

**SATISFACTORY ACADEMIC PROGRESS POLICY:** The Satisfactory Academic Policy is consistently applied to all (part-time/full-time) 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.

**EVALUATION PERIODS:** Students are evaluated for Satisfactory Academic Progress as follows:

**Cosmetology:** 450, 900 and 1200 (actual) hours

**Instructor:** midway through the program: Lawrence & OPark campuses – 225 hrs. Lee’s Summit campus -300 hrs.

\*Transfer Students: midpoint 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. The student signs the progress report and receives a copy. The original is kept in the student file.

**ATTENDANCE PROGRESS EVALUATIONS:** Students are required to attend a minimum of 75% attendance of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The 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 75% 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.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE		MAXIMUM TIME ALLOWED	
		WEEKS	SCHEDULED HOURS
Cosmetology	Full Time: 32 hours/wk.	63	1995
	Part Time Day: 26 hours/wk.	77	1995
Instructor Training Missouri	Full Time: 36 hours/wk.	23	798
	Part Time: 20 hours/wk.	40	798
Instructor Training Kansas	Full Time: 36 hours/wk.	17	599
	Part Time: 20 hours/wk.	30	599

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours. *Students who have not completed the course within the maximum timeframe will be withdrawn or terminated from the program.*

**ACADEMIC PROGRESS EVALUATIONS:** The qualitative element used to determine academic progress is a reasonable system of grades 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 and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

94-100 (A+) EXCELLENT    88-93 (A) VERY GOOD    82-87 (B) GOOD    75-81 (C) SATISFACTORY  
74 AND 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 and will receive assistance under Title IV, HEA program 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 Funding interrupted, unless the student is on financial aid warning or has prevailed upon appeal resulting in a status of probation.

**Financial Aid WARNING:** Students who fail to meet minimum requirements for attendance or academic progress are placed on financial aid warning and considered to be making satisfactory academic progress during the financial aid warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the financial aid warning period, the student has still not met both attendance and academic requirements, he/she may be placed on financial aid probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

**Financial Aid PROBATION:** Students who fail to meet minimum requirements for attendance or academic progress after the financial aid warning period will be placed on financial aid probation and considered to be making satisfactory academic progress during the financial aid probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on financial aid 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 financial aid 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 at NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:** Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the financial aid warning or financial aid probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The maximum number of days a student may take for a leave of absence in a 12-month period is 180. For students who withdraw from the program, a final transcript will determine the status as satisfactory or unsatisfactory progress which is determined by the actual hours attended up to the day of withdrawal.

**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.

**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.

**TRANSFER HOURS:** With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.