

# Schilling-Douglas School of Hair Design

## SATISFACTORY ACADEMIC PROGRESS POLICY

### **Satisfactory Academic Progress**

This Satisfactory Progress Policy is consistently applied to all students enrolled at the school in all programs and schedules approved by the school's accrediting agency. It is printed in the school consumer handbook / catalog to ensure all students receive a copy prior to enrollment and the first day of class. The policy complies with the guideline established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Note: Students receiving funds under any Title IV Financial Aid program must maintain satisfactory academic progress in order to continue eligibility for such funds.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress at the evaluation periods for each program as follows:

Cosmetology	450 hours and 14 weeks	900 hours and 28 weeks	1200 hours and 38 weeks
Barbering	450 hours and 14 weeks	900 hours and 28 weeks	1200 hours and 38 weeks
Nail Technology	150 hours and 5 weeks		
Esthetics	300 hours and 10 weeks		
Teacher Training I	125 hours and 4 weeks		
Teacher Training II	250 hours and 8 weeks		
Shaving	17 hours and 2.5 days		

Evaluation periods are based on actual hours completed and completion of the academic weeks designated for the evaluation period. The frequency of evaluations ensure that students have ample opportunity to meet both the academic and attendance progress requirements of at least one evaluation by the mid-point of the academic year or program, whichever comes first. Satisfactory Academic Progress academic and attendance progress requirements will be measured at each evaluation period. All evaluations will be completed within seven school business days following the established evaluation points.

### **Program Total Length and Academic Year**

Cosmetology: 1,500 clock hours and 49 weeks

Barbering: 1,500 clock hours and 49 weeks

Nail Technology: 300 hours and 10 weeks

Esthetics: 600 clock hours and 20 weeks

Academic Year: The institution operates all programs according to the following academic year: 900 clock hours per academic year to be completed in 28 weeks.

Teacher Training I: 250 clock hours and 8 weeks

Teacher Training II: 500 clock hours and 16 weeks

Shaving: 35 clock hours and 1 week

### **Academic Progress Requirement**

The qualitative element used to determine academic progress is a reasonable system of grades as 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 through written theory examinations and class projects. Practical skills are evaluated through practical examinations according to text procedures set forth in practical skills evaluation criteria adopted by the school. At a minimum, at least two practical skills evaluations will be conducted during the program. Practical experiences are evaluated through practical classroom activities and practical laboratory activities. Practical classroom activities are evaluated as completed and counted toward program completion only when rated as satisfactory or better. If the performance is not satisfactory, then it is not counted and must be repeated. Practical laboratory activities are evaluated based on the grading criteria established and adopted by the school for laboratory work. Numeric grades are assigned based on the grading procedure adopted by the school. The numerical grading scale is as follows:

90 – 100	Excellent
80 - 89	Above Average
70 – 79	Average
60 – 69	Unsatisfactory
59 or below	Failing

A minimum cumulative academic average of **70%** must be maintained to be considered making satisfactory academic progress. Students must make up failed or missed tests or class projects. Missed and re-take exams must be made up on the

student's own time. In order to graduate, the student must obtain a minimum grade of 70% on all written and practical exams and class projects.

### **Attendance Progress Requirement**

For the purpose of satisfactory academic progress, the maximum time frame for completion of the program may not exceed one and one-half times the length of the program (150%). All students must maintain at least a **67% cumulative** attendance average to be considered making satisfactory academic progress. 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 67% attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frame**

#### **Cosmetology Program, 1500 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 73.5 weeks (2,250 scheduled hours). Note: The contract length for this schedule is 49 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 28.5 months (2,250 scheduled hours). Note: The contract length for this schedule is 19 months.

#### **Barbering Program, 1500 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 73.5 weeks (2,250 scheduled hours). Note: The contract length for this schedule is 49 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 28.5 months (2,250 scheduled hours). Note: The contract length for this schedule is 19 months.

#### **Nail Technology Program, 300 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 15 weeks (450 scheduled hours). Note: The contract length for this schedule is 10 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 24 weeks (450 scheduled hours). Note: The contract length for this schedule is 16 weeks.

#### **Esthetics Program, 600 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27.64 weeks (900 scheduled hours). Note: The contract length for this schedule is 20 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 47.24 weeks (900 scheduled hours). Note: The contract length for this schedule is 33 weeks.

#### **Teacher Training I, 250 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 13.5 weeks (375 scheduled hours). Note: The contract length for this schedule is 9 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 22.5 weeks (375 scheduled hours). Note: The contract length for this schedule is 15 weeks.

