

**CATALOG ADDENDUM
2018-2019 CATALOG
VOLUME 73**

ADDENDUM 1 EFFECTIVE APRIL 30, 2018

The below updates **ACADEMIC CALENDAR** on page 18 for the make-up class to be scheduled on Friday, July 27, 2018:

ACADEMIC CALENDAR	2018
Summer A Begins	June 25
<i>*Independence Day</i>	<i>July 4</i> <i>make-up class scheduled Friday July 27</i>
<i>*All Faculty In-Service</i>	<i>July 20</i>
Summer A Ends	August 2

ADDENDUM 2 EFFECTIVE MAY 21, 2018

The below updates item 3 under **PRACTICAL NURSE CAREER PROGRAM** on page 5 of the catalog to now read:

TUITION AND FEES

The total cost of the practical nurse program is \$29,784, comprised of \$29,184 for tuition and \$600 for the program fee. Tuition includes course textbooks, except non-consumable textbooks will remain the property of Dorsey Schools. One complimentary “medical scrub” uniform and one lab coat are provided to all students enrolled in the practical nurse program during the first week of training.

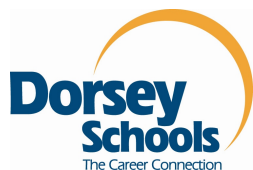
LICENSURE

Licensure as a practical nurse is required for employment in this field. Dorsey Schools encourages all students to challenge the NCLEX exam for practical nurses in order to become licensed in the State of Michigan. Dorsey Schools, however, makes no promise or guarantee of a graduate's successful outcome of any licensing examination. Dorsey Schools will send the required “Michigan Nursing School Certification” to the Michigan Department of Licensing and Regulatory Affairs - Board of Nursing once a graduate has received the “green light” from virtual ATI. Dorsey Schools will pay the cost one-time for graduates of this program to challenge the NCLEX-PN, including application and fingerprint fees, contingent upon the graduate meeting Dorsey School’s exam preparation requirements.

ADDENDUM 3 EFFECTIVE MAY 22, 2018

The below updates bullet 5 under **COSMETOLOGY PROGRAM** on page 24 of the catalog to now read:

- New cosmetology students may not miss more than 6 scheduled hours unless otherwise indicated by campus support center each module (with make-up time permitted and included) of COS101 during the first two weeks of the term or their enrollment will be cancelled.



**CATALOG ADDENDUM
2018-2019 CATALOG
VOLUME 73**

ADDENDUM 4 EFFECTIVE AUGUST 27, 2018

The below removes the **TRANSFER BETWEEN DORSEY CAMPUSES, TRANSFER OF PROGRAM, TRANSFER OF CREDIT AND CLOCK HOURS, and TRANSFER OF CREDITS/HOURS TO OTHER INSTITUTIONS** from page 3 of the catalog, and adds the following:

TRANSFER BETWEEN DORSEY CAMPUSES AND/OR PROGRAMS

A student requesting to transfer between campuses and/or programs is required to withdraw and subsequently re-admit in the new program and/or campus. Further information regarding the readmit process is located in the “Re-Admissions for Withdrawn Students Section” of this catalog. Changing campuses and/or programs must be planned proactively to confirm course availability and can only occur during the periods illustrated in the below table.

Program or Program Type	Allowable Transfer Point
All Credit Hour Programs	Between Academic Quarters (12 weeks)
Cosmetology Program	Between Academic Courses
Massage Therapy Program	Between Payment Periods (450 hours)

Currently enrolled Dorsey School of Beauty students may transfer between campuses with no assessment exam, and are subject to a \$15 State of Michigan Board of Cosmetology fee to transfer academic records.

It is important to note that anytime a student changes campuses or programs, financial arrangements must be recalculated and funding availability may change. This includes Title IV financial aid, cash payments, scholarships, etc. Additionally, any change in enrollment can affect scheduling. A student changing campuses and/or programs may not be able to attend a full schedule of classes each term due to availability and pre-requisite requirements.

TRANSFER OF CREDIT AND CLOCK HOURS FROM AN OUTSIDE INSTITUTION

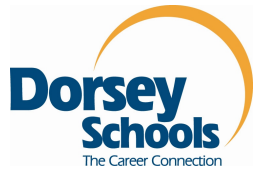
Students accepted for enrollment into Dorsey Schools will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the outside institution.
2. For all programs except practical nurse, the student must have earned at least a grade of “C” (70%, 2.0) for each course accepted for transfer credits and/or hours. For practical nurse students, the student must have earned at least a grade of “B” (83%, 3.0) for each course accepted for transfer credits and/or hours.
3. The transfer of credit process must be completed prior to the student starting his/her program of study at Dorsey Schools.
4. The course must have had course content and units of measurement similar to those in Dorsey Schools’ program.
5. The student may transfer up to 50% (60% for cosmetology program) of program credits/hours; exceptions may be made to this policy for students transferring from schools closing in the last twelve months as approved by the Vice President, Education and Career Services.
6. Transfer of credits is determined on a case-by-case basis by the Managing Director and as approved by campus support center educational management.

