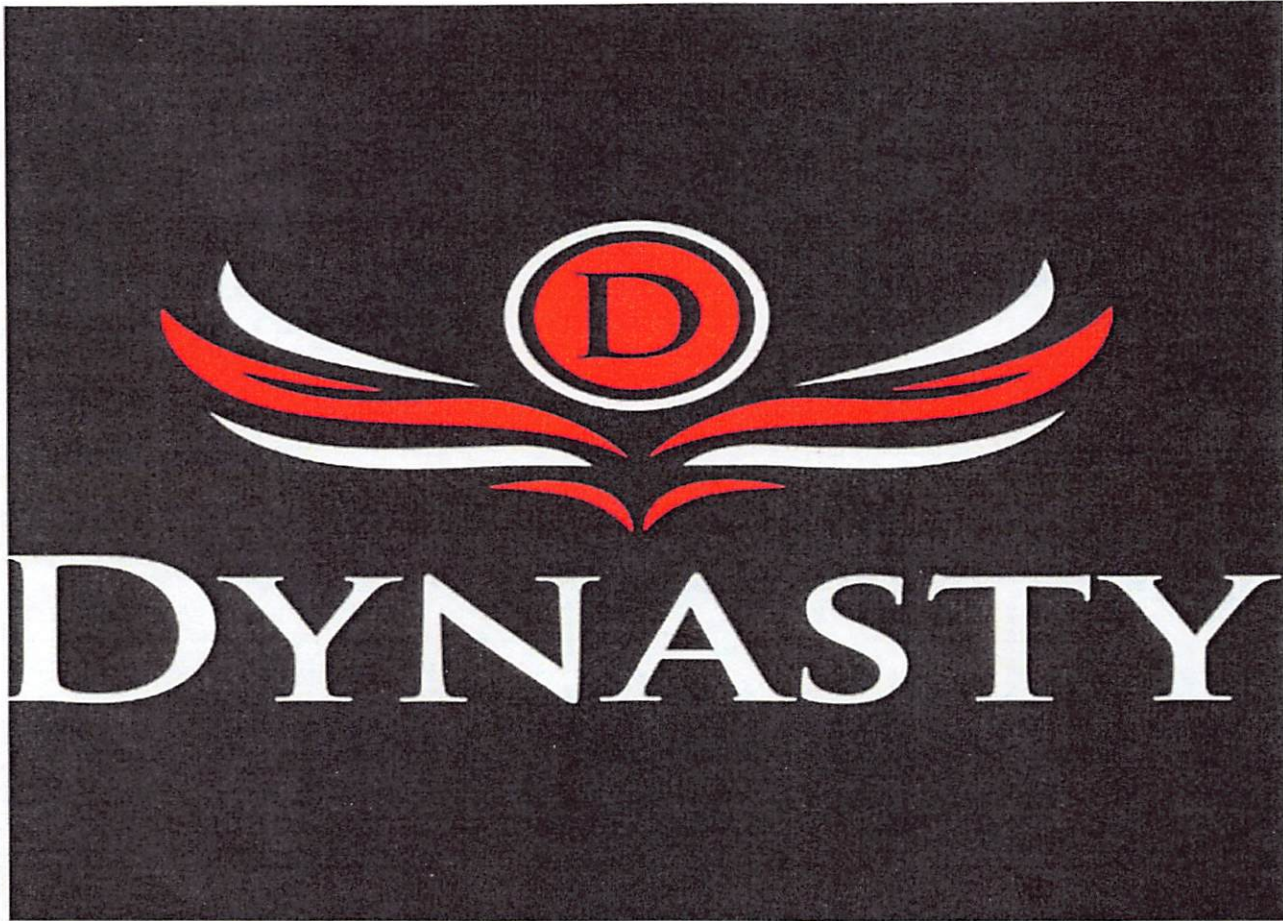


DYNASTY COLLEGE



STUDENT CATALOG

449 North Front Street
Suites 201, 101, 102, 103
Tupelo, MS 38804
Email: kw@dynastycollege.net
Phone: 662-841-0710
Website: dynastycollege.net

Revised: Nov. 16, 2023
Effective: Jan. 1, 2024

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LICENSING AGENCIES

Mississippi State Board of Cosmetology and Barbering

**P. O. Box 55689
Jackson, MS 39296
239 N. Lamar St. Suite 301
Jackson, MS 39201
(601) 359-1820
www.msbcbb.ms.gov**

NACCAS

**3015 Colvin Street
Alexandria, Va 22314
(703) 600-7600**

OWNERSHIP

**Dynasty College, LLC.
Kenneth Mayfield, Pres. & CEO
PO Box 9, Tupelo, MS 38802
662-841-8844**

ADMINISTRATIVE OFFICES

**Address: 449 N. Front Street
Suite 201, 101, 102, 103
Tupelo, MS38804
Phone: 662-841-0710
Teresa Kay Whitman, Administrative Director
Ciara Bramlett, Financial & Administrative Assistant
Admission email: kw@dynastycollege.net
Website: www.dynastycollege.net
Facebook: Dynasty college**

INSTRUCTORS

**Elishia Clanton, Cosmetology Program Director/ Instructor
Shelley Harsin, Esthetics Program Director/ Instructor
Teresa Kay Whitman, Nail Tech Program Director/ Instructor
Mark LaMarr, Barberology Program, Barber Inst. Training
Teresa K. Whitman, Substitute Instructor
Geraldine Gillispie, Substitute Instructor**

Dynasty College has adopted an advisory board that consists of at least one employer and the school owner. One employer could be able to comment on all fields and whether the school's curriculum is effectively preparing graduates for employment. If the school has one advisory committee member who is not qualified to provide feedback in all areas, then the school must have another member. If the institution offers an instructor training program, it is not the intention of the commission for a NACCAS-accredited institution to have an instructor from a competing institution on the advisory committee. Other acceptable members could include: the institution's owner, an instructor for the instructor training program, a graduate of the instructor training program, a substitute instructor, an individual with expertise and teaching experience in post-secondary education, or an individual with knowledge in pedagogy and in the development of curriculum.

Advisory Board Members

Brenda Lakes - Cosmetologist
Aaron Washington- Barber
Shelley Harsin- Cosmetologist/ Esthetician
Eloise Mayfield- At-large

Elishia Clanton- Cosmetologist
Teresa K Whitman- Cosmetologist
Theresa Barr-Cosmetologist/ Manicurist

MISSION STATEMENT

To operate a beauty school that offers a fashionable environment of professionalism that gives students a quality education in the areas of cosmetology, barberology, esthetics and nail tech while preparing them to pass the Mississippi State Board of Cosmetology and Barbering to become licensed and successfully employed as instructors or other professionals in their area(s) of study.

FACILITY

Dynasty College of Cosmetology & Barberology is in Downtown Tupelo, Mississippi at 449 North Front Street, Suite 201,101,102,103. It is located on the second floor with over 13,000 square feet that is divided into Administration offices, a reception area, dispensary, freshman classroom, junior/senior classroom, clinic floor, facial and waxing room, nail tech room and lab, storage room, library, locker room, student breakroom and restrooms. The first floor houses the esthetic department. There are 20 desks, 12 facial beds, 10 facial machines, a wax room and ample supplies. In the student salon on the first floor, there are 20 salon stations, 8 shampoo stations, 12 hair dryers, and 8 facial chairs. There are four (4) classrooms with adequate desk/chair combos. Each classroom is set up with visual aids and adequate supplies for students.

ADMISSION POLICY, PROCEDURES AND REQUIREMENTS

Cosmetology, Nail Tech, and Esthetic Admission Policy

Any student interested in these programs must meet the following qualifications.

- Must be at least 16 years of age.
- Must have a high school diploma or its equivalent
- Must be able to read, write, and speak English.
- Must have a valid social security card.
- Must have a federal or state issued photo id.

Instructor Training Admission Policy:

Any student interested in this program must meet the following qualifications.

- Must be at least 21 years of age.
- Must have a high school diploma or its equivalent
- Must have a current Mississippi Cosmetology License
- Must have a federal or state issued photo id.
- Must have a valid social security card.
- Must be a graduate of a licensed cosmetology institution in MS.
- Must be able to read, write, and speak English.

Barberology Admission Policy

Any student interested in this program must meet the following qualifications.

- Must be at least 16 years of age.
- Must have a high school diploma or its equivalent.
- Must have a federal or state issued photo id.
- Must have a valid social security card.
- Must be able to read, write, and speak English.

Barber Instructor Training Admission Policy

Any student interested in this program must meet the following qualifications.

- Must be at least 21 years of age.
- Must have a high school diploma or its equivalent

Must have a current Mississippi Barberology License

- Must have a federal or state issued photo id.

- Must have a valid social security card.
- Must be a graduate of an accredited Barberology institution in MS.
- Must be able to read, write and speak English.

Ability-To-Benefit Policy

Dynasty College does not admit Ability-To-Benefit students. All students must have a G.E.D. transcript, High School Diploma or transcript or an official transcript showing home school completion.

Evaluation of the validity of a High School Diploma

- Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or
- information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English. Dynasty College will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Transfer Students

Transfer students will receive credit according to the regulations of the Mississippi State Board of Cosmetology and Barbering. Students may be evaluated by a written and/or practical examination upon acceptance. There is a non-refundable application fee of \$100.00 A registration fee of \$175 will be charged along with tuition that is based on the hours of instruction needed, based on the current tuition rates. The student will need to purchase any books and kits used by the college.

Re-Admission Policy

Students may re-enroll after a period of 30 days unless he/she is dismissed for misconduct. Those students are not permitted to re-enroll. Each re-enrollment will be looked at on a case-by-case basis. Students will enter with the same satisfactory academic progress status they had previously. The tuition will be charged at the current rate of tuition at the time of re-enrollment. There is a re-enrollment fee of \$175. There is a non-refundable application fee of \$100.00

Admissions Practices

Dynasty College does not solicit, or recruit students already enrolled or attending another college offering a similar program.

NON-DISCRIMINATION CLAUSE

Dynasty College in its admissions procedures does not discriminate based on race, color, creed, ethnic origin, sex, age, religion, financial status, country or area of origin, residence, or handicap.

ENROLLMENT DATES

Dynasty College offers enrollment every three months. The new classes start on the first Tuesday of January, April, July, and October. If the start day falls on a holiday, classes will start the following day.

COLLEGE HOURS OF OPERATION

Administrative Office Hours

Monday-Friday 8:00 a.m. -4:00 p.m.

Student Class Hours

Day Classes (Full- time)Monday-Friday 8:30 a.m. - 3:30 p.m.

Day Classes (Part Time).....Monday-Wednesday 8:30 a.m. -3:30 p.m.

Night ClassesNA (Coming Soon)

Student Salon Hours

Monday..... CLOSED.

Tuesday - Wednesday (half day) 12:30 a.m. - 2:30 p.m.

Thursday - Friday8:30 a.m. - 2:30 p.m.

COURSES OFFERED

All courses are written in English and taught in English.

