



## **Satisfactory Academic Progress Policy**

A student must meet satisfactory academic progress requirements as determined by the Institute. This policy is applicable to all students.

**A. *Maximum Time Frame for Course Completion***

A student must complete his/her program within the maximum time frame, as listed below:

Cosmetology	50 weeks
Cosmetology Managers Program	11 weeks
Combined Cosmetology Managers Program	61 weeks
Esthetics	28 weeks
Esthetics Managers Program	7 weeks
Combined Esthetics Managers Program	35 weeks
Nail Therapy	22 weeks

**B. *Academic Evaluation Periods***

Academic progress is evaluated at the end of each evaluation period based on scheduled hours. A copy of the evaluation is given to the student. Evaluations are done and distributed according to the schedule listed below:

Cosmetology:	4 Evaluations
Introduction (12 weeks), Alpha (12 weeks), Beta (12 weeks.), Gamma (8 weeks)	
Cosmetology Managers Program	2 Evaluations
Combined Cosmetology Managers Program	5 Evaluations
Introduction (12 weeks), Alpha (12 weeks), Beta (12 weeks.), Gamma (8 weeks), Managers (9 weeks)	
Esthetics	4 Evaluations
Every 6 weeks	
Esthetics Managers Program	2 Evaluations
Combined Esthetics Managers Program	5 Evaluations
Every 6 weeks	
Nail Therapy	3 Evaluations
Introduction/Alpha (7 weeks), Beta/Gamma (7 weeks.), Managers (8 weeks)	

**C. *Pace Attendance Progress Evaluation***

A student must maintain an 85% cumulative attendance rate to achieve satisfactory attendance progress until the next scheduled evaluation.

**D. *Academic Progress Evaluation***

A student must maintain an 80% cumulative average academic score to achieve satisfactory academic progress until the next scheduled evaluation.

Written tests, practical tests and final exams are all used to measure academic performance.

## Grading Scale

99 - 100	A	Dean's List	86 - 87	C+
96 - 98	A-	Dean's List	84 - 85	C
93 - 95	B+		81 - 83	C-
90 - 92	B		80	D
88 - 89	B-			F

### **E. Meeting Satisfactory Academic Progress Requirements**

A student who meets the Maximum Time Frame, Attendance Progress (Pace), and Academic Progress requirements as outlined in this policy is making satisfactory academic progress. The student is considered to be making satisfactory academic progress until the next scheduled evaluation period.

### **F. Failure to Meet Satisfactory Academic Progress Requirements**

The consequences for failing to make satisfactory academic progress include Academic/Financial Aid Warning, Academic/Financial Aid Probation, possible loss of Federal Student Aid, and possible dismissal from the Institute. Each time a student regains satisfactory academic progress, only to lose it again, he/she will begin with a new Warning period.

## **Programs 600 or More Clock Hours**

### ***Academic Warning***

If a student does not meet the requirements for attendance or academic progress, the school will place him/her on Academic Warning for twelve (12) weeks for Cosmetology students or (6) weeks for Esthetics students. A federal student aid recipient may only receive aid during the Warning period if he/she successfully completes the hours, weeks and coursework in the prior payment period.

A student not meeting the minimum academic or attendance standards at the end of the Warning period must appeal his/her progress status to remain in school and receive federal student aid. A student who fails to appeal his/her satisfactory academic progress status will be dismissed from the Institute.

### ***Appeal Process***

A student who can document extenuating circumstances may be allowed to continue in school despite failing to make satisfactory academic progress. The student must appeal the academic progress determination in writing and must outline in detail the extenuating circumstances that negatively impacted his/her academic progress and how the student's situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation. Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children's illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities or legal matters. The request for appeal will be reviewed by a board consisting of the School Director and the Student Services Coordinator. If the appeal is approved, the student is permitted to remain in school on probation, and if applicable, federal student aid may be disbursed. If the appeal is denied, the student is dismissed.

A student wishing to file an appeal of his/her satisfactory progress status should request the appropriate form from the Student Services Coordinator at your Branch Main Office and submit in writing within seven (7) days of notification. The student will be contacted within (10) days of receipt of Appeal with the board's decision.

### ***Academic Probation***

A student whose appeal is granted is permitted to continue his/her enrollment on Probation. Probation is twelve (12) weeks for cosmetology students and six (6) weeks for Esthetics students. A federal student aid recipient may only receive aid during the Probation period, if he/she successfully completes the hours, weeks and coursework for the prior payment period.

