

Satisfactory Academic Progress Policy FA-SAP, SAP

**Fort Pierce Beauty Academy 019071-00
Port St Lucie Beauty Academy B19071-01
Beauty and Massage Institute B19071-02**

A. Introduction of Satisfactory Academic Progress Policy

Satisfactory Academic Progress Policy (also known in following text as SAP) is consistently applied to all students enrolled at Academies of Cosmetology Inc. also known as DBA's Fort Pierce Beauty Academy, Port St Lucie Beauty Academy and Beauty and Massage Institute. The school's catalog can be viewed at www.FPbeauty.com under courses. All students regardless of full time, part time or different programs are treated the same for evaluation.

B. Quantitative and Qualitative Measurements

FA SAP, SAP uses quantitative and qualitative measurement to evaluate students' progress within a selected program from start date to a specific maximum time frame specified in course outline.

- a. Quantitative is the attendance percentage measurement that must be maintained at 67% attendance percentage through the course length.
- b. Qualitative is the academic measurement used to determine the students' progress within the course of study in a specific time frame which is the minimum acceptable level of 75% cumulative grade point average.

C. Theory and Practical Objectives

Theory and practical chapter test grades are used to determine student grade point average. 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 and counted toward course completion only when rated as satisfactory or better. If performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria. Students must maintain a written grade average of 75% and pass final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

D. Grade Scale

The FA SAP, SAP 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 enrolled in a NACCAS approved program must maintain satisfactory progress according to following standards

| | |
|----------------------|-----------------------|
| Quality Grade Scale: | 95 to 100 = Excellent |
| | 90 to 94 = Good |
| | 80 to 89 = Average |
| | 75 to 79 = Passing |
| | 0 to 74 = Failing |

E. Academic Year / Academic Weeks

a. The Academic year is the amount of academic work completed for the program each year. But not less than 900 clock hours and at least 26 weeks of instruction.

b. An academic week is the number of weeks the amount of academic work is to be completed within a period of 7 consecutive calendar days including 1 day of scheduled instruction or examination. Scheduled hours are used for an evaluation of the number of hours a student is projected to complete a course in a specific time frame. This is notification of any evaluation that impacts the student eligibility for Title IV funding.

F. Evaluation Periods

Students are evaluated for SAP at the following scheduled hours and weeks

Barber and Cosmetology

| | | | | |
|-----------------|------|-------------|---|----------------------------------|
| Course length | 1200 | clock hours | = | 40 weeks |
| 1st evaluation | 450 | clock hours | = | 15 weeks FA-SAP |
| 2nd evaluation | 900 | clock hours | = | 30 weeks FA-SAP |
| 3rd evaluation | 1050 | clock hours | = | 35 weeks SAP |
| Remaining hours | 1200 | clock hours | = | 40 weeks Evaluation not required |

Evaluation not required at 1200 clock hours

Massage Program

| | | | | |
|-----------------|-----|-------------|---|----------------------------------|
| Course length | 750 | clock hours | = | 25 weeks |
| 1st evaluation | 375 | clock hours | = | 12.5 weeks FA-SAP |
| Remaining hours | 750 | clock hours | = | 25 weeks Evaluation not required |

Evaluation not required at 750 clock hours

Full Specialty Program

| | | | |
|-----------------|---------|-------------|------------------------------------|
| Course length | 600 | clock hours | = 20 weeks |
| 1st evaluation | 0-300 | clock hours | = 10 weeks FA-SAP |
| Remaining hours | 301-600 | clock hours | = 20 weeks Evaluation not required |

Evaluation not required at 600 clock hours

G. Application of SAP Evaluations

Satisfactory progress reports apply to all students in all curriculums and is applied consistently to students in the same program and in particular categories of attendance, full and part time schedules. Students who meet the minimum requirements or better for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Hard copy of the Satisfactory Academic Progress report is provided to the student at time of evaluation and signed by both the student and instructor.

H. Timing of initial SAP Evaluation

The first evaluation must occur no later than the mid-point of: the academic year or the course and/or program whichever is sooner and is based on schedule hours. All evaluations must be completed within seven (7) school business days (that the institution or business operates). Satisfactory Progress Reports information is provided to all students prior to enrollment.

