

Baltimore Studio of Hair Design School of Cosmetology

SATISFACTORY ACADEMIC PROGRESS POLICY

900 Hour Academic Year

Satisfactory Academic Progress (SAP) is the evaluation or monitoring system that tracks the progress of a student. The evaluation system monitors the minimum levels in both academics and attendance to ensure the student's success at this institution. The minimum standards are set by the school and are checked during specified intervals throughout the course according to the student's hours. Satisfactory Academic Progress applies to all students who attend this institution.

MAXIMUM TIME FRAME

The maximum time frame for course completion, exclusive of leave of absences, is as follows: (1.25 times the total contract weeks)
 Note: Student will be withdrawn from the program if they exceed maximum time frame. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days in the leave of absence

Cosmetology/Operator (1500 hours of training)

| <i>Schedule</i> | <i>Max Time</i> | <i>Contract</i> |
|-----------------|-----------------|-----------------|
| Full Time | 75 weeks | 60 weeks |
| Part Time | 110 weeks | 88 weeks |

ATTENDANCE PROGRESS EVALUATION

The maximum time frame is divided into equal evaluation periods according to the student's hours, whereby the student must achieve satisfactory progress at each interval to continue with training. SAP evaluation points for Cosmetology students are at 450, 900, 1200 actual hours. The first evaluation must occur no later than the mid point of the academic year and/or the midpoint of program, which ever one occurs sooner. Transfer hours that are accepted are counted as both attempted and completed hours. Attendance progress evaluation results are discussed with each student in the Financial Aid office. For students with transfer hours accepted, SAP evaluation periods are based on actual contracted hours at the institution.

| Program / Schedule | Full Time Cosmetology/Operator | Part Time Cosmetology/Operator | |
|--|-----------------------------------|-----------------------------------|--|
| 1 st Evaluation Period Ends | 450 clock hours & 18 weeks | 450 clock hours & 26 weeks | |
| 2 nd Evaluation Period Ends | 900 clock hours & 36 weeks | 900 clock hours & 52 weeks | |
| 3 rd Evaluation Period Ends | 1200 clock hours & 48 weeks | 1200 clock hours & 70 weeks | |
| 4 th Evaluation Period Ends | 1500 clock hours & 60 weeks | 1500 clock hours & 88 weeks | |

ACADEMIC PROGRESS EVALUATION

Academic Progress evaluation results are discussed with each student in the Financial Aid office at the end of each evaluation period and is based upon theory and practical grades. Theory grades are made up of quizzes and chapter tests. Practical grades are based upon completion of established number of Laboratory /Clinic services and/or manikin assignments. Theory tests and practical grades will be on the following scale:

Grading Scale:

| | Theory Grades | Practical Grades |
|----------------|---------------|------------------|
| Excellent | 90 - 100 | 1 = 90 - 100 |
| Good | 80 - 89 | 2 = 80 - 90 |
| Satisfactory | 75 - 79 | 3 = 75 - 79 |
| Unsatisfactory | 74 or below | 4 = 74 or below |

All failing or incomplete grades must be made up. Instructors will advise students when make up tests and assignments will be scheduled and reviewed with the students on the following monthly evaluations.

DETERMINATION OF STATUS

Evaluation periods for Cosmetology/Operator program, which is longer than one academic, coincide with the payment periods established by the US Dept of Education, whereas each academic year is divided into two equal evaluation periods. All evaluations must be completed within 7 school days following the established evaluation period. The evaluation periods are based on actual completed hours.

The student will be deemed to be making satisfactory academic progress if he/she meets the minimum requirements of academic progress and attendance progress. Minimum academic progress means maintaining a 75% grade average and 80 % of scheduled hours of attendance at the end of each payment period. Students are considered to be maintaining SAP during the first payment period. Determination of status occurs three times throughout the course and coincides with the end of each payment period (Cosmetology/Operator:450, 900, 1200 actual clock hours). The first evaluation must occur no later than the mid point of the academic year and/or the midpoint of program, whichever ever one occurs sooner. A student who meets the minimum requirements for attendance and academic performance is considered to be making SAP until the next scheduled evaluation. SAP is discussed with each student in the Financial Aid office. Students who do not meet the required minimums in attendance and academics will be placed on warning.

