



**HICKEY
COLLEGE**

**STUDENT POLICY
MANUAL**

SCHOOL YEAR 2016-2017

This document and any revisions may be viewed online at <http://hickeycollegelibrary.com/student-information>

Snow Day Schedule

College closing information will be distributed to you by the beginning of November. If it is necessary to close the college for students and faculty, announcements will be made on Fox 2 News School Watch, News Channel 4, and News Channel 5 Storm Watch.

Channel 2, Channel 4, and Channel 5 will announce school names in alphabetic order whether the school is closed or delayed. This closing information is also displayed on the web at www.fox2now.com, www.KMOV.com, and www.KSDK.com. Go to the home page, and then click on school closings.

When the announcement is listed as **HICKEY COLLEGE CLOSED**, day classes are cancelled.

In most cases of inclement weather, we will try to run on a snow schedule. If this is the case, the announcement will be **HICKEY COLLEGE DELAYED**.

PLEASE DO NOT CALL THE COLLEGE TO MAKE SURE. Simply watch or listen to the broadcasts. We will do all we can to see that this report is on the air as soon as possible.

Keep this in mind: The decision will be based on weather as it exists that morning. We do not attempt to predict what may or may not happen later in the day.

In most cases of inclement weather, we will try to run on a snow schedule. We ask that you be here on snow schedule days and that you leave your home at the appropriate time so that you are at college on time.

All programs, except Culinary Arts, will have classes on the snow schedule beginning at 9:00 a.m. and ending at 3:40 p.m. The classes will be 40 minutes in length with a 5-minute passing time between classes.

Period 1	9:00 - 9:40	Period 6	12:45 - 1:25
Period 2	9:45 - 10:25	Period 7	1:30 - 2:10
Period 3	10:30 - 11:10	Period 8	2:15 - 2:55
Period 4	11:15 - 11:55	Period 9	3:00 - 3:40
Period 5	12:00 - 12:40		

Due to the complexities of the Culinary Arts schedule, a snow schedule will be created and distributed at the beginning of each term during the winter season.

Short-Day Schedule

There may be days throughout the year when faculty meetings, seminars, etc., must be scheduled. On these days a short-day schedule will be used.

Attendance Policy

Regular class attendance is considered essential. Cultivation of desirable work habits is just as important as the development of skills. Students should train themselves to be present and on time

for all classes. Development of this important habit while in college makes it considerably easier to satisfy the employer who demands regular and punctual attendance.

Students are to accept the responsibility of regular attendance at college as they would on the job. If a student misses class for whatever reason, it is considered an absence and so recorded. There will be no "excused" or "unexcused" absences. The following attendance policy will be in effect:

1. If students must be out of college for any reason, they should call the college and ask for the Education Assistant to inform their instructors that they will be late or absent. All students, except Culinary Arts, should call between 7:30 a.m. and 9:00 a.m. Culinary Arts students should call at least one half hour prior to their first class. The telephone numbers for the college are (314) 434-2212 and (800) 777-1544.

If a student leaves during the day, it is the responsibility of the student to sign out with the Education Assistant.

If a student arrives late for classes, it is the responsibility of the student to sign in with the Education Assistant.

2. Each three tardies per course hour will convert to an absence. Missing more than 15 minutes of a scheduled class will result in an absence. The student should be aware of the proper procedure for entering a class which is already in session.
3. The number of absences for each class will be recorded by hour on the permanent transcript card.
4. For those students who have children, it is important that they have an alternate baby sitter (or day care person) as no children are permitted in classes.
5. Field trips will be treated exactly as a class in accordance with the attendance and tardiness policies. A student is responsible for having directions and being on time to all outside activities.

Attendance is based on the percentage of hours missed in two ways:

6. A cumulative attendance record is kept. Therefore, total hours of absence in the program are tracked in relation to clock hours accumulated to date. A student who reaches a 10 percent absence rate in relation to clock hours accumulated to date will be subject to probation and/or dismissal procedures.
7. Additionally, if a student accumulates absences equaling 15 percent of his or her scheduled classes in a single term, or for a cumulative rate, dismissal procedures will be initiated against the student without question.

