

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Enrolled students are required to achieve and maintain satisfactory progress in attendance and academics. Satisfactory Academic Progress policy is consistently applied to all students enrolled at Donna's Academy of Hair Design. It is printed in the student 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.

1. CUMMULATIVE ATTENDANCE AND ACADEMIC ELEMENTS

- a.** Students are required to attend a minimum of 66.67% cumulative hours possible based on the applicable attendance schedule in order to be considered maintaining Satisfactory Academic Progress. The Qualitive element used to determine academic progress is a reasonable system of grades, as determined by, assigned academic learning.

2. MAXIMUM TIME FRAME TO COMPLETE THE COURSE POLICY

- a.** The maximum timeframe in which students must complete the educational program, may not exceed 150% of the published length, measured in clock hours. Students who exceed the maximum time frame of 150% will be terminated.

The following examples illustrate this calculation: students enrolled in a 1500 hour program must complete the program within 2250 scheduled hours ($1500 \times 1.5 = 2250$), students enrolled in a 600 hour program must complete within 900 scheduled hours ($600 \times 1.5 = 900$).

Maximum time allowed:

Course:	Weeks	Hours
Cosmetology (1500 hrs @full time 40 hrs=37.5 wks)	56.25 wks.	2250
Cosmetology (1500hrs @part time 30hrs=50. wks)	75. wks.	2250
Instructor Trainee (600hrs@full time40hrs=15 wks)	22.5 wks.	900
Instructor Trainee (600hrs@part time30hrs=20 wks)	30. wks.	900
Instructor Trainee (600hrs@part time20hrs=30 wks)	45. wks.	900

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 66.67% of the scheduled contracted hours.

3. LEAVE of ABSENCE (LOA)

- a.** A leave of absence will extend the students contract period and maximum time frame by the number of days taken in the LOA.

4. GRADING

- a.** Students are assigned academic learning and a minimum 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. If the performance does not meet satisfactory requirements, it is not counted and it 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 the practical skills evaluation criteria adapted by the institution.

5. GRADING SCALE

- a.** Students must maintain a minimum written and practical grade average of 80% and pass a FINAL written exam to successfully complete the course prior to graduation. Students must make up failed or missed tests and incomplete assignments. Grading is completed according to the following scale:

95%-100% = A Excellent
85%-94% = B Good
80%-84% = C Satisfactory
Below 79% = D Unsatisfactory

6. EVALUATION PERIODS BASED ON ACTUAL HOURS COMPLETED

- a.** Students are evaluated for Satisfactory Academic Progress in actual clock hours as follows:
For cosmetology program: The number of evaluation periods will be a minimum of three, 450, 900 and at 1200 actual clock hours
Instructor trainee program: The number of evaluations will be a minimum of four, 140, 280, 420, and 560 actual clock 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 frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The minimum accepted progress level for both programs are 80% cumulative grade average of written and practical. At the end of each evaluation period, the school will determine if the student has maintained

the minimum attendance level of 66.67% 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.

7. STUDENT WHO MEET MINIMUM REQUIREMENTS

- a) Only students who meet minimum requirements for attendance and academic performance at the evaluation point are considered to be making Satisfactory Academic Progress until the next schedule evaluation.

8. STUDENTS WHO FAIL TO MEET MINIMUM REQUIREMENTS, WARNING

- a. Students who fail to meet the minimum requirements for attendance or academic progress at an evaluation period are placed on a warning and considered to be making satisfactory academic progress during the warning period, until the next scheduled evaluation point. 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 still has not met both the attendance and academic requirements, he/she may be placed on probation.

9. RE- ESTABLISHMENT OF SAP

- a. Students may re-establish satisfactory academic progress, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

10. STUDENTS WHO FAIL TO MEET MINIMUM REQUIREMENTS, PROBATION

- a. Students who fail to meet the minimum requirements for attendance or academic progress after the warning period
- b. Will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if: The student appeals the decision, and prevails upon the appeal.
- c. Additionally, only students who have the ability to meet satisfactory academic progress standards by the end of the evaluation period may be placed on probation.
- d. Students placed on academic plan must be able to meet requirements set forth in the academic plan by a specific point, within the maximum timeframe, established for the individual student. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress.

