



# **COSMETOLOGY STUDENT HANDBOOK**

1248 Procter Street  
Port Arthur, TX 77640  
[www.lamarpa.edu](http://www.lamarpa.edu)

## **Welcome to the Lamar State College-Port Arthur Cosmetology Program**

This program is governed by the Texas Department of Licensing and Regulations (TDLR) and the policies and procedures of Lamar State College - Port Arthur. The college catalog and the student handbook are available by means of the internet at [www.lamarpa.edu](http://www.lamarpa.edu). Lamar State College-Port Arthur policies and procedures are periodically reviewed and updated. Students will be notified of any changes during the academic year via course syllabi.

Students in the Cosmetology Program at Lamar State College-Port Arthur can earn a two-year Associate of Applied Science Degree in Cosmetology Operator or Cosmetology Instructor, or a one-year certificate of completion in Cosmetology Operator and Cosmetology Instructor.

The Cosmetology Program prepares students for a career as a cosmetology professional. The recommended courses of study are designed to meet license requirements established by the Texas Department of Licensing & Regulation.

Upon completion of this certificate program, students should have successfully completed all required courses and will possess knowledge and skills enabling him or her to pass an examination administered by the Texas Department of Licensing and Regulations.

Students who lack a high school diploma or GED must demonstrate necessary skills in reading, writing and math to enroll in any beginning Cosmetology course. The designated implement for demonstrating such skills is the TSI exam, GED or Ability to Benefit. Students seeking the AAS, who fail to meet minimal standards in one or more of these areas, must complete appropriate developmental courses such as DENG 0110, DENG 0410, DENG 0301, DMTH 0110, DMTH 0310, DMTH 0314, DMTH 0132 prior to enrolling in any cosmetology course.

## OBJECTIVES

As a successful Cosmetology student, you will:

- Acquire the ideals, attitudes, and personality traits, which are desirable for working with the public, employer and co-workers.
- Learn the scientific facts and artistic principles relative to the technical skills employed in the professional practice of cosmetology.
- Become proficient, through practice, in the manipulative skills employed in the practice of Cosmetology to the degree of speed and accuracy necessary to pass the Texas Cosmetology State Board exam.
- Develop habits of professional work ethics combined with the safe and organized performance of work.
- Learn the fundamentals involved in Salon Management and the appropriate selection, care, and use of equipment and supplies.
- Practice safety and sanitation methods administered by the Texas Department of Licensing & Regulations and LSCPA.
- Communicate effectively with employers, employees and patrons in a constructive manner.

## COSMETOLOGY FACULTY

Program Coordinator/Instructor I

Amanda Smith

[smitham@lamarpa.edu](mailto:smitham@lamarpa.edu)

409-984-6402

Instructor II

Sherry Lejeune

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Instructor I

Helen Fonteno

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Adjunct Instructor

Sherry Richmond

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409 984-6542

## ACADEMIC DISHONESTY

In an attempt to clarify possible misunderstandings, LSCPA faculty and staff have developed some definitions and examples of two types of academic dishonesty-- cheating and plagiarism.

**Cheating** is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

**Plagiarism, or literary theft,** is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's source(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism will result in disciplinary action.

## **TOBACCO FREE CAMPUS POLICY**

- A. Effective June 1, 2012, the use of tobacco products (including vaping, cigarettes, cigars, pipes, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products) by students, faculty, staff, and visitors are prohibited on all Lamar State College-Port Arthur properties.
  
- B. The use of tobacco products (including cigarettes, vaping, cigars, pipes, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products) is prohibited:
  - 1. In all interior spaces of all Lamar State College-Port Arthur properties;
  - 2. On all outside property or grounds of the Lamar State College-Port Arthur campus including parking lots, partially enclosed areas such as walkways, breezeways, and garages;
  - 3. In Lamar State College-Port Arthur vehicles, including all vehicles leased for the purpose of transporting individuals on College business.
  - 4. The College premises for this purpose, includes any property in use by the College, property leased or owned (including all grounds, buildings, facilities, vehicles, parking lots), property used for official functions sponsored by the College; and property used by the College in the conduct of any of its courses.

