation of vector-based graphics and illustration production forms the basis of this course. How to produce a complex, layered 2D design is taught in an organized progression of steps to form the basis for more advanced courses for development of design skills in Adobe Illustrator and other vector-based programs.

*Prerequisites: GD103
Credits: 3*

**GD401 WEB DESIGN & PUBLISHING**
How to design, construct and publish a web site on the internet is the basis for this course. Students are introduced to the various scripting and styling languages used and are instructed in the use of Adobe Dreamweaver.

*Prerequisites: GD304
Credits: 3*

**GD402 MULTIMEDIA PRESENTATION**
In this course students learn to produce desktop presentations incorporating animation, graphic and sound. They develop fully resolved multimedia projects. Students prepare the multimedia presentation to be used within a computer program or within a web site utilizing Adobe Flash.

*Prerequisites: GD202
Credits: 3*
GD403 ADVANCED GRAPHIC DESIGN

Advanced Graphic Design projects are completed in this class covering corporate identity packages, advertising and 3-D design. Students complete layouts and client presentations as well as 3-D mock-ups.

Prerequisites: GD302
Credits: 3

GD404 DESKTOP PUBLISHING I

A desktop publisher operates alternately in the role of designer, writer, typesetter, illustrator, photographer, production artist, pre-press operator and printer. This course will cover the fundamentals of Desktop Publishing including page layout, graphic importing, pagination and basic pre-press with Adobe InDesign.

Prerequisites: GD302
Credits: 3

GD406 ADVANCED WEB DESIGN

In this course students will acquire the skills necessary to build practical web sites and will learn how these skills can be put to use in real-world scenarios using HTML and CSS.

Prerequisites: GD401
Credits: 3

GD407 DESKTOP PUBLISHING II

An intermediate course in Adobe InDesign. Students will learn how to create advertisements and page layouts using Adobe InDesign in conjunction with Adobe Illustrator and Adobe Photoshop.

Prerequisites: GD404
Credits: 3
### GE101 ANATOMY AND ANTHROPOLOGY
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  
**Credits:** 4

### GE102 ENGLISH
This course teaches language foundations which include the mechanics of writing and writing with style. Students will review grammar skills and learn to prepare and proofread reports.

**Prerequisites:** None  
**Credits:** 4

### GE202-0 CRITICAL HISTORIES OF THE ARTS
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. The 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. In this applied general education course, students will apply what they have learned to weekly artistic projects, utilizing their particular artistic skillset to develop and create works of art that are indicative of the time period and/or place given for the assignments. Students will be expected to explain their artistic process, how they interpreted the time period or place, and how they applied both the historical and geographical context to their own unique modern art forms.

**Prerequisites:** None  
**Credits:** 4

### GE120-O ENGLISH COMPOSITION I
This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications.

**Prerequisites:** None  
**Credits:** 4

### GE121-O BASIC COLLEGE MATHEMATICS
This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, geometry, probability, and basic algebra concepts.

**Prerequisites:** None  
**Credits:** 4

### GE401 THE PSYCHOLOGY OF PERSONALITIES
This class presents students with an overview of Psychology, how we think and behave based on our biology and our experiences. After this base of knowledge is taught, the focus is on personality typology, a way of understanding our own as well as others’ perspectives. Students will learn to use this knowledge in professional and personal relationships.*

**Prerequisites:** None  
**Credits:** 4

### GE402-O INTRODUCTION TO PSYCHOLOGY
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  
**Credits:** 4

### GE203 MATHEMATICS
This course addresses problem solving, numeration systems, real number systems, introduction to Algebra, percents, geometry, and measurements.

**Prerequisites:** None  
**Credits:** 4
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>IL102</td>
<td>PERSPECTIVE AND FORESHORTENING</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL104</td>
<td>COLOR AND PAINTING</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL106</td>
<td>CONCEPTUAL ART AND DESIGN</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL110</td>
<td>DYNAMIC FIGURE DRAWING</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL204</td>
<td>BASIC AIRBRUSH ILLUSTRATION</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL210</td>
<td>FANTASY ART FOR THE PUBLISHING INDUSTRY</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL302</td>
<td>PASTEL &amp; COLOR PENCIL ILLUSTRATION</td>
<td>*Prerequisites: IL110</td>
<td>3</td>
</tr>
<tr>
<td>IL303</td>
<td>ACRYLIC ILLUSTRATION I</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL311</td>
<td>FANTASY ART FOR THE FILM AND VIDEO GAME INDUSTRIES</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
<tr>
<td>IL402</td>
<td>MIXED MEDIA ILLUSTRATION</td>
<td>*Prerequisites: None</td>
<td>4</td>
</tr>
<tr>
<td>IL404</td>
<td>STUDIO WORK / PORTFOLIO</td>
<td>*Prerequisites: None</td>
<td>3</td>
</tr>
</tbody>
</table>
**IL410 FANTASY ART FOR THE PRODUCT INDUSTRY**

In this course various products will be examined as well as the use of art to market and illustrate these items to their proper demographics. Different and diverse illustrative styles will be implemented in order to gain a comprehensive understanding of successful product marketing and advertising.*

*Prerequisites: None
*Credits: 3

**IL501 INTRODUCTION TO DIGITAL ILLUSTRATION**

In this course, students are introduced to the tools and techniques for creating traditional looking sketches and graphic illustration within the digital computer environment. Students use digital tablets and pens as the primary interface devices and both raster and vector based image making software to produce their digital illustrations.*

*Prerequisites: None
*Credits: 3

**IL502 DIGITAL ILLUSTRATION I**

In this course, students are introduced to Adobe Photoshop as a painting environment. Photoshop layers, masks, filters and tools are taught for the purpose of giving artists the ability to replicate traditional paintings and illustrations.*

*Prerequisites: IL501
*Credits: 3

**IL503 DIGITAL ILLUSTRATION II**

In this course students are taught, in this course, advanced Adobe Photoshop techniques and tools. Students are required to experiment with different methods and to create unusual imagery. The goal is for each student to produce original and captivating illustrations.*

*Prerequisites: IL502
*Credits: 3

**IL504 ADVANCED DIGITAL ILLUSTRATION**

In this course, students work extensively with Corel Painter 12. Traditional painting medias such as oils, watercolors, and acrylics are replicated and applied to commercial illustrations.*

*Prerequisites: IL503
*Credits: 3
**NGE001 PREPARATION AND SAFETY IN THE GAS INDUSTRY**

The objective of this course is to gain the knowledge of the extraction process and a history of the natural gas industry in the Appalachian basin. Students will familiarize themselves with the basic physical and chemical properties of fuel gases. Instructor will lecture on and demonstrate the methods used to identify factors related to the measurement of natural gas in the distribution system; identify factors related to the pressure regulation of natural gas in the customer's piping system. Safety at the drill site will be introduced by demonstrating the safe use of tools, the description, tolerances and mitigation of hazards resulting from escaping gases and complying with drug and alcohol policies. The students will gain the knowledge of possible conditions, causes and hazards associated with excavation safety, and appropriate ways to design and build protection and shoring systems. The students will familiarize themselves with specific specialized work permits such as confined work space and the lockout/ tag out of hazardous energy.

**Prerequisites:** None

**Credits:** 5

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**NGE002 DETECTING AND REPAIR OF NATURAL GAS LEAKS**

The objective of this course is to understand the history of the natural gas industry in the United states, with emphasis on production and exploration in the Appalachian Basin. Employment possibilities in the natural gas industry will be presented. Natural gas exploration procedures and processes will be reviewed. Students will be introduced to geographic information systems (GIS), pipeline and hydrocarbon transmission systems, pipeline distribution systems and natural gas storage wells. Students will be informed about the physical and chemical properties of natural gas. Firefighting techniques in the industry will be addressed with emphasis on safety in all subjects as well as the use Personal Protection Equipment (PPE). Students will become familiar with natural gas leaks and the appropriate actions to take in the event of a leak. Students will be taught the various uses of hydro-fracing equipment and the importance of Job Safety Analyses (JSA) in the workplace.

**Prerequisites:** None

**Credits:** 5

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**NGE003 BUILDING THE NATURAL GAS INFRASTRUCTURE**

The objective of this course is to prepare the students for the planning and installation of gas pipelines and the general infrastructure associated with gas pipelines. The course will be broken into segments: pre-job planning, safe work practices (including trench safety and pipelines), inspection and working with polyethylene pipe. The course will also describe and define the meters commonly found within a natural gas system. The course will offer hands on experience with a variety of meters such as the orifice meter, the turbine meter, the diaphragm meter and rotary meter. The course will outline the role of each meter within the process, its installation, limitations and maintenance. The “meter” is of prime importance in the life of a well tender and the course is intended to create a competent employee. The course will also dedicate instruction specifically to pressure regulators. The course will describe the basic operation of a pressure regulator, the performance characteristics and the required maintenance. The students will be prepared for conventional industry installations and will be prepared to react to abnormal situations as they occur.

**Prerequisites:** None

**Credits:** 5

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**NGE007 SPECIALTY COMMERCIAL DRIVER’S LICENSE**

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

**Credits:** 8
NGE008 HEAVY EQUIPMENT OPERATION AND SAFETY

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
Credits: 6

NGE009 FINAL PREPARATION FOR WORKING IN THE NATURAL GAS INDUSTRY

The objective of this course is to prepare the students for entrance into the natural gas industry. Students will be given a general overview of the skills needed to enter the natural gas industry. They will be given a concise synopsis of the natural gas industry from extraction to distribution. Various careers in the industry will be presented and students will be given the opportunity to consider their career options and research their career choices.

Prerequisites: None
Credits: 2

NGE010 WORKPLACE SAFETY CERTIFICATION

The objective of this course is to give students an in-depth look at the safety aspect of working in the oil and gas industry. During the course the students will have the opportunity to obtain three nationally recognized safety certification in Defensive Driving (National Safety Council), First Aid/CPR and AED (Health Safety Institute), and a general safety certificate that is the most recognized training program in the oil and gas industry (PEC SafeLand/SafeGulf). Student will have an opportunity to also gain eight additional certificates of awareness in in various industry safety concerns.

Prerequisites: None
Credits: 3

NGE012 CAREER READINESS FOR THE NATURAL GAS INDUSTRY

This course is designed to assist students develop and attain the skills necessary to acquire gainful employment. Students will be prepared to enter into the workforce by gaining comprehensive knowledge in the following areas: self-awareness, resume, cover letter, and reference writing skills, social media understanding, job searching techniques, interviewing skills, understanding of completing a job application, and exploration of career opportunities within their field of study. Emphasis is placed on career search techniques, resume writing, and interviewing. The course utilizes text materials, third party articles; which depict current trends in employment. Course structure includes: lectures, classroom participation and interaction, guest speakers and specialized projects in career planning, searching, and interviewing.

