



sap policies

SATISFACTORY ACADEMIC PROGRESS (SAP)

The college expects all students to maintain Satisfactory Academic Progress as established by this institution. Students who receive financial aid must maintain satisfactory progress to ensure eligibility of funding. The Satisfactory Academic Progress Policy is applied to all students at "The College". The United Beauty College Catalog is printed in the catalog to ensure that every student received a copy prior to enrollment. This policy is in compliance with the guidelines and regulations established by NACCAS and the United States Department of Education.

ACADEMIC EVALUATION/DETERMINATION OF PROGRESS

Students are evaluated throughout the course on theory, practical and clinical work, although clinic work is not factored into the GPA. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the evaluation periods listed below. This evaluation form reflects the cumulative academic progress of the student. Students must maintain a "C" 70% average to maintain satisfactory academic status. Students must make up failed or missed tests and incomplete assignments. The system detailed below is the system utilized in the college.

- 90%-100% = A
- 80%-89% = B
- 70%-79% = C
- 60%-69% = D
- Below 60% = F

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The students are evaluated for satisfactory academic progress at the end of the first non-standard term (50% completion), and near the end of course completion (90%) mark of the second non-standard term.

EVALUATION PERIODS	50%	90%	
COSMETOLOGY	750	1350	SCHEDULED HOURS
ESTHETICIAN	300	540	SCHEDULED HOURS
MANICURING	300	540	SCHEDULED HOURS
HAIRSTYLIST	600	1080	SCHEDULED HOURS
BARBER	750	1350	SCHEDULED HOURS

DETERMINATION OF PROGRESS

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 at any evaluation point may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

ATTENDANCE PROGRESS EVALUATION

At the end of each Evaluation Period listed above, determine if the student has met the minimum requirements for attendance. The minimum requirement for attendance is 67% of the total hours scheduled. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

The student will be allowed to stay past contract time when finishing a beauty service on a client, students with days missed, with proper documents they may stay after contract time, to make up these hours. The College 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 must not exceed 150% of the course length. Below is the maximum is allowed time for students to complete each course at Satisfactory Progress:

COSMETOLOGY (Full time, 37.5 hrs/wk)	2250 Hours (60 Weeks)
ESTHETICIAN (Full time, 37.5 hrs/wk)	900 Hours (24 Weeks)
MANICURING (Full time, 37.5 hrs/wk)	900 Hours (24 Weeks)
HAIRSTYLIST (Full time, 37.5 hrs/wk)	1800 Hours (48 Weeks)
BARBER (Full time, 37.5 hrs/wk)	2250 Hours (60 Weeks)

TRANSFER STUDENTS

Evaluations will determine if the student in transfer has met the minimum requirements for SAP; the mid-point of the actual contracted hours or the established evaluation periods, whichever comes first. The scheduled evaluations ensure students have at least one evaluation completed by the mid-point in the program. The maximum time allowed for transfer students who need less than the full course requirements students will be determined based on 67% of the scheduled hours. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

Major Degrees or a pursuit of a second degree(s) are not offered by United Beauty College, hence declaration, and or change of degree, major or minor are not required. Summer term(s) is also not required nor offered by United Beauty College.

TRANSFER OF HOURS

Applicants must meet the regular student admission requirements. Tuition charges for partial enrollment supplies or books when needed. Hours for prior training may be granted, however, such hours has to be evaluated and approved by the college director. Due to varied state requirement and curriculum differences, the college does not guarantee the transferability of its hours to any other institutions. A student's transfer hours from another institution that are accepted toward his or her educational program will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ACADEMIC WARNING & PROBATION

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic 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 will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of 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 required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress. Not making Satisfactory Academic Progress may terminate financial aid funds at the discretion of the institution.

COURSE INCOMPLETES, REPETITIONS & WITHDRAWALS, NON-CREDIT & REMEDIAL COURSES

INCOMPLETES, REPETITIONS & WITHDRAWALS

Incompletes, repetitions, and withdrawals are counted as attempted but not earned hours. An incomplete also does not count as the successful completion of a course and excessive incompletes can result in the termination of financial aid. The SAP of student with a course of incomplete will be determined by the student's last scheduled evaluation. 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.

Grades below a 70% Course incompletes and grades below 70% are counted as hours attempted but not achieved. Course incompletes will revert to a failure. Repetitions of course work are counted as hours attempted. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. Students who withdraw from the course will receive a grade of "W", which has no impact on the GPA. The clock hours for the courses are counted as attempted but not achieved.

NONCREDIT & 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.

INTERRUPTION IN COURSE OF STUDY

Should it become necessary for a student to temporarily withdraw from the college for any reason, that student shall have the right to return to the college at a later date. However, the student shall re-enter at the same status as the date of their withdrawal. If enrollment is temporarily interrupted for a leave of absence, the student will return to the 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 and maximum time frame 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 student is allowed 1 leave of absence per 12 month period for up to 180 days.

Should a student find it necessary to be out of school for a significant period of time, a leave of absence should be requested in writing in advance. Should a student experience a death in their family, a personal leave may be requested in writing, within 3 school days following the death. The entire period of time taken can then be considered personal leave time. During an approved leave, the student may not receive financial assistance.

STUDENT GRIEVANCE PROCEDURE

Students who have a problem or grievance related to the operation of the United Beauty College should use the following procedure to resolve the problem or grievance

GRIEVANCE STEPS:

- Speak directly to the person(s) involved to resolve the issue.
- Speak to the college Director who will render a written and /or oral decision within 3 school days.

Follow the steps in order to reach a solution that is satisfactory to all person(s) parties involved in all fair.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence" LOA" from the program a minimum of two weeks and up to a maximum of 180 days. LOA must be requested in writing by the student and must be approved by school director. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the director approving the LOA. Do not request a Leave of Absence unless you absolutely need one.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

A student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements on or before the end of the probationary period or should a student prevail upon appeal and/or reestablish satisfactory progress status, Title IV Funds will be reinstated accordingly and where applicable. In the event such students are allowed to continue with instruction, they will be reinstated only after one of the following conditions is met:

- a) The student has reestablished SAP in accordance with the grading, maintain a "C" 70% average (considered to be making satisfactory progress during the probationary period)
- b) If the student appeals the decision, and prevails upon appeal
- c) Student placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, the student will not be deemed eligible to receive Title IV Funds.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation. No more than one probation is allowed.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within 10 days from the date of determination and must describe any circumstances related to the student's academic standing which students believes he/she deserves special consideration. Reason for which students may appeal a negative progress determination include:

- a) death of a relative
- b) an injury or illness of the student
- c) any other allowable special or mitigating circumstance

Supporting documentation of the reasons why the determination should be reversed must be included within the appeal. Supporting documentation may include a narrative statement, a doctor's note, an obituary, a counseling record or similar supporting documents. 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. Administrator shall evaluate the appeal within a reasonable time frame of 30 days and notify the student in writing of the administrator's decision. The decision shall be final.

A student who prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course. The appeal and decision documents will be retained in the student file. The satisfactory academic progress determination will be reversed and Title IV aid will be reinstated, if applicable.