### **TDLR Rule 83.72 j 4    Responsibility of the Beauty Culture School**

(4) Students leaving the facility for any reason, including smoking breaks, must clock out, except when an instructional area on campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

**Immediate Absence or Suspension for Vaping in any area of the Cosmetology building.**

## SUPPORT SYSTEM

### Cosmetology

Milady's Standard Cosmetology 2016 Textbook  
Milady's Standard Cosmetology 2016 Theory Workbook  
Milady's Standard Cosmetology 2016 Exam Review Book  
TDLR Cosmetology Rules and Regulations Book

### Instructor

Milady's Master Educator 3<sup>rd</sup> Edition Textbook  
Milady's Master Educator 3<sup>rd</sup> Edition Exam Review Book  
TDLR Cosmetology Rules and Regulations Book

**Support material can be purchased at LSCPA Online Bookstore; Amazon; Barnes and Noble**

**Supply Kit:** Cosmetology kits must be purchased at LSC-PA within one week of their availability. If needed, please see the business office for a short-term loan.

<b>Determination of Final Grade</b>			<b>100%</b>
Unit Exams	30%	A	90-10
Skills Assignment and Attendance	40%	B	89-80
Special Assignment	10%	C	79-70
Final Exam	20%	D	69-60
		F	59 or Below

## PROGRAM POLICIES

- **Students MUST make a “C” or better in each class to progress to the next semester. If a student makes lower than a “C” in a course, they must report the course.**
- Students are to maintain a 2.0 GPA to graduate from LSCPA.
- Texas Department of Licensing and Regulation (TDLR) mandates a written and practical examination must be passed before receiving a Cosmetology license. You must pass the written examination before you can go for the practical examination. Examination eligibilities are good for 5 years and you may test an unlimited number of times.
- Texas Department of Licensing and Regulation (TDLR) has contracted with PSI licensure: certification to deliver its examinations. Once you have been approved by TDLR, you are responsible for contacting PSI to schedule an appointment to take your examination.

### Contact Information:

Texas Department of Licensing and Regulation

PO Box 12157 Austin, TX 78711

(512) 463-6599

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

Email: [examinations@tdlr.texas.gov](mailto:examinations@tdlr.texas.gov)

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification

3210 E Tropicana Las Vegas, NV 89121

(800) 733-9267 Fax (702) 932-2666

[www.psiexams.com](http://www.psiexams.com)

### PSI Online Examination Fees:

Written Examination Only	\$52	Practical Examination Only	\$74
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## GENERAL POLICIES – STUDENT RESPONSIBILITIES

- **Meningitis Vaccine**

Effective January 1, 2012, students applying to Lamar State College-Port Arthur must have had a bacterial meningitis vaccine.

A student who has been admitted to an institution of higher education or private or independent institution of higher education must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the **five-year period preceding and at least ten (10) days prior to the first day of the first semester** in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

- **Parking Pass** - Each student who pays the necessary fee is issued a hanging tag that permits parking on campus. This tag is numbered and is to be displayed as instructed in official parking and traffic regulations, which are issued when automobiles are registered.
- **Student Photo Identification Card** - All students must purchase a photo identification card located on the 2<sup>nd</sup> floor of the student center.
- **TDLR Cosmetology Student Permit** – \$25.00 registration fee is required for all cosmetology students. The registration fee is due **on** or **before** the first-class day. The registration fee must be paid for at the business office. A copy of your receipt is needed on the first-class day.
- **TDLR Rules and Regulations Book** – TDLR will mail your R&R book to your home; upon receiving your book, bring it to school immediately, it **MUST be** visible or displayed at your station at all times.
- Students are responsible for their own supplies and personal items. Lockers and locks will be supplied and their use is encouraged. Lockers are to be cleaned out at the end of the semester. LSCPA is not responsible for lost or stolen items. Items left in lockers will become the property of LSC-PA. For your safety, keep your personal items in your locker or your vehicle.

