

# Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school whether they are Title IV, HEA Program funds or cash pay. The policy is printed in the catalog to ensure that 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 policy is applicable to all programs offered and to full-time and part-time alike.

## Evaluation Periods

SAP will be measured at the following actual clock hours.

Cosmetology	450 hours	900 hours	1200 hours
Esthetics	250 hours	500 hours	
Instructor	200 hours	400 hours	
Manicurist	300 hours		

\*Transfer Students- 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. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

The Schedule Tab on each individual student record in OnlineSMART.Net is completed its entirety so that the SAP/Scheduled vs. Actual Hours report can be run each day after their student time has been uploaded from the time clock. This report can then be used to monitor for Satisfactory Academic and Attendance Progress on the exact day that students reach their required evaluation points. All programs are monitored for SAP compliance at the end of each payment period as entered in OnlinesSMART.net. When requesting funds for a student we must certify to FAT\$TAF, our third-party processor, that the student is maintaining Satisfactory Progress and are eligible for the funds being requested.

## NEW SAP SCHEDULED VS. ACTUAL HOURS FOR SCHEDULE CHANGES

For schedule changes, the school must change the scheduled hours on the Schedule Tab when a student changes their schedule to a different number of hours per day and/or week. This will change their Contract Graduation Date which must also be changed in FAT\$TAF. These changes must be completed in order for OnlineFAT\$TAF.Net to recalculate their SAP correctly.

### Attendance Progress Evaluation

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will

graduate within the maximum timeframe allowed.

**Maximum Timeframe**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Course</b>	<b>Minimum Hours</b>	<b>Weeks</b>	<b>Maximum Hours</b>	<b>Weeks</b>
Cosmetology Full Time	1500	45	2250	67.5
Cosmetology Part Time	1500	75	2250	112.5
Esthetics Full Time	750	23	1125	34.5
Esthetics Part Time	750	38	1125	57
Manicurist Full Time	600	18	900	27
Manicurist Part Time	600	30	900	45
Instructor 500 Full Time	500	15	750	22.5
Instructor 500 Part Time	500	25	750	37.5
Instructor 750 Full Time	750	23	1125	34.5
Instructor 750 Part Time	750	38	1125	57

The maximum number of hours a student can have during an evaluation period and remain in Satisfactory Academic Progress is as follows:

Cosmetology	Evaluation	Maximum Scheduled
	450 hours	675 hours
	900 hours	1350 hours
Esthetics	1200 hours	1800 hours
	250 hours	375 hours
	500 hours	750 hours
Instructor	200 hours	300 hours
	400 hours	600 hours
Manicurist	300 hours	450 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis as determined by the school on a case by case basis.

**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 rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated per text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass final examinations with a 70% or better prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered per the following scale:

The grading scale is:

A	90%-100%	
B	80%-89%	
C	70%-79%	
F	0%-69%	Failing

### **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the point of evaluation point are 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 each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning.

### **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning. A student on financial aid warning may continue to receive assistance under the title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Financial aid warning status may be assigned without an appeal or other action by the student. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV funds, as applicable, and will become a cash pay student and responsible for payment of all tuition and fee balances owed the school.

### **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 period at the next scheduled evaluation. Students will be notified in writing of the results of an evaluation that impacts the student's eligibility for title IV, HEA program funds.

### **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.

### **Noncredit, Remedial Course, 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**

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the school.