Prerequisites: NGE007
Credits: 5
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS101</td>
<td>SCULPTURE I / OVERVIEW OF THE PROGRAM</td>
<td>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.*</td>
<td>None</td>
<td>6</td>
</tr>
<tr>
<td>TS102</td>
<td>COSMETIC MAKE-UP</td>
<td>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.*</td>
<td>None</td>
<td>4</td>
</tr>
<tr>
<td>TS104</td>
<td>HAIR AND BEARDS</td>
<td>In this course students learn the art of hairpiece making, which includes hand-laying &amp; punching hair and creating lace hairpieces. Students will also learn techniques for creating and applying period beards and moustaches.*</td>
<td>None</td>
<td>2</td>
</tr>
<tr>
<td>TS202</td>
<td>FOUNDATIONS OF MAKE-UP EFFECTS</td>
<td>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 &amp; without foam latex appliances.*</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>TS203</td>
<td>MOLD MAKING AND CASTING</td>
<td>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.*</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>TS204</td>
<td>SCULPTURE II</td>
<td>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.*</td>
<td>TS101</td>
<td>3</td>
</tr>
<tr>
<td>TS301</td>
<td>ADVANCED MAKE-UP EFFECTS</td>
<td>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 &amp; location of appliances, the application of hair, the proper production of foam parts, and the final coloring.*</td>
<td>TS203</td>
<td>3</td>
</tr>
<tr>
<td>TS302</td>
<td>BEGINNING ANIMATRONICS</td>
<td>The students will learn to fabricate wearable and animatronic dentures. In addition, they will learn how to create animatronic and prop realistic eyes.</td>
<td>TS204</td>
<td>6</td>
</tr>
<tr>
<td>TS303</td>
<td>ADVANCED MOLD MAKING &amp; CASTING</td>
<td>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.*</td>
<td>TS203</td>
<td>3</td>
</tr>
<tr>
<td>TS304</td>
<td>PROFESSIONAL SKILLS WORKSHOP / MAKE-UP PORTFOLIO</td>
<td>This course is designed to help students secure the skills necessary to obtain gainful employment. Students will learn how to conduct career searches and how to write professional resumes and cover letters. Using Photoshop, they will also learn how to edit photos, design business cards and create websites for their job search and interview.*</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>TS402</td>
<td>ADVANCED ANIMATRONICS</td>
<td>This course further develops the students’ skills in the area of animatronics. Students will create an animatronic 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.*</td>
<td>TS302</td>
<td>6</td>
</tr>
</tbody>
</table>

*Prerequisites and credits vary depending on the course.
**TS404 SPECIAL EFFECTS PROPS**

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
Credit: 3

**TS405 FASHION AND PERFORMANCE MAKE-UP**

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
Credit: 3

**TS406 TOM SAVINI’S PORTFOLIO REVIEW**

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
Credit: 3

**TS500 DIGITAL SCULPTING**

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
Credit: 3

**TS501 SPECIAL EFFECTS FROM PAGE TO SCREEN**

Students will design and create film quality effects in a simulated studio environment. Students will learn the value of time management and working under deadlines to create desired results. Physical effects, props and makeups will be conceptualized, created and refined in preparation for filming. Finished effects will be videoed, critiqued and evaluated to produce the best final results. Final video will be used to create a demo reel to enhance student portfolios.*

*Prerequisites: TS101, TS104, TS202, TS203
Corequisite: TS302
Credit: 6
• A prospective student seeking admission to DEC must be a high school graduate or hold a General Education Development (GED) Diploma.

• High school seniors who have not yet graduated should submit a partial transcript, which indicates their expected graduation date. Upon graduation, an official transcript is required.

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

1. Request an application form from the Admissions Department or go to our website: www.dec.edu for a downloadable application.

2. Complete and sign the application form and mail it to the school. A non-refundable application fee of fifty dollars ($50) must accompany the application. DEC also charges a one hundred dollar ($100) registration fee. Students receiving TAA funding are not required to make payment. The TAA Agency will pay the application fee directly to DEC after the student completes the first semester. The fee can be paid in any of the following manners:
   • Personal or Certified Check
   • Money Order
   • Cash
   • MasterCard, Visa, Discover or American Express
   • Agency Funding Resources

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

3. Request that an official high school transcript be sent directly to the Admissions Department. Applicants who have taken the GED Exam must submit official evidence of satisfactory performance.

4. 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 Executive Director of Education no later than two weeks after the semester start date of the student’s first semester attending DEC. No transfer of credit requests will be accepted after this date. No exceptions.

5. The Admissions Department will contact all applicants via telephone, postal mail, and/or email, and may schedule an interview to be conducted in person if deemed necessary or if desired by the applicant.

   Telephone: (724) 684-3684 Ext. 2100
   1-800-413-6013 Ext. 2100

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

   E-mail: dec@dec.edu
   Website: www.dec.edu

• All programs require successful completion of the Wonderlic Scholastic Level Examination with a minimum score of 17.

Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.

Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.

Those accepted will receive a formal letter of acceptance.

ADDITIONAL INFORMATION:

ALLIED HEALTH PROGRAMS:
The requirements for the Medical Assistant Program are the same as for all other DEC programs, with the exception of the following:

• Medical Assistant students enrolling at DEC must have a completed health clearance from a licensed physician before beginning school.

The financial responsibility for this physical rests on the student and/or his or her family. DEC has chosen this method of obtaining health clearance to keep the educational costs as reasonable as possible. In addition, most of our students have medical insurance. Students currently enrolled in the Medical Assistant Program must obtain health clearance and provide a completed physical form to the school, prior to the start of the students’ first semester. Complete physical must be performed by a licensed physician. Any student not complying with this policy will be removed from the classroom until the appropriate documentation can be obtained.
The complete physical must include a:

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

- 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 on page 83.

- Applicants must complete the assessment “Are You Ready for Online Education?”

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

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

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

For applicants residing in Pennsylvania:
1. Applicants must possess a valid driver’s license.
2. Applicants must pass a Department of Transportation medical examination for a CDL.
3. Applicants must be able to pass drug testing as part of the Department of Transportation drug testing requirement.

Note: Students will be subject to random drug testing when they are taking the Specialty Commercial Driver’s License course.

4. In order to receive a PA CDL permit and become eligible to sit for license testing, PA requirements call for the following:

   a. Applicants must possess an acceptable form of identification for a U.S. Citizen. This can include any ONE of the following:
      i. Official Birth Certificate with raised seal (U.S. issued by an authorized government agency, including U.S. territories or Puerto Rico. Non-U.S. Birth Certificates, hospital birth certificates, and birth certificates without raised seals will not be accepted).
      ii. Valid U.S. Passport
      iii. Certificate of U.S. Citizenship
      iv. Certificate of Naturalization
   
   Note: Only valid Passports and original documents will be accepted. If the name on your original document differs from your current name, you must provide documentation that connects the names, such as an original Marriage Certificate, Divorce Decree, or Court Order document.
   
   All documents must show the same name and date of birth, or an association between the information on the documents. Additional documentation may be required if a connection between documents cannot be established (e.g. Marriage Certificate, Court Order of name change, Divorce Decree, etc.)

b. Applicants must possess acceptable proof of residency. This can include any ONE of the following:
   i. Tax Records
   ii. Lease Agreements
graduates under the age of 21. Regulations regarding interstate requirements for students and trades programs that certain jobs and careers may require candidates to be at least 21 years of age.

5. Additionally, Heavy Equipment and CDL with Safety and Natural Gas applicants must be able to lift and carry fifty (50) pounds for seventy (70) feet.

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

DEC advises all applicants of Federal Motor Carrier regulations regarding interstate requirements for students and graduates under the age of 21.

In addition, DEC advises all applicants into its skilled trades programs that certain jobs and careers may require candidates to be at least 21 years of age.

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 Re-Entry Committee. The committee is comprised of selected representatives from administrative departments along with input from the student's former instructors regarding academic performance, classroom behavior, and any other factors that may be necessary to determine possible candidacy for re-entry. It is important to all staff that any student being considered for re-entry is in a position to be successful at the time he or she returns to school. When the committee reviews a student's circumstances for re-entry consideration, the factors leading to withdraw/termination are reviewed, as well as factors that are currently making it possible for the student to be successful in his or her chosen program. In some cases, students may be asked to meet with some members of the committee in order to better determine the likelihood of success. Students requesting re-entry may be accepted to return at that time, deferred to another semester, or denied re-entry 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 re-entry 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.

POLICY FOR RE-ENROLLMENT INTO A CLOCK HOUR PROGRAM (WITHIN 180 DAYS)

Applicants for reentry into a clock hour program, who are within 180 days of their last date of attendance from the prior enrollment, must adhere to the following:

- A student, who voluntarily withdrew or was terminated by the institution, may not restart enrollment in the current unit. They may re-enroll effective with the following unit.
- The student's academic history will be evaluated for successful completion of hours.
- If the student's academic history confirms hours that will be accepted, the Education Department and Cosmetology Staff will determine if an Academic Plan is necessary for student success.
- If a student must repeat hours, they will be charged a per hour rate. A student may not receive federal student aid for repeat hours.

RE-ENTRY POLICY FOR ACTIVE MEMBERS OF THE ARMED SERVICE

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.
ADMISSIONS REQUIREMENTS

TRANSFER OF CREDIT

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

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

TRANSFER OF HOURS

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

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

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

Official school transcripts must be received prior to enrollment.

ADVANCED STANDING

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

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

ADVANCED STANDING TEST

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

TIME OF ENTRANCE

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

HOMEWORK REQUIREMENT

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

INTERNATIONAL STUDENTS

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

- Request an application form from the Admissions Department or go to our website: www.dec.edu for a downloadable application.

- Complete and sign the application form and mail it to the school. Application fee in the amount of $50 payable via money order or certified funds to DEC (in U.S. dollars).

- Complete official records of all studies taken in each school attended, including secondary. All official records should include years of attendance and grades for all examinations taken, certifying that the candidate has completed the equivalent of at least twelve years of primary and secondary education of high academic quality. Official records must be originals or copies certified by the appropriate official of the school attended. Documents which are in a language other than English must be accompanied by certified exact translations. These official records must be mailed directly to DEC in a sealed envelope from the educational institution. Optional: Official transcripts and course descriptions from colleges and universities, technical and professional schools.
• TOEFL scores evidencing written and verbal proficiency in English (if the applicant's native language is other than English). To qualify for admission, applicants must score a 400 (paper version) or 97 (computer version) on the examination. Note: DEC reserves the right to require an admitted student to make up English deficiencies at his/her own expense and, possibly, without degree credit.

• Schedule an interview with the Admissions Department. Interviews may be conducted in person, via telephone, postal mail or e-mail. Prospective students are encouraged to visit DEC. School tours may be arranged by contacting the Admissions Department.

  **Telephone:** (724) 684-3684 Ext. 2100
  1-800-413-6013 Ext. 2100

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

  **E-mail:** dec@dec.edu
  **Website:** www.dec.edu

**ADDITIONAL INFORMATION:**

• Successful completion of the Wonderlic Scholastic Level Examination.

