

*Effective 10/01/2019*

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

**Academic year July 1<sup>st</sup>, 2019 June 30<sup>th</sup>, 2020  
2019/2020**

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 of Cedar City, Inc. (part time or full time)

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 143%, of the stated time to complete the academic program (18 months). Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis

If a student transfers into the program the maximum time will be determined by the number of hours accumulated at the previous school. This will be deducted from the total hours needed at our institution and prorated to the 143%-time frame.

There are four (4) quarters in a twelve (12) month course. All students will be evaluated at 600, 1200, and 1600 scheduled clock hours. Each student must maintain a minimum of 70% academic and attendance grade per evaluation. All evaluations are done on scheduled hours.

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 first evaluation will take place 600 hours from the students start date.

Students are evaluated on the following.

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	75% TO 79%	C	Fair - Needs Improving
2	70% TO 74%	D	Poor
1	0 TO 69%	F	Unsatisfactory

2. ACCUMULATIVE ATTENDANCE: (hours of attendance.)

The student must be on track to complete their academic program within 143% of the stated length of the program. This is the contracted 2000 clock hours, to be completed in no less than 12 months.

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the 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 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 while 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 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 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

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.

#### 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 school'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.

Initial Page \_\_\_\_\_

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