



# Denmark College

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## 2022 Catalog

**Merrillville, Indiana Campus  
(Main campus and corporate office)**

8101 Polo Club Drive  
Merrillville, Indiana 46410  
Phone (219) 736-9999  
Fax (219) 769-0075

**Chicago, Illinois Campus  
(Branch campus)**

214 South Wabash Avenue  
Chicago, Illinois 60604  
Phone (312) 386-9100  
Fax (877) 333-1019

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

## ABOUT DENMARK COLLEGE

Denmark College is paving a path forward for students by giving them a space where they feel seen and the freedom to express and create for themselves and others. We recruit the most motivated students we can find and provide them the tools, mentors, and theories to achieve their goals. This unmatched blend of resources creates a connected, compassionate community where success prevails, and careers are discovered.

## VISION

Every Student's belief within themselves is ignited and ripples out into the greater world.

## MISSION

Our mission is to educate students for employment through a combination of classroom theory and hands-on training; and further, to provide them with the tools necessary to locate and retain a rewarding career in a high demand industry for which they have a passion.

## CORE VALUES

The core values of Denmark College reflect not only what we value and how we articulate it but also what we want to impart on our students now and in the future.

*Integrity:* We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication with mutual respect.

*Customer Service:* We value our internal and external customers and actively work to exceed their expectations.

*Excellence:* We value high standards for our students and ourselves and are committed to meeting those expectations through our programs, services and processes.

*Diversity:* We value an educational environment that attracts and supports a diverse community of students and staff.

*Teamwork:* We value the energy from working together to optimize our students' lives through education.

## FACILITIES

The main campus is located at 8101 Polo Club Drive Merrillville, Indiana 46410 and is housed in a brick building with over 20,000 square feet. The space consists of classrooms, offices, computer labs, two medical labs, a barbershop, a cosmetology salon, and a library. All classrooms are furnished with state of the industry equipment for learning including video and computer set ups for presentations. Ample parking is provided free of charge however students are required to park in designated areas which are subject to change.

The Chicago location has over 8,000 square feet of space located in the busy South Loop. The College is near public transportation which students are encouraged to use as the College has no private parking and public parking in the area is expensive. The space consists of classrooms, offices, a practical lab, a computer lab, and a barber clinic. The barber clinic is located on the second level and boasts state of the art equipment in a spacious updated facility featuring excellent lighting. The third level is reserved for student activities and includes classrooms, computer lab, laundry room, practical area and a student break area.

## LIBRARY

Denmark College maintains its own on-site library which is stocked with supplemental information and reference materials to be used in conjunction with the vocational programs taught. In addition, the Lake County Public Library is located adjacent to Denmark College at 1919 West 81<sup>st</sup> Avenue. The library is available for use by all Denmark College students, including those who do not live in the district.

## ACCREDITING AGENCY

### **Council on Occupational Education**

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Phone: (770) 396-3898 Website: Council.org

## LICENSING AGENCIES

### **Merrillville, Indiana campus**

This institution is authorized by:

**The Indiana Commission for Higher Education/**

**The Indiana Board for Proprietary Education**

10 West Ohio Street, Suite 300

Indianapolis, IN 46204-4206

### **Indiana Professional Licensing Agency**

402 W Washington Street

Indianapolis, Indiana 46204

Phone: (317) 234-3031

### **Chicago, Illinois campus**

### **Illinois Department of Financial and Professional Regulation**

Division of Professional Regulation

320 W. Washington

Springfield, IL 62786

Phone: (217) 785-0800

## REGULATION

This institution is regulated by:

### **State Workforce Innovation Council**

Office for Career and Technical Schools

10 N Senate Avenue, Suite SE 304

Indianapolis, IN 46204

Phone: (317) 234-8338 or (317) 232-1732

OCTS@dwd.in.gov

<http://www.in.gov/dwd/2731/htm>

# SCHOOLS OF BARBERING AND COSMETOLOGY

## ADMISSION

Denmark College does not discriminate against any person because of race, color, religion, creed, sex, national origin, age, disability, marital status, disability, veteran status or any other status protected by applicable law. This nondiscrimination policy applies to admissions, employment, access to and treatment in the College program and activities. An enrollment fee of \$100 is due at time of enrollment.

### BARBER AND COSMETOLOGY ADMISSIONS REQUIREMENTS

A prospective student must attend a tour and have an interview with Admissions. Candidates must have a high school diploma or the recognized equivalent of a high school diploma, such as a general education development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate to enroll. Prospective students must complete enrollment and financial documents using their own legal name as it appears on a government issued ID. Prospective students must demonstrate knowledge of the industry. The prospective student must be able to benefit from the program and if during the interview or subsequently the school determines the student does not, the application will be rejected.

### TECHNICAL STANDARDS FOR BARBER AND COSMETOLOGY STUDENTS

Denmark College (the "School") is dedicated to providing its students with the skills and training they need to successfully enter the workforce upon graduation. For this reason, to successfully complete our barber or cosmetology program, students must learn about, practice, and provide essential salon services, including many hours spent interacting with and serving members of the public on the salon floor. This requires that students are able to meet certain essential physical and behavioral requirements ("Technical Standards), which mirror the requirements to be a successful, practicing barber or cosmetologist.

These Technical Standards include the ability to:

- Use of their hands to handle, control, or feel objects, tools, or controls.
- Repeat the same movements.
- Stand for long periods of time.
- Bend or twist their body.
- See details of objects that are less than a few feet away.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use two hands to grasp, move, or assemble objects.
- Use fingers to grasp, move, or assemble very small objects.
- See differences between colors, shades, and brightness.
- Understand the speech of another person.
- Stand in close proximity to another person.
- Speak clearly so listeners can understand.
- Use effective interpersonal relationship skills

A student's inability to satisfy these Technical Standards will result in a student's removal from the barber or cosmetology program, without regard to whether the student claims a disability.

### INSTRUCTOR ADMISSIONS REQUIREMENTS

Prospective students must attend a tour and have an interview with Admissions. A candidate for the instructor program must have a valid Barber or Cosmetology License and demonstrate proficiency in barbering/cosmetology by performing/demonstrating techniques/services on clients or mannequins as directed by the campus director and passing a theory examination. The College will conduct an interview of each candidate to ensure they understand the duties of an instructor and can perform those duties.

The prospective student must be able to benefit from the program and if during the interview or subsequently the school determines they do not, the application will be rejected.

## TECHNICAL STANDARDS FOR INSTRUCTOR STUDENTS

Denmark College (the “School”) is dedicated to providing its students with the skills and training they need to successfully enter the workforce upon graduation. For this reason, to successfully complete our instructor program, students will be required to obtain supervised instructional experience working with the College’s barber and cosmetology students. This requires that students are able to meet certain essential physical and behavioral requirements (“Technical Standards), which mirror the requirements to be a successful, practicing barber or cosmetology instructor.

These Technical Standards include the ability to:

- Use their hands to handle, control, or feel objects, tools, or controls.
- Repeat the same movements.
- Stand for long periods of time.
- Bend or twist their body.
- See details of objects that are less than a few feet away.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use two hands to grasp, move, or assemble objects.
- Use fingers to grasp, move, or assemble very small objects.
- See differences between colors, shades, and brightness.
- Speak in front of a group
- Demonstrate proficiency in barbering or cosmetology
- Understand the speech of another person.
- Stand in close proximity to another person.
- Speak clearly so listeners can understand.
- Stand in front of a class and give a lecture.
- Maintain professional demeanor at all times.
- Use effective interpersonal relationship skills

A student’s inability to satisfy these Technical Standards will result in a student’s removal from the instructor program, without regard to whether the student claims a disability.

## COMPLETION, PLACEMENT & EXAM PASS RATE\*

2021 Barber Placement Rate: 88%

2021 Barber Completion Rate: 63%

2021 Barber State Exam Pass Rate: 83%

2021 Cosmetology Placement Rate: 75%

2021 Cosmetology Completion Rate: 63%

2021 Cosmetology State Exam Pass Rate: 80%

\*Combined rates for both campuses based on Council on Occupational Education standards

## TRANSFER CREDITS

Prospective students seeking to transfer credits from an outside institution must provide an official transcript, complete a transfer credit request form, and be evaluated by a qualified instructor for previous education to be considered for transfer credits. Such a grant of credit is at the discretion of Denmark College.

Students seeking to transfer credits within the institution must obtain a transcript from the registrar, complete a transfer credit request form, and be evaluated by a qualified instructor for previous education in a different program to be considered for transfer credit within the institution. Such a grant of credit is at the discretion of Denmark College.

## TRANSFER OF DENMARK COLLEGE CREDITS

No representation is made whatsoever concerning the transferability of credits earned at Denmark College to any other institution. The decision to accept Denmark College credits is at the discretion of the receiving institution.

## SPECIAL NEEDS ENROLLMENT

Denmark College will make every effort to accommodate a special needs student. Candidates should present the College with a letter from a physician stating that the candidate is able to perform the duties of the profession with special accommodation. Throughout enrollment special needs students may be granted additional accommodations at the discretion of faculty. Such accommodations may include special needs student may include additional time to take tests, additional time to complete haircuts, etc. Such accommodations must not exceed or contradict any state licensing requirements. The State Board of Examiners will require the graduate to perform certain tasks and pass a written examination in to obtain a license to practice. Therefore, special needs candidates are strongly encouraged to discuss the situation with the Board of Examiners at the regular meeting before making application to the College.

## ACADEMIC SCHEDULE

Classes for the Merrillville campus Barber, Cosmetology and Instructor programs meet Tuesday through Saturday from 9:00am to 5:00pm. Classes for the Chicago campus Barber program meet Monday through Friday from 9:00am to 5:00pm. Class start and end times are subject to change at Denmark College's sole discretion.

