

SATISFACTORY ACADEMIC PROGRESS POLICY

(Revised July 22nd, 2021)

Each and every student shall receive a copy of this *Satisfactory Academic Progress Policy* in this Student Handbook, for which they will acknowledge that they have received said policy in said handbook in their orientation packet during orientation prior to enrolling into school.

To be considered making satisfactory progress, all students must maintain **Satisfactory Attendance and Academics**. Satisfactory progress is a cumulative evaluation of students' performance.

Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students must maintain Satisfactory Progress in order to continue receiving any Title IV or Veterans Administration funding for which they may be eligible.

Satisfactory Attendance

Some school departments are open 36 hours per week, excepting holidays, and students in those departments may attend the full 36 hours regardless of their schedule. In accordance with WV CSR § 3-4-6.2, students must maintain a **minimum 80% attendance** in order to be considered maintaining **Satisfactory Attendance**. Students are required to complete their course of study within scheduled hours of no more than 125% of their program length, after which they will no longer be eligible for Title IV funds and VA beneficiaries will be terminated, incurring the standard Termination Fee. Students thus terminated may re-enroll in their program on a cash basis only incurring an additional Registration Fee, but will not have to re-register with the State Board.

Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. Students who fall below the minimum satisfactory hours will be deemed to not be maintaining Satisfactory Attendance until the next Evaluation Segment. Students will be placed on "Financial Aid Warning" and receive a "Letter of Warning" for the first unsatisfactory progress evaluation, but will have until the next evaluation period to bring the attendance to satisfactory.

Each student must complete the required number of hours for the course in which they are enrolled.

Grading System

The following factors are used for determining academic progress: Theory, practical, and laboratory (clinic). Theory is evaluated through written and oral examinations. The practical work of students is evaluated daily as assigned. After completion of the required number of hours for students to perform clinic services, the clinic work of students is also evaluated daily. All laboratory (clinic) services performed on patrons is also evaluated as each service is given. These grades are recorded on the students' clinic sheets until the end of the month and then placed in students' permanent records.

Grades are entered into the student's computer file on a monthly basis. At the end of each evaluation segment, a progress report is pulled from the computer by the student's instructor. Cosmetology and Barber students are evaluated each 450 scheduled hours, manicuring students are evaluated each 200 scheduled hours, aesthetic and advanced manicuring students are evaluated at 300 scheduled hours. The Progress report shows all grades completed by the student since their enrollment. It shows a grade average for both theory and practical, as well as an overall grade average. The report also shows any make up work to be completed, and attendance records. Any tests missed will be entered into the computer as a "0" until the work is completed by the student.

An overall average of 70% is required for all courses offered. The following represents the equivalencies of the grades assigned:

A - Excellent	90% to 100%
B - Good	80% to 89%
C - Passing	70% to 79%
D - Failing	Below 70%
I - Incomplete.	" 0"

A passing grade is required in both practical and theory work for graduation and eligibility to take the state board examination. Students are evaluated in both theory and practical work. Any work missed, incompletes, are entered into the school computer as a "0" until this work is made up.

Satisfactory Academics

Students receive a numeric grade in both their theoretical and practical work. Theoretical work is evaluated through written and oral examinations, which include all theory presentations and aspects of cosmetology. Practical grades are assessed on the students work on manikin assignments and work on clients which are recorded on their monthly clinic sheets.

Practical and theoretical grades are entered into the student's computer file on a monthly basis. At the end of each evaluation period, a progress report is generated by the computer. An overall average of 70% is required in **both practical and theory work** for satisfactory progress towards graduation.