For students meeting this criteria, credits will be reflected in the student’s academic record as a transfer credit “TC” but will not count towards a student’s cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

COSMETOLOGY ONLY

Students transferring from other institutions may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment exam administered by the school and hours earned as confirmed via affidavit from the State of Michigan Board of Cosmetology. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student enrolling at Dorsey School of Beauty.



CATALOG ADDENDUM

2018-2019 CATALOG

VOLUME 73

TRANSFER OF CREDITS/HOURS TO OTHER INSTITUTIONS

Programs at Dorsey Schools are designed to prepare graduates for the best possible career opportunities in each student's field of choice, without determination of transferability of credit earned. Transfer, recognition, or acceptance of academic credits or hours between institutions is always at the discretion of the receiving institution. Therefore, Dorsey Schools does not promise or guarantee the transfer, recognition, or acceptance of any academic credits or hours earned at Dorsey Schools to other educational institutions. It is the responsibility of the student to contact any other postsecondary institution where the student may be considering enrolling upon graduation from Dorsey Schools.

RE-ADMISSION OF WITHDRAWN STUDENTS

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey Schools will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress (SAP) status as outlined in this catalog's SAP Policy. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** detailed in this catalog.

All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.

CREDIT HOUR PROGRAMS AND MASSAGE THERAPY

Students who are re-admitted to Dorsey School's credit hour programs or the massage therapy program may receive credit for previously passed courses when required to complete the student's program of study. Re-admitted students may be required to retake a course that was previously taken with a passing grade to assist in the student's success at Dorsey Schools and in their future careers, as determined by the managing director. All failed courses, and all courses with earned grades of WF or WP, must be repeated.

DORSEY SCHOOL OF BEAUTY PROGRAMS

Students who are re-admitted to Dorsey School of Beauty's cosmetology program after an interruption of 180 days or more may receive credit for hours previously earned at the discretion of Dorsey School of Beauty, taking into consideration the results from a written and practical assessment to determine how many hours of credit they will receive from prior enrollments. Credit for hours previously earned and per hour charges must be determined by the managing director prior to the student readmitting at Dorsey School of Beauty.

RE-ADMISSION FOR MILITARY SERVICE MEMBERS

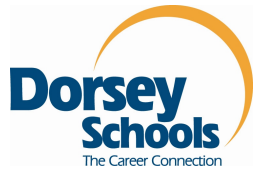
A re-admitting student who was required to withdraw because of active military status will be promptly re-entered with no advance notice required by the student if re-admitting within five (5) years of completion of service, unless unusual circumstances require the institution to admit the student at a later date. Re-admitting students will be processed into his/her same program of study at the same enrollment status and with the same number of hours previously completed. If that program is no longer offered, the student will be re-admitted to the program that is most similar in terms of content and credit hours unless the student requests admission to a different program. If the school assesses that additional academic preparation is required before resuming active enrollment, this will be provided by the school at no charge to the student. In all cases, the student will be charged the same tuition and fees that would have been assessed at the time the student left the school for active military service. Students may contact the managing director for more information about this policy and eligibility, or when ready to re-admit.

ADDENDUM 5 EFFECTIVE AUGUST 27, 2018

The below updates the **NON REFUNDABLE PROGRAM FEE, KIT FEE, EXTERNSHIP FEE AND TEXTBOOK FEES** on page 31 of the catalog to now read:

NON REFUNDABLE PROGRAM FEE, KIT FEE, EXTERNSHIP FEE AND TEXTBOOK FEES

Amounts billed for all program fees, kit fees, and externship fees, as well as textbook fees for the cosmetology program only, are not included in tuition; these separately billed fees are non-refundable for students that withdraw



**CATALOG ADDENDUM
2018-2019 CATALOG
VOLUME 73**

or are terminated after the first day of class. Externship Fees are billed in the last quarter (12 weeks) of a student’s program. Amounts billed for all fees are not included in the institutional refund calculation charts shown below.

ADDENDUM 6 EFFECTIVE SEPTEMBER 20, 2018

The below replaces the **SATISFACTORY ACADEMIC PROGRESS** language on page 21 of the catalog to now read:

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution’s academic policy and for eligibility of Federal Title IV. Both academic and pace of completion requirements are assessed at the end of each academic period. Dorsey Schools define an academic period as:

Credit Hour Programs:

A quarter which is one twelve-week period which includes two consecutive six-week modules (except for the Culinary Arts program which does not deliver courses in modules, only quarters).

