

**BEAUFORT COUNTY COMMUNITY COLLEGE**  
**COSMETOLOGY PROGRAM HANDBOOK**

**2023-2024**

The Cosmetology program is approved by the North Carolina Community College System and the North Carolina State Board of Cosmetic Art Examiners.

In addition to the Academic Policy and Procedures outlined on the BCCC website, Cosmetology students are expected to follow the rules and regulations of the Cosmetology program, as stated in this handbook.

Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Beaufort County Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Beaufort County Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



## **Welcome to Cosmetology!**

You have chosen to pursue an education in an exciting career. Cosmetology can be a rewarding and fulfilling journey. Many career opportunities are possible once you have obtained a license to practice the art of Cosmetology.

The diversity of job possibilities includes being a hair stylist, hair colorist, nail technician, educator, platform artist, or makeup artist. You may choose to work in a salon or day spa. You might decide to sell professional products, write articles for trade journals, become a stylist for the stars, or find yourself working with a chemist in a lab developing new products for the beauty industry. The future is limitless!

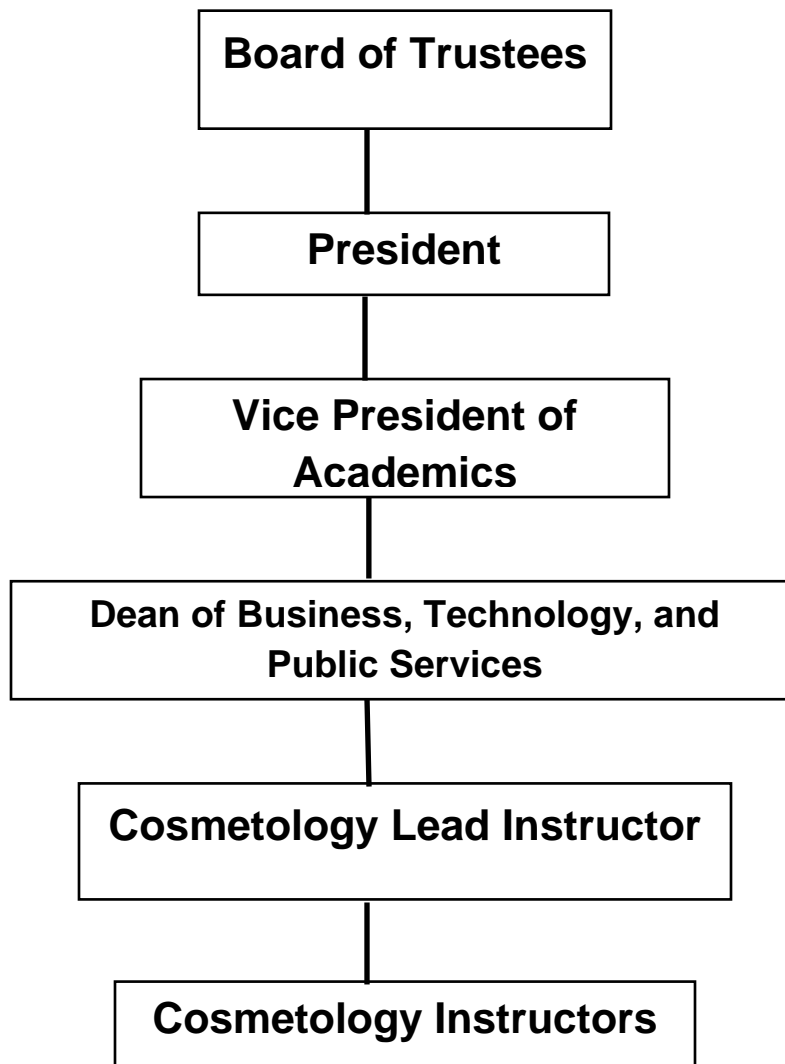
Your determination, work ethic, and ability to interact positively with others are keys to your success. Good luck as you begin this incredible journey. Your instructors are here to guide you and assist you in the accomplishment of your goals.

## **ORGANIZATIONAL STRUCTURE**

The organization chart below is provided to assist the student in understanding the chain of command at the college. Students are encouraged to voice questions and concerns about grades directly with the instructor who provided the grade. The students should start at the bottom of the chart and work upward when concerns or grievances need to be addressed.

Students may also seek out Student Services for support, counseling, and concerns. All appeal processes are administered by the Vice President of Student Services.

