

# **SIMPSON ACADEMY OF COSMETOLOGY(SAC)**

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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The Satisfactory Academic Progress Policy is consistently applied to all full-time and part-time students enrolled at SAC. 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.

**\*NOTE:** Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

**\*SAC is currently not authorized to offer Title IV Funding.**

### **Evaluation Period**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology: 450hrs (15wks); 900hrs (30wks); 1,200hrs (40wks); 1,500hrs (50wks)

Esthetics and Manicuring: 300clock hours (10wks); 600clock hours (20wks)

Instructor (licensed more than a year): 300 hrs (10wks); 600hrs (20wks)

\*clocked (actual) 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 students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will receive copies of all evaluations. Satisfactory Academic Progress reports are evaluated at the conclusion of each evaluation period and no later than seven (7) school business days following the established evaluation point.

### **Attendance Progress Evaluation**

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 scheduled. At the end of each evaluation period, the school 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:

- ❖ The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.
- ❖ Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.
- ❖ Students exceeding the maximum time frame shall be terminated and reenrolled on cash pay basis.

### COURSE

### MAXIMUM TIME ALLOWED

|  | Weeks    | Scheduled Hours |
|--|----------|-----------------|
| Cosmetology Full Time (32.5 hrs./wk.) - 1500 hours | 69 Weeks | 2235            |
| Instructor Full Time (37.5 hrs./wk.) - 600 hours   | 24 Weeks | 894             |
| Manicuring Full Time (32.5 hrs./wk.) - 600 hours   | 28 Weeks | 894             |
| Esthetics Full Time (32.5 hrs./wk.) - 600 Hours    | 28 Weeks | 894             |

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

### 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 three comprehensive practical 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 cumulative (practical and written together) of 70% prior to graduation. Students must make up failed or missed test and incomplete assignments (When the absent is excused). Numerical grades are considered according to the following scale:

90 - 100 A Excellent

80 - 89 B Good

70 - 79 C Satisfactory

0 - 69 D/F Unsatisfactory/Failing

### 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 evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding, Rehab, Workforce, or SAC Scholarship 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 not met both the attendance and academic requirements, the student's enrollment and eligibility for financial aid will be terminated, with the option to appeal.

### **Appeal Procedure**

If a student is determined not to make satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination includes 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 with supporting documentations (i.e., medical documentations, jury duty documents, death certificate, etc.), describing why they failed to meet satisfactory academic progress standards and 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be placed on probation and federal student aid will be reinstated, if applicable.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period, and prevail upon appeal, will be placed on probation and considered making satisfactory academic progress. 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 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.

**Noncredit And Remedial Courses**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school'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 contract hours at the institution.

**Interruptions, Course Incompletes, Withdrawals**

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 at the time of withdrawal.

\*Simpson Academy of Cosmetology is currently not authorized to offer Title IV Funding.