

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

**INTRODUCTION** - Federal regulations by the United States Department of Education and guidelines established by the National Accrediting Commission of Career Arts and Sciences require that our school publish and adhere to certain standards of student progress. The following policy is in compliance with such standards, and at the same time provides the flexibility to allow the school to work with each student individually toward meeting these standards. This policy is published in our School Catalog, Student Handbook, and on our web site. Applicants are provided access to the policy via school catalog and the website prior to signing their Enrollment Agreement.

### **APPLICATION**

The standards of the Satisfactory Academic Progress Policy are consistently applied to all students enrolled in the Advanced Cosmetology, Cosmetology, Hair Designer, Advanced Esthetics, Advanced Manicuring and Manicuring program without regard to schedule or receipt of Federal Financial Assistance.

### **COMPONENTS**

Satisfactory Academic Progress standards are comprised of grades for theoretical and practical work (qualitative) and specific attendance requirements (quantitative).

### **EVALUATION PERIODS**

Evaluation of students for Satisfactory Academic Progress is determined by program and based on clocked (actual) hours. Evaluation periods are designed with similar lengths based upon academic year length and course. Each student has at least one evaluation by no later than midpoint of their course and/or academic year, whichever occurs sooner.

The Academic year for each program is defined as:

- 1) 900 clock hours (26 weeks) for the 750 hour Managing Esthetician program
- 2) 900 clock hours (30 weeks) for the 1800 hour Advanced Cosmetology program, the 1500 hour Cosmetology program and the 1200 hour Hair Designer program
- 3) Due to the short length of the 300 hour Advanced Manicuring program and the 200 hour Manicuring program, they will have one evaluation no later than midpoint of their program.

The frequency of the evaluations are: 1800 hour Advanced Cosmetology students are evaluated at 450, 900, and 1350 clocked (actual) hours; 1500 hour Cosmetology students are evaluated at 450, 900, and 1200 clocked (actual) hours; 750 hour Advanced Esthetic students are evaluated at 375 clocked (actual) hours; 1200 hour Hair Designer Students are evaluated at 450 and 900 clocked (actual) hours; 300 hour Advanced Manicuring students are evaluated at 150 clocked (actual) hours and 200 hour Manicuring students are evaluated at 100 clocked (actual) hours. The evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Evaluations will be completed within seven (7) business days following the established evaluation points.

### **ATTENDANCE REQUIREMENT POLICY**

Students are required to attend a minimum of 67% of their scheduled hours to be considered maintaining Satisfactory Academic Progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The evaluation is based on cumulative attendance (start date to evaluation date).

### **MAXIMUM TIMEFRAME**

The allowable maximum timeframe is 150 percent of the published length of the program as measured in the cumulative number of clock hours the student is required to complete and expressed in calendar time. (A student in a clock-hour program cannot receive aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

As part of each official SAP evaluation that is performed at the end of each payment period, it is determined if it is possible for the student to complete their program within the maximum timeframe. Student fail the maximum timeframe at the point at which it is determined that it's not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe.

## **ACADEMIC REQUIREMENT POLICY**

The qualitative element used to determine Satisfactory Academic Progress is a system of evaluations. Students are assigned theory and practical assignments and are evaluated at the end of each assignment period. Students are required to receive a final overall grade of 75% or above on all required evaluation elements and receive a 75% or above cumulative (start date to evaluation date) academic grade. All students shall take and pass all required examinations. Required examinations for Advanced Cosmetology, Cosmetology, Hair Designer and Advanced Esthetics students are Junior Final examinations, Periodic Senior evaluations (must pass a minimum of 2), Senior Final Examinations and Advanced Examination (if applicable). Required examinations for Advanced Manicuring and Manicuring students are Junior Final examinations, Senior Final Examinations and Advanced Examination (if applicable).

"Pass" is defined as follows:

A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not meeting Satisfactory Academic Progress at the evaluation period is no longer eligible for Title IV Funding, unless the student is on Warning Status or has prevailed upon appeal of a negative progress determination that has resulted in the status of Probation. Satisfactory Academic Progress Determinations will be maintained either in written format or electronically. At each evaluation students will receive a hard copy of their progress evaluation. Additionally, students with either a Warning Status or Unsatisfactory Status will be given written guidance on actions required to be in compliance with Satisfactory Academic Progress.

