

SATISFACTORY ACADEMIC PROGRESS EVALUATIONS (SAP)

The Satisfactory Academic 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 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.

- All students must maintain satisfactory progress in order to be considered as having successfully completed the enrolled program. To maintain satisfactory progress students must achieve the expected academic and attendance progress levels cited by the Academy.
- The school defines satisfactory academic progress as maintaining a cumulative average grade level of "C", for all phases of training.
- The school defines attendance progress as maintaining an attendance percentage of 85%. · Grades are issued at the end of the specified evaluation periods for each course of study and students receive a copy of the evaluation.

SAP is evaluated for programs at the end of each payment period based on **actual** hours.

If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of that academic year. If a subsequent academic year is 450 hours or less, then it is considered one payment period. This also applies to transfer Students.

An academic year consists of 900 clock hours over a period of not less than 26 weeks.

SAP EVALUATION PERIODS FOR ALL PROGRAMS

Cosmetology- 450 hours, 900 hours, and 1260

Instructor- 450 hours, and 630 hours

Natural Hair Braider- 158 hours, and 315 hours

***Transfer Students**-Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated at mid-point 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 had at least one evaluation by midpoint in the course.

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the Student's file. Students that withdraw and re-enroll will return under the same SAP status as when they left. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic of a C and Attendance requirements of 85%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

At the time of evaluation a Student will be in one of three statuses:

1. Satisfactory – Requires no action by Student or school. Maintains status until next evaluation.
2. Warning – Not meeting Satisfactory Academic Progress Standards. Requires no action by the Student, aid eligibility is retained until next evaluation.
3. Unsatisfactory – Student has the right to appeal but must do so in writing. If appeal is granted Student will be put on Probation until the next evaluation period and is eligible for aid. If appeal is denied or Student does not file a written appeal Student will be terminated.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations for attendance are conducted at the end of each month and at scheduled SAP evaluation periods to determine if the student has met the minimum requirements. The monthly 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 85% 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 PROGRESS EVALUATIONS /SCHOOL GRADING SCALE

The qualitative element used to determine academic progress and performance is a reasonable system of grades and/or work projects completed and/or comparable factors measureable against a norm and 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 (either pass or fail) and counted toward course completion only when rated as a **pass** or **5** (completion of the practical assignment or **pass** is a 100% rating, a fail is counted as a 0). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least 2 comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and as set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative GPA average of 75% or higher and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed and incomplete assignments by the end of each grading period to be counted for that grading period. All make up work not made up by the end of the grading period will result in a '0' grade for that assignment. Numerical grades are considered according to the following scales:

School Grading Scale

90-100 A-EXCELLENT

80-89 B-VERY GOOD

70-79 C-SATISFACTORY

60-69 D-UNSATISFACTORY

59 or below F-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 their Satisfactory Academic Progress Determination at the time of each of the

evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV

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Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING AND UNSATISFACTORY STATUS

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status. Students may continue to receive Title IV assistance for one payment period while on Warning status. If the Student does not achieve SAP by the end of the Warning Status, the Student will be placed on Unsatisfactory Status, and eligibility, if applicable for Title IV program funds, will cease.

A Student has the right to appeal an Unsatisfactory Status. Providing that the following conditions are met, a Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

- a. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.
- b. The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.
- c. The Student must have a basis to file an appeal.

Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 days of being notified of being put on Unsatisfactory Status.

If the appeal is granted, the Student will remain eligible for Title IV funds during the Probation period.

- d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP.

If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV.

The Student may also be terminated from the program. A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the School Director. The Director will determine if the Student is eligible to re-enroll.

If a Student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified.

Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. 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.

APPEAL PROCEDURE

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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress stated below:

Maximum Time Allowed

Course	Weeks Scheduled	Hours	Cosmetology (full time, 35 hrs/wk)	42 weeks	1487 Instructor (full time, 35 hrs/wk)	21 weeks	743 Natural Hair Braider (full time, 31.5hrs/wk)	12 weeks	372
			Cosmetology(part- time, 20 hrs/wk)	74 weeks	1487 Instructor (part- time, 20 hrs/wk)	37 weeks	743 Natural Hair Braider (part- time, 20 hrs/wk)	20 weeks	372

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Each student is given an ending date for the completion of the course in which they are enrolled. It is equal to the exact number of weeks of the course plus an additional fifteen (15%) of the enrolled course hours. If student does not complete the required hours of training by the given ending date, the student

will be charged the current hourly tuition rate of \$ 12 for the hours which must be completed after the ending date. A schedule will be given to each student which explains the computation for their ending date.

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 85% of the scheduled contracted hours.

LEAVE OF ABSENCE

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during a program when a student is not in attendance. A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. A Leave Of Absence is available to all students enrolled in the school. To qualify for a LOA:

1. A student must submit a request for the leave in advance to the institution. The request must be in writing stating the reason for the request and also must be signed by the student. In the case of unforeseen circumstances, the institution may grant a LOA to a student who did not provide the request prior to the LOA, if the institution documents the reason and the student can provide the request at a later date.
 2. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend school because of the circumstance leading to the leave.
 3. There must be a reasonable expectation that the student will return from the LOA.
 4. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12 month period.
 5. The institution may not assess the student any additional charges as a result of the LOA.
 6. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
 7. The school will extend the student's contract period by the same number of days taken in the LOA. Student and school will sign an enrollment agreement addendum stating the new contract ending date.
 8. In the case that a student does not return to the school by the expiration of the approved LOA (or a student who takes an unapproved LOA) the withdrawal date will be the last day of the student's physical attendance.
- Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or students who are terminated prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress as at the time of withdrawal.

The Academy will notify any sponsoring agency, such as OVR, and the Veteran's Administration of a student's leave request.

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

STUDENTS WHO WITHDRAW

Students who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of

Pittsburgh Multicultural Cosmetology Academy.

Students wishing to transfer to another institution must pay all monies owed to Pittsburgh Multicultural Cosmetology Academy, and all applicable academic requirements must be met before student transcripts to be released.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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.