Note: As our programs are short-term and move at an accelerated rate, it is imperative that students not miss an extended period of classes. Therefore, any student who accumulates 10 consecutive days of absence must withdraw from his/her current program with no appeal granted.

An attendance award will be given to each student who has not missed more than 10 total hours of class during the program.

Makeup Policy

A student may use a one-time makeup on an announced test to be scored at 100 percent for each class during a term. Additional makeup tests will be scored at 70 percent if a student misses the makeup, he/she will receive a grade of "F."

For all programs except Culinary Arts and Veterinary Technology:

1. Makeups will normally be on Tuesday of each week throughout the term. There will be two makeup days the last week of the term; the second makeup day will be announced.
2. Makeups will be from 7:00 a.m. to 7:50 a.m.
3. Makeups will normally be in Room 109. The room for each term is posted in the education department.
4. The student will identify himself/herself to the Proctor.
5. If a student returns to the college on a Tuesday, then he/she will take the makeup on that Tuesday. If a student returns on Wednesday, Thursday, Friday, or Monday, then he/she will take the makeup on the Tuesday following those days.

EXAMPLE 1: A test is given on Tuesday, and you are absent. You return to the college on Wednesday. You will take your makeup test Tuesday of the following week.

EXAMPLE 2: A test is given on Friday, and you are absent. You return to the college on Monday. You will take your makeup test on that Tuesday.

6. Students will arrive on time to the designated makeup room with all necessary materials and supplies to take the test.
7. Should a student have multiple tests on one makeup date, it is the student's responsibility to allow enough time so that all work can be made up in that day's makeup session. Should the available makeup time be insufficient to complete all tests, it is the student's responsibility to contact his/her instructor **prior to the makeup session** to make alternative arrangements.

For the Vet Tech students the following policy will be used:

1. Makeups will be on Tuesday and Thursday each week throughout the term.
2. Makeups will be from 7:00 a.m. to 7:50 a.m.
3. Makeups will be in Room 125.
4. The student will identify himself/herself to the Proctor.
5. If a student returns to the college on Tuesday, or Wednesday, then he/she will take the makeup on the Thursday of that same week. If a student returns on Friday or Monday, then he/she will take the makeup on the Tuesday following that Friday or Monday.

EXAMPLE 1: A test is given on Tuesday, and you are absent. You return to the college on Wednesday. You will take your makeup test on Thursday at 7:00 a.m.

EXAMPLE 2: A test is given on Friday, and you are absent. You return to the college on Monday. You will take your makeup test on that Tuesday at 7:00 a.m.

6. Students will arrive on time to Room 125 with all necessary materials and supplies to take the test.
7. Should a student have multiple tests on one makeup date, it is the student's responsibility to allow enough time so that all work can be made up in that day's makeup session. Should the available makeup time be insufficient to complete all tests, it is the student's responsibility to contact his/her instructor **prior to the makeup session** to make alternative arrangements.

For the Culinary students the following policy will be used:

1. Makeups will be on Wednesday each week throughout the term.
2. Due to the complexities of the Culinary Arts schedule, a make-up schedule will be created at the beginning of each term.
3. Makeups will be in the Library.
4. The student will identify himself/herself to the Proctor.
5. If a student returns to the college on Monday or Tuesday, then he/she will take the makeup on the Wednesday of that same week. If a student returns on Thursday or Friday, then he/she will take the makeup on the following Wednesday.

EXAMPLE 1: A test is given on Tuesday, and you are absent. You return to the college on Wednesday. You will take your makeup test on Wednesday at the designated time.

EXAMPLE 2: A test is given on Friday, and you are absent. You return to the college on Monday. You will take your makeup test on Wednesday at the designated time.

6. Students will arrive on time to the Library with all necessary materials and supplies to take the test.
7. Should a student have multiple tests on one makeup date, it is the student's responsibility to allow enough time so that all work can be made up in that day's makeup session. Should the available makeup time be insufficient to complete all tests, it is the student's responsibility to contact his/her instructor **prior to the makeup session** to make alternative arrangements.

“Mirror, Mirror On The Wall..”