The lead instructor and full-time faculty are identified on the next page and on each course syllabus. Part-time faculty will vary per semester.



## **COSMETOLOGY FACULTY**

**Dean, Business, Technology, and Public Services**

**Ben Morris  
Office: 2-  
252-940-6374**

**Lead Instructor**

**Kim Moulden  
Office: 11-04  
252-940-6469**

**Full-Time Instructor**

**Melody Jefferson  
Office: 11-08  
252-940-6286**

**Permanent Part-Time Instructor**

**Raquel Hedgepeth  
Office: 11-09**

## **POLICIES FOR THE COSMETOLOGY PROGRAM**

### **Formation and Approval of Policies and Procedures**

The Cosmetology students are governed by the policies and procedures of Beaufort County Community College. In addition to the College's policies and procedures, specific rules and regulations are designated for students within the Cosmetology programs. Each student should familiarize himself/herself with all Academic Policies and Procedures, as outlined on the BCCC website, as well as, the rules and regulations presented in this handbook.

The purpose of these Cosmetology rules and regulations is to provide consistency and fairness in implementing the Cosmetology programs.

Students will receive an orientation to the rules and regulations in the first Cosmetology course. Students will sign a statement attesting to their understanding and willingness to abide by the rules and regulations while in the Cosmetology program. This signed agreement carries through for the entire enrollment of the student in the Cosmetology program. Failing to comply with any policy will result in dismissal. The signed verification sheet indicating an understanding of the rules and regulations is placed in the student's North Carolina State Board of Cosmetic Art Examiners of Cosmetic Arts file.

## **CURRICULUM DESIGN**

### **Curriculum Foundation**

The curriculum description found in the BCCC catalog is provided by the North Carolina Community College System and serves as a foundation for our curriculum design. This model allows for the integration of cosmetology specific concepts throughout the curriculum.

The overall purpose of the curriculum design is to prepare the student to master the program learning outcomes. These learning outcomes serve as the basis for the cosmetology program evaluation and are reflected in course level evaluations.

The placement of courses, cosmetology and non-cosmetology, are presented in the curriculum plan. The sequence of related courses and specific cosmetology content reflect the building of knowledge from simple to complex.

# Cosmetology – 1200 Hour Certificate

Curriculum Code C55140

| Grade  | Course Number | Course Title             | P=Prerequisite<br>C=Co-requisite | Class | Lab | Credit |
|--------|---------------|--------------------------|----------------------------------|-------|-----|--------|
| Year 1 |               | First Semester: Fall     |                                  |       |     |        |
|        | COS 111       | Cosmetology Concepts I   | C=COS 112                        | 4     | 0   | 4      |
|        | COS 112       | Salon I                  | C=COS 111                        | 0     | 24  | 8      |
|        |               | Semester Totals          |                                  | 4     | 24  | 12     |
|        |               |                          |                                  |       |     |        |
| Year 1 |               | Second Semester: Spring  |                                  |       |     |        |
|        | COS 113       | Cosmetology Concepts II  | P=COS 111 & 112                  | 4     | 0   | 4      |
|        | COS 114       | Salon II                 | P=COS 111 & 112                  | 0     | 24  | 8      |
|        |               | Semester Totals          |                                  | 4     | 24  | 12     |
|        |               |                          |                                  |       |     |        |
| Year 2 |               | Third Semester: Fall     |                                  |       |     |        |
|        | COS 115       | Cosmetology Concepts III | P= COS 111 & 112                 | 4     | 0   | 4      |
|        | COS 116       | Salon III                | P=COS 111 & 112                  | 0     | 12  | 4      |
|        | COS 224       | Trichology & Chemistry   |                                  | 1     | 3   | 2      |
|        |               | Semester Totals          |                                  | 5     | 15  | 10     |
|        |               |                          |                                  |       |     |        |
|        |               | Cumulative Totals        |                                  |       |     | 34     |