#### **Teacher Training II, 500 hours**

Full time schedule (32.5 hours/week): The maximum time frame for completion is an attendance rate of 21.7 hours per week or 27 weeks (750 scheduled hours). Note: The contract length for this schedule is 18 weeks.

Part time schedule (19 hours/week): The maximum time frame for completion is an attendance rate of 12.7 hours per week or 42 weeks (750 scheduled hours). Note: The contract length for this schedule is 28 weeks.

#### **Shaving Program, 35 hours**

Full time schedule (35 hours/week): The maximum time frame for completion is an attendance rate of 23.45 hours per week or 8 days (52.5 scheduled hours). Note: The contract length for this schedule is 1 week.

Part time schedule (7 hours/week): The maximum time frame for completion is an attendance rate of 4.69 hours per week or 8 weeks (52.5 scheduled hours). Note: The contract length for this schedule is 5 weeks.

**Transfer students:** The maximum time allowed for transfer students who need less than the full program requirements will be determined based on 67% of scheduled hours.

**NOTE:** The contracted length of each program allows sufficient time to complete the program allowing for holiday closings and possible snow or emergency closings. However, any student not completing their program hours or academic requirements

within the contracted time will be charged \$10.00 per hour for additional hours of instruction needed to complete the program. **Therefore, it is possible to maintain satisfactory academic progress, but be required to pay additional charges in order to complete your program.**

### **Status of Students Who Exceed the Maximum Time Frame**

If it is determined that the student is unable to complete their program within the stated maximum time frame for the program, the student will be deemed ineligible for Title IV funding programs and shall be terminated from the program. The student may re-enroll in the program if they are able to fulfill their financial obligation to the school on a cash-pay basis in a manner consistent with the school's re-entry provisions of its admission policy.

### **Determination of Progress Status**

Progress evaluations will be performed by the school's administration when the student reaches their evaluation periods. Students meeting the minimum satisfactory requirements for both academic and attendance progress at the evaluation period will be considered making satisfactory academic progress until the next evaluation period. If the student is participating in any Federal Title IV program, they will remain eligible to participate in the program(s). Students deemed not maintaining Satisfactory Academic Progress for failure to meet the minimum academic and/or attendance progress requirements are no longer eligible for Title IV, HEA funding, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **Students Not Meeting Minimum Requirement**

#### **Warning**

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and considered to be making satisfactory progress while during the 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 warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. If the student is meeting the minimum academic and attendance requirements at the end of the warning period, he/she will be deemed making satisfactory academic progress until the next evaluation period.

#### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the negative progress determination within 15 school days of the conclusion of the warning period and prevails upon appeal. Additionally, students may be placed on probation only if they have the ability to meet the satisfactory academic progress requirements by the next evaluation period or if they have the ability to meet the satisfactory academic progress requirements through an academic plan established by the school, that if followed, will allow the student to do so at a specific point within the maximum timeframe established for the individual student. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will NOT be deemed eligible to receive Title IV funds.

**NOTE:** The school will notify the student in writing of any satisfactory academic progress evaluation in which the student is not making satisfactory progress and/or any evaluation that will impact the student's eligibility for financial aid. If you lose the ability to participate in Title IV programs and you still have a tuition balance due the school, you may be required to pay this balance to the school.

### **Re-Establishment of Satisfactory Progress**

Students may re-establish satisfactory progress and Title IV aid eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Appeal Procedure**

If a student is determined to not be making satisfactory progress, after an initial status of warning, the student may appeal the determination. The reasons for which a student may submit an appeal are death of a relative, injury, illness, or other special circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to make satisfactory academic progress and what has changed about the students' 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**Academic Plan**

A written plan provided to the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum timeframe.

**Interruptions, Program 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 as 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 program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**Repetition, Noncredit & Remedial Courses**

Course incompletes, repetitions and non-credit remedial courses do not apply to this school and therefore have no effect upon the school's satisfactory academic progress standards.

**Transfer Hours**

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed 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 school. Transfer student's evaluation periods are the established evaluation periods for the program or the midpoint of the contracted hours (actual), whichever comes first.

**Satisfactory Academic Progress Evaluations**

Students will receive a written copy of all satisfactory academic progress evaluations at the time of the evaluations. Copies of these evaluations will be maintained in the student's file. Students may obtain additional or duplicate copies of their SAP evaluations from the school's business office.