As someone who spends her time helping companies develop dress codes, Hilary Kleese of Lands’ End has come up with six questions to ask yourself before leaving the house for work:

1. What would I think of someone wearing this outfit?
2. Have I seen anyone else in the office wearing something similar?
3. What impression does this outfit give of me?
4. Would this outfit or item offend or distract anyone that I will see today?
5. Would this outfit or item be more appropriate for leisure activities outside the office?
6. Am I meeting with outside businesspeople today?

Here are some other things to think about when you get dressed:

- Clothes talk before you say a word.
- What you don’t choose to wear can be as significant as what you do wear.
- Clothes should fit the place as well as the person.
- For both men and women, shoes talk as well as walk.
- Dress to fit in, not to stand out.
- Overdressing is like wordiness: It gets in the way of what you want to communicate.
- Clothes matter most when noticed least.
- Choose your clothes as carefully as you choose your words.
- Dress for the job you want and not for the job you have.

HICKEY COLLEGE BUSINESS DRESS CODE

Employees must be conscious of the impression that they create for themselves and their companies. Therefore, as prospective employees you are expected to dress in a professional manner appropriate for the future businessperson. Traditionally, business dress is conservative; “fad” dress and extremes in personal grooming are not acceptable.

A prospective employee is evaluated on many levels, but studies have shown that professional appearance is at the top of the list.

The dress code is subject to change as deemed necessary by the faculty and administration of Hickey College.

The following is the required dress code for Hickey College.

1. Acceptable items for women include suits, dresses, skirts, dress slacks, dress blouses, and dress sweaters. Dresses and skirts should be an appropriate length for the professional environment. Dress jackets are optional but always appropriate. Jeans and casual pants are not acceptable.
2. Dress shoes and dress boots are acceptable for female students. Pants may not be tucked inside boots.
3. Male students are expected to wear dress pants or dockers pants with a collared or front-buttoned shirt. Ties and belts are required. Shirt tails must be tucked in. Jeans or casual pants (i.e., pants with patch or snap pockets, cargo pants, or baggy pants) are not acceptable.
4. Acceptable shoes for male students are dress shoes, laced up business shoes, or loafers with dress socks. White socks are not appropriate.
5. Outerwear including winter coats, hoodies (sweaters or athletic wear), jean jackets, or leather jackets should not be worn in the classroom.
6. Cleanliness and proper grooming are expected at all times. Excessive jewelry, cosmetics, perfumes, and colognes are inappropriate. Cosmetics, lotions, perfumes, and colognes should not be applied in the classroom. Visible tattoos are inappropriate. Lipstick and nail polish shades should remain conservative. As earrings for male students are not generally acceptable in the business environment, they are not to be worn. Visible body piercing, including tongue studs and nose studs are not allowed. Gauge piercings are also not allowed and holes must be covered with skin toned plugs. Hair should be a professional style at all times. The hair color should be a natural color.

7. General items considered **unacceptable** are:

- Denim fabric – any color
- Spaghetti straps
- Sundresses without jackets
- Capris/crop pants
- Mini skirts/dresses
- Dresses or blouses made of "see-through" fabric
- Halter, midriff, tube, and low-cut tops
- Party dresses (flamboyant, ruffled, evening, prom, etc.)
- Shorts of any length
- T-shirts (novelty or otherwise)
- Head wraps/hats
- Sleeveless tops/dresses
- Leather or spandex skirts, pants, dresses
- Casual footwear such as flip flops or sandals with strap between the toes
- Hooded jackets or sweaters or tops (no hooded clothing)
- Sweatshirt material
- Camisoles (camis)
- Sunglasses
- Backless tops
- Leggings

HICKEY COLLEGE BUSINESS CASUAL GUIDELINES

The following is the description of the Business Casual Dress. The dress code continues to stress professional standards at all times. These should give you the guidelines for sensible and appropriate Business Casual Dress. All conditions cannot be listed; good judgment and discretion should be used. Business Casual Dress day is on Friday.