• Data obtained is evaluated by the Admissions Department and determination is made if the applicant will benefit from our training. If it is determined that the applicant could benefit, then he/she is accepted; otherwise, he/she is not accepted. The application fee is fully refundable if the applicant is denied acceptance.

• Documentation evidencing medical insurance during your entire period of stay in the United States.

• Documentation evidencing the student's financial ability to pay for his or her education and support himself/herself while attending school at DEC.

• Sign an Enrollment Agreement. This represents a contractual agreement between the student and the school.

• Those accepted will receive a formal letter of acceptance.

• Must meet with the Director of Admissions regarding Form I-539 at the beginning of second semester.

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

### COST AND FEES: THE CREATIVE PROGRAMS

<table>
<thead>
<tr>
<th>CREATIVE PROGRAMS</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
<th>Program TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tom Savini’s Special Make-Up Effects Program</strong></td>
<td>Application Fee $50</td>
<td>Graduation Fee $150</td>
<td>$300</td>
<td></td>
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<tr>
<td>Tuition</td>
<td>$8,325</td>
<td>$8,325</td>
<td>$8,325</td>
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<tr>
<td>(On-Ground Tuition)</td>
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<tr>
<td>(On-Line Tuition)</td>
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<td>$3,300</td>
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<tr>
<td>Books</td>
<td>$395</td>
<td>$235</td>
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<tr>
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<tr>
<td><strong>Semester Totals</strong></td>
<td>$10,090</td>
<td>$9,620</td>
<td>$9,965</td>
<td>$10,320</td>
<td>$39,995</td>
</tr>
</tbody>
</table>

| **Graphic Design & Web Program** | Application Fee $50 | Graduation Fee $150 | $300 |
| Tuition | $6,125 | $6,125 | $6,125 | $6,125 | $24,500 |
| (On-Ground Tuition) | $6,125 | $3,250 | $4,594 | $6,125 |
| (On-Line Tuition) | $0 | $2,875 | $1,531 | $0 |
| Computer | $1,170 | $1,170 | $0 | $0 | $2,340 |
| Books | $450 | $310 | $440 | $215 | $1,145 |
| Supplies | $305 | $210 | $0 | $80 | $595 |
| **Semester Totals** | $8,200 | $7,815 | $6,565 | $6,570 | $29,150 |

| **Allan and Wilson’s Digital Illustration Program** | Application Fee $50 | Graduation Fee $150 | $300 |
| Tuition | $6,125 | $6,125 | $6,125 | $6,125 | $24,500 |
| (On-Ground Tuition) | $4,594 | $4,594 | $6,125 | $6,125 |
| (On-Line Tuition) | $1,531 | $1,531 | $0 | $0 |
| Computer | $1,170 | $1,170 | $0 | $0 | $2,340 |
| Books | $245 | $255 | $295 | $180 | $975 |
| Supplies | $705 | $490 | $505 | $80 | $1,780 |
| **Semester Totals** | $8,395 | $8,040 | $6,925 | $6,535 | $29,895 |

| **The Factory Digital Filmmaking Program at Douglas** | Application Fee $50 | Graduation Fee $150 | $300 |
| Tuition | $8,350 | $8,350 | $8,350 | $8,350 | $33,400 |
| (On-Ground Tuition) | $6,390 | $6,390 | $6,262 | $6,495 |
| (On-Line Tuition) | $1,960 | $0 | $2,088 | $1,855 |
| Books | $295 | $195 | $265 | $245 | $1000 |
| Supplies | $420 | $50 | $20 | $90 | $580 |
| Equipment | $1,090 | $1,090 | $1,090 | $1,090 | $4,360 |
| **Semester Totals** | $10,305 | $9,685 | $9,725 | $9,925 | $39,640 |

<p>| <strong>Dorian’s Fantasy Art Program</strong> | Application Fee $50 | Graduation Fee $150 | $300 |
| Tuition | $4,450 | $4,450 |
| Books | $100 | $100 |
| Supplies | $715 | $715 |
| <strong>Semester Totals</strong> | $5,565 | $5,565 |</p>
<table>
<thead>
<tr>
<th>COSMETOLOGY PROGRAMS</th>
<th>1st Instructional Period</th>
<th>2nd Instructional Period</th>
<th>3rd Instructional Period</th>
<th>Program TOTALS</th>
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<tr>
<td>Cosmetology Program</td>
<td>Application Fee $50</td>
<td>Graduation Fee $150</td>
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</table>
| Coldstone 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 basis.

| Cosmetology Teacher / Salon Manager Program              | Application Fee $50      | Graduation Fee $150      |                          | $300           |
|                                                    | Registration Fee $100    |                          |                          |                |
|                                                    | Graduation Fee $150      |                          |                          |                |
| Tuition                                                 | $5,000                   |                          |                          | $5,000         |
| Books                                                   | $205                     |                          |                          | $205           |
| Equipment                                               | $0                       |                          |                          | $0             |
| Supplies                                                | $60                      |                          |                          | $60            |
| Exam / Certifications                                   | $155                     |                          |                          | $155           |
| Totals                                                  | $5,720                   |                          |                          | $5,720         |

| Esthetics Program                                       | Application Fee $50      | Graduation Fee $150      |                          | $300           |
|                                                    | Registration Fee $100    |                          |                          |                |
|                                                    | Graduation Fee $150      |                          |                          |                |
| Tuition                                                 | $3,000                   |                          |                          | $3,000         |
| Books                                                   | $270                     |                          |                          | $270           |
| Equipment                                               | $0                       |                          |                          | $0             |
| Supplies                                                | $700                     |                          |                          | $700           |
| Exam / Certifications                                   | $155                     |                          |                          | $155           |
| Totals                                                  | $4,425                   |                          |                          | $4,425         |

| Esthetician and Nail Technologist Program               | Application Fee $50      | Graduation Fee $150      |                          | $300           |
|                                                    | Registration Fee $100    |                          |                          |                |
|                                                    | Graduation Fee $150      |                          |                          |                |
| Tuition                                                 | $3,000                   | $2,000                   |                          | $5,000         |
| Books                                                   | $270                     | $230                     |                          | $500           |
| Equipment                                               | $0                       | $0                       |                          | $0             |
| Supplies                                                | $700                     | $500                     |                          | $1,200         |
| Exam / Certifications                                   | $155                     | $155                     |                          | $310           |
| Totals                                                  | $4,275                   | $3,035                   |                          | $7,310         |
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 basis.
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 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 2016**

- Graphic Design & Web Program $385/credit
- Tom Savini's Special Make-Up Effects Program $470/credit
- The Factory Digital Filmmaking Program $500/credit
- Allan and Wilson's Digital Illustration Program $380/credit
- Dorian's Fantasy Art Program $280/credit
- Health Information Technology Program $295/credit
- Medical Assistant Program $310/credit
- Medical Billing Clerk Program $305/credit
- Heavy Equipment and CDL with Safety and Natural Gas Program $345/credit
- Commercial Driver's License Program $545/credit
- **General Education / Applied General Education Courses $300/credit**
  **applied to students not enrolled in a program**
- Cosmetology Program $12 / Hour
- Cosmetology Teacher / Salon Manager Program $9 / Hour
- Esthetics Program $7 / Hour
- Esthetician and Nail Technologist Program $7 / Hour

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.

**FINANCIAL POLICIES**

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

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

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

**DEC accepts the following forms of payment:**

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

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

A student’s account must be current or paid in full prior to the start of the subsequent semester. In rare and unusual circumstances, the Chief Fiscal Officer 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 degree, diploma or transcript.

**EXPLANATION OF CHARGES**

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

**APPLICATION FEE**

A one-time fee to accompany the admissions application.

**REGISTRATION FEE**

A registration fee is assessed the first semester of the program for new and re-enrolling students. A registration fee is assessed the first semester 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 to defray the cost of the graduation ceremony.

**EXAM/CERTIFICATION FEE**

A student taking an industry or licensing exam or certification more than one time, for any reason, is responsible for any additional costs.

**TECHNOLOGY FEE**

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

**COMPUTER**

Graphic Design & Web and Allan and Wilson Digital Illustration students must purchase a laptop computer and software for use...
throughout the program. The total cost of the laptop and software is divided evenly, with half due in each of the first two semesters. Laptops and software remain the property of DEC until all first and second semester full-time equivalent charges are paid, and if receiving Federal Student Aid, 100% of funds are earned. Some software is leased, not purchased.

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.

The Factory Digital 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 full-time 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 full-time 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 $5.00 The first transcript is free.
Duplicate Certificate Fee $ 15.00
Duplicate Certificate Fee With Cover $ 50.00
Returned Check / Stop Payment Fee $ 35.00

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

REGISTRATION FEE REFUND POLICY

The Registration Fee is refunded if a student cancels enrollment within five (5) calendar days of signing the Enrollment Agreement or cancellation is more than five days after signing the Enrollment Agreement but before starting classes.

GRADUATION FEE REFUND POLICY

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

EXAM/CERTIFICATION FEE REFUND POLICY

Exam/Certification Fees are refunded in the semester 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

The application fee will be refunded if the applicant is rejected by the school for enrollment. The application fee will also be refunded if the prospective student cancels the application within five (5) calendar days of submitting the application or signing an enrollment agreement if no classes have been attended, lessons completed or materials used. A verbal request for cancellation must be confirmed in writing within five (5) calendar days of the request. DEC will retain the entire application fee if written cancellation is not received within the prescribed time frame.

If enrollment is canceled after five calendar days of application or signing the enrollment agreement but before the start of classes, all payments made to the school will be refunded within 30 days except for the application fee.

TUITION REFUND POLICY

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

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

To officially withdraw, a student must notify the Executive Director of Education 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.
FINANCIAL INFORMATION

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.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Earned by School</th>
<th>Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Calendar Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Day 1 through 7 of the semester/program</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Day 8 through 25% of the semester/program</td>
<td>45%</td>
<td>55%</td>
</tr>
<tr>
<td>25.1% through 50% of the semester/program</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>50.1% through 100% of the semester/program</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

CLOCK HOUR PROGRAMS

The tuition refund is calculated using the number of hours the student was scheduled to attend divided by the number of scheduled hours in a payment period.

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Earned by School</th>
<th>Refund to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using Calendar Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours 1 – 30 of the payment period</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>Hours 31 – 25% of the payment period</td>
<td>45%</td>
<td>55%</td>
</tr>
<tr>
<td>25.1% – 50% of the payment period</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>50.1% – 100% of the payment period</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

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) Stafford 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 or scheduled clock hours and weeks of instructional time in the cosmetology programs.

A student may officially withdraw from the school by providing written notification to the Executive Director of Education 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.

• For all clock hour programs, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

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 Stafford Loans 2) Subsidized Stafford Loans 3) PLUS Loans 4) Federal Pell Grants and 5) FSEOG.

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

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

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

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

Non-Title IV funds received will be returned to other financial aid programs in accordance with the funding source’s refund policies.
A student has primary responsibility for paying for his/her education, but may receive financial aid from one or more programs, if eligible. Contact the Financial Aid Office for information and assistance in applying for financial aid.