WARNING

If the student is not meeting the minimum requirements for attendance (80 % of cumulative scheduled hours) or academic progress (75% cumulative grade average), he/she is considered to be on warning. While on warning, he/she will be considered to be making satisfactory academic progress and therefore entitled to receive Title IV funds if eligible. The student will be on warning for the duration of the payment period. If the student is making SAP at the end of the warning period, he/she will be considered to be making SAP for that evaluation period. If the student is not making SAP at the end of the warning period, he/she may be ineligible to continue in the course as well as ineligible for future Title IV funding if the student had qualified. The student may appeal this decision.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS STATUS / APPEAL PROCEDURES / PROBATION

A student may be allowed to enter probation, for students who are not considered meeting minimum standards for SAP if: (a) the institution evaluates the student's progress and determines that the student did not make SAP during the warning and (b) the student prevails upon appeal of a negative progress determination prior to being placed on probation and (c) the institution determines that SAP standards can be met by the end of the subsequent evaluation period; or (d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's SAP requirements by a specific point within the maximum time frame established for the individual student.

To re-establish satisfactory academic progress the student may appeal the determination/result of the Warning and if the appeal is successful will enter Probation. The student may appeal the determination of unsatisfactory progress and the termination from school or ineligibility of financial aid in writing to the Financial Aid Director within 5 days of the determination of status. The Financial Aid Director will notify the student in writing of the appeal decision within 5 (five) business days of receipt of the appeal.

Appeal letters should include reasons such as: the death of a relative, an injury or illness of the student, or other allowable special circumstances, including any applicable documentation, that prevented the student from meeting the required minimums in this institution and should also incorporate a plan of action of what has changed in the student's situation that will allow the achievement of SAP at the next evaluation.

The result of the appeal are documented in the students file. If a student prevails upon appeal and the institution determines that SAP requirements can be met by the end of a specified evaluation period, the student will enter probation and be deemed in satisfactory academic progress during the specified probation time.

REINSTATEMENT OF AID

When a student has been reinstated to SAP, either from an appeal process, or re-entering the program, the student may once again be eligible for Title IV funding if he/she qualifies. The student will re-enter under the same progress status as when they left.

TEMPORARY INTERRUPTIONS/LEAVE OF ABSENCE POLICY

A student may request a leave of absence (LOA) for up to 180 days upon written request to the Administrative Office. Student's requesting a LOA must follow the LOA policy. A written request must include the reason that the student is requesting a LOA and include the student's signature. A LOA may be granted with reasonable expectation that the student will return from LOA. A student must apply in advance of the start of the LOA, unless unforeseen circumstances prevent the student for doing so. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the student provides the request at a later date and the school can document the reason for it's decision to allow this. (In this instance, the beginning date of the LOA would be the first date the student was unable to attend the institution because of the unforeseen circumstance)

During an approved LOA, the granted student is not considered to have withdrawn and no refund calculation is required during this time. The status of the student upon leave of absence, withdrawal or any official interruption of training will remain the same upon reinstatement into the course. The school may not assess the student any additional institutional charges as a result of the LOA.

Course incompletes, repetitions and non-credit remedial courses do not apply to this School, and therefore, have no effect upon satisfactory progress standards.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days in the leave of absence. Changes to the enrollment agreement will be initialed by all parties or if an added addendum is used to the enrollment agreement, it must be signed by all parties. For extenuating circumstances, additional leaves of absence may be approved as long they do not exceed 180 days in any 12 month period, may be allotted upon written request submitted by the student and approved by the Financial Aid Director on a case by case basis.

If a student takes an unapproved LOA or fails to return by the specified date of return in the LOA request, the student will be considered withdrawn. The date the institution determines withdrawal will be the final date of the LOA. However, the last date of attended will be used for all refund and withdrawal calculations.