BUSINESS CASUAL FOR MALES:

Slacks or docker-style pants

Ties are optional

Collared front-buttoned shirts or polo or golf-style shirts

Sweaters

Shirt tails must be tucked in

BUSINESS CASUAL FOR FEMALES:

Dress pants below the knee, slacks, or docker-style pants

Professional-looking top

Polo or golf-style shirts

Sweaters

These are some examples of what business casual is NOT:

- Sleeveless tops or spaghetti straps
- T-shirts (novelty or otherwise)
- Tennis shoes, canvas deck shoes, hiking boots, flip flops and sandals with strap between the toes, clogs, etc.
- Denim clothing
- Baggy pants or cargo pants
- Halter tops
- Skorts
- Shorts, including Bermuda Shorts
- Warm-up suits, sweat pants, or sweatshirts
- Hooded jackets, sweaters or tops (no hooded clothing)
- Jean/Bib overalls
- Hats/head wraps
- Sunglasses
- Moccasins
- Skimmer pants
- Backless tops
- Leggings

If there is a question about any part of the policy or a particular garment or style, the most prudent policy is to ask prior to wearing the item to college. The hallmark of the Hickey College dress code is professionalism.



DRESS CODE

SKULL CAP: Clean, all hair contained underneath

T-SHIRT: White, no lettering, design, or insignia

CHEF'S JACKET: CISL issue only, clean daily, pressed

APRON & SIDETOWELS: CISL issue only, clean daily

HEMMED BLACK PANTS: CISL issue only, clean daily

BLACK SOCKS: Plain, no ankle socks, stripes or emblems

SHOES: Completely black, non-slip, no stripes, color, gym shoes or Crocs with holes

PIERCINGS: MUST be free of jewelry (professional dress; could fall into food). This is for related classes as well.

JEWELRY: NO makeup or jewelry is allowed except for a wedding band (gentlemen, this applies to related classes as well). Watches or other items on wrists are not allowed (sanitation). Fake eye lashes are not acceptable.

HAIR: MUST be a natural color, neatly trimmed and contained underneath your skull cap. Facial hair is allowed, however, must be kept well-trimmed. All facial hair must create an overall neat, polished, and professional look and must be fully grown in, neatly groomed, and well-maintained at no longer than a quarter of an inch in length. Sideburns must be kept to ear length. All hair MUST be kept above collar length. *Hair extensions are acceptable as long as they are of natural color and are able to be contained underneath your skull cap.*

HANDS: Fingernails must be kept trimmed and cleaned, nail polish and fake fingernails are not acceptable.

TATTOOS: Visible tattoos are inappropriate.

LABORATORY NOTICE

PROFESSIONALISM is your cornerstone!

Personal hygiene is extremely important in the preparation of hot and cold foods. All students will be responsible for wearing a **clean uniform**, which includes your jacket, pants, apron, skull cap, neckerchief and non-slip shoes. **Your uniform MUST be on while in the kitchen area, as soon as you cross the double doors.**

- All students must be free of body odor and must have clean finger nails, and washed and combed, well-kept hair.
- Any student with open sores, wounds or skin rashes must wear a clean bandage and plastic protective gloves throughout the laboratory session. Gloves must be changed in order to maintain proper sanitation practices.

- Profanity is not tolerated at any time on campus.
- Courtesy and respect is required at all times in the laboratory areas.

Horseplay and/or rudeness directed towards fellow students, teachers, laboratory assistants will lead to immediate dismissal from class and possibly the course and/or program of study. This is considered your place of employment and what you practice **NOW** is what your future behavior will be. Your cooperation is expected and appreciated. Professionalism IS your cornerstone!



**VET TECH
INSTITUTE
At Hickey College**

DRESS CODE:

Scrub Tops: VTI issued only, clean, wrinkle free, professional fit, professional shirts allowed under scrub tops, no tears, no stains, no hooded shirts allowed

Scrub Bottoms: VTI issued only, clean, wrinkle free, professional fit, hem length should not touch the floor, no tears, no stains

VTI Laboratory Jacket: VTI issued only, clean, wrinkle free, professional fit, no tears, no stains

Outerwear: No jackets or coats other than VTI issued laboratory jackets, no gloves, no scarves, no sweatshirts, or any other type of clothing worn over scrubs

Shoes: Clean, water resistant preferred, no open toe shoes, no tears, no stains; rubber boots acceptable for kennel duty only

Jewelry: Worn in moderation; gauge piercings not allowed and holes must be covered with skin toned plugs; no jewelry allowed in surgical nursing classes

Body Piercings: Of all types are not allowed-including tongue and cartilage piercings

Tattoos: Visible tattoos are inappropriate

Hair: Should be well groomed, natural color, pulled back for laboratory classes and kennel duty

Fingernails: clean, short length, natural color

ID Badge: Students will be issued a Student ID at the start of their program, along with a badge holder and a clip. Students are responsible for keeping their ID, badge holder, and clip in a professional manner. Student IDs can be remade at an additional fee.

