



STUDENT SUPPORT PROCEDURES— SECTION 600

NUMBER: **605B**

SUBJECT: TRANSFER PROCEDURES- COSMETOLOGY, HAIR DESIGN

LAST REVIEW: 8/29/2022

EXECUTIVE COMMITTEE APPROVAL: 9/6/2022 COSMETOLOGY

FACULTY REVIEW:

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605B.1 PROCEDURES

1.1 Providing there is space available, students that are unsuccessful in completing a course by the end date may enroll in the same course at a future date when the course is offered again.

Admission steps for internal transfer students:

1. Students must either notify their Program Coordinator or contact Student Services to notify them that they are interested in enrolling in a specific course for a second attempt and confirm that they have been added to the course specific notification list.
2. Student Services will notify all students, who have requested information for repeating a specific course, of any open space that may become available through email.
3. Student registration for a second attempt will be given to the first person to contact Student Services, complete registration, and pay course tuition and fees for the repeated course.
4. Students who repeat a course will only have 3 total attempts to pass any specific course before they will be required to withdraw from the program. Students wishing to enroll again, will need to follow the re-enrollment process found in the [MTECH Progress Policy 600.611](#) for non-term programs.

1.2 Providing there is space available, transfer students may enroll in the MTECH Cosmetology or Hair Design Program and receive credit for prior instructional hours earned at another State of Utah Technical College. All courses completed at another institution will be counted toward program completion.

Admission steps for external transfer students from a State of Utah Technical College:

1. Students must complete application and testing required for admission.
2. Students must provide Student Services a completed official transcript from the previous institution.
3. Once transcripts are reviewed, student services will notify student of the credit transferred
4. Students must notify Student Services of the course they would like to enroll in and confirm they have been added to the course specific notification list.
5. Student Services will notify all students, who have requested information for a specific

course, of any open space that may become available, through email.

6. Student registration will be given to the first person to contact Student Services, register and pay all course tuition and fees.

1.3 Requirements for Graduation from the MTECH Cosmetology or Hair Design Program:

1. A minimum of 1600 total hours must be completed to be eligible for graduation in the Cosmetology Program.
2. A minimum of 1200 total hours must be completed to be eligible for graduation in the Hair Design Program.
3. All courses must be completed with a minimum of 85% attendance and 80% progress.
4. Pay any remaining balance of tuition and fees. Balance owing must be zero.
5. Meet with the Program Coordinator and complete an Exit Interview.