

Pictured Above: Cosmetology Clinic Floor at The Aveda Institute of Beauty and Wellness Milwaukee

POLICIES & STANDARDS

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To support our students in achieving excellence at our institutions, we have implemented these guidelines to promote fairness, understanding, and positive work habits. Violating these policies may result in counseling, warning letters, or termination of enrollment.

If a student is suspended or dismissed due to unsatisfactory progress, attendance, or conduct, they must meet with their Team Leader and the Administrative Director to discuss resuming their studies. Each situation will be assessed individually, and in some cases, the student may need to wait for the next available course to continue.

For students wishing to return after a withdrawal, provided they have maintained satisfactory progress, a meeting with their instructor and the Administrative Director is also required. Again, each case will be considered on its own merits.

STANDARDS

- Abstain from the use of alcohol and controlled substances prior to and during institute hours. (This includes lunchtime and off-site events.)
- Respect the rights of all others and remain courteous in the classroom and on the clinic floor. (This includes refraining from using offensive, aggressive , discriminatory or derogatory language.)
- Consume food and beverages in assigned areas only.
- Smoking and vaping is prohibited in the building.
- Gum and candy are not allowed in class or during clinic activities.
- Never refuse an assigned service. If this occurs, the student will be excused for the day and receive credit only for hours in attendance.
- Be responsible for the security and maintenance of personal work station.
- Theft will not be tolerated and may result in immediate termination from The Institute of Beauty and Wellness.
- Be responsible for daily cleaning/sanitation duties, including laundry and other general duties.

PHYSICAL DEMANDS & SAFETY

- Repetitive motion for hands, arms, and wrists.
- Possible exposure to chemical smells.
- Stretching and bending.
- Possible work with sharp objects.
- Possible contact with a communicable disease.
- Possible requirements to stand for long periods

DRESS CODES & APPEARANCE

- All students must maintain a professional appearance that does not inhibit their ability to perform services.

- All clothing must be entirely black. T-shirts with inappropriate logos are not allowed; leadership reserves the right to determine appropriateness. Memorial Day to Labor Day: Students can wear white and black clothing.

- Shoes should be black and/or white, comfortable, and have excellent slip-resistant soles—no color socks.

- All Aveda apparel, including Aveda hats, is allowed. Solid black hats and head wraps are also acceptable.

- Leadership will occasionally announce opportunities to wear other colors and indicate rules.

- Jewelry can be metal, such as silver, gold, or rose gold.

- Shorts and skirts should be no shorter than the mid-thigh. If they're shorter than this length, black opaque leggings or stockings must be worn.

- Garments with large holes are not allowed.

- Leggings and biker shorts should not be see-through.

- Midriffs must not exceed stomach exposure of 2 inches (two fingers) or have navel showing.

- Flip-flops are not permitted.

- Undergarments should be worn. Clothing that results in undergarment exposure is prohibited.

- Name tags must be constantly worn and visible on the Institute's premises.

- Observe personal hygiene and grooming. Synthetic aromas of any kind are not allowed.

Esthiology, & Massage Therapy Students

- On the practical floor, hair should be worn off the face.

- Necklaces, bracelets, rings, and large earrings are prohibited on the practical floor. Wedding bands, however, may be worn.

- Nails must be clipped back to the skin line. Chipped nail polish is not permitted.

ATTENDANCE POLICIES

To help prepare students for the workplace, The Institute of Beauty and Wellness operates like a professional salon or spa. Late arrivals, absences, and other interruptions in training have a significant effect on performance. By law, the Institute must keep track of student training hours for licensure or certification. See under Satisfactory Academic Progress for attendance requirements per program.

ABSENCES

Regular attendance allows students to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and extensive and diverse practical experience available. The Institute of Beauty and Wellness does not have excused absences. Absences are recorded in the Institutes' two attendance tracking systems, Zenoti and Advantage.

MAKEUP WORK

Any homework missed due to absences is due after the student resumes attendance.

TARDINESS

Students are required to arrive on time. A student is considered tardy if they are more than one minute late to class. Frequent tardiness may lead to written documentation, suspension, or termination

TIME RECORD POLICIES

Institutes are required by the state to maintain an accurate system for recording all students' hours, services, and class time. Students are responsible for tracking their hours each day. The Institute of Beauty and Wellness will recognize documented work hours up to a maximum of 40 hours per week. Students must clock in and out at the time clock at the start and end of each day. Attendance records are kept using an attendance history report from the institute's student information system, Advantage.

VACATIONS

Once a student is accepted into the educational course(s), they are not permitted to take leaves of absence for vacations or any other reasons during their scheduled training, except in the case of unexpected medical issues.

HOLIDAYS

The Institute of Beauty and Wellness recognizes the following days as holidays:

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Day
- Boxing Day - December 26
- New Year's Eve & Day

The administration will exercise discretion when deciding on closures. Additional closure days before and after holidays may vary each year, based on the administration's judgment. Days off due to holidays, institute closures, and class cancellations will be recorded, which may extend the estimated completion date of the enrollment contract.

HYBRID DISTANCE EDUCATION POLICY

Students who choose Hybrid Distance Education programs attend classes online while completing hands-on practical clinical hours on campus. Distance Education will not be used for clinical instruction involving practical applications on live models and/or guests.