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

**FEDERAL STUDENT AID PROGRAMS**
Federal Pell Grant
FSEOG (Federal Supplemental Educational Opportunity Grant)
IASG (Iraq And Afghanistan Service Grant)
Direct Subsidized Stafford Loan
Direct Unsubsidized Stafford Loan
Direct PLUS (Parent Loan for Undergraduate Students) Loan
FWS (Federal Work Study)

**VETERANS EDUCATION BENEFITS**
Post 9/11 GI Bill
Yellow Ribbon
Montgomery GI Bill
REAP (Reserve Education Assistance Program)
VEAP (Veterans Educational Assistance Program)
Survivors and Dependents Educational Assistance Program

**STATE STUDENT ASSISTANCE PROGRAMS**
PHEAA Grant (Pennsylvania Higher Education Assistance Agency Grant)
PA-TIP (Pennsylvania Targeted Industry Program)
Other State Student Assistance Programs

**INSTITUTIONAL SCHOLARSHIPS**
IDEA (Inspiration And Dedication To Excellence Award) Scholarship
STAR Cosmetology Scholarship
Tammy Savage Scholarship

**AGENCY/PRIVATE FUNDING SOURCES**
OVR (Office of Vocational Rehabilitation)
TAA (Trade Adjustment Assistance)
WIA (Workforce Investment Act)
SWT (Southwest Training)
Tom Savini Scholarship
Jeff Tinnell Scholarship
The Greater Rostraver Chamber of Commerce Scholarship

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

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

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

**DIRECT SUBSIDIZED STAFFORD 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 Subsidized Stafford 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 Subsidized and Unsubsidized Stafford 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 receive a Subsidized Stafford Loan for no more than 150% of the normal program length. A student may lose the interest subsidy on a Subsidized Stafford Loan if he/she fails to complete his/her program within 150% of normal program length as well as enrolls in another program without completing a prior program.
• A student’s outstanding aggregate balance may not exceed $23,000.

DIRECT UNSUBSIDIZED STAFFORD 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 Unsubsidized Stafford 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 an Unsubsidized Stafford 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 Unsubsidized Stafford 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.

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.

FWS (FEDERAL WORK STUDY)
• A student earns money while working and attending school; FWS does not need to be repaid.
• Student employees are paid an hourly wage that meets or exceeds federal and state minimum wage requirements. Wages are paid directly to the student every two weeks. by check.

• Employment is part-time, usually 5 - 20 hours per week and can be on or off campus.
• A student interested in a work study position should contact the Financial Aid or Career Services Offices for open positions.
• A student must demonstrate financial need as defined by the U.S. Department of Education.
• There is no minimum or maximum annual award or aggregate limit.
FEDERAL STUDENT AID ELIGIBILITY REQUIREMENTS

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

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

To receive a Stafford Loan, the student must also complete an MPN (Master promissory Note) at www.studentloans.gov.

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

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

FINANCIAL NEED

The U.S. Department of Education defines Financial Need as the difference between a student’s Cost of Attendance (COA) budget and his/her Expected Family Contribution (EFC). Financial Need is calculated based on the program the student is enrolled in; the student’s enrollment status; the length of the loan period, academic year or award year, as required; and considering the type of aid being awarded. COA minus EFC equals Financial Need.

COA (COST OF ATTENDANCE) 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 on the Consumer Information page of the school’s website.

EFC (EXPECTED FAMILY CONTRIBUTION)

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

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

AWARDING FEDERAL STUDENT AID

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

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

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

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

**PAYMENT PERIOD DEFINITION**

A payment period is the semester for most students attending DEC. For students enrolled in a clock hour program (cosmetology programs) the payment period is the lesser of one half of the academic year (900 clock hours) or the program length. The payment period is typically the period used by the school to assess charges, disburse financial aid and evaluate academic progress.

**DISBURSING FEDERAL STUDENT AID**

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

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

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

FWS wages are paid every two weeks by check.

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

**VERIFICATION**

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

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

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

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

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

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

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

ACADEMIC YEAR
DEC defines its academic year for all credit hours programs as 24 semester credit and 30 instructional weeks. DEC defines its academic year for cosmetology programs as 900 clock hours and 30 weeks.

GRADE LEVEL
DEC defines a grade level 1 student for loan purposes as having earned 0-24 semester credits (for students enrolled in credit hour programs) or 900 clock hours (for students enrolled in clock hour programs). A grade level 2 student has earned more than 24 semester credits or 900 clock hours, as applicable.

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

Students enrolled in the cosmetology clock hour programs are fulltime if they are scheduled to attend more than 24 hours per week. Regardless of the number of clock hours scheduled per week, a cosmetology program student is awarded financial aid on the basis of fulltime enrollment.

PAYING FEDERAL STUDENT AID FOR REPEATING COURSES
A student enrolled in a credit hour program may receive FSA (Federal Student Aid) for repeating a course multiple times if the course was previously failed. FSA may be paid for one repeat of a previously passed course. There are exceptions for students currently enrolled in a clock hour program or reenrolled in a clock hour program within 180 days of the last date of attendance. 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.

DIRECT STAFFORD 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 Subsidized and
Unsubsidized Stafford Loans. No more than $23,000 of the aggregate limit can be Subsidized Stafford 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 Stafford 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:

<table>
<thead>
<tr>
<th>Debt When Loan Enters Repayment</th>
<th>Standard</th>
<th>Extended Fixed</th>
<th>Extended Graduated</th>
<th>Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Month</td>
<td>Total</td>
<td>Per Month</td>
<td>Total</td>
</tr>
<tr>
<td>$5,000</td>
<td>$58</td>
<td>$6,904</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>$10,000</td>
<td>115</td>
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<td>N/A</td>
</tr>
<tr>
<td>$25,000</td>
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<td>N/A</td>
</tr>
<tr>
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<td>$100,000</td>
<td>1,151</td>
<td>138,096</td>
<td>694</td>
<td>208,217</td>
</tr>
</tbody>
</table>

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.
FINANCIAL INFORMATION

LOAN ENTRANCE AND EXIT COUNSELING

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

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 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 (iv) 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—
( 1 ) The possible loss of eligibility for additional Direct Subsidized Loans; and
( 2 ) 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
830 First Street, N.E., Mail Stop 5144
Washington, DC 20202-5144

Telephone: 1-877-557-2575 (Toll-free)
Fax: 202-275-0549
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 www.benefits.va.gov/gibill/education_programs for additional information.

STATE STUDENT ASSISTANCE PROGRAMS

In addition to the Federal Student Aid Programs, DEC participates in the following Pennsylvania State Student Assistance Programs.

PHEAA GRANT (Pennsylvania Higher Education Assistance Agency Grant)
• The PA State Grant Program provides grants to eligible Pennsylvania residents who are in need of financial
assistance to attend PHEAA approved postsecondary schools as undergraduate students.

• The PHEAA Grant is gift aid and does not need to be repaid.
• The maximum and minimum award amounts change annually and are effective for the award year from July 1st of one year to June 30th of the following year.
• The award amount is calculated using the EFC (Expected Family Contribution), cost of attendance and enrollment status, i.e., the number of credits or clock hours attended each payment period.
• A student must have financial need as defined by PHEAA.
• A student must not have received the maximum number of Pennsylvania State Grants permitted.

PA-TIP (Pennsylvania Targeted Industry Program)

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

OTHER STATE STUDENT ASSISTANCE PROGRAMS

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

APPLYING FOR PA STATE STUDENT ASSISTANCE PROGRAMS

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

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

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

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

PA STUDENT ASSISTANCE PROGRAMS ELIGIBILITY REQUIREMENTS

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

A student must:

• Be a resident of Pennsylvania as defined by PHEAA;

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

PA STATE GRANT TRANSFER STUDENTS

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

INSTITUTIONAL SCHOLARSHIPS

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

IDEA (Inspiration and Dedication to Excellence Award) Scholarship

• This a merit-based award offered to new students entering one of the applicable programs of study.
• Applicants must submit all required information to be considered eligible for this award:
  - Completed DEC Enrollment Application,
  - Completed IDEA Scholarship Application,
  - Essay on “Who is your creative role model and why?”,
  - Two letters of reference, and
  - A portfolio (digital format is acceptable).

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

STAR COSMETOLOGY SCHOLARSHIP

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

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

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

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

AGENTY/PRIVATE FUNDING SOURCES

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

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

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

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

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

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

• Jeff Tinnell Scholarship – Prospective students in the Digital Film Program are eligible to apply

• The Greater Rostraver Chamber of Commerce Scholarship
ACADEMIC PERFORMANCE

GRADING SYSTEM

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>%</th>
<th>Description</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent</td>
<td>4.0</td>
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<tr>
<td>B</td>
<td>80 – 89</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
<td>Failing</td>
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</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td></td>
<td>Transfer Credit</td>
<td></td>
</tr>
</tbody>
</table>

INCORPORATE 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 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 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/hours attempted for each course.

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points (QP)</th>
<th>Total Quality Points (TQP)</th>
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</thead>
<tbody>
<tr>
<td>TS101 Sculpture I</td>
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<td>A</td>
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<td>TS102 Cosmetic Make-up</td>
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</tbody>
</table>

\[ TQP = \# \text{ of credits} \times QP \]
\[ \text{GPA} = \frac{61 \text{ TQPs}}{17 \text{ credits attempted}} = 3.58 \]

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 or is a cosmetology program offered in clock hours.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) is the minimum academic standards which students must maintain. The SAP standards include a Cumulative Grade Point Average (CGPA), Pace (Program Completion Rate), and the Maximum Time Frame in which to complete the program.

SAP standards apply to all students regardless of enrollment status, program, or financial aid eligibility. SAP standards for each program are cumulative for all periods of enrollment.

EVALUATION PERIODS

Credit Hour Programs

For credit hour programs at least two semesters in length, academic progress is evaluated at the end of each semester. For credit hour programs one semester, less than 24 semester credits or 30 weeks, academic progress is evaluated at the midpoint of the program. For programs with grades awarded only at the end of the program, the midpoint is the calendar midpoint. For programs in which credit is awarded throughout the program, the midpoint is the later of the calendar midpoint and one half of the credits in the program.

Clock Hour Programs

For students enrolled in the cosmetology program, academic progress is evaluated at scheduled 450 and 900 clock hours.
Evaluation periods for a student who transfers in hours or re-enrolls after 180 days will be the midpoint of the contracted hours or the established periods of 450 and 900 clock hours.

For all other cosmetology-related programs, academic progress is evaluated at the midpoint. The later of the calendar midpoint or one half of the credits in the program.

### Cumulative Grade Point Average (CGPA) / Pace (Program Completion Rate)

The Cumulative Grade Point Average measures the quality of a student’s coursework. The CGPA is calculated using the method described earlier in the Grading System section of the catalog.

Pace (Program Completion Rate) measures a student’s progress in completing the program within the Maximum Time Frame.