Students are to wear their student ID in the provided badge holder with the provided clip attached onto the pocket of their issued scrub top at all times. If a student is wearing a VTI issued laboratory jacket over their scrub top, the badge should be clipped to the outside of the jacket. The front of the ID badge must be clearly visible at all times and is considered part of the required dress code. Students who fail to comply to the dress code will be subject to disciplinary action.

Students must maintain a professional image at all times including all kennel duty shifts, field trips, externship sites, or any other school function. Students are required to abide by the dress code policies at all times. At the time of distribution, all students must wear the Vet Tech Institute issued scrub tops and bottoms and are responsible for any alterations. The scrubs must fit the students professionally including a hem length that does not touch the floor to avoid hazardous conditions. In addition, the scrubs should not be wrinkled, torn, or stained. If the scrubs become damaged, it is the responsibility of the student to order and pay for additional Vet Tech Institute issued scrubs.

Due to the current expectations and safety issues in the veterinary profession, visible body piercings are not acceptable.

If you have any questions, contact the office.

ACADEMIC STANDARDS

If a student is doing unsatisfactory work, individual assistance and guidance are offered. Students who fail to do acceptable work, who have excessive absences, or whose conduct tends to reflect unfavorably upon Hickey College or the student body, will be requested to withdraw. A permanent record of grades and other appropriate information are kept in the college offices.

Grading System

The Hickey College grading system is as follows:

<u>Numerical Value</u>	<u>Grade</u>	<u>Quality Points</u>
93 - 100	A	4.0
85 - 92	B	3.0
75 - 84	C	2.0
70 - 74	D	1.0
Below 70	F	0.0
Incomplete	I	0.0
Withdrawal	W	
(Waived by Substitution)	S	
(Credit by Transfer)	X	

Honors and Certificates of Recognition

Attendance Award - This is awarded to those students who have missed no more than 10 class hours during their program.

Scholastic Award - This award is given to those students who have achieved a GPA of 4.0 during their program.

President's List - This award is given to those students who have achieved a GPA of 3.5 or higher each term during their program; excluding externship, if applicable.

Keyboarding Award - A \$100 check is given to those students who establish an average of 100 nwpm in keyboarding based on 5-minute timed writings.

Grade Reports

Grade reports will be issued each term for students in all programs.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

Maximum Time Frame

Students are expected to complete graduation requirements within the normal completion time specified for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Office Administration Specialized Associate Degree program is 60 credits. Using that number, 150 percent would equal 90 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

Satisfactory Progress Measurements

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is within the maximum time frame and the following minimum requirements are met:

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2 or 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent

Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The cumulative grade point average will include all grades earned at Hickey College. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress;
2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort;
or
3. Change to another program which does not include and require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one nonprerequisite course.

At the end of each term, Hickey College will evaluate satisfactory progress. A student who does not meet the maximum time frame, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive

assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Hickey College does not offer noncredit remedial courses.

Appeal Process and Reinstatement of Financial Aid Eligibility

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why s/he failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the

student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that s/he is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as s/he continues to meet the conditions of the plan. The student is not considered to be on probation status, provided s/he is otherwise making satisfactory progress under the academic plan.

Probation

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student is not making satisfactory progress and will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to four terms for programs equal to one academic year and five terms for programs longer than one academic year. However, probationary status over more than one or two terms is highly unlikely.

Course Repetitions

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

Incomplete Grades

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the course work. When the course work is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F." The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

Suspension

Students with overdue financial obligations of any type are subject to suspension from attending classes until the situation is resolved with the Director of Student Services.