Cosmetology1500 hours

Instructor Training 600 hours

Esthetics.....600 hours

Nail Tech..... 350 hours

Barberology 1500 hours

Barber Instructor Training (for licensed barbers only) 600 hours

Financial Aid

Dynasty College's Financial Aid department is available to assist enrolled students, former students, and prospective students at both campuses. The Financial Aid department is available to provide information to students regarding the types of financial assistance that are available, how students may apply for aid, how eligibility is determined, and the cost of attending our institution.

Prospective students are provided with information on financial assistance that is available from course specific handouts, Internet site addresses, or the institution's Financial Aid personnel. Dynasty College will not guarantee Financial Aid eligibility without authentication of submitted information. Financial Aid is not used to entice a student's enrollment either verbally or written.

Dynasty College provides individual student interviews and application assistance to prospective students for the purpose of accurately determining a student's Financial Aid eligibility to attend our institution. Prospective students are provided with information on the financial assistance that is available from our School Catalog, Internet website, or the institution's Financial Aid personnel. Once enrolled and the students' Free Application for Federal Student Aid – FAFSA has been processed, the student is required to sign a completed Tuition Finance Plan, and other pertinent FA forms required to request funding for his or her attendance at Dynasty.

The Tuition Finance Plan is the school's official notification of scheduled FSA awards and further outlines the school's policy regarding the disbursement of FSA awards. Prospective students are informed of their Pell Grant eligibility prior to the disclosure of Stafford Loan availability. Dynasty College is a credit hour institution and the students' scheduled dates of disbursements are indicated by the Start date and every twelve weeks thereafter.

Prior to determining or disbursing FSA funds, a student must not be in Default on his or her student loans or owe an Overpayment to the U.S. Department of Education and have a valid Institutional Student Information

Record – ISIR. If selected for the verification process, all documents required must be received by the Financial Aid Office prior to the disbursement of any FSA funds. All federal student loan recipients are required to complete the on-line entrance counseling at www.studentaid.gov. A student is not eligible for additional FSA funds if the student does not meet the school's Satisfactory Academic Progress standards within 1½ times the program length.

The institution's academic policy states that a student shall be terminated following the failure of two consecutive academic units, and further communicates to the student, his or her required criteria for meeting the institution's definition of Satisfactory Academic Progress – **SAP**. SAP is evaluated prior to disbursing federal Student Aid.

Student Loan amounts may not exceed U.S. Department of Education borrowing limits. These terms and conditions are requirements for a student to be eligible for Title IV FSA and are individually based on the student's Financial Aid history as reflected through National Student Loan Data System -**NSLDS**.

The Dynasty College Financial Aid department is encouraged to help prevent financial aid and scholarship fraud by educating any prospective and enrolled student about the protection of his or her personal identification information, the existence of potential fraud, and the importance of reporting potential fraud occurrences.

The FA department is prohibited from knowingly and willfully encouraging a student to falsify data for the sole purpose of receiving FSA awards or otherwise providing misleading statements during the application process that may result in the fraudulent receipt of FSA awards.

Any student may contact the institution's Financial Aid department for information regarding student financial assistance during business hours. A student may also contact the institution's School Director for assistance regarding general school issues. The list of current Financial Aid personnel is provided to all enrolled students in the Official Dynasty College Catalog.

In-School Deferments

Students who enroll at Dynasty College with previously disbursed Federal Stafford Loans – **FSL** and are in repayment get the opportunity to request an In-School Deferment when enrolled in our institution. Students who wish to continue their loan repayments may do so while enrolled as full-time students of Dynasty College. Students may request an In-School Deferment at any time during their enrollment.

Federal Financial Aid

The Federal Pell Grant and Federal Direct Loans are important sources of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the students on a Free Application for Federal Student Aid (FAFSA) form.

WHO QUALIFIES FOR FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a “regular student” – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number

- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV Grant
- **Federal Student Aid Programs**

The federal aid programs available at Dynasty College are divided into two types – grants and loans. Grants are awards that normally do not have to be repaid (A student who withdraws prior to completing a payment period may be required to repay unearned grant funds). Student loans and parent loans are made available by the US Department of Education to eligible borrowers and must be repaid.

The Federal Pell Grant is an award available to undergraduate students who meet federal eligibility guidelines. Pell Grant awards vary from year to year and from student to student. Eligibility is based on family income level and financial resources, as well as other personal factors. Pell Grant awards currently range from \$845 to \$6895 per award year for qualified applicants.

Federal Stafford Loans are low-interest, fixed-rate loans to students, which must be repaid. They are available to students with demonstrated financial need who borrow funds for educational expenses. Subsidized and Unsubsidized Stafford Loan interest rate is fixed at 4.99% for all first disbursements between July 1, 2022 and June 30, 2023 and shall remain fixed during the life of the loan. Repayment on Federal Stafford Loans begins six months after the borrower's last date of attendance as at least a half-time student. Repayment is usually scheduled over a maximum period of ten years. The minimum payment is \$50.00 for the standard repayment plan.

Parent Loans for Undergraduate Students - PLUS Loans – are low-interest, fixed-rate loans made to creditworthy parents of Dependent students to pay for the educational expenses of their dependent. The interest rate on disbursements made on or after July 01, 2022 through June 30, 2023 is 7.54%. Repayment normally begins while the student is in attendance, however, parent loan borrowers may be able to defer repayment of principal under certain conditions.

Dynasty College participates in the Federal Direct Student Loan Program (FDSLP).

Applying for Federal Financial Aid

The application process used by the school to perform the need analysis is the [Free Application for Federal Student Aid \(FAFSA\)](#). The FAFSA can be completed online by logging on to www.fafsa.gov. When completing the FAFSA, please use the Federal school code Number: **xxxxxx**.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS web- site at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The students will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying and reapplying for Financial Aid Providing complete and accurate information on the FAFSA and financial aid forms.
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as withdrawal from Academy, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the Academy as well as maintaining Satisfactory Academic Progress (SAP) Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

TUITION & FEES

Cosmetology Tuition & Fees

Application fee	\$ 100 non-refundable
Registration	\$ 175
Tuition	\$ 8,625
Books & Kit	\$ 1,195
Program Total Cost	\$ 10,095

Cosmetology Instructor Training Tuition & Fees

Application fee	\$ 100 non-refundable
Registration	\$ 175
Tuition	\$4,325
Books & Kit	\$ 435
Program Total Cost	\$ 5,035

Esthetics Tuition & Fees

Application fee	\$ 100 non-refundable
Registration	\$ 175
Tuition	\$ 4,625
Books & Kit	\$ 1,195
Program Total Cost	\$ 6,095

Nail Tech Tuition & Fees

Application fee	\$ 100 non-refundable
Registration	\$ 175
Tuition	\$ 3,125
Books & Kit	\$ 1,195
Program Total Cost	\$ 4,595

Barberology Tuition & Fees

Application fee	\$ 100 non- refundable
Registration	\$ 175
Tuition	\$ 8,625
Books & Kit	\$ 1,195
Program Total Cost	\$ 10,095

Barberology Instructor Tuition & Fees

Application fee	\$ 100 non-refundable
Registration	\$ 175
Tuition	\$ 4,325
Books & kit	\$ 435
Program Total Cost	\$ 5,035

The student is responsible for paying the total tuition and fees to the college for the selected program. Discuss all payment plans with the Administrative Office. Payments are due on the 1st of each month.

Books and Kit Policy

The fees for the books and kit are separate charges. The books are \$500.00, and the kit is \$695.00. The book and kit are non-refundable and must be paid for on the first day of class. The student is responsible for the student kit. It will remain on the college campus until the student graduates and all tuition and fees are paid. The implements are to be used on manikins and clients. The student is responsible for replacing any lost, missing or damaged items.

Other Fees and Costs

Application Fee

Each program has an application fee of \$100 that is due on the day you enroll in the program. This applies to re-enrollments and transfer students.

Registration Fee

Each program has a registration fee of \$175 that is due on the first day class starts. This applies to re-enrollment and transfer students.

Over-Time Policy Fee

The student will be charged overtime for the hours missed over the approved 10% in each evaluation period. The fee will be \$15.00 an hour.

Withdrawal Fee

A withdrawal fee of \$150 will be charged for any student that withdraws or is dismissed from the program.

Late Payment Fee

A \$30 late fee will be charged on the 10th of each month for any payments that are late.

Replacement Badge Fee

A replacement badge fee of \$5.00 will be charged for replacing your name badge. The first badge is given to the student as part of the kit.

Transcript Fee

Dynasty College may charge a \$10.00 fee for transcript requests.

Verification of Student Identity Fee

A \$50.00 charge for any student that requires verification of their Identity. For DE students this fee is not applicable.

Method of payment

Methods of payment include full payment at time of signing the Enrollment agreement, registration fee, paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through a non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loan plus interest. Tuition payments will be paid through the student portal.

Mississippi State Board of Cosmetology and Barbering Testing & Licensure Fee

Theory Exam\$ 95
Cosmetology, Esthetics, Nail Tech,
Barber License Fee \$50
Instructor License Fee\$ 80

COLLEGE GRADING SYSTEM

All students are required to pass all theory and practical skills work with no Less than a score of 85. Students are tested after the completion of each chapter. There are special projects that are assigned in various classes. Practical work is graded on the procedure in the textbook. Students must make up all failed or missed tests and incomplete assignments before they can take the final exams.

90-100..... Excellent
85-89..... Very good
84Below Unsatisfactory

CLASS LEVELS

Cosmetology

Freshman0- 240 hours
Junior.....241- 750 hours
Senior.....751-1500 hours

Esthetics

Freshman..... 0 – 96 hours
Junior/Senior----- 97- 600 hours

Nail Tech

Freshman0-40 hours
Junior/Senior 41-350 hours

Barberology

Freshman 0-240 hours
Junior 241-750 hours
Senior.....751-1500 hours

STUDENT DAILY SCHEDULE

Day Class Schedule

*Full-Time day students are given two- 10-minute breaks throughout the day.

Monday - Friday

Theory Class.....	8:30 a.m. – 11:30 p.m.
Lunch.....	11:30 p.m. -12:30 p.m.
Practical Class/Clinic Floor.....	12:30 p.m. – 3:00 p.m.
Sanitation & Detail Duties.....	3:00 p.m. – 3:30 p.m.
Dismiss.....	3:30 p.m.

INSTRUCTIONAL METHODS USED TO TEACH PROGRAM

Students in all programs will receive training through the following methods: lecture, audiovisual aid, demonstrations, practical instruction, discussions, question and answer sessions, role play, field trips, guest speakers, written exams, practical exams, projects, and activities. All these methods are used to prepare the students for their State Board testing.

PROGRAMS OF STUDY

Cosmetology Program

The Cosmetology program is 1500 hours of training extended over a period of not less than nine months. It includes 375 hours of theory class time, 1050 hours of practical/skill work, and 75 unassigned hours that can be theory and/or practical/skill, used at the instructor's discretion based on the students' needs.

Objectives

Mississippi Board of Cosmetology and Barbering Laws, Rules and Regulations Professional Image, Ethics and Conduct.