Processing of SAP Evaluation

a. Institution evaluates students qualitative and quantitative measurements (SAP) at the conclusion of each evaluation period. Each full academic year is divided into two equal parts and the remainder of the program is either treated as a single evaluation period if the remainder is less than or equal to half of the academic year or programs with length of 1 academic year or less divided into two equal evaluation periods, half clock hours and half academic weeks while the second half in which student completes program. Divided into two equal parts where the 1st evaluation period the student successfully completes half clock hours and half academic weeks while 2nd half he student completed the program. If in a program less than an academic 900 hour award year and the student has an unsatisfactory FA SAP at mid point, example 300 Full Specialty, 375 Massage they will have lost their remaining eligibility for Title IV, HEA program funds (financial aid) and be responsible for remaining cash payments.

b. Students with an unsatisfactory at 450 Cosmetology and Barber FA SAP (Financial Aid Satisfactory Academic Progress) has until 900 scheduled hours to meet satisfactory academics 75% and 67% attendance percentage. If not satisfactory at 900 scheduled hours, student will lose Title IV, HEA program funds (financial aid) or be responsible for remaining cash payments. Students will be notified of potential loss of financial aid at Pre-FA SAP report or by weekly attendance percentage reviews.

c. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next schedule evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Report at the time of each evaluation. If a student fails to meet standards and deemed unsatisfactory at 900 scheduled hours Satisfactory Academic Progress, Financial aid (Title IV) HEA Program funds may not be awarded during this time frame. Veteran students please see page 11 for regulations governing your progress

I. Unsatisfactory SAP

Unsatisfactory students at 450 FA SAP scheduled hours meets with instructor(s) to discuss requirements the student needs to accomplish and to reach satisfactory attendance and/or academic requirements. This is done by developing an Academic Plan between instructor and student to reach agreed upon goals and deadline of goals . The student will be placed on an academic warning. Student has until 900 scheduled hours to meet satisfactory standards. If not satisfactory at 900 hours progress check, all future Financial Aid is immediately canceled. Programs 900 hours or less are evaluated at mid-point example, 300 for full specialty and 375 for massage. If not satisfactory all future financial aid is immediately canceled. Student can initiate use of cash pay or withdraw from program.

J. Students Access to SAP

- a. Copy is placed in the student file and a copy is provided to the student. Student may access their file upon request, this information is provided and explained to student prior to enrollment

K. Rounding

- a Schools may use standard rounding rules when calculating percentages under SAP measurements

L. Maximum Time Frame

- a. The time frame in which a student is enrolled in must complete the education program not more than 150% of the published length or NACCAS approved length of the educational course or program based on 100% attendance schedule measured in academic years, non-standard terms or clock hours completed which is determined at each SAP evaluation point.
- b. Maximum time frame is extended as well as the students contract period by the same number of days taken in the leave of absence.

c. If student exceeds maximum time frame, the student shall be terminated from the program or continue as a cash pay student and charged \$2.00 per hour over maximum time frame until actual hours are completed to meet course length.

Barber and Cosmetology Course

30 hours a week - 1200 clock hours X 150% or 1.5 times the course length
= 1800 scheduled hours or 60 weeks

25 hours a week – 1200 clock hours X 150% or 1.5 times the course length
= 1800 schedule hours or 48 weeks

23 hours a week – 1200 clock hours X 150% or 1.5 time the course length
= 1800 scheduled hours or 78 weeks

16 hours a week – 1200 clock hours X 150% or 1.5 times the course length
= 1800 schedule hours or 112.5 weeks

Massage Therapy Course

750 clock hours X 150% or 1.5 times the course length
= 1125 scheduled hours or 37 weeks.

Full Specialty

600 clock hours X 150% or 1.5 times the course length
= 900 scheduled hours or 30 weeks

d. The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

e. The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

f. At the conclusion of each student evaluation, with a 67% cumulative attendance since the beginning of the course indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

g. The course incompletes, non- credit remedial courses, or repetitions have no effect or impact on Satisfactory Academic Progress standards as there are no such items or policies. Withdrawals have no impact on Satisfactory Progress as attendance stops on last day attended

M. Leave of Absence

1. When a leave of absence is granted, a student will return in the same status as when they left.
2. Can be granted for various reason
3. Unapproved leave of absence could cause a student to be unsatisfactory or to be withdrawn from their training
4. Leave of absence are reviewed on an individual basis
5. The leave of absence extends the contract by the same number of days taken
6. The leave of absence extends the Maximum Time frame by the same number of days taken.

N. Reinstatement

- a. A student's aid will be reinstated only if they have met Satisfactory Progress conditions on the second evaluation

O. Students re-entering School

- a. Withdrawn or dropped students must wait six (6) months before re-enrolling in school
 - i. They will return in the same progress status when they left
 - ii. Exceptions are made for students with deaths, accident, or medical related circumstances and can re-enroll in school less than (6) six months from the date of interruption and will return in the same progress status as when they left

P. Transfer – In Students

- a. Hours from another institution will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted
- b. Accepted transfer hours are subtracted from selected clock hour program to determine remaining clock hours and academic weeks which calculate SAP evaluations.
- c. Students are informed of our website during interview and can review this policy and more on our website www.fpbeauty.com
- d. The school does not accept courses that are incomplete, withdrawals or repetitions.