



BEAUTY COLLEGE

1907 w Mississippi Ave • Denver • 80223 • Phone (303) 922-1852 • Fax: (303) 922-1498

SATISFACTORY ACADEMIC PROGRESS EVALUATION FORM

Student Name _____

Date _____

Start Date _____

Evaluation Period _____

Scheduled Hours _____

Cumulative Attendance % _____

Actual Hours _____

Cumulative Academic Grade _____

Student is making satisfactory academic progress? YES NO

Notice of Warning/Probation provided to student? YES NO N/A

Reason for Warning/Probation: ATTENDANCE ACADEMICS N/A

WARNING

You have until the next evaluation period to bring up your grades and/or attendance up to minimum requirements.

PROBATION

If the student has still not met progress requirements at the end of the warning period, the student will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student MUST APPEAL the satisfactory academic progress decision within the next 10 days and prevail upon appeal. You have until the next evaluation period to bring your grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic plan. If satisfactory performance is not achieved by the end of the probationary period according to satisfactory academic progress requirements or your academic plan, your financial aid will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

Additional Comments:

Student Signature _____

Date _____

Accepted by School Official _____

Date _____



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APPEAL FORM

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 15 days of the negative determination.

_____ Financial Aid Package _____ SAP Determination _____ Extra Instructional Charges _____ Other:

ATTENTION CAMPUS DIRECTOR:

I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Student Signature

Parent or Guardian (If applicable)

OFFICE USE ONLY

_____ APPEAL _____ APPEAL DENIED

EXPLANATION OF DECISION:

REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

Campus Director

Date