The Barber, Cosmetology and Instructor programs at the Merrillville campus observe the following holidays/breaks:

- Summer Break (usually a four day weekend around the Fourth of July)
- Thanksgiving Break (Thursday-Monday)
- Christmas Break (usually a full week plus two days)

- Snow Days, as required
- Institute Days, as scheduled

The Medical Assistant program holiday/break schedule is listed in the start date schedule.

The Chicago campus observes the following holidays/breaks:

- Memorial Day
- Summer Break (usually a four day weekend around the Fourth of July)
- Labor Day
- Thanksgiving Break (Thursday-Sunday)
- Christmas Break (usually a full week plus two days)

- Snow Days, as required
- Institute Days, as scheduled

This schedule is subject to change at Denmark College's sole discretion.

## SCHEDULED START DATES

Scheduled start dates are subject to change at the College's sole discretion.

### BARBER, COSMETOLOGY AND INSTRUCTOR PROGRAMS

MONTH	MERRILLVILLE	CHICAGO
JANUARY 2022	TUESDAY, JANUARY 11	MONDAY, JANUARY 10
FEBRUARY 2022	TUESDAY, FEBRUARY 8	MONDAY, FEBRUARY 7
MARCH 2022	TUESDAY, MARCH 8	MONDAY, MARCH 7
APRIL 2022	TUESDAY, APRIL 5	MONDAY, APRIL 4
MAY 2022	TUESDAY, MAY 3	MONDAY, MAY 2
JUNE 2022	TUESDAY, JUNE 7	MONDAY, JUNE 6
JULY 2022	TUESDAY, JULY 12	MONDAY, JULY 11
AUGUST 2022	TUESDAY, AUGUST 9	MONDAY, AUGUST 8
SEPTEMBER 2022	TUESDAY, SEPTEMBER 6	TUESDAY, SEPTEMBER 6
OCTOBER 2022	TUESDAY, OCTOBER 4	MONDAY, OCTOBER 3
NOVEMBER 2022	TUESDAY, NOVEMBER 8	MONDAY, NOVEMBER 7
DECEMBER 2022	TUESDAY, DECEMBER 6	MONDAY, DECEMBER 5

## ATTENDANCE POLICIES

The most successful graduates of Denmark College are those students who had perfect attendance. A student's hours are scheduled on the date of enrollment. When a student begins class, he/she is provided with a personal key fob for the time-clock system that records time. The key fobs are College property and must be returned upon graduation or withdrawal. Students will be charged \$20 to replace a lost key fob. The student is responsible for clocking in and out each day. Full time students are given a 60-minute lunch break which does not count toward contact hours. Part time students do not get a lunch break. There are two scheduled 15-minute break during the day for students provided they do not have a customer.

### CLOCKING IN/OUT

Students are expected to clock-in upon arrival and clock-out when leaving. If a student leaves the building, they must be clocked-out. Failure to clock-out when leaving the premises will result in disciplinary action up to and including suspension and termination.

## **BUSY DAY**

Saturdays are the busiest day for the Merrillville campus barber clinic and cosmetology salon and Fridays are the busiest day for the Chicago campus barber clinic. On Busy Day students get the most opportunities to perform services on clients, therefore it is critical that students attend on Busy Day. Students who miss multiple Busy Days will be subject to disciplinary action including additional make-up work/assignments and up to suspension.

## **ATTENDANCE**

Students should make attendance a top priority. If you do not attend you will not learn the skills needed to become a successful professional. We understand life happens and you may not be able to attend 100% of your scheduled hours, however you should make every effort to attend all scheduled hours. Attendance will be monitored throughout the program and students failing to attend regularly may be counseled to improve attendance or be subject to withdrawal. Students must attend 67% of the cumulative scheduled hours to maintain satisfactory attendance.

New students who fail to attend a minimum threshold of 80% of their scheduled hours during the first 60 days may have their enrollment canceled.

Please note that Veterans may have more stringent attendance requirements. For more information please review the Veteran Policy within this catalog.

## **TARDINESS**

If a student is going to be tardy, he or she must call the institution.

## **MAKE UP WORK**

Students who are absent must make up the work missed. All classes in theory and practical demonstrations are taught on a rotating schedule. It is the student's responsibility to schedule make-up work. Students are provided with a schedule of tests required to chart their progress in the program. Weekly tests can be made up in the computer lab and results forwarded to the instructor.

## **PRE-STATE EXAMINATION REQUIREMENTS**

Candidate must pass the written pre-state examination with a grade of at least 80% and pass a final exam that tests your skills and practical knowledge of the curriculum by demonstrating your ability to perform barbering/cosmetology services. Students are required to provide a model on which to perform these services.

The candidate must bring their textbook and be on time for the appointment. Failure to follow these directions will result in a retake with a fee of \$50.00.

## **LICENSING REQUIREMENTS**

Barbers, cosmetologists and instructors are required to pass a licensure examination to obtain a license to practice.

## **GRADUATION REQUIREMENTS**

To graduate Barber and Cosmetology students must successfully complete 1500 hours of training, pass all tests with a grade of at least a 75%, pass a pre-state final examination administered by the College with a grade of at least 80% and successfully complete a practical test. Instructor students must successfully complete 1000 hours of training, pass all tests with a grade of at least 75%. There is a charge of \$50.00 for each retake of the pre-state examination after the first attempt. All tuition and fees must be paid before final grades are given. Upon completion of the graduation requirements and payment of all amounts due, the student will receive an application to apply to the Licensing Agency for a Barber, Cosmetology, or Instructor examination.

## COURSES OFFERED

### BARBER PROGRAM - 1500 HOURS

Contract Hours	Approx. Weeks
35 Hours Weekly	45
24 Hours Weekly	65

### COSMETOLOGY PROGRAM - 1500 HOURS

Contract Hours	Approx. Weeks
35 Hours Weekly	45
24 Hours Weekly	65

### INSTRUCTOR PROGRAM - 1000 HOURS

Contract Hours	Approx. Weeks
35 Hours Weekly Fulltime	30

## BARBER CURRICULUM

Subject	Total Hours
Sanitation, Bacteriology, and Sterilization	40
Laws and Rules	20
Salesmanship	15
Management	10
Skin	10
Hair	10
Facials	45
Hair Styling	225
Electricity/Light Therapy	10
Chemistry	10
Shampoo and Massage	70
Scalp Treatment	35
History of Barbering	10
Shaving and Shaping	45
Honing and Stropping	15
Personal Hygiene and Professional Ethics	10
Equipment Care	10
Hair Coloring	130
Permanent Waving and Chemical Relaxing	265
Haircutting	300
Anatomy and Physiology	15
Hairpieces	50
Discretionary Hours	150
<b>Total Hours</b>	<b>1500</b>

## COSMETOLOGY CURRICULUM

Subject	Total Hours
Hair cutting	275
Sanitation	40
Statutes and rules	10
Salesmanship	10
Management	10
Manicuring	30
Pedicuring	20
Hair removal (waxing)	15
Anatomy and physiology	5
Skin	5
Hair	5
Electricity	5
Chemistry	10
Shampooing	35
Scalp performances	20
Facials and makeup	65
Hair coloring	190
Texture services	320
Hair styling	280
Discretionary hours	150
<b>Total Hours</b>	<b>1500</b>

## INSTRUCTOR CURRICULUM

Subject	Total Hours
Orientation and review	150
Introduction to teaching	60
Course outline and development	330
School administration	50
Teaching	
(1) Assisting in the clinic and theory classrooms	150
(2) Practice teaching in the clinic and theory classrooms	260
<b>Total Hours</b>	<b>1000</b>

## TRANSITION PROGRAMS

### BARBER FROM COSMETOLOGY AND COSMETOLOGY TO BARBER

The Chicago campus of Denmark College offers a Transition to Barber Program for Illinois licensed cosmetologists. The Program is 500 hours in length and total tuition and fees for the Transition Program are \$7,200 for full time and \$7,900 for part time. Prospective students must provide a current Illinois Cosmetologist license and an Official Transcript from the Cosmetology school from which he/she graduated.

The Merrillville campus does not offer a specific Transition program however, Indiana licensed barbers and cosmetologist are encouraged to apply for transfer credit by providing a current Indiana barber/cosmetology license and an Official Transcript from the school from which he/she graduated, completing a transfer credit request form and going through an evaluation by the qualified Denmark College instructor. The prospective student can be granted up to 750 hours of credit toward the 1500-hour requirement. The grant of credit is at the discretion of Denmark College. This credit will shorten the length and cost of the program.

## TUITION FEES AND PROGRAM COSTS

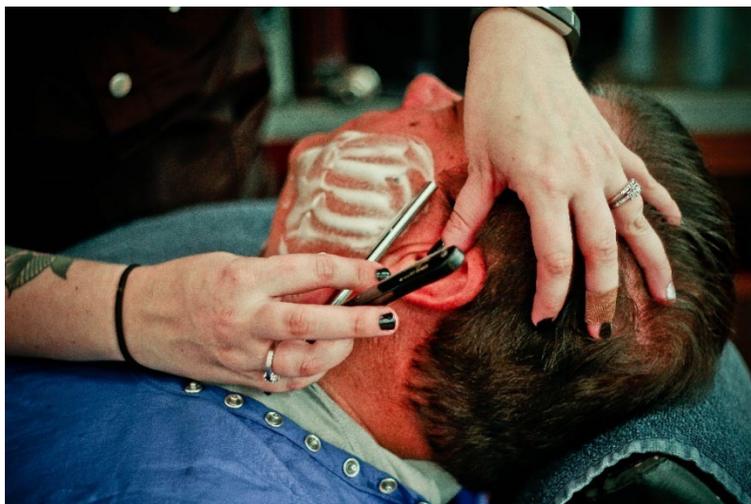
The total tuition and fees for the Barber and Cosmetology programs is \$19,600 for full time and \$21,400 for part time. The tool kit and textbooks are the sole property of the College and are loaned to the student. Students are not allowed to take any items from the tool kit off College premises. Tools that are broken or lost must be replaced by the Student at his/her expense. Upon successful completion of the program including the final examination and payment of all amounts due, the tool kit will be given to the student as a graduation gift.

