

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) Policy is consistently applied to every enrolled student in a specific program and scheduled for a particular category of attendance (part-time/full-time). The school measures SAP for each student by monitoring both Academic performance and Maximum Time Frame for Completion. All students must meet the minimum requirements for satisfactory academic progress regarding academics and attendance at the end of each evaluation period. The SAP policy 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. **However, the following stated policy and guidelines as set forth by NACCAS and the USDOE are minimum requirements and procedures for maintaining eligibility for receiving federal student financial aid only. Stylemasters College reserves the right to establish standards for continued enrollment and graduation in addition to the minimum requirements stated in this section of the catalog. Please note that state financial aid programs have their own distinct and separate SAP requirements that can be found on page 19 of this catalog.** Stylemasters College of Hair Design's graduation requirements, rules and regulations, attendance requirements, and performance standards are stated in the Stylemasters College of Hair Design's College Catalog, Stylemasters College of Hair Design's Student Handbook, Stylemasters College of Hair Design's Project Book, and Stylemasters College of Hair Design's Enrollment Agreement.

SAP'S EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the conclusion of each evaluation period within seven (7) school business days following the established evaluation period(s) as follows SAP Evaluations, for each program are based on a 900 clock hour, 30 week academic year.

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Cosmetology: (1650 Clock hours)	
1 st Evaluation Period Ends	450 clock hours and 15 weeks
2 nd Evaluation Period Ends	900 clock hours and 30 weeks
3 rd Evaluation Period Ends	1,275 clock hours and 42 weeks
4 th Evaluation Period Ends	1650 clock hours and 54 weeks
Esthetics: (750 Clock hours)	
1 st Evaluation Period Ends	375 clock hours and 15 weeks
2 nd Evaluation Period Ends	750 clock hours and 30 weeks
Nail Technology: (600 Clock hours)	
1 st Evaluation Period Ends	300 clock hours and 10 weeks
2 nd Evaluation Period Ends	600 clock hours and 20 weeks
Instructor Training: (600 Clock hours)	
1 st Evaluation Period Ends	300 clock hours and 10 weeks
2 nd Evaluation Period Ends	600 Clock hours and 20 weeks

Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluation periods are based on actual hours completed and will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet academic progress requirements of at least one evaluation by midpoint in the course.

****Please note that for state financial aid recipients, SAP evaluation periods are set at 300 clock hour intervals and students must successfully complete 100% of the 300 clock hours associated with the term before any additional state funds may be disbursed from the next 300 clock hour term to the student.**

SAP'S MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allows for students to complete each course at satisfactory academic progress as stated below:

COURSE	MAXIMUM TIME ALLOWED		
	HOURS	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time, 37.5 hrs. per week)	1,650	66	2,475
Esthetics (Full Time, 37.5 hrs. per week)	750	30	1125
Nail Technology (Full Time, 37.5 hrs. /wk.)	600	24	900
Instructor Training (Full Time, 37.5 hrs. /wk.)	600	24	900

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 hours. Students who have not completed the course within the maximum time frame shall be terminated from the program but may be able to continue their enrollment by making satisfactory cash payment arrangements with Stylemasters College of Hair Design consistent with the re-enrollment provisions of the admissions policy.

**For State Aid recipients, the maximum time allowed for students to complete each course is 125% of scheduled hours.

SAP'S ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by Stylemasters College of Hair Design. Students are assigned written and practical assignments. 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 the practical assignment does not meet satisfactory requirements, it is not counted and must be repeated. Students must maintain a cumulative grade point average of 75% for all written and practical work and pass a FINAL written and practical exam prior to graduation with a minimum of 85%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale.

92% - 100% = A

75% - 83% = C

84% - 91% = B

74% & below = F (unsatisfactory)

Note: State Aid recipients are evaluated on a qualitative and quantitative standard every 300 clock hours completed.

SAP'S DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for SAP at the end of the evaluation period are considered making satisfactory academic progress until the end of the next scheduled evaluation period. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation.