Evaluation Segments

An Academic Year is considered 900 clock hours for all programs, the expected length of the course is the total length of the course divided by the scheduled hours per week. Students are given a copy of the Satisfactory Academic Progress form at the time of the periodic evaluation, and notified how that evaluation impacts their eligibility for receiving financial aid. These schedules are as follows:

1800 hour Cosmetology	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1350 hrs/39 wks	1800 hrs/52 wks
Minimum Satisfactory Hours	360 hours	720 hours	1080 hours	1440 hours
1000 hour Hairstyling	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1000 hrs/29 wks	
Minimum Satisfactory Hours	360 hours	720 hours	800 hours	
1200 Hour Barber	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1200 hrs/35 wks	
Minimum Satisfactory Hours	360 hours	720 hours	960 hours	
1500 hour Barber with Chemical	Evaluation Segments			
Scheduled Hours, 36 hours per week	450 hrs/13 wks	900 hrs/26 wks	1200 hrs/35 wks	1500 hrs/44 wks
Minimum Satisfactory Hours	360 hours	720 hours	960 hours	1200 hours

600 hour Aesthetics & Advanced Manicuring	Evaluation Segments		400 hour Manicuring	Evaluation Segments	
Scheduled Hours, 30 hours per week	300 hrs / 10 wks	600 hrs / 20 wks	Scheduled Hours, 36 hours per week	200 hrs / 6 wks	400 hrs / 12 wks
Minimum Satisfactory Hours	240 hours	480 hours	Minimum Satisfactory Hours	160 hours	320 hours
300 hour Cosmetology/Crossover	Evaluation Segments		125 hour Waxing Specialist	Evaluation Segments	
Scheduled Hours, 25 hours per week	150 hrs / 5 wks	300 hrs / 10 wks	Scheduled Hours, 25 hours per week	62.5 hrs / 3 wks	125 hrs / 6 wks
Minimum Satisfactory Hours	120 hours	240 hours	Minimum Satisfactory Hours	50 hours	100 hours

Effects of not maintaining Satisfactory Progress:

First Unsatisfactory Evaluation	Second Consecutive Unsatisfactory Evaluation	Third Consecutive Unsatisfactory Evaluation
Letter of Warning	Student determined to be <i>Failing to Maintain Satisfactory Progress</i>	Loss of Title IV, HEA, and/or VA funding
May still receive Grants and Loans	May not receive Title IV, HEA, or VA funds unless the Student successfully appeals and is placed on <i>Financial Aid Probation</i>	Must meet SAP standards or be in compliance with academic plan established during appeal process.

“Financial Aid Warning”

Students will be considered as making satisfactory progress during the “Financial Aid Warning” period and those students who receive Title IV or VA funds will continue to be eligible for Title IV and/or VA funding.

Any student who has been placed on a “Financial Aid Warning” who fails to achieve the minimum standards of *Satisfactory Progress* as of their following evaluation period shall no longer be eligible for Title IV funds unless the student prevails upon appeal of the determination of *Failing to Maintain Satisfactory Progress* that has resulted in the status of *Financial Aid Probation*. Any student receiving Veterans Administration funding who falls into this category shall have their VA enrollment certifications terminated.

Right to Appeal

Any student determined to be *Failing to Maintain Satisfactory Progress* due to unsatisfactory progress has the right to appeal if they feel there are extenuating circumstances that should be taken into consideration. This appeal must be made in writing on the back of the *Student Evaluation Form* to the school Director. The written appeal must include an explanation of that which caused the unsatisfactory progress, as well as, what has changed in the student’s situation that would result in the improvement of progress and attach any supporting documentation. The school Director shall review the information, validate any documentation and evaluate the appeal noting their determination upon the *Student Evaluation Form*. The student will be informed of the Director’s decision and a copy of the *Student Evaluation Form* will be given the student. These documents, including the *Student Evaluation Form* are to be kept in the student’s file.

The school may recognize as extenuating circumstances any of the following, if the student can document or validate this information to the satisfaction of the school Director:

1. Student suffering from extreme physical or mental abuse.
2. Death in the immediate family.
3. Prolonged serious illness of student or immediate family member.
4. Unusual personal circumstances where the student may be unable to meet satisfactory progress.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services, or information documented by newspapers or other sources providing valid information on student’s circumstances. If the school Director finds in favor of the student, the institution and the student will develop a plan for improvement, a copy of which shall be placed in the student’s file, that will require the student to fulfill specific terms and conditions such as reducing the students scheduled clock hours and attending additional classes to make up any missed academic work. This improvement plan will be monitored by the institution to determine if the student is fulfilling the commitment established by the school and the student at the end of the next evaluation period. If the student has met the condition of the improvement plan during probationary status, the student will be restored to Satisfactory Progress status, otherwise the student will be deemed to no longer be eligible for financial aid.

