**SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress in attendance and academic work is a requirement for all students and is consistently applied to all students enrolled in this school to determine whether an otherwise eligible student is making SAP in their educational program and may receive assistance under the Title IV, HEA programs 34 C.F.R 668.16(E). NOTE Students receiving funds under any Federal Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. If a student’s eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

Students are evaluated for satisfactory progress at 450 Actual hours, 900 Actual hours and 1200 Actual hours in our Cosmetology program. Students in Manicuring courses will be evaluated for satisfactory progress at 300 Actual hours. Students in Aesthetics courses will be evaluated for satisfactory progress at 375 hours.

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

Evaluation will determine if the student has met the minimum requirements for satisfactory academic and attendance progress. The frequency of evaluation ensures that students have ample opportunity to meet both academic and attendance progress requirements.

**ATTENDANCE PROGRESS (Quantitative Measure)**

Students are required to attend a minimum of 70% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at 450 Actual hours, 900 Actual hours, and 1200 Actual hours for a 1500-hour course, and 300 Actual hours for a 600-hour course and 375 hours for a 750-hour course. The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. At each evaluation period, the school will determine if the student has maintained at least a 70% cumulative attendance since the beginning of the course.

The Maximum Timeframe a student has to complete the course is 143% of the program length. The 1500 clock hour program is 2145 Clock Hours and 67 weeks. The 600 clock hours program is 858 clock hours and 27 weeks. The 750 clock hours program is 1072.5 clock hours and 35 weeks.

All students must maintain at least a 70% cumulative attendance average in order to be considered making Satisfactory Progress and to complete the program within the maximum time frame.

**ACADEMIC PROGRESS AND GRADING SYSTEM (Qualitative Measure)**

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. Practical skills are evaluated according to text procedures and set in practical skill evaluation criteria used by the school.

The following factors will be measured to determine Academic Progress:

1. Theory work (test grades, homework, etc.)
2. Practical work (Clinic work sheets, practical tests
3. Laboratory work

Theory and practical work will be graded according to the following scale:

90-100 Excellent

80-89 Above Average

70-79 Satisfactory

Below 70 Unsatisfactory

The following grading scale is applicable to all courses of study. Students must maintain an average minimum of 70% in theory and practical clinic work in order to be considered making Satisfactory Progress. Records of progress are kept and any student with a grade below 70% will be CONSIDERED not making Satisfactory Progress.

**DETERMINATION OF PROGRESS:**

Evaluation of progress will be conducted by the Financial Aid Director at the following hours.

Cosmetology Program a 1500-hour course will be evaluated at 450 Actual hours, 900 Actual hours and 1200 Actual hours. Manicuring Program a 600 -hour course will be evaluated at 300 Actual hours. Aesthetics a 750-hour course will be evaluated at 375 actual hours.

Satisfactory: Students with a minimum of 70% GPA and 70% attendance.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance report for the evaluation period will be taken from Emasters to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements for attendance and academic at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a copy of their satisfactory progress determination at the time of each evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

**WARNING:**

Students who fail to meet minimum requirement for attendance or academic progress at the end of an evaluation period are placed on Warning and considered to be making satisfactory progress during the Warning period. The student will be advised in writing on the actions required to attain satisfactory progress in attendance or academic progress by the next evaluation period. If at the end of the warning period, the student has still not met both attendance and academic requirements the student will be deemed ineligible to receive Title IV funds.

**FINANCIAL AID SUSPENSION:**

Failure to meet either the qualitative or quantitative standards for satisfactory academic progress will result in the student being placed on unsatisfactory status that suspends financial aid eligibility until the next evaluation period. Notification is provided when placed on this status and the student is not be allowed to continue to receive financial aid. Students may continue to take coursework without the use of financial assistance until eligibility is reinstated by achieving the required SAP standards.

**PROBATION:**

Students who have been initially placed on financial aid suspension status but have an approved appeal are placed on probation and have their Title IV aid eligibility reinstated. Students on approved academic plans will be reviewed after each evaluation period to ensure progress and achievement of the agreed terms and conditions of their academic plan.

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 eligible 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 by the end of the warning or probationary period.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten 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 ten 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.

**INTERRUPTIONS, COURSE 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 in 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 in the same satisfactory academic progress status as at the time of withdrawal if the student returns within 180 days. Incompletes, repetitions and non-credit courses have no effect upon the satisfactory progress policy.

**Date of Determination is defined as:**

1) The day that the student notifies the school that he/she will not be returning or

2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student’s last date of attendance.

**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 will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on the actual contracted hours at the institution.

**STUDENTS WHO DO NOT COMPLETE WITHIN MAXIMUM TIMEFRAME**

Students who do not complete within the Maximum of the required timeframe will be permitted to continue to graduation.However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

**LEAVES OF ABSENCE:**

Students may apply for a leave of absence but cannot exceed 6 months during a one-year period. Any leave of absence request must be submitted by the Friday prior to staff development Monday for the month in which it occurs, this also applies to any varication required for a leave of absence. Leave of absences can be taken for no more than 30 days at a time, if for any reason you should have to extend your leave past thirty days you must do so in writing by mail or physically come in and extend the leave in person. Your leave must be approved. If for any reason your leave is not approved, and you have already stopped attending regular classes please be advised you will have to make up these hours or pay $4.50 for every hour missed per your enrollment agreement. Any absences will be subject to regular attendance policies as well. **Response**- You will receive an approval or denial within 7 days from the day Mrs. Tonya Receives it, also once the leave has been approved or denied it will be resubmitted to your educator, which will notify you of the response. Should you have any questions on your leave of absence please direct those to Mrs. Tonya. **Leaves of Absence** -will only be approved for the following reasons: Bereavement, medical emergency, Vacations if notified prior to enrolling, having a baby or maternity leave, getting married, legal emergencies. Please be advised any other topic will not be approved, however we will review other topics based on your attendance rate, if your attendance rate is in good standings (85 or above) special exceptions may be made based on an individual circumstance, such as no sitter, or no money for gas.

**LATE FEE (overtime)**

There will be a charge of $4.50 per hour for any time past contract end date.