



Satisfactory Academic Progress Policy

06/1/2014

Satisfactory Academic Progress Policy will be provided in the students initial meeting with the School Director during the enrollment process and shall apply to all students attending the following courses:

- A. 1540 Cosmetology
- B. 1000 Hour Cosmetology Teacher
- C. 750 Hour Esthetics
- D. 400 Hour Nail Technology
- E. 1900 Hour Cosmetology/Esthetics
- F. 1700 Hour Cosmetology / Nails
- G. 625 Hour Nail Technology Teacher
- H. 750 Hour Esthetics Teacher

A. Satisfactory Progress- A student is considered to be making satisfactory progress provided they have a minimum of 80% attendance per their schedule on their contract, and that a minimum of 80% is maintained on both theory and practical grades. Students must complete the course within the 125% of the designated maximum time frame which is:

Cosmetology	1925 hours	Esthetics	937.5 hours
Cosmetology/Esthetics	2375 hours	Esthetics Teacher	937.5 hours
Cosmetology / Nails	2125 hours	Nail Technology	500 hours
Cosmetology Teacher Training	1250 hours	Nail Technology Teacher	781.25 hours

If a student cannot finish their program within their maximum time frame they will become ineligible for further financial assistance in the form of federal grants and student loans. The student will be placed on a period of financial notice until such time that they have graduated or withdrawn from the program, The student must make financial arrangements with a school official to satisfy any outstanding balances. Any period that the student does not receive aid also counts in their maximum time frame. Transfer and withdrawn students' accepted hours are counted as both attempted and completed for the purpose of determining when the allowed maximum time frame is exhausted.

B. Grading Scale

Passing: 80% or above Failing: 79% or below

To assist students in maintaining satisfactory attendance, the following will define the minimum monthly standards:

36 hours week	115 Hours	30 hours week	96 hours	26 Hours	83 hours
24 Hours	77 hours	16 hours week	51 hours	12 hours *	48 hours

Students attending class hours other than those listed in the six categories above, will have minimum standards determined by the number of contracted hours per week of attendance. Students Receiving Federal Student loans must maintain no less than 48 hours per month to be considered in ½ time attendance to avoid entering their grace period.

C. Students will be evaluated at the completion of each of the following evaluation periods per the student's actual contact hours in any of the programs listed. Transfer students evaluation periods may vary based on the actual hours contracted, with a minimum of 1 midpoint evaluation during their training. All evaluations must be completed within a seven business day period following the completion of the evaluation period.

Cosmetology	450, 900,1220.hours	Nail Technology	200 hours
Cosmetology Teacher	450, 900 hours	Nail Teacher	312 hours
Cosmetology/ Nails	450, 900, 1300 hours	Esthetics Teacher	375 hours
Cosmetology/Esthetics	450,900,1350,1800 hours		
Esthetics	375 hours		

A. Minimum of 80% attendance.

B. Minimum of 80% on clinical, theory, and practical grades at the evaluation period listed above. Students failing any exam will be given two test retake periods to make up any failed exam. If the exam is not passed within the two retake periods the student is suspended from school and must study and retake the test off the clock until the exam is passed. Any student not

present during an exam will be given a zero and expected to make up the exam during the same retake periods. The school does not classify exams as incomplete. As for repeated courses; the only instance where that would ever be allowed would be if a student had already completed, but then never worked in the industry they were trained for, for an extended period of time, and that student felt that they needed to retake the entire course in order to enter the industry workforce equipped with the proper training. They then would be allowed to retake the entire course but would be required to retake all exams and practical work regardless of previous scores. Attendance percentages would follow from one enrollment to the next for the same course unless the student successfully appeals.

C. Students are required to meet both academic and attendance requirements at the end of each evaluation period, on a cumulative basis, until the next scheduled evaluation period is reached. The students along with an administrator review the evaluation results with the student, at each evaluation period. Both an administrator and the student sign the evaluation after the review and it is placed in their academic file.

Those students who do not meet either attendance or academic progress standards are notified, in person and in writing, that they will have a scheduled consultation with a school official. At the time of the consultation, the student will be advised how their unsatisfactory progress impacts their eligibility for financial aid. Students are granted one period of being on academic notice which shall run till the end of the next scheduled evaluation period to try and regain satisfactory academic progress. A student failing to obtain SAP at any evaluation point is no longer eligible for Title IV, funds until they regain SAP. Students may be terminated from their program if the school sees that it is mathematically impossible for the student to regain SAP or if they do not regain by the end of the second unsatisfactory period unless the student has prevailed upon appeal of the determination that has resulted in the status of this notice.

D. Student's leave of absence affect on Satisfactory Progress

A. Leaves of absence (as outlined in policy manual) will have no effect on satisfactory progress. No financial aid money will be disbursed while the student is on leave of absence.

B. Students returning from leave would be considered in the same progress status, as they were the first day of their leave.

C. Students who were in satisfactory progress before their leave shall have financial aid eligibility reestablished upon their return date from leave of absence.

D. Students who were in unsatisfactory progress prior to their leave will have satisfactory progress determined at the next evaluation period after they have returned.

E. A leave of absence will extend the student contract period and maximum time frame by the same number of days in the leave of absence.

Any student who re-enrolls after being withdrawn for purposes of unsatisfactory progress may re-enroll after a minimum time lapse of 1 month. Returning students will return at the same attendance and grade status at time of termination. No financial aid shall be awarded until the student has reestablished SAP. If a student decides to change from one course to another unrelated course or enroll in another unrelated course after completion of another their status from the previous program will have no effect on the new program however, there may be financial terms that must be satisfied first. If a cosmetology student however, decides to add or remove a combo course their status will remain the same as these courses are relatively the same.

E. Re-establishment of Satisfactory Academic Progress

Students who disagree or wish to appeal a Satisfactory Progress determination shall notify the School Director in writing, including any documentation that may explain why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. Within 5 business days a meeting shall be conducted between the School Director, the student, and a neutral third party agreed upon by the student and director. Should a student prevail during a Satisfactory Progress grievance, after showing just cause, the student will be reinstated to a satisfactory progress status and financial assistance eligibility re-instated. If the student's appeal is denied then the student will be given a plan of action that will determine how and when the student can regain SAP unless it is mathematically impossible for the student to do so then, the student will be terminated from the program.

A. Students may re-establish satisfactory academic progress and continue receiving Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the next payment period. If the student does not re-establish satisfactory academic progress at that next evaluation period they will lose Title IV aid, will become a cash pay student, and may be terminated from their program.

B. The student may petition the school and appeal their case for failing to maintain satisfactory progress. The reason for which a student may appeal are death of a relative, an injury or illness of the student, or other special circumstances.

C. The written appeal, all documentation, and findings will be put in the student's academic file once a decision has been made.