“Financial Aid Probation”

A student *Failing to Maintain Satisfactory Progress* may file an appeal of that determination, which if successful will place the student in a *Financial Aid Probation* status. *Financial Aid Probation* may be granted if (a) it is determined that the student is mathematically able to reestablish satisfactory progress by the end of the probation period, or (b) the institution and the student develop an academic improvement plan which determines that they student may reestablish satisfactory progress within the maximum timeframe of 125% of their program length.

However, if the student fails to meet either criteria the student will lose eligibility for Title IV funding and Veterans enrollment certifications will be terminated. The student will become and remain ineligible for Title IV funding and/or Veterans Administration certifications until reestablishing satisfactory progress.

Said improvement plan will require the student to fulfill specific terms and conditions such as taking a reduced number of scheduled hours and extra classes to allow the student to regain satisfactory progress. At the end of this financial aid probation period, or any time prior to such evaluation period, if the student has regained satisfactory progress, he/she will regain eligibility for Title IV, HEA program funding; or if the student is meeting the requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds the student may regain eligibility, and those Veteran Administration students who have had their enrollment certifications terminated will have their enrollment certifications restored.

In order to be returned to satisfactory progress status, the student must meet the following requirements:

1. Student must meet attendance requirements for the next evaluation period.
2. Student must make up any incomplete work.
3. Student must bring grade point average to at least 70%.

If the student has received Title IV funds, he/she must complete the number of clock hours for which they have been previously paid.

If these requirements are met, the student will be taken off probation.

Leave of Absence

Any student absent from school for 30 consecutive days and not granted a leave of absence, will be dropped from the enrollment, federal law requires the school to initiate withdrawal procedures if the student is absent for more than 14 consecutive days.

Any student requesting an approved leave of absence from school must make the necessary arrangements through the office. This request must be made in advance and in writing and specify the reason for interruption of school, and the estimated length of time before returning to school. There must be a reasonable expectation that the student will return from said leave of absence. All leaves of absence are subject to approval from the office.

Student must request in writing for the approved leave of absence in advance unless unusual or unforeseen circumstances prevent the student from doing so. Unusual or unforeseen circumstances could include medical reasons or if a student were injured in an accident which required a few weeks to recover. The letter is to be a signed document which includes the reason for the leave of absence and a reasonable expectation that the student will return from the leave of absence.

Upon returning to school, the student will be placed with the class that has comparable hours. Satisfactory progress status will be the same as when the leave of absence began.

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and documentation must be provided by the student at a later date. In the case of unusual circumstances, the beginning date of the approved leave of absence would be determined by the institution to be the first date the student was unable to attend the school because of the unforeseen circumstances. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from a pregnancy, a car accident that would prevent the student for applying for a leave of absence in advance.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in any twelve (12) month period. The twelve-month period begins the first day of the student's original leave of absence. There will be no additional charges for tuition during the leave of absence period.

Time elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. (*Please note that the extension of days may fall on a weekend day when the student is not scheduled to be in school.) Changes to the contract period on the enrollment agreement must be extended by the same number of days as the leave of absence request, and is based on calendar days. The leave of absence form will serve as an addendum to the contract to extend the scheduled ending date of the contract with both parties signing it and the students receiving a copy of the addendum. Students on an approved leave of absence will not be considered to have withdrawn and no refund calculation is required at that time. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Transfer Students

Transfer clock hours are treated as both completed and attempted hours in the determination of the student's pace of completion, this means that for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

Returning Students

Students returning from a leave of absence or who reenroll at this school will return at the same Satisfactory Academic Progress status as when they left.

Course Incompletes

Course incompletes, repetitions and non-credit remedial courses have no effect upon satisfactory progress.