

# Satisfactory Academic Progress Policy (SAP)

revised January 2018

The Satisfactory Academic Progress policy is consistently applied to all students enrolled at the school. It is printed in the catalog and online 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.

Students are required to maintain a cumulative grade point average of 70% or better on theory and practical grades and a minimum of 68% attendance.

Students will meet with staff to review their SAP Report which is placed in their permanent folders.

## EVALUATION PERIODS

Students are evaluated for SAP as follows:

Cosmetology: 450, 900, 1200 clocked (actual) hours

Esthetics: 300 clocked (actual) hours

Manicuring: 150 clocked (actual) hours

Cosmetology Teacher Training: 400 clocked (actual) hours

Esthetics Teacher Training: 325 clocked (actual) hours

Manicuring Teacher Training: 160 clocked (actual) hours

Evaluations will be to determine if the student has met the minimal requirements for satisfactory academic progress and the frequency ensures that students in programs with less than 900 hours have one evaluation at the midpoint in the program.

A transfer students hours which are accepted are counted as both attempted and completed. Transfer students will receive evaluations at either the mid-point of their contracted hours or at the scheduled evaluation period, for the program in which they are enrolled, whichever comes first.

## ACADEMIC AND PRACTICAL PROGRESS EVALUATIONS

The quantitative and qualitative elements used to determine academic progress is a reasonable system of grades as determined by assigned academic, practical and laboratory learning. Academic learning is evaluated according text procedures and guided learning by instructors. Each laboratory or practical (manikin) assignment criteria is graded on a satisfactory or unsatisfactory basis (Yes or No)

On the Satisfactory Academic Progress Report each student receives a theory (academic) average, a practical average and a cumulative grade point average.

The student must maintain a cumulative grade point average of 70% and pass a final written and practical exam with a minimum score of 80% (except for teacher training) prior to graduation.

Students may make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100%	A	Excellent
80-89%	B	Good
70-79%	C	Average
69% and below	F	Failing

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 68% of the hours based on the attendance schedule and the maximum time frame allowed for their program. Attendance percentage is determined by dividing the total hours accrued by the number of hours scheduled. If the student at the end of the evaluation period has maintained a minimum of 68% since the beginning of the program, if continued at the same attendance rate, will graduate within the maximum time frame allowed.

Students who have not completed the program requirement within the maximum timeframe may continue as a student at the institution on an hourly cash pay basis. Payment formula is tuition for the program divided by the program hours equals hourly charge. Hourly charge multiplied by the remaining needed hours equals amount of tuition due. Students will receive a catalog addendum for extra instructional charges, including exact hourly rate, upon enrollment.

## MAXIMUM TIME FRAME

The maximum time frame (147% of the course length) allowed for student to complete each course at satisfactory academic progress is stated below.

Program	Schedule	Maximum	Time Allowed
		Weeks	Scheduled Hours
Cosmetology (1500 Hours)	Full Time 40 Hours/Week	55	2205
	Part Time 32 Hours/Week	69	2205
Esthetics (600 Hours)	Full Time 40 Hours/Week	22	882
	Part Time 34 Hours/Week	26	882
Manicuring (300 Hours)	Full Time 40 Hours/Week	11	441
	Part Time 32 Hours/Week	14	441
Cosmetology Teacher Training (800 Hours)	Full Time 40 Hours/Week	29	1176
	Part Time 32 Hours/Week	37	1176
	Part Time 24 Hours/Week	49	1176
Esthetics Teacher Training (650 Hours)	Full Time 40 Hours/Week	24	955
	Part Time 32 Hours/Week	30	955
	Part Time 24 Hours/Week	40	955
Manicuring Teacher Training (320 Hours)	Full Time 40 Hours/Week	12	470
	Part Time 32 Hours/Week	15	470
	Part Time 24 Hours/Week	20	470

The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 68% of the scheduled contracted hours. A transfer student will be evaluated at one half of their contracted time or at 450, 900 or 1200 hours for cosmetology program or one half of the program hours for esthetics, manicuring or the specific teacher training program, whichever comes first.

## 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 evaluation. Students not making satisfactory academic progress may be placed on academic/attendance warning until the next evaluation period. If at the end of the warning period the student still has not met both academic and attendance requirements they may be placed on probation and may be deemed ineligible to receive Title IV aid.

## WARNING

Students who fail to meet minimum requirements for attendance and academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student may 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 may be placed on probation, and if applicable, students may be deemed ineligible to receive Title IV funds.

## **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 while during the probationary period, if the student appeals the decision, 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 by the end of the next evaluation period. 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 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 be 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 not to be making satisfactory academic progress, the student may appeal the determination in writing within 10 calendar days. If there were special mitigating circumstances such as the illness or injury of the student or their immediate family, death in the students immediate family or other trauma, documentation may be necessary. Students can only be placed on probation and receive aid for one evaluation period upon winning an appeal. Also, only students who have the ability to meet satisfactory academic progress standards by the end of the probationary period may be placed on probation. The students will be advised in writing of the actions required to obtain Satisfactory Academic Progress by the end of the probation period. If the student is not making satisfactory academic progress by the end of the probationary period they may be terminated from school and no more financial aid may be paid to the student.

## **REINSTATEMENT**

A student's financial aid may be reinstated only if they meet the standard above or win an appeal.

## **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.

## **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 the actual contracted hours with Leon's Beauty School.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect on the school's satisfactory academic progress standards.