General Sciences

Infection Control, Prevention and Safety Precautions.....	150 hours
Anatomy and Physiology.....	25 hours
Basic Chemistry and Electricity.....	110 hours

Business Skills

Personal / Individual.....	50 hours
Resume Interviewing.....	25 hours
Sales and Marketing Money Management.....	75 hours

Hair Science

Hair Treatments/Services.....	40 hours
Principals of Design.....	135 hours
Shampooing and Conditioning.....	20 hours
Haircutting.....	150 hours
Hairstyling.....	50 hours
Chemical Texture Services Coloring and Lightening.....	250 hours
Braiding, Extensions, Additions and Wigs.....	30 hours

Skin Science

Skin Care/ Treatments/Service.....	100 hours
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Nail Science

Nail Care/Treatment/Service.....	100 hours
Any other related theory/skill subjects.....	190 hours
Total Program Hours.....	1500 hours

Employment Opportunities

Upon completion and licensure of the Cosmetology program, the individual will have a solid foundation in the following fields: Hairstylist, Make-up Artist, Day Spa Technician, Nail Salon Tech, Salon Owner, Platform Artist, Product Promoter/Educator, Sales Representative and many more.

Cosmetology Kits: All kits are subject to change. Items may be changed, added, or removed.

Hairbrushes (assorted, including round brush)
Combs (assorted, including wide tooth and large, heavy comb)
Shears- professional grade
Thinning Shears- professional grade
Feather Razor and Blades (1 box)
Curling Iron
Hairdryer (handheld) Rollers (assorted) and clips 1 box
Cold wave equipment (set for 12 dozen rods) and end paper (1box)
Tint brush, applicator bottle and bowl
Clippies
Manicure kit (including finger bowl, metal pusher, orangewood stick, file/emery board, cuticle nippers, and nail clippers)
Nail brush\
Tweezers
Cape (all purpose)
Mannequin/ mannequin stand
Timer
Spray bottle
Liquid styptic
Student is responsible for the items in the kit. Kit must remain at the college until the student graduates and makes all the required payments for the kit.

Instructor Training Program

This program is 600 hours for Individuals with a current Cosmetology, Esthetics, or Nail Tech License. They must also have completed six hours of Board approved college courses. This course includes preparatory training and supervised teaching. Theory 150, Practical 420, 30 unassigned hours.

This course is designed to help licensed professionals with the basic skills needed to become a professional educator, to prepare for the licensure examination and obtain a license to teach Cosmetology, Esthetics, or Nail Tech. The program is broken down in the following subjects:

Objectives:

Observation (acquired prior to practice teaching)

Theory Observation..... 56 hours

Skill Observation.....98 hours

The Professional Teacher

Teacher personality..... 25 hours

Technical knowledge..... 25 hours

Teacher characteristics.....	25 hours
Teachers as professionals.....	25 hours
Preparation for teaching.....	50 hours
Planning the course (Lesson Plans)	64 hours
Student Motivation and Learning	
Laws governing learning process.....	30 hours
Student motivation.....	25 hours
Student participation.....	25 hours
Student personalities.....	20 hours
Learning speeds (including gifted learners)	50 hours
Methods, management and materials	
Methods, procedures, and techniques of teaching.....	114 hours
Classroom management.....	112 hours
Teaching materials.....	110 hours
Testing and evaluation.....	120 hours
MS State Board of Cosmetology & Barbering Law, Rules and Regulations...	26 hours
Total Program Hours.....	600 hours

*Prior to application for the exam, a student instructor must attend one Board approved "Methods of Teaching' Seminar earning a minimum of five continuing education hours.

Upon completion and licensure of the instructor program, the individual will have a solid foundation in the following fields: School Instructor in their field of expertise, School Manager, Platform Educator, Lecturer, or School Ownership.

Esthetic Program

The esthetics program is 600 hours with 150 hours for theory class and 420 hours for practical/clinic floor work with 30 unassigned hours to be used at the instructor's discretion.

Objectives

MS State Board of Cosmetology & Barbering Laws, Rules and Regulations.....	20 hours
Professional Image, Ethics and Conduct.....	10 hours

General Sciences

Infection Control, Prevention and Safety Precautions.....	75 hours
Anatomy and Physiology.....	25 hours
Basic Chemistry and Electricity.....	25 hours

Business Skills

Personal/ Individual.....	10 hours
Resume.....	40 hours
Interviewing.....	10hours

Interviewing.....	25 hours
Sales.....	10 hours
Marketing Money Management.....	15 hours
Salon	
Planning and Design.....	10 hours
Management.....	15 hours
Marketing.....	15 hours
Skin Science	
Skin Treatment/Services.....	100 hours
Facial Treatments.....	75 hours
Facial Massage.....	30 hours
Facial Machines.....	30 hours
Hair Removal.....	20 hours
Makeup.....	20 hours
Advanced topics/ Treatments.....	30 hours
Total Program Hours.....	600 hours

Employment Opportunities

Upon completion and licensure of the Esthetician program, the individual will have a solid foundation in the following fields: Skin care technician, Makeup Artist, Spa Manager, Spa Owner, Product Representative, and many more.

Esthetics Kit: All kits are subject to change. Items may be changed, added or removed.

Tweezers (slanted and pointed tip/epilating)	Eyelash curler
Small Cups/ bowls (ramakin type)	Vinyl Gloves
Plastic Spatula (sanitizable)	Handheld Mirror
Face and Body Brush set	BT magnifying glasses
Extraction Kit	Washable headbands
Waxing kit	Client drape
Guarded derma plane blade	Mannequin
Gauze (2x2 and 4x4)	Carrying case
Cellulose sponge	Make up sheets
Wedge sponges	Pencil sharpener
Applicator (lip, shadow, and mascara)	Make up brush set

Nail Tech Program

This course is 350 hours with 88 hours of theory class, 244 hours of practical/clinic floor and 18 unassigned hours to be used at the instructor's discretion.

Objectives

This course is designed so the graduating student will have the basic knowledge in all areas of Nail Tech and for the student to obtain licensure as a professional Nail Tech. The course is broken down in

the following subjects:

MS Board of Cosmetology & Barbering Laws, Rules and Regulation.....10 hours
Professional Image, Ethics and Conduct.....10 hours

General Sciences

Infection control, Prevention and Safety Precautions.....70 hours
Anatomy and Physiology..... 25 hours
Basic Chemistry and Electricity.....25 hours

Business Skills

Personal/ Individual..... 5 hours
Resume.....6 hours
Interviewing..... 4 hours
Sales..... 5 hours
Marketing Money Management..... 5 hours

Nail Science

Nail Treatments/ Services.....-10 hours

Manicure

Basic..... --. 5 hours
Specialty..... 5 hours

Pedicure

Basic..... .. 5 hours
Specialty.....5 hours
Nail Enhancements.....50 hours
Nail Tips/ Nail Wraps.....30 hours
Monomer Liquid Polymer Powder UV Gels.....55 hours
Electric Nail File..... 5 hours
Nail Polish/Art/Airbrushing/Embellishments..... 10 hours
Any other Related Theory / Skill Subjects..... 5 hours
Total Program Hours.....350 hours

Employment Opportunities

Upon completion and licensure of the Nail Tech program, the individual will have a solid foundation in the following field: Nail Tech, Nail Salon Manager, Platform Artist, Product Representative, Retail Specialist, Pedicurist, and many more.

Nail Tech Kit:

Student sculpture kits (with powder, monomer, primer, brush, forms, dappen dish and dauber)	
Finger bowl	Buffer disks (fine and medium)
Cuticle Nipper	Nail Brush
Metal pusher	Nail art Brushes
Nail Clippers	Nail tips (various sizes)
Tip Cutter	Embellishments
Orangewood sticks	Electric File
Emery Board (assorted)	Hand form
UV light	Carrying case

Nail Tech Kits: All kits are subject to change. Items may be changed, added or removed.

Barberology Program

The Barberology program is 1500 hours of training extended over a period of not less than nine months. It includes 375 hours of theory class time, 1050 hours of practical/skill work and 75 unassigned hours.

Objectives

MS Board of Cosmetology & Barbering Laws, Rules & Regulations.....10 hours

History fundamentals of barbering.....10 hours

General Sciences

Elementary Chemistry relating to sterilization.....25 hours

Disorders of the skin, scalp, and hair.....25 hours

Business Skills

Business Management..... 5 hours

Salesmanship.....5 hours

Hair Science

Haircutting and styling.....810 hours

Male hairpieces sales and service..... 25 hours

Hair coloring/tinting, bleaching, and straightening.....150 hours

Hair structure and chemicals.....75 hours

Scalp and hair treatment.....50 hours

Razor cutting and styling..... 50 hours

Skin Science

Barber implements, shaving and beard.....25 hours

Theory of massage and facial treatment.....20 hours

Permanent waving.....20 hours

Any other related theory/ skill subjects.....195 hours

Total Program Hours.....1500 hours

Employment Opportunities

Upon completion and licensure of the Barberology program, the individual will have a solid foundation in the following fields: Barbering, Hairstylist, Owner, Platform Artist, Product Promoter/Educator, Sales Representative and many more.

Barberology Kits: All kits are subject to change. Items may be changed, added, or removed.

Hairbrushes, assorted (including round brush)

Combs, assorted

Shears, professional grade

Thinning Shears, professional grade

Razor and 1 box of blades, professional grade

Clippies, professional grade (to include brush)

Cleaner

T-Edge, professional grade

Curling Iron

Flat Iron

Hairdryer (handheld)

Rollers(assorted) and clips 1 box

Cold wave equipment (set of 12 dozen rods)
and end papers (1box)

Tint brush, applicator bottle, and bowl

Clippies

Mannequin / stand

Barber Instructor Program

This program is 600 hours for Individuals with a current barber license. This course includes preparatory training and supervised teaching. Theory 150 hours, Practical 420 hours, 30 unassigned hours. This course is designed to help licensed professionals with the basic skills needed to become a professional educator, to prepare for the licensure examination and obtain a license to teach barbering. The program is broken down in the following subjects:

Objectives:

Observation (acquired prior to practice teaching)

Theory Observation.....80 hours

Skill Observation

Facial.....25 hours

Scalp Treatment.....20 hours

Hair Styling.....25 hours

Hair Drying.....25 hours

Shampooing.....10 hours

Permanent waving.....50 hours

Hair Pieces.....10 hours

The Professional Teacher

Lecture and Demonstration.....75 hours

Composing questions and grading student papers.....30 hours

Floor Supervision.....100 hours

School records, student enrollment, collections, office work.....25 hours

Desk receptionist, purchasing, supplies.....20 hours

Salesmanship.....25 hours

Chemical.....60 hours

School Procedures.....20 hours

Total Program Hours.....600 hours

Employment Opportunities

Upon completion and licensure of the instructor program, the individual will have a solid foundation in the following fields: School Instructor in their field of expertise, School Manager, Platform Educator, Lecturer, or School Ownership.

JOB AND PHYSICAL DEMANDS OF THE PROFESSION

Individuals who want to become a professional must have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow client's directions, stay up with the latest fashions and beauty techniques, work long hours while building a clientele, make a commitment to completing the course of study and continuing education, learn the necessary business skills.

The physical demands can be strenuous and demanding with long hours with hands at shoulder level or sitting at a station, exposure to various chemicals and fumes that can cause an allergic reaction or be harmful if used incorrectly.