Hours remaining to be completed after the scheduled completion date listed on the contract will result in tuition overage charges that the student must pay. The overage charges will be calculated at \$13.00 per hour for full time students and \$14.20 per hour for part time students.

The student's first pre-state exam is included in the cost of tuition. A fee of \$50.00 must be paid in full before each additional pre-state exam in the case of a failure.

## TUITION FEES AND PROGRAM COSTS FOR INSTRUCTOR PROGRAM

The total tuition and fees for the instructor program is \$12,800.00. The College will provide the textbooks, lesson plan template, smocks and other tools to be used by the student while in the program.



## SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether a student is making SAP in the program. To maintain eligibility for financial aid, students must make adequate academic progress toward his/her diploma.

### PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the program and are used to measure their satisfactory progress toward graduation. The policy is consistently applied to all applicable students. Evaluations are maintained in students' files.

Students must maintain SAP according to the following standards to continue enrollment. SAP is measured at the end of payment period and will be checked prior to disbursement of financial aid. Students must maintain compliance with both quantitative and qualitative measurements of SAP. The quantitative component measures the pace of progress in completing the program and qualitative component measures the academic success (grades) of the student's efforts.

The SAP policy for Title IV, HEA students is identical to the standards for students enrolled in the same educational programs who are not receiving Title IV aid. The financial aid director reviews the Title IV SAP policy to ensure it meets all federal requirements.

### EVALUATION PERIODS

Formal evaluations for SAP are conducted at the following actual clocked hours:

- 451 hours
- 901 hours
- 1201 hours

Evaluations determine if students have met the minimum requirements for SAP.

### ACADEMIC YEAR DEFINITION

900 CLOCK HOURS AND 26 WEEKS

### TRANSFER HOURS

Transfer hours accepted will be counted as both attempted and completed hours for determining when the allowable maximum timeframe has been exhausted.

### QUANTITATIVE MEASURE

To be considered making SAP, students are required to attend a minimum of 67% of his/her educational program and complete in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the College determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

If the enrollment is temporarily interrupted for a Leave of Absence, the student will return in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. Hours completed prior to the interruption or withdrawal will count toward the allowable maximum timeframe for course completion.

The maximum time for students to complete the Program is as follows:

Program	Normal Timeframe		Maximum Timeframe	
	Weeks	Hours	Weeks	Hours
Barber/Cosmo Full Time	45 weeks	1500 hours	67 weeks	2250 hours
Barber/Cosmo Part Time	65 weeks	1500 hours	97 weeks	2250 hours
Instructor	30 weeks	1000 hours	45 weeks	1500 hours

### QUALITATIVE MEASURE

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 75% at the end of each period.

Students must make up failed or missed evaluations and assignments. Students receive a grade as indicated on the chart below which is based on the end-of-period evaluation. Mid-period evaluations are for informational purposes and therefore students do not receive a grade. Students who receive a 74% or less course grade will be required to repeat that chapter. Repetition of a chapter will count in the quantitative calculation toward the maximum timeframe. The grade for a repeated chapter will replace the previous grade and be used in the qualitative measurement of the student's overall grades.

Course incompletes and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the satisfactory progress standards.

Grade	Mastery	Outcome
95-100	Excellent Mastery of Subject Matter	Passing
89-94	Above Average Mastery of Subject Matter	Passing
82-88	Average Mastery of Subject Matter	Passing
75-81	Acceptable Mastery of Subject Matter	Passing
74 and below	Lack of Mastery of Subject Matter	Failing

### FINANCIAL AID WARNING

Students who do not meet SAP measures described above at the review point will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning may continue to receive Title IV aid for the next payment period. The status will be conferred automatically without the student appealing the SAP status.

Students who improve performance during the warning period and are once again meeting the SAP measurement standards will be placed back into good standing and may continue to receive financial aid if otherwise eligible.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period the student will be placed on financial aid hold. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue as a cash-payer with an approved payment plan. Arrangements for payment must be approved in advance.

## **APPEAL PROCESS**

Students who do not make SAP at the end of the Financial Aid Warning period may appeal the financial aid suspension (FAS) status. In submitting an appeal, the student must demonstrate that he/she experienced mitigating circumstances that prevented the achievement of Satisfactory Academic Progress. For example, the student may have experienced a death in the family, a serious injury or illness, or other special circumstance. Documentation is required to support the basis of the appeal and must demonstrate that it directly contributed to poor academic performance in the term that he/she did not meet the standards. The student must also document what changes have occurred to remedy the mitigating circumstance that led to inadequate academic progress. Mitigating circumstances are defined as events that are outside of the student's control that interfere with his/her academic performance and could not have been remedied by the student at the time they occurred. Additionally, a student cannot use the same mitigating circumstance or any variation thereof in multiple appeals.

Students choosing to appeal must submit the appeal in writing to the Director with all appropriate documentation. The appeals committee will review the appeal packet and notify the student of the decision in writing within 15 days

from the date of submission. If approved, an Academic Improvement Plan may be required as a condition of the approval.

### **Financial Aid Probation (FAP)**

Students who successfully appeal their financial aid suspension status will have their financial aid eligibility reinstated and will be placed on Financial Aid Probation (FAP). During the probationary period students must make progress under their Academic Improvement Plan. Students who do not make progress under the Plan will be placed on FAH and are required to complete a SAP appeal for each subsequent term until all SAP standards are met.

## **DRESS CODE**

Denmark College believes students should look clean and professional at all times. In the Barbering and Cosmetology industries, image is important. Denmark College is not only a school but also a public-serving barbershop and cosmetology salon. We attempt to reach a balance between our students' desire to be comfortable and the need to look professional.

Students are required to wear a clean College-issued smock which must be buttoned up with no more than two buttons unbuttoned. Students must wear a shirt with a collar and black pants; women may wear a blouse and black skirts that are at least knee length. Students should wear shoes that are comfortable but practical. Tennis shoes are permitted as long as they are clean and neat. Open toed shoes, flip flops and high heels are not permitted. Clothing with rips, cuts or holes is not permitted. Student may not wear blue jeans, sweat pants, hoodies, t-shirts, hats, coats, headbands, caps, bandanas or big jewelry. All clothing must be clean and stain-free and can not be faded. Denmark College representatives will have the final say on all clothing disputes.

## TEXTBOOKS

Denmark College provides textbooks for students to use. Lost or damaged textbooks must be replaced by the students at his or her expense. The following textbooks are used in each program:

### **Instructor**

Milady's Master Educator Student Course Book, Hardcover  
ISBN-13: 9781133693697, \$172.95

Exam Review for Milady's Master Educator Student Course Book,  
ISBN-13: 9781133776598, \$53.95

### **Barber**

Milady's Standard Professional Barbering 6<sup>th</sup> edition, Hardcover  
ISBN-13: 9781305100558, \$156.95

Student Workbook for Milady's Standard Professional Barbering.  
ISBN-13: 9781305100664, \$73.95

Exam Review for Milady's Standard Professional Barbering,  
ISBN-13: 9781305100671, \$50.95

### **Cosmetologist**

Milady's Standard Cosmetology Textbook 13<sup>th</sup> edition, Hardcover  
ISBN-13: 9781285769417, \$146.95

Student Practical and Theory Workbooks for Milady's Standard Cosmetology 13<sup>th</sup> edition, ISBN-13: 9781285769455/9781285769479,  
\$58.95, each

Exam Review for Milady's Standard Cosmetology 13<sup>th</sup> edition,  
ISBN-13: 9781285769554, \$42.95

# SCHOOL OF ALLIED HEALTH

## ADMISSION

Denmark College does not discriminate against any person because of race, color, religion, creed, sex, national origin, age, disability, marital status, disability, veteran status or any other status protected by applicable law. This nondiscrimination policy applies to admissions, employment, access to and treatment in the College program and activities. An enrollment fee of \$100 is due at enrollment.

## MEDICAL ASSISTANT ADMISSIONS REQUIREMENTS

A prospective student must attend a tour, have an interview with Admissions and complete an assessment test. Candidates must have a high school diploma or the recognized equivalent of a high school diploma, such as a general education development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate to enroll. Prospective students must complete enrollment and financial documents using their own legal name as it appears on a government issued ID. Prospective students must demonstrate knowledge of the industry. The prospective student must be able to benefit from the program and if during the interview or subsequently the school determines the student does not, the application will be rejected.

Denmark College reserves the right to revoke admission based on an adverse background check or drug screen.

## TECHNICAL STANDARDS FOR MEDICAL ASSISTING STUDENTS

Denmark College's (the "School") Medical Assistant program is a demanding program that places specific requirements on the enrolled students. Every student in the Medical Assistant program must possess the physical, mental and emotional capabilities required to successfully complete the program and gain employment in the field.

The prospective medical assistant student must possess sufficient strength, motor coordination, and manual dexterity to:

- Assist patients on and off the examination table, assisting them in various positions.
- Perform finite motor skills.
- Move equipment, examination tables, chairs and assist in lifting patients.
- Walk and/or stand for extended periods of time.  
Walk and/or stand for extended periods of time.

The prospective medical assistant student must:

- Possess sufficient eye/hand coordination skills related to reading charts and using medical supplies and instruments.
- Be able to use senses (vision, hearing, smell, and touch) to recognize changes in patient conditions and needs.
- Be able to hear, understand, and react quickly to verbal instructions and patient needs.
- Be able to perform EKG procedures according to established standards.
- Be able to prepare injections and perform venipunctures.
- Be able to perform vital signs for all patients.
- Be able to perform CPR.
- Wear personal protective equipment (PPE) and gloves for extended periods of time.