Payment Extension Agreement

At the discretion of the Student Services Office, there will be instances when, in lieu of suspension from classes for overdue financial obligations, a student will be permitted to attend classes under the terms and conditions stipulated in his/her Payment Extension Agreement.

Withdrawal

Students who find it necessary to withdraw from a program should have a preliminary interview with the Program Director or the Director of Education. The student is also required to have an exit interview with a Student Services representative.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

DISMISSAL

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the STUDENT CONDUCT section of the Hickey College Academic Catalog on page 34.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

Graduation Requirements

Students in all programs must have all required assignments satisfactorily completed. All financial obligations must be satisfied, including housing matters, when applicable. All required Stafford Student Loan and/or Perkins Loan exit interviews must be completed. Students who have outstanding financial obligations at the time of graduation will not receive their diploma or associate degree and placement assistance until financial obligations have been met.

All Placement Department requirements must have been satisfied.

Each student must have a minimum overall 2.0 cumulative grade point average.

NOTE: It must be remembered that GRADUATION REQUIREMENTS are MINIMAL STANDARDS, and students are encouraged to attain skills well above the minimum in order to obtain the type of position they desire. Graduation requirements are subject to change based on current requirements of the business community with regard to Placement assistance.

If a student should complete the program and not meet graduation requirements, the student will be offered one-time placement assistance only. Continued placement assistance is forfeited by the student who does not meet graduation requirements.

Student Conduct

Students at Hickey College are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures,

causes serious emotional harm, or grievously demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well-being of other persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also a Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

Hickey College Computer Network and Internet Access Policy

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk, and Hickey College is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Hickey College is governed by the following policy:

Permitted Use of Internet and Company Computer Network

The computer network is the property of Hickey College (“Company”) and may only be used for legitimate educational purposes. Users are provided access to the computer network to assist them in the performance of their classwork. Additionally, students (“Users”) may also be provided with access to the Internet through the computer network. All Users have a responsibility to use Hickey College’s computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet may result in disciplinary action, including possible suspension, expulsion, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Uses. Without prior written permission from Hickey College, the computer network may not be used to broadcast, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Students may not use the Hickey College Internet connection to download instant messengers (Yahoo, AOL, MSN, etc.), games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, users may not use the computer network to display, store or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, users receiving such materials should notify the instructor immediately.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. Users are responsible for complying with copyright laws and applicable licenses that may apply to software, files, graphics, documents, messages, and other material the user wishes to download or copy. Users may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.

Communication of Trade Secrets. Unless expressly authorized to do so, User is prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to Company. Unauthorized dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under state and federal Economic Espionage laws.

Duty Not to Waste or Damage Computer Resources

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, the User must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

Virus detection. Files obtained from sources outside the company, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail, and files provided by customers or vendors, may contain dangerous computer viruses that may damage the company's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Company sources, without first scanning the material with Company-approved virus checking software. If the user suspects that a virus has been introduced into Hickey College's network, notify an instructor immediately.

No Expectation of Privacy

Students are given computers and Internet access to assist them in the performance of their class work. Students should have no expectation of privacy in anything they create, store, send, or receive using Hickey College's computer equipment. The computer network is the property of Hickey College and may be used only for educational purposes.

Waiver of privacy rights. User expressly waives any right of privacy in anything he/she creates, stores, sends or receives using the company's computer equipment or Internet access. User consents to allow company personnel access to and review of all materials created, stored, sent, or received by User through any Company network or Internet connection.

Monitoring of computer and Internet usage. Hickey College has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content. Hickey College has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Placement

Graduates of all Hickey College programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the schools placement department will most likely be at an entry-level position.

In addition to the services of the Hickey College Placement Department, a Hickey College graduate can request assistance from the placement department at any affiliated Bradford school.

Hickey College reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of cause that could lead to forfeiture of placement privileges are failure to pass a drug test, conviction of criminal activity, or unprofessional conduct.

If a student should complete a program but not meet graduation requirements, the student will be offered one-time placement assistance only. Continued placement assistance is forfeited by the student who does not meet graduation requirements.

STUDENT SERVICES

Bulletin Boards

Official announcements, civic events, placement assistance information, and other items of interest are posted on the bulletin boards located in the student lounge.

