

## Satisfactory Academic Progress Policy

Is consistently applied to all students enrolled at Capri Beauty College in a NACCAS approved program and scheduled for a particular category of attendance (part-time/full-time). It is available online and printed in the Official School Catalog to ensure that all students receive a copy prior to enrollment. All programs have an Academic Year of 900 hours. 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 U.S. Department of Education.

### Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Teacher Training 450, 900 clocked (actual) hours

Teacher Training (short course) 250 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 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. (Note: all evaluations are completed within seven School business Days following the established evaluation periods).

### 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 time frame in which a student must complete the program may not be more than 125% of the published length of the program, based on 80% attendance schedule measured in clock hours completed. The periods during which a student doesn't receive Title IV aid will be counted toward maximum timeframe. Students who are unable to complete the course within the maximum timeframe are not eligible for Title IV funds. Students who exceed the maximum timeframe must go on a cash pay basis or terminate.

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
• Cosmetology (FT 35 hrs./wk.) - 1500	53.5	1875
• Cosmetology (FT 30 hrs./wk.) - 1500	62.5	1875
• Cosmetology (PT 20.5 hrs./wk.) - 1500	91	1875
• Cosmetology (PT 19.5 hrs./wk.) - 1500	96	1875
• Cosmetology (PT 19 hrs./wk.) - 1500	99	1875
• Teacher Training (FT 32.5 hrs./wk.) - 1000	38	1250
• Teacher Training (FT 30 hrs./wk.) - 1000	42	1250
• Teacher Training (PT 19.5 hrs./wk.) - 1000	64	1250
• Teacher Training (Short Course) (PT 19.5 hrs./wk.) - 500	32	625

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be based on 80% of the scheduled contracted 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 set 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 meet with a school official at the end of each evaluation period, sign an SAP Evaluation Form and receive a hard-copy of the Progress Report (Report Card) that was used to determine Satisfactory Progress at the time of each of the evaluation. Capri maintains both SAP Evaluation Form and Report Card on file as verification of student receipt. Students deemed not maintaining SAP will be informed of actions required and may have their Title IV Funding interrupted or terminated, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Warning**

The status of 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. 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**

The college may allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if:

- a) The college evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b) The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c) The college determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d) The college develops an academic plan for the student that, if followed, will ensure that the student is able to meet the college's satisfactory academic progress requirement 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. 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 probation 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.

### Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. if:

1. The student submits an appeal on Form 17C, available from the Campus Director, and includes the following:
  - a. Why the student did not meet minimum SAP standards; and
  - b. supporting documentation of the reasons why the determination should be reversed; and
  - c. 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.
2. The following are acceptable examples to file an appeal
  - a. death of a family member, b. injury or illness of the student, c. extenuating unusual circumstances
3. 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. If an appeal is denied, the student has the option of continuing the program on a cash pay basis.

#### Example: 2 Consecutive Failed Evaluation Periods and Outcomes

450 Hr	451-900 Hrs	900 Hr	901-1200 Hrs	1200 Hr
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.

### Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the *warning* or *probation* period.

### 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.

### Course Incompletes, Noncredit & remedial courses

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

**Transfer Students & Satisfactory Academic Progress**

With regard to Satisfactory Academic Progress, transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

**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.