### Credit Hour Programs

For credit hour programs in which the student earns credit throughout the program, pace is calculated by dividing the number of credits earned into 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 clock hours scheduled by the number of clock hours attended, that is, the student’s attendance percentage.

### Clock Hour Programs

Pace is calculated by dividing the number of clock hours scheduled by the number of clock hours scheduled/offered, that is, the student’s attendance percentage.

### A student is considered in good academic standing if the following CGPA and Pace standards are met at the specified evaluation points.

### Satisfactory Academic Progress Continued

#### Clock Hour Programs

- **Cosmetology Program**
  - 450 Hours Attended: 2.00, 80%
  - 900 Hours Attended: 2.00, 80%
  - 1350 Hours Attended: 2.00, 80%

- **All Other Cosmetology-Related Programs**
  - Midpoint & End of Program: 2.00, 80%

#### Maximum Time Frame

**Credit Hour Programs**

A student must complete his/her program within 150% of the normal program length as measured in credits earned versus attempted. For example, if the program is 64 credits in length, the Maximum Time Frame is 96 credits (64 X 150%). This means a student cannot attempt more than 96 credits of coursework to earn the 64 credits needed to complete the program.

SAP standards are applicable to both fulltime and less than fulltime students. Maximum Time Frame is based on credits earned versus attempted. This allows the school to easily and equitably evaluate students who attend less than fulltime using the standards outlined above.

**Clock Hour Programs**

Pace is calculated by dividing the number of clock hours attended by the number of clock hours scheduled/offered, that is, the student’s attendance percentage.

A student must complete his/her program within 150% of the normal program length as measured in clock hours offered/scheduled and expressed in weeks. For example, if the program is 1350 clock hours in length, the Maximum Time Frame is 2025 hours (1350 X 150%). 2025 hours divided by 30 hours/week is 68 weeks. This means a student cannot be scheduled for more than 2025 clock hours (68 weeks) of coursework to earn the 1350 clock hours needed to complete the program.

The Maximum Time Frame for a transfer student or a student changing programs is adjusted based on the number of credit or clock hours the student needs to complete the program. Transfer hours will be subtracted from the normal program length, and then multiplied by 150% to determine the Maximum Time Frame for completing the program. For example, if the program is normally 64 credits, and a student transfers in 14 credits, he/she only needs to complete 50 credits to earn the degree. The Maximum Time Frame is 75 credits (50 X 150%). Or for clock hour programs, if the program is normally 1350 clock hours, and a student transfers in 350 hours, he/she only needs to complete 1000 clock hours to complete the program. The Maximum Time Frame is 1500 clock hours (1000 X 150%) or 50 weeks (1500 hours divided by 30 hours/week).
WARNING

A student not meeting the CGPA and Pace requirements will be placed on Warning status until the next evaluation point. The student will receive written notification of Warning from the Director of Academic Progress. The written notification will describe what the student must do to regain satisfactory academic progress.

A student who meets the CGPA and Pace standards at the end of the Warning period will regain satisfactory academic progress and be removed from warning.

PROBATION WITH AN ACADEMIC PLAN

A student, who fails to meet CGPA and Pace standards at the end of the warning period, will lose Federal Student Aid eligibility and must meet with the Director of Academic Progress to create an Academic Plan. The Academic Plan may be for one or more evaluation periods. The student must be able to complete the program within the Maximum Time Frame. A student allowed to continue in school on Probation with an Academic Plan must appeal to the Director of Financial Aid for possible reinstatement of Federal Student Aid for the probationary period. (See Satisfactory Academic Progress-Financial Aid Ramifications section for details.)

If a student meets CGPA and Pace standards and Academic Plan conditions at the next evaluation point, he/she may continue as a regular student. If the student fails to meet CGPA and Pace standards at the next evaluation point, he/she will be dismissed. A student dismissed for SAP reasons may apply to be readmitted after a waiting period of three months.

MITIGATING CIRCUMSTANCES

DEC understands that students may encounter unusual or unexpected circumstances that impact academic progress. A student who feels his/her lack of satisfactory academic progress is due to mitigating circumstances may appeal a Warning or Probation with an Academic Plan status, dismissal from the school or loss of Federal Student Aid as outlined in the written notification of unsatisfactory academic progress.

The Executive Director of Education may waive SAP standards for mitigating circumstances. Mitigating circumstances include, but are not limited to, poor health, personal or family crisis, or other significant occurrences outside the control of the student.

A student must submit a written request for appeal due to mitigating circumstances to the Executive Director of Education according to the schedule stated in the notification letter. Documentation of special circumstances should be submitted along with the request. The request should demonstrate that these conditions had an adverse impact on the student’s satisfactory progress and what has changed allowing a student to make and maintain SAP in the future.

COURSE REPETITIONS

Credit Hour Programs

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.)

When a course is repeated, both grades are included in the CGPA calculation. When computing Pace and Maximum Time Frame, credits for both the original attempt and all repeat attempts will be counted.

Clock Hour Programs

A student must repeat coursework when he/she earns less than a “C” grade. The repeat grade is used in determining grade average. A student may repeat coursework with a grade other than D, F or W to receive a better grade. In general, a student may not receive Federal Student Aid for repeated clock hours/coursework.

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 and Maximum Time Frame. For more information, see WITHDRAWAL GRADES under the GRADING SYSTEM section of the catalog.

TRANSFER 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 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.

FINANCIAL AID RAMIFICATIONS

A student is eligible to receive Federal Student Aid while making satisfactory academic progress and while on a Warning status.

A student who fails to meet CGPA and Pace standards at the end of a Warning period will lose Federal Student Aid. A student must appeal the loss of Federal Student Aid to have it reinstated. Failure to appeal or to have the appeal granted will result in the loss of Federal Student Aid. If a student's appeal is granted, he/she will continue to receive Federal Student Aid while on Probation with an Academic Plan.

A student may appeal his or her loss of financial aid by submitting a written request, with attached documentation of mitigating circumstances, to the Director of Financial Aid according to the schedule stated in the notification letter.

A student must submit:
• An explanation of why he/she failed to meet either or both of the CGPA and Pace standards, including but not limited to student injury or illness, death of a relative, or other special circumstances;
• A description of what has changed that will allow him/her to regain satisfactory academic progress and complete the program;
• Documentation from objective third party sources that supports the narrative provided in the appeal;
• The Academic Plan developed and agreed to by the Education office and the student.

A student who chooses not to appeal the loss of Federal Student Aid or whose appeal is denied may continue in school provided he/she makes other financial arrangements. A student may always have Federal Student Aid reinstated by meeting CGPA and Pace requirements.

Clock Hour Programs

A student whose cumulative attendance falls below 80% must make cash payments for any charges not covered by financial aid.

In addition to meeting SAP standards, a student must successfully complete the hours, weeks and coursework in the prior evaluation period/payment period to continue receiving Federal Student Aid.

ACADEMIC POLICIES

ACADEMIC CREDIT HOUR DEFINITION

A student progresses through his/her program by earning units of credit, demonstrating academic achievement and progress in completing the program. Douglas Education awards academic credit using a variety of measurements.

Academic credit in the cosmetology programs is measured in clock hours attended not semester credits. A clock hour is defined as 50 minutes of instruction in any discrete 60 minute period.

Academic credit in all other programs is measured using credit hours. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement.

DEC awards semester credit hours. A semester credit is equivalent to a minimum of:
• Fifteen (15) hours of classroom instruction with appropriate homework and study,
• Thirty (30) hours of laboratory instruction with appropriate homework and study, and
• Fifty (50) hours of internship/externship instruction.

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 Degree Programs and Certificate Programs That are Fully Transferrable into an Associate Degree

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

Certificate/Diploma Programs without Homework

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

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

GRADUATION REQUIREMENTS

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

- Complete all coursework and specified program requirements for the A.S.B. Degree, diploma, or certificate, as applicable, within the Maximum Time Frame;
- Earn a Cumulative Grade Point Average (CGPA) of at least 2.0;
- Achieve the level of performance in each skill area required for graduation;
- Meet all financial obligations;
- Meet attendance requirements:
  - Cosmetology Programs – 80% Attendance
  - Skilled Trades Programs – Attend 90% of the hours in the program.

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

Caps and gowns are ordered through Career Services.

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).

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. DEC will provide one academic transcript free of charge. A nominal fee is charged for each transcript provided thereafter.

All transcript requests should be addressed to the Registrar. The transcript request form is available at www.dec.edu/transcriptrequest. Allow 2 – 4 weeks for processing.

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

ATTENDANCE POLICY

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. 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.
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.

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

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

Cosmetology Programs
To receive a DEC diploma, a cosmetology student is required to attend all scheduled hours. There are no excused absences. A student enrolled in any of the Cosmetology School programs must meet 80% cumulative attendance at all satisfactory academic progress evaluation points or risk losing his/her Federal Student Aid.

A student who falls below 80% cumulative attendance, at any time, will be placed on an Attendance Plan by the Cosmetology Director and the Education Department. The plan will outline requirements to achieve at least 80% attendance within a given time frame. Failure to achieve 80% attendance or better after two (2) consecutive Attendance Plans may result in dismissal.

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

FACULTY RESPONSIBILITIES REGARDING CURRICULA AND POLICY DEVELOPMENT
The faculty of Douglas Education Center play a crucial role in the development of institutional policy. They are involved in various areas of academic governance, but most specifically they are actively engaged in the development and modifications to all DEC program offerings. With the introduction of any new program, the faculty in that specific program area is immediately immersed in all aspects of program development. They assist in curricula development, choice of textbooks, required, materials and supplies, the development of program learning outcomes, course syllabi, and determining the methods for proper assessment of the necessary learning outcomes. They understand the importance of the institutional effectiveness of all DEC programs.

Faculty also is responsible for requesting and instituting all modifications and/or revisions to all existing programs. Program directors, coordinators or lead instructors hold regular meetings with the instructors in their individual programs and instructors suggest any requested revisions that they believe would benefit their program to the program director. The program directors, coordinators or lead instructors would then bring these requests to the attention of the Executive Director of Education. These requests are reviewed jointly by the Education Department and program instructors. If it is determined that the revisions are important to enhance the program, the changes are instituted, or first submitted to the appropriate licensing and accrediting bodies, if so required.

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.

COSMETOLOGY MAKE-UP WORK
Make-up hours will be determined as follows:
· Students will have 2 weeks from the absence to make up the hours missed.
· If the hours are not made up within the 2 week time period, students will be assessed a fee of $5 per hour (cash) in order to be given another 2 weeks to complete the make-up time.
· If the hours are once again not completed, the make-up hour fee will be increased to $10 per hour (cash).
· If it is not mathematically possible to complete the hours within the 2 week time frame as a result of extenuating circumstances (ie: hospitalization, immediate family member death, incarceration, etc.), an appeal may be made to the Cosmetology Supervisor for an extension. All students will sign a detailed version of the Make-up Hour Policy upon entering the Cosmetology School. The signed copy is kept on file.
Make-up work is not permitted for the purpose of receiving Department of Veteran Affairs educational benefits. However, tests and other class work can be made up at the discretion of the instructor.

