

HAIR DYNAMICS

EDUCATION CENTER



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SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURES

This policy is established for all students attending Hair Dynamics Education Center and all Title IV students. This policy is the same for all students within the programs offered and all programs with the same attendance schedule to include full-time and less-than full-time. This 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. It is printed in the Catalog to ensure that all students receive a copy prior to the first day of class. The School has set forth the following criteria to meet Satisfactory Academic Progress (SAP):

MAXIMUM TIME FRAMES:

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

COSMETOLOGY: 60 Credits

- not to exceed 75 weeks - 300 days as a full-time student
- not to exceed 112.5 weeks - 450 days for less-than full-time student

HAIRSTYLING: 40 Credits

- not to exceed 50 weeks - 200 days as a full-time student
- not to exceed 75 weeks - 300 days for less-than full-time student

MANICURING: 20 Credits

- not to exceed 25 weeks - 100 days as a full-time student
- not to exceed 37.5 weeks - 150 days for less-than full-time student

ESTHETICIAN: 20 Credits

- not to exceed 25 weeks - 100 days as a full-time student
- not to exceed 37.5 weeks - 150 days for less-than full-time student

All students are scheduled 4 days per week. Full-time students(day schedule) are scheduled to attend 30 hours per week and less-than full-time students (evening schedule) are scheduled to attend 20 hours per week

EVALUATIONS

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress (SAP). The frequency of evaluations ensures that student have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 80% 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 accumulated (available) by the total number of hours attended. At the end of each evaluation period, the school will determine if the student has maintained at least 80% 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.

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 80% and pass the FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

GRADING SCALE

THEORY

93% to 100% = A Excellent
86% to 92% = B Above Average
80% to 85% = C Average
Below 80% = F Failing

PRACTICAL

Satisfactory = Student completed each task according to the grading criteria of the task/skill
Unsatisfactory = Student did not complete each task as described in the grading criteria of the task/skill.

THEORY:

Students must maintain a minimum theory grade point average of 80%. Theory is evaluated by a written exam at the end of each unit of study, and an average of all test scores and assignments during an evaluation period.

1. Should a student be absent for a theory exam, it is the student's responsibility to meet with the educator to make arrangements to make up the test upon return to school.
2. When a student misses a theory exam the student will receive a 0% for that exam. Once the exam is taken, the score for the exam will be recorded in place of the 0%.
3. If a student fails an exam, the student may retake the same exam no sooner than the next week day. The score will be an average of both exams. If the student takes a different exam for the same class, the new test score will become their recorded grade.

PRACTICAL GRADE:

All practical applications will be graded as **Satisfactory** if the student completed each task or the skill according to the grading criteria of the task/skill. OR **Unsatisfactory** if the student did not complete each task as described in the grading criteria of the task/skill .

CLASSROOM PRACTICAL:

At the end of each block of training (four weeks) in the classroom the student will receive a percent grade of all the practical skills by dividing the number of skills completed by the number of Satisfactory completed skills. If the grade is 80% or higher it will be recorded as Satisfactory on their report card. If the grade is less than 80% it will be recorded as Unsatisfactory on their report card. (Example: 8 skills completed Satisfactorily ÷ 10 completed skills = 80%) If the student does not earn at least 80% Satisfactory grade, the student must meet with their educator to discuss what they failed and the project(s) that needs to be repeated Satisfactorily to earn the credit(s) for class.

All required practical projects and services must be completed prior to receiving credit for the class.

PRACTICAL & STUDENT SALON SERVICES:

Practical includes student salon services and practical assignments.

