

# SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....

Preparing People Barber Styling College's Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is posted on the website 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.

*\*NOTE: Students who meet minimum requirements are considered to be making satisfactory academic progress until next scheduled evaluation.*

## EVALUATION PERIODS

Students are evaluated for Satisfactory Progress as follows:

Class A Barber 450, 900, 1200 clocked (actual) hours

Instructor (750 hours course) 375 clocked (actual) hours

Instructor (500 hours course) 250 clocked (actual) hours

Cosmetology Cross-Over 150 clocked (actual) hours

Evaluations 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 both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. All students must sign off on each SAP report and a copy is given to the student and the original is placed in the students file.

**\*Transfer students-** Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 67% 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 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS-----	SCHEDULED HOURS
Class A Barber (Full time, 35 hrs/wk) - 1500 Hours	64.3 Weeks	2250
Class A Barber (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Barber Instructor (Full time, 35 hrs/wk) – 750 Hours	32 Weeks	1125
Barber Instructor (Part time, 20 hrs/wk) – 750 Hours	56 Weeks	1125

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.

**MAXIMUM TIME FRAME For Students receiving Title IV funding:**

COURSE	MAXIMUM TIME ALLOWED	
	Hours	Weeks
Class A Barber (Full time, 35 hrs/wk) - 1500 Hours	450	22
Class A Barber (Part time, 20 hrs/wk) – 1500 Hours	900	45
Class A Barber (Part time, 20 hrs/wk) – 1500 Hours	1200	60
Class A Barber (Part time, 20 hrs/wk) – 1500 Hours	1500	75
Barber Instructor (Full time, 35 hrs/wk) – 750 Hours	375	22
Barber Instructor (Part time, 20 hrs/wk) – 750 Hours	750	45

**ACADEMIC PROGRESS EVALUATIONS:** 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. 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 the course of 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:

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 75 - 84 SATISFACTORY
- 70 - 74 BELOW STANDARDS – 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 until the next scheduled evaluation. Students will

receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted/suspended, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. We will notify all students in writing of any changes in status.

### **WARNING**

Students who fail to meet minimum requirements for attendance 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.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation only after a successful appeal. During which time, the student is on suspension of title IV funds before approved appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 and placed on title IV suspension.

**\*\*\*Note:** Our institution's academic plan for each course offered, if followed, will ensure that the student is able to meet the institution's Satisfactory Academic Progress requirements by a specific point within the maximum timeframe established for the individual student. **Most probationary periods are for a Title IV pay period (450 hours)**

### **Progressive Disciplinary Procedures**

- *Occasion One (Warning):*

Students not making satisfactory progress in either area during any grading period will receive a written warning letter, stating that his/her performance does not meet the required level.

- *Occasion Two : (termination)*

. On the second occasion of unsatisfactory progress in either area, a third written warning letter will be issued to the student. This letter will terminate the student from The Barbering Program unless an appeal has been successful and student is placed on probation.

Procedures are: warning, suspension, appeal, then probation if the appeal was successful.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish satisfactory progress, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence (See LOA Policy), 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 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 school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **Incompletes**

Any student who fails to complete a course will receive an incomplete. Incompletes courses will be given a grade of zero.

### **TERMINATION POLICY**

Students must comply with all rules and policies of PPBS COLLEGE #2. PREPARING PEOPLE BARBER STYLING COLLEGE shall have the right to terminate a student's contract and the student's enrollment at any time for violation of the rules and policies that presently exist, or which may exist in the future. Termination may result for fighting, obscenities, and use of illegal drugs, concealed weapons, and disrespecting school authorities. PREPARING PEOPLE BARBER STYLING COLLEGE reserves the right to modify the rules and regulations in compliance to TDLR's rules and laws. If a student misses 14 consecutive days without being on LOA or other authorization, the school will automatically consider student as a drop and the student will be terminated from the school.

### **Repeat Courses**

If a student repeats a course, the course will count in the maximum number of attempted hours each time the course is taken.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress after a warning, the student may appeal the determination is placed on suspension. 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 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 in writing 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. Students who receive a negative progress determination when there are mitigating circumstances beyond a student's control may appeal if such mitigating circumstances are considered to be a serious illness or injury to the students, death or serious illness of an immediate family member or serious personal circumstances that adversely affected a student's performance. Appeals must be submitted in writing to PREPARING PEOPLE BARBER STYLING COLLEGE within three (3) business days of receiving the determination. A decision will be issued to the student after the appeal has been evaluated as stated above within 30 calendar days. All decisions are final. If an appeal is declined the student continues to follow the Progressive Disciplinary Procedures.

### **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

