



Satisfactory Academic Progress Policy

All students enrolled in any NACCAS approved program with full or part time schedules must meet the following SAP requirements. This Satisfactory Academic Progress Policy is printed in the Course Catalog / Student Manual and is provided to all applicants prior to enrollment and is applicable to all students.

A. Maximum Time Frame for Course Completion

Maximum Timeframe is measured in clock hours scheduled and expressed in weeks. For example, if the program is 1800 clock hours in length, the Maximum Time Frame is 1998 hours (1800 X 111%) or 62 weeks for full-time students based on the 90% attendance requirement. This means a student cannot be scheduled for more than 1998 clock hours of coursework over 62 weeks in which to earn the 1800 clock hours needed to complete the program. A student must complete his/her program within the maximum time frame or 111% of the normal program length as listed below. The consequence of exceeding Maximum Time Frame is termination. A student may not appeal his/her dismissal from the Institute.

Program	Hours in the Program	Maximum Timeframe in Hours	Normal Timeframe in Weeks (Days)	Maximum Timeframe in Weeks (Days)	Maximum Timeframe in Weeks (Eve)
Advanced Cosmetology-33 HR	1800	1998	56	62	
Advanced Cosmetology- 30 HR	1800	1998	60	67	
Cosmetology- 33 HR	1500 / 1500 20%	1665	46	51	104
Cosmetology- 30 HR	1500	1665	50	56	
Cosmetology Advanced*	300	333	9 / 10	10 / 11	
Hair Designer- 33 HR	1200	1332	37	41	83
Hair Design- 30 HR	1200	1332	40	44	
Advanced Esthetics	750 / 20%	833	30	33	
Esthetics	600	666	24	27	48
Esthetics Advanced	150	167	6	7	
Advanced Manicuring	300	333	22	24	

B. Evaluation Periods

Academic progress is evaluated at each evaluation period based on actual hours attended at the established evaluation periods below. Conventional rounding to the nearest whole percentage is used for all SAP calculations. For example, 89.5% is rounded up to 90%, 89.49% is rounded down to 89%. All evaluations must be completed within seven (7) school business days. Evaluations are done and distributed to students according to the schedule below. Evaluation periods for students who transfer in are based on actual contracted hours at the institution. Students who re-enroll will be evaluated at the midpoint of the contracted hours or the established evaluation periods below, whichever comes first.

All SAP Evaluation Reports are signed by students within three (3) school business days; the student is provided a hard copy at that time. The signed reports are maintained in the student’s confidential file.

Program	Evaluation Points – Attended Hours
Cosmetology- 1500 Clock Hours- 33 Scheduled hours per week	450 Clock Hours and 13.50 weeks 900 Clock Hours and 27 weeks 1200 Clock Hours and 36 weeks
Cosmetology- 1500 Clock Hours- 30 Scheduled hours per week	450 Clock Hours and 15 weeks 900 Clock Hours and 30 weeks 1200 Clock Hours and 40 weeks
Advanced Cosmetology- 1800 Clock Hours- 33 Scheduled hours per week	450 Clock Hours and 13.50 weeks 900 Clock Hours and 27 weeks 1350 Clock Hours and 40 weeks

Advanced Cosmetology- 188 Clock Hours- 30 Scheduled hours per week	450 Clock Hours and 15 weeks 900 Clock Hours and 30 weeks 1350 Clock Hours and 45 weeks
Cosmetology Advanced -300 Clock Hours- 33 Scheduled clock hours per week	150 Clock Hours and 4.5 weeks
Hair Designer- 1200 Clock Hours- 33 Scheduled hours per week	450 Clock Hours and 13.50 weeks 900 Clock Hours and 27 weeks 1050 Clock Hours and 31 weeks
Hair Designer- 1200 Clock Hours- 30 Scheduled hours per week	450 Clock Hours and 15 weeks 900 Clock Hours and 30 weeks 1050 Clock Hours and 35 weeks
Advanced Esthetics- 750 Clock Hours- 25 Scheduled hours per week	375 Clock Hours and 15 weeks
Esthetics- 600 Clock Hours- 25 Scheduled hours per week	300 Clock Hours and 12 weeks
Esthetics- 600 Clock Hours- 14 Scheduled hours per week	300 Clock Hours and 22 weeks
Advanced Manicuring – 300 Clock Hours- 14 Scheduled hours per week	150 Clock Hours and 11 weeks
Esthetics Advanced- 150 Clock Hour – 25 Scheduled clock hours per week	75 Clock Hours and 3 weeks

The Institute operates all programs according to a schedule of 900 hours per academic year of instruction.

C. Pace - Attendance Progress Evaluation

At the evaluation point, a student must have a 90% cumulative attendance rate.

D. Grades - Academic Progress Evaluation

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Written tests, practical tests and final exams are all used to measure academic performance. At the evaluation point, a student must have an 80% cumulative grade average.

Grading Scale

100 – 96%	A	Dean’s List
95 – 86%	B	
85 – 80%	C	
79 & below	D	Unsatisfactory

E. Meeting Satisfactory Academic Progress Requirements

A student who meets the Maximum Time Frame, Pace - Attendance Progress, and Grades - Academic Progress requirements as outlined in this policy is making satisfactory academic progress until the next scheduled evaluation.