The prospective medical assistant student must be able to consistently demonstrate emotional, mental, and physical health in order to:

- Meet the demands of the position including handling stressful situations related to technical and procedural standards and patient care situations.
- Exhibit social skills necessary to interact effectively and respectfully with patients, families, supervisors, and coworkers of the same or different cultures.
- Maintain composure while managing multiple tasks simultaneously.
- Maintain personal hygiene consistent with close personal contact associated with patient care.
- Carry out all assigned duties.

The prospective medical assistant student must demonstrate effective communication skills in order to:

- Communicate clearly in English with patients, family members, and medical staff.
- Elicit accurate information from patients, family members, and medical staff.
- Utilize professional medical terms when documenting a patient's electronic health record.

A student's inability to satisfy these Technical Standards will result in a student's removal from the medical assistant program, without regard to whether the student claims a disability.

## TRANSFER CREDITS

Denmark College does not accept transfer credits from other institutions.

## TRANSFER OF DENMARK COLLEGE CREDITS

No representation is made whatsoever concerning the transferability of credits earned at Denmark College to any other institution. The decision to accept Denmark College credits is at the discretion of the receiving institution.

## SPECIAL NEEDS ENROLLMENT

Denmark College will make every effort to accommodate a special needs student. Candidates should present the College with a letter from a physician stating that the candidate is able to perform the duties of the profession with special accommodation and what the special accommodation is. No accommodation will be made without documentation. Throughout enrollment special needs students may be granted additional accommodations at the discretion of faculty. Such accommodations may include additional time to take tests, additional time to complete assignments, etc., however students must be able to physically and mentally fulfill the role of a medical assistant to be enrolled in the medical assistant program.

## ACADEMIC SCHEDULE

### MEDICAL ASSISTANT PROGRAM

Classes in the medical assistant program meet every day, Monday through Friday.

TERM START DATE	TERM END DATE	HOLIDAYS
MONDAY, JANUARY 3, 2022	FRIDAY, MARCH 11, 2022	MARTIN LUTHER KING, JR. DAY, JANUARY 17
MONDAY, MARCH 14, 2022	FRIDAY, MAY 20, 2022	GOOD FRIDAY, APRIL 15
MONDAY, MAY 23, 2022	FRIDAY, JULY 29, 2022	MEMORIAL DAY, MAY 30 & INDEPENDENCE DAY, JULY 4
MONDAY, AUGUST 1, 2022	FRIDAY, OCTOBER 7, 2022	LABOR DAY, SEPTEMBER 5
MONDAY, OCTOBER 10, 2022	WEDNESDAY, DECEMBER 21, 2022	THANKSGIVING BREAK, NOVEMBER 23-25
<i>CHRISTMAS BREAK – THURSDAY, DECEMBER 22, 2022 THROUGH SUNDAY, JANUARY 1, 2023</i>		
MONDAY, JANUARY 2, 2023	FRIDAY, MARCH 10, 2023	MARTIN LUTHER KING, JR. DAY, JANUARY 16
MONDAY, MARCH 13, 2023	FRIDAY, MAY 19, 2023	GOOD FRIDAY, APRIL 7
MONDAY, MAY 22, 2023	FRIDAY, JULY 28, 2023	MEMORIAL DAY, MAY 29 & INDEPENDENCE DAY, JULY 4
MONDAY, JULY 31, 2023	FRIDAY, OCTOBER 6, 2023	LABOR DAY, SEPTEMBER 4
MONDAY, OCTOBER 9, 2023	WEDNESDAY, DECEMBER 20, 2023	THANKSGIVING BREAK, NOVEMBER 22-24
<i>CHRISTMAS BREAK – THURSDAY, DECEMBER 21, 2023 THROUGH MONDAY, JANUARY 1, 2024</i>		

### ATTENDANCE POLICIES

All students are expected to attend every class for which they are scheduled. If you do not attend, you will not learn the skills needed to become a successful professional.

### ABSENCES

If for any reason a student finds that he/she will be absent, the student is expected to notify the school and indicate the reason for the absence. If a student accumulates absences totaling more than 10% of scheduled class meetings, he/she may be removed from the class. Absences beyond the 10% level will be reviewed by the Campus Director and instructor upon the student's submission of documentation citing mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, etc. Final determination of mitigating circumstances is up to the Campus Director and instructor. It is the student's responsibility to make up any missed work.

Only one absence is permitted for all clinical and lab courses without mitigating circumstances.

## TARDINESS

A student is considered tardy when arriving after the scheduled class start time or leaving before the scheduled class end time. Repeated tardiness is unacceptable and may result in the student being counseled to improve or be subject to withdrawal. Student should contact his or her instructor before class begins if he or she is going to be tardy. Failure to notify the instructor may result in the student being unable to join the class late. Students must be certificated in CPR before attending any clinicals.

## CPR CERTIFICATION

Students must be certified in CPR before attending any clinicals. Students will be trained and obtain American Heart Association CPR certification in Patient Care

## MEDICAL LAB SAFETY GUIDELINES

Safety is of utmost importance while in the lab.

- Students must check in with an instructor prior to utilizing lab facilities and equipment.
- Students are only allowed to utilize equipment that they have been orientated to on proper use.
- If a student has been orientated to the equipment, but does not remember how to operate it, they must ask for assistance.
- If a student needs additional equipment, the student must ask an instructor to obtain it.
- Students should not open cabinets or drawers without the permission of staff.
- No lab equipment should ever leave the lab area.
- Extreme care should be taken when working with needles and syringes. If a needle stick happens, it must be reported immediately to an instructor.
- Only Denmark College medical assistant students are allowed in the lab area.
- Students are responsible for ensuring waste material is properly disposed of.
- No student is to leave the lab area until all equipment has been put away, beds made, privacy curtains open. Lab area should be left clear of debris, clean, and orderly after use.
- No food or drink is allowed in the lab.

## GRADUATION REQUIREMENTS

To qualify for graduation, students must have successfully completed all credits in the program, must have earned an overall cumulative grade point average (GPA) of 2.0 (C) or higher, must have received a grade of C or higher in all required courses listed in the catalog under their program of study, and must finish within maximum time frame. All tuition and fees must be paid before final grades are given. Upon completion of the graduation requirements and payment of all amounts due, the student will receive a diploma.

## COURSES OFFERED

### MEDICAL ASSISTANT

Credits	Approx. Weeks
51 Credits	40

### MEDICAL ASSISTANT COURSES

Course	Total Credits
<b>1<sup>st</sup> Semester</b>	
BIO 110 - Anatomy & Physiology	4.0
MED 120 – Medical Terminology	5.0
MED 140 – Patient Care I	4.0
DEN 101 – Student Achievement	1.0
Total	14.0
<b>2<sup>nd</sup> Semester</b>	
MED 160 - Pharmacology	4.0
MED 240 – Patient Care II	4.0
DEN 102 – Professionalism	1.0
MED 150 – Office Administration	5.0
Total	14.0
<b>3<sup>rd</sup> Semester</b>	
MED 170 – Medical Office Technology	4.0
MED 130 – Medical Ethics	1.0
MED 280 – Certification Review	5.0
MED 260 – Basic Surgical Assisting	4.0
Total	14.0
<b>4<sup>th</sup> Semester</b>	
MED 290 – Externship	9.0
Total	9.0
Program Total	51.0

### TUITION FEES AND PROGRAM COSTS

The tuition and fees for the Medical Assistant program is as follows:

Course	Per Credit Hour	Program Total
Tuition	\$275	\$14,025
Technology/Lab Fee	\$50	\$2,550
Enrollment fee	–	\$100
		Total \$16,675

Textbooks are the sole property of Denmark College and are loaned to the student. Lost or damaged textbooks must be replaced by the Student at his/her expense.

## SATISFACTORY ACADEMIC PROGRESS POLICY

All students must meet the standards of the satisfactory academic progress (SAP) policy in order to remain enrolled and retain eligibility for Federal Student Aid (Title IV). SAP is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program. Students must meet the standards of both components (CGPA and completion rate) to remain eligible and to be considered to be making SAP. Students will have both components of SAP evaluated at the end of each term of enrollment.

### PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the program and are used to measure their satisfactory progress toward graduation. The policy is consistently applied to all applicable students. Evaluations are maintained in students' files.

The SAP policy for Title IV, HEA students is identical to the standards for students enrolled in the same educational programs who are not receiving Title IV aid. The financial aid director reviews the Title IV SAP policy to ensure it meets all federal requirements.

### EVALUATION PERIODS

Formal evaluations for SAP are conducted at the end of each term.

### ACADEMIC YEAR DEFINITION

3 terms (semesters) and 30 weeks

### QUANTITATIVE MEASURE

Students must successfully complete a minimum of 67% of the cumulative credits attempted at specific points in the program to maintain satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled in the term and have incurred a financial obligation. As with the CGPA requirements, the rate of progress will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

For calculating rate of progress for students enrolled in credit hour programs, a grade of W (Withdrawn) will not be counted as hours attempted. This grade is awarded when a student withdraws from a course within the first two weeks of a term or when a student is granted a Leave of Absence during the term.

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to ensure students are progressing at a rate at which they will complete their program within the maximum time frame.

Program		Normal Timeframe		Maximum Timeframe
Medical Assistant		51 Credits		76 Credits

### TRANSFER HOURS

Credit that has been transferred into the Institution by the student has no effect on the grade point average requirement for SAP. Transfer credit is considered when computing the rate of progress towards completion calculation in SAP and the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 9 credits earned at institution A into a program at institution B. The program requires 73 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and half times (150%) x 73 = 109 credits. The 9 transfer hours will be added to the attempted and earned hours when the rate of progress and maximum time frame are being calculated.

## **QUALITATIVE MEASURE**

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative GPA that is greater than or equal to 2.0.

## **FINANCIAL AID WARNING**

Students who do not meet SAP measures described above at the end of any term will be put on Financial Aid Warning for one term. Students who are put on a Financial Aid Warning may continue to receive Title IV aid for the next term. The status will be conferred automatically without the student appealing the SAP status.