## **DEFINITIONS OF DETERMINATION**

### **A. SATISFACTORY**

Students are meeting the minimum requirements for academics and attendance at evaluation periods and are considered to be making Satisfactory Academic Progress until the next scheduled evaluation period. Students with a Satisfactory Progress determination are eligible to receive all Title IV funds for which they qualify.

### **B. WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning and considered to be making satisfactory progress during the Warning period, until the next scheduled evaluation. The student will receive a written notification of the actions required to meet minimum attendance and academic requirements to re-establish Satisfactory Academic progress before the next evaluation. If at the end of the Warning period, the student is not meeting both the attendance and academic requirements, the student may be placed on Probation and, if applicable, the student may be deemed ineligible to receive Title IV Funds.

### **C. UNSATISFACTORY**

Students who fail to meet minimum requirements for attendance or academic progress by the end of the Warning period and do not successfully appeal will be placed on an Unsatisfactory Status. Any student considered to be making Unsatisfactory Progress in accordance with the regulations of the school shall be notified, in writing. Such written notification shall include the reasons for such a determination. Students with a determination of Unsatisfactory are ineligible to receive Title IV Funds and will be placed on cash payments. The school reserves the right to dismiss any student who has an Unsatisfactory Status.

### **D. PROBATION (must successfully appeal; see appeal process)**

Students who fail to meet minimum requirements for attendance or academic progress during the Warning or previous evaluation period must prevail upon appeal of a negative progress determination prior to being placed on Probation to be considered making Satisfactory Progress during the Probationary period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on Probation. The student and the administration will develop an academic plan on the actions required to attain Satisfactory Academic Progress by the next evaluation. Students who are progressing according to their academic plan will be considered making Satisfactory Academic Progress. If at the end of the Probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as NOT making Satisfactory Academic Progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

## **APPEAL PROCESS**

A student has the right to appeal a determination of Unsatisfactory Progress. All appeals shall be addressed, in writing, to the Administrative Office and must be postmarked within ten business days of the student receiving the determination of Unsatisfactory Progress. The appeal request must explain the circumstances which resulted in the Unsatisfactory Status, all applicable supporting documentation (such as Doctors' excuse and/or release, obituaries, counseling records, etc.) and the students' plan for improvement. An appeal hearing will be scheduled within ten business of receipt of the appeal request. During this hearing, the student may present facts in opposition to or mitigation of the original determination. A decision regarding the appeal shall be rendered, in writing, within 10 business days of the date of the hearing. All documentation, including the initial determination and the final determination will be maintained in the student file. Successful appeals will be granted on an individual basis. Acceptable appeal reasons include but are not limited to, death of an immediate family member, an injury / illness of the student or an injury / illness of an immediate family member. Other extenuating circumstances will be given consideration. If, upon appeal, the original determination of Unsatisfactory Progress is overturned, the student will be placed on a determination of Probation. The student shall be fully reinstated and eligible to receive any authorized Title IV Funds for the time period in question, retroactive to the date of the original determination of Probation.

## **REINSTATEMENT OF FINANCIAL ASSISTANCE**

If, upon appeal, the original determination of Unsatisfactory Progress is overturned, the student will be placed on a determination of Probationary. The student shall be fully reinstated and eligible to receive any authorized Title IV Funds for the time period in question, retroactive to the date of the original determination of Probationary. The administration working with the student will create a written plan on the actions required to attain Satisfactory Academic Progress by the next evaluation. Students may not have consecutive Probationary Periods. Failure to comply with the Academic Plan by the next evaluation period will result in a determination of Unsatisfactory Status and is not appealable. A student may not receive Federal Financial Assistance while deemed to be making "Unsatisfactory Progress".

## **INTERRUPTIONS**

The Satisfactory Academic Progress status of a student returning from a Leave of Absence or Suspension will be the status held at the time the Leave of Absence or Suspension began. Hours elapsed during a Leave of Absence or Suspension will extend the student's contract period and maximum time frame by the same number of days of the Leave of Absence or Suspension and will not be included in the students cumulative attendance percentage calculation.