### **NO PURSES ARE TO BE SEEN WHILE ON THE CLOCK!**

- A student that withdraws or is dropped from the program must do an official drop on the 3<sup>rd</sup> floor of the student center and remove all of their belongings from the Cosmetology building. If **not** removed after the 10th class day, these materials will become the property of LSC-PA.
- Electronic devices such as laptops, iPads, iPods or headphones are not permitted while on the clock, unless authorized by the instructor.

- Students are not permitted in the following areas unless they have permission from the instructor: the front desk, reception area, dispensaries, supply cabinets, and instructors' offices.
- Students are not permitted to have visitors while on the clock unless approved by an instructor.
- Students are not permitted to use the copier, computers, adding machines, televisions, or any other equipment unless authorized by the instructor.
- The break room (kitchen) exit is for **emergency use only**.

## CLASS HOURS

**Fall and Spring Semester** - 9 a.m. –3:30 p.m.

**Freshman** – Monday, Tuesday & Wednesday

**Sophomore** – Tuesday, Wednesday & Thursday

**Freshman & Sophomore** – Every Other Friday 9 a.m.-12 p.m.

Your instructor will provide you with additional information.

**High-School:** Dual Enrolled students will attend class their normal schedule.

Phase II: 8 a.m. – 11:00 a.m. Phase I: 12:30 p.m. – 3:30 p.m.

### **Make-Up Times:**

**Freshman & Sophomore:** Your instructor will provide you with additional information.

## Break Schedule

Monday through Thursday

A.M. Break	10:15 – 10:30
Lunch Break	12:00 - 12:30
P.M. Break	2:00 - 2:15

- Before going on break and /or lunch, workstations and supplies must be cleaned.
- Cell phones are permitted on break ONLY. While on break, students are permitted the use of their cell phones in designated areas ONLY (theory class, the break room, and gazebo).
- DO NOT have cell phones in other areas. Cell phones are not to be **visible** except while on break.

**Note: Students will be subjected to disciplinary action for violating this policy.**

## ATTENDANCE POLICY

Regular class attendance is important to the attainment of the educational objectives of the college. The cosmetology program has formulated an attendance policy that is consistent with the objectives of the program and the needs of the student to fulfill all necessary requirements needed.

Poor attendance is a leading reason for termination from a job in all areas of employment. With this factor in mind, the instructor monitors student course activity daily.

Skills Assignments and Attendance is 40% of your overall grade and will be monitored daily.

### **ANY COSMETOLOGY LAB DAYS MISSED MUST BE MADE UP.**

**Cosmetology time clock:** The time clock is used for TDLR attendance verification ONLY. Each student is assigned a code to clock in and out. It is your responsibility to clock in and out each day. No student may clock in or out for another.

Students are expected to attend all class meetings regularly and punctually. Students should arrive 15 minutes prior to the start of class. Consult with your instructor in advance if you know you will be tardy or absent. Tardies and absences **MUST** be made-up.

**Tardies:** Students should arrive 15 minutes prior to the start of class.

**Classes start at 9 a.m.                      Tardy at 9:15                      3 tardies equal half-day absence.**

Make-up exams will NOT be given. Any missed exam due to an Excused Absence Only, will be replaced with your lowest unit exam grade. This replacement will occur only **Once** per class. Final exams are exempt, students must be present for all final exams.

Excused absences include medical emergencies (Self & Family). Written documentation from a physician will be required for medical and family emergencies in order to substitute the score for missed exam ONLY. Documentation must be submitted to your instructor upon your return to class. Reminder: Any absences must be made up. Check with your instructor for additional information.

Texas Department of Licensing & Regulations (TDLR) mandates the completion and passing of all the registered modules (courses) to be eligible to take the state board exam. Attendance, Theory and Practical documentation must be available for the State Inspectors visit.

Lamar State College-Port Arthur mandates the completion and passing of all Cosmetology classes with a "C" or better to attain the knowledge and skills needed to pass your State board exam.

## DRESS CODE POLICY

**Professionalism:** A professional appearance is required at all times. The professional image consists of more than the appropriate uniform. The Cosmetology instructors are committed to helping students grow in both skills and professionalism.