1. Student Salon and practical projects are evaluated by the educator in charge upon completion of each project.
2. The educator in charge shall evaluate the project as being Satisfactory or Unsatisfactory.
3. Should the educator in charge evaluate the completed project as Satisfactory, said instructor shall grade and sign the student's grade sheet and the student will receive credit for the project.
4. Should the educator in charge evaluate the completed project as Unsatisfactory, the student will receive an unsatisfactory score and no credit for the project. **The student must complete the required number of projects satisfactorily to graduate in each subject area.**
5. A Satisfactory or Unsatisfactory grade shall be assigned to the salon and practical projects at the end of each evaluation period. This grade shall be determined by the number of Satisfactory grades divided by the total salon services/projects performed in each subject area and then averaged together for a practical grade.
6. The grade for the practical skill will be based on Safety/Sanitation, Technical Skill, and Professional Ethics. The student must complete each of these criteria Satisfactorily as determined by the educator to receive credit. The student's grade sheet identifies specifically the criteria for each subject area that must be completed to receive credit.

EVALUATION PERIODS:

Evaluations for all students will be completed at the end of each two month period. Example: January/February, March/April, May/June, July/August, September/October, November/December. The written evaluation will be placed in the student's mail file within 1-2 weeks after the end of the evaluation period.

A written evaluation is given to the student which includes:

1. The student's name.
2. Accumulated Theory grade average from written tests and assignments for the end of that evaluation period.
3. Accumulated Practical grade
4. Monthly and accumulated attendance percentage.
4. Student status will be identified at this time as:
 ___ A student in good standing, making SAP (OK/SAP)
 ___ Warning Period, but making SAP (Warning/SAP)
 ___ Probation Period,
 not making SAP from ___/___/___ to ___/___/___
(PROB)
 ___ Suspension Period - may be withdrawn (SUS)

DETERMINATION OF STATUS:

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress (SAP) 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, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation.

1. Students meeting at least minimum of; 80% cumulated Theory Grade Point Average (GPA); Satisfactory cumulated Practical Grade Point Average and 80% cumulated Attendance at the end of an evaluation period shall be determined to be in **Satisfactory Academic Progress Status (SAP)** until the next evaluation period.
2. Students that do not complete the minimums in #1 during an evaluation period shall be placed on **Warning Period** for the next evaluation period and **still considered to be making Satisfactory Academic Progress (SAP)** until the end of that evaluation period (Two months).
3. Students that fail to meet the minimum requirements at the end of Warning Period will be considered on **Probation and not making Satisfactory Academic Progress** for the next evaluation period. If applicable, students may be deemed ineligible to receive Title IV funds. (loans and grants).
4. Students that fail to meet the minimum requirements at the end of a Probation Status will be placed on **Suspension Period and not making Satisfactory Academic Progress. At this point may be withdrawn from school.**

WARNING PERIOD:

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning Period and considered to be making Satisfactory Progress during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress requirements. During this Warning Period, the student may be deemed eligible to receive Title IV Funds (loans and grants).

1. The student shall receive written notice in the student's mail box that he/she has been placed on Warning Status .
2. At the end of the Warning Period, the student's progress will be re-evaluated. If the student is meeting at least the minimum requirements and all the conditions of the Warning Period have been met, he/she will be determined to be making Satisfactory Academic Progress. If the student fails to meet minimum requirements, the student will be determined NOT making Satisfactory Academic Progress and will be placed on Probation Period.

PROBATION PERIOD:

Students who fail to meet minimum requirements for attendance or academic progress or both after the Warning Period will be placed on Probation Period and will be considered not making Satisfactory Academic Progress. During this time the student will be deemed not eligible for Title IV funds. **If the student appeals the decision and prevails upon appeal during this first Probation Period, the student may be considered making Satisfactory Progress and deemed eligible to receive Title IV funds.** Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the Probation Period may appeal the Probation status. If at the end of the Probation 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.

1. Students will be placed on Probation Status when the student has failed to bring their accumulated Theory GPA, Practical GPA and attendance up to the 80% average overall requirements during their Warning Period.
2. During this Probation Period following a Warning Period, the student will be allowed to remain in attendance throughout this two month evaluation period. If during this period the student does not make significant improvement in all areas of the evaluation requirements, the student will be placed on Suspension Status and may be withdrawn. To remain to school, the student must appeal the suspension status. (see appeal process).
3. Should the student fail to return to Satisfactory Progress at the end of the Probation Period - all Title IV Financial aid funds shall be suspended (loans and/or grants). **The student shall be advised at this time that should Financial Aid funds be suspended, the student shall become immediately responsible for any and all financial obligations to the school. (TITLE IV FUNDS = Student Financial Aid = Direct Loans and PELL Grants)**

SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES for Probation Period:

If a student is determined to not be making Satisfactory progress, the student may appeal the determination at the beginning of this probation period. 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.

