

## Satisfactory Academic Progress Policy (SAP)

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 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

Formal Evaluations for Satisfactory Progress are conducted 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. Students will be notified of any evaluation period that impacts the student's eligibility for federal financial aid. Informal Evaluations may be conducted throughout the program to identify at-risk students.

### 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 College requires a student to progress through the program toward graduation within an established timeframe. Based upon the College's requirement for 80% attendance, the maximum timeframe during which students are to complete any course is 125% of the published course length. Any student who falls below 80% attendance is advised that he or she may be in jeopardy of not completing within maximum timeframe. A student in this situation must increase his or her cumulative attendance average immediately. Failure to increase the attendance rate by the evaluation period may result in termination from the program. Calculation is as follows:

- Cosmetology - 1875 Scheduled Hours.
- Teacher Training 1250 Scheduled Hours.
- Teacher Training (Short Course) - 625 Scheduled Hours.
- Transfer Hours calculated on a case-by-case basis.

### **Maximum Time Frame with Appeal**

In the event that the student will not complete the course during the maximum timeframe, the student may submit a written Appeal within ten (10) days of notification from the institution that maximum timeframe has been reached. The Appeal must include an explanation of the circumstances beyond student control such as illness of student/parent/child, accident, family death, and the like, that prevented the student from completing on time. Example documentation may include a written statement from student/physician/third party. Appeal documents will be reviewed within then (10) days and a decision will be made if the maximum timeframe will be extended.

### **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:

94%-100%	High Academic Honors
90-93%	Academic Honors
85-89%	Above Average
75-84%	Average
Below 75%	Unsatisfactory

### **Determination of Progress Status**

All periods of enrollment count toward SAP (Fall, Winter, Spring, and Summer), including periods when a student does not receive Title IV aid. 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

### **Financial Aid Warning**

Financial Aid Warning lasts one evaluation period only and does not require action (such as an appeal) by the student. 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 period.

## Financial Aid Probation

At the end of the warning period, the student will be evaluated according to SAP requirements. If the student fails SAP at the end of the warning period, the student must appeal to continue to receive Title IV funds. If the student prevails upon appeal, the student will be on Financial Aid Probation and eligibility will be reinstated for one (1) evaluation period. If at the end of the probation period the student is not meeting SAP requirements, the student is ineligible for Title IV funds.

## Appeal Procedure

The student must submit a written appeal to the school within ten (10) calendar days from notice of probation on designated form (17C) with supporting documentation of the reasons why the determination should be reversed. The Appeal should include an explanation of what has changed about the student's situation that will allow him/her to achieve Satisfactory Academic Progress by the end of the next evaluation period. Example reasons may include circumstances beyond student control such as illness of student/parent/child, accident, family death, and the like. Example documentation may include a written statement from student/physician/third party. Appeal documents will be reviewed and a decision will be made to determine if standards can be met by the end of the next evaluation. Student will be notified of the outcome of appeal within ten calendar days. The result of appeal and decision documents will be noted on the bottom of form (17C) and retained in the student file. If the student's appeal is accepted, the student will be placed on Financial Aid Probation and eligibility will be reinstated for one (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 institution and the student will develop an Academic Plan that ensures that the student is able to meet the institution's satisfactory academic progress standards by a specific point in time.

### *Example of Evaluation Periods and Outcomes*

450	451-900	900	901-1200	1200
Fail SAP No action required.	<b>FA Warning.</b> Remain Title IV eligible for this evaluation period.	Fail SAP Title IV ineligible without successful appeal.	<b>FA Probation</b> with successful appeal. Remain Title IV eligible for this evaluation period.	Fail SAP Title IV ineligible.

## Academic Plan

A student who has been reinstated to eligibility under an Academic Plan and is making progress under that plan is considered to be an eligible student. At the end of one payment period on probation, the student must make SAP and meet the requirements of the academic plan in order to remain eligible.

## Re-establishment of Satisfactory Progress

Students may re-establish satisfactory progress and Title IV aid as applicable by meeting minimum attendance and academic requirements by the end of the evaluation period.

## Interruptions, course incompletes & withdrawals

Students who withdraw prior to completion of the course and wish to re-enter the institution will re-enter in the same progress status as when they left. Time elapsed between enrollment periods will reduce the number of months allowed during the grace period for repayment of Direct Student Loans. In the event a student does not satisfactorily complete graduation requirements at the end of program hours the student

will be recorded as an Incomplete Graduate. Upon confirmation, the student may Appeal the Incomplete Graduate Status within ten days of confirmation. If approved, the student may reenroll into the same program and start at the beginning of the phase of the course he/she failed. The student must take all exams in that phase (i.e. repeat); the newer score will be used and will impact the student's satisfactory academic progress determination.

**Noncredit & remedial courses**

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

**Transfer students & SAP**

All transfer students are required to maintain satisfactory academic progress in order to successfully move toward graduation. Hours accepted from a transfer-in or re-admit will be taken into consideration when calculating SAP status. The hours will be counted as both attempted and completed. The maximum timeframe established, shall be based on 125% of the transfer student's contracted hours and clock hours that were transferred into the program.

**Change in Majors**

Change in Majors does not apply at this institution. Therefore, this item has no effect upon the school's satisfactory progress standards.

**Pursuit of a Second Degree or Certificate**

A student's satisfactory academic progress in one program does not impact the satisfactory academic progress evaluation during the pursuit of a second degree or certificate in another program.