Each student is required to adhere to the dress code policy set by the College and Texas Department of Licensing & Regulation. Every student must be in uniform **before** clocking in and remain in uniform at all times. (Includes hair and make-up).

**Failure to comply with these requirements will result in a suspension and sent home until in compliance with the cosmetology dress code.**

**Failure to return in compliance with LSC-PA dress code will result in an absence.**

The requirements are as follow:

- **Uniform:**
  - **Solid black** scrub top with sleeves.
  - **Solid Black** scrub pants. Pants must be hemmed and not dragging the floor.
  - **Solid Black** skirts may be worn, below the knee.
  - A long sleeve shirt (any color) may be worn under scrub top.
  - No hoodies or sweatshirts may be worn under a scrub top.
  - **The uniform must be ironed or wrinkle-free.**
  
- **Shoes:** Comfortable tennis shoes or workforce shoes only. No boots, Crocs, Sandals
- **Head Attire:** No hats, caps, wave or wrap caps, or bandanas.  
**Adornment headbands are acceptable upon approval.**
- **Nails:** As a safety precaution, all nails should be of average length.  
**Nails may not be longer than the end of the finger.**
- **Hair: Hair must be neat and presentable daily. (you are your biggest advertisement)**
- **Lab Jacket or Vest: Solid Black** lab jacket or vest.
- **Approved** Lamar Cosmetology t-shirts may be worn with black scrub pants.
- As a service professional, good hygiene is a required daily.
- Uniforms and shoes will be monitored and checked on a regular basis.

## TDLR SANITATION POLICY

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during and after each service.

### **TDLR Rule: 83.73. Responsibilities of Students**

- (a) Students are responsible for compliance with the health and safety standards of this chapter.

**TDLR Rule: 83.102. Health and Safety Standards--General Requirements.** (a) All cosmetology establishments and licensees shall utilize clean and disinfected equipment, tools, implements, and supplies in accordance with this chapter, and shall employ good hygiene habits while providing cosmetology services.

- (a) (b) A licensee may not perform services on a client if the licensee has reason to believe the client has a contagious condition such as head lice, nits, ringworm, conjunctivitis; or inflamed, infected, broken, raised or swollen skin or nail tissue; or an open wound or sore in the area to be serviced.
- (b) (c) Multi-use equipment, implements, tools or materials not addressed in this chapter shall be cleaned and disinfected before use on each client. Except as otherwise provided in this chapter, chairs and dryers do not need to be disinfected prior to use for each client.
- (c) (d) Single-use equipment, implements, tools or porous items not addressed in this rule shall be discarded after use on a single client.
- (d) (e) Electrical equipment that cannot be immersed in liquid shall be wiped clean and disinfected prior to each use on a client.
- (e) (f) All clean and disinfected implements and materials when not in use shall be stored in a clean, dry, debris-free environment including but not limited to drawers, cases, tool belts, rolling trays, or hung from hooks. They must be stored separate from soiled implements and materials. Ultraviolet electrical sanitizers are permissible for use as a dry sanitization.
- (f) Storage container. Non-cosmetology related supplies must be stored in separate drawers or locations.
- (g) (g) Shampoo bowls, and manicure tables shall be disinfected prior to use for each client.
- (h) (h) Floors in cosmetology establishments shall be thoroughly cleaned each day. Hair cuttings must be swept up and deposited in a closed receptacle after each haircut.
- (i) (i) All trash containers must be emptied daily and kept clean by washing or using plastic liners.
- (j) (j) Hand washing facilities, including hot and cold running water must be provided for employees.
- (k) (k) Clean towels shall be used on each client. Towels must be washed in hot water and chlorine bleach.

- (l) (l) Soiled towels shall be removed after use on each client and deposited in a suitable receptacle.
- (m)(m) Each cosmetology establishment shall keep all products used in the conduct of their business properly labeled in compliance with OSHA requirements.
- (n) (n) Hair cutting and shampoo capes shall be kept clean. A clean (one-use) cape shall be used for each client or a sanitary neck strip or towel shall be used to keep the capes from coming into direct contact with the client's neck.