11. APPEAL

- a. If the student prevails upon appeal, the satisfactory academic progress determination will be to place the student on probation.
- b. If a student is determined not to be making satisfactory academic progress the student may appeal the determination within 10 calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, and injury or illness of the students, or any other allowable special or mitigating circumstance.
Examples that will not be considered acceptable reasons for appeal but are not all inclusive: Anything work related, illnesses such as the common cold, flu, poison ivy, headache, etc. for student Or family member (everyday ailments), transportation for student or family member. Individual decisions will be determined on a case by case basis by the appropriate personnel.
- c. The students must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point.
- d. Appeal documents will be reviewed and a decision will be made within 30 calendar days. The appeal and decision documents will be retained in the student file.

12. STUDENTS WHO DO NOT MAKE SAP

- a. Students deemed not maintaining satisfactory academic progress may have their funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

13. NOTIFICATION OF SAP REPORT

- a. 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 warning period, the student still has not met both attendance and academic requirements he/she may be placed on probation, and if applicable, students may be deemed ineligible to receive funding.

Probation: the student will be advised in writing of the action required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student still has not met both attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, the student will not be deemed eligible to receive funding.

14. If appeal is denied or they choose not to appeal the student is then responsible for paying their tuition and/or fees until student regains satisfactory progress.

15. PROVISIONS FOR LEAVE OF ABSENCE

- a. 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 LOA. Hours elapsed during a LOA will extend the students contract period and maximum time frame by the same number of days taken in the leave and will not be included in the students cumulative attendance percent calculation

16. RE ENTRY

- a. 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.

17. INTERRUPTION, COURSE INCOMPLETES, WITHDRAWALS

- a. 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 LOA. Hours elapsed during a LOA will extend the students contract period and maximum time frame by the same number of days taken in the leave and will not be included in the students cumulative attendance percent calculation. Students who withdrawal 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.

18. REPETITIONS, NON CREDIT REMEDIAL COURSES

- a. Non credit, remedial courses and repetitions do not apply to this institution, therefore, these items have no effect upon the institutions satisfactory academic progress standards

19. TRANSFERS

- a. **Donna's Academy of Hair Design** reserves the right to accept transfer students and may accept all hours from a previously attended Cosmetology or Instructor Trainee program if the student maintained an 80% GPA and 75% attendance and **if** they can provide an official transcript of grades and documentation of attendance. They must also enroll at Donna's Academy of Hair Design within one year of termination or withdrawal from a previous Cosmetology or Instructor Trainee program to receive credit for all hours.
- b. If the student did not maintain an 80% GPA and 75% attendance from a previous Cosmetology or Instructor Trainee program we will only accept up to 200 transfer hours. If a student enrolls after one year from termination or withdrawal from a previous Cosmetology or Instructor Trainee program then we will only take up to 200 hours. We reserve the right to deny transfer credit from another institution for any reason. Tuition will be pro-rata based on the amount of accepted hours.
- c. With regards 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 evaluations are based on actual contracted hours not on transfer hours.

20. EVALUATIONS

- a. Students are given a hard copy of their satisfactory academic progress at the time of their evaluation. All SAP's are maintained in the students file. If the student does not wish to receive a copy at that time they can make arrangements with the admissions director to receive a copy.

ACADEMIC PLAN POLICY

A student is considered achieving SAP when they achieve a minimum cumulative attendance of 66.67% and a minimum cumulative Written and Practical grade average of 80%. When a student falls below the required attendance and/or grade average they will be issued a warning. If the student still does not meet the grading criteria within the warning period they are considered to be on Academic Probation.

When a student is put on Academic Probation they are given an Individualized Student Academic Plan. The plan will explain to the student why they are being put on Academic Probation and the steps the student needs to follow to achieve Satisfactory Academic Performance before their next SAP evaluation.

In order to be considered making an honest effort while on probation a student must maintain at any given time a minimum of 66.67% attendance and a minimum of 80% grade average or they are in violation of their academic plan. At the end of the probationary period in order to make SAP the student must have a minimum average cumulative attendance of 66.67% and a minimum cumulative grade average of 80%. This includes the grade the student was receiving before they were put on probation and the grade the student receives while on probation.