

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the Academy in our full time Cosmetology Program. Compliance with the Satisfactory Academic Progress policy is required for a student to remain in school and is printed in the Academy catalog to ensure that all students receive a copy prior to enrollment.

### 1. EVALUATION PERIODS

The 1800 clock hour course consists of two 900 clock hour academic years divided into four 450-hour payment periods (13 weeks each). Students will be evaluated upon completion of 450 clock hours, 900 clock hours and 1350 clock hours. 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 actual 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 1800-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   |
| 381 hours | 761 hours | 1142 hours | 1523 hours | 1767 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 1800 hours/35 hours per week, at Satisfactory Academic Progress, is 61 weeks 2124 scheduled hours. Students will be terminated if they exceed the maximum time frame and may be re-enrolled at the discretion of the school, under the requirements of a personal academic plan and cash payment arrangement.

#### 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 be terminated, 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. 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.

#### 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. Should a student prevail upon appeal, an academic plan will be implemented for that student, which if followed will ensure that the student is able to meet SAP requirements by the next evaluation checkpoint.

## 9. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

A student who does not achieve the minimum standards may be terminated unless on warning or prevailed upon appeal that has resulted in probation. Students may re-establish Satisfactory Academic Progress 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. 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.