EMPLOYMENT ASSISTANCE

Dynasty College does not guarantee employment. Students are given training on job search,

resumes, completing employment applications and preparing for an interview. It is the responsibility of the student to apply for jobs and attend interviews. Any job opportunities in the area are posted on the breakroom board and made known to interested graduates upon request.

Salon Level

At the salon or stylist level there are many advancement opportunities, both money and employment. As you gain experience, and continuing education, so will your rate of pay structure. Those who show leadership qualities could rise to management positions. As in many other fields, the beauty industry has reached the age of specialization. What this means is that some of the larger salons throughout the country now have hair designers who elect to specialize in one or more of the many services performed in a full-service salon. Just a few of the specialized fields in the salon level are texture services, color specialist, makeup/skin care, nail care and salon management. Owning your own business is also an option.

Teaching Level

This level can be a cosmetology school instructor, school manager, director of education, educational trainer, or a school owner. A school instructor would require a dedicated individual who has acquired the overall knowledge it takes to instruct in all phases of our profession. Instructors are usually paid a salary and have the opportunity to advance to school manager or director of education.

Manufacturer Level

Companies that produce or manufacture cosmetology products need people to call on salons, schools, and distributors to demonstrate and sell their products. The job title is usually field representative or technicians. There is extensive travel and special training with many opportunities for advancement.

Distributor Level

This level is a sales consultant. It would include the introduction of new products, inventory control, retail merchandising, salon equipment and design advice. As a sales consultant you would act as the liaison between the manufacturer and the stylist or salon owner.

GRADUATION REQUIREMENTS

Dynasty College will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debt owed to the school.

Certificate for Completion of Program

Students will receive a Diploma upon the completion of requirements in the enrolled program.

STUDENT ADVISING SERVICES

The Admissions Office is available for student advising, placement and other personal services that will benefit the student. Students are free to discuss personal issues that might affect their education or future employment.

STUDENT HOUSING

The college does not provide housing facilities. A list of closely suitable housing will be provided if the student needs assistance. The Admissions office will help any out-of-town students find

satisfactory housing.

LOCKERS

Lockers are provided free of charge. It is the student's responsibility to acquire a securing device.

ACCESS TO STUDENT FILE AND INFORMATION

No information regarding a student will be released without the prior written consent, each time, from the student or parent/guardian if the student is a dependent minor, unless required to do so by the state, accrediting, or governmental agency. Students or parents (if minor) may have access to his/her file by making an appointment with the Administrative Office. Student records may not be removed from the College campus.

HOLIDAYS

New Year's Day (1), Martin Luther King Day (1), Spring Break (5), Easter (2) Memorial Day (1), Juneteenth (1), Fourth of July (5), Labor Day (1), Thanksgiving (5), Christmas (7). Additional holidays may be added to the schedule at the discretion of the College Administration. A monthly calendar will be placed in the student breakroom with holidays/closures listed.

UNEXPECTED CLOSURE

In the case of a closure beyond the control of the College such as extreme weather conditions, staff meetings and unforeseen circumstances, Dynasty College will notify students by public broadcast, local tv stations, group message and/or social media.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must follow the institution's policy in requesting a LOA. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing.
- The request must include the students' reason for the LOA; and
- The request must include the student signature.

The reasons for which a leave of absence may be approved include:

- Personal and /or family medical issues
- Death in the family
- Vacation
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official leave will extend the contract period by the number of days taken in the leave and such changes to the contract period must be either-

- The changes to the enrollment agreement will be initiated by all parties; or
- An addendum to the enrollment agreement must be signed by all parties.

No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days. The students' contract period will be extended by the same number of calendar days taken in the LOA. A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

INTERNAL COMPLAINT POLICY

Every attempt will be made to resolve any student complaint that is not frivolous or without merit. The final resolution of all complaints will be retained in the student file in order to determine the frequency, nature and patterns of all complaints for the College. The student is informed of the complaint process before enrollment.

Steps for the complaint process:

The student will file the complaint in writing on the designated form provided by Dynasty College of Cosmetology & Barbering within 30 days of the date the act occurred and turned into the Director by the student.

1. The complaint form will be reviewed by the Owner and Management team.
2. A resolution, if any, will be provided within ten business days.

If for any reason the complainant is not satisfied with the resolution, she/he may appeal the decision to the Dynasty College Advisory Board

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress is measured on if a student is progressing adequately toward completion of his/her program of student in attendance and academics. Satisfactory academic progress standards apply consistently to all students enrolled regardless of which program they participate in. This policy is provided to applicants prior to enrollment.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress at:

Cosmetology 1 500 hours.....	450, 900, 1200 hours
Instructor Training 600 hours.....	300 hours
Esthetics 600 hours.....	300 hours
Nail Tech 350 hours.....	175 hours
Barberology 1500 hours.....	450, 900, 1200 hours
Barber Instructor Training 600 hours.....	300 hours

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transferring 67% students who need less than the full course requirements or part-time students will be determined based on of the schedule contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the school on a cash pay basis.

Evaluations ensure that students have had at least one evaluation by midpoint in the course.

They will determine if the student has met the minimum requirements for satisfactory progress.

Transfer Students

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the total scheduled attendance hours. The minimum attendance level is calculated by dividing the cumulative actual hours by the cumulative scheduled hours recorded during the student's enrollment.

Maximum Time Frame

The maximum time frame for the course completion is 150% of the published length of the program.

<u>Program Hours</u>	<u>Normal Time</u>	<u>Maximum Time Scheduled</u>	
Cosmetology 1500 hrs., FT-30 hrs./wk.*	50 weeks	75 weeks	2250
Instructor Training, 600 hrs., FT-30 hrs./wk.	20 weeks	30 weeks	900
Esthetics, 600 hrs., FT-30 hrs./wk.	20 weeks	30 weeks	900
Nail Tech, 350 hrs., FT-30 hrs./wk.	12 weeks	18 weeks	525
Barberology 1500 hrs., FT-30 hrs./wk.	50 weeks	75 weeks	2250
Barber Instructor Training 600 hrs., FT-30hrs/wk.	20 weeks	30 weeks	900

PARTIME STUDENTS MUST ATTEND 15 HRS A WEEK. THEIR NORMAL TIME AND MAXIMUM TIME WILL BE DOUBLED.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain an average score of at least 70% on all theory and practical assignments and testing. Academic learning is evaluated after each unit of study and includes all assignments, projects, and testing. Practical assignments are evaluated as complete only when rated satisfactory or better. Practical skills are evaluated according to text procedure. The following grading system is used

90-100	Excellent
85-89	Very Good
84 - Below	Unsatisfactory

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. The student can receive a hard copy of their Satisfactory Academic Progress determination at the time of each of the evaluations. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless, the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

If a student fails to meet the minimum satisfactory progress requirements for attendance or academics at the required evaluation period will be placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she will be placed on probation.

Probation

After the warning period, if the student is not meeting satisfactory progress standards they may be placed on probation if the college evaluates the student's progress and determines that the student did not make satisfactory progress during the warning period and the student prevails upon appeal of a negative progress determination prior to being placed on probation and the college determines that the satisfactory progress standards can be met by the end of the subsequent evaluation period or the college develops an academic plan for the student that, if followed, will ensure that the student is able to meet the college's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

Re-Establish Satisfactory Academic and/or Attendance Progress

Students can re-establish satisfactory academic progress by meeting the minimum requirements in attendance and/or academics by the end of the probationary period.

Appeal

The student may be allowed to appeal a satisfactory academic progress determination within ten calendar days. An appeal is allowed if there were extenuating circumstances (i.e., death of a relative, an injury or illness of the student, etc.) that prevented the student from meeting the SAP requirements. Documentation must be submitted regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. The results of the appeal will be documented in the student file.

Noncredit, Remedial Courses, Repetitions

Noncredit, remedial courses and repetitions do not apply to this college. Therefore, these items have no effect on the college satisfactory academic progress standards.

Transfer Hours

A student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdrew from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or college closure.

Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant is not accepted by the college. The applicant shall be entitled to a refund of all monies paid.
- A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the college shall be refunded, regardless of whether or not the student has actually started classes.
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. Under these circumstances, he/she shall be entitled to a refund of

all monies paid to the college.

- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the college that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the college. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the college administrator or owner in person.

*For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the college applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME TOTAL TUITION COLLEGE
ENROLLED TO TOTAL COURSE/PROGRAM SHALL
RECEIVE/RETAIN

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24%	45%
25% to 49.9%	70%
50% and over	100%

*All refunds will be calculated based on the students' last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

* If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

a full refund of all monies paid OR

- completion of the course/ program.

*If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the college shall provide:

- a pro rata refund for all students transferring to another institution based on the hours accepted by the receiving institution OR
- provide completion of the course OR
- participate in a Teach-Out Agreement OR
- provide a full refund of all monies paid.

* If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- pro rata refund of tuition to the student OR
- participate in a Teach Out Agreement.

* Students who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned college property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

COLLEGE RULES AND REGULATIONS

Cosmetology Dress Code and Image

Students must always maintain the dress code: red scrubs with a solid white closed toe shoe and nametag. No boots, sandals, flip flops, etc. can be worn. No sweatshirts or pullovers can be worn over the scrub top. A scrub jacket may be worn or a solid white long sleeve under the scrub top. A professional appearance is required, clothing clean, undergarments hidden, hair styled and makeup. No head wraps, hats, caps, etc. may be worn.

Barberology Dress Code and Image

Students must always maintain the dress code: black scrubs & smock, with a solid closed toe shoe, nametag. No boots, sandals, flip flops, etc. can be worn. No sweatshirts or pullovers can be worn over the scrub top. A scrub jacket may be worn or a solid white long sleeve under the scrub top. A professional appearance is required, clothing clean, undergarments hidden, hair styled and makeup. No head wraps, hats, caps, etc. may be worn.

Attendance

All students are required to attend **Dynasty** College according to the schedule in their enrollment agreement. Full-time day students are required to attend 30 hours a week. Part-time students are required 15 hours a week. Modified schedules may be approved through the Administrative Directors office on a case-by-case basis. Students are required to be engaged in constructive work for which program they are enrolled during the time he/she is clocked in. Excessive unexcused absences may result in suspension or dismissal. After 14 consecutive absent days the student will be dropped from the program.

Lunch and Break Times

Monday through Friday, students are given a one-hour lunch from 11:30- 12:30 with two- 10-minute breaks throughout the day. On Saturdays, when available, students are given two ten-minute breaks. All food and drinks must be kept in the breakroom **ONLY**. No food or drinks are allowed in the classrooms or the clinic floor.

Time Clock and Clocking Procedure Policy

Students must clock in and out at the time clock and sign in and out on the sign in sheet. In order to receive hours for each day, the student must clock in when arriving at the college and clock out at the end of the day. **You must clock out any time you leave the college campus.**

Tardiness Policy & Procedure

1. Any Student who arrives for class **five (5) minutes** after the schedule time for class to begin will be considered tardy.
2. Students will not be allowed to clock in or enter class after the 5-minute deadline. Instead, tardy students who wish to remain on campus until the next break will be given a **permission slip from the Administrative Office** to remain on campus in a designated area by the administrator until the next break period; however, no credit will be given from this unsupervised time.
3. If a student is tardy 3 days or more in a month, he or she will be placed on probation for a period of one (1) month after a counseling session with the administrative director. If a student is tardy during the period of probation, he or she will be suspended for a period of three (3) days.
4. If a student continues to be tardy after being placed on probation and suspended for

three (3) days, he or she will be suspended from the program for 10 days. Students are allowed to make up time missed by taking 30 minutes lunch breaks and 30 minutes from 3:30- 4:00 with the approval of the Administrative Director.