### **LSCPA SANITATION POLICY**

1. Students must clean their work area each day. Stations may be checked at any point throughout the day.

Sanitation/Disinfection Includes:

- Wiping your mirror using glass cleaner
  - Wiping down hydraulic chair (seat and base of the chair).
  - Wiping down your station
  - Wiping down and cleaning out your supply caddy.
  - Keeping your area swept and free of hair at all times
2. Before going on break and/or lunch, work stations and supplies must be cleaned.
  3. Daily sanitation duties are assigned on a rotation basis and must be maintained throughout the day and before leaving the lab for the day.
  4. Sanitation duty should be done in the last 30 minutes of your lab time.
  5. No running, throwing objects, or squirting water across the room.
  6. For safety and sanitary reasons, natural or artificial nails must be no longer than the end of the fingertip.

### **CELLPHONE POLICY**

Cell phones should be in a silent mode and put away during lecture and lab hours. Not in your pocket, or supply caddy.

Students may use their cellphones/smart watch on BREAK and BREAK ONLY and in designated areas ONLY.  
(Theory classroom, break room, gazebo area)

If you are expecting a very important telephone call, or requiring to make a call, you must notify the instructor prior to class regarding the nature of the situation.

Smart Watch is not allowed during an exam. Any student wearing a smart watch during the exam will receive a ZERO.

Student may not charge cell phones during class time. Break time is acceptable.

Office phones and the front desk phones are off limits to all students unless authorized by an instructor.

The front desk phone is for appointments ONLY.

For emergencies call: Ms. Smith 409-984-6402, Mrs. Lejeune 984-6507, and Mrs. Fonteno 984-6409, Reception desk: 409-984-6403 or the main number: 409-983-4921 or 800-477-5872, and Lamar security will be sent with the message.

## **CLASSROOM POLICY**

1. No sleeping, closing eyes, or laying the head down on the desk or table.
2. Back packs or book bags are not allowed on the tables during theory or in the lab area.
3. Snacks and/or drinks in the classroom during theory at the instructor's discretion.
4. No feet on the furniture or sitting on the tables.
5. Late work accepted at instructor's discretion. **No make-up exams will be given.**
6. Students are not permitted to go outside to their cars once they have clocked in.



## LAB POLICY

1. Clients come to Lamar to benefit the students and assist with their education, and for that we are eternally grateful. The school will not tolerate rudeness or unethical conduct with the clients. If a problem occurs, notify your instructor immediately.
2. Students are expected to be friendly and polite when servicing patrons; absolutely no arguing in front of patrons. Any patron disputes are to be handled by an instructor.
3. Socialization is not permitted between students while servicing patrons. Your focus should be on your client.
4. Students refusing to stay on task and refusing to do lab assignments, will immediately receive:

**A written notification, sent home and counted absent for the remainder of the day.**

5. *NO* student may perform or receive personal services during class time except as assigned by the instructor.
6. Horseplay, practical jokes, or playing with water spray bottles is prohibited at all times.
7. Students must be on Cosmetology related task at all times. It is your responsibility to come to class with all necessary supplies needed for theory and practical applications.
8. No open containers, food, or drinks (no eating or drinking) is allowed on the lab floor or the hallway. The designated eating areas are the break room and each theory classroom.

## BEHAVIOR POLICY

1. Stealing – Theft or destruction of property will not be tolerated;  
**Automatic dismissal from the program, with a one-year suspension from the college.**
2. Disrespectful, disruptive behavior, and profanity *will not* be tolerated;  
**The student will be written up for the first offense. A second offense will result in a one-day suspension. Further offenses will require a meeting with the instructor, program coordinator, and department chair.**
3. Violent behavior towards another student, client, or an instructor will not be tolerated;  
**Automatic dismissal from the program with a one-year suspension from the college.**

## STUDENT CONDUCT

To meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less invites the destruction of not only academic freedom, but also the system of higher education.

Student discipline at Lamar State College Port Arthur is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that requires disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to assist in arriving at a just and equitable decision.

Counseling, conferences with parents and/or instructors, conferences with peer groups and other techniques as may seem appropriate, may be employed in making discipline an educational experience.