Students may post notices on the bulletin boards after these notices have been approved and initialed by the Director of Education or Program Director (Vet Tech/Culinary). Messages will not be delivered to students in class.

Change of Address/Name

If a student should have a change of address, telephone number, or name subsequent to enrollment at Hickey College, he/she should see the Education Assistant for a change of address/name form.

Copier

A copier is available in the library of both buildings for the convenience of students for class or personal use. See the librarian for any problems concerning the copier.

Curriculum Changes

Hickey College reserves the right to change course offerings when deemed necessary.

Financial Aid/Student Accounts

The Student Services Department is available daily for students with questions or problems concerning their arrangements for payment to the college using federal and/or nonfederal resources.

The Director of Student Services is available daily for students with questions or problems concerning cash payments or for students assisted by Vocational Rehabilitation, TRA, JTPA, or Veterans Administration. The Student Services Department issues all checks from the college.

First-Aid Needs

Hickey College does not maintain or provide any student health services. If medical attention should be necessary during college hours, please notify someone of authority for assistance.

Holidays and Breaks

Independence Day Break (7-04-16)

Labor Day (9-05-16)

Thanksgiving (11-24-16 to 11-25-16)

Christmas (12-19-16 to 1-02-17)

Martin Luther King Holiday (1-16-17)

Good Friday Holiday (4-14-17)

Spring Break (4-17-17 to 4-21-17)

Memorial Day (5-29-17)

Summer Break (6-05-17 to 6-07-17)

Lost and Found

Check for any lost articles with the Education Assistant. Please turn in any articles that you may find to the Education Assistant. Please appropriately label all books and notebooks to make identification easier. Lost articles that have not been claimed within thirty days will be discarded. Hickey College is not responsible for the loss of personal property.

Medical Release Forms

A medical release form is required on all students.

Parking

Designated student parking is on any lot except the parking lots directly outside of the main entrances and the small lot on the south side of the Hickey College/Culinary Institute building, by the garden area. Students must park in the designated area.

Cell Phones, Portable Radios, Stereos, Headphones, Etc.

Students are not allowed to use cell phones (for calls or texting), iPods or Mp3 players, headphones, etc., inside the classroom unless approved by their instructor. **Cell phones should not be visible unless approved by instructors, and should in no way disrupt class.**

Congregating and Gathering in Hallways

Due to varying class schedules, students should be mindful that other classes are being held even when they are not in class. Students are not to congregate in the hallways or gather outside the classroom doors. All conversation should be kept to a minimum. The student lounge should be the gathering place for discussion.

Smoking

All Hickey College buildings are non-smoking. Electronic cigarettes (e-cigs, vapor, etc.) are not permitted in any of the buildings. There are designated smoking areas for each building. It is important that students/staff remain more than 15 feet away from the doors!

The only designated smoking area for the Vet Tech Institute building is on the patio outside of the student lounge. The only designated smoking area for the Hickey College/Culinary Institute is on the north side of the building **inside the gated area**. The outside corridor of the student lounge is non-smoking and can be utilized as another entrance for students.

The St. Louis County Indoor Clean Air Ordinance prohibits smoking at, or within 15 feet of, building entrances. According to the ordinance, “Every person who shall be convicted of a violation of Section 605.040 or 605.055 shall be fined not more than fifty dollars (\$50.00) for each offense.”

A person who owns, manages, operates, or otherwise controls a public place or place of employment and who shall be convicted of a violation of [Section 605.050](#) shall be fined as follows:

- a. A fine not exceeding one hundred dollars (\$100.00) for a first violation,
- b. A fine not exceeding two hundred dollars (\$200.00) for a second violation within one (1) year.
- c. A fine not exceeding five hundred dollars (\$500.00) for each additional violation within one (1) year.

Each day on which a violation of this chapter occurs shall be considered a separate and distinct violation.

(O. No. 24105, 8-25-09)

If Hickey College should receive citations or fines in reference to a student not following these laws, the costs will be billed back to the student in question. In addition, students who are violators will be subject to Hickey College disciplinary action up to and including dismissal.

