

# UNIVERSITY OF AESTHETICS & COSMETOLOGY

## SAP POLICY

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This Institution's SAP Policy is provided to all applicants prior to enrollment & is a required to be applied consistently to all enrolled students in approved programs (part-time & full-time).

#### Requirements

| <b>In order to meet SAP, students must meet:</b> |                                     |
|--|-------------------------------------|
| Academic Requirement                             | = 75% Cumulative Grade Average      |
| Attendance Requirement                           | = 75% Cumulative Attendance Average |

Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

***Any student not making satisfactory progress may lose financial aid eligibility for financial aid from Title IV program funds and may be subject to termination.***

#### GRADING PROCEDURE

Student assessments include quantitative & qualitative factors; such as, but not limited to practical rubrics, practical performances, and examinations. Evaluation, feedback, and grades are given to the student for each assessment.

| <b>Work is graded according to this scale.</b> |                               |
|--|-------------------------------|
| 95-100   | = A                           |
| 85-94  | = B                           |
| 75-84  | = C <i>Minimum Acceptable</i> |
| 74 & Below                                     | = F <i>Failure</i>            |

Students must make-up failed or missed tests and incomplete assignments (the first passing grade will be recorded). Some assignments are on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

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#### SAP EVALUATION POINTS

The 1st evaluation point will be no later than the mid-point of the academic year or the program whichever is earlier. This Institution defines an academic year as 900 clock hours over a period not less than 26 weeks. Evaluation periods are based upon actual hours completed. SAP Evaluation Points are used to notify the student of any impact to eligibility for federal student aid & are provided to each student. Students may request a copy of any SAP report or to view their student file.

*If a program is more than 450 hours and less than 900 hours, evaluation points (which may also be payment periods) are equal to one half of that program. If the program is less than 450 hours, the SAP Evaluation Point will be at the half-way point.*

| <b>Cosmetology, SAP Evaluation Points 1,500 Hours</b> |            |
|---|------------|
| Payment Period 1                                      | 450 hours  |
| Payment Period 2                                      | 900 hours  |
| Payment Period 3                                      | 1200 hours |

| <b>Aesthetics or Aesthetics Instructor SAP Evaluation Points 750 Hours</b> |           |
|--|-----------|
| Payment Period 1   | 300 hours |
| <b>Cosmetology Instructor SAP Evaluation Points 1,000 Hours</b>            |           |
| Payment Period 1   | 450 hours |

#### SAP EVALUATION RESULTS

Students will be provided written notice of their SAP standing at the time of evaluation & notified if financial aid eligibility is impacted. Copies of evaluations and appeal results will be kept in the student's file & are available to the student.

| <b>SAP Evaluation Results</b>                    |   |
|--|---|
| Satisfactory Status                              | Requires no action by student or school. Status remains until next evaluation.  |
| Warning Status = Financial Aid Warning           | Not meeting SAP. Requires no action by student, aid eligibility is retained until next evaluation.  |
| Unsatisfactory Status = Financial Aid Suspension | Student has right to appeal and appeals must be in writing. If appeal is granted, student status is probation until next evaluation. Eligibility for aid continues. If appeal is denied or student does not file a written appeal, financial aid eligibility is lost and student may be terminated. |

|                                |  |
|--------------------------------|--|
| Financial Aid Probation Status | Not meeting SAP in period following Warning Status. A written appeal has been granted; student status becomes Probation until next evaluation. Eligibility for aid continues. Probation Status cannot be for two consecutive evaluation periods. |
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#### WARNING STATUS = FINANCIAL AID WARNING

For students participating in federal student aid assistance: Students who fail to meet the minimum requirements for academic and attendance progress at the end of an evaluation point will be placed on Financial Aid Warning. A student on Financial Aid Warning may continue to receive federal student aid assistance under the Title IV HEA for the program through the next payment period.

If, at the end of the payment period, the student is meeting the minimum grade academic and attendance requirement, then the student is considered to be meeting Satisfactory Academic Progress; if not, the student is placed on Financial Aid Suspension and will lose FSA eligibility.