ALLIED HEALTH REVIEW

Students enrolled in the Allied Health Programs will undergo an evaluation from the Director of Allied Health Programs. Individuals enrolled in diploma programs will be evaluated at the end of the first semester. Individuals enrolled in Associate in Specialized Business Degree programs will be evaluated at the end of the second semester. This evaluation will include an assessment of the individual’s grades, skills, and commitment to complete the program of study. Results will be discussed one on one between each individual and Director of Allied Health Programs. The Director of Allied Health Programs may recommend transfer of program at this time. The student will meet with the Executive Director of Education and the Director of Allied Health Programs. If an individual disagrees with the decision he/she may request a private conference with the Executive Director of Education. The Executive Director of Education’ decision regarding transfer of program will be final.

SKILLED TRADES PROGRAMS

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 in the Heavy Equipment and CDL with Safety and Natural Gas Program will also be prepared to take the SafeLand/SafeGulf safety certification exam as well as a CPR certification.

COSMETOLOGY PROGRAMS

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

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

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

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

**ENROLLMENT REQUIREMENTS**

In addition to the enrollment requirements for DEC programs as outlined in the “Admission Requirements” section of the catalog, DEC also requires the following for students enrolled in hybrid or online courses:

1. 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. The acknowledgment is outlined below.

2. Applicants must complete the assessment “Are You Ready for Online Education?”

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

For the Graphic Design and Web Program, The Factory Digital Filmmaking Program, Tom Savini’s Special Make-Up Effects Program, and Allan and Wilson’s Digital Illustration Program:

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

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

**TECHNOLOGY REQUIREMENTS**

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

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

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

**Software and Hardware**

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

- **Screen Size**
  - A computer or laptop with a minimum screen size of 1024 x 600. (This is the average size of a netbook).
  - Some college resources are available via smartphones and tablets. Please note that mobile devices will not be able to complete all course requirements. Students will still need regular access to a computer.

- **Operating Systems**
  - Windows XP SP3 and newer
  - Mac OSX 10.6 and newer
  - Linux – chromeOS
• Browsers
  - Canvas supports the following desktop browsers and flash versions:
    • Internet Explorer 11 and Edge
    • Chrome 49 and 50
    • Safari 8 and 9
    • Firefox 44 and 45 (extended releases are not supported)
    • Flash 20 and 21 (for recording or viewing audio/video and uploading files)
    • Respondus Lockdown Browser

• Components
  - Flash is required in several places in Canvas: media recording/streaming and viewing as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas.
  - The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.

• Computer Speeds
  - 1GB of RAM
  - 2GHz processor

  * Please note: newly released versions of software may not be immediately supported. All information listed is current as of June 1, 2016. All students will be responsible for checking and updating their desktop browsers as necessary.

Screen Readers
  - Latest version of JAWS for Internet Explorer 10 & 11 and Firefox
  - Latest version of VoiceOver for Macintosh
  - There is no screen reader support for Chrome

  • Students can use Microsoft Office, LibreOffice, or OpenOffice. However, assignments should be submitted only in Microsoft Office compatible formats. Students should always check with their instructors concerning acceptable formats before submitting assignments.

  • PDF reader, functioning web camera, microphone and speakers/headphones are required.

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

MOBILE DEVICES
Mobile Browsers
  The Canvas UI was optimized for desktop displays, so using small form factors such as phones may not be a pleasant experience when using Canvas.

  You can access Canvas through mobile browsers on the following supported platforms: iOS and Android. Canvas recommends using Canvas mobile applications for an improved user experience.

Mobile Applications
  Canvas is actively improving its native mobile applications to support as many Canvas features as possible. Instructure currently has the following mobile phone application free for download:
  • Canvas by Instructure (iOS 7.0+, Android 4.0+). This app provides access to Canvas for both instructors and students while on the go. Depending on your device, not all Canvas features may be available on the app at this time.

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

  Academically related activities include, but are not limited to:
  • Physically attending a class where there is an opportunity for direct interaction between the instructor and the students
  • Submitting an academic assignment
  • Taking an exam / quiz, completing an interactive tutorial, or participating in computer-assisted instruction
  • Participating in an online discussion about academic matters
For courses that are 100% online, an academic week will begin each semester on a predetermined day at 12 am EST and run until 11:59 pm EST the following week for the duration of the semester. If the student submits two (2) relevant activities during an academic week, he or she is in attendance for that week.

**ONLINE ATTENDANCE GRADE DEDUCTIONS**

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

**ONLINE ORIENTATION**

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

Orientation consists of three (3) series:
1. Introduction to DEC
2. Introduction to Portal
3. Introduction to Canvas

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

**ONLINE IDENTIFY VERIFICATION AND PRIVACY PROTECTION**

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

Processes for verifying and protecting student identity and privacy:
- All new or returning students will receive unique login credentials to access our secure sites, including the Portal and virtual classrooms in the LMS. It is recommended that a student reset his or her password to one which is unique and meets minimum length and complexity requirements.
- Online and hybrid faculty design courses and activities that utilize assignments and evaluations unique to the course and that support academic integrity.
- Students are not charged additional fees to cover the costs of identity verification.
- The LMS message system provides means of contacting students and instructors by name without accessing any personal information. Students may choose to block messages from other students in the LMS.
- Passwords will only be reset by a student that presents a photo ID in person or, in the case of online / distance students, identifies himself or herself by providing personally identifiable information previously collected by DEC.
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. Each semester, DEC provides a sexual violence awareness educational presentation for all students as mandated by the act. This program meets all the requirements including a student bill of rights that is emailed to all new students upon enrollment. The Pennsylvania Department of Education has been notified of the implementation of this education program.

"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

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment, according to EEOC (Equal Employment Opportunity Commission), consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature where:

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual’s employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for determining grades affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work or classroom performance or creating an intimidating, hostile, or offensive working or study environment.
- Sexual conduct must be unwelcome in nature to be determined to be harassment.

COMPLAINTS AND INVESTIGATION

Individuals who believe that they have been sexually harassed in violation of this policy should bring a complaint to the attention of the Title IX Coordinator, who will then report the alleged harassment to the Title IX Coordinator. The school encourages victims to put the offender on notice that his/her offensive conduct or behavior is unwelcome and should be stopped prior to bringing a complaint, but the school will not refuse to investigate a complaint on the grounds that the victim failed to previously discuss the matter with the accused.

All information regarding the investigation of sexual harassment complaints will be kept in confidence to the greatest extent practical and appropriate under the circumstances.

Individuals found to have engaged in misconduct constituting sexual harassment will be subject to discipline, up to and including discharge or expulsion. A written finding of the action will be distributed to all parties affected when a decision is made. DEC will make all efforts to conclude its investigation within fourteen (14) days time.

SUMMARY

DEC’s sexual harassment policy was prepared and published in order to advise all individuals that sexual harassment will not be tolerated. Further, should conduct in violation of this policy occur, the school is prepared to promptly and thoroughly investigate such conduct and to take appropriate disciplinary action in accordance with the results of the investigation. In order to be effective, however, the policy must be understood and utilized; and to that end, the Sexual Harassment Committee remains committed to explaining the policy whenever necessary and to encouraging the policy’s use whenever appropriate. Therefore, should any questions arise as to this policy and its enforcement, employees are encouraged to contact the Title IX Coordinator or any member of the Title IX Coordinator.

TITLE IX

Statement of Policy

It is the policy of Douglas Education Center (DEC) to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their impending regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or the elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person’s ability to study or work in the academic setting. In addition, third parties may submit claims if a sexual relationship unfairly confers preferential treatment to participants in the relationship.

Procedure for Discrimination and Sexual Harassment Complaints

1) Any student or employee who believes that he or she has been the subject of discrimination or sexual harassment should report the incident(s) to any member of DEC’s Title IX Coordinator. DEC encourages timely reporting of any incident(s) of discrimination or sexual harassment.
2) The employee or student should file a complaint alleging discrimination or harassment by submitting a brief written statement of the allegations. If a written statement is not submitted, the Title IX Coordinator will prepare a written statement of facts which is then approved by the employee or student. The statement will be forwarded as well to the subject of the complaint who may wish to submit a response.

3) The Title IX Coordinator shall conduct an investigation of the allegation(s). The investigation shall be concluded within a reasonable time period, approximately fourteen (14) days.

4) At the conclusion of the investigation the Title IX Coordinator shall set forth their findings in writing and present them to the Title IX Coordinator. The Title IX Coordinator shall consider the findings and recommendation and shall determine whether disciplinary action is appropriate. These options may include voluntary training/counseling, development of a remediation plan, or formal discipline. The Title IX Coordinator shall inform the complainant and the respondent of the decision.

5) If the Title IX Coordinator determines that there should be no disciplinary action instituted, the complainant may appeal, in writing, to the President.

6) Retaliation by, for, or against any participants or witnesses is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Coordinator immediately.

Title IX Coordinator

TITLE IX COMMITTEE

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

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

Debra Wise - Business Manager
DEC Administration Building - Office # 303
724-653-2204
dwise@dec.edu

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

Statement of Policy

It is the policy of Douglas Education Center (DEC) to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their impending regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

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CLERY ACT COMPLIANCE

PURPOSE:

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

BACKGROUND:

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

DEFINITIONS:

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

1. People or offices that are not members of a campus police/security department, but where policy directs individuals to report criminal offenses to them or their office.
2. Officials having significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. At DEC these persons include:

- Michael Crosby / Senior Financial Aid Coordinator / Primary Campus Security Authority / Title IX Coordinator
- Jeffrey D. Imbrescia / President / CEO
- Jay Clayton / Chief Financial Officer
- Julian Imbrescia / Executive Director of Education
- Rick Price / Maintenance Supervisor (After Hours)

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

Emergency Notification- an announcement to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” An emergency response expands upon the definition of “timely warning” as it includes both Clery Act crimes and other types of emergencies (examples: a fire, infectious disease outbreak, "Reasonably Contiguous" as pertaining to a college campus)- buildings or property owned or controlled by the school, located in an area that is considered and treated as an integral part of campus and covered by the same security policies as the main campus.
Timely Warning- an announcement made to alert the campus community about Clery Crimes and other serious incidents in the event that a reported crime may pose a serious or continuing threat to the campus and surrounding community.

DEC’s Facility Manager- 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 other 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:
   - 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.

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 Facilities Manager, Melody Gadzik at 724-653-2224 or mgadzik@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).

- 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 Facilities Manager 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.
Public Law 113–4

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

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

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

Douglas Education Center’s Policy Statement

Douglas Education Center is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women Act shall constitute grounds for disciplinary action, up to and including, dismissal from the institution.