Make-Up Time Policy

Students are allowed to make up excused time by attending additional theory or practical hours at the college, if approved through the Administration office. Hours can be made up by attending an approved hair show, student competition, lecture or practical class that is approved through MS State Board of Cosmetology and Barbering, if the student comes to regular scheduled class the week before the scheduled event and the week after. At the events, the student must sign in and out with the instructor present at the event in order to receive hours. Student Instructors may also do make up hours through online webinars with Milady and Pivot Point if approved through the Administration Office.

Attendance Reporting

Computer sign-in & approved sign-in sheets are used to track attendance. The data is entered into the system weekly and reported monthly to the MS State Board of Cosmetology and Barbering. It is posted each month by enrollment ID in the breakroom.

Cell Phone Policy

Cell phones must be silent and cannot be used while in class or while working in salon. They are restricted to the break room and outside during lunch and break times. Personal calls are not allowed during college hours unless it is an emergency. Cell phones are not allowed in theory class or on the clinic floor.

Sanitation

Students are assigned sanitation details each month. It must be completed each day before leaving. Students are responsible for his/her own workstations. No personal items are allowed on the stations, walls, or mirrors.

Lost or Stolen Items

Dynasty College is not responsible for lost or stolen items. All personal items and valuables should be kept in your locker with a lock or left at home. Wallets and handbags should not be left on stations, tables, chairs, etc. This applies to all students enrolled on LOA or graduated. Any items left at the College after graduation, withdrawal, or dismissal will become the property of Dynasty College of Cosmetology & Barberology after 30 days.

Grounds for Termination

Dynasty College may terminate a student's enrollment for noncompliance with General Policies, Enrollment Agreement, or State Laws and Regulation; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Disciplinary Policy

Dynasty College reserves the right to suspend or dismiss any student for failing to comply with the College Rules and Regulations and/or the Satisfactory Academic Policy. If the student does not meet the requirements for grades, attendance or conduct, the student must meet with the Financial Director to discuss the terms and length of probation, suspension, or dismissal from college.

Students will be subject to disciplinary action if they engage in prohibited conduct while

on school property, when attending any school-sponsored activity, or while in transit going to or coming from a Dynasty College campus. Students may also be subject to disciplinary action for off-campus behavior if it creates a substantial disruption to the school environment or interferes with another student's ability to participate in the school program.

Some disciplinary infractions are so serious that they may subject a student to suspension and/or termination. A list of these infractions can be found in the Dynasty College Student Catalog, along with the procedures that Dynasty College will take when considering suspension or expulsion of a student. This Policy outlines the rules and regulations that we expect students to follow; expectations for students; examples of prohibited conduct that will subject a student to in-school disciplinary action; and disciplinary actions that Dynasty College may take in response to behavioral infractions, including but not limited to suspension or termination.

Any **minor** infraction by the student that inherits a disciplinary action must be documented on the Student Disciplinary Action Form and should be as follows:

First Offense - Verbal Warning documented.

Second Offense - Written Warning documented.

Third Offense - Suspension Documented with number of days with CEO approval.

Final Offense - Termination with CEO approval

For **major** infractions, students may be suspended by the Administrative Director immediately; however, the suspension is subject to appeal to the CEO.

Reasons for Suspension or Termination:

1. Bullying a student or employee
2. Improper or abusive behavior.
3. Use of profanity, drugs, alcohol, and smoking on the premises.
- 4 Cheating or Stealing.
5. Willful destruction of property.
6. Refusing to do a service on a client.
7. Leaving the client alone during a chemical service
- . 8. Improper uniform, shoes, and/or nametag.
9. Disrespect of the Instructor or Staff.
10. Excessive absenteeism.
11. Failure to bring books and supplies to theory or practical class or clinic floor.
12. Fighting or instigating arguments with fellow students or staff.
13. Possession of any weapon while on college campus or any action that can cause bodily harm to another person on campus.
14. Eating or drinking in the classroom or on the clinic floor.
15. Insubordination to Instructors. 16. Any other action which reflects a lack of respect for oneself or the profession.

Students must all use professional manners. Loud or obnoxious behavior will not be tolerated, nor will profanity be used. Any action in which a student disrupts normal classroom activity or clinical operation can be cause for dismissal. Every student is given an opportunity and reasonable time to correct the problem. If the student doesn't correct his/her individual shortcoming, the student will be dismissed. A student dismissed for misconduct is not allowed to re-enroll

Maintenance Issue Policy

The goal for Dynasty College is to be the premier beauty/barber college in the state. In order to do so, we have supplied the building and students with the best equipment and materials to enhance their education. We, here at Dynasty College, do realize that sometimes maintenance issues may arise or that equipment may need to be repaired. If this is ever an issue, please notify the Administrative Office so that these issues can be resolved in a timely manner.

Dynasty College has employed several different maintenance companies to handle situations that may arise. These companies will only handle issues that fall under their business plans. The Administrative Office will keep records of which company or personnel will handle each occurrence.

Some examples of maintenance issues may be, but not limited to plumbing, equipment repairs, student desk issues, door lock issues, computer issues, light fixture issues.

College Library

Dynasty College library has a variety of visual aids and reference materials for the students to use or check out. All materials remain the property of the college. Students will be responsible for any damage to the library materials.

COSMETOLOGY LICENSURE EXAMINATIONS

Mississippi State Board of Cosmetology and Barbering Examination

MS State Board of Cosmetology and Barbering's mission is to regulate the instruction and practice of cosmetology and related profession by establishing rules and regulation relating to qualifications for licensure and procedures for the administration of examination prior to licensure, and by establishment of rules and regulation setting forth sanitation requirements for the operation of cosmetology establishments, for the benefit of the consumer and for the public's health.

Scheduling Theory and Practical Examinations

All candidates must apply for their Theory and Practical Examination through MS State Board of Cosmetology and Barbering. Dynasty College of Cosmetology & Barberology has 30 days to mail all required final report documentation. After MS State Board of Cosmetology and Barbering has approved all the documentation, they will send the candidate an approval letter by email advising them of their approval to test. The approval letter must go with the candidate when they go to test. The candidate can then go on the MS State Board website www.msbcbb.ms.gov to set up an account and schedule their theory and practical exams. All questions that pertain to the Application for Examination or Approval Letter, please direct them to MS State Board of Cosmetology and Barbering at (601) 359-1820 or (601) 359-1015 to their website.

**Ambassador Scholarship
Agreement Awarded by
Dynasty College**

Whereas Dynasty College is interested in helping students defray the cost of attending school and at the same time soliciting help from students in promoting the school through social media and personal contacts. Whereas Dynasty is willing to compensate current and future students by reducing the cost to attend school for students who are willing to serve as ambassadors.

Be it therefore known that Dynasty College **may deduct up to the following amounts** from the total obligation owed for students who serve as ambassadors for Dynasty College:

1. \$1000 for nail tech students
2. \$1000 to esthetics students
3. \$1000 for cosmetology students
4. \$1000 for barberology students

The above amounts may be deducted off student balances after the student has completed all requirements for graduation. In addition to the above, students in all programs may be awarded an additional amount of \$100 of tuition fees for each student that is referred to Dynasty College if the student enrolls and pays at least \$1,000 to the school. These referral credits will be applied to student balances after the referred student has paid at least \$1,000. The maximum amount to be earned by the student is \$500 (5 referrals). If student balance is less than \$1,000 as a result of grants, scholarships or stipends, the ambassador scholarship will be reduced so that the student will not receive a refund. In consideration of receiving the above stated scholarships, the student ambassador agrees to the following:

1. Serve as goodwill ambassador for Dynasty College.
2. Attend classes as agreed, arrive at the scheduled time, and remain in school until classes are dismissed.
3. Take and pass tests or tests designed Dynasty College to make sure students will pass State Board, and
4. Comply with all rules and regulations of Dynasty College.
5. Pass the Final Examination with Dynasty College with a minimum score of 85%
6. Make your monthly payments through the Dynasty Student portal.
7. Make monthly on time payments on or before the 10th to avoid any late fees.

If a student fails to fully satisfy all the above requirements for receiving the Ambassador Scholarship, the scholarship may be reduced or denied.

- Student must notify the college of passing/failing of the state exam, send a copy of the professional license, and place of employment with company's name, address and phone number. After Dynasty College received these 3 items then the scholarship will be applied to the student's account.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Students' records are subject to various laws and rules controlling maintenance of these records and access to the student records by students and others. For example, the Family Educational Rights and Privacy Act (FERPA) provides student certain rights with respect to the student access to and amendment of educational records and governs when Dynasty College can disclose educational records without students consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes Dynasty College is not in compliance

with the statutes and governs when Dynasty College can disclose directory information about students

United States Department of
Education Washington D.C. 20202
Fact Sheet

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA is a federal law designed to protect the privacy of a student's educational record. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible for students.

- Parents or eligible students have the right to inspect and review all the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct record believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from the student's record. However, the law allows schools to disclose records, without consent to the following parties:
 - ~School employees who have a need-to-know.
 - ~Other schools to which a student is transferring.
 - ~Parents when a student over 18 is still dependent.
 - ~Certain government officials in order to carry out lawful functions.
 - ~Appropriate parties in connection with financial aid to a student.
 - ~Organizations doing certain studies for the school.
 - ~Individuals who have obtained court order or subpoenas.
 - ~Persons who need to know in cases of health and safety emergencies.
 - ~State and local authorities to whom disclosure is required by state laws adopted before 11/19/1974.

Schools may also disclose without consent directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents of eligible students to request the school not to disclose that information about them.

If you have any questions about FERPA, or if you have problems in securing your rights under this act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.

Student File Access

Students seeking access to their records should submit a written request that identifies the record(s) they wish to inspect to the administrator. Students may also fax the request to (662)205-4609. Please include ATTN: Student Records on the cover page of the fax. Dynasty College will make arrangements for access and notify the students of the time and place where the records may be inspected. Dynasty College may charge a reasonable fee for copies of student records.

Release of Student Information

In accordance with FERPA, Dynasty College of Cosmetology & Barberology will disclose information from the academic records of a student to authorized persons, provided Dynasty College of Cosmetology & Barberology has on file written consent from the student. The form, Releasing Information to a Third Party, is available from the student records department. Students are required to sign a student release form each time the institution receives a request for information from a third party.

OSHA REQUIREMENTS

The US Department of Labor of Occupational Safety and Health Administration requires Dynasty College of Cosmetology & Barberology to let all students know of the chemicals used in cosmetology and related fields. You will learn about the importance of a safe workplace and how to use a Safety Data Sheet (SDS). A complete file containing the SDS for chemicals used at the College is available in the Administration Office.

