

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Compliance with the Satisfactory Academic Progress policy is required for a student to remain in school and to maintain eligibility for financial aid payments. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

This Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy in our full time Cosmetology Program. It is printed in the Academy catalog to ensure that all students receive a copy prior to enrollment.

### **1. EVALUATION PERIODS**

The 2100 clock hour course consists of two 900 clock hour academic years divided into four 450-hour payment periods (13 weeks each) and one Academic year divided into a single 300-hour payment period (8 weeks). Students will be evaluated upon completion of 450 clock hours, 900 clock hours, 1350 clock hours, 1800 clock hours and every 300 clock hours thereafter until 2100 clock hours are completed. Transfer students are evaluated by the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Evaluations are based on scheduled hours. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of the academic year.

### **2. ACADEMIC PROGRESS**

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 practical experiences/projects which are graded. The following grading scale is used:

Superior	96% to 100%
Above Average	91% to 95%
Average	86% to 90%
Below Average	80% to 85%
Failing	79% and Below

Students must maintain a cumulative written and practical grade average of 80% and pass a senior written and practical exam prior to graduation. A student who fails to maintain a minimum of an 80% cumulative average at the end of an evaluation period will be placed on Warning until the end of the subsequent evaluation period. If grades are not improved during the Warning period, termination will result.

### **3. ATTENDANCE PROGRESS**

Students contracting for the 2100-hour cosmetology program at the rate of 35 hours per week are required to meet a minimum cumulative attendance rate of 84.6% according to the following schedule. A student failing to meet the attendance requirement at the end of an evaluation period will be placed on Warning until the end of the subsequent evaluation period. If attendance requirement is not met by the subsequent evaluation period, termination will result.

After this number of weeks students must complete this many hours:

13 weeks	26 weeks	39 weeks	52 weeks	60 weeks	68 weeks
385 hours	770 hours	1155 hours	1540 hours	1776 hours	2012 hours

Students contracting at less than 35 hours per week are required to meet a minimum cumulative attendance rate of 84.6% of their contracted hours.

Suspensions, holidays, and vacations declared by the management which fall in any increment may be added to the completion date of that increment and all of the following increments.

#### 4. MAXIMUM TIME FRAME

The maximum time frame (which does not exceed 118% of the course length) allowed for students to complete the cosmetology course of 2100 hours/35 hours per week, at Satisfactory Academic Progress, is 71 weeks 2485 scheduled hours. Students will be terminated if they exceed the maximum time frame.

#### 5. 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 will receive a hard-copy of their Satisfactory Academic Progress determination at the time of the evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

#### 6. WARNING STATUS

A student failing to meet the minimum requirements in cumulative attendance and/or academic performance at an evaluation period, will be placed on Warning until the end of the subsequent evaluation period and will be considered to be making Satisfactory Academic Progress during the Warning period. The student remains eligible to receive financial aid during the Warning period. If failure continues to the end of the Warning evaluation period, termination will result. At this point, a student may appeal termination.

#### 7. PROBATION

A student failing to meet the minimum cumulative requirements for attendance and/or academic performance after the Warning period, may appeal termination. Upon acceptance of a written appeal from a student with regards to failure to meet one or more of the Satisfactory Progress requirements, a student will be placed on Probation until the end of the subsequent evaluation period and considered to be making Satisfactory Academic Progress during the probation period. Additionally, only students who have the ability to meet the Satisfactory Academic Progress standards by the end of the evaluation period may be placed on probation. The student remains eligible to receive financial aid during the Probationary period.

#### 8. APPEAL PROCEDURE

A student failing to meet the minimum requirements for attendance and/or academic performance after the Warning period, may appeal termination within 10 calendar days. A student may appeal termination in the case of special circumstances such as the death of a relative, an injury or illness of the student or other allowable special or mitigating circumstances. The student must submit a written appeal and documentation regarding why they failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow the achievement of

Satisfactory Academic Progress by the next evaluation. The institution will only allow probation for students if it is determined that satisfactory academic probation can be met by the end of the subsequent evaluation period. Upon acceptance of a written appeal, the appeal and decision documents will be retained in the student's file. Upon acceptance of the written appeal, a student will be placed on Probation until the end of the subsequent evaluation period. Upon acceptance of the appeal, the Satisfactory Academic Progress determination will be reversed, and federal financial aid will be reinstated.

## 9. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

A student who does not achieve the minimum standards is no longer eligible to receive Title IV, HEA program funds, unless on warning or prevailed upon appeal that has resulted in probation. The institution will notify a student of any evaluation that impacts a student's eligibility for financial aid. Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## 10. INTERRUPTIONS AND WITHDRAWALS

If a student 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 in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. No financial aid payments will be disbursed while on a Leave-of-Absence. Students who withdraw prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## 11. NONCREDIT, REMEDIAL COURSES, COURSE REPETITIONS AND INCOMPLETES

Noncredit, Remedial Courses and Course Repetitions and Incompletes do not apply to this institution. Therefore, these items have no effect upon the Academy's satisfactory academic progress.

## 12. TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.