Allowable reasons for appeal include but are not limited to: medical emergency, injury or illness of self or family member in your care, death in the family, temporary loss of child care, work schedule conflicts.

Appropriate Documentation would be but is not limited: medical note from medical establishment for medical reasons, funeral notice for a death in the family, notice from child care provider if loss of child care, copies of time cards and a letter from your manager that they will work with your school schedule for work schedule conflict.

Appeal documents will be reviewed and a decision will be made and reported to the student 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 Title IV financial aid will be reinstated, if applicable.

1. The appeal will be reviewed by the Appeals Committee which consists of the Office Manager, Financial Aid officer(s) and the School Director and school owner.
2. The Director reserves the right to bring the appeal before the school staff at its weekly meeting to discuss the appeal. If this goes before the staff, the student has the right to be in attendance at this meeting.
3. If the appeal is approved, the student will receive notice and will be allowed to continue

training. The student may be eligible for Title IV funds once the appeal is approved during this Probation Period. If the student does not improve by the end of the evaluation period, the student will go on to Suspension status.

SUSPENSION STATUS:

Students who fail to meet minimum cumulative requirements for attendance or academic progress or both after the Probation Period will be placed on Suspension Status and will be considered NOT making Satisfactory Academic Progress. ***At this time the student may be withdrawn unless the student makes an appeal to remain in school within 7 calendar days of receiving the Suspension notice.*** During this time the student will be deemed NOT eligible for Title IV funds.

SATISFACTORY ACADEMIC PROGRESS APPEAL GUIDELINES for Suspension Period:

The appeal guidelines for appealing a Suspension Status are the same as the Probation Period appeal with the exception of:

1. If the appeal is approved, the student will receive notice and will be allowed to continue training. The student will be deemed NOT eligible for Title IV funds once the appeal is approved during this Suspension Period. If the student does not improve his/her status by the end of the evaluation period, the student will be withdrawn at the end of the evaluation period.
2. Once the student is placed on Suspension Status, the student must return to meeting the requirements of Satisfactory Academic Progress by the end of an evaluation period before re-establishment of Title IV funds may occur. The time the student was in Suspension Status will not be used for the calculation of the future disbursement of Title IV funds. The student will lose some or all of the Title IV funds that could have been disbursed had the student remained in Satisfactory Progress throughout their enrollment time.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish Satisfactory Academic Progress and Title IV aid eligibility, as applicable, by meeting minimum attendance and academic requirements by the end of the Probationary or Suspension Period.

RE-INSTATEMENT OF TITLE IV FUNDS (FINANCIAL AID)

Students that have re-established Satisfactory Academic Progress at the end of an evaluation period or have chosen to use the Probation appeal process and have had their appeal accepted by the Appeals Committee and have met all of the stipulations of the appeal acceptance and have been determined to be in Satisfactory Academic Progress status shall have all Financial Aid reinstated. *(Some aid may not be re-instated due to circumstances of the period of time the student loses aid when in a probationary or Suspension Status.)*

Students who do not receive appeal approval will be determined not making Satisfactory Progress. During this time the student will not be eligible for Title IV funds and will be personally responsible for payment of their account balance.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

Students who temporarily withdraw from school for any reason shall re-enter at the same status as the date of withdrawal (example = Making Satisfactory Academic Progress, Warning Status, or Probation Status). The student will not receive credit for previous training that occurred during a block that was not completed however, the student may owe a balance on this training received. The student will however be allowed to complete the coursework for credit. The student must meet with the Business Office and the Scheduling Office to discuss the date the student may retake the class to achieve credit.

Any student who withdraws from their contracted course or fails to complete their training will receive notice by mail and copies will be placed in the student's file as to the progress at the point of withdrawal.

