



SATISFACTORY ACADEMIC PROGRESS POLICY

SAP Policy is applied to ALL students/All programs

Determination of Progress:

Satisfactory Academic Progress (SAP) 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 preset checkpoints. All students receive printed Satisfactory Academic Progress (SAP) reports at each evaluation and are counseled accordingly, if necessary.
- Evaluations will measure performance in both academics, based on grades received, and attendance, based on the percentage of cumulative actual hours to scheduled hours. For a student to establish Satisfactory Academic Progress, he/she must maintain a 75% cumulative grade point average in academic work and a minimum of 67% cumulative attendance.
- Students that meet the minimum requirements at each evaluation will be considered making Satisfactory Academic Progress until their next scheduled attendance.
- Course incompleteness, repetition, and non-credit remedial courses do not have an effect on satisfactory academic progress standards. If a student takes a leave of absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Transfer hours from another institution that are accepted toward the student's education program are counted as both attempted and completed hours for the purposes of determining when the allowable maximum time frame has been exhausted.
- SAP evaluation periods are based on actual completed hours at the institution.

1. **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 (A) 85 - 89%

GOOD (B) 79-84%

PASSING (C) 75 - 78%

FAILING (D) 74% and Below

2. **Attendance Progress:** SAP Evaluations at each checkpoint will determine if the total hours physically completed meets a minimum of 67% of the student 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. SAP Evaluations must be reviewed within 7 business days.

Official SAP Evaluations are at actual hours completed with the first evaluation occurring at the midpoint of the first academic year or program.



All programs below and their evaluation periods are based on a 900-clock hour academic year.

Cosmetology & Hairstyling / 1200 Clock Hours

450 Actual Hours / Maximum 675 scheduled hours allowed
900 Actual Hours / Maximum 1350 scheduled hours allowed
1200 Actual Hours / Maximum 1800 scheduled hours allowed

Barbering / 900 Clock Hours

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

Official SAP Evaluations are at actual hours completed with the first evaluation occurring at the midpoint of the program.

All programs below and their evaluation periods are based on the midpoint of the program length.

Skin Care Specialty / 600 Clock Hours

300 Actual Hours / Maximum 450 scheduled hours allowed
600 Actual Hours / Maximum 900 scheduled hours allowed

Teachers Training / 600 Clock Hours

300 Actual Hours / Maximum 450 scheduled hours allowed
600 Actual Hours / Maximum 900 scheduled hours allowed

Manicuring / 300 Clock Hours

150 Actual Hours / Maximum 225 scheduled hours allowed
300 Actual Hours / Maximum 450 scheduled hours allowed

Brush Up / 250 Clock Hours

125 Actual Hours / Maximum 187 scheduled hours allowed
250 Actual Hours / Maximum 375 scheduled hours allowed

SAP Warning

If a student is not making SAP at any official evaluation period, he/she will be issued a warning. During this period, he/she will be considered satisfactory until the next evaluation. Students who are on Official SAP warning, can be removed off warning status by the next benchmark. Students can achieve this by making up hours, and retaking and passing exams. Students failing two consecutive official SAP evaluations are determined as not making satisfactory progress, will lose financial aid eligibility and may be subject to termination.

- Course incomplete, withdrawals, repetitions and non-credit remedial classes do not apply to the institution and have no effect on satisfactory academic progress policy standards.
- Re-enrolls or re-entries return in the same progress status as when they left.
- Transfer hours from another institution that are accepted towards the student's enrollment are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Official SAP evaluation periods are based on actual contracted hours.