

SATISFACTORY PROGRESS POLICY

In order to be considered to be making satisfactory progress toward a diploma, a student must maintain specified grade averages, as well as, proceed through the course at a pace leading to completion in the specified time frame. The student's progress is reviewed monthly and formally evaluated in segments. A segment is every 450 scheduled hours for courses 1000 hours and over and every 100 scheduled hours for courses under 1000 hours. Each month students receive a progress report showing attendance and academic progress. A copy of this report is given to the student.

Academic Satisfactory Progress:

Students receive a numeric grade in both theory and practical work and a competency based grade in clinic. An average of 75% is required for graduation. The following represents the equivalent of the grades assigned:

A	96-100%	Excellent
B	90-95%	Good
C	80-89%	Satisfactory
D	75-79%	Poor but passing
F	Below 75%	Failure

When a student does not average 75% for the evaluation period he/she is placed on probation for one segment. During the probation period, it is the student's responsibility to retake any work. If by the end of the probation period, the student has not raised his/her grade average to not less than 75% he/she will be asked to interrupt the course rather than continue in an unsatisfactory manner. After the probation period, students are encouraged to maintain satisfactory progress for the remaining segments. If grade deficiency is repeated, the student's progress is reviewed and may be taken before a review board for continuing their education.

Attendance Satisfactory Progress:

A student must satisfactorily complete a minimum number of hours toward his/her educational goal based on segments. The student must complete his/her course prior to 150% of the regular time frame scheduled for completion of the course the student is enrolled in. The following is a listing of the courses offered, the regular time frame and the maximum time frame for completion in each instance. In order for the student to graduate within the maximum time frame, he/she must maintain an attendance percentage of at least 67% of the scheduled attendance.

Course Name	Hours	Regular time frame	Maximum time frame
Refresher	150	5.77 wks - 7.5 wks	8.66 wks - 11.25 wks
Cosmetology	1800	16.1 mo - 20.9 mo	24.1 mo - 31.4 mo
Cosmetology	1500	13.4 mo-17.4 mo	20.1 mo - 26.6 mo
Nail Technician	600	23 wks - 30 wks	34 wks -44.5 wks
Manicuring	450	17.3 wks - 22.5 wks	25.8 wks - 33.6 wks
Esthetics	700	26.9 wks - 35 wks	40.4 wks - 52.5 wks
Esthetics	1000	8.94 mo - 11.63 mo	13.41 mo -17.45 mo
Junior Instructor	1000	8.94 mo - 11.63 mo	13.41 mo -17.45 mo

The forgoing schedule is based on a scheduled attendance of 26 hours per week on a full-time basis, and 20 hours on a part-time basis. Attendance satisfactory progress will be measured in segments. For courses under 1000 hours, a segment is defined as every 100 scheduled hours. Courses over 1000 hours are measured in segments of 450 scheduled hours. This schedule will assure that students are evaluated and attaining satisfactory progress by the midpoint of the course. Students who are not attending at a level, which will allow them to graduate by the maximum time frame of their course, will be placed on probation and must bring their attendance up to an acceptable level by the end of the probationary period. Additionally, the school will be monitoring student attendance and discuss any problems they determine in this area so that it can be corrected at the earliest possible time.

Students on probation for more than one segment will have a designated schedule for attendance/academic as determined by the school administrator. Students failing to follow a designated schedule to reinstate satisfactory progress will be dismissed from the program. Designated schedules last until the student reinstates satisfactory progress or have been terminated from the program. Approved leave of absences are not calculated in the time frame.

Financial Aid:

While on probation, during a student's first probation, students are not eligible to receive Title IV funds.