

SAP- Satisfactory Academic Progress & Attendance Policies:

Satisfactory Academic Progress Policy

This section requires 34 CFR 674.42(b), 34 CFR 674.42(a), this policy is applicable to all students.

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Commission for Independent Education approved program whether receiving Federal Title IV, HEA funds.

Standards of Academic Progress (SAP)

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at American Beauty & Trade School. Students will be evaluated for academic progress at the end of each payment period. The satisfactory academic progress policy measures two factors:

1. Qualitative Measure (Cumulative GPA)

Students must maintain a cumulative grade point average of 2.0 or higher for all hours attempted to remain compliant with SAP Policy. This amounts to a “C” average. The grade of “W” has no effect on the student’s cumulative grade point average.

2. Quantitative Measure (Clock Hour Progression)

In addition to the minimum cumulative grade average listed above (Qualitative Measure), students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in clock hours completed. For example, if an academic program published is 600 clock hours the maximum time frame to complete the program is 900 clock hours. A typical 600 hours’ program normally takes 30 weeks to complete. American Beauty & Trade School allows a maximum timeframe of 45 weeks to complete the program, and students must complete at least 200 clock hours out of the 300 clock hours of each payment period.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe and the hours that count toward the student’s current program will count as both attempted and completed hours.

SAP Terminology

“**Attempted**” means all hours for which a student is enrolled and has attended after the drop/add date for class enrollment.

Successful completion of a course is defined as a **passing grade**. Grades of “W” (withdrawn), “D” and “F” (failing), are not considered successful completion. A grade of “I” (incomplete) is not considered to

be successful completion until the course has been completed and the new grade has been officially received and recorded.

A grade of “W” is given when a student drops from a course after it begins, and they have attended.

An Incomplete “I” is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student prevent completion of course requirements by the end of the academic term. Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will be converted to an F.

Pass/fail grades count as both attempted and completed hours.

The Institution does not provide proficiency credits, non-credit courses, and remedial courses, Therefore, are not considered part of the students’ satisfactory academy progress.

Repeat coursework

The Institute allows a student to repeat a failed course once and allow only the last grade to count in the grade point average. A failed course is a course in which a student received a “D” or “F”. The policy does not remove the previous grade but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted hours in calculating maximum timeframe to complete the program. However, a repeated course cannot be included in the student’s academic load to determine Title IV eligibility, and the student would have to pay for that course out of pocket.

Categories of Academic Progress:

1. **SAP Warning-** A student will be placed on SAP Warning at the end of a payment period for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior payment period. A financial aid warning is valid for one payment period and allows the student to remain eligible for Title IV (financial aid) funds for one payment period. If after one payment period the student is again meeting satisfactory academic progress, the student will be removed from SAP warning.
2. **SAP Probation -** A student will be placed on academic probation for not meeting the standards outlined above for a second payment period. A student placed on academic probation is ineligible for Title IV (financial aid) funds unless a successful appeal is filed with the school director. The student appeal must include the reasons why the student failed to meet SAP and what has changed that will allow the student to make SAP at the next evaluation. If the appeal is approved, the student will be allowed to remain on probation until the next payment period and regain eligibility for Title IV (financial aid) funds. As a result of a successful appeal, the student will be placed on an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the plan. If after one payment period, the

Students are again meeting satisfactory academic progress; the student will be removed from SAP probation.

- 3. Academic Suspension** - A student will be placed on suspension for not meeting the academic standards outlined above after a payment period of probation and lose eligibility for Title IV (financial aid) funds as a result.

Conditions for Reinstatement:

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after students return to satisfactory recalculated qualitative and quantitative standards.

SATISFACTORY ACADEMIC PROGRESS POLICY Federal Title IV, HEA funds:

The satisfactory academic progress (SAP) policy applies to all students enrolled in a Council on Occupational Education and Commission for Independent Education approved program whether receiving Federal Title IV, HEA funds.

