

**SATISFACTORY ACADEMIC
PROGRESS (SAP) POLICY FOR ALL STUDENTS**

INTRODUCTION:

The maintenance of satisfactory academic progress is an eligibility criterion for all students enrolled at Evans Hairstyling College. All students must understand this policy before official enrollment of school.

The school is required in statute and regulation to establish standards for measuring a student’s maintenance of satisfactory academic progress. The following policy outlines the standards that must be met by all students attending Evans Hairstyling College.

Our 2,000 hour course is not to be completed in less than twelve (12) months and a student must maintain a 70% grade point average. The maximum time frame allowed for a student to complete the program and maintain SAP is 150%, of the stated time to complete the academic program (18 months).

If a student transfers into the program the maximum time will be determined by the amount of hours accumulated at the previous school. This will be deducted from the total hours needed at our institution and prorated to the 150% time frame.

There are four (4) quarters in a twelve (12) month course. All students (part time or full time) will be evaluated at the end of each quarter, which is every 13 weeks. With the exception of the January students attending their first quarter, the students are evaluated at 9 weeks due to their starting date. Each student must maintain a minimum of 70% academic and attendance grade per evaluation. Evaluation happens every June, September, December, and March. All evaluations are done on scheduled hours. These are completed in a 13 week period, and 9 week period for the new January students.

The first evaluation period will occur no later than the mid-point of the academic year or program of study, whichever occurs first. Evans Hairstyling College only enrolls students four times a year (January, March, June, and September) The evaluations will take place 13 weeks from the start date, and 9 weeks for the starting date of the January students.

At the end of each quarter (13 week period) each student will receive an evaluation in the following areas.

1. CUMULATIVE ACADEMIC PERFORMANCE or GPA. (This includes, theory, clinical, and personal grades)

The student must have a 70% grade point average at the time of evaluation to be considered reaching SAP

GRADE SCALE

5	90% TO 100% A	Excellent - Great work
4	80% TO 89% B	Good - Improving
3	70% TO 79% C	Fair - Needs Improving
2	65% TO 69% D	Poor
1	0 TO 64% F	Unsatisfactory

2. ACCUMULATIVE ATTENDANCE: (hours of attendance.)

The student must be on track to complete their academic program within 150% of the stated length of the program. This is the contracted 2000 clock hours, to be completed in no less than 12 months.

The chart below indicates the minimum clock hours a student must complete per quarter to complete the program within 150% of the published length of the program.

Quarters	1	2	3	4	5	6
Hours Per Qt.	350	350	350	350	350	250
Total at 70%	350	700	1050	1400	1750	2000

If a student meets the minimum attendance and maintains a grade point average of 70%, the student is considered making satisfactory academic progress, until the next scheduled evaluation.

If a student is not maintaining the minimum SAP requirements, the student will be placed on warning status. The student will be advised on what is needed to raise the student’s grade point average and/or make up the clock hours needed

by the next evaluation period. The school may suggest and supply an academic plan, if followed, will help the student reach the minimum requirements by the next scheduled evaluation. If the student is able to meet the requirements set forth in the academic plan by the next evaluation, they will be considered achieving SAP, and removed from warning status.

If the student fails to meet minimum requirements (attendance or academics) after being put on warning status, the student will then be put on probationary status, at which time their Title IV financial aid eligibility is jeopardized and possible loss of all Title IV financial aid. The student will be given one chance on probation to raise their grade to the allowable 70%. If the student is unable to raise their grade by the next evaluation period, they will then forfeit all Title IV financial aid.

Appeal Process: All students have the right and are eligible for an appeal due to loss of Title IV financial aid eligibility. To make an appeal, the student will need to start the process within ten calendar days from the date the evaluation was given. Reasons to make an appeal include death of a relative, injury, illness of the student, or other allowable special or mitigating circumstances. The student must submit a written appeal to the school with supporting documentation of the reasons why they are unable to maintain SAP and why the determination should be reversed. This information should include, the change of a student's situation and what should allow them to achieve SAP by the next evaluation period. Appeal documents will be reviewed by Mr. Evans and a decision will be made and reported to the student within 30 calendar days of receipt. All documents from appeal will be recorded and retained in the student's file. If the student prevails upon appeal of the SAP determination, the student will be placed on a warning status and their Title IV financial aid eligibility will be reinstated. The student loses Title IV financial aid eligibility if the student's appeal (after the warning period but before the probationary period) is unsuccessful, or, if at the end of the probationary period the student is not reaching SAP. The student may reestablish eligibility by meeting minimum attendance and academic requirements by the end of the subsequent evaluation period.

If a student chooses to continue to attend the school without Title IV financial aid, the scheduled clock hours are counted in a SAP calculation.

TERMINATION, WITHDRAWAL, & LEAVE OF ABSENCE:

The grade for any student withdrawing from school for any reason,(including an approved leave of absence) will end at that time in the quarter. If the student re-enters they will start at the same status as at time of leaving. If a student withdraws below SAP and wishes to re-enter school, the student will start below SAP until the minimum requirements are met. If a student takes a leave of absence and returns upon agreed date of the leave, the contract completion date and maximum time frame will be extended to the same number of days taken in the leave of absence. They will enter with the same SAP grade they had at the time of the leave.

Courses outside of our cosmetology program do not apply to our school and have no effect upon our satisfactory progress standards. The schools policies on incompletes, repetitions and non-credit remedial courses, have no effect upon the schools satisfactory progress standards. Federal regulations regarding a change of major and pursuit of a second degree are not applicable at Evans Hairstyling College.

A student maintaining a minimum 70% grade, or on financial aid warning, will still be eligible for the second disbursement of financial aid, due in the following quarter, (and so on throughout the year). If a student has prevailed upon appeal, or has re-established SAP, the student will be considered to have reached SAP, continuing to receive Title IV funding. If a student is on probation or has taken an approved leave of absence (not reaching SAP), aid disbursement will not be made to the student until their grade reaches the acceptable 70%.

Transfer hours accepted count as both attempted & completed hours. This determines when the allowable maximum time frame has been exhausted. SAP evaluation periods (based on actual contracted hours) will be evaluated at either the midpoint of their academic year or the program of study, whichever occurs first.

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If the student would like a copy of SAP policy and evaluation results, may request a copy from the school management.