

SATISFACTORY ACADEMIC PROGRESS POLICY SAP Policy – 5/6/19

Satisfactory Academic Progress: Satisfactory progress in attendance and academic work is a requirement for all

students enrolled, whether scheduled for a full time or part time attendance.

These written expectations are provided prior to enrollment. Federal regulations require all schools participating in state and federal financial aid programs monitor Satisfactory Academic Progress (SAP). The grading and attendance standards are applicable to all students participating in Title IV programs. Only students who maintain satisfactory academic progress are eligible to receive Title IV assistance.

A. Qualitative Requirement:

This institution expects all of its regular students to maintain Satisfactory Academic Progress (SAP) as outlined below.

1. Theory is evaluated after each unit of study. Practical performances are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to procedures as noted in the lab manual, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the School (lab manual). Students must maintain a cumulative theory grade average of at least 75% and pass a written and practical final exam prior to graduation. Students must make up missed tests and incomplete assignments or zeros will be assigned.

Written and practical numerical grades are given on this scale:

Grades shall be given on the following scale: A = 100-90; B = 89-80; C = 79-75; and F = 74 or below. S = 75 & >, U = <75. (75 is minimum needed to graduate)

Students in 600 hour Basic OR Master Esthetics are evaluated in both attendance and academic progress (SAP) at 300 scheduled hours. Students in the Esthetics Instructor course are evaluated at 200 scheduled hours.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. All evaluations occur in the first academic year. An academic year is defined as 900 hours.

Students are made aware of evaluations by a written progress evaluation.

This includes any notification that could impact a student's eligibility for financial aid, if applicable.

2. Students are required to attend a minimum of 90% attendance schedule in order to be considered maintaining SAP. Students in 600 hour Basic Esthetics OR Master Esthetics are evaluated in both attendance and academic progress (SAP) at 300 scheduled hours and at scheduled 200 hours for Esthetics Instructor. This allows for the evaluation to occur no later than the midpoint of the academic year or course, whichever occurs sooner (all evaluations take place in Academic Year 1. An academic year is defined as 900 clock hours).

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of the evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed (111%). Students are made aware of evaluations by a written progress evaluation.

3. If the student exceeds the maximum time frame, this could impact Title IV funds, if applicable. Student would then be required to find other measures to pay for his or her education.

4. Students meeting the minimum requirements for attendance and academic progress at any evaluation

point will be considered to be making satisfactory progress.

B. Quantitative Requirement:

Student must complete his/her educational program in no longer than 111% of the published length of the program as stated below:

Maximum Time Frame

111% of the contracted program length is considered the maximum time frame for completion. Maximum time frame terms are calculated as follows for students enrolled in a 600 hour Basic

Esthetics, Master Esthetics program:

Basic Esthetics Full time students = 26.64 weeks (666 Hours)

Master Esthetics Full time students = 26.64 weeks (666 Hours)

Esthetics Instructor Full time students = 19.5 weeks (444 hours)

The maximum time allowed for transfer students who needs less than the full program requirements will be determined based on the scheduled hours for that student. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining the allowable maximum time frame that has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Please be advised that students who exceed the maximum timeframe lengths as stated above, may continue to work toward program completion, but will do so on a cash pay basis.

ADDITIONAL CHARGES If a student must attend the school for longer than the contract time to complete the course, for any reason, he or she must pay an additional \$25.00 PER HOUR beyond the stated contract length

Please be advised that the total cost of the program as stated is for the time calculated up to and including the contract end date. If the student has not finished the required program hours, or any other graduation requirement by that date, the student will incur overtime charges for any additional hours needed for course completion. This will be charged at a rate of \$25 per scheduled hour until the student meets all graduation requirements

Losing and Regaining Eligibility:

C. Warning

Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) at the evaluation period will be placed on a warning status. Students will be considered to be making SAP and remain eligible to receive aid during the warning period. The student will be told how to re-establish satisfactory academic progress (by attaining a 90% cumulative attendance or a 75% minimum grade) and be notified if the evaluation impacts financial aid eligibility, if applicable.

The student will be counseled by the instructor and notified of the actions required to attain satisfactory requirements. This will be documented. If at the end of the warning period.

D. Leave of Absence/Re-Entry

All students who have withdrawn or taken a leave of absence and choose to re-enter into a program will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the withdrawal or leave. The leave 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 program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve month period.

E. Program incompleteness, repetition, non-credit remedial courses do not apply to this institution and therefore have no effect on SAP as this school does not offer any non-credit remedial courses.