Clock Hour Programs:

PROGRAM	ACADEMIC PERIOD: No. of Hours Earned
Cosmetology	0-450
	451-900
	901-1200
Massage Therapy	450

ACADEMIC REQUIREMENTS

Academic requirements are evaluated using each student’s cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student’s current program of study. Cumulative grade point averages are reviewed at evaluation points using the Satisfactory Academic Progress Tables below.

MAXIMUM TIME FRAME (PACE OF COMPLETION) REQUIREMENTS

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. A student is not allowed to attempt more than 1.5 times or 150% of the clock or credit hours in the standard length of the program in order to complete the requirements for graduation.

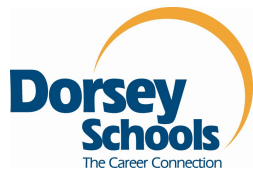
Credit Hour Programs:

- The following chart outlines the maximum number of credits that can be attempted by length of program.

Length of Program in Credits	Maximum Time Frame in Credits Attempted
28	42
36	54
48	72
54	81

- Maximum time frame is calculated during a student’s training by dividing the number of credits earned by the number of credits attempted. If the result is 67% or greater (66.5% or higher is rounded to 67%), then the student is progressing at a pace to ensure completion within the maximum timeframe.

- All credits attempted by a student that are required for the student’s current program of study count toward the maximum number of allowable credits.



CATALOG ADDENDUM
2018-2019 CATALOG
VOLUME 73

Clock Hour Programs:

1. Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 67% (66.5% or higher is rounded to 67%) of actual attendance evaluated against scheduled hours. If attendance is 67% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

PROGRAM	EVALUATION POINT: No. of Hours Earned	Maximum No. of Clock Hours Scheduled
Cosmetology	450	675
	900	1350
	1200	1800
PROGRAM	EVALUATION POINT: No. of Hours Earned	Maximum No. of Clock Hours Scheduled
Massage Therapy	450	675
	900	1350

SATISFACTORY ACADEMIC PROGRESS TABLES

The following tables are used to calculate satisfactory progress for credit hour programs, as listed.

28 Quarter Credit Hour Program: Pharmacy Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	1.5	67%	N/A
13 - 21	2.0	1.75	67%	67%
22 - 42	2.0	2.0	67%	67%

36 Quarter Credit Hour Program: HVAC Systems Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 54	N/A	2.0	N/A	67%

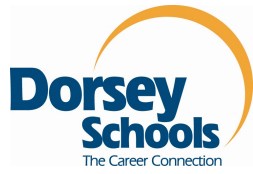
48 Quarter Credit Hour Programs: Medical Assistant, Dental Assistant, Patient Care Technician, Medical Administration and Billing, Electrical Technician, Culinary Arts				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 48	2.0	2.0	67%	65%
49 - 72	N/A	2.0	N/A	67%

48 Quarter Credit Hour Program: Practical Nurse				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 72	N/A	2.0	N/A	67%

54 Quarter Credit Hour Program: Dialysis Patient Care Technician				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1 - 12	2.0	N/A	67%	N/A
13 - 24	2.0	1.50	67%	50%
25 - 36	2.0	2.0	67%	60%
37 - 48	2.0	2.0	67%	65%
49 - 81	N/A	2.0	N/A	67%

ACADEMIC ADVISING

Students falling in the "SAP Advising" columns in the tables above will receive written notification of the potential consequences of continuing at this pace, whether based on CGPA or Rate of Progress.



CATALOG ADDENDUM

2018-2019 CATALOG

VOLUME 73

ACADEMIC WARNING

Students failing to meet any of the SAP requirements at the end of an academic period will be placed on Academic Warning and notified in writing. Academic Warning status remains for one academic period and will be determined based on:

- A. Failure to meet the minimum cumulative grade point average, and/or
- B. Failure to progress at a pace to ensure completion within the maximum timeframe.

Students may not appeal an Academic Warning. Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period. An interim review of each student's academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet SAP academic and pace of completion requirements will be counseled appropriately, including a recommendation for termination.

1. Students may not be placed on Academic Warning for consecutive academic periods.
2. A student failing to meet the SAP requirements at the end of the Academic Warning period will be terminated from school and lose eligibility for Federal Title IV funds; however, the student may file an appeal to remain in school and regain Federal Title IV eligibility.