The Cosmetology program (1200 clock hours and 40 weeks) and Full Specialist Technician (600 clock hours and 20 weeks) are the only courses that are currently eligible for Title IV, HEA funding.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

ATTENDANCE PROGRESS = Work Ethics:

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible for clocking in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days and must make up any hours they are absent. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day as an unofficial withdrawal.

Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Quantitative Requirements = Maximum Time Frame (150% process):

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. You need to be aware that an LOA will extend the student’s contract period and max time frame by the same number of days taken in the LOA.

Example for Cosmetology program would be 1200 + 600 clock hours = 1800 scheduled hours and for the Full Specialist program it would be 600 + 300 clock hours = 900 scheduled hours.

COURSE	MAXIMUM TIME ALLOWED	
	Scheduled Hours	Weeks
Cosmetology Program - 1200 clock hours	1800	60
Full Specialist program – 600 clock hours	900	30

Title IV, HEA funding and SAP Evaluation points:

SAP evaluation periods are based on actual contracted hours at the school. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

Cosmetology program which is 1200 clock hours and 40 weeks of instruction, the funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>2</i>	<i>450</i>	<i>15</i>	<i>*</i>
<i>3</i>	<i>900</i>	<i>30</i>	<i>*</i>

Full Specialist which is 600 clock hours and 20 weeks of instruction, the funding will be disbursed at:

<i>Payment Period</i>	<i>Clock hours</i>	<i>Weeks</i>	<i>Note:</i>
<i>2</i>	<i>300</i>	<i>10</i>	<i>*</i>

Note:

* Students must meet their clock hour, weeks of instruction, attendance, and grade point average (GPA) requirements to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note that if the student does not meet the SAP requirements, they will place their Title IV, HEA funding in jeopardy, which could also result in a loss of Title IV, HEA funding.

Title IV, HEA Transfer Hours:

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. At least 25% of the hours required for completion of the program must be earned at American Beauty & Trade School.

Title IV, HEA and ACADEMIC PROGRESS:

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

Grade	Interpretation	Average	Grade Point
A	Excellent	90%-100%	4.0
B	Good	80%- 89%	3.0
C	Average	70%- 79%	2.0
F	Failing Below	70%	0
I	Incomplete		

Title IV, HEA Academic Year Definition:

American Beauty & Trade School academic year is defined as, 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

The cosmetology program academic year is defined as: 900 clock hours and 26 weeks of instruction for Title IV, HEA purposes.

The full Specialist program academic year is defined as: 900 clock hours and 30 weeks of instruction for Title IV, HEA purposes.

For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for SAP before they can receive further Title IV payments.

DETERMINATION OF PROGRESS for Title IV, HEA Funding:

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination (Progress report) at the time of each of the evaluations.

Title IV, HEA Financial Aid Warning:

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period, there will be a loss of Title IV, HEA eligibility; with the right to appeal. The student will be placed on a Title IV, HEA Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

Appeal Procedures for Loss of Title IV, HEA Funding:

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wishes to appeal Academic development Status and loss of Title IV, HEA eligibility, must submit a written request to the School Director within ten (10) calendar days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserves special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) calendar days. The School Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

Title IV, HEA Financial Aid Probation:

Any student that prevails upon the appeal process shall be placed on Title IV, HEA Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Title IV, HEA Financial Aid Probation, may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards and may also need to complete an Academic Improvement Plan, which will be developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods, at which time a student must meet SAP prior to having eligibility reinstated at the next payment period.

Requirements for the Academic Improvement Plan:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
 - Maintain a 75% grade point average.
- Attend theory class regularly (students must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required tests and projects assigned (test and projects must be completed and turned in when requested).
 - The academic improvement plan will be monitored by the School Director (or designate).
- The school will notify the students each month of their academic improvement status during the monthly progress report/advising session. Status of the student's report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether the appeal is granted.

REESTABLISHMENT OF Title IV, HEA STATUS:

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

1) Making up missed tests and assignments and increasing grade average to 70% or better, and 2) Increasing cumulative attendance to 67% by the end of a Warning or Probation period.

