



SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The 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.

Walk with Scissors Cosmetology Academy does not accept clock hours for transfer students. Hours will be accepted for qualifying re-entry students.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Full-Time Cosmetology - 1st evaluation will be at 450 actual hours (12 weeks)
 2nd evaluation will be at 900 actual hours (24 weeks)

Part-Time Cosmetology – 1st evaluation will be at 450 actual hours (23 weeks)
 2nd evaluation will be at 900 actual hours (45 weeks)

Full-Time Cosmetology Teacher – 1st evaluation will be at 250 actual hours (8 weeks)

Part-Time Cosmetology Teacher – 1st evaluation will be at 250 actual hours (15 weeks)

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE

MAXIMUM TIME ALLOWED

	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1250 Hours	40 Weeks	1475
Cosmetology (Part time, 20 hrs/wk) – 1250 Hours	74 Weeks	1475
Cosmetology Teacher (Full time, 37.5 hrs/wk) – 500 Hours	16 Weeks	590
Cosmetology Teacher (Part time, 20 hrs/wk) – 500 Hours	30 Weeks	590

The Academy operates all programs according to the following academic year. 900 clock hours to be completed in 24 academic weeks for Full-time students and 45 academic weeks for Part-time students.

Students who have not completed the course within the maximum timeframe may remain in school and will be placed on a cash pay basis for hours remaining to complete.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% 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 accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% 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 (theory lesson challenges) and a minimum number of practical experiences at the end of each unit. 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. At least two comprehensive practical skills evaluations will be conducted during the course of study. Students must maintain a written grade average of 85%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

85 – 100
84 and BELOW

SATISFACTORY
UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the conclusion of each evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified and will be given a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning until the next evaluation period. All evaluations will be completed within 7 Academy business days following the established evaluation periods.

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 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 will be deemed not making Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

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.

