

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the academy. 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**

The academy defines its academic year for the Barbering, Barbering-Cosmetology, Cosmetology and Master Makeup Artistry programs as 900 hours and 26 weeks. All other programs are defined as an academic year of 900 hours and 30 weeks. The evaluation points for Hybrid programs is the same as the corresponding Residential program. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours as follows:

<b>COURSE</b>	<b>EVALUATION POINTS – ACTUAL HOURS/WEEKS</b>	<b>ACADEMIC YEARS</b>
Barbering Foundation (Chula Vista only) (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Barbering Foundation Hybrid (Chula Vista only) (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Advanced Barbering (Chula Vista only) (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Advanced Barbering Hybrid (Chula Vista only) (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Barbering Cosmetology (Chula Vista only) (1800 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39 Weeks; 1800 Hours/52 Weeks	2.0
Barbering Cosmetology Hybrid (Chula Vista only) (1800 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39 Weeks; 1800 Hours/52 Weeks	2.0
Cosmetology Foundation (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Cosmetology Foundation Hybrid (1000 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1000 Hours/29 Weeks	1.11
Advanced Cosmetology (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
Advanced Cosmetology Hybrid (1500 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1200Hours/34 Weeks; 1500 Hours/43 Weeks	1.66
*Cosmetology 102 (1750 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1325 Hours/38 Weeks; 1750 Hours/50 Weeks;	1.94
*Cosmetology 104 (1900 Hours)	450 Hours/13 Weeks; 900 Hours/26 Weeks; 1350 Hours/39 Weeks; 1800 Hours/52 Weeks;1900 Hours/54 Weeks	2.1
Esthetics (600 Hours)	300 Hours/10 Weeks; 600 Hours/20 Weeks	0.66
Esthetics Hybrid (600 Hours)	300 Hours/10 Weeks; 600 Hours/20 Weeks	0.66
*Esthetics 102 (750 Hours)	375 Hours/13 Weeks; 750 Hours/25 Weeks	0.83
*Esthetics 102 Hybrid (750 Hours)	375 Hours/13 Weeks; 750 Hours/25 Weeks	0.83
Esthetics 103 (900 Hours)	450 Hours/15 Weeks, 900 Hours/30 Weeks	1.0
Esthetics 103 Hybrid (900 Hours)	450 Hours/15 Weeks, 900 Hours/30 Weeks	1.0
Spa Nail Technician (600 Hours) (Chula Vista only)	300 Hours/10 Weeks; 600 Hours/20 Weeks	0.66
*Makeup Artistry (150 Hours)	75 Hours/2 Weeks, 150 Hours/5 Weeks	0.16
*Master Makeup Artistry (602 Hours)	300 Hours/9 Weeks; 602 Hours/17 Weeks	0.66
*Not currently offered		

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 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 75% 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 scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum timeframe allowed.

## **MAXIMUM TIMEFRAME**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. The maximum time allowed for Hybrid programs is the same as the corresponding Residential program. Students who exceed the maximum timeframe will be terminated from the program and thereafter will be permitted to re-enroll in a program on a cash-pay basis in a manner consistent with the reenrollment provisions of the institution's admissions policy. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barbering Foundation (Day, 35 hrs/wk) – 1000 Hours (Chula Vista only)	39 Weeks	1330
Barbering Foundation (Night, 25 hrs/wk) – 1000 Hours (Chula Vista only)	53 Weeks	1330
Advanced Barbering (Day, 35 hrs/wk) – 1500 Hours (Chula Vista only)	58 Weeks	1995
Advanced Barbering (Night, 25 hrs/wk) – 1500 Hours (Chula Vista only)	80 Weeks	1995
Barbering Cosmetology (Day, 35 hrs/wk) – 1800 Hours (Chula Vista only)	70 weeks	2394
Barbering Cosmetology (Night, 25 hrs/wk) 1800 Hours (Chula Vista only)	96 weeks	2394
Cosmetology Foundation (Day, 35 hrs/wk) – 1000 Hours	39 Weeks	1330
Cosmetology Foundation (Night, 25 hrs/wk) – 1000 Hours	53 Weeks	1330
Advanced Cosmetology (Day, 35 hrs/wk) – 1500 Hours	58 Weeks	1995
Advanced Cosmetology (Night, 25 hrs/wk) – 1500 Hours	80 Weeks	1995
*Cosmetology 102 (Day, 35 hrs/wk) – 1750 Hours	67 Weeks	2327
*Cosmetology 102 (Night, 25 hrs/wk) – 1750 Hours	94 Weeks	2327
*Cosmetology 104 (Day, 35 hrs/wk) - 1900 Hours	72 Weeks	2527
*Cosmetology 104 (Night, 25 hrs/wk) – 1900 Hours	102 Weeks	2527
Esthetics (Day, 30 hrs/wk) – 600 Hours	27 Weeks	798
Esthetics (Night, 25 hrs/wk) – 600 Hours	32 Weeks	798
*Esthetics 102 (Day, 30 hrs/wk) – 750 Hours	34 Weeks	997
*Esthetics 102 (Night, 25 hrs/wk) – 750 Hours	40 Weeks	997
Esthetics 103 (Day, 30 hrs/wk) – 900 Hours	40 Weeks	1197
Esthetics 103 (Night, 25 hrs/wk) – 900 Hours	48 Weeks	1197
Spa Nail Technician (Day, 30 hrs/wk) – 600 Hours (Chula Vista only)	27 Weeks	798
Spa Nail Technician (Night, 25 hrs/wk) – 600 Hours (Chula Vista only)	32 Weeks	798
*Makeup Artistry (Day, 37.5 hrs/wk) – 150 Hours	6 Weeks	199
*Makeup Artistry (Night, 25 hrs/wk) – 150 Hours	8 Weeks	199
*Master Makeup Artistry (Day 37.5 hrs/wk) – 602 Hours	22 Weeks	801
*Master Makeup Artistry (Night 25 hrs/wk) – 602 Hours	32 Weeks	801
*Not currently offered		

## **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 school. 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:

93 – 100	EXCELLENT
85 – 92	VERY GOOD
75 – 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

## **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. The academy is required to notify students of any evaluation that impacts the student's eligibility for Title IV funding. Students receive a hard copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file if the SAP may affect their eligibility for Title IV funding. Students may request a copy of their SAP at any time from the Student Services office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding 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 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 during the probationary period, if the student appeals the decision, and prevails upon appeal. 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.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, TRANSFER HOURS**

With regard to Satisfactory Academic Progress, course incompletes, withdrawals and/or 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.

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. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline.

Students who reach the required hours for program completion but have not completed all assignments and exams are considered Incomplete graduates. No final paperwork will be released until all assignments and exams are completed. If students have not completed all requirements within 30 days of their last day of attendance, they will be deemed to have withdrawn from the program.

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. Please see your Financial Aid representative for more information.

## **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 school 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. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the academy's satisfactory academic progress standards.