Students who improve performance during the warning period and are once again meeting the SAP measurement standards will be placed back into good standing and may continue to receive financial aid if otherwise eligible.

Students not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period will be withdrawn from the program.

## **APPEAL PROCESS**

Students who do not make SAP at the end of the Financial Aid Warning period may submit an Appeal for Reinstatement by 1) submitting a letter of appeal prepared and signed by the student stating the mitigating circumstances for past academic issues and what has changed that will allow the student to achieve SAP standards and 2) providing documentation supporting the mitigating circumstances of unsatisfactory progress to the Campus Director. Examples of mitigating circumstances may include a death in the immediate family, a serious injury or illness, or other special circumstance. The Campus Director and faculty will review the appeal packet and decide whether to allow the student one additional term to become compliant with SAP. The student will be notified of the decision in writing within 15 days from the date of submission.

## **Financial Aid Probation (FAP)**

If such term is granted the student will be placed on Financial Aid Probation (FAP) for the next term. The student will meet with academic staff and a plan will be developed indicating what must be accomplished to meet SAP in the ensuing term. This status allows a student to remain eligible for Federal Student Aid and Veterans Education Benefits for one additional term. At the end of the probation period, the student will be returned to regular status if he/she meets or exceeds the minimum standards. Students who are not able to meet the SAP requirements at the end of the ensuing term will be terminated from the program.

## **Incomplete Policy**

There may be extreme circumstances that prohibit a student from completing a course. In that situation, a student may apply for an Incomplete by filling out the Request for an Incomplete in Courses form. The form must be completed in its entirety and necessary documentation must be supplied by the student. The form will then be reviewed by the instructor and the Campus Director. The student will be informed of eligibility to receive an Incomplete.

The following documented reasons may be considered extreme circumstances that can prohibit a student from completing a course:

- Documented military duty that results in an inability to continue with the course.
- Documented personal or family medical emergency
- Documented act of nature
- Documented death in the immediate family
- Documented temporary severe economic hardship

A grade of Incomplete (I) indicates the student has not completed the necessary work required for the course. The student has 6 weeks following the end of the course to complete all necessary work. If the work is not completed, the student will receive their otherwise earned letter grade (typically an F). An incomplete can only be awarded upon approval from the instructor and the Campus Director. In addition, the student must have completed 75% of the course requirements and been receiving a "C" or greater in the course prior to the hardship.

## DRESS CODE

Denmark College medical assistant students must always look clean and professional and wear the official Denmark College uniform (scrubs) while on College premises and at all clinical sites. The uniform should be clean and neatly ironed. The uniform should appear to be in good repair and be well-fitting.

- Shoes are to be non-skid, all white, closed toe, and in good condition. Cloth or canvas shoes are unacceptable. Clogs are unacceptable.
- Students must always wear their name badges at all times while on College premises and at all clinical sites.
- No artificial nail coverings or coatings. Natural nails only and with no more free edge than one-eighth of an inch. Nails must be tidy and clean.
- No artificial eyelashes, unless surgically implanted.
- The only jewelry to be worn is stud style earrings (1 pair) in the ear only, and 1 ring (simple band, no stone), and a watch with a sweep second hand is mandatory for clinical and lab experiences.
- Any piercings other than in the ear must be covered or removed, even when on campus.
- Hair that hangs past the shoulder must be neatly tied back into a ponytail and off the shoulder.
- Hair must be of a color that naturally occurs in nature (no purple, green, pink, etc.).
- Tattoos that can be seen while wearing the official Denmark College scrubs must be covered.

## DENMARK COLLEGE CAMPUS-WIDE POLICIES

### HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a financial aid officer is available for prospective and current students during normal business hours. To apply go to [www.FAFSA.gov](http://www.FAFSA.gov).

Denmark College's OPEID numbers is 041003.

### FAFSA APPLICATION SELECTED FOR VERIFICATION

All paperwork for the financial aid application process must be submitted prior to beginning attendance. If the application is selected for verification, the student must have all verification documents submitted no later than the end of the first week unless extenuating circumstances exist. A student selected for verification must have all required documentation submitted prior to the end of the first week of enrollment. If selected for verification, the student will be provided with a list of the documents required based on the information reported and on the specific Verification Category and situation.

- a. Exceptions to this policy may be made on a case-by-case basis by campus management.
- b. If a correction is required, the institution will initiate the correction, revise any previous confirmed awards and provide the student with a new confirmed award letter.
- c. If a student's original awards had confirmed and disbursed and a subsequent record was received by the institution resulting in the need for a correction, the student would be required to provide documentation to verify any conflicting information.
- d. If the student fails to submit the required verification documents by the deadline, he/she may be withdrawn and required to pay any accrued charges out-of-pocket,
- e. If the student provides fraudulent documentation the institution has a responsibility to refer the student to the Office of Inspector General (OIG).

### TYPES OF FEDERAL FINANCIAL ASSISTANCE

#### FEDERAL PELL GRANTS

Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant.

#### STUDENT LOANS

Many students rely on federal government loans to finance their education. Loan payments begin 6 months after graduation or withdrawal from school. Students eligible for the loan program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits.

## GENERAL STUDENT ELIGIBILITY REQUIREMENTS

- Student must have a valid social security number.
- Student must be a U.S. citizen or eligible non-citizen.
- Student must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
- Student must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, GED, or home school certificate-if approved under or accepted from state regulation.)
- Student must be beyond the age of compulsory high school attendance.
- Student has not been convicted of a drug-related offense that affects eligibility for FSA.
- Student (if male) must be registered with Selective Service.
- Student must not be enrolled solely in a remedial program.
- Student must maintain satisfactory academic progress.
- Student must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Student must not have borrowed in excess of loan limits.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Student must have financial need.
- Verification must have been completed, if required.
- Student is not enrolled in elementary or secondary school.
- Student is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

Students on federal financial aid will have draws that may occur throughout the program. Verification of documentation may delay the financial aid draws. It is the student's responsibility to provide the College with requested verification documents in a timely manner and failing to do so may cause student enrollment to be terminated.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

You Have the Right to Know:

1. The names of the organizations which accredit and authorize the College to operate;
2. About the programs, the faculty, and the physical facilities at the College;
3. The cost of attending the College;
4. The College's policy on refunds for students who drop prior to completion of the programs;
5. About the financial aid available from federal, state, local, private, and institutional financial aid programs;
6. The procedures and deadlines for submitting applications for each available financial aid program;
7. The criteria used to select financial aid recipients;
8. How your financial need is determined;
9. The type and amount of assistance in your financial aid package;
10. How and when the aid will be disbursed;
11. How the College determines whether you are making satisfactory progress and what happens if you are not;
12. The College's policy regarding your right to:
  - a. Review and inspect your education records;
  - b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
  - c. Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
  - d. File a complaint with the Education Department concerning alleged failures by the College to comply with statutory and regulatory student and family privacy rights.

## STUDENT RESPONSIBILITIES:

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the financial aid officer or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;
7. You should be aware of your College's refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the financial aid office;
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process;
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and
11. You will be responsible to pay any overpayment that is discovered during verification.

## LEAVE OF ABSENCE

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the period when a student is not in attendance. Any student wishing to request an LOA must notify the Director in advance, unless under extreme circumstances. Extreme circumstances include but are not limited to: death in the family, illness, or hospitalization. There must be a reasonable expectation that he/she will return from the LOA. The request must include the reason for the LOA. The Director has authority to either approve or deny the request based on the circumstances.

If a student does not return from the LOA, the College will assume the student has unofficially withdrawn and begin the withdrawal process. Upon return from a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. While the student is on an approved LOA, no additional charges will be accessed. Student may not exceed a total of 180 days on LOA in any 12-month period.

## WITHDRAWAL POLICY

Withdrawal can be initiated by the student or by the College if the student is not compliant with the College rules and regulations (see "Attendance Policies" and "Student Conduct Policies" sections in this Handbook). The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from College's attendance records,
2. Date student began the withdrawal process,
3. Date student provided official notification of intent to withdraw in writing,
4. Date student did not return at the expiration of an approved leave of absence.
5. Date of withdrawal as determined by the College when:
  - a. Student is expelled
  - b. Student not making satisfactory progress (attendance or academic) and does not make arrangements with the College for payment.

Students who wish to withdraw from classes should be advised that Federal Student Aid may not cover all the institutional charges due to the College upon the student's withdrawal and that such charges are due and payable. In addition, the College must notify the United States Department of Education of the withdrawal and any student loans may become due and payable to the Department of Education.

The student tool kit including smock and books is loaned to the student and will remain property of Denmark College in the event of student withdrawal or termination. Withdrawn students who do not return loaned kits and/or books will be charged for those kits/books.

The student who withdraws must complete exit counseling for the Department of Education to assure that the student is aware of their rights and responsibilities regarding federal student loans.

## TUITION REFUND POLICY

Refund calculations are performed for students who withdraw or are withdrawn from the College prior to the completion of the program. The refund amount, if any, will be posted to the student’s account balance. Any credit balance after the refund is posted and the Return to Title IV amount, if any, has been posted, will be refunded to the student or the student’s loans. Any remaining balance will be the responsibility of the student and/or guardian.

### INDIANA TUITION REFUND POLICY

We follow the Indiana Uniform Refund Policy as established by the Indiana Commission for Higher Education/Board of Proprietary Education. The Indiana Uniform Refund Policy which is summarized below and fully published in Appendix E.