ACADEMIC WARNING COMPLETION

At the end of the Academic Warning, the Managing Director will notify the student of the student's SAP status by providing the student with written verification:

1. Notifying the student of successful completion of the Academic Warning, and the student is restored to Active status or
2. Notifying the student of Academic Warning Requirements Not Met resulting in student Probation

SATISFACTORY ACADEMIC PROGRESS APPEAL

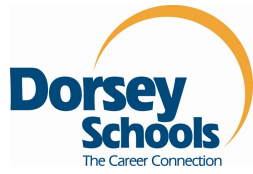
A student may appeal the Academic Warning Requirements Not Met determination by submitting the Student Academic Probation Appeal Application to the school's managing director. The managing director is responsible for making a recommendation on the appeal and electronically scanning the appeal to the director of education for review by the SAP Appeal Committee. Appeals for loss of eligibility following an Academic Warning must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline will be accepted and considered, but may be applied to a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on his/her reinstatement, including why the student failed to meet SAP requirements and what has changed that will allow the student to meet SAP requirements at the next academic period. Some acceptable circumstances for a SAP appeal include:

1. Illness of student
2. Loss of family member
3. Unexpected medical care of a family member
4. Military duty
5. Emergency response team member responsibilities
6. Other special circumstances beyond the student's control

Each student is required to document the reason for his/her appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. The student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The committee will review (at a minimum) the student's written appeal, academic record, attendance record, and may call upon the managing director and the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school and if the student's financial aid eligibility will be reinstated.

SATISFACTORY ACADEMIC PROGRESS APPEAL OUTCOME

The student will be notified in writing of the final decision of a SAP appeal.



CATALOG ADDENDUM

2018-2019 CATALOG

VOLUME 73

1. Students who have appealed may remain in school until the determination of the appeal but, will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during that academic period.
2. Only if the student can reasonably be expected to meet SAP criteria within one academic period should Academic Probation be granted. An exception to this may be granted if the student is placed on an Academic Plan as part of Academic Probation. This plan must be completed using the Academic Plan form and must outline conditions to ensure that the student is able to meet the SAP standards by a specific time.
3. If the student's appeal is granted, the student will be allowed to remain in school and the student's eligibility for Federal Title IV funds will be reinstated.
4. The student will be placed on Academic Probation for one academic period unless the student is placed on an Academic Plan. If a student is on an Academic Plan the probation duration is outlined in the Academic Plan. The student's progress in meeting the terms of the Academic Plan must be reviewed each academic period.
5. The committee's decision along with any conditions of approval will be electronically scanned to the managing director who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file and the SAP binder.
6. The decision of the committee is final.
7. A second appeal for the same incident is not permitted.

ACADEMIC PROBATION

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility may be placed on Probation for one academic period. When appeal is granted the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan.

Academic Plan:

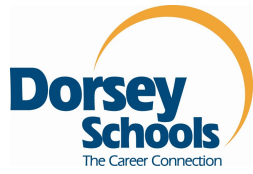
Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe. Students that are progressing successfully at each checkpoint of their academic plan, will remain in satisfactory progress and eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting plan requirements will also not be eligible for financial aid. Students may appeal to have their academic plan revised.

End of Probation:

At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student written notice of successful completion of the Academic (SAP) Probation period or a written Notice of Termination from Dorsey Schools. A second appeal for the same incident is not permitted.

ADDITIONAL SAP INFORMATION

1. Student Applications For Readmittance – Students applying for readmittance to Dorsey Schools will be evaluated for the likelihood to meet current SAP standards.
2. Transfer Credits and Hours - Transfer credits accepted by Dorsey Schools will be included when calculating credit completion ratio and maximum time frame, and will be included in the CGPA.
3. Program Changes - All credits attempted by a student that are required for the student's current program of study count toward the maximum number of allowable credits. Exceptions to this requirement can be made by the Managing Director pending readmittance and/or academic analysis.
4. Course Repetition – In the event a student repeats a class, the original class (failed or passed) will remain as a class attempted and is included in the calculation of maximum time frame.
5. Grade Point Average – Each student's cumulative grade point average will remain with the student throughout his/her time at the institution. This applies to students who withdraw and later readmit, changes in



CATALOG ADDENDUM
2018-2019 CATALOG
VOLUME 73

programs of study, and students who graduate from one of Dorsey Schools' training programs and readmit into an additional program. The CGPA reviewed in SAP is made up of only courses that are included in the current program.

IMPACT OF SAP ON STUDENT RE-ADMITTANCE

All students applying for re-admittance must be reviewed for SAP status, as follows:

1. This review will be based on the current parent term.
2. For a student readmitting into the same program, if the student was on academic warning or academic probation at the time of withdrawal, that status remains with the student upon application for re-admittance.
3. For a student readmitting into a different program, SAP status will be reviewed based on all courses that the student has challenged that transfer into the new program.
4. If a student withdrew prior to completing the academic term, the formal SAP evaluation must occur prior to re-admittance.
5. A readmitting student must be notified in writing if the student will be readmitted on academic warning or academic probation.