



Cosmetology/Esthetics Policies & Procedures

Dress & Appearance

Cosmetology	Esthetics
Solid Black scrubs (top & bottom)	Solid Dark Gray scrubs (top & bottom)

- **Shoes:** Any color laced tennis shoes or non-slip black nursing shoes only
- Jewelry allowed unless deemed a hazard by the instructor
- Arrive to class groomed: hair styled and makeup done
- **Nails:** Clean, no longer than ¼ inch past fingertip/skin — no artificial nails
- No hats, scarves, or head coverings (medical exceptions considered)
- **Not allowed:** Hoodies, shorts, blue jeans, tank tops, spaghetti straps, midriiffs, or anything exposing skin

General Policies

Sign-In / Attendance

- Sign in and out daily on the designated computer and/or instructor's sheet
- Signing in for another student results in an automatic Student Code of Conduct violation
- Notify instructor any time you leave the department or will be tardy/absent

Classroom Rules

- No eating, drinking, or cell phones in classrooms or labs
- Students retaking a failed course must redo all work from scratch

Client Services

- Appointment changes/cancellations require instructor approval
- **Chemical services** require instructor pre-approval and a **\$10.00 fee** — no exceptions
- Students may not refuse to perform a service; first refusal = documented warning, second = Work Ethics violation

Sanitation

- Clean, sanitize, and disinfect work areas and tools throughout and at the end of each day
- Weekly chore lists will be posted and must be completed

Professionalism

- Unprofessional behavior, foul language, or disruptive conduct results in a student conduct violation or Student Code of Conduct- depending on the severity

Lab Skill Sheets

- Required for all courses (except COSM 1000, 1120 and ESTH 1000, 1010, 1120)
- Must be performed daily and completed in full with instructor sign-off
- **Incomplete lab sheets result in an automatic F**

Course & Program Requirements

Syllabus / Course Agreement

- Must be signed in Blackboard for every course by the last day of drop/add or the student will be dropped

Course Sequence

- **Cosmetology and Esthetics:** Complete 1000, 1010, 1020, 1030, and 1040 before advancing to the next sequence of courses

Cohort / Semester Off Policy

- These are cohort programs — students must progress without skipping semesters
- Taking any semester off forfeits your seat; re-entry may be 2–3 semesters later

4-Year Limit

- All program courses must be completed within 4 years; otherwise the entire program must be retaken
- Students absent 2–4 years will be evaluated and required to retake at minimum one full semester

Transfer Policy

- Campus/time frame transfers require prior approval via the Cosmetology/Esthetics Transfer Form: forms.office.com/r/KZJF1UnFRU
- Approval based on seat availability; decided within 7–10 days by the Director
- Only 1 transfer allowed per program unless extenuating circumstances are documented

Dual Enrolled / HS Students (Fall Semester)

- May continue to COSM 1030 & 1040 if they don't pass COSM 1010 & 1020
- Failure to pass 1000, 1010, 1020, 1030, and 1040 prohibits advancing to the next sequence of courses

Field Trips

- Mandatory; canceled only if more than 50% of students cannot attend
- A signed field trip form is required by the deadline

Graduation Deadlines

Submit an online graduation application by the following deadlines:

Completer Type	Application Due
Fall / December	July 15
Spring / May	October 15
Summer / July	March 15

Hour Requirements

The Georgia State Board of Cosmetology and Barbers mandates required clock hours per course. Hours cannot be earned outside of class. Instructors track hours through the daily clock-in/out process.

Student Type	Non-Emergency Absences	Emergency Absences (w/ documentation)
Traditional (6 hrs/day)	1 day	1 day — must make up during opposite class time
Dual Enrolled / HS (2.5–3 hrs/day)	2 days (max 6 hrs)	2 days — must make up during evening or opposite class time

Emergency Absence Makeup Process

- Documentation must be provided upon return to class
- Instructor emails the opposite/evening class instructor with student name, documentation, and daily lab sheet
- Student must then email the opposite class instructor (CC their own instructor) to schedule makeup days at the instructor's designated times

Exceeding Absence Limits

Exceeding allowed absences — for any reason — requires withdrawal or results in a failing grade. No exceptions, including medical situations, bereavement, car problems, or pre-scheduled vacations.

Tardies

- Arriving late or leaving early = tardy
- 3 tardies = 1 absence
- Missing an entire class period across 2 tardies = 1 absence

Participation

- Students must actively participate to be counted present
- Refusing to participate: instructor will dismiss the student and it counts as a non-emergency absence

Withdrawal

- Students who cannot meet hour requirements should withdraw before the deadline or receive a failing grade
- Students are responsible for initiating their own withdrawal
- Incomplete lab skill sheets result in an automatic F

Late & Makeup Requirements

General Policy

- **No makeup work policy:** missed tests will not be reopened; late assignments will not be accepted
- With documentation for an emergency absence, missed assignments must be made up at the next class meeting
- Makeup requests are due upon arrival at the next class period; undocumented absences receive a zero (0)
- All makeup work and time is scheduled at the instructor's convenience

Dual Enrolled / High School Students

- **School-led activities:** a written parent/guardian note is required, plus an email or letter from the high school teacher on official letterhead sent from an official school email address, including the date, time, and activity
- Official school activities count as an extenuating circumstance
- Only tests, exams, finals, and exit exams may be made up for school activity absences
- Students have 3 days upon returning to schedule makeup dates with their instructor

Acceptable documentation includes: hospitalization, jury duty, bereavement, accidents, and similar circumstances.

Concerns & Grievances

Academic Concerns — Chain of Command

1. **Step 1:** Instructor (in person, email, or with a neutral party)
2. **Step 2:** Lead campus instructor
3. **Step 3:** Director of Cosmetology/Esthetics
4. **Step 4:** Dean of Public Safety & Professional Services
5. **Step 5:** VP of Academic Affairs

Non-Academic Concerns — Chain of Command

- Step 1: Instructor (in person, email, or with a neutral party)
Step 2: Formal grievance via westgatech.edu/knightcomplaints

Each step beyond Step 1 requires documentation of prior attempts to resolve the issue.

I have read, understand, and agree to adhere to the enclosed Cosmetology/Esthetics policies and procedures given in this document

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____