**Cosmetology Associate in Applied Science**  
**Cosmetology Diploma**  
Curriculum Code D55140

| Grade  | Course Number | Course Title                         | P=Prerequisite<br>C=Co-requisite | Class | Lab | Credit |
|--------|---------------|--------------------------------------|----------------------------------|-------|-----|--------|
| Year 1 |               | First Semester: Fall                 |                                  |       |     |        |
|        | ACA 111       | College Student Success <sup>1</sup> |                                  | 1     | 0   | 1      |
|        | COS 111       | Cosmetology Concepts I               | C=COS 112                        | 4     | 0   | 4      |
|        | COS 112       | Salon I                              | C=COS 111                        | 0     | 24  | 8      |
|        |               | Semester Totals                      |                                  | 5     | 24  | 13     |
| Year 1 |               | Second Semester: Spring              |                                  |       |     |        |
|        | COS 113       | Cosmetology Concepts II              | P=COS 111 & 112                  | 4     | 0   | 4      |
|        | COS 114       | Salon II                             | P=COS 111 & 112                  | 0     | 24  | 8      |
|        | ENG 111       | Writing and Inquiry <sup>2</sup>     | *                                | 3     | 0   | 3      |
|        |               | Semester Totals                      |                                  | 7     | 24  | 15     |
| Year 1 |               | Third Semester: Summer               |                                  |       |     |        |
|        | COS 115       | Cosmetology Concepts III             | P=COS 111 & 112                  | 4     | 0   | 4      |
|        | COS 116       | Salon III                            | P=COS 111 & 112                  | 0     | 12  | 4      |
|        |               | Semester Totals                      |                                  | 4     | 12  | 8      |
| Year 2 |               | Fourth Semester: Fall                |                                  |       |     |        |
|        | COS 117       | Cosmetology Concepts IV              | P=COS 111 & 112                  | 2     | 0   | 2      |
|        | COS 118       | Salon IV                             | P=COS 111 & 112                  | 0     | 21  | 7      |
|        | PSY 150       | General Psychology <sup>3</sup>      |                                  | 3     | 0   | 3      |
|        |               | Semester Totals                      |                                  | 5     | 21  | 12     |
|        |               |                                      |                                  |       |     |        |
|        |               | Cumulative Totals                    |                                  |       |     | 48     |

<sup>1</sup>ACA 122 may be substituted.

<sup>2</sup>ENG 110 (non-transferable) may be substituted.

<sup>3</sup>PSY 118 may be substituted.

\*See course description for prerequisite information.



**Cosmetology**  
Curriculum Code A55140

| Grade  | Course Number | Course Title                                   | P=Prerequisite<br>C=Co-requisite | Class | Lab | Credit |
|--------|---------------|--|----------------------------------|-------|-----|--------|
| Year 1 |               | First Semester: Fall                           |                                  |       |     |        |
|        | ACA 111       | College Student Success <sup>1</sup>           |                                  | 1     | 0   | 1      |
|        | COS 111       | Cosmetology Concepts I                         | C=COS 112                        | 4     | 0   | 4      |
|        | COS 112       | Salon I  | C=COS 111                        | 0     | 24  | 8      |
|        | PSY 150       | General Psychology <sup>2</sup>                |                                  | 3     | 0   | 3      |
|        |               | Semester Totals                                |                                  | 8     | 24  | 16     |
| Year 1 |               | Second Semester: Spring                        |                                  |       |     |        |
|        | COS 113       | Cosmetology Concepts II                        | P=COS 111 & 112                  | 4     | 0   | 4      |
|        | COS 114       | Salon II                                       | P=COS 111 & 112                  | 0     | 24  | 8      |
|        | ENG 111       | Writing and Inquiry <sup>3</sup>               | *                                | 3     | 0   | 3      |
|        | MAT 110       | Math Measurement & Literacy                    | *                                | 2     | 2   | 3      |
|        |               | Semester Totals                                |                                  | 9     | 26  | 18     |
| Year 1 |               | Third Semester: Summer                         |                                  |       |     |        |
|        | COS 223       | Contemp Hair Coloring <sup>4</sup>             | P=COS 111 & 112                  | 1     | 3   | 2      |
|        | COS 224       | Trichology & Chemistry                         |                                  | 1     | 3   | 2      |
|        | COS 250       | Computerized Salon Ops                         |                                  | 1     | 0   | 1      |
|        |               | Semester Totals                                |                                  | 3     | 6   | 5      |
| Year 2 |               | Fourth Semester: Fall                          |                                  |       |     |        |
|        | COS 115       | Cosmetology Concepts III                       | P=COS 111 & 112                  | 4     | 0   | 4      |
|        | COS 116       | Salon III                                      | P=COS 111 & 112                  | 0     | 12  | 4      |
|        | ENG 114       | Professional Research & Reporting <sup>5</sup> | P=ENG 111                        | 3     | 0   | 3      |
|        |               | Semester Totals                                |                                  | 7     | 12  | 11     |
| Year 2 |               | Fifth Semester: Spring                         |                                  |       |     |        |
|        | CIS 110       | Introduction to Computers                      |                                  | 2     | 2   | 3      |

