



## POLICY ON DISTANCE LEARNING

Big Island Beauty Academy offers a hybrid program that includes distance learning for all courses. Our distance learning does not equate to more than 33% of any program. **Access to a computer is essential** to completing your distance learning hours.

- **KEEP IN MIND:** If you are absent on Thursdays and/or Fridays, you may be ineligible for distance learning hours.
- Distance learning will not be utilized for delivery of clinical instruction. All clinical instruction will be held on campus under the supervision of an instructor and completed on a mannequin, or live person/client.
- Our distance learning curriculum begins with onsite instructional demonstrations (Theory) followed by mock applications on mannequins. If you are not present for your programs' Theory instruction you will not be eligible to receive distance learning hours for that week.
- We do not condone the use of live models for distance learning activities.
- All distance learning assignments and skill sheets must be turned in by the due date (every Thursday) for a student to receive distance learning hours. No exceptions.
- A portion of distance learning hours are measurable through Milady's online program called MindTap. This online program tracks all logged hours and activity.
- Distance Learning clock hours are measurable by the student's skill sheets. Skill Sheets are reviewed by the Instructor on a weekly basis to ensure students' program completion. Student hours are logged when all skill sheets and assignments have been completed and signed by an Instructor.
- Big Island Beauty Academy's distance learning hours are reflected on each student's Satisfactory Academic Progress evaluations as well as on the Official Transcript.
- Big Island Beauty Academy cannot be held responsible if distance learning hours are not accepted or eligible for reciprocity in other states. It is the student's responsibility to inquire about reciprocity or credit for distance learning hours with the pertaining state.

NOTE: Distance learning hours are a privilege that will be offered to students in good standing and are at the discretion of the teaching staff.

Big Island Beauty Academy stays in compliance with Hawaii State regulatory agencies in regards to distance learning.