VAWA Resources:

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

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

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

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

PURPOSE

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

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

DEFINITIONS

A. DOMESTIC VIOLENCE

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

B. CONSENT

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

C. BYSTANDER INTERVENTION

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

1. Speaking out against statements, attitudes, or behavior that may perpetuate a culture endorsing violence as acceptable or inevitable
2. Naming and stopping situations that could lead to a sexual assault
3. Stepping in during a high-risk incident, whether by disruption, distraction, speaking up, or even calling for help so others can step in.
4. Supporting and believing others when they feel uncomfortable or hurt
5. Step in and offer assistance. If it means putting yourself in danger, call 911 instead
6. Don’t leave the scene. If there are witnesses the perpetrator is less likely to do something
7. If you know the perpetrator, tell them to stop and that you don’t approve of their actions
8. When you go to a party, go as a group, check in with each other frequently, and leave together
9. Have a buddy system
10. If you see someone who is intoxicated, offer to call a cab
11. Helping others respond to problematic situations

The goals of bystander intervention are manifold. While bystanders must ultimately be equipped with skills to be effective and supportive allies before a sexual assault ever takes place, bystanders must also be taught when to intervene and why. We all have a responsibility to derail and interrupt violence and violence-condoning attitudes on campus. Research shows that bystander intervention is a promising practice to help prevent the national public health problem of sexual assault on college campuses.

D. WARNING SIGNS OF ABUSIVE BEHAVIOR:
The following are characteristics of a person who exhibits abusive behavior. Avoiding people with these characteristics or tendencies can help you avoid being the victim of interpersonal violence.

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

E. DATING VIOLENCE
Violence committed by a person
1. who is or has been in a social relationship of a romantic or intimate nature with the victim;
2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. the length of the relationship
   b. the type of relationship
   c. the frequency of interaction between the persons involved in the relationship

F. STALKING
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
1. fear for his or her safety or the safety of others; or
2. suffer substantial emotional distress

G. SEXUAL ASSAULT
The Campus SaVE Act defines sexual assault as an offense classified as forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

H. VICTIM REPORTING
It is the option of victims of domestic violence, dating violence, sexual assault and/or stalking to notify Administration, Monessen Police Department, and/or the Pennsylvania State Police of any crime committed against them. If you are a victim of domestic violence, dating violence, sexual assault and/or stalking at DEC, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment as advised by a medical professional. Administration strongly advocates that a victim of violence report the incident in a timely manner. You can call 911 or DEC’s Title IX Coordinator, Michael Crosby, at 724-653-2196. This is a critical factor for evidence collection and preservation. Notifying Administration will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from staff. Allegations of sexual assault or rape occurring off campus should be reported to the Monessen Police Department. Efforts will be made to ensure the confidentiality of all reports, except as necessary and required to investigate the alleged offenses. DEC authorities may issue a safety alert to those areas of the campus community affected by the crime. The issuance of this alert will depend on the particular circumstances of the crime. Victims can provide information to the Administration and choose criminal prosecution and/or a referral to the on-campus discipline system or to report the incident without seeking prosecution. DEC will change a victim’s academic and living arrangements after an alleged violation if those changes are requested by the victim and are reasonably available. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding that is brought alleging an offense. The range of DEC’s disciplinary sanctions for violations include Disciplinary Probation, Disciplinary Suspension or Disciplinary Expulsion/Termination.

DEC investigative committee and hearing board:
Michael Crosby - Title IX Coordinator
Diane Fox
Debra Wise
Tony Baez Milan

STATEMENT OF VICTIMS’ RIGHTS
It is the goal of DEC to ensure that students alleging sexual misconduct have access to needed resources, services, and information including:
- The right of the victim to be treated with respect by DEC officials;
- The right not to be discouraged by the DEC officials from reporting a sexual misconduct offense;
- The right to a "No Contact" condition (for student victims) against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual assault responded to quickly and with sensitivity by Administration.
- The right to be informed of their options to notify proper law enforcement authorities, if the student so chooses. This also includes their right not to report, if this is the victim’s desire;
- The right to be notified of available medical services, counseling, mental health or student services for victims of sexual assault;
- The right to notification of and options for, and available assistance in, changing academic and living (residential) circumstances after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no disciplinary charges or investigation, DEC or criminal, need occur before this option is available);
- The right not to have irrelevant prior sexual history admitted in a DEC hearing;
- The right to review all written statements regarding any discussion that will be presented following at an initial conference (and prior to the disciplinary hearing);
- Ask questions of the hearing board and via the hearing board indirectly request responses from the complainant and any other witnesses present;
- The right to submit a written victim-impact statement to the hearing panel prior to the panel rendering a final decision;
- The right to be informed of the outcome and any sanctions imposed from a disciplinary hearing involving sexual misconduct; and
- The victim does not have a right to appeal the final decision rendered by the disciplinary hearing panel. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. The accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.
SEXUAL VIOLENCE EDUCATION
DEC administrative staff, faculty and students will receive the required Violence Against Women Act training yearly as required by the Campus Sexual Violence Elimination Act.

STUDENT PRIVACY RIGHTS

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 Executive Director of Education 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 Executive Director of Education, 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, degrees, awards and academic honors received, Dean’s List selection) may be released. If you’d rather not have your information released as directory information, you can complete a nondisclosure form available in the Department of Education. Once you fill out this form, your directory information will be withheld for life, even after you are no longer a student, unless you rescind the request.

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

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

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

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

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

1. Use of force against the person or property of any member of DEC’s population or against the person or property of anyone on DEC premises, or the threat of such physical abuse. (Verbal assault may be prosecuted as a “threat of...physical abuse.”)

2. Theft of, or intentional damage to, DEC property, or property in the possession of, or owned by, a member of DEC. (Acts of graffiti or other vandalism may be prosecuted as “intentional damage to...property.”)

3. Bullying, intimidation, and harassment: a person acts with the purpose to bully, intimidate, and harass another by:

   • 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

   • Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so; or

   • Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such other person, such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.

4. Defamation, which is judicially defined to mean, and here means, the unprivileged oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person’s reputation as to deter others from associating with her or him.
While any of the four categories of acts listed above is a separate offense that, if proven, could lead to a sanction of expulsion or suspension from DEC, minor instances of such prohibited behavior could be resolved at the school administration level.

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

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

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

**Debra Wise** - Business Manager
DEC Administration Building - Office # 303 724-653-2204 dwise@dec.edu

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

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

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

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

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

**CONSUMER INFORMATION**

Douglas Education Center provides students with an annual reminder of the student consumer information available, which includes information regarding the school, financial assistance, graduation and completion rates, security policies, and crime statistics. This information is available online at http://www.dec.edu/consumerinfo
You may also obtain this information from Amanda Phillips, Executive Director of Financial Aid.

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

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

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

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

**Data Storage and Backup Policy**
Students will be given access to a folder on one of the DEC servers to store class files and projects. Students should keep a USB flash drive to store backup copies of their work. Student folders are not backed-up and will not be available should there be a network issue. DEC is not responsible for lost data or files that are stored on the DEC network or
DEC computers. Students should not store their work on lab computers because the computers can be moved or replaced at any time without notice.

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

GRIEVANCE POLICY

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

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

1. The student should approach the problem directly by discussing it with the involved party/parties. If the student is unable to resolve this difficulty, he or she should then proceed to step two (2) of the grievance policy.
2. The student may discuss the problem with his/her advisor to attempt to alleviate the situation. If the difficulty continues to remain unresolved, the student may proceed to step three (3) of the grievance policy.
3. The student may appeal to the Executive Director of Education by scheduling an appointment to confer. If the difficulty is unsolvable at this time, the student may proceed to step four (4) of the grievance policy.
4. The student may appeal to the President of the school by scheduling an appointment to confer.

5. Student inquiries may be directed to the following entities:
DEC is licensed by the Pennsylvania State Board of Private Licensed Schools and is accredited by the Accrediting Council for Independent Colleges and Schools (A.C.I.C.S.). Questions or concerns that are not satisfactorily resolved by the person designated above or by other school officials may be brought to the attention of the:

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

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780

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

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P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 787-8530

NONDISCRIMINATION POLICY

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

DRUG 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.

1. FIRST INFRACTION – The student will be advised by the Student Services Committee to voluntarily seek professional counseling.
2. SECOND INFRACTION – The student will be advised by the Student Services Committee to continue voluntary professional counseling. Alternatively, the student may choose to attend an in-patient treatment program.
3. THIRD INFRACTION – The student will be administratively withdrawn from DEC.

The following sanctions will be imposed on a student in violation of the policy regarding
the selling or trafficking of controlled substances.
1. 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 not withstanding. DEC further reserves the right to refer students to proper legal authorities for prosecution.

VOLUNTARY TREATMENT, COUNSELING, OR REHABILITATION

DEC 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 Student Services Committee, in strictest confidence, for assistance in locating the appropriate source of help. DEC will make every effort to work with any student who voluntarily seeks treatment, to assist them in completing their course of study.

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

DISABILITY SERVICES

Students with Disabilities

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

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 Executive Director of Education.

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.

Documentation of disability must be provided from an appropriately licensed / certified professional and must be complete enough to establish the student’s status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student and the student’s specific request for accommodations.

Necessary documentation to request accommodations / services, in general, should include the following:
- Identification of the nature and extent of the disability, including diagnosis
- Specific information on the functional limitation as related to the academic environment
- Description of the current course of treatment including medical side effects
- Prognosis for the disability
- Recommended reasonable accommodations

Disability Services and Access to Facilities

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

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

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

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

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.

WEAPONS POLICY

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.

STUDENT CONDUCT

The school expects all students to behave in a professional, businesslike manner and 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.

CHEATING

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

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.

FIRE DRILLS

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

DEC belongs to the computerized “School Closing/Delay Network.” This network helps ensure that closing or delay announcements will reach all students. Students are informed to tune in to TV channels WTAE, (Ch. 4), WPXI (Ch. 11), KDKA (Ch. 2), or Talk Radio 1250 AM for timely notification of a cancellation or delay. Students may also refer to: www.thepittsburghchannel.com.

In the event of a delay or closure, it is important for the students to know that students may be asked to leave class. The 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.

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.

ALLIED HEALTH DRESS CODE

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

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

The complete dress code is reviewed in detail with all students the first day of the semester. Appropriate dress in the Allied Health Program is left to the discretion of the Allied Health instructor and the Executive Director of Education.

SAFETY ATTIRE

Safety is the number one concern when it comes to our students. 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.

VACCINATION REQUIREMENTS

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

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

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

REGISTRY AND CERTIFICATION EXAMINATIONS

Allied Health Programs

Allied Health students who complete the DEC program are given the option to sit for the Medical Assistant Certification Examination, sponsored by the National Association of Health Professionals (NAHP). The examination will be scheduled during the fourth semester. However, Medical Assistant graduates have the option of sitting for the examination any time it is scheduled. Students who successfully pass the NAHP Examination have the privilege of using the initials NR-CMA (Nationally Registered Certified Medical Assistant) following their name. It is important that the student recognize the value that this registry has in employment. These initials indicate a high level of competency, accomplishment, and professionalism. Medical Assistant students also have the opportunity to take a phlebotomy certification sponsored through the NAHP. Upon successfully passing the exam, the student will be a NR-CPT (Nationally Registered-Certified Phlebotomy Technician).