|  |               |   |                 |   |    |    |
|--|---------------|---|-----------------|---|----|----|
|  | COS 117       | Cosmetology Concepts IV                                 | P=COS 111 & 112 | 2 | 0  | 2  |
|  | COS 118       | Salon IV  | P=COS 111 & 112 | 0 | 21 | 7  |
|  | HUM/FINE ARTS | Humanities/Fine Arts ( <i>Select One</i> ) <sup>6</sup> | *               | 3 | 0  | 3  |
|  |               | Semester Totals   |                 | 7 | 23 | 15 |
|  |               | Cumulative Totals                                       |                 |   |    | 65 |

<sup>1</sup>ACA 122 may be substituted.

<sup>2</sup>PSY 118 may be substituted.

<sup>3</sup>ENG 110 (non-transferable) may be substituted.

<sup>4</sup>COS 240 may be substituted.

<sup>5</sup>COM 120, COM 231 or ENG 112 may be substituted.

<sup>6</sup>ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 241, HUM 115, HUM 120, HUM 121, HUM 122, HUM 160, MUS 110, MUS 112, PHI 240, REL 110, REL 211, REL 212

\*See course description for prerequisite information.

## C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina State Board of Cosmetic Art Examiners.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

| Prefix & Number                                    | Course Description      | Class     | Lab       | Credit    |
|--|-------------------------|-----------|-----------|-----------|
| COS 271  | Instructor Concepts I   | 5         | 0         | 5         |
| COS 272  | Instructor Practicum I  | 0         | 21        | 7         |
| COS 273  | Instructor Concepts II  | 5         | 0         | 5         |
| COS 274  | Instructor Practicum II | 0         | 21        | 7         |
| <b>Total:</b>                                      |                         | <b>10</b> | <b>42</b> | <b>24</b> |
| <b>Total Credit Hours Required for Certificate</b> |                         |           |           | <b>24</b> |

**Manicuring/Nail Technology  
C55400**

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina State Board of Cosmetic Art Examiners Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

| Prefix &<br>Number                                 | Course Description                | Class    | Lab       | Credit    |
|--|-----------------------------------|----------|-----------|-----------|
| COS 121  | Manicuring and Nail Technology I  | 4        | 6         | 6         |
| COS 222  | Manicuring and Nail Technology II | 4        | 6         | 6         |
| <b>Total:</b>                                      |                                   | <b>8</b> | <b>12</b> | <b>12</b> |
| <b>Total Credit Hours Required for Certificate</b> |                                   |          |           | <b>12</b> |

# **Cosmetology Curriculum Requirements, Academic Standards, Rules, and Regulations**

## A. Cosmetology Curriculum Requirements and Academic Standards

### I. Curriculum Co-Requisites

COS 111 & 112 are the only co-requisites. COS 111 & 112 are also pre-requisites for the remaining COS courses:

COS 113 & 114  
COS 115 & 116  
COS 117 & 118

- II. Grading Scale    90-100 = A  
                              89-80 = B  
                              79-70 = C  
                              69-60 = D  
                              59 - 0 = F

Students are required to maintain a GPA of 2.0 to graduate from BCCC. Students making an F in any course will be required to repeat that course with a grade of D or higher prior to graduation and may not advance in COS coursework until the course has been repeated.

### III. Program Hour Requirements

#### **Cosmetology A.A.S. degree and diploma**

Students entering Cosmetology (Associate's degree or diploma program) in the Fall Semester will take the following blocks of courses:

COS 111 & COS 112 (448 total hours)  
COS 113 & COS 114 (448 total hours)  
COS 115 & COS 116 (256 total hours)  
COS 117 & COS 118 (368 total hours)

The four blocks of Cosmetology courses add up to a total of 1520 hours, therefore attendance is very important as 1500 hours are required by the North Carolina State Board of Cosmetic Art Examiners to obtain licensure. If a student is absent excessively, the student will not receive the 1500 hours required by the North Carolina State Board of Cosmetic Art Examiners. Every entering student will follow these sequences and remain with their cohort group unless they receive a failing grade in one or both courses within a specific block. Any student withdrawing from the program must pick up with the next cohort.

