

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and the federal regulations established by the United States Department of Education. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds unless the student is on warning.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Evaluations are completed and given to the cosmetology student when the student reaches 450 (15 weeks), 900 (30 weeks), 1200 (40 weeks), and 1500 (50 weeks) hours and at 300 (10 weeks) and 600 (20 weeks) hours for cosmetology instructor students. The first evaluation will be conducted by the hours listed or by the midpoint of the first fiscal year, whichever is sooner.

Evaluations are based on actual hours.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic and attendance progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in their course of study.

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 66.7% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Evaluations are completed when the cosmetology student reaches 450 (15 weeks), 900 (30 weeks), 1200 (40 weeks), and 1500 (50 weeks) hours and cosmetology instructor 300 (10 weeks) and 600 (20 weeks) hours. Our Institution will determine if the student has maintained at least 66.7% cumulative attendance since the beginning of the course. This will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed. When calculating attendance to determine satisfactory progress and maximum time frame, Our Institution includes **excused and unexcused** absences in the calculation.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE WEEKS	SCHEDULED HOURS	MAXIMUM TIME ALLOWED
Cosmetology (Full time, 32 hrs/wk) -	1500 Hours	69 Weeks 2250
Cosmetology (Part time, 20 hrs/wk) –	1500 Hours	112 Weeks 2250
Cosmetology Instructor (Full time, 32 hrs/wk) –	600 Hours	28 Weeks 900
Cosmetology Instructor (Part time, 20 hrs/wk) –	600 Hours	45 Weeks 900

The Institution operates all programs According to the following academic year – 900 clock hours to be completed in 30 academic weeks.

In regard to maximum time frame, transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Students **who have not** completed the course within the maximum timeframe may continue as a student at the institution **on a cash pay basis**.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% to maintain a satisfactory progress status. Students must make up failed or missed tests and incomplete assignments. Make-up work will not receive full credit. **(Cosmetology Instructors have the option to accept a student’s excuse and award full credit for test/assignment).**

Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
BELOW	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the cumulative evaluation point are making satisfactory progress until the next scheduled cumulative evaluation. Students may request and receive a hard copy of their Satisfactory Progress Determination at the time of each of their cumulative evaluations. Students not maintaining Satisfactory Academic and/or Attendance Progress after two consecutive cumulative evaluations will be deemed unsatisfactory and their Title IV Funding will be interrupted. Students will remain ineligible for

Title IV until the next **satisfactory** cumulative evaluation. Students are notified of any evaluation that impacts the student's eligibility for financial aid.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning. Students will remain in satisfactory status during the warning period (until the next cumulative evaluation period). During warning, the student will be advised in writing on the actions required to attain satisfactory academic progress by the next cumulative evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she will be ineligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements during a cumulative evaluation point after eligibility is lost.

INTERRUPTIONS, INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.