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

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

All policies are subject to change, with approval of the CEO/President, without prior notice.
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.

MONA RUTH IMBRES CIA 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

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<tr>
<th>Room</th>
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<td>Admissions Resource Center</td>
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2nd Floor

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<td>101</td>
<td>Classroom</td>
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<td>Classroom</td>
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<td>103</td>
<td>Resource Center / Financial Aid Conference Room</td>
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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.

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<td>Lead Custodian Office</td>
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<td>Supply Distribution Center</td>
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<td>Storage</td>
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<td>Storage</td>
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<td>Receiving Department</td>
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<td>201</td>
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<td>204</td>
<td>Facilities</td>
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<td>205</td>
<td>Marketing / Public Relations / Production</td>
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<td>Guest Lounge</td>
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3rd Floor

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<td>CEO / President’s Office</td>
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4th Floor

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<td>Executive Director of Education</td>
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<td>Education Department</td>
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<td>405</td>
<td>Office / Storage Room</td>
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<td>406</td>
<td>Information Technology</td>
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<td>407</td>
<td>Director of Information Technology</td>
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<td>408</td>
<td>Server Room</td>
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VAN KEULEN COMPLEX

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

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<td>Career Services</td>
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<td>105</td>
<td>Student Lounge / Special Events Cafe</td>
</tr>
<tr>
<td>106</td>
<td>Director of Student Life / Social Media Coordinator / Library</td>
</tr>
<tr>
<td>107</td>
<td>Learning Resource Center</td>
</tr>
<tr>
<td>108</td>
<td>Classroom</td>
</tr>
<tr>
<td>109</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

3rd Floor

<table>
<thead>
<tr>
<th>Room</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>201</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>202</td>
<td>Executive Director of Financial Aid</td>
</tr>
<tr>
<td>203</td>
<td>Financial Aid Office</td>
</tr>
<tr>
<td>204</td>
<td>Facilities</td>
</tr>
<tr>
<td>205</td>
<td>Marketing / Public Relations / Production</td>
</tr>
<tr>
<td>206</td>
<td>Guest Lounge</td>
</tr>
</tbody>
</table>

4th Floor

<table>
<thead>
<tr>
<th>Room</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>301</td>
<td>CFO / Business Development / Bursar</td>
</tr>
<tr>
<td>302</td>
<td>Business Office</td>
</tr>
<tr>
<td>303</td>
<td>Business Office</td>
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<tr>
<td>304</td>
<td>Supply Room</td>
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<tr>
<td>305</td>
<td>Executive Assistant</td>
</tr>
<tr>
<td>305a</td>
<td>Mail Room</td>
</tr>
<tr>
<td>306</td>
<td>New Hire Center</td>
</tr>
<tr>
<td>307</td>
<td>President’s Conference Room</td>
</tr>
<tr>
<td>308</td>
<td>Copy Room</td>
</tr>
<tr>
<td>309</td>
<td>CEO / President’s Office</td>
</tr>
</tbody>
</table>

PORTFOLIO AND CAREER DEVELOPMENT CENTER

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

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

STUDENT LOUNGE

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

DESIGN AND CAREER TRAINING CENTER

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

Room
100 Reception Area
101 Student Lounge
101a Office
102 Studio Workshop
102a Office
102b Storage Room
103 Classroom
104 Classroom
201 Classroom
202 Classroom
203 Private Industry Council Office / Classroom
204 Office
205 Private Industry Council Office / Classroom
206 Pearson Vue Testing Center

8TH STREET ARTS BUILDING

The 8th Street Arts Building is home to Tom Savini’s Special Make-Up Effects Program. This building houses faculty offices, specialized workshop-style classrooms, studios, mold rooms, a machine shop, sculpting and make-up studios, a photography studio, fabrication rooms and the supply room.

Room
101 Foam Mixing Room
103 Mold Making / Sculpting Studio
104 Storage Room
109 FX Workshop
110 FX Fabrication Room
110b Fabrication Room (Ventilation)

Room
111 Finishing Room
112 Machine Shop
113 Mold Room

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

301 Multi-Purpose Sculpting Room
302 Purchasing Agent Office
304 Photography Studio
306 Office

401 Wardrobe
402 Student Lounge
403 Make-Up Effects Studio
406 Office

501/502 Supply Distribution Center

DIGITAL FILM BUILDING

The Digital Film Building is home of the The Factory Digital Filmmaking Program at Douglas and is attached to DEC’s Van Keulen Complex. Completely refurbished inside and out, the Digital Film Building houses professional facilities for both production and post-production, as well as classrooms and office space. A large sound stage, editing suites, a 50+ seat theater, private study corrals, a production office make up the facility.

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

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

301 Office
302 Office
303 Director’s Office
304 Conference Room / Classroom
THE COSMETOLOGY ACADEMY

The Cosmetology Academy, home to the cosmetology programs, is located on the corner of Fourth Street and Schoonmaker Avenue. It houses offices, specialized classrooms, a library, and a student clinic which houses the latest in salon equipment. Wi-Fi access is available.

Room
101 Classroom
102 Classroom
103 Esthetics Lab
103b Vichy Shower
201 Supervisor / Director Office
202 Classroom
203 Break Room
204 Learning Resource Center / Computer Lab
205 Teachers Lounge
206 Classroom
207 Shampoo Room
208 Dispensary
300 Student Clinic
301 Nail Technology Classroom
302 Storage Room
304 Dispensary

MEDICAL TECHNOLOGY BUILDING

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

Room
101 Clinical Procedures Laboratory A
102 Clinical Procedures Laboratory B
103 Teacher’s Office
   Examination Room 1
   Examination Room 2
   Examination Room 3

30 DONNER PLACE

30 Donner Place is a multi-purpose facility which has been designed and developed to facilitate many options for education. The class “Special Effects From Page to Screen” will be held here. All classroom portions of CDL and heavy equipment classes are held here as well.

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

SKILLED TRADES
110 Large Multi-Purpose Room
111 Heavy Equipment Classroom
112 Instructors Office
113 Heavy Equipment and CDL with Safety and Natural Gas Classroom
114 Small Multi-Purpose Room
115 Commercial Driver’s License Classroom
116 Simulations / Computer Lab
HEAVY EQUIPMENT TRAINING SITE

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

CDL TRAINING SITE

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

Each graduating Medical Assistant will receive a school pin signifying the completion of a professional program. The professional pin is a cherished keepsake and should be proudly displayed throughout your medical career to patients and other professionals.

DEAN’S LIST

The DEC Dean’s List was established to honor those students in all curricula who receive a grade point average of 3.25 or better in any semester. A list of those students honored is posted in the school at the end of each semester. Students must be enrolled full-time to be eligible for the Dean’s List.

ALPHA SOCIETY

The Alpha Society is a prestigious group of DEC students honored for achieving a 4.0 QPA in any semester. Students with a 4.0 in one semester are qualified as Alpha 1, in two semesters Alpha 2 and so on.

PRESIDENT’S AWARD

This award recognizes outstanding academic achievement by students who earn a cumulative Quality Point Average of 3.8 and above.

DOUGLAS AWARD

The Douglas Award recognizes outstanding leadership in the school and in the community. Recipients are selected by the faculty and administration based upon their contribution of many hours of voluntary aid and assistance through school and/or civic organizations and programs.

WHO’S WHO AWARD

Who’s Who recognizes DEC’s most outstanding graduates. Recipients are selected by the faculty and administration based upon participation in various DEC projects and events.

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 COMMITEE

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

STUDENT SERVICES COMMITTEE
Janelle Imbrescia - Committee Head
Michael Crosby
Len DiNaples
Renee McDowell
BJ Rapp

MENTORING

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

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

TUTORING

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

STUDENT PORTAL

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

ORIENTATION

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

Students enrolled in the Medical Assistant Program are invited but not mandated to attend the on ground orientation, however they must attend and complete their online orientation. Details can be found on page 85.

STUDENT LIFE AND ACTIVITIES

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

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

PORTFOLIO AND CAREER DEVELOPMENT

The Portfolio and Career Development Center (P&CD) is an extension of the Career Services Department. The P&CD works hand-in-hand with all DEC students in helping them prepare their portfolios and materials to assist in their career search. P&CD is essentially an internal agency dedicated to promoting student work and building a bridge between students and their future by providing material support, constructive feedback and creating a more complete picture of our students capacity. The P&CD offers information, professional photographic services, critique sessions and an understanding of what is needed to make an impact in different segments of the market.
Housing

Douglas Education Center does not provide room and board. In an effort to assist with housing needs while attending DEC, BDI, Inc., a local real estate development company, has offered to provide various housing options to our students. All housing options are within close proximity of the campus buildings. Lease terms coincide with the length of the respective educational program at DEC.

Residential units are single occupancy and include shared kitchen, bath and living areas. The rent for all BDI facilities includes all utilities such as gas, electric, water, sewage and garbage. The tenant is responsible for telephone service, Internet service and cable service, if tenant desires such services. All units are cable and telephone ready.

Also available are one and two bedroom apartments. The apartments include bedroom(s), living room, kitchen and bath. Select units have a sculpting room. Laundry facilities are on-site and free to use with rent. Snow removal and grass cutting are provided at no additional cost.

All facilities meet fire and safety regulations. A BDI representative is available during business hours at 724-653-2224 and for emergencies by cell phone at 724-825-6678.

Student Key Fob Information

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

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.

Health Service

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

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. ID Badges MUST be visible. 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 Executive Director of Education.

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 visitors badge. The receptionist will notify the employee that his / her visitor has arrived. The employee will greet his / her visitor in the Welcome Center.

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

You are always welcome to visit the staff members in the Career Services Department for career advice, career counseling and guidance. The Career Services Department has partnered with the College Central Network to provide a comprehensive and full-service job finder; portfolio and resume generator; and online resource center. We now offer students access to the nation’s largest job board, which links to jobs across the United States.

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

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

TO BE SUCCESSFUL IN A CAREER, YOU MUST BE PREPARED, PROACTIVE AND PERSISTENT.

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

CAREER AWARENESS IS THE KEY TO A TARGETED JOB SEARCH.

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

USE THE RESOURCES PROVIDED TO LEARN AND ENERGIZE YOUR CAREER SEARCH.

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

LEARN THE DIVERSITY OF THE INDUSTRY AND THE MANY DIFFERENT JOB OPPORTUNITIES.

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

TARGET YOUR CHOICE OF GEOGRAPHIC LOCATION FOR YOUR FIRST RELATED EMPLOYMENT.

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

DEC’S EXCLUSIVE CONCIERGE SERVICE WILL MATCH YOUR SKILL SETS TO POTENTIAL EMPLOYERS.

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

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

Even though the Career Services Department is dedicated to your success, you are the most important component of your job search. DEC cannot guarantee employment.

LEARNING RESOURCE CENTER

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

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

Food or drinks are not permitted in any area of the Library or the LRC.

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

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 one week. 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 $2.50 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’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.

VOLUNTEER EXPERIENCES

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

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

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