Paul Mitchell The School Dallas, Arlington & San Antonio

TRANSFER OF CREDIT/TRANSFER HOURS POLICY

GENERAL POLICY

Paul Mitchell The School Dallas, Paul Mitchell The School Dallas – San Antonio, and Paul Mitchell The School Dallas – Arlington evaluate transfer hours from other institutions on a case-by-case basis. All transfer hours must be evaluated and approved prior to enrollment and execution of the enrollment agreement.

Transfer credit is not guaranteed and is awarded at the discretion of the institution based on verification, program comparability, curriculum alignment, and applicable state requirements. All transfer determinations are made consistently and equitably for all students.

TRANSFER EVALUATION REQUIREMENTS

• Students must notify Admissions during the application process if requesting transfer hours.
• Unofficial transcripts may be used for preliminary evaluation purposes.
• Official transcripts or verified state records are required prior to final acceptance of transfer hours.
• Additional documentation may be required to support evaluation.
• All transfer hours are subject to institutional evaluation to determine appropriateness and applicability to the program.

TRANSFER EVALUATION PROCESS

1. STATE-REPORTED HOURS (UP TO 100 CLOCK HOURS)

- Training hours officially reported and verified by the state licensing agency, totaling 100 clock hours or fewer, may be considered through a streamlined evaluation process.
- The Education Department will review state-reported hours to confirm program comparability and state alignment.

Outcome:

Up to 100 clock hours may be accepted in full or in part based on institutional review.

2. STATE-REPORTED HOURS (OVER 100 CLOCK HOURS)

All requested for transfer hours exceeding 100 clock hours will be evaluated by the Education Department.

Process:

Evaluation includes review of:

- Program comparability
- Curriculum alignment
- State requirements

Practical and/or written assessments may be required to determine competency and appropriate placement.

Outcome:

Requested transfer hours may be accepted in full or in part based on evaluation.

3. TRANSFER HOURS BASED ON TRANSCRIPTS (NO STATE RECORD OR SUPPLEMENTAL HOURS)

Transcripts are reviewed by the Education Department.
Evaluation includes:

- Program comparability
- Curriculum alignment
- State requirements

Practical and/or written assessments may be required.

Outcome:

Requested transfer hours may be accepted in full or in part based on evaluation.

4. STUDENTS WITHOUT TRANSCRIPTS AND WITHOUT STATE-RECORDED HOURS

Process:
Requested transfer hours cannot be evaluated without verifiable documentation.
Students must choose one of the following:

- Obtain an official transcript or verified state record
- Enroll with no transfer hours (forfeit prior hours)
- Consider enrolling at another institution

Outcome:

No requested transfer hours will be accepted without verifiable documentation.

PROGRAM-SPECIFIC TRANSFER EVALUATION

Program-specific assessments may be used to evaluate competency and determine the number of transfer hours accepted.

COSMETOLOGY OPERATOR AND CLASS A BARBER

Students transferring from another institution may be required to complete both a practical and written evaluation.

• Practical Evaluation (minimum 70% passing score on selected criteria):

- State Board Sanitation and Disinfection
- Finger Wave with pin curls
- Color and lightener applications
- Permanent wave
- Chemical relaxer application
- Marcel iron work
- Haircut, style, and finish

• Written Evaluation (minimum 70% passing score)

Students who have completed a related licensed program (Cosmetology or Class A Barber) may receive up to 700 clock hours based on proof of licensure or official transcript..

ESTHETICS

• Practical Evaluation (minimum 70% passing score):

- State Board Sanitation and Disinfection
- Facial procedure including consultation and treatment
- Waxing application

• Written Evaluation (minimum 70% passing score)

MANICURE 600

• Practical Evaluation (minimum 70% passing score)

State Board Sanitation and Disinfection

• Written Evaluation (minimum 70% passing score)

TRANSFER BETWEEN PAUL MITCHELL SCHOOLS

Students transferring from other Paul Mitchell Schools may not be required to complete an assessment. Final determination regarding the number of transfer hours accepted is at the discretion of campus education leadership.

TRANSFER BETWEEN PROGRAMS

Students are not permitted to transfer between programs within the institution. Students must withdraw and re-enroll in a new program. Prior credit may not be granted, except where applicable between Cosmetology and Class A Barber programs, subject to evaluation.

TUITION, PROGRAM LENGTH, AND SATISFCATORY ACADEMIC PROGRESS (SAP)

• Accepted transfer hours will reduce the number of hours the student is required to complete.

• Tuition will be adjusted based on the institution's per-hour tuition rate, where applicable.

• Transfer hours are counted as both attempted and completed hours for SAP purposes.

• SAP evaluation periods are based on contracted hours at the institution.

DOCUMENTATION AND RECORDKEEPING

All transfer evaluations will be documented in the student's academic file, including:

- Source of verification (transcript or state record)
- Evaluation criteria used
- Hours accepted and denied
- Rationale for the determination

APPEAL PROCESS

Students may appeal transfer of credit decisions in writing within ten (10) business days of notification. Appeals will be reviewed by the Education Department or designated academic committee. The decision of the appeal will be final and communicated in writing.

TRANSFERABILITY OF CREDIT

The transferability of hours earned at this institution is at the discretion of the receiving institution. Students are encouraged to confirm transferability prior to enrollment.

FINAL AUTHORITY

The institution maintains final authority on all transfer credit decisions in accordance with institutional policies, state regulations, and accreditor requirements.