SAP'S WARNING PROCEDURE

Students who fail to meet the minimum requirements for satisfactory progress are eligible for federal financial aid with assigning the student a "Warning" status for the following evaluation period. The student is considered to be making Satisfactory Academic Progress during the Warning status period and is eligible to receive Title IV disbursements. The warning period allows the student enough time to take the actions required to meet the minimum academic progress requirements by the next evaluation. At the end of the Warning period, academic progress MUST be evaluated, and if the student fails to meet SAP at the end of the evaluation period the student, the student MUST submit an appeal to be placed on a "Probation" status or the student is no longer eligible for Title IV financial aid and the student must follow the school's policy for reinstatement of financial aid.

SAP'S PROBATION PROCEDURE

Students who fail to meet the minimum requirements for satisfactory progress after the warning period may be assigned a "Probation" status if the student has successfully appealed their loss of federal student aid eligibility, can meet the satisfactory academic progress standards by the end of the evaluation period or develops and academic plan for the student to follow. This status is for only one payment or evaluation period, during which the student may receive federal student aid disbursements. Stylemasters College of Hair Design requires the student to follow an academic plan while assigned a probation status. The student's progress will be evaluated at the end of the period and if a student fails to meet the minimum requirements the

student becomes ineligible for federal financial aid and must follow the school's policy for reinstatement. A student who has been reinstated to eligibility under an academic plan and is making progress under that plan is considered to be an eligible student even when the student fails to meet the satisfactory academic progress requirements at the next evaluation point. However, if the student fails to meet the standards established in the academic plan, the student will no longer be eligible for federal student aid.

SAP'S APPEAL PROCEDURE

Students determined to not be making satisfactory academic progress after the warning period may submit an appeal for the reinstatement of eligibility within ten (10) calendar days of the determination. 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 the appeal in writing on the designated form to Stylemasters College of Hair Design with supporting documentation of the reasons why the student failed to meet the required standards and 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 from submission. The appeal and decision documents will be retained in the student file. If the student is granted the appeal, the satisfactory academic progress determination will be reversed and federal financial aid eligibility will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS PROCEDURE

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

SAP'S PROCEDURE ON INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Stylemasters College of Hair Design 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 calendar 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.

SAP'S PROCEDURE ON NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to Stylemasters College of Hair Design. Therefore, these items have no effect upon Stylemasters College of Hair Design's satisfactory academic progress standards.

SAP'S PROCEDURE ON TRANSFER HOURS

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 Stylemasters College of Hair Design.

ADDITIONAL SAP REQUIREMENTS FOR STATE FINANCIAL AID RECIPIENTS

QUANTITATIVE AND QUALITATIVE FACTORS

Qualitative Standard

State financial aid recipients must meet the same qualitative federal GPA requirements (75% minimum GPA) as described within the Academic Progress Evaluation section on page 16 to remain in good standing for state financial aid purposes. Grade Point Average (GPA) of a minimum of 75% is required. Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A minimum cumulative academic level of 75% or higher on all practical and theory projects.
2. To determine whether a student meets the academic requirements for Satisfactory progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher.

Quantitative Standards

Students receiving state aid, and College Bound scholarship will be held to the state standard and must meet the following: WAC 250-21-010(16) A student must be enrolled as a full-time student and complete 300 hours for each term to be considered as meeting satisfactory progress. For State Aid purposes students will be evaluated on a term- by-term 300 clock hour evaluation of SAP status for state aid recipients and must perform per term clock hour completion standards to remain in good standing. Students must receive at least 12 hours of instruction per week to be awarded state aid. In addition, state need recipient students must successfully complete 100% of the clock hours associated with the current disbursement of state financial aid before any additional state funds may be disbursed to the student. Once the student successfully completes 300 hours, the student may be eligible for the next term payment. Then for each additional 300 hours successfully completed, the student may be eligible for additional term payments.