



The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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 Progress as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Cosmetology Instructor 450, 900 clocked (actual) hours

Teacher Training 250 clocked (actual) hours.

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.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% 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 80% 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 progress is stated below:

COURSE MAXIMUM TIME ALLOWED

WEEKS SCHEDULED HOURS

Cosmetology (Full time, 30 hrs/wk) - 1500 Hours 75 Weeks (2250 scheduled hours)

Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours 64.5 Weeks (2250 scheduled hours)

Cosmetology (Part time, 19.5 hrs/wk) – 1500 Hours 115 Weeks (2250 scheduled hours)

Cosmetology (Part time, 16.5 hrs/wk) – 1500 Hours 136 Weeks (2250 scheduled hours)

Cosmetology Instructor (Full time, 35 hrs/wk) – 1000 Hours 43 Weeks (1500 scheduled hours)

Cosmetology Instructor (Full time, 30 hrs/wk) – 1000 Hours 50 Weeks (1500 scheduled hours)

Teacher Training (Full time, 24 hrs/wk) – 500 Hours 31 Weeks (750 scheduled hours)

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 level. 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 must be repeated if the overall grade point average is less than 75%. Three 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 an overall grade point average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed final exam tests and incomplete assignments that are required. Numerical grades are considered according to the following scale:

HIGH ACADEMIC HONORS
90-93% ACADEMIC HONORS
85-90% ABOVE AVERAGE

75-84% AVERAGE
BELOW 75% 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. Students will receive a hard-copy of the Progress Report (Report Card) that was used to determine Satisfactory Progress at the time of each of the evaluations. Capri maintains an initialed copy of the Progress Report (Report Card) on file as verification of student receipt. Students deemed not maintaining Satisfactory 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 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, the student is ineligible to receive further Title IV funds. Eligibility for further Title IV funds may be re-established by successfully appealing the SAP decision and being placed on financial aid probation, or by meeting SAP requirements in the future.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student 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 a Corrective Action Plan stating 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.

PROBATION

If the student's appeal is accepted, the student will be placed on financial aid probation, and eligibility will be reinstated for 1 evaluation period. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probation period, the student has still not met both the attendance and academic requirements, the student is ineligible to receive further Title IV funds. Eligibility for further Title IV funds may only be re-established by meeting SAP standards.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid by meeting minimum attendance and academic requirements at any time.

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 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 within 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES AND TRANSFER HOURS

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