
Lebanon College of Cosmetology

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulation established by the United States Department of Education (ED) and is provided to all students via the school's catalog before enrollment. This Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a NACCAS approved program at Lebanon College. Student access to cumulative Satisfactory Academic Progress evaluation results are always available, please see the school's Student Records Policy for more details.

In general, this policy requires students to maintain at least an 80% cumulative average on theory, practical tests, and assignments to satisfy the academic element of this policy and a minimum cumulative attendance of 67.5% for the attendance element. Keeping in mind that, both elements are of equal importance, always measured on a cumulative basis, and one cannot achieve Satisfactory Academic Progress unless both elements are maintained.

Furthermore, a student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on *warning* or has prevailed upon an appeal of the determination that has resulted in the status of *probation* as explained on the next few pages. Students will be notified in writing of any evaluation that impacts their financial aid, if applicable.

EVALUATION PERIODS/DETERMINATION OF PROGRESS

SAP evaluation periods are based on actual contracted hours. Students are evaluated and advised of Satisfactory Academic Progress as follows:

Cosmetology..... 450, 900, and 1200 clocked (actual) hours
Instructor Training...300 and 600 clocked (actual) hours
Manicuring.....200 and 400 clocked (actual) hours

When a student has completed each of the above evaluation periods, the school will check to determine if he/she has successfully met the requirements for Satisfactory Academic Progress. Students meeting the minimum requirements at evaluation will be considered making Satisfactory Academic Progress until the next evaluation period. Students making Satisfactory Academic Progress will be eligible for aid, if applicable. Students will be notified of all evaluation reports.

ATTENDANCE ELEMENT

The quantitative element used to determine attendance progress is students are required to attend a minimum of 67.5% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress. The attendance percentage is determined by dividing the total hours the student actually attended by the total number of hours scheduled. At each evaluation period, the school will determine if the student has maintained at least 67.5% 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 ELEMENT

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.

Written tests are given throughout classroom study, typically right after each unit of study. Subject matter for written tests is theory and state law. An average grade of 80% represents minimum satisfactory progress.

Practical grades are determined from practical project sheets completed by the students. Each completed project must be approved and initialed by an instructor. The projects may be performed on a student salon client, another student, or a mannequin. Project sheets are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the records keeping system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

At least two comprehensive practical skills evaluations will be conducted during the course of study. A comprehensive final examination is given prior to graduation and prior to taking the state board examination. An overall average of **80%** is required for graduation.

The grading scale for all tests, evaluations, and assignments (excluding project sheets) is based on a numerical system as provided below:

100% -95% **Excellent**

94% - 90% **Very Good**

89%-80% **Satisfactory**

79% - 1% **Unsatisfactory**

Students are required to retake any failed examinations. The highest score possible for re-taking a failed exam is an 80%. In addition, if a student misses their assigned test date, the highest score possible is an 80%. A passed examination may not be retaken in order to achieve a better score.

WARNING

Students who are unsuccessful at meeting the minimum requirements of Satisfactory Academic Progress are placed on a warning and considered to be making Satisfactory Academic Progress during the warning period.

Satisfactory Academic Progress may be re-established by attaining at least an 80% average on the academic element and meeting a cumulative total of at least 67.5% attendance by the next evaluation period, students will also be advised of this in writing. If at the end of the warning period, the student has still not met both the attendance and academic requirements financial aid will be terminated, if applicable unless the student appeals the determination and is granted a onetime probation.

APPEAL PROCEDURE

If after the warning process a student is determined to still not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.

Appeals to the school must be on form COS77. The student must describe why they failed to meet satisfactory academic progress standards, including all supporting documentation of the reasons why the

loss of financial aid 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.

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 federal financial aid will be reinstated, if applicable, and the student will be placed on probation.

PROBATION

If the student follows the appeal process and the school determines that the Satisfactory Academic Progress standards can be met by the end of the subsequent evaluation period and all other documentation is in order and the student prevails upon the appeal they will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period and federal financial aid will be reinstated, if applicable.

If at the end of the probationary period, the student still has not met both the attendance and academic requirement elements required by the Satisfactory Academic Progress Policy, he/she will be determined as NOT making satisfactory academic progress and students will not be deemed eligible to receive Title IV funds, if applicable and considered a cash pay student.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours from another institution that are excepted will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

MAXIMUM TIME FRAME

The maximum time frame for completion of the cosmetology program is 2,250 scheduled hours, the maximum time for Instructor training is 900 scheduled hours, and the maximum time for manicuring is 600 scheduled hours. A student who fails to complete a program within the 150% maximum timeframe will lose participation eligibility in Title IV HEA programs and will be terminated from the program. The student may re-enroll in the program on a cash pay basis.

INTERRUPTIONS, COURSE INCOMPLETES, & WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to 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. 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.