

**ARNOLD'S BEAUTY SCHOOL
SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE**

All students at Arnold's Beauty School are required to meet Satisfactory Academic Progress through attendance and coursework. Evaluations are made throughout enrollment to ensure progress is being made, or whether the student requires advisement. An academic year at Arnold's Beauty School is defined as 900 clock hours. **Qualitative requirements are defined as a student's GPA and quantitative requirements are defined as the number of hours completed versus scheduled.**

Payment Periods

Payment periods are divided into 4 increments based on hours (0-450, 451-900, 901-1200, and 1201-1500).

Weeks of instructional time of each payment period consists of:

- 0-450 hours: 15 weeks
- 451-900 hours: 15 weeks
- 901-1200 hours: 10 weeks
- 1201-1500 hours: 10 weeks

In order to be making satisfactory academic progress toward a diploma, students must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (one and one-half times the length of the program). Satisfactory progress will be measured as follows:

- 1) at midpoint of first academic year (after completion of 450 hours)
- 2) at the end of the first academic year (after completion of 900 clock hours)
- 3) at midpoint of second academic year (after completion of 1200 clock hours). The SAP policy provides for consistent application of standards to all students within the Cosmetology program.

Required Grade Averages (Qualitative Requirements):

At the end of each increment, the grade point average will be evaluated, determined, and documented in each student's file. Student's achieving the averages specified in the chart below will be considered to be making satisfactory academic progress:

Cosmetology 1500 clock hours
50 weeks @ 30 per
Maximum time frame - 75 weeks

# of weeks of Enrollment	15	30	40	50
Minimum Grade average	70%	70%	70%	70%

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Required Completion Rate (Quantitative Requirements):

In addition to the grade averages listed above, students must also be progressing toward successful completion of the program within the maximum time frame at the following rate:

# of weeks of Enrollment	15	30	40	50
Minimum Clock Hours	315	630	840	1050

Treatment of Incompletes, Withdrawals, Repeats, and Remedial:

The following grades received from the course taken will not be considered as successful completion: F – failing grades, W - withdrawal, I - incomplete, and X'S unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject and remedial work:

1) Students with incompletes will be given 2 weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period.

2) A student wishing to change programs must get permission from the school Director. The Director will determine the amount of credit, if any, that will be given for the previous work completed.

3) A student who receives a failing grade for a subject will not receive credit for that subject, and must repeat the subject in full. The original and repeated course will be included in both SAP measurements (attempted, but not earned). Transfer hours, withdrawals, and incompletes will also factor into SAP and will be treated as attempted/earned. A student may repeat a subject only with approval from the school Director.

4) All remedial work must meet the same standards set for other course work and must be satisfactorily completed before graduation.

5) A "W" will be given to a student who withdraws before the end of a particular unit. An "I" will be given to a student who misses three or more days in a week. Progress reports will be provided at the end of each evaluation period.

Financial Aid Warning:

If a student is not making SAP according to the school's policy of required Grade Average and Completion Rates at the end of each payment period, the school's policy is to place the student on Financial Aid Warning, and may disburse Title IV HEA program funds to the student for one payment period. The Financial Aid Warning will be the first step in the process of Financial Aid Probation if the student does not take necessary steps to improve performance. The student may be eligible for Title IV, HEA programs after being issued a Financial Aid Warning.

Financial Aid Probation:

After a Financial Aid Warning, and a subsequent opportunity to correct academic and attendance performance, a student will be placed on Financial Aid Probation. If a student is not making SAP according to the school's policy, the school may place the student on Financial Aid Probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if:

- a) the school evaluates that the student is not making satisfactory academic progress
- b) the student appeals the determination

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c) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

A student on Financial Aid Probation for a payment period may not receive Title IV, HEA funds for the subsequent evaluation period unless the student makes SAP or the institution determines that the student met the requirements specified by the institution in an Academic Plan for the student.

Notification:

A student will be provided notification prior to being placed on Financial Aid Probation by the Director of Financial Aid, and given an opportunity to discuss and Academic Plan for Program performance improvement.

Academic Plan:

Instructors will meet with the student to determine the deficiencies in coursework including attendance, theory test scores, and practical work. Consistent deficiencies in testing may lead to evaluation to see if oral testing is needed. Goals for improvement on practical work, minimum attendance and theory testing may be set following evaluation based on the individual's needs.

Appeals Procedures:

If a student is determined to be ineligible for Financial Aid because SAP requirements were not met, the student may appeal this decision to the Director of Financial Aid by indicating in writing the reasons why the minimum academic/attendance requirements were not met, and why aid should not be terminated. The Basis of successful appeals can include, but not be limited to: the death of a relative, an injury or illness of the student, or other circumstances. The appeal must also include what changed in the student's situation that will allow the student to demonstrate SAP at the next evaluation.

The Director of Financial Aid will review the appeal and determine whether the suspension from aid is justified. The student will be advised, in writing, of the decision.

To reestablish satisfactory progress once a student has been terminated from aid, the SAP requirements must be improved to meet the designated standards.

Reinstatement:

Students whose disqualification has been successfully appealed will be reinstated into financial aid eligibility status.