1. A student who withdraws before starting classes and within six (6) days of signing the enrollment agreement will receive a full refund.
2. A student who withdraws before starting class but less than six (6) days after signing the enrollment agreement will receive a full refund less the \$100 enrollment fee.
3. A student who withdraws after starting the program and attending one week or less will receive a refund of 90% of the cost of the financial obligation, less the enrollment fee of \$100.
4. A student withdrawing after attending more than one (1) week but equal to or less than the 25% of the scheduled period of obligation will receive a refund of 75% of the cost of the financial obligation less the \$100 enrollment fee.
5. A student who withdraws after attending more than 25% but equal to or less than 50% of the scheduled period of obligation will receive a refund of 50% of the cost of the financial obligation less the \$100 enrollment fee.
6. A student who withdraws after attending more than 50% but equal to or less than 60% of the scheduled period of obligation will receive a refund of 40% of the cost of the financial obligation less the \$100 enrollment fee.
7. A student who withdraws after attending more than 60% of the scheduled period of obligation will not be entitled to a refund.

Refunds will be posted (and refunded if a credit balance exists) within thirty calendar days from the date a student officially notifies the College of his or her intent to withdraw; or in instances in which a student never attends class (no-show) or withdraws on the first day of class, thirty calendar days from the first day of class; or in instances in which a student does not notify the College of his or her intent to withdraw, thirty calendar days from the date the College makes the determination that the student has withdrawn; or thirty calendar days from the date the College terminates the student.

### ILLINOIS TUITION REFUND POLICY

For students who enroll in and begin classes, tuition adjustment shall be made in the following manner:

Percentage Time to Total Time of Course	Amount of Total Tuition Owed to the College
.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class, the College may retain no more than the application and registration fee, plus the cost of any books or materials provided by the College and retained by the student. When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the College may retain the application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the College.

Refunds will be posted (and refunded if a credit balance exists) within 45 calendar days from the date a student officially notifies the College of his or her intent to withdraw; or in instances in which a student never attends class (no-show) or withdraws on the first day of class, 45 calendar days from the first day of class; or in instances in which a student does not notify the College of his or her intent to withdraw, 45 calendar days from the date the College makes the determination that the student has withdrawn; or 45 calendar days from the date the College terminates a student.

## RETURN TO TITLE IV POLICY

If a recipient of Title IV grant or loan funds withdraws from a College after beginning attendance, 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. 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 is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges that the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule (Return to Title IV Formula) is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point, the student has earned 100% of the Title IV funds for the payment period.

There are two types of withdrawals that fall under the return to Title IV (R2T4) federal calculation regulations:

1. **Official Withdrawals** – student has completed the formal drop process by providing written notice to the College at the Registrar's Office in person, mail, fax, or email.
2. **Unofficial Withdrawals** – If a student begins to attend class, receives federal Title IV aid, but then ceases to attend class without providing official notification to the college, the Federal Government considers this to be an "unofficial withdrawal". For Title IV purposes, the withdrawal date for students who unofficially withdraw is the student's last date of attendance. The refund rules for Title IV aid recipients who withdraw are then followed to determine the unearned portion of Title IV aid that must be returned to the appropriate aid program(s).

Sample Return of Title IV calculations are available from the Financial Aid Office upon written request. Funds will be returned to the Title IV Programs within thirty days after the date the College determines that the student withdrew and may result in the student owing the College for institutional charges previously covered by Title IV assistance.

The return of Title IV funds may result in funds that have already been posted to the account being returned. Students then assume the responsibility for payment of the account balance. Generally, a withdrawal from the program will result in an outstanding balance with Denmark College. Balances unpaid after a student leaves the program will be submitted to the corporate attorney for collection as per the enrollment contract.

The institution must perform a R2T4 to determine the amount of earned aid in each payment period.

The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period.

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60 percent of the scheduled hours in the payment period or period of enrollment.

## RETURN TO TITLE IV PROCESS

1. A student's percentage of Title IV aid earned is calculated.
2. The amount of the Title IV funds disbursed is determined.
3. The amount of the Title IV aid that must be returned is determined.
4. The amount of unearned Title IV aid that must be returned by the College is calculated.
5. If it is determined that the amount of aid disbursed to the student is less than the amount of aid that the student has earned, a Post Withdrawal Disbursement is made to receive the amount of aid earned by the student.
6. All repayments to the financial assistance program will be paid in full in the following order:
  - a. Title IV unsubsidized loans,
  - b. Title IV subsidized loans,
  - c. Title IV PLUS loans,
  - d. Pell Grants,
  - e. State Funding,
  - f. Private Scholarships, and

## VETERAN POLICY

Applicants who have been honorably discharged from the armed forces or are a dependent of a deceased or 100% disabled veteran may be eligible for Veterans Benefit. To determine eligibility for this program, go to [GIBILL.VA.GOV](http://GIBILL.VA.GOV). Denmark College has been approved to provide educational benefits and has a facility code. Questions about VA benefits may be directed to the financial aid director. You will need your DD-214.

Denmark College will certify a veteran's enrollment in an approved program to the United States Department of Veteran's Affairs (USDVA). This certification, in part, requires the college to report to the USDVA the number of hours per week a veteran will be in attendance. If a veteran fails to attend the certified number of clock hours per week and this failure results in a change of pursuit as defined by the USDVA, the college must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and to Denmark College. Denmark college strongly advises veterans to pursue their training as specified in the Enrollment Contract. The College is required to terminate the GI Bill<sup>®</sup> benefit certification once the student completes the approved program in which they are certified. Individuals who are entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment or Chapter 33, Post-9/11 GI benefits can begin attending class if they have provided the VA's Certificate of Eligibility by the first day of class.

The Satisfactory Academic Progress Policy found in this catalog applies to all students receiving Veteran's Education Benefits (GI Bill<sup>®</sup>), except that these veterans and dependents of veterans must adhere to more stringent requirements as defined below.

A Veteran student must maintain a minimum of 75% attendance average each month to maintain satisfactory progress. Denmark College will place students failing to meet either the attendance or academic progress standards on probation for a period of one month. At the conclusion of this probationary period, if a Veteran student is not meeting both the attendance and academic progress standards, Denmark College will terminate the student from the GI Bill<sup>®</sup> program. However, Denmark College may grant a second probationary period of one month if extenuating circumstances warrant such action. Denmark College will reevaluate a student's progress at the conclusion of this second probationary period. If Denmark College determines at this evaluation that the student is meeting both the attendance and academic requirements the student will no longer be on probation. Contrarily, if the college determines that the student is failing to meet either requirement, Denmark College will terminate the student from the GI Bill<sup>®</sup> program. Students dismissed for failing to meet standards of academic progress may not be re-admitted using VA funds.

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

### **Compliance with 38 USC 3679(e)**

Beginning August 1, 2019, and despite any policy to the contrary, Denmark College will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 GI Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bill to the institution.

However, to qualify for this provision, such students must produce the VA's Certificate of Eligibility by the first day of class; provide written request to be certified; and provide additional information needed to properly certify the enrollment.

### **JOB PLACEMENT**

The applicant is hereby advised that the law prohibits the College from guaranteeing employment to anyone as an inducement to enroll. We offer free job placement assistance to graduates but ***do not guarantee job placement*** of graduates.

### **HOUSING**

We do not provide housing or dormitories.

### **HAZARDOUS CHEMICALS**

Persons interested in barbering and cosmetology should be aware that certain chemicals used in the occupation (including, but not limited to, permanent waving, hair relaxer, conditioners and hair color products) may be hazardous to the health. People who feel that they may have an allergy to one or more of the chemicals should seek the proper medical advice prior to enrolling.

### **STUDENT CONDUCT POLICIES**

#### **SOCIAL MEDIA POLICY**

1. Do not post confidential or proprietary information about Denmark College students, employees, or alumni. All persons must follow the applicable federal requirements such as **FERPA** and **HIPPA**. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws.
2. When posting, be mindful of the copyright and intellectual property rights of others and of the College.
3. Disclosure of confidential and proprietary information and posting negative, offensive and/or inappropriate comments about the College on Facebook and other social media is prohibited.
4. Take care not to post private information concerning others such as an e-mail from a colleague or contact information. Please exercise good "netiquette." Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.
5. Anything posted on the internet is out there for all to see even if later you attempt to delete it, so be careful in what you post.

#### **LOCKERS**

Lockers are provided free of charge to students in the barber and cosmetology programs for their personal belongings. The institution does charge a locker key deposit and a lost key charge. The lockers are the property of the College and can be opened and searched by College officials at any time for any reason.

## **GENERAL RULES OF CONDUCT**

All students are expected to conduct themselves in a professional manner at all times. Students who engage in certain misconduct activities are subject to disciplinary action up to and including dismissal from school. Specific forms of misconduct are as follows: all types of dishonesty, sexual harassment, theft or damage to school premises or property, physical or verbal abuse of any person on school premises, intentional disruption or obstruction of any school proceeding, violation of any code of ethics or any behavior that would be considered detrimental to the operation of Denmark College. Violation of any of these policies may result in administrative termination from Denmark College.

Denmark College is committed to a “zero indifference” approach which means that any and all witnessed or reported incidents of bullying and harassment will be addressed appropriately, which may include conferences with students, conducting an investigation, the requirement of outside counseling and taking disciplinary action as warranted by the severity of the situation. This may include administrative withdrawal from Denmark College.

These policies and procedures have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds for probation or dismissal.

If changes in these policies are necessary, they will be posted promptly, and all students are expected to comply with the changes.

1. Students are to arrive before classes begin.
  - a. Appropriate uniform is required (see “Dress Code”)
  - b. Students must arrive prepared including having textbook and tools/materials.
2. No drinking or eating in classrooms, labs or the clinical areas.
3. No smoking or vaping inside the campus. Smoking (and vaping) is allowed only in designated outside locations.
4. Students are responsible for their books and personal belongings. Lost items or items that break must be replaced by the student at their expense. Students are asked not to bring items from home on campus unless approved by an instructor.
5. Students are responsible for maintaining clean and sanitary conditions on the clinic floor and in the classrooms and labs. Sanitation is part of the curriculum.
6. Verbal and/or physical abuse by a student will not be tolerated and are grounds for termination. Profanity at any time is not permitted.
7. Stealing, use of drugs, selling of drugs, or consumption of alcoholic beverages are grounds for termination. (See “Drug-Free Workplace Policy”).
8. Students cannot receive personal phone calls during school hours. The use of cellular phones during school hours is not permitted on the clinic floor, in labs or classrooms.