REINSTATEMENT OF Title IV, HEA FINANCIAL AID:

Title IV, HEA aid, will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES:

Course incomplete, repetitions and non-credit remedial courses have no effect on the institution's SAP.

REENTRY STUDENTS/INTERRUPTIONS:

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided with the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during LOA does not affect SAP and will extend the contract period by the same number of days as LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Completion Time:

The academic policy of the institution requires that the maximum time to complete a program does not exceed the full time established, plus another half of the program (i.e., the same as 150%), as stipulated in the duration of each program.

Students must complete their program of study in no more than 150% of the normal time. This is the maximum completion time. The schedule of the time frames means students should complete their clock hours within the normal completion time given for each schedule. A student who does not complete the program within the normal completion time frame has until the maximum time frame to complete the program.

For example, a student enrolled in a full time (FT) schedule of 25 hours per week should complete a 1,200-clock hour program within the Normal Completion Time of 12 months/48 weeks. Should there be a circumstance that prevents the student from completing within the Normal Completion Time; the student has a Maximum completion time of 18 months/72 weeks to do so. The chart below is based on a 1,200 hours' program:

Normal and Maximum time frames for completion of a 1,200-clock hour program

Schedule 1,200	Normal Completion	Maximum Completion
Full Time 30 hours weekly	10 months (40 weeks)	15 months (60 weeks)
Full Time 25 hours weekly	12 months (48 weeks)	18 months (72 weeks)
Full Time 20 hours weekly	15 months (60 weeks)	22 ½ months (90weeks)

The accumulation of hours and the completion time for each program depends on the number of hours a student dedicates to attending the program weekly based on their schedule.

All students must complete the required hours in their respective program to graduate.

Leave of Absence:

There may be occasions when time off may be needed by the student, and he/she must be absent from school. In this case, he/she must speak to the Registrar's Department to explain his/her circumstances, so arrangements can be made.

If the student requires a Leave of Absence (LOA), the student must request it in writing and include the reason for the request to the Registrar's Department.

Accepted reasons may include medical ailment, maternity, death in the family, and emergency travel. All Leaves of Absences must be submitted to the Registrar's Department prior to the leave and subject to the School Director's approval. If necessary, the school may allow the student to take multiple LOAs as long as the sum of the leave does not exceed 180 days within a 12-month period. If the student fails to return to the School from a Leave of Absence, He/she will be terminated.

Any official Leave of Absence will extend their contract without additional charge.

Makeup Hours:

If a student needs to makeup hours, the student must see the Registrar's Department for a pass. The students must make up hours during a session that is outside their regular scheduled hours.

Makeup Exams:

Students who do not take examinations at the time and day assigned for reasons of absences or a justified cause, can take a makeup exam upon their return. Students will have a period of no greater than 7 days upon their return to makeup any missed work.

Tardiness

Late Arrivals policy:

Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift.

Process of Corrective Action:

Warning:

In the event of non-compliance with School rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify corrective action with the student.

Probation:

As policy of the institution, it is established that the maximum time on probation for a student is 60 days. Within that period, the student should improve his/her satisfactory progress by completing additional hours and taking additional examinations provided by the instructor, and by completing those examinations with a minimum grade average of "C" (2.0). Meanwhile, the student should fulfill the minimum attendance requirements. If a student does not fulfill satisfactory progress up to the time of completing each evaluation period of the program, the institution places him/her under probation. If a student restores his/her satisfactory progress, but does not maintain that satisfactory progress status, then he/she will be removed from the program.

Appeals Process:

Policy of the institution indicates that all students should have the right to appeal a decision that can harm his/her interests. Appeals must be received within 10 days of dismissal.

A student may appeal the school's determination of unsatisfactory progress by submitting a written explanation of his/her reasoning to the Registrar's Department. The Registrar's Department will confer with the Executive Director, who will determine, in this case, the final decision. The student will be notified of the final determination within 10 days.

Readmission to the program:

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.

Suspension:

The institution reserves the right to suspend any student for lack of satisfactory progress, lack of payment, prolonged absences, excessive late arrivals and/or breach of the rules and regulations of the school.