A student not meeting the minimum academic or attendance standards at the end of the Probation period

may be dismissed from the Institute. A student may not appeal his/her dismissal from the Institute.

### **Programs 300 or Fewer Clock Hours**

#### ***Academic Warning***

If a student does not meet the requirements for attendance or academic progress, the school will place him/her on Academic Warning for 30 days. A federal student aid recipient may only receive aid during the Warning period if he/she successfully completes the hours, weeks and coursework in the prior payment period.

A student not meeting the minimum academic or attendance standards at the end of the Warning period must appeal his/her progress status to remain in school and receive federal student aid. A student who fails to appeal his/her satisfactory academic progress status may be dismissed from the Institute.

#### ***Appeal Process***

A student who can document extenuating circumstances may be allowed to continue in school despite failing to make satisfactory academic progress. The student must appeal the academic progress determination in writing and must outline in detail the extenuating circumstances that negatively impacted his/her academic progress and how the student's situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation. Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children's illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities or legal matters. The request for appeal will be reviewed by a board consisting of the School Director and the Student Services Coordinator. If the appeal is approved, the student is permitted to remain in school on probation, and if applicable, federal student aid may be disbursed. If the appeal is denied, the student is dismissed.

A student wishing to file an appeal of his/her satisfactory progress status should request the appropriate form from the Student Services Coordinator at your Branch Main Office and submit in writing within seven (7) days of notification. The student will be contacted within (10) days of receipt of Appeal with the board's decision.

#### ***Academic Probation***

A student whose appeal is granted is permitted to continue his/her enrollment on probation for 30 additional days. A federal student aid recipient may only receive aid during the probation period, if he/she successfully completes the hours, weeks and coursework for the prior payment period.

A student not meeting the minimum academic or attendance standards at the end of the Probation period may be dismissed from the Institute. A student may not appeal his/her dismissal from the Institute.

### **G. *Leave of Absence***

A leave of absence extends a student's contract date.

A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave.

The maximum time frame is extended by the number of days the student is on a leave of absence.

A student should request a leave using the Leave of Absence/Change Request Form which documents all of the information needed.

#### ***Academic Progress Status for Re-entering Students***

A student who re-enters the Institute within 180 days of his/her last date of attendance will return in the same satisfactory academic progress status as when he/she interrupted training.

### **H. *Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course***

A student is required to complete all coursework before a grade is issued. A student may not withdraw from

a course unless withdrawing from the Institute entirely. There are no course repetitions at the Institute, nor does it offer non-credit remedial coursework.

***I. Transfer Hours***

Should transfer hours from another institution be accepted toward student's educational program, these hours would be counted as both attempted and completed hours for maximum time frame purposes.

***J. Federal Student Aid Satisfactory Academic Progress Policy***

In addition to the Satisfactory Academic Progress Policy outlined above, the following Federal Student Aid Academic Progress Policy applies to federal student aid recipients only.

For academic purposes, the Institute conducts satisfactory academic progress evaluations at the end of each phase of the program or evaluation period, as described earlier in this policy. For federal student aid purposes, the Institute conducts additional satisfactory academic progress evaluations at the end of each payment period. Academic phases and financial aid payment periods are not equal in length.

As a condition for disbursing second and subsequent payments of federal student aid, an additional review of the student's progress is necessary at the end of each payment period based on scheduled hours. This second evaluation is done in accordance with the grade, pace, and maximum time frame requirements for all students. The end of payment period evaluation includes a review of hours, weeks, and coursework in the prior payment period to ensure they were successfully completed, including coursework completed in the payment period but after the last academic phase/evaluation.

A student may receive Federal Student Aid while enrolled and making satisfactory academic progress.

A student not making satisfactory academic progress will be placed on financial aid warning for the next payment period.

A student who fails to make satisfactory academic progress at the end of the financial aid warning payment period will lose federal student aid eligibility. To continue receiving federal student aid, the student must submit a written appeal to the Director of Financial Aid. If the appeal is granted, the student will be placed on Financial Aid Probation for the next payment period.

A Federal Student Aid recipient may only receive aid during the Financial Aid Warning and Probation payment periods if he/she successfully completes the hours, weeks and coursework in the prior payment period.