Resident Students

The Residence Manager is available for students who reside in our housing facilities. They reside in Bennington Heights Apartments with our students.

Resource Area

Please see the librarian to check out books. Replacement costs of books not returned will be the responsibility of the student checking out books.

College Pictures

Hickey College requires every student to have his/her picture taken for their college ID and use in the Placement Department. The college will arrange for the photography to be done on the college premises. There is no fee to the student for this service unless he/she wishes to order pictures for his/her personal use. An announcement will be made regarding the date the student is to have his/her picture taken. The purchase of pictures is handled directly between the student and the photography studio.

Service Charges

There is a \$15 service charge whenever a check or draft for payment for tuition, housing, books, or other fees is returned by the financial institution on which it is drawn because it is postdated, overdrawn, closed, frozen, uncollected, etc. If necessary, a collection agency will be used to collect the reimbursement.

Textbooks and Supplies

Textbooks are sold or rented through Hickey College at eight-week intervals. Additional information is available in the Hickey College Academic Catalog in the Financial Information section.

Food and Drink

Food and drinks will be confined to the student lounge. Students may have bottled water as long as it is in a closed container. Open cans and drinks with straws are not allowed. In addition, all students must refrain from chewing gum in the classroom.

Telephone Calls

Only emergency telephone calls to students will be accepted. Emergency calls include death in family, serious illness in family, or sick child at day-care facility.

Transfer of Credits

Credit Transfer from Another School

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required.

Credits considered for transfer are evaluated by the Transfer Committee to determine if the course work is similar in nature, content, and level to that required at Hickey College. If the course work is

comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were “C” or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Hickey College. Because programs at Hickey College are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Hickey College may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

Credit Transfer to Another School

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Hickey College are designed specifically for career preparation, students must assume that credits for courses taken at Hickey College are not transferable to other institutions.** Neither Hickey College nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Hickey College will supply the necessary documentation that may aid the student in receiving credits for the completed course work provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

Tuition Refund Policy

For applicable refund policies, please refer to enrollment agreement or the academic catalog.

Visitors' Policy

All visitors must have preapproval by the Director of Education and instructors and must register with the receptionist. Visitors must comply with Hickey College Dress Code.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Hickey College receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Hickey College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Hickey College official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Hickey College to amend a record that they believe is inaccurate or misleading. They should write the Hickey College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Hickey College decides not to amend the record as requested by the student, Hickey College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Hickey College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Hickey College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Hickey College, not later than 14 days after the beginning of a term, a request written and signed that "directory information" not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hickey College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5901

ADMINISTRATION, FACULTY, AND STAFF

ADMINISTRATION

Christopher A. Gearin President
Connie Scott Director of Education
Kimberly Simpson..... Director of Continuing Education
Chef Chris Desens Culinary Program Director
Susan Starr, DVM Veterinary Technology Program Director
Bill Lewis..... Director of Admissions
Travis Hoskins..... Director of Placement
Deanna Pecoroni..... Director of Student Services

STAFF

Jessica Finnerty..... Continuing Education Assistant
Kristal Rundquist..... Placement Counselor
Cassandra Talley..... Placement Counselor
Janna Caravia..... Supervisor of Regional Admissions
Jessica Huebner Regional Admissions Manager
Karen Wilson..... Regional Admissions Manager
Leisa Carpenter..... Admissions Representative
Brenda Mallory..... Admissions Representative
Leah Walters..... Admissions Representative
Angela Burke..... Admissions Representative
Shani Poole..... Admissions Representative
Ebony Foster..... Admissions Administrative Assistant
Leesha West..... Admissions Administrative Assistant
Keanna Compton..... Education Administrative Assistant
Jeanne Weston..... Financial Aid Officer
Sarah Tolbert Financial Aid Officer

Maureen Gates.....Financial Aid Assistant
Margaret Glennon..... Admissions Assistant Supervisor
Nancy Lupia.....Admissions Assistant
Erick Lopez and Carmen Fabien-Lopez Residence Managers
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Paula ErbsAdministrative Support
Margaret SchmidtAdministrative Support
Trina Fischer..... Culinary Purchaser
Melissa Truesdell..... Library Aide

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