

**Charles & Sue's School of Hair Design**  
**Satisfactory Academic Progress Policy**

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The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. The Satisfactory Academic Progress Policy is given to the students prior to enrollment and a hard copy is maintained in their permanent file. 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. Maximum time frame equals 150% of course length.**

**ATTENDANCE PROGRESS:**

**COSMETOLOGY OPERATOR'S COURSE**

Full-time      **MAXIMUM TIME:** The maximum time a student has to complete this course, is 18.75 months or 2250 hours.

Part-time      **MAXIMUM TIME:** The maximum time a student has to complete this course, is 37.50 months or 4500 hours.

**INSTRUCTOR'S COURSE**

Full-time      **MAXIMUM TIME:** The maximum time a student has to complete this course, is 9 months or 1125 hours.

Part-time      **MAXIMUM TIME:** The maximum time a student has to complete this course, is 18 months or 2250 hours.

**ATTENDANCE:** All students must attend at least 66.7% of the hours attempted in order to be considered making satisfactory progress and to complete the course within the maximum time frame. 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.

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 66.7% 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.

**ACADEMIC EVALUATION:**

Theory work and practical/clinic work will be measured to evaluate academic progress. The following grading system will be used.

**90-100.....Excellent**

**80-89..... Good**

**70-79..... Satisfactory**

**Below 70%.....Failing**

Students must maintain a 70% grade average in theory and practical/clinic work in order to be considered making satisfactory progress.

**DETERMINATION OF PROGRESS:**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Operator: 450, 900, and 1200 (scheduled) hours.

Instructor 750 Hours: 375 (scheduled) hours and a final report on the last day of attendance.

\*Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

All evaluations must be completed within seven business days following the established evaluation points.

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 deemed not maintaining Satisfactory Academic 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.

Students are given a hard copy to keep and one to sign, which will be maintained in their academic files.

**Satisfactory:**

Students with a minimum of a 70% grade average in theory and practical/clinic work and having completed at least 66.7% of the attempted hours.

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of the course midpoint, the student must meet both attendance and academic requirements on at least one evaluation by the midpoint of the course.

**WARNING:**

Students failing to meet minimum progress requirements for attendance or academic progress will be placed on "warning" and considered to be making satisfactory progress during the warning period. 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 has still not met both the attendance and academic requirements, he/she will lose eligibility for Title IV funds.

**PROBATION:**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period lose their aid eligibility unless they successfully appeal and are placed on probation. 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 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.

**RE-ESTABLISHMENT OF SATISFACTORY 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.

**APPEAL PROCESS:**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include 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 on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation 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 file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**LEAVE OF ABSENCE:**

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.

**WITHDRAWALS/COURSE INCOMPLETE:**

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.

**COURSE INCOMPLETES:**

For a student who withdraws, and requests a grade of "incomplete" be given him/her and if that student's academic status is satisfactory, that student will be allowed to re-enroll in the program and complete those incomplete subjects.

Non-credit, remedial-repetition courses have no effect upon a student's satisfactory progress status in this school.

**TRANSFER STUDENTS:**

Transfer students, considered on an individual basis. With regard to Satisfactory Academic Progress Policy, 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.

**This is to certify that I have read and understand the School Satisfactory Progress Policy.**

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Student Signature

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Date