## **DISABILITY SERVICES**

All students with disabilities are encouraged to register with Disability Services and provide appropriate documentation of their disability. Students should register with Disability Services as early as possible to help ensure that all accommodations are in place by the beginning of the semester.

Laurie Marcantel, M.Ed., L.P.C., A.T.S.

Disability Services Coordinator

Lamar State College – Port Arthur Madison Monroe Education Building Rm 231B

P.O. Box 310 / 1500 Procter Street Port Arthur, TX 77641-0310

Phone: (409) 984-6241

Fax: (409) 984-6056

Email: [marcantella@lamarpa.edu](mailto:marcantella@lamarpa.edu)

## **COURSE WITHDRAWALS and DISMISSALS**

It will be the discretion of the Cosmetology Program Coordinator, Department Chair, Dean of Student Services and/or the Dean of Technical Services to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or lab area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.

If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Lamar State College – PA Student handbook.

If there is voluntary withdrawal from the program, the student should withdraw prior to the withdrawal deadline. Withdrawal deadlines are published on the LSCPA Academic Calendar located online at [www.lamarpa.edu](http://www.lamarpa.edu). It is the student's responsibility to follow withdrawal procedures.

**Students who are withdrawn from the program for failure to comply with Cosmetology Program policies and procedures must wait a year to reapply.**

**Students who have been withdrawn from the program for the following reasons are NOT eligible for readmission:**

- **Willful lying or deceit**
- **Verbal or physical abuse of a client/patron**
- **Verbal or physical abuse of faculty**
- **Falsification of records**
- **Cheating**
- **Stealing**

**Misuse of drugs and/or alcoholic beverages**

## **TRANSFER OF HOURS OF INSTRUCTION**

### **Section 1602.455. Transfer of Hours of Instruction.**

(a) A student of a private beauty culture school or a vocational cosmetology program in a public school may transfer completed hours of instruction to a private beauty culture school or a vocational cosmetology program in a public school in this state.

(b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the executive director.

(c) In evaluating a student's transcript, the executive director shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the executive director shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.

(d) On evaluation and approval, the executive director shall certify in writing to the student and to the school to which the student seeks a transfer that:

- (1) The stated courses and hours have been successfully completed; and
- (2) The student is not required to repeat the hours of instruction.

(e) If a private beauty culture school license has been expired for more than 30 days, a student of that school may not transfer hours of instruction the student completed at that school.

A placement exam will be given to all transferring students from another institution. The placement exam will measure the retained information from previous courses, and determines what level a student shall begin at within the Lamar cosmetology program.

## **REFUND POLICY**

Students officially withdrawing during the refund period will receive a refund for tuition, Student Center Fee, Student Services Fee, course fee, laboratory fee, Library Use Fee, private lesson fee, and Technology Service Fee according to the refund schedule below.

Refunds are awarded based on the following schedule:

Semester Length (9 to 16 or more weeks)

1. Prior to the 1st class day ..... 100% (less \$20 matriculation fee)
2. During the 1st five class days ..... 80 % of total fees
3. During the 2nd five class days..... 70 % of total fees
4. During the 3rd five class days ..... 50 % of total fees

## **GRIEVANCE PROCEDURE**

Students should first attempt to resolve grievances locally and informally through discussion with campus officials. Students should first discuss grievances with the campus individuals with whom they have an unresolved issue (instructor). If the issue remains unresolved, the student should discuss the unresolved issue with the immediate supervisor (program coordinator).

- a. Academic issues.** The student should first discuss the Instructor, Program Coordinator, Department chair, Dean of Technical Programs, and the Vice President for Academic Affairs.
- b. Non-academic issues.** The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, and finally the Dean for Student Services.

Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility. If the issue or concern is not settled at the departmental level within 10 working days, then the issue shall be referred in writing to a vice president. If the unresolved issue is academic in nature, the referral will be forwarded to the Vice President for Academic Affairs. If the unresolved issue is non-academic in nature, the referral will be forwarded to the Dean of Student Services.