## **Barber and Cosmetology Specific Rules of Conduct**

1. Denmark College offers two (2) courtesy breaks, each to be limited to fifteen (15) minutes in length. If a client service occurs during a break, the student will forgo that break. There is a sixty-minute lunch break for full time students only. Do not stay at lunch for longer than the time allotted.
2. Part-time students do not get a lunch break.
3. No student will be excused from any special demonstration classes unless working on a patron. Tardiness and/or absence from a demonstration class may result in the student being sent home. Outside demonstrations are booked in advance and are great tools of learning. Everyone is expected to attend these special classes when scheduled.
4. Students are to take patrons as assigned to them. Patrons are to be greeted and handled in a respectful and professional manner. Refusal to service a patron will not be permitted. Students who refuse to service a patron may be sent home, suspended or terminated.
5. Students are not to leave the campus without clocking out. Leaving campus without clocking out is subject to disciplinary action up to and including suspension and termination.
6. Clocking a student other than yourself in or out is prohibited and will result in disciplinary action including up to suspension and termination.

## **ACADEMIC INTEGRITY POLICY**

Students are expected to conduct themselves in an ethical and professional manner. All academic assignments, including papers, homework, tests and in-class assignments are to be the work of the individual student unless otherwise specified by the instructor. The following are examples of unethical or unprofessional behavior:

- Plagiarism: Using another person's work, words, ideas or results without giving proper credit to that person.
- Using notes, textbooks, or other materials when not allowed during an examination.
- Giving test questions or answers to another student or obtaining them from another student.
- Partly or wholly completing an assignment for another student.
- Attempting to earn hours while not on campus or not participating in the educational process (for clock hour programs).

Consequences: Denmark College will review instances of unethical or unprofessional behavior and take action which may include failure of the course or assignment and up to suspension or termination from Denmark College.

## **Dismissal from School**

A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school, failure to be current on all financial obligations to the school, excessive absences or tardiness, violation of academic integrity policy, damage/destruction of school property, unsafe practices, conduct disruptive to the classroom and/or school activities, and failure to follow rules/instructions.

The catalog is available online to all prospective students prior to enrollment. Prior to attending the first class, the rules and regulations are explained, and each student is given the opportunity to discuss any questions they may have about the rules. The rules and regulations have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds of dismissal.

## **POLICY AND PROCEDURE FOR SCHOOL SECURITY**

Denmark College established a school security policy in the unlikely event that the security of the school is breached either by students or by the public. The College is equipped with security cameras that provide a record of activity inside the building during all hours as well as an alarm system.

Any breach of security should be reported to the administration. A written report will be prepared and presented to the instructor on duty. The written report will be investigated by the administration and may be forwarded to City or Town Police, County Police, State Police or other authority as appropriate.

The clinic floor and the waiting area are accessible to clients and family members of students; all other areas are for student use only. Students shall not invite non-students into the classrooms, medical labs, computer lab or break room areas, as those are restricted areas to students and staff only. Students should bring all belongings that will be needed for the day when they arrive and not revisit their vehicle during the day. Students should lock valuables in their assigned lockers. Indiana students should park in the designated areas and lock their vehicles; please do not leave valuables in your car. Students are prohibited from sitting or loitering in or around vehicles during the school day. Students are not to eat lunch in their vehicles. Students who are on smoke break outdoors are not to have conversation with others in vehicles in the parking lot. Only students and clients are to park in the parking lot. All students must smoke at least 15 feet from an entry door.

The annual campus security statistics are posted on the website for inspection.

## DRUG-FREE WORKPLACE POLICY

Denmark College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

### PROHIBITED BEHAVIOR

To help achieve this goal, students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming alcoholic beverages while on College premises, in school vehicles, or while on school business or time, or bringing alcohol onto school premises or being under the influence of alcohol during school hours; or
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by physician.

The standards of conduct of this College clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above can result in prosecution by local, state, or federal authorities and conviction can result in fine, imprisonment, or both.

Any student who violates this policy is subject to corrective action up to, and including, termination of enrollment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Violations of this above mentioned policies occur when there is reasonable evidence of illegal prohibited activity. The College will act against all violators.

In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies.

### TESTING

Denmark College reserves the right to request random drug tests for its students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

Any student, who has been terminated for violating our substance abuse policy, wanting to return must first provide legitimate evidence that he/she has entered and completed a recognized rehabilitation program. Requests for reinstatement must be in written form and submitted to the Campus Director. The decision on whether to allow the student to return is solely up to Denmark College and is final.

Drug abuse is extremely dangerous and can lead to dependency, addiction and death. Drug use and abuse causes approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, etc.

This organization encourages students/employees to voluntarily seek help with drug and alcohol problems.

### COVERED PERSONS

Any individual who is a student, employee, conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, managers, supervisors, full-time employees, part-time employees, independent contractors, and students.

## **APPLICABILITY**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on organization property and at company-sponsored events.

## **NOTIFICATION OF CONVICTIONS**

Any covered person who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

## **SEARCHES**

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks, workstations, lockers and equipment bags.

## **CONSEQUENCES**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment/education can be withdrawn. The applicant may not reapply.

If an employee or student violates the policy, he or she may be terminated from employment/education.

## **ASSISTANCE**

Denmark College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Identifies resources available to assist in employees/student on Appendix B.
- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee's personal benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

## **CONFIDENTIALITY**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **SHARED RESPONSIBILITY**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees and management have important roles to play.

All students/employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, students/employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students/workers in seeking help.
- Report dangerous behavior to their instructor/supervisor.

It is the instructor/supervisor's responsibility to:

- Inform students/employees of the drug-free workplace policy.
- Observe student/employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students/employees as to expected performance improvement.
- Clearly state consequences of policy violations.

## **COMMUNICATION**

Communication our drug-free workplace policy to students, supervisors, and employees is critical to our success. To ensure all students/employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees/students.

## **ACCESS TO RECORDS AND FAMILY EDUCATION AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Denmark College complies with all requirements of FERPA. A signed authorization will be required in every instance before information is released from a student file. Student requests to review his/her file must be made in writing and the records will be made available on an appointment basis.

No personally identifiable information will be released without written consent of the student unless it is:

- College officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the College;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the College will inform students about directory information and allow students a reasonable amount of time to request that the College not disclose directory information about them. The College will notify students annually of their rights under FERPA through the College catalog.

## **UNLAWFUL DISCRIMINATION, HARASSMENT AND RETALIATION**

The College is committed to providing an environment for students and employees that is pleasant and free of unlawful discrimination, harassment, and retaliation. Denmark College does not discriminate against any person because of race, color, religion, creed, sex, national origin, age, disability, marital status, disability, veteran status or any other status protected by applicable law. This nondiscrimination policy applies to admissions, employment, access to and treatment in the College program and activities. Accordingly, unlawful discrimination, harassment, and retaliation by students, employees, co-workers, supervisors, managers, executives, directors, or any other member of the College community is strictly prohibited.

The College policies and procedures relating to unlawful discrimination, harassment, and retaliation are included in the Annual Security Report of each campus which are published on the College website at [www.denmarkcollege.edu](http://www.denmarkcollege.edu).

## ADMINISTRATION AND STAFF

Merrillville Campus Director and Title IX Coordinator	Megan Guess
Chicago Campus Director	Aaron Young
Program Director and Medical Assistant Instructor	Shetani Frye
Financial Aid Officer	Ruth Holl
Admissions Representative	Mary Manning
Admissions Representative	Daniel Reid
Registrar	Cathy Williamson
Social Media and Office Coordinator	Courtney Bagdon
Academic Compliance Officer	Amber Shannon
Accountant	Mark Chilla

## FACULTY

Barber Instructor	Bruce Adams
Barber Instructor	Tom Canon
Cosmetology Instructor	Courtney Chavez
Barber/Cosmetology Instructor	Jennifer Cottrell
Cosmetology Instructor	Charmara Davis
Medical Assistant Instructor	Alfred Evans
Barber Instructor	Richard Ford
Barber Instructor	Chris Griffie
Barber Instructor	John Hochstetler
Barber Instructor	Darcell Holloway
Medical Assistant Instructor	Faisal Rao
Medical Assistant Instructor	Diamond Tetter

## MEDICAL ASSISTANT COURSE DESCRIPTIONS

### **BIO 110**                      **Anatomy & Physiology with Lab**

Introduces cells, tissues, and human anatomy highlighting essential physiological principles through a systemic approach. Provides a general overview of basic concepts and terminology used in anatomy and physiology as applicable to health sciences.

### **MED 120**                      **Medical Terminology**

Addresses basic terminology used by the allied health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots, and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling, and pronunciation. Medical abbreviations, signs, and symbols are included.

### **MED 140**                      **Patient Care I**

This course provides instruction in the clinical aspects of the ambulatory healthcare setting. Includes an introduction to the clinical skills and practices of medical assisting to include anatomy and physiology, basic principles of first aid, applied mathematics, nutrition, legal scope of practice, infection control, and safety and emergency practices in the ambulatory medical setting. This course is designed to introduce the medical assisting students to the basics of laboratory procedures, vital signs, asepsis, sterilization, and treatment room procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, clinical laboratory regulations, and CPR. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy.

### **DEN 101**                      **Student Achievement**

This course will focus on assisting students to prepare for the higher education classroom and improving their academic performance by learning study skills, test taking skills, and time management skills.

### **MED 160**                      **Pharmacology**

Discusses the most common medications in current use with emphasis on classifications, uses, routes or administration, dosages, interactions, incompatibilities, and side effects, as well as drug legislation. Emphasizes the current 50 most commonly prescribed drugs. Addresses special precautions, legal aspects, and patient education and preparation and administration of medications.

