

SCHEDULE “D”

Satisfactory Academic Progress Policy

INTRODUCTION

The maintenance of satisfactory academic progress is an eligibility criterion for all students enrolled in a NACCAS-approved program. All students must understand this policy prior to enrolling in classes.

The school is required in statute and regulation to establish standards for measuring whether a student, who is otherwise eligible for financial aid, is maintaining satisfactory academic progress. The following policy outlines the standards that must be met by all students attending Evans Hairstyling College.

ATTENDANCE EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total hours earned by the total number of scheduled hours.

EVALUATION PERIODS

All students (full time or part time) will be evaluated at 600, 1200, & 1800 clocked (schedule) hours. Which includes corresponding academic year of this cosmetology course. Evaluation includes both quantitative (attendance) & qualitative (academic performance), elements are evaluated on a cumulative basis from hour 1 of students' enrollment. An academic year is 1200 clock hours.

Attendance	: Hours attended minus any tardy
Theory	: Tests, assignment, demo etc.
Clinical	: Amount of services, and objectives
Personal	: Appearance, duty, station, dress code etc.

Grade scale below is a percentage break down of grades given.

GRADE SCALE

90 to 100	Excellent
80 to 89	Very Good
70 to 79	Good
69 & below	Unsatisfactory

The student cumulative academic performance requirement (GPA) must be at least a 70%

The first evaluation period will occur no later than the mid-point of : the academic year of the course and/or program of study, whichever occurs sooner.

If a student is meeting the minimum requirements, 70% (GPA), in both attendance & academic performance, then that student will be deemed as making satisfactory academic progress, until the next scheduled evaluation.

WARNING

Students who fail to meet minimum standards for satisfactory academic progress, 70% (GPA), will receive a **warning** in writing, and still be considered 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 end of the subsequent evaluation period. 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, student may be deemed ineligible to receive Title IV funds.

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PROBATION: Must meet 3 of 4 requirements to be placed on probation

A, after a warning and student fails to meet minimum requirements for attendance or academic progress, and B, student prevails upon appeal of a negative progress determination prior to being placed on probation.(see appeal procedure) C, only a student who has the ability to meet Satisfactory Academic Progress Policy standards by the end of the subsequent evaluation period, or D, student placed on an academic plan set up by the school, must be able to meet requirements set forth in the academic plan by the end of the subsequent evaluation period. Student must meet both items (a) & (b) in addition to items (c) or (d). Then said student will be placed on probation. 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, if followed, by the subsequent evaluation period. 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, student will not be deemed eligible to receive Title IV funds.

NOT ACHIEVING MINIMUM STANDARDS

Student who does not achieve the minimum standards for Satisfactory Academic Progress is no longer eligible for Title IV program funds, unless the student is on **warning** or has prevailed upon appeal of the determination that has resulted in the status of **probation**. Student will be notified of the impact this will have on their eligibility for financial aid, if applicable.

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 subsequent evaluation period.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days from the date the evaluation was given. 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 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.

TERMINATION, WITHDRAWAL, & LEAVE OF ABSENCE:

Any student withdrawing from school for any reason, including an approved leave of absence, student grade will end at that time in the quarter. If a student withdraws, or takes an approved leave of absence maintaining satisfactory academic progress or is below satisfactory academic progress & wishes to re-enter school, student will start where they left in relation to their satisfactory academic progress status at the time they withdrew, or

the time their leave of absence started. A leave of absence will extend the student contract period and maximum time frame for the same amount of days student was on a leave from school.

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COURSE INCOMPLETES

Course incompletes, repetitions, and non-credit remedial courses outside of our cosmetology course do not apply to our school and has no effect upon satisfactory academic progress standards.

Any student using financial aid for schooling and drops out, or leaves school for any reason and is entitled to a refund, the school will follow these guidelines.

- A. Because school was not finished the student will lose their scholarship whether or not they had maintained a passing grade.
- B. Refunds will first go towards the students balance on student loans.
- C. Next refund will go to the grant program (pell)
- D. Next refund will be to the student.

Transfer hours that we accept are counted as both attempted & completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods will be based on actual contracted hours at this institution and that evaluation will be either the mid-point of their academic year or the program of study, whichever occurs sooner.

If student would like a copy of satisfactory academic progress evaluation results they need only ask the school management for that copy.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allows for students to complete the course at satisfactory academic progress as stated below

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (full time 40 hrs/wk)	71.5 Weeks	2860
Cosmetology (part time 25 hrs/wk)	114.4 Weeks	2860

Note: A student who exceeds the Maximum time frame of their education, can continue to attend school until hours and institutional requirements are met and completed, but will now not be making Satisfactory Academic Progress. Students who have not competed within the maximum time frame may continue as a student at the institution on a cash pay bases.

BARBERING

Satisfactory Academic Progress Policy

INTRODUCTION

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ATTENDANCE EVALUATIONS

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total hours earned by the total number of scheduled hours.

EVALUATION PERIODS

All students (full time or part time) will be evaluated every 450, 900, clocked (schedule) hours. Which includes corresponding academic year of this barbering course. Evaluation includes both quantitative (attendance) & qualitative (academic performance), elements are evaluated on a cumulative basis from hour 1 of students' enrollment. An academic year is 900 clock hours.

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MAXIMUM TIME FRAME

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COURSE**MAXIMUM TIME ALLOWED****WEEKS SCHEDULED HOURS**

Barbering (full time 40 hrs/wk)

35.75 Weeks

1580

Barbering (part time 25 hrs/wk)

57.2 Weeks

1580

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