CRIME STATISTIC REPORT AND POLICYS

Security Report 2022

(Including Emergency Response and Evacuation Procedures and Timely Warnings)

Introduction

The U.S. Department of Education requires all participating Title IV colleges, including Dynasty College, to distribute, by October 1 each year, a security report or a notice of the report to all current and prospective students as well as all current employees and prospective employees. Dynasty College will distribute the report by posting it on the college's website and will provide a notice by October 1 that includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that the college will provide a paper copy upon request.

Components of the Report

The report will contain information (if applicable) about:

- Campus policies regarding procedures for students and others to report criminal actions or other emergencies occurring on campus, including policies regarding the college's response to such reports
- Policies for making timely warning reports
- Policies for preparing the annual disclosure of crime statistics
- Police concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities
- List of the titles of persons or organizations to whom students and employees report criminal offenses for the purpose of making timely warning reports and statistical disclosures
- Statement of whether the college has policies or procedures regarding confidential crime reporting (for inclusion in statistics), and if so, a description of those policies and procedures
- Statement of the law enforcement authority of campus security personnel and their relationship with state and local law enforcement agencies
- Policies that encourage accurate and prompt reporting of all crimes to the campus

- police and appropriate police agencies
- Procedures, if any, that encourage pastoral counselors and professional counselors to inform people they are counseling about procedures for confidential crime reporting (for inclusion in statistics)
- Type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others
- Programs designed to inform students and employees about the prevention of crimes
- Policy concerning the monitoring and recording through local police agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the college
- Policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state under- age drinking laws
- Policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws
- Description of drug or alcohol abuse education programs as required in HEA Section 120 (20 U.S.C. 100i)
- Statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained
- Policy regarding campus sexual assault prevention programs and the procedures to be followed once a sex offense has occurred, including:
 - o Educational programs
 - o Options for and assistance in notifying law enforcement agencies
 - o Available on and off-campus services for victims
 - o Options regarding changes to a victim's academic and living situation
 - o Procedures for campus disciplinary action, including sanctions the college may impose, and a statement that both the accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceedings
- Missing student notification policies and procedures
- Policies regarding emergency response and evacuation procedures, including
 - o Procedures for immediate notification of the campus community
 - o A description of the process the college will use to confirm the emergency or dangerous situation, determine the appropriate segment/s of the campus community to be notified, determine the content of the notification, and initiate the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency
 - o A statement that the college will take the actions described above without delay
 - o List of the titles of person/s or organization/a responsible for carrying out the actions described above
 - o The college's procedures for disseminating emergency information to the larger community
 - o The college's procedures to test the emergency response and evacuation procedures on at least an annual basis
- Statistics for the most recent 3 calendar years:
- Crimes reported to a campus security authority or local police agencies: murder and non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson
 - o For the crimes listed above and for crimes of larceny-theft, simple assault,

intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to a campus security authority or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. These data are to be reported according to the category of prejudice

- o Arrests and persons referred to campus disciplinary action, for liquor law violations, drug law violations, and illegal weapons possession.

Clery Geography

Dynasty College is to use the Federal Bureau of Investigation's crime definitions. The statistics are to be reported by the following locations:

- On campus
- On public property that is within the campus, or immediately adjacent to and accessible from the campus.
- In dormitories or other on-campus residential facilities for students (NIA)
- In or on a non-campus building or property (any building or property owned or controlled by a student organization officially recognized by the college, or any building or property owned or controlled by the college that is not within the same reasonably contiguous geographic area of the college /A)

Colleges must make timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to college administrators or to local police agencies. Colleges are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.

Pastoral Counselors and Professional Counselors

Dynasty College does not employ any Pastoral or Professionals Counselors; therefore, the college is not required to report statistics for crimes reported to a pastoral or professional counselor.

Crime Statistics Submittal

The college must submit the crime statistics to the U.S. Department of Education. The Department is required to make the statistics available to the public.

Information for Crime Victims about Disciplinary Proceedings

Dynasty College, upon written request, will disclose to the alleged victim of any crime of violence or non-forcible sex offense, the results of any disciplinary proceeding conducted by the college against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the college.

Campus Safety and Security Survey

The U.S. Department of Education is committed to assigning colleges in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus safety and security. Data collected in this survey will be published by the Office of Postsecondary Education on the Campus Safety and Security Statistics website located at <http://ope.ed.gov/security>. Hard copies are available upon request.

Policies and Procedures

Reporting of Emergencies or Criminal Actions

The college does not have individual campus security. All crimes and emergencies are to be reported to the college administration and/or reported to the local police department for investigation and action. We encourage all students and employees to report all crimes in a timely manner to a staff member, who will promptly contact the local authorities to address the issue. Victims and witnesses are encouraged to report crimes, but it is solely on a voluntary basis.

1. In the event of a fire:

- o All occupants should proceed to the nearest available exit in an orderly, calm manner.
- o Leave all personal belongings behind.
- o Assist the elderly, handicapped, and children to the nearest exit.
- o Do not attempt to contain the fire. Evacuate immediately and leave contamination to trained professionals.
- o Once safely outside, stand in a group at a safe distance from the building.
- o Instructors and staff should take a count to ensure no one is still inside.
- o The college designee should call fire officials or delegate the task to one person.
- o The college designee should notify other building occupants.
- o When reporting the fire to the officials:
 - 1. Indicate the name of the institution
 - 2. Indicate the location of the institution
 - 3. Indicate your name
 - 4. Indicate any possible injuries
 - 5. Indicate the suspected cause
 - 6. Remain calm and help calm others

- In the event of all emergencies notify the owner at (662) 841-8844

1. In the event of a burglary:

- o Remain calm and agreeable with the culprit(s)
 - o Do not attempt any heroic measures
 - o Report all burglaries to the local police
 - o When reporting a burglary:
 - 1. Indicate the name of the institution
 - 2. Indicate your name
- Indicate date and time of the incident
1. Indicate any known injuries
 2. Indicate the number of suspects involved
 3. Indicate any descriptive information
- ### **1. In the event of a rape or aggravated assault:**

- o Remain calm
- o Calm the victim and call 9-1-1
- o If you are the victim, call 9-1-1

Report all such crimes to the proper local officials. Seek professional counseling or contact the college administration for a counseling referral

2. In the event of an accident
 - o Report the event to the Administrative Director
 - o The staff member should do the following:
 1. Determine if emergency help is needed. If so, he or she should call 911
 2. Fill out an accident report and include the cause, the name(s) of those involved, the date, the time, the circumstances, and the explanation of any witnesses
- Report all the information to administration
3. If necessary, notify the parents and family of the victim(s)
4. In the event of a general emergency within the college premises, please notify the college administration immediately and remain calm. If the college administration determines that students and staff are in danger and need to leave the college premises, an immediate verbal announcement will be made. Do not exit the building unless you have been directly instructed to do so. Please listen to all the announcements, remain calm, and follow the directions of the college staff. The staff will direct you where to go in the event of an emergency in order to ensure your safety.

The college will review its evacuation plans and procedures during orientation on the first day of class and yearly with the student body and staff. The college will also conduct emergency evacuation tests annually in order for the staff and students to clearly understand the procedures.

Timely Warning

Campus wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A timely warning will be prepared when a crime is reported to or brought to the attention of the Dynasty College senior administration team. Senior administration is defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. Information for alerts may also come from other law enforcement agencies or other officers.

Timely Warning Procedure and Emergency Notification

The college must make timely reports to the campus community of crimes considered to be a threat to students and employees that are reported to senior administration or to local police agencies. Colleges are not required to issue a timely warning based on the same circumstances that lead to an emergency notification.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to the campus community. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to senior administration.

We will issue "timely warnings" for the following:

- Criminal homicide
 - o Murder and non-negligent manslaughter
 - o Negligent manslaughter

- Sex offenses
 - o Rape
 - o Fondling
 - o Incest
 - o Statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrests and referrals for disciplinary actions, including:

Arrests for liquor law violations, drug law violations, and illegal weapons possession

- Hate crimes, including:
 - o Larceny-theft
 - o Simple assault
 - o Intimidation
 - o Destruction/damage/vandalism of property
 - o Dating violence, domestic violence, and stalking

This communication is prepared as part of the timely warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Dynasty College will issue a timely warning when a report is received of a violent crime against a person or a particularly threatening crime against property on campus that represents an ongoing danger to the safety of students, faculty and staff. Timely warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known information on whom to contact about the investigation.

We will issue a timely warning of off-campus crimes which are reported to senior administration by local police that may present a serious or continuing threat to the campus community. This will be determined by senior administration on a case-by-case basis based on the facts of the situation, the possible impact to the campus community, and the information provided by the local police

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. The date and time of the bulletin was released.
6. Other relevant and important information.

The warning and reports **will** be issued through email, memos, texts, or announcements to students, faculty and staff by a member of the administrative personnel.

Who to Contact for Timely Warnings

Anyone with information warranting a timely warning should report circumstances to any of the following senior administrators:

Administrative Director - Kay Whitman; kw@dynastycollege.net
Financial Director - Ciara Bramlett; cb@dynastycollege.net

Preparation of Annual Disclosure of Crime Statistics

Senior administration at Dynasty College prepares the annual disclosure of crime statistics to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is in our administrative offices, and a paper copy will be made available to anyone who makes a request. This report can be found on our website located at www.dynastycollege.net. This report is prepared using data collected by the Tupelo City Police Department as well data reported to the senior administration at Dynasty College. Statistics are submitted to the Department of Education through their web-based data collection site.

Dynasty College will make a good-faith effort to collect crime statistics for all Clery Act crimes committed in the included geographic locations from the Tupelo City Police Department. Dynasty College will contact the Tupelo City Police department via letter, email, or in person requesting local crime statistics.

Once a year, senior administration will review the local crime statistics compiled by the Tupelo City Police Department and make it available upon written request to any student or staff that requests a copy. This report will also specify if any of the documented crimes have occurred on the college's campus.

All paper requests for the report can be made by email or in person to:

Kay Whitman; Administrative Director

Administration Office: 449 N. Front St, Tupelo, MS

38804 Email: kw@dynastycollege.net

Security and Access of Campus Facilities

During business hours, Dynasty College will be open to students, parents, employees, contractors, clients, and invitees. During non-business hours, access to Dynasty College is by key, if issued. Contractors needing access after-hours will gain access by a senior administrator. Doors will remain locked at all times so that no one can gain entry, but in the case of emergency contractors will be able to unlock the doors internally in order to exit.

Confidential Crime Reporting

A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in a locked file within the administration office and

documented for the purposes of Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow Dynasty College to track reported incidents of sexual assault. Completing the Confidential Crime Report does NOT constitute an incident report, a police report, or a student conduct report, and Dynasty College will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by Dynasty College unless the victim indicates a desire to be contacted.

Campus Law Enforcement and/ or Security

Dynasty College does not employ security personnel or Campus Police.

Accurate and Prompt Reporting

Dynasty College encourages anyone who is a victim or a witness to any crime to promptly and accurately report the incident to the administration and/or the police. Crimes should be reported to a senior administrator to ensure inclusion in the Crime Statistics Report and to aid in providing timely warning notices to the students, staff and guests when appropriate. Reports that are to be included in the Crime Statistics Report will be kept confidential. Names and identifiable information will not be included in the Crime Statistics Report to protect the identity of the victim and the accused.