F. Failure to Meet Satisfactory Academic Progress Requirements

The consequences for failing to make satisfactory academic progress may include Warning, Probation, Probation with an Academic Plan, loss of federal student aid, and dismissal from the Institute. Students will be notified in writing when failing to make satisfactory academic progress and its consequences.

Warning

A student not meeting Pace – Attendance Progress, Grades - Academic Progress requirements will be placed on Warning until the next evaluation point and considered to be making satisfactory academic progress while during the Warning period. Students will be notified in writing when being placed on warning, a signature is required on the warning documents.

A student meeting the minimum attendance and academic requirements by the end of the Warning period will re-establish satisfactory academic progress.

A student not meeting the minimum academic or attendance standards at the end of the Warning period must appeal and have the appeal granted to remain in school. Failure to appeal within seven (7) days of notification of unsatisfactory academic progress will result in the student's dismissal. A student may not appeal his/her dismissal from the Institute.

Appeal Process

A student who can document extenuating circumstances may be allowed to continue in school despite failing to make satisfactory academic progress.

The student must appeal the academic progress determination in writing and must outline in detail the extenuating circumstances that negatively impacted his/her academic progress and how the student's situation has changed that will allow the achievement of satisfactory academic progress at the next evaluation.

Valid reasons for submitting an appeal include, but are not limited to, illness or injuries, children's illness or injuries, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. The student should submit any documentation supporting his/her appeal at this time.

If the appeal is approved, the student is permitted to remain in school on Probation or on Probation with an Academic Plan.

A student wishing to file an appeal of his/her satisfactory progress status should request the appropriate form from the Student Services Coordinator and submit it in writing within seven (7) days of notification. The student will be contacted within (10) days of receipt of appeal with the institute's decision. 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.

Probation

A student whose appeal is granted and who is able to meet satisfactory academic progress standards by the end of the subsequent evaluation period is placed on Probation (no academic plan) status. The student's progress will be reviewed at the end of the probation period. A student who fails to make satisfactory academic progress at the end of the probation period will be dismissed. A student may not appeal his/her dismissal from the Institute.

Probation with an Academic Plan

If the Institute determines that the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Probation with an Academic Plan status.

An academic plan will be created that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student to return the student to satisfactory academic progress. The student's progress will be reviewed at the end of each evaluation period during the probation period. A student who fails to meet the requirements of the academic plan at the end of each evaluation period included in the academic plan will be dismissed. A student may not appeal his/her dismissal from the Institute.

G. Leave of Absence

A leave of absence extends a student's contract date by the number of calendar days student is on a leave of absence. A student who takes a leave of absence will return in the same satisfactory academic progress status as when he/she began the leave. The maximum time frame is extended by the number of days the student is on a leave of absence. A student should request a leave using the form provided by the institute which documents all of the information needed.

H. Academic Progress Status for Re-enrolling Students

A student who re-enters the Institute will return in the same satisfactory academic progress status as when training was interrupted.

I. Course Incompletes, Course Withdrawals, Repetitions and Non-Credit Remedial Course

A student will receive a grade in all coursework. A student may not withdraw from a course unless withdrawing from the Institute entirely. There are no course repetitions at the Institute, nor does it offer non-credit remedial coursework.

J. Transfer Hours

Should transfer hours from another institution be accepted toward a student's educational program, these hours would be counted as both attempted and completed hours for maximum time frame purposes. Academic progress is evaluated at each evaluation period based on actual hours attended at the established evaluation periods indicated.

K. Financial Aid Ramifications

Evaluation periods are determined using the definition of a payment period for all students regardless of whether or not they receive federal student aid. If otherwise eligible, a student making satisfactory academic progress or on Financial Aid Warning is eligible to receive federal student aid.

A federal student aid recipient may only receive aid during the warning period if he/she successfully completes the hours, weeks and coursework in the prior payment period. Students will be notified in writing of any evaluation that impacts his/her eligibility for financial aid.

A student who is not making satisfactory academic progress at the end of the warning period loses eligibility for federal student aid. A student who loses federal student aid eligibility may appeal to have it reinstated. A student must file the appeal within seven (7) days of notification that aid was lost.

A student whose financial aid appeal is granted and is able to meet satisfactory academic progress standards by the end of the subsequent evaluation period is placed on Financial Aid Probation without an academic plan. If the Financial Aid Office determines that the student will require more than one evaluation period to meet satisfactory academic progress standards, the student will be placed on Financial Aid Probation with an Academic Plan status and an academic plan created to return the student to satisfactory academic progress.

A student is eligible for federal student aid while on Probation or Probation with an Academic Plan.

A student who fails to make satisfactory academic progress at the end of the probation period will lose federal student aid. A student who fails to meet the requirements of the academic plan at the end of each evaluation period included in the Academic Plan will lose federal student aid. A student may not appeal his/her loss of federal student aid.

A federal student aid recipient may only receive aid during the probation period, if he/she successfully completes the hours, weeks and coursework for the prior payment period.