

## **SATISFACTORY PROGRESS POLICY**

Appendix B  
Updated July 2010  
Revised June 2011

1. Satisfactory progress in attendance and academic work is a requirement for all students enrolled in International Cosmetology Academy.

NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

2. **ATTENDANCE PROGRESS**

Junior Cosmetology students are required to maintain an 85% attendance the first 45 days of their program. Junior Manicure students must maintain an 85% attendance the first 35 days of their program. Students must then maintain a 75% cumulative average in attendance throughout the programs to be in satisfactory attendance progress. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same attendance percentage at which they departed.

MAXIMUM TIME FRAME: The maximum time frame a student has to complete a course study is 1.50% of the number of months listed on said contract. The student contract will reflect the expiration date of said contract and if the student has not completed the required clock hours at the designated expiration date, the contract is considered expired. The student will be required to enter into a new contract with the Academy in order to complete the required hours to complete and graduate from the course.

3. **ACADEMIC PROGRESS**

Students are evaluated in theoretical performance by means of a written exam. A written exam follows each unit of theory study. An 85% is required to be considered a passing grade on each written exam. Students are evaluated in practical skill development throughout the entire course of study based on criteria that are converted to a percentage grade. The Student Salon client services are not factored into the GPA. Student Salon assignments are graded and are part of the GPA. Students returning from a leave of absence will return to the school in the same academic percentage at which they departed.

4. **GRADING SCALE**

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned:

96% to 100%	A	Excellent
95% - 91%	B	Very Good
90% - 85%	C	Satisfactory
84% and below	D	Needs Improvement

Practical work is evaluated by each student's ability to show competence for an entry-level position based on National Standards.

(Provided by Milady Standard Course Management Guides).

Progress reports are completed for each student in classes and the Student Salon. One copy is given to the student and one copy is placed in the student's file. Grade sheets are also completed and kept in the student's file. Cumulative progress reports are maintained in a permanent file as per State Board requirements. The evaluation includes grades from Theory tests, Practical Competencies, Projects and Student Salon Assignments, attendance, and MPA/YTD's. All students are required to achieve a **cumulative academic average of 85% in order to be considered satisfactory.**

5. **DETERMINATION OF PROGRESS**

The Full Time Cosmetology students are evaluated for satisfactory progress at the following intervals:

(3 weeks)	105.0 scheduled hours
(6 weeks)	210.0 scheduled hours
(9 weeks)	315.0 scheduled hours
(12/13 weeks)	450.0 scheduled hours
(21.4 weeks)	750.0 scheduled hours
(35.7 weeks)	1250.0 scheduled hours
(42.86 weeks)	1500.0 scheduled hours

The Part Time Cosmetology (25 hours weekly) Students are evaluated for satisfactory progress at the following intervals:

(3 weeks)	75.0 scheduled hours
(6 weeks)	150.0 scheduled hours
(9 weeks)	225.0 scheduled hours
(14 weeks)	350.0 scheduled hours
(18 weeks)	450.0 scheduled hours
(30 weeks)	750.0 scheduled hours
(50 weeks)	1250.0 scheduled hours
(60 weeks)	1500.0 scheduled hours

The Manicure Students (20 hours weekly) are evaluated for satisfactory progress at the following intervals:

(3 weeks)	60.0 scheduled hours
(7 weeks)	140.0 scheduled hours
(10 weeks)	200.0 scheduled hours
(20 weeks)	400.0 scheduled hours

The Cosmetology Instructor Students (weekly hours arranged on an individual basis).

125.0 scheduled hours
250.0 scheduled hours
500.0 scheduled hours

**A student may receive additional evaluations as needed.**

Students meeting the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. **Only students who maintain satisfactory progress are eligible to receive Title IV assistance. Students must meet both the attendance (75%) and academic (85%) minimum requirements in order to receive Title IV funding.**

6. **PROBATION**

Students who fail to meet AP standards during any given evaluation period will be placed on probation until the next evaluation period. Students will not be able to receive Financial Aid Funds during the probation period. **For financial aid eligibility to be re-instated, students must meet the academic and attendance requirements by the end of the probationary period.** Students who meet the requirements while on probation will be removed from probation. If a student fails to meet the cumulative attendance and/or academic requirements after the probationary period, the student may be placed on suspension. Students that enter into a second probationary period during their training may be terminated at any time during the probationary period if they fail to meet the required improvements.

**Probation Implementation Protocols:**

Phase 1: Probation for 4 weeks (28 consecutive days). Academic and/or Attendance requirements for the student will be outlined in order for the student to work towards raising their averages to meet the required 75% attendance / 85% academic averages. Failure to meet those agreed upon requirements will result in an immediate suspension from the Academy. The student is allowed to pursue the appeals process at that time.

Phase 2: A student that falls below acceptable averages at any time during their training will enter into a second probation of 2 weeks. Academic and/or Attendance requirements for the student will be outlined in order for the student to be removed from the probationary status. Failure to meet those agreed upon requirements will result an immediate expulsion from the Academy. Expulsion from the Academy may be permanent.

7. **APPEAL PROCESS**

Students who have received a negative progress evaluation, who have been placed on financial aid suspension and/or has been terminated, may file an appeal if they believe they have extenuating circumstances. The student must submit a written request to the Admissions Director. The letter should be received within five (5) days of the suspension and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The Admissions Director shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the decision. Should the student's appeal be denied, they may appear before the

Advisory Committee to present their case. The decision of the committee shall be final. If the student prevails upon the appeal process, the student must maintain a satisfactory progress status by the next evaluation.

8. **LEAVES OF ABSENCE**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. A student who returns less than six months from the date of interruption will enter in the same progress status as when they left.

9. **REINSTATEMENT OF FUNDS**

Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student's satisfactory progress status will be reinstated and/or he/she will be re-entered in the course and financial aid funds will be reinstated to eligible students.

10. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses have no effect on progress at International Cosmetology Academy.