For non-emergencies, please contact senior administration (662) 841-0710 or the Tupelo City Police Department non-emergency line (662) 841-6491. For emergencies only, please dial 9-1-1 and inform a senior administrator of the emergency. Any suspicious activity or person seen in the parking areas or loitering around vehicles, inside the building or outside the building should be reported to either a senior administrator at Dynasty College or Tupelo City Police Department non-emergency.

All reported incidents are reviewed by a senior administrator and owners of Dynasty College and potential action will then be taken if, after investigation, it is deemed appropriate. Upon receipt of this report Dynasty College will determine the appropriate response, which could include disciplinary action against the offender(s), notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. If the incident is criminal in nature, local law enforcement agencies will be notified immediately. If the incident is an emergency, dial 9-1-1 immediately.

Campus Security Awareness Program

Dynasty College invites local authorities to talk to students and staff about safety and ways to reduce crime once a year as part of the Campus Security Awareness Program. Topics discussed are how to prevent dating violence, domestic violence, sexual assault, and stalking. A common theme of crime prevention is to encourage students and employees to be aware of their own security and the security of others. The following safety tips are distributed to and discussed with new students at the time of orientation.

1. Do not allow the opportunity for a crime to occur-avoid placing yourself in environments in which it's easier for criminals to commit a personal crime.
2. Always keep your doors and windows locked.
3. If possible, let a friend know where and with who you'll be and when you'll be back when you go out.
4. Trust your instincts! If you feel uncomfortable about someone near you on the street, in an

- elevator, or getting off a bus, head for a populated place or yell for help.
5. Use well-lit and busy sidewalks.
 6. Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas.
 7. Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
 8. Lock your car doors and roll up the windows completely - even if you're only running a quick errand. Do not leave valuables such as MP3 players and OPS units in plain view.
 9. If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by overconsumption of alcohol.
 10. Stay alert at all times and call the police immediately to report suspicious activity.
 11. Never leave personal property - including book bags and laptops - unattended.
 12. Put I.C.E. (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
 13. Listening to loud music or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
 14. Utilize crosswalks at all times and obey the signals at intersections when walking. Under Illinois law, as a pedestrian, you DO NOT have the right of way until you establish yourself in the crosswalk. If you are crossing at any location other than a crosswalk, you MUST yield to vehicular traffic.
 15. When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

Crime Prevention Programs

The college does not assume liability for stolen property or crimes committed. Therefore, students and employees should always keep their personal belongings locked in the student lockers, which have been provided. The institution encourages students and staff not to bring expensive jewelry, money, or other valuables to the college. Such items should be left at home in order to reduce the chance of theft. The college reserves the right to prosecute any student or employee to the full extent of the state and U.S. federal law for any criminal violation committed on the college premises. The college will take into consideration

the specifics of any student who may be accused of a crime on a case-by-case basis, which **may include** suspension or termination from college. Criminal violations may include, but may not be limited to the following:

- Murder
- Rape
- Forcible Sex Offenses
- Non-forcible Sex Offenses
- Robbery/Theft
- Simple or Aggravated Assault
- Unlawful Consumption or Possession of Alcohol or other Controlled or Illegal Substance
- Hate Crime including Larceny-Theft, Simple Assault, Intimidation, or Vandalism

During orientation for new students and new employees, Dynasty College discusses the following topics as ways we can all help prevent crimes.

Awareness

Awareness is the first defense against crime. Dynasty College advises all students and staff to be aware of their surroundings by paying attention to who does and does not belong on the premises, and by keeping track of your personal belongings. Being aware will go a long way to preventing theft and other crimes. Lock Your Car and put your personal items in your locker and Lock Your Locker! Report any suspicious activity on campus to the staff immediately.

Further Crime and Accident Preventative Measures

- Students and employees shall not be permitted to consume illegal or controlled substances,

including alcoholic beverages, during college hours or at college functions.

- Students and employees shall not be permitted to have any illegal or otherwise dangerous weapons in their possession or on college property. Such a violation will result in the confiscation of the weapon, possible prosecution, and possible termination from enrollment or employment.
- Students and employees must keep their property securely locked in the designated areas in order to prevent theft.
- Students and employees must park in the designated areas and should always keep their cars securely locked. Do not leave valuable items in clear view.
- Students and employees must never remain alone within the facility after closing without administrative approval. If approval has been given, the outside door must remain locked at all times, and the student or employee must not allow any unauthorized individual entrance.
- All employees should make certain that the offices remain securely locked at all times. When leaving the office, the employees must always check the door to ensure it is secure.
- The clinic floor and the waiting area are available for clients of the college and family members of students; all other areas are for student use only.
- Students shall not invite non-students into the classrooms, lab, or break room areas, as those are restricted areas to students and staff only.
- Students are prohibited from sitting or loitering in or around vehicles during the college day.
- Only staff, students, contractors, and clients are to park in the parking lot.
- All students must smoke at least 15 feet from the entry door.
- Students and employees shall report hazardous conditions (i.e., faulty or broken equipment, chemical spills, exposed electrical wires, etc.) to a staff member for immediate attention.
- The staff members shall handle all such hazards with appropriate caution and expedience. Proper procedures may require the director to notify the appropriate agencies (i.e., the poison control center, the fire department, the power company, etc.)
- Instead, such problems should be reported to the administration.
- Damaged or dangerous structural conditions shall be reported to a staff member immediately.
- Students and employees should handle all equipment correctly (i.e., within the manufacturers' specifications). The college will not be responsible for accidents caused by inappropriate or negligent use of any of its equipment.
- Students and employees shall not be permitted to use unauthorized equipment. The college will not accept liability for accidents involving such unapproved equipment.
- Students and employees with unusual, serious health conditions must report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such conditions will be kept confidential among college management.

Off-campus Locations and Student Organizations

Dynasty College does not own any off-campus locations or student organizations officially recognized by the college.

Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

All students and employees are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in this institution, whether student/employee is off hours, clocked out, or representing the college in any manner (ex. field activities, attire, ID badges, etc.). The student must notify the office of any criminal alcohol or drug statute conviction for a violation occurring in the workplace, or while participating in any college sponsored activity, no later than five days after such conviction. Local, State, and Federal laws will be enforced for any violations.

Drug and Alcohol Abuse Education Program

In accordance with the Drug-Free Colleges and Communities Act, Dynasty College has implemented a comprehensive Drug & Alcohol Abuse Policy and a Prevention Program that is covered during orientation and aimed at ensuring our campus community is drug and alcohol free. Information regarding our program can be found on our website at www.dynastycollege.net

Sex Offenders Information

A list of all registered sex offenders in Mississippi is available at <https://state.sor.dps.ms.gov/>.

Campus Sexual Assault Prevention Program

Once a year, Dynasty College invites law enforcement professionals to conduct its educational program regarding the prevention of sexual assault. Dynasty College will provide assistance in notifying law enforcement agencies if requested. Dynasty College encourages victims to report crimes committed against them, however, reporting is voluntary and optional.

Procedures for what you should do if you have been a victim of dating violence, domestic violence, sexual assault, or stalking:

1. If you are a victim of a sexual assault your first priority should be to get to a safe place.
2. Victims are strongly encouraged to report the incident to the local police.
3. Seek emergency medical care.
4. The victim should not change clothes or bathe before going to a hospital in order to preserve physical evidence that may be needed for investigation and prosecution.
5. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
6. If you are a victim of a sexual assault your first priority should be to get to a safe place.
7. Victims are strongly encouraged to report the incident to the local police.
8. Seek emergency medical care.
9. The victim should not change clothes or bathe before going to a hospital in order to preserve physical evidence that may be needed for investigation and prosecution.
10. If the victim is reluctant to contact the police initially, she/he should still seek treatment at a hospital to preserve evidence and address any health concerns. Then medical attention should be obtained.
11. Contact personnel at Dynasty College to report the incident. Personnel at Dynasty College will assist the student in notifying the local police if the students request assistance.
 1. Victims may decline to notify authorities
 2. Victims will be assisted by senior administration in notifying law enforcement if victim so chooses
12. Where applicable, Dynasty College respects the rights of victims and it is the college's responsibility to help enforce orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the college

Counseling for Victims:

Dynasty College does not offer on-campus counseling for victims of sex offenses. However, there are a

variety of off-campus services available, such as:

RAINN- - Rape, Abuse & Incest National Network Hotline (800)-656-4673.

Changes available at Dynasty College for Victims of Sex Offenses:

Personnel at Dynasty College can assist the victim with issues including, but not limited to, class schedule changes, leave of absence procedures, or withdrawal procedures. Requests for changes can be made by the victim by notifying senior administration in person in the office or by phone. If the reporting student provides credible evidence that the accused student presents a continuing danger to a person or property or poses an ongoing threat of disrupting the academic process, the personnel at Dynasty College may take interim disciplinary action against the accused student as appropriate.

Rights of the Accused and Accuser:

Any student or employee who wishes to file a disciplinary complaint may do so by contacting a senior administrator at Dynasty College regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a Dynasty College student or employee, disciplinary action may be imposed through a campus disciplinary proceeding. During such a disciplinary proceeding, the accuser and the accused are entitled to the same opportunities to have others present. Disciplinary sanctions may be imposed on students or employees who commit sexual offenses on campus or in connection with Dynasty College activities. Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from Dynasty College or termination of employment. The accuser and the accused will be informed of the outcome of any disciplinary proceedings brought alleging sexual misconduct.

Disclosures to an alleged victim:

Dynasty College will simultaneously notify, in writing, to accuser and the accused of:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking
- The college's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
- Any change to the result
- When such results become final

Missing Student Notification

Our college does not provide on-campus housing; therefore, in accordance with Department of Education and HEOA Sec. 488(g) amended HEA Sec.485 (20 U.S.C. 1092): added HEA Sec.485 (j), we do not have a Missing Person Notification Policy.

Emergency Response and Evacuation Procedures

An Emergency Management Plan has been developed by Dynasty College as part of its ongoing effort to protect students, staff, and clients. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. Because of the size of our campus, an announcement will be made verbally. This system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the campus and where it is recommended that the recipients take some form of action in response to the active threat or emergency. This procedure is tested on at least an annual basis.

Evacuations Instructions to evacuate will be issued by the college as described above. Students and staff are to evacuate quickly, in a calm and orderly fashion to a safe area.

Students and staff should remain calm and assist handicapped persons or those in need and not turn off lights or equipment or lock doors to a room or building. If community members observe something unusual or suspicious, they should not touch it and notify a member of the administration. Students and staff should remain in a safe area until receiving notification to return to the facility. In situations where Dynasty College is forced to evacuate the campus, the administration will notify the public that campus is closed and that traffic will not be allowed to enter. If the emergency occurs on a day and time prior to the start of classes, notification of all members of the College community will occur via email and/or text messages. In addition, notification will be made to all staff members.