Additional COS classes are offered throughout the curriculum and are required to finish the Associate's in Applied Science Degree. The hours accrued in these courses may apply towards a student's overall hours, helping them to reach the 1500 hours required by the North Carolina State Board of Cosmetic Art Examiners to obtain licensure.

COS 224 (64 total hours)  
COS 240 (64 total hours)  
COS 250 (8 total hours)

**Manicuring/Nail technology**

Manicuring/Nail technology coursework totals 320 hours. A total of 300 hours must be obtained to complete the course and take the North Carolina State Board of Cosmetic Art Examiners Manicuring licensing exam. If a student is absent excessively, the student will not receive the 300 hours required by the North Carolina State Board of Cosmetic Art Examiners.

**Cosmetology Instructor program**

Cosmetology instructor program coursework totals 832 hours. A total of 800 hours must be obtained to complete the course and take the North Carolina State Board of Cosmetic Art Examiners Instructor certification exam. If a student is absent excessively, the student will not receive the 800 hours required by the North Carolina State Board of Cosmetic Art Examiners.

## Cosmetology Rules

1. Students may clock in NO MORE than 15 minutes before class. Students are not allowed to clock in or out for another student. NO EXCEPTIONS. There are cameras that are recording the front desk area at all times, so instructors have access to who uses the computer during the school day.
2. Students MUST sign in on the sign-in sheets provided to the left of the computer. ONLY THE STUDENT SIGNING IN CAN WRITE DOWN HIS OR HER OWN TIME. If a student fails to sign in or out on the sheets, he/she will lose points for whatever class coincides with the time.
3. Students must clean their stations and complete lab clean-up duties before clocking out. If a student's lab duty is to clean the breakroom, she must sweep, clean the microwave, clean out the sink, and make sure the refrigerator is cleaned out on Thursday. All stations should be prepared for State Board inspection at all times. Do not store disposable items or dirty implements in your station drawers with clean, disinfected implements.
4. ALL beginner students must have their Federal IDs and SS cards in to Ms. Moulden by noon on Thursday, 8/24/23. If someone doesn't have both, he/she must see Ms. Moulden and sign up to receive duplicate copies of whatever piece of identification is missing. If a student fails to bring both pieces of documentation in or does not meet with Ms. Moulden, he/she will not be permitted to clock in for class until the documentation is on file.
5. Students are to wear BCCC nametags every day. If a student does not have her nametag, she must clock out and get it OR go pay to have a new one made.
6. Uniforms must be worn every day and need to be neat, clean, and comfortable. Uniforms must cover the student's back and mid-section. Leggings and jeans are not allowed. Students must wear SCRUB pants. Rolling up and pulling up pants is not permitted. Shoes must be black and close-toed. SLIDES AND UGGS-TYPE BOOTS ARE NOT AN ACCEPTABLE PART OF THE UNIFORM. If socks are visible, they must be black. If undershirts are worn with uniforms, they must be black. Hoodies, jackets, and cardigans are not permitted in the labs or in dispensary. If the student is cold-natured, she needs to purchase a black lab coat and wear a long sleeve black undershirt. If students wear other items over their uniforms, they will lose 10 points and be asked to remove the item. \*\*BCCC Short sleeve t-shirts are allowed as an option to wear with scrub pants. \*\*\* Head wraps are allowed in the classroom and lab, as long as they're all black and neatly worn. IF A STUDENT IS OUT OF COMPLIANCE WITH THE UNIFORM POLICY, THEY MUST CLOCK OUT.
7. Food is not permitted in classrooms or labs. Drinks are not permitted in labs. Students are not permitted to keep any food or drink items in their purses or other personal belongings in their stations...this includes gum and candy. You may have a drink in the classroom.
8. CELL PHONE USE: This is a big issue for students. During theory, students are required to place their phones face down on the desk on silent. If a student uses the phone while the instructor is lecturing, she will lose 50 points from her class participation grade. For lab: Cell phones can be in students' pockets or purses on silent or vibrate. If



an instructor sees a student using her phone on the floor without permission, the student will lose 50 points. The only time a student is allowed to be on her phone in the classroom or lab is when she's been assigned something to look up for practice. Otherwise, students may use their phones in restrooms, breakroom or outside. If they are in the breakroom on the phone, they cannot have it on speaker. Earbuds or Bluetooth devices are not allowed while working on clients. If cell phone use becomes a repeated issue for a student, she MUST clock out and go home for the day.

