

Satisfactory Academic Progress Policy / SAP Policy

Determination of Progress:

Satisfactory Progress in both attendance and academic work is a requirement for all students enrolled at the school. Satisfactory Academic Progress (SAP) Evaluations will be conducted when a student reaches their program's present checkpoints. Evaluations will measure performance in both academics, based on grades received, and attendance, based on the percentage of cumulative actual hours to scheduled hours.

The institutional satisfactory Academic Progress Policy detailed below, applies to ALL STUDENTS. All Students receive printed satisfactory academic progress (SAP) reports at each evaluation and are counseled accordingly if necessary.

In order for a student to establish Satisfactory Progress, he or she must maintain a 75% cumulative grade point average in a academic work and a minimum of 67% cumulative attendance. Students that meet the minimum requirements at evaluation will be considered making Satisfactory Progress until their next scheduled evaluation.

- Academic Progress:** SAP Evaluations at each checkpoint will determine if the student's cumulative GPA meets a minimum of 75% and is completing the prescribed theory and practical assignments within the attendance standards specified. Each student's progress is periodically reviewed by both written and practical examinations scored on the following grade system:

EXCELLENT (A) 90-100%	VERY GOOD (B) 85-89%
GOOD (C) 79-84%	PASSING (D) 75-78%
FAILING 74% and Below	

- Attendance Progress:** SAP Evaluations at each checkpoint will determine if the total hours physically completed meets a minimum of 67% of the students scheduled hours and that the student will complete the program within the maximum timeframe. Percentage is based on successfully completed hours divided by the number of scheduled hours at the point of evaluation.

Maximum Time Frame:

Students should complete the required clock hours within the normal time frame given for each program schedule. However, if the course is not completed within the maximum time frame allowed, termination will occur. If a student chooses to continue, he or she must re-enroll for the remaining hours needed to complete the course at the current hourly rate. The maximum time frame from is defined as 150% of the published length of the course. For example, a full time cosmetology student enrolled in the 1200 course must complete the course by a maximum by 1800 scheduled hours.

The maximum time frame and contract period are extended by any approved leave of absence by the same number of days in the leave of absence.

SAP Evaluations

(Evaluations at actual hours completed)

Cosmetology

450 Actual Hours.....Maximum 675 scheduled hours allowed
 900 Actual Hours.....Maximum 1350 scheduled hours allowed

Manicuring

150 Actual Hours.....Maximum 225 scheduled hours allowed

Skin Care

300 Actual Hours.....Maximum 450 scheduled hours allowed

Brush Up

125 Actual Hours.....Maximum 187 scheduled hours allowed

Teacher Training

300 Actual Hours.....Maximum 450 scheduled hours allowed

Barbering

450 Actual Hours.....Maximum 675 scheduled hours allowed

Warning

If a student is not making SAP at any one evaluation period, he/she will be issued a warning. The school will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirement by a specific point within the maximum timeframe established for the individual student. During this period he/she will be considered satisfactory until the next evaluation. Students failing two consecutive SAP evaluations, determined as not making satisfactory progress may be subject to termination and will lose Financial aid eligibility.

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable,

PREVIOUS TRAINING

It is the policy of the school to grant credit for hours spent in Beauty Culture Training at another approved school. However, the New Jersey State Board of Cosmetology & Hairstyling specifically states that a school accepting a transfer student can test him/her to determine the actual number of credit hours to be given. The school will inform the Board of Cosmetology & Hairstyling the exact number of hours to be credited the student. 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.

LEAVE OF ABSENCE POLICY/PROCEDURE

If you plan on being absent for more than 30 days, you can request a LOA. 3rd party official documentation (ex: doctors notes, airline tickets, court papers, etc.) must be submitted to the school. LOA's will not be granted without documentation. The student will return to school in the same progress status as prior to the leave of absence.

A leave of absence will be granted to students who meet the following criteria/procedure:

- The LOA must be applied for in advance unless unforeseen circumstances arise (ex: injury, car accident, medical problems, etc.) Request forms can be obtained from the Administrative Office.
- The request must be made in writing, signed and dated.
- The request must include a reason for the leave.
- Official documentation must be submitted.
- The request must be approved by the school prior to the LOA.
- Upon approval of the LOA you will be issued a revised graduation date.
- No additional charges will be assessed as a result of the LOA.
- LOA's may not exceed 180 days in a 12 month period.

9. If a student does not come back from an approved LOA their withdrawal date is their last day of attendance.

NOTE: All requests must be approved by the School Director before the leave. Requests will not be approved upon your return.