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#### FINANCIAL AID SUSPENSION

Students placed on Financial Aid Suspension will be notified; will have the right to appeal; & will be required to meet specific criteria of an improvement plan to assist them in regaining FSA eligibility.

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#### FINANCIAL AID SUSPENSION APPEAL

Students who are on Financial Aid Suspension may appeal to receive Financial Aid through Probation status. To qualify for an appeal:

- The student must make a formal appeal in writing within 10 days of being notified of Financial Aid Suspension
- The Institution must determine that the student should be able to meet SAP requirements at the end of the next payment period by following the **Academic Plan**.
- The student may not already be on Probation & the student did not make Satisfactory status during the Warning or previous evaluation period.
- The student must have a basis to file an appeal. Acceptable reasons include the death of a relative, an injury or illness of the student, or other special and unusual circumstances. **Academic Plan**: The student must document what caused the failure to meet SAP and must also explain what has changed that will allow them to demonstrate their ability to meet SAP at the end of the next payment period. The student must submit all information in writing within 10 days of being notified of being put on Unsatisfactory Status. If the appeal is granted, the student will remain eligible for Title IV program funds during Probation Status.
- Appeal results will be documented in the student's file.

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#### FINANCIAL AID PROBATION

Students prevailing upon appeal of their Financial Aid Suspension will be placed on Financial Aid Probation & will have their FSA reinstated for one payment period.

If, by the next payment period following Financial Aid Probation, the student is meeting the SAP standard, the student will be considered making SAP & removed from Financial Aid Probation.

If, by the next payment period following Financial Aid Probation, the student is not meeting the SAP standard, the student will be considered not making SAP. This will result in the student being notified of the loss of eligibility for Title IV HEA program funds. The student may also be terminated from the Institution.

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#### SAP EVALUATION & RE-ENROLLMENTS

Students, who re-enroll, re-enroll in the same progress status as when they left. For students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based upon the new contracted hours. To be considered making SAP or to re-establish SAP the student must meet both the cumulative Academic and Attendance requirements.

A former student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, the former student must document the ability to successfully complete the program and certify that the causes of previous difficulties have been managed. Former students who are reinstated will return as not making SAP and will be allowed to continue their education, but where applicable are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

***Additional information which may have an impact on SAP will cause the Institution to recalculate SAP.***

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#### ACADEMIC YEAR

An academic year is 900 clock hours over a period of not less than 26 weeks. Each program uses the 900-clock hour academic year.

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#### SAP FACTORS

- **Leaves of Absence** – Approved Leaves of Absence will extend the student’s enrollment agreement and Maximum Time Frame by the same number of days taken in a Leave of Absence
- **Holidays** - School holidays are not considered in the calculation of cumulative attendance.
- **Transfer** - Clock hours accepted from another institution toward the student’s educational program are counted as attempted and completed for determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this Institution.
- **Re-Enrollment** – Students re-enroll in the same status as when they withdrew or were terminated from the Institution. Specifically, students re-enrolling who were not meeting the SAP standard at the time of their withdrawal or termination, regardless of how long the student has been not enrolled, and are allowed to re-enroll are considered to not be making SAP and will not be eligible for Title IV HEA programs until they are able to re-establish SAP.
- **Course Incompletes, Repetitions, Non-Credit Remedial Courses** have no effect on SAP and this Institution does not have these items or policies.

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#### MAXIMUM TIME FRAME

Maximum Time Frame is 150% of the time it would take to complete the scheduled hours in the program.

Example: 600-hour program = 1.5 \* 600 hours = 900 hours. However, Maximum Time Frame at the required

minimum attendance percentage of 75% is equal to a Maximum Time Frame of 133%. For example: 75% minimum attendance.  $1,500 \text{ clock hours} / .75 = 2,000 \text{ clock hours}$  or  $1,500/2,000 = 1.33$  or 133%.

If it is determined that a student must attend beyond the maximum time frame due to poor attendance or to complete graduation requirements, the student is terminated. At that time, this Institution may, at its discretion, re-enroll the student and require execution of a new Enrollment Agreement. (See Re-Enrollment elsewhere in the official school catalog.) The student will be required to pay the current charges per Program hour in effect at the time of execution of the new Enrollment Agreement.