If a student does not attend class for a period of 7 consecutive days without any documentation or has not applied for a formal leave of absence, the school will withdraw the student. (*documentation may be a call to the school in which the school makes a note in the student's file, or a formal written statement that the student will be out for a brief period of time*)

If a refund is due the student, the school will make that refund within 30 days of withdrawal.

If the student has received Title IV funds to pay their tuition and fees and there is a refund, the refund will be made in this order; first to Unsubsidized Direct Loan, Subsidized Direct Loan, PLUS Loan, PELL Grant and any other Financial assistance received and then the student.

Students may be re-admitted if the student left in good standing and met the requirements of Satisfactory Academic Progress prior to their withdrawal.

LEAVE OF ABSENCE: (LOA)

If a student has unusual circumstances that require the student to take a Leave of Absence, the student may request this leave in writing to the Business Office. If the Office Manager agrees that the circumstances are indeed unusual, the student may be granted a leave for up to 180 calendar days in a 12 month (365 days) period.

Federal Guidelines allow a student to take one or more leaves of absence in a twelve (12) month period for up to 180 calendar days upon a written request.

1. The criteria used for granting a Leave of Absence by the Business office shall be determined on an individual basis. *Examples may be; illness, family emergency, etc.* The leave of absence must be no less than 7 calendar days.
2. A Leave of Absence request should be received prior to the leave of absence start date to be approved. Exceptions to this will be considered on an individual basis. If the student is unable to come to the school to sign a LOA request, the school will mail one to the student. The student must return the form within 7 days to be considered for the Leave of Absence.
3. The student must complete and sign the LOA Request form with the business office. A written request for a leave of absence must be approved and signed by a member of the office staff.
4. An approved Leave of Absence shall extend the student contract completion date by the number of days approved on the request.
5. During the Leave of Absence the school will contact the student at least once a month if

applicable. The student must respond to the call within 7 days to be eligible to remain on a Leave of Absence. If the student fails to respond in this time frame, the school will have to withdraw the student on the 8th day after the call. It is the student's responsibility to keep the school informed of any phone number and address changes made during the leave of absence.

6. A student returning from a Leave of Absence will return in the same status as when the student was placed on the leave of absence. (*example = Making Satisfactory Progress; On Warning, but making Satisfactory Progress; Probation, not making Satisfactory Academic Progress; or Suspension, not making Satisfactory Academic Progress.*)
7. A Leave of Absence (LOA) may affect the student's eligibility for all Financial Aid. Also, the school may be required to refund part of the financial aid as a result of the LOA. If the student fails to return from the LOA, the school will inform the student's lender that he/she withdrew on the last recorded day of attendance prior to the LOA, as documented by the school. The student's grace period on his/her Federal Direct Loan will begin on that date. If the student does not return to school, the student is still responsible for paying the financial charges due to his/her attendance in school, if applicable.

NON-CREDIT REMEDIAL COURSES:

The school does not offer remedial courses and it therefore has no effect on the Satisfactory Academic Progress standards.

TRANSFER CREDITS

Hair Dynamics Education Center does not accept transfer credits/hours from other schools. If a student has a current license for hairstyling, esthetician or manicurist and would like to enroll in our cosmetology program, the school will review their documentation and determine if the student may use part or all of the credits for their prior training. If the school does accept their prior credits the student will receive both attempted and completed credits/hours.

45 Day Delay of Direct Loans for First Disbursement:

Students who receive Federal Financial Aid (Title IV student loans): These students are scheduled to receive their first disbursement of funds at 45 calendar days for all eligible students from the beginning of the first day of class. The student must have attended at least 80% of available hours, completed projects and grades with a minimum of 80% to receive this first disbursement of funds. If the student is not meeting this minimum requirement, no funds will be disbursed. The student will be given an additional 30 days to meet this average minimum requirements. If at the end of the additional 30 days the student accomplishes this, funds will be disbursed. If the student does not meet this minimum standard, the student must make payment from his/her own resources or be withdrawn from school.