### **MED 240**                      **Patient Care II**

This course provides a continuation of clinical skills and theory, which allows the student to become familiar with the following clinical duties: medications, EKG's, pulmonary function testing, understand and perform entry-level basic laboratory procedures. This includes fundamental principles of medical lab practice, disposal of biohazard materials, specimen collection, use of methods of quality control, urinalysis testing, chemistry testing, hematology testing, immunology testing, microbiology testing, and discussion of follow-up testing results. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination.

### **DEN 102**                      **Professionalism**

This course addresses historical and societal aspects of health care professions; learning and teaching medical professionalism; transformation of health care professions; professional leadership and team decision-making in health care; and ethical challenges to health care professionalism. It provides the tools and resources to help raise professional standards within the healthcare system. Taking an evidence and case-based approach to understanding professional dilemmas in healthcare, examining principles such as applying professional and ethical guidance in practice, as well as raising concerns and making decisions when faced with complex issues that often have no absolute right answer.

### **MED 150**                      **Office Administration**

Provides instruction in administrative functions in the ambulatory healthcare setting to include appointment management and basic finance functions using practice management and electronic health records systems. Provides an overview of health insurance plans medical and the skills needed to complete and submit insurance claims for third party reimbursement. Procedural and diagnostic coding appropriate to the ambulatory healthcare setting is included.

Competencies include appointment scheduling, telephone triage, and medical records management, bookkeeping and facility management.

**MED 170 Medical Office Technology**

This course builds on the students' knowledge of administrative procedures through computerized simulations of procedures performed in the medical facility. Provides instruction in medical office procedures and administrative functions in an ambulatory healthcare setting using integrated computer programs that manage appointments, insurance documentation and billing, file maintenance and creation, management of medical correspondence, licensing and software update processes and data back-up files. Students also learn to dictate progress notes.

**MED 130 Medical Ethics**

Provides an overview of law and ethics for allied health professionals functioning in a variety of settings. Topical areas include: the legal system, standards and scope of care and practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and employer and assists the students in identifying moral issues and applying the major ethical theories to dilemmas found in the practice of medicine.

**MED 280 Certification Review**

This course will systematically lead the student through a review of program topics and the curriculum included in a national certification exam. Students will learn to discover content areas needing review, recalling administrative, clinical and trans-disciplinary medical assisting principles, medical assisting guidelines, skill competency review, and practice of computer-based test-taking skills. They will learn the preparation and test-taking techniques required to successfully complete a certification exam.

**MED 260 Basic Surgical Assisting**

This course will focus on medical office surgical procedures. It will focus on: preparation of the patient, the exam room, and the surgical instruments used in a medical office. Sterile techniques and minor office procedures, such as applying a bandage, changing a sterile dressing, removing sutures and staples, and applying and removing immobilization devices.

**MED 290 Externship**

This course provides practical on-the-job medical assisting experience opportunities to observe, perform, and discuss various administrative and clinical competencies under supervision, with learning experiences obtained in selected physician's offices, clinics or hospitals. The students are supervised and evaluated for work performed in both the administrative and clinical areas.

## POLICY & PROCEDURES: DENMARK COLLEGE GRIEVANCE PROCEDURE

In accordance with our mission statement, Denmark College will make every attempt to resolve a student or employee complaint that is not frivolous or without merit. Complaint procedures will be included in new student or employee orientation, thereby assuring that all students know the steps to follow should they wish to register a complaint.

The evidence of final resolution of complaints will be retained to determine the frequency, capture and pattern of complaints for the institution. The information will be used to evaluate our effectiveness and outcomes. The following procedure outlines the steps of the complaint process.

1. The student/employee should register the complaint in writing on the designated form available in the main office within 60 days of the event.
2. The complaint form must be delivered to the College Director's office.
3. The College will review the complaint and a response will be prepared.
4. The response will be delivered to the student/employee within 15 days of receipt of the complaint. The College's response may not provide the final resolution but may serve to notify the student that the complaint under investigating.
5. During the evaluation of the complaint, interviews of other students and staff may be necessary to resolve the complaint.
6. In the case of an extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary the College will appoint a hearing committee consisting of individuals who were not involved in the dispute and who may (or may not) include an Advisory Board Member, faculty member or another student in the school. The hearing will be within 90 days of committee appointment. The hearing will be informal and allow the student/employee to present the case followed by a response from the other party. The hearing committee will ask questions and within 15 days of the hearing will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. The College will consider the report and either accept, reject or modify the recommendation of the committee.

A complaint form is made a part of this catalog for student's convenience.

If the response from the College fails to solve the student or employee's situation and the student/employee wishes to pursue it further, the student may contact the following applicable accrediting agency:

**Council on Occupational Education**  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
Phone: (800) 917-2081

or to the applicable state agency.

An Indiana compliant can be filed with the Indiana Professional Licensing Agency at:

State Board of Cosmetology and Barber Examiners  
402 W. Washington Street, Room W072  
Indianapolis, IN 46204

Indiana Board for Proprietary Education  
10 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206

or directly to the Indiana Attorney General at 1.800.382.5516 or online at <https://indianaattorneygeneral.secure.force.com/ConsumerCompliantForm>.

An Illinois compliant can be filed with the Illinois Division of Professional Regulation at:

Department of Financial and Professional Regulation  
Division of Professional Regulation  
Compliant Intake Unit  
100 West Randolph Street, Suite 9-300  
Chicago, IL 60601

or online at <https://www.idfpr.com/Admin/DPR/DRPCompliant.asp>.

# APPENDIX A

## GRIEVANCE FORM

Name \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

**Please be sure the address is correct, as documents will be mailed to the address listed.**

Phone \_\_\_\_\_

Date of Grievance \_\_\_\_\_

Date of Event being Grieved \_\_\_\_\_

**In your own words please explain what happened in a short and concise statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What outcome would you recommend from this grievance?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Received at Denmark College office \_\_\_\_\_

## APPENDIX B

### RESOURCES

Available resources for employees/students include but are not limited to:

#### **Addiction and Behavioral Counseling Services**

7805 Taft Street  
Merrillville, IN 46410  
(219) 756-3791

#### **Center for Addictive Problems**

609 N Wells St  
Chicago, IL 60654  
(312) 429-6914

#### **Fresh Start Counseling Services**

100 West 78th Avenue  
Merrillville, IN 46410  
(219) 933-7990

#### **Hospital Outpatient Substance Abuse Counseling**

2525 S Michigan Ave  
Chicago, IL 60616  
(312) 567-248

#### **Rehab Center of Methodist Hospital**

303 East 89th Avenue  
Merrillville, IN 46410  
(219) 738-3500

#### **Salvation Army**

1351 W. 11th Avenue  
Gary, IN 46402  
(219) 882-9377

#### **Specialized Assistance Services NFP**

2101 S Indiana Ave  
Chicago, IL 60616  
(312) 808-3218

#### **Southlake Center for Mental Health Inc**

8555 Taft Street  
Merrillville, IN 46410  
(219) 769-4005

#### **Swanson Center**

450 St. John  
Michigan City, IN 46360  
(219) 873-2381

#### **Tasc Inc**

2320 W Roosevelt Rd  
Chicago, IL 60608  
(312) 738-8933

#### **Tri City**

3903 Indianapolis  
East Chicago, IN 46312  
(219) 392-6001

# APPENDIX C

## CONSENT TO USE NAME, QUOTES AND / OR PHOTOS

I, \_\_\_\_\_, hereby give Denmark College, the absolute and irrevocable rights to use my name, quotes and/or photos and images on the Denmark College website or social media pages, in print publications, video and multimedia presentations, and/or for any purpose which may include, but not limited to display, public relations, marketing, or designs.

I understand that my name and/or the images may be used for display or advertisement for the web site and/or literature published. I hereby waive the right to inspect or approve the images prior to any form of usage. I understand that the images may be modified to be used as design elements.

This agreement is a permanent licensing agreement that allows Denmark College to use any images, quotes and/or my name for any publishing purposes in the promotion of Denmark College. I will not hold Denmark College responsible for any use or misuse of my name, quotes and/or the images. I agree to hold harmless, Denmark College from any and all actions, claims and demands arising out of or in connection with the use of all or any part of the photographs (including computer images or reproductions of any kind), including any editorial or comment which may accompany the images in their displayed format and/or my name. I will not hold Denmark College liable for any errors, negligence, or gross negligence, in the editing or displaying of said images, quotes and/or in the use of my name.

I certify, by signing below, that I am of legal age, 18 years of age or older or that I am the parent or legal guardian of the identified minor. I have read this agreement and fully understand the contents herein.

Individual's Name (Print): \_\_\_\_\_

Individual's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Name (Print): \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX D

## CONFIDENTIAL SEXUAL ASSAULT REPORT FORM

*This form is intended for use in cases of rape and/or sexual assault or attempted rape and/or sexual assaults.*

**Completed forms should be forwarded to:**

*Denmark College, 8101 Polo Club Drive, Merrillville, IN 46410*

Person Completing Form: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Incident Reported: \_\_\_\_\_

Time Incident Reported: \_\_\_\_\_

Date Incident Occurred: \_\_\_\_\_

Time Incident Occurred: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Victim: \_\_\_\_\_

Address of Victim: \_\_\_\_\_

Phone Number of Victim: \_\_\_\_\_

Victim Gender:  Male  Female

Name of Person Reporting: \_\_\_\_\_

Contact Information of Person Reporting: \_\_\_\_\_

Was the incidence reported to the police?  Yes  No

If yes, what Police Department? \_\_\_\_\_

If yes, was their rape kit prepared? \_\_\_\_\_

General description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*Any false reports will be reported to the police department.***

## APPENDIX E

### INDIANA UNIFORM REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.