



Lincoln College-Normal
 2012-2013 Catalog Addendum
 Change Effective Fall 2012
 Date of Publication: April 23, 2013

**Addendum to Academic Policies Related to Midwest College of
 Cosmetology**

The following academic policies published in the Lincoln College-Normal 2012-2013 Catalog were discovered to be in error and should be changed effective August 2012. These changes reflect current practice and procedure in the Midwest College of Cosmetology. Additionally, the following changes are aligned with the enrollment contract signed by all Cosmetology, Esthetics, and Cosmetology Instructor Training students since August 2012. This addendum merely corrects an oversight and contradiction in the Lincoln College-Normal 2012-2013 Catalog when it was published in the summer of 2012.

Note: The following changes in the Catalog have already been updated in the online version of the Catalog on the website and no changes to curriculum have been affected.

Midwest College of Cosmetology Academic Policy Addendum

1. All references to “GPA” in reference to Midwest College of Cosmetology certificates are stricken from the original 2012-2013 Catalog publication and are to be replaced with the phrase “grade percentage.”
2. Academic standing at MCC is determined by an 82% grade percentage and 90% attendance of scheduled hours during the semester as indicated on page 54 of the College Catalog under “Academic Probation/Suspension.” Thus, the statement on page 54 that “a percentage of 82 and 90% attendance required for student enrolled in the Midwest College of Cosmetology...” is the operative policy from the original published Catalog. This Addendum serves to clarify the contradiction between page 54 and pages 51 and 60-61 of the originally published 2012-2013 Catalog.
3. The following changes to the 2012-2013 Catalog have been made:

Original 2012-2013 Catalog Wording	New 2012-2103 Catalog Wording (Addendum) – Replacement Wording
Page 51: “The Midwest College of	Page 51: “In Midwest College of Cosmetology

<p>Cosmetology cumulative grade point average (GPA) is computed as a percentage of the student's academic progress including practical work, attendance, and exams. Students maintain a total cumulative MCC GPA and attendance average of at least 82% in order to be considered making satisfactory progress toward their certificate."</p>	<p>certificate programs, student grades are determined according to the percentages earned by the student on all exams, practical work, and attendance in classes at the end of each module of a course and/or at the end of the semester. Students at MCC must maintain a total cumulative grade percentage of 82% at the end of each semester and an attendance average of 90% or higher of all scheduled hours in order to be considered making satisfactory academic progress."</p>
<p>Page 60 (Satisfactory Progress, paragraph 1): "The [monthly progress] reports include the student's current grade point average and a record of attendance. Students must maintain a total cumulative GPA and attendance average of at least 82% in order to be considered making satisfactory progress."</p>	<p>Page 60 (Satisfactory Progress, paragraph 1): "The reports include the student's current grade percentage and a record of attendance. Students must maintain a total grade percentage of at least 82% at the end of the semester and attendance average of at least 90% in order to be considered making satisfactory progress."</p>
<p>Page 60 (Satisfactory Progress, paragraph 2): "Practical work is calculated into a student's GPA....Attendance is also calculated into a student's GPA."</p>	<p>Page 60 (Satisfactory Progress, paragraph 2): "Practical work is calculated into a student's grade percentage....Attendance is also calculated into a student's grade percentage."</p>
<p>Page 60-61 (Probation and Dismissal): "All students failing to meet minimum progress requirements will be placed on probation for thirty days. The student will be counseled on the steps to reach satisfactory progress by the next evaluation.</p> <p>Students showing any improvements in the deficient area(s), but who fail to meet the minimum requirement will be placed on a second probation. If, at the end of the second consecutive probation, a student is not showing any improvement, the Director of the Midwest College of Cosmetology will meet with the student's instructor to evaluate the student's lack of progress. After the evaluation has been discussed a student may be dismissed. Three (3) total probations (not consecutive) of not showing any improvement will result in the student's dismissal."</p>	<p>Page 60-61 (Probation and Dismissal): "Academic Standing at the Midwest College of Cosmetology is determined through examination of the student's grade percentage and hours of attendance in the program at the end of each term of study. Students who have less than 90% attendance of scheduled hours <u>and</u> less than an 82% grade percentage at the end of the semester will be dismissed from the program. Students who have less than above requirements in either attendance <u>or</u> grade percentage will placed on academic probation at the end of the semester.</p> <p>All students failing to meet minimum progress requirements during the semester will be informed during the monthly evaluations with instructors and/or the Director of Midwest College of Cosmetology. The student will be counseled on the steps to reach satisfactory progress before the end of the semester. Three (3) total monthly evaluations in which the student does not show signs improvement in academic progress may result in the Director of MCC recommending the dismissal of the student to the Dean of Academic Affairs during the semester."</p>

Page 61 (Attendance and Clock Hours – Attendance Policy, paragraph 2): “Attendance is calculated into a student’s GPA.”	Page 61 (Attendance and Clock Hours – Attendance Policy, paragraph 2): “Attendance is calculated into a student’s grade percentage.”
---	--

This Addendum does not affect any other policies, procedures, programs, degrees, or curriculum not identified in the changes.

Questions and concerns may be directed to either the Director of the Midwest College of Cosmetology, jfiorini@lincolncollege.edu or the Dean of Academic Affairs-Normal Campus, jkratz@lincolncollege.edu