

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. It 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.

EVALUATION PERIODS

The academy defines its academic year as 900 hours and 26 weeks. The evaluation points for Hybrid programs is the same as the corresponding Residential program. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

| COURSE | EVALUATION POINTS – ACTUAL HOURS/WEEKS | ACADEMIC YEARS |
|-------------------------------------|--|-----------------------|
| Barbering (1500 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200 Hours/34 Weeks; 1500 Hours/43 Weeks | 1.66 |
| Cosmetology (1500 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200 Hours/34 Weeks; 1500 Hours/43 Weeks | 1.66 |
| Cosmetology Hybrid (1500 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200 Hours/34 Weeks; 1500 Hours/43 Weeks | 1.66 |
| Cosmetology 102 (1650 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1275 Hours/36 Weeks; 1650 Hours/47 Weeks; | 1.83 |
| Cosmetology 102 Hybrid (1650 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1275 Hours/36 Weeks; 1650 Hours/47 Weeks; | 1.83 |
| Esthetics (1000 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks | 1.11 |
| Esthetics Hybrid (1000 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks | 1.11 |
| Esthetics 102 (1150 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1150 Hours/33 Weeks | 1.28 |
| Esthetics 102 Hybrid (1150 Hours) | 450 Hours/13 Weeks; 900 Hours/26 Weeks; 1150 Hours/33 Weeks | 1.28 |
| *Massage Therapy (840 Hours) | 420 Hours/12 Weeks; 840 Hours/24 Weeks | 0.93 |
| Nail Technology (350 Hours) | 175 Hours/5 Weeks; 350 Hours/10 Weeks | 0.38 |
| *Makeup Artistry (150 Hours) | 75 Hours/2 Weeks, 150 Hours/5 Weeks | 0.16 |
| *Not currently offered | | |

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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order 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 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIMEFRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. The maximum time allowed for Hybrid programs is the same as the corresponding Residential program. Students who exceed the maximum timeframe will be terminated from the program and thereafter will be permitted to reenroll in a program on a cash-pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

| COURSE | MAXIMUM TIME ALLOWED | |
|---|-----------------------------|------------------------|
| | WEEKS | SCHEDULED HOURS |
| Barbering (Day, 35 hrs/wk) – 1500 Hours | 58 Weeks | 1995 |
| Barbering (Night, 25 hrs/wk) – 1500 Hours | 80 Weeks | 1995 |
| Cosmetology (Day, 35 hrs/wk) – 1500 Hours | 58 Weeks | 1995 |
| Cosmetology (Night, 25 hrs/wk) – 1500 Hours | 80 Weeks | 1995 |
| Cosmetology 102 (Day, 35 hrs/wk) – 1650 Hours | 63 Weeks | 2195 |
| Cosmetology 102 (Night, 25 hrs/wk) – 1650 Hours | 88 Weeks | 2195 |
| Esthetics (Day, 35 hrs/wk) – 1000 Hours | 39 Weeks | 1330 |

| | | |
|---|----------|------|
| Esthetics (Night, 25 hrs/wk) – 1000 Hours | 54 Weeks | 1330 |
| Esthetics 102 (Day, 35 hrs/wk) – 1150 Hours | 44 Weeks | 1530 |
| Esthetics 102 (Night, 25 hrs.wek) – 1150 Hours | 62 Weeks | 1530 |
| *Massage Therapy (Day, 35 hrs/wk) – 840 Hours | 32 Weeks | 1117 |
| *Massage Therapy (Night, 25 hrs/wk) – 840 Hours | 46 Weeks | 1117 |
| Nail Technology (Day, 35 hrs/wk) – 350 Hours | 14 Weeks | 465 |
| *Makeup Artistry (Day, 35 hrs/wk) – 150 Hours | 6 Weeks | 199 |
| *Makeup Artistry (Night, 25 hrs/wk) – 150 Hours | 8 Weeks | 199 |
| *Not currently offered | | |

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 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:

| | |
|--------------|----------------|
| 93 – 100 | EXCELLENT |
| 85 – 92 | VERY GOOD |
| 75 – 84 | SATISFACTORY |
| 74 and BELOW | UNSATISFACTORY |

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 scheduled evaluation. The academy is required to notify students of any evaluation that impacts the student's eligibility for Title IV funding. Students receive a hard-copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. 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 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 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 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.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, TRANSFER HOURS

With regard to Satisfactory Academic Progress, course incompletes, withdrawals and/or 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

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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. Please see your Financial Aid representative for more information.

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 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy'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.

MANDATED HOURS OF ATTENDANCE POLICY

Students must complete the state-mandated hours per their program of study. These requirements are as follows for both Residential and Hybrid programs:

| | |
|------------------------|---------------------------------------|
| Barbering | Satisfactory completion of 1500 hours |
| Cosmetology | Satisfactory completion of 1500 hours |
| Cosmetology 102 | Satisfactory completion of 1650 hours |
| Esthetics | Satisfactory completion of 1000 hours |
| Esthetics 102 | Satisfactory completion of 1150 hours |
| Nail Technology | Satisfactory completion of 350 hours |
| *Massage Therapy | Satisfactory completion of 840 hours |
| *Makeup Artistry | Satisfactory completion of 150 hours |
| *Not currently offered | |

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is restricted to Medical, Military, or Family Emergency.

In order for an LOA to qualify as an approved LOA, the request for leave of absence must be submitted in advance in writing, must include the reason for the student's request, the expected return date and must be signed by the student.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the academy to be the first date the student was unable to attend the academy because of the circumstance.

Students requesting a leave of absence from the institution must submit a written request to a Student Services or Financial Aid Representative in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school, including the date the student expects to return to school. All leave of absence requests must be approved by the Academy Director.

A student on a leave of absence will incur no additional charges by the school. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see your Financial Aid representative for more information.

The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12- month period.