### **Cosmetology Cell Phone Policy--Continued**

**1<sup>st</sup> Offense:** If an instructor sees you on your phone and instructs you to put it away, 50 points will be deducted from your class participation grade or lab grade.

**2<sup>nd</sup> Offense:** If you are seen and instructed by an instructor to put your phone away, 50 points will be deducted from class participation or lab and you must clock out for the remainder of the day.

**3<sup>rd</sup> Offense:** If you are seen and instructed by an instructor to put your phone away, 50 points will be deducted from class participation or lab, you must clock out for the remainder of the day and report to Student Service to see Dr Nixon for a student conduct issue.

9. Student kits MUST be complete. No borrowing. If a student doesn't have what she needs, she's not prepared for class. She can forfeit the client or assignment, get a zero, OR clock out and go get what she needs. This only applies to what originally comes in each kit. The same goes for textbooks. If they come to class unprepared, they will lose points and need to clock out and go get their books.
10. Attendance: Cosmetology will follow a 10% attendance policy. This goes for all classes. If a student misses 10% of a class, she will be dropped. The student will receive only one warning. After that, she will be dropped at the discretion of the instructor and lead instructor.
11. **Three tardies will equal 1 missed hour for Theory classes. Returning late from lunch and breaks during lab three times will equal 1 missed hour for Lab classes.**
12. Accessibility issues: if a student has issues with testing, reading or completing assignments/services (due to any disability), they need to have appropriate documentation in the accessibility office. If they do not, they are required to complete all tests, reading and written assignments, and services.
13. Professionalism is a MUST. Be punctual. Be pleasant. Be professional. LOOK PROFESSIONAL! If you, as a student, are offering services that will improve someone's look, you, yourself, should look like you're capable of doing so. Your instructors will be awarding and deleting points according to your professional image and behavior. Tardiness will not be tolerated. Gossiping, inappropriate language and conversation will not be tolerated. You are to represent yourself, the program and the college in a way that projects a positive image to your clients, classmates, and community.
14. The preferred method of communication with instructors is EMAIL. Each syllabus has the instructor's email address on it. The lead instructor's email address is: [kim.moulden@beaufortccc.edu](mailto:kim.moulden@beaufortccc.edu). Students should check their BCCC email daily.

# Appendix

WEEKLY LAB GRADES—COS

Name: \_\_\_\_\_

Week of: \_\_\_\_\_

|                                    | Monday | Tuesday | Wednesday | Thursday |
|------------------------------------|--------|---------|-----------|----------|
| Professional Appearance<br>10 pts. |        |         |           |          |
| Professional Conduct<br>10 pts.    |        |         |           |          |
| Infection Control<br>10 pts.       |        |         |           |          |
| Cell phone<br>10 pts.              |        |         |           |          |
| Food/Drink<br>10 pts.              |        |         |           |          |
| Organization<br>10 pts.            |        |         |           |          |
| Technique<br>10 pts.               |        |         |           |          |
| Kit Compliance<br>10 pts.          |        |         |           |          |
| Time Management<br>10 pts.         |        |         |           |          |
| Lab Duties<br>10 pts.              |        |         |           |          |
| Total                              |        |         |           |          |

Lab Grade: \_\_\_\_\_

Date: \_\_\_\_\_

## Cosmetology Technical Standards

### Criteria: Critical Thinking and Problem-Solving Standard:

- A) Ability to measure, calculate, reason, analyze, integrate and synthesize information
  - 1) Example: Apply information, evaluate the meaning of data and engage in critical thinking in the classroom and salon.
  - 2) Example: Apply broad class concepts to unique client situations.
  - 3) Example: Concentrate to correctly perform calculations and analyze information to make decisions in the often distracting and noisy salon setting.
  - 4) Example: Make correct judgments on seeking consultation or supervision in a timely manner.
  - 5) Example: Respond appropriately to constructive feedback.