All Students will receive an institute email address and access to Microsoft Office cloud-based software, including Outlook, Teams, Word, Excel, and PowerPoint. To participate in Distance Education, students need internet access and video capability.

Online classes will be held on Microsoft Teams or other presentation software such as Zoom. Students will receive an Outlook invite to join the class. Educators will take attendance at the beginning of class and record it daily. Attendance may also be taken when students return from lunch or breaks. Students must have their video screens on and be actively engaged during class. Educators can dismiss students from class on Teams if they are not participating or actively engaged. Students must be logged in live to receive hours.

All students will periodically meet with an educator in person to review their academic performance throughout the program. To graduate, students must pass a comprehensive theory and practical exam. Students' transcripts and other documents will identify the hybrid program's distance education component.

Academic achievements earned via distance education may not be accepted for reciprocity or licensure in other states. Students should connect directly with the licensure board in the state they wish to transfer hours to discuss their requirements, as these may vary state by state.

A Distance Education Assessment of student performance will be conducted on campus with an educator at least once monthly, covering any distance education completed in the preceding month.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at either The Aveda Institute of Beauty and Wellness Milwaukee or The Aveda Institute of Beauty and Wellness Madison, including summer, whether or not the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education.

The institutes' satisfactory academic progress policy is provided to applicants before enrollment in the course catalog and the enrollment contract.

Please note: the Ayurveda Esthetic and Instructor programs are not approved to be offered at the Institute of Beauty and Wellness Madison.

ACADEMIC

Students must meet a minimum of 80% in their academic grades. When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results to graduate. The objective is to recognize, equitably and uniformly, the performance of individual students. Attendance, level of cooperation, attitude, professionalism, and completing the necessary homework, projects, and tests are absolute necessities..

Academic progress is measured by the following:

Chapter Tests 25%
Student Projects 25%
Mock State Board Practical & Written Exam 25%
Technical Evaluations 25%

Grading Scale

98-100 ..... Honor Roll
94-97 ..... Very Good
87-93 ..... Good
80-86 ..... Satisfactory
79-Below ..... Unsatisfactory

ATTENDANCE

Students must maintain a minimum of 90% attendance record. The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to continue their program until the total requirement of clock hours is concluded.

A student's maximum completion time is 111% of the course length. Maximum time frames to complete the individual courses are as follows:

Ayurveda Esthetic (1000 clock hours Day).....43 weeks.....1110 scheduled hours
Barbering (1000 clock hours Day).....33 weeks....1110 scheduled hours
Barbering (1000 clock hours 3-Day).....37 weeks....1110 scheduled hours
Cosmetology (1600 clock hours Day).....52 weeks.....1776 scheduled hours
Cosmetology (1600 clock hours 3-Day).....60 weeks.....1776 scheduled hours
Cosmetology (1550 clock hours Day).....50 weeks....1721 scheduled hours Cosmetology (1550 clock hours 3-Day)....58 weeks...1721 scheduled hours
Esthiology (600 clock hours Day).....20 weeks.....666 scheduled hours
Esthiology (600 clock hours Evening).....33 weeks.....666 scheduled hours
Esthiology (450 clock hours Day)....15 weeks....500 scheduled hours
Esthiology (450 clock hours Evening)....25 weeks.....500 scheduled hours
Esthiology Manicuring Dual Program (750 clock hours Day).....25 weeks....833 scheduled hours
Instructor (150 clock hours Day).....22 weeks.....166 scheduled hours
Manicuring (300 clock hours Day).....13 weeks.....333 scheduled hours
Manicuring (300 clock hours Evening).....17 weeks.....333 scheduled hours
Massage Therapy (750 clock hours Day).....30 weeks.....833 scheduled hours
Massage Therapy (750 clock hours 3-Day).....40 weeks.....833 scheduled hours
Massage Therapy (750 clock hours Evening)....43 weeks.....833 scheduled hours
Massage Therapy (600 clock hours Day)....24 weeks....666 scheduled hours
Massage Therapy (600 clock hours 3-Day)....32 weeks.....666 scheduled hours
Massage Therapy (600 clock hours Evening).....34 weeks.....666 scheduled hours
Massage Therapy Hybrid (750 clock hours Day)....30 weeks....833 scheduled hours
Massage Therapy Hybrid (750 clock hours 3-Day)....40 weeks....833 scheduled hours
Massage Therapy Hybrid (750 clock hours Evening)....43 weeks....833 scheduled hours

A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. Students who have not completed the course within the maximum time frame may be terminated from school at the discretion of the Administrative Team.

ACADEMIC YEAR

An Academic Year is defined as "the amount of the academic work students enrolled in a course or program must complete each year, and the number of Academic Weeks in which they are expected to complete it, as defined by the institution, but not less than 900 Clock Hours (or the equivalent in credits or competencies) over at least 26 Academic Weeks of instruction." An Academic Week is further defined as "A period of seven (7) consecutive calendar days including at least one (1) day of regularly scheduled instruction or examination." The institute utilizes an academic year of 900 clock hours to be completed in 26 academic weeks for all of its programs.

DETERMINATION OF PROGRESS

All students' quantitative (attendance) and qualitative (academic