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# **SATISFACTORY ACADEMIC PROGRESS**

# **(SAP) POLICY**

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled at the school, regardless of a student’s schedule, or payment (cash pay vs. financial aid). It is printed in this catalog to ensure all students receive a copy prior to enrollment. 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.

The school utilizes a combination of attendance, written, oral and performance practical testing to determine student’s SAP via quantitative and qualitative measures:

Quantitative - in terms of cumulative clock hours

Qualitative – in terms of cumulative practical work and cumulative theory tests

In order to maintain SAP, students must meet the following requirements:

Academic – 75% Cumulative Grade Average AND

Attendance – 90% Cumulative Attendance Average

Student performance evaluation periods are based on actual hours completed:

|  |  |  |
| --- | --- | --- |
| **Program** | **Total Length** | **Evaluation Periods in actual, cumulative hours** |
| Cosmetology | 1800 | 450 hours /13 weeks | 900 hours/26 weeks | 1350 hours/39 weeks |  |
| Cosmetology 2100 | 2100 | 450 hours/13 weeks | 900 hours/26 weeks | 1350 hours/ 39 weeks | 1800 hours/52 weeks |
| Esthetics | 600 | 300 hours/9 weeks |  |  |  |
| Cosmetology Instructor | 600 | 300 hours/12.5 weeks |  |  |  |
| Esthetics Instructor | 300 | 150 hours/6.25 weeks |  |  |  |

The frequency of evaluations ensures that students receive a written evaluation at the midpoint of the program, or the academic year, whichever comes first. An academic year is defined as 900 clock hours in 26 academic weeks. Evaluations scheduled between 0 and 900 clock hours occur in Academic Year One, and evaluations scheduled between 901 and 1800 clock hours occur in Academic Year Two.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. The attendance percentage is determined by dividing the total hours accrued (actual hours) by the total number of hours scheduled.

**MAXIMUM TIME FRAME**

The maximum time (which will not exceed 111% of the course length) allowed for students to complete each course at SAP is stated below (rounded to the nearest full number):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Weeks | Hours | Max Time Frame Weeks | Max Time Frame Hours |
| Cosmetology | 52 | 1800 | 58 | 2000 |
| Cosmetology 2100 | 61 | 2100 | 68 | 2334 |
| Esthetics | 18 | 600 | 20 | 667 |
| Cosmetology Instructor | 25 (FT)50 (PT) | 600 | 2856 | 667 |
| Esthetics Instructor | 12.5 (FT)25 (PT) | 300 | 1428 | 334 |

Students who exceed maximum time frame must be dropped, however, students may pursue re-entry as a cash pay student by following and fulfilling the requirements of the re-entry policy. Please note, Re-entry is not guaranteed.

**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 graded as Acceptable or better (See grading scale below). If the performance does not meet satisfactory requirements, it is not counted and the practical skill assessment must be repeated. At least 3 comprehensive, practical skill evaluations will be conducted during the course of 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 written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale, as listed in items below:

1. **PRACTICAL WORK:**
* Manikin sheet must be completed
* All Practical Evaluations must be completed
* Beginning with the August 2019 Cosmetology/Esthetics classes, clinical service minimums are required of each student.
1. **GRADING SCALE – ALL PROGRAMS – WRITTEN TESTS AND PRACTICAL WORK**

|  |  |  |
| --- | --- | --- |
| **1** | **Excellent** | **93% to 100%** |
| **2** | **Very Good** | **86% to 92%** |
| **3** | **Good** | **80% to 85%** |
| **4** | **Acceptable** | **75% to 79%** |
| **5** | **Needs Improvement** | **Below 75%** |

**A minimum of 75% is considered “passing” on all tests**

**DETERMINATION OF PROGRESS STATUS**

**Students meeting the minimum requirements for academics and attendance are considered to be making SAP until the next scheduled evaluation.** Students will receive a hard copy of their SAP determination at the time of each of the evaluations (occurring no later than 7 School Business Days following the established evaluation point). Copies of SAP evaluations are also placed in the student’s file. **A student who does not achieve the minimum standards for SAP is no longer eligible for Title IV, HEA program funds, and/or VA benefits unless the student is placed on “Financial Aid Warning” or has prevailed upon appeal resulting in a status of probation.**

**FINANCIAL AID WARNING**

###### Students who fail to meet minimum requirements for attendance or academic progress are placed on “Warning” and considered to be making SAP progress during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. Students not meeting Satisfactory Academic Progress standards can re-establish SAP and/or financial aid eligibility by attaining the minimum requirements for attendance and academics by the next scheduled evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, the student will be deemed ineligible to receive Title IV, HEA program funds, and/or VA benefits, and may be terminated from the program, unless the student is eligible to appeal the negative progress determination and meets the requirements to be able to be placed on Probation.

**FINANCIAL AID PROBATION**

###### Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the negative progress determination and prevails upon appeal. 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. Students placed on an academic plan must be able to meet requirements set forth in the academic plan within their maximum timeframe. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed ineligible to receive Title IV funds and may be terminated from the program.

**Appeal procedure**

###### If a student is determined to not be making satisfactory academic progress at the end of the Warning Period, the student may appeal the determination within fourteen calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. If a student does not prevail upon appeal, the student will be terminated. Please note: Refunds are calculated based on the student’s last date of attendance.