The Vice President for Academic Affairs will review the unresolved academic issues. The Dean of Student Services will review unresolved non-academic issues. If the issue remains unresolved, the Vice President or Dean may recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.

The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged.

## ORDER OF AUTHORITY

Students are encouraged to utilize **the chain of command** when voicing questions pertaining to disciplinary notifications, grades, or any other concerns.

The chain of command is shown below:

- Instructor of your course(s)
- Program Coordinator
- Department Chair
- Dean
- Vice President of Academic Affairs

Begin directly with the instructor, and then if additional clarification is needed, follow up with the program coordinator.

Instructors: Sherry Lejeune  
409-984-6507

Helen Fonteno  
409-984-6409

Sheri Richmond  
409 984-6542

Second: Cosmetology Program Coordinator: Amanda Smith  
409-984-6402

Third: Business and Industrial Technology Department Chair: Sheila Guillot  
409-984-6381

Fourth: Dean of Technical Services: Dr. Melissa Armentor

Fifth: Vice President of Academic Affairs: Dr. Pamela Millsap

**NOTICE: You must bring counseling notes from the instructor and/or program coordinator before seeing the department chair, dean, or vice president. If you jump the chain of command, you will not be seen. You will be sent back to follow the chain of command.**

## **TITLE IX/SEXUAL/ MISCONDUCT**

The Texas State University System and Lamar State College-Port Arthur are firmly committed to maintaining an educational environment free from all forms of sex discrimination.

Sexual misconduct is a form of sex discrimination and will not be tolerated. Lamar State College-Port Arthur will maintain an environment that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. LSC-PA will take prompt and appropriate action to eliminate sexual misconduct when such is committed, prevent its recurrence, and remedy its effects.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities. Sexual harassment of students or employees, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

Lamar State College-Port Arthur is committed to creating an environment free of harassment and discrimination.

### **Training Requirement**

Congress passed legislation that requires new students at all colleges and universities to complete training on sexual assault and violence prevention prior to attending class. All new and transfer LSCPA students must complete the online Title IX/Clery Act Training Course prior to registering for class.

Once a new student is admitted, a link to the online training course "Think About It" from Campus Clarity is sent to the students MyLamarpa.edu email account. Each student must complete the training course before registering for classes. Failure to complete this training will impact a student's ability to register for classes. 'Think About It' takes approximately two-and-a-half hours to complete. The training course allows the student to work at their own pace and leave the course to return at a later time. When the student returns to the training session, the course will open to the page where you stopped. Upon completion, students should print a Certificate of Completion. LSCPA is also notified when a student successfully completes the course.

## **Discrimination**

Lamar State College-Port Arthur does not discriminate on the basis of race, color, national or ethnic origin, gender, disability, religion, genetic information, veteran status, or age its programs and activities and provides equal access to applicants, employees, and students.

## **Where to Report**

### **Title IX Coordinator**

Susan Cook  
MMED 208I  
409-984-6146  
[cooksl@lamarpa.edu](mailto:cooksl@lamarpa.edu)

### **Student Services**

Dr. Tessie Bradford Coordinator  
Student Center, Room 301  
409-984-6156  
[hebertda@lamarpa.edu](mailto:hebertda@lamarpa.edu)

### **Athletics**

Scott Street, Deputy Coordinator  
Parker Center Room 102  
409-984-6192  
[streetsa@lamarpa.edu](mailto:streetsa@lamarpa.edu)

### **Security**

Student Center 1st Floor  
409-984-6255

### **Confidential Reporting**

Laurie Marcantel, M.Ed., L.P.C., A.T.S.  
Disability Services Coordinator  
Madison Monroe Education Building Rm  
231B  
409) 984-6241  
[marcantella@lamarpa.edu](mailto:marcantella@lamarpa.edu)

### **Human Resources**

Tammy Riley, Deputy Coordinator  
Business Office  
409-984-6237  
[rileytl@lamarpa.edu](mailto:rileytl@lamarpa.edu)

### **Finance Office**

Mary Wickland, Deputy Coordinator  
Finance Office Room 129  
409-984-6125  
[wicklandma@lamarpa.edu](mailto:wicklandma@lamarpa.edu)