Dynasty College requires that each student and staff become made familiar with emergency evacuation plans during orientation. Dynasty College, without delay, will in response to an emergency by:

- Determining the appropriate segment of the campus community to be notified
- Determining the content of the notification
- Initiating the notification system unless issuing the notification would compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Persons Responsible for Carrying Out the Actions Above:

Administrative Director - Kay Whitman;

kw@dynastycollege.net Financial Director - Ciara Bramlett;

cb@dynastycollege.net

- **BOMB THREAT:** In case of bomb threat, the college building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Administrative Director is in charge of calling proper authorities.

FIRE: Fire drills are held on a regular basis. In case of a fire on the premises of the building, staff will make sure all students and clients are out and away from the building and staff will proceed to nearest exit. Administrative Director is in charge of calling 911.

- **TORNADO:** In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the Barber Department. Staff will canvas college area to make sure all students and clients are in proper area.
- **HOSTAGE SITUATION:** Remain calm. Cooperate with offenders.
- **ROBBERY:** Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises proper authorities will be called.
- **RAPE:** If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- **PROBLEM STUDENT OR CLIENT:** If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Administrative Director will be consulted. If a person is out of control, the Administrative Director has the option of calling local law enforcement to have the person removed from the college premises.

Disseminating Emergency Information to the Larger Community

Dynasty College will disseminate emergency information to the larger community of closing by notification on entry door and/or on the college's website.

Statistics

Campus crime, arrest, and referral statistics for the most recent 3 calendar years include those reported to the Chicago Police Department as well as those reported to senior administration of Dynasty College. The campus includes the facilities located 449 N. Front St, Tupelo, MS 38804. The alley space, sidewalks adjacent to Dynasty College, and street locations used for parking are considered public property.

Offenses	On Campus			Off Campus		
	2020*	2021*	2022*	2020*	2021*	2022*
Murder/ Non-negligent manslaughter	NIA	NIA	NIA	NIA	NIA	NIA
Negligent Manslaughter	NIA	NIA	NIA	NIA	NIA	NIA
Forcible and Non-forcible Sex Offenses	NIA	NIA	NIA	NIA	NIA	NIA
Robbery	NIA	NIA	NIA	NIA	NIA	NIA
Aggravated assault	NIA	NIA	NIA	NIA	NIA	NIA
Burglary	NIA	NIA	NIA	NIA	NIA	NIA
Motor vehicle theft	NIA	NIA	NIA	NIA	NIA	NIA
Arson	NIA	NIA	NIA	NIA	NIA	NIA
Hate Crimes						
Murder/ Non-negligent manslaughter	NIA	NIA	NIA	NIA	NIA	NIA
Negligent manslaughter	NIA	NIA	NIA	NIA	NIA	NIA
Forcible and non-forcible sex offenses	NIA	NIA	NIA	NIA	NIA	NIA
Robbery	NIA	NIA	NIA	NIA	NIA	NIA
Aggravated assault	NIA	NIA	NIA	NIA	NIA	NIA
Burglary	NIA	NIA	NIA	NIA	NIA	NIA
Motor vehicle theft	NIA	NIA	NIA	NIA	NIA	NIA
Arson	NIA	NIA	NIA	NIA	NIA	NIA
Larceny-Theft	NIA	NIA	NIA	NIA	NIA	NIA
Simple assault	NIA	NIA	NIA	NIA	NIA	NIA
Intimidation	NIA	NIA	NIA	NIA	NIA	NIA
Destruction/Damage Vandalism of property	NIA	NIA	NIA	NIA	NIA	NIA
Arrests and Referrals for Disciplinary Action						
Illegal Weapons Violations	NIA	NIA	NIA	NIA	NIA	NIA
Drug Abuse Violations	NIA	NIA	NIA	NIA	NIA	NIA
Liquor Law Violations	NIA	NIA	NIA	NIA	NIA	NIA

Dynasty College was not required to report statistics due to lack of participation for Title IV Funding.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

I. Purpose of Policy

It is Dynasty College's desire to provide a healthful and safe workplace that is free of illegal drugs and alcohol. To promote this goal, Dynasty College maintains a Drug and Alcohol-Free Workplace policy that applies to all employees. Employees are required to report to work in appropriate mental and physical condition to perform their jobs. Use of alcohol or illegal drugs, including marijuana, whether on or off the job, can adversely affect your work performance, efficiency, and safety. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and library patrons.

II. Standards of Conduct

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications taken as prescribed and that does not compromise workplace safety. Employees must, however, consult with their doctors about the medication's effect on their fitness for duty and ability to work safely. The following prohibitions are in effect at all times when an employee is at work, on Dynasty College premises, operating a Dynasty College vehicle, or attending a Dynasty College function at which the employee performs services or functions on behalf of Dynasty College.

- No employee shall consume or use (including testing positive for substance prohibited by this policy even if the use occurred outside of work) alcohol, marijuana, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall possess alcohol, illegal drugs, or other un-prescribed controlled substances.
- No employee shall work or be at work under the influence of alcohol, illegal drugs, or medication or controlled substances used in a manner other than prescribed or as directed.
- No employee shall sell, purchase, transfer, or traffic illegal or illicit drugs, 2 controlled substances, prescribed medication, or drug paraphernalia. Violation of any of these prohibitions will result in disciplinary action up to and including termination of employment.

III. Employee Assistance:

We recognize that alcohol and drug abuse can be medical conditions, and they can be successfully treated. If you believe that substance, use or abuse is a problem for you, you're encouraged to get confidential professional help by contacting: North Mississippi Medical Center at 662-377-3000.

Dynasty College assumes no responsibility for drug or alcohol rehabilitation of any employee.

Employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination may be allowed to use accrued paid time off, placed on leaves of absence, and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests.

IV. Types of Testing

A. Pre-Employment Testing: Each offer of employment will be conditioned, among other considerations, on the passing of a blood and/or urine test for alcohol and drugs.

Reasonable Suspicion: Whenever Dynasty College reasonably suspects any employee of using drugs or alcohol, being intoxicated, and/or being under the influence of a controlled substance while at work or on Dynasty College premises, the employee will be required to submit to urine and/or blood

testing, as soon as practical. A reasonable suspicion test may occur based on:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or physical symptoms of drug and/or alcohol use.
- A pattern of abnormal conduct or erratic behavior.
- Arrest or conviction for a drug-related offense or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee must notify the Dynasty College CEO within five (5) working days of any drug-related conviction.
- Information provided either by reliable and credible sources or independently corroborated regarding an employee's substance use.
- Newly discovered evidence the employee tampered with a previous drug or alcohol test.
- Reasonable suspicion testing does not require certainty. Mere hunches, however, do not justify testing.

C. Post-Accident Testing: Whenever an accident occurs involving an employee, equipment, or property controlled by Dynasty Colleges' employees, including, but not limited to an accident involving:

- (a) one or more deaths.
- (b) an injury requiring professional medical treatment beyond first aid and disabling an employee from performing his/her normal duties; and/or
- (c) substantial damage to property, Dynasty College will require all employees involved in the accident who may have engaged in any activity that caused or tended to cause the accident, or that may have contributed to the accident, to submit to alcohol and drug testing, as soon as practical. The requirement to test will not prevent employees who are to be tested from performing duties in the aftermath of an accident or incident

when their performance is needed to preserve life or property.

B. D. Follow-up/Return-To-Duty Testing: Dynasty College reserves the right to test employees who previously tested positive but whose employment was not terminated. Dynasty College requires a negative return-to-duty test before we allow the employee to return to work. If the employee fails this test, this will result in discipline up to and including termination of employment. Once an employee tests negative and returns to duty, management will ensure additional tests occur. Any employee with a second positive test result will be subject to discipline up to and including termination of employment. Follow-up tests will be unannounced.

They may occur at any time for a time period management considers reasonable. The intent is to deter any subsequent use that would violate Dynasty College's policy and result in termination of employment.

C. Random Testing: Dynasty College reserves the right to conduct such other alcohol and drug testing as it chooses, including random testing.

I. Consent to Testing And Reporting Results

It will be a condition of employment that applicants and employees subject to testing must sign a form consenting to the testing; the release of the test results to the Dynasty College's CEO and of positive test results to the Dynasty College; and a release to the Dynasty College of liability for such testing. The CEO will report all positive alcohol or drug tests to the Advisory Board and the Advisory Board will take immediate steps, consistent with this Alcohol and Drug Policy, to remove any such employee from active employment to protect the safety and health of that employee, other employees, and the public.

II. Testing Procedures

A. Compliance with Applicable Law: It is Dynasty College's intent that the procedures used for testing for drugs and alcohol will comply with all applicable legal requirements. Should the procedure set forth below

be inconsistent with any such requirements, these procedures will be modified as necessary to comply.

B. Substances Tested For: All employees will be tested for:

- (1) marijuana;
- (2) cocaine;
- (3) 4 opiates;
- (4) phencyclidine (PCP);
- (5) amphetamines;
- (6) Barbiturates;
- (7) Benzodiazepines;
- (8) Methadone;
- (9) Propoxyphene;
- (10) Meperidine;
- (11) Oxycodone;
- (12) Methaqualone;
- (13) MDMA (Ecstasy);
- (14) Expanded Opiates; and
- (15) Alcohol.

An employee "tests positive" for any of these substances if the test shows the presence of an amount of the substance equal to or exceeding applicable standards. The cut off level for alcohol is .04 blood alcohol content

C. Analysis:

Samples whose integrity and chain of custody have been maintained by the independent contractor or treating medical personnel will be analyzed by a United States Department of Health and Human Services certified lab or a laboratory that meets or exceeds the Departments certification standards to process the test results, selected by either the independent contractor or Dynasty College. No sample test will be found to be positive for the presence of drugs or alcohol unless confirmed using the gas chromatography/spectrometry method. This method has been selected because it is virtually error free.

Approved by: Isl Kenneth Mayfield Date: April 1, 2024

NACCAS Institutional Rate Summary for 2024

Graduation Rate 44%

Placement Rate 36%

Licensure Rate 100%

Cyber Security Worksheet
16 CFR 314.4

Name of Auditor and Date verified Notes

Element 1: Designates a qualified individual responsible for overseeing and implementing the school's or servicer's information security program and enforcing the information security program (16 C.F.R. 314.4(a)).

If the designated individual is employed by a servicer, determine whether the school:

Retains responsibility for compliance with the Safeguards Rule;

Designates a senior member of the school's personnel responsible for direction and oversight of the individual; and

Requires the servicer maintain an information security program that protects the school in accordance with the requirements

of the Safeguards Rule.

Element 2: Provides for the information security program to be based on a risk assessment that identifies reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result

in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information, and assesses the sufficiency of any safeguards in place to control these risks (16 C.F.R. 314.4(b)).

Element 3: Provides for the design and implementation of safeguards to control the risks the school or servicer identifies through its risk assessment (16 C.F.R. 314.4(c)). At a minimum, the written information security program must address the implementation of the minimum safeguards identified in 16 C.F.R. 314.4(c)(1) through (8).

Element 4: Provides for the school or servicer to regularly test or otherwise monitor the effectiveness of the safeguards it has implemented (16 C.F.R. 314.4(d)).

Element 5: Provides for the implementation of policies and procedures to ensure that personnel are able to enact the information security program (16 C.F.R. 314.4(e)).

Element 6: Addresses how the school or servicer will oversee its information system service providers (16 C.F.R.

314.4(t)).

THE END