

## SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a NACCAS-approved program at United Beauty College. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

- EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on the following **ACTUAL** hours as follows:

Cosmetology	450, 900, 1200 clocked hours	Nail Technician	300, 600 clocked hours
Esthetician	300, 600 clocked hours	Hairstylist	450, 900, 1200 clocked hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The evaluation results are provided to students for review so that he or she is aware of progress status, as well as any potential impact to eligibility of Title IV funding, if applicable.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

- ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours actual. At the end of each evaluation period, the college will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

- MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED WEEKS	ACTUAL HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Esthetician & Nail Technician (Full time, 37.5 hrs/wk) – 600 Hours	24 Weeks	900
Esthetician & Nail Technician (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Hairstylist (Full time, 37.5 hrs/week) – 1200 Hours	48 Weeks	1800
Hairstylist (Part time, 20 hrs/week) – 1200 Hours	90 Weeks	1800

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the actual contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

- ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical

experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100-90

A

89-80

B

79-70

C (Satisfactory)

69 & Below

F

- DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding (if applicable) interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

- WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be 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 next evaluation. 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, students may be deemed ineligible to receive Title IV funds.

- PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision prior to being placed on probation. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. 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 by the next evaluation. 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, students will not be deemed eligible to receive Title IV funds.

- APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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 college on the designated form describing why they failed to meet satisfactory academic progress standards, along 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.

- RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS AND TITLE IV ELIGIBILITY (as applicable)  
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 warning or probationary period.

- LEAVE OF ABSENCE, INTERRUPTIONS (RE-ENROLLMENT)  
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence 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 course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

- COURSE INCOMPLETES, REPETITION, NONCREDIT REMEDIAL COURSES  
Course incompletes, repetitions and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the college's satisfactory academic progress standards.

- TRANSFER HOURS  
With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.