### Criteria: Communication Standard:

- A) Appropriate interpersonal interaction with other students, faculty, staff, children, families and other professionals.
  - 1) Example: Establish and maintain a relationship with clients and colleagues.
  - 2) Example: Demonstrate appropriate impulse control and professional level of maturity.
- B) Effective communication with others.
  - 1) Example: Convey information in a clear, professional and timely manner.
  - 2) Example: Listen and respond to others in an accepting and respectful manner.
  - 3) Example: Respond appropriately to verbal and non-verbal cues.
  - 4) Example: Demonstrate correct grammar and spelling in written communications.
  - 5) Example: Explain treatments and interventions, document actions, record client responses to treatment in a professional manner.

### Criteria: Motor Skills Standard:

- A) Sufficient motor function to execute movements required to provide general care and treatment to clients in all settings.
  - 1) Example: Function in the salon--shampooing, haircutting, applying color, using rollers, wrapping hair around curling iron, waxing eyebrows, etc.
  - 2) Example: Manipulate equipment to perform treatments.
- B) Sufficient physical endurance to participate fully in the clinical and academic settings at an appropriate level.
  - 1) Example: Participate completely in classroom activities.
  - 2) Example: Participate fully in required activities in salon including extended periods of standing and lifting equipment as is reflective of the general practice of cosmetology.

## Criteria: Professional Conduct Standard:

- A) Function effectively and adapt to circumstances including highly stressful or rapidly changing situations.
  - 1) Example: Examine and change his or her behavior when it interferes with professional relationships or the academic or salon/lab environments.
  - 2) Example: Maintain mature, sensitive and effective relationships with clients, colleagues, faculty, staff and other professionals.
  - 3) Example: Demonstrate emotional stability to participate fully in the theory and salon/lab setting at an appropriate level.
- B) Incorporate professional standards of practice into all activities.
  - 1) Example: Engage in delivery of cosmetology services in all settings and be able to deliver services to all populations.
  - 2) Example: Adhere to sanitation standards as directed by the State Board of Cosmetic Arts and Cosmetology faculty.
  - 3) Example: Work effectively with a team in an academic setting.
  - 4) Example: Refrain from using improper grammar, profane or inappropriate communications.
- C) Demonstrate integrity and accountability in the salon and academic setting.
  - 1) Example: Complete all assignments in a timely manner.
  - 2) Example: Respond appropriately to constructive feedback.
- D) Present self in a professional manner in salon and academic settings.
  - 1) Example: Attend theory and salon following uniform policy, including appropriate hygiene with no detectable scents or odors.
  - 2) Example: Complies with appropriate professional image standards for Cosmetic Arts industry and BCCC Cosmetology Department Policies.

## Criteria: Sensory Standard:

- A) Hearing sufficient to assess health needs.
  - 1) Example: Ability to hear and address client needs. Unless a student has an interpreter with her or him at all times, yes, hearing is essential. Each student has to have an effective and clear consultation with clients in order to establish a level of comfort and clear directions about how to proceed with the service.
- B) Vision sufficient for assessment necessary to provide services.
  - 1) Example: Observe and accurately interpret non-verbal communications.
  - 2) Example: Visual acuity to not present a danger to the client when performing services.
  - 3) Example: Vision is essential, also. Students need to be able to clearly read instructions, assess color level and tone, choose the appropriate size rollers and rods, cut certain lengths off the hair. To be frank, customers would be very nervous about having a visually impaired student cut, color, perm, straighten and style their hair.
- C) Tactile feeling to assess client need.
  - 1) Example: Student can feel changes in texture of hair and skin.

This document is intended to serve as a guide regarding the physical, emotional, intellectual and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability or behavior that may be expected of a student. Meeting these technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of a degree program.

## **STUDENT ACKNOWLEDGEMENT**

I have reviewed the Essential Functions for the cosmetology program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the program faculty if deemed necessary, to evaluate my ability prior to admission to a program and for retention and progression through a program.

I understand that Beaufort County Community College will provide reasonable accommodations, but is not required to alter the requirements or nature of program or provide accommodations that inflict an undue burden on the College.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the program in which I am a student.

I understand that if I need accommodations, it is my responsibility to contact the appropriate College official.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **COSMETOLOGY AGREEMENT Effective Spring 2024**

I have read and understand policies and rules outlined in the Cosmetology Program Handbook. I agree to abide by these policies and rules. I understand that if I do not abide by these policies and rules, I will be dismissed from the Cosmetology program.

I have been given the opportunity to ask questions, and they have been answered.

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**Student's Signature**

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**Date**