

SATISFACTORY ACADEMIC PROGRESS POLICY

Clarksburg Beauty Academy's Satisfactory Academic Policy for Title IV recipients are the same as the standards for students enrolled in the same academic program who are not receiving Title IV aid. This policy is made available to prospective students on their initial visit to the school. In order to be considered making satisfactory progress, a student must maintain a minimum acceptable level of progress requiring at least the equivalent of a 70% cumulative grade or a letter grade of a "C", and proceed through the course at a pace leading to completion in the specified time frame. Students who meet the minimum requirements for attendance and academic progress will be considered to be making satisfactory progress until the next scheduled evaluation. This policy is established and maintained for all students in attendance, including those receiving Title IV funds. All students receiving Title IV funding must be in satisfactory progress in order to continue receiving funding. Any 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 appeal of the determination that has resulted in the status of probation. This policy applies to every student and is applied consistently to all students according to NACCAS' (National Accrediting Commission of Career Arts & Sciences) policies & procedures.

Any evaluation that impacts the student's eligibility for financial aid, if applicable, the student will be notified by the Financial Aid Office. Students may request the results of the satisfactory progress evaluations upon request. Satisfactory Progress Evaluations are placed in the students file.

Evaluation Segments/Periods: Students are evaluated for Satisfactory Academic Progress as follows;

At least one (first) evaluation will be conducted by the mid-point of the student's academic year. Evaluations will be completed within seven (7) School Business Days following the established evaluation period.

Grades and attendance are evaluated both quantitatively (attendance) and qualitatively (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study.

All evaluation periods are based on actual hours.

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 or better. 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. Practical skills are evaluated according to text procedures set forth in practical skills evaluation criteria adopted by Clarksburg Beauty Academy & School of Massage Therapy. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% - 100%:	A	EXCELLENT
80% - 89%:	B	VERY GOOD
70% - 79%:	C	SATISFACTORY
Below 70%:	D	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic 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.

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

ATTENDANCE PROGRESS

Attendance is measured on a quantitative basis at designated evaluation periods throughout the course of study. The evaluation periods are based on scheduled hours.

Full Time Status: Full time attendance for Cosmetology, Hairstyling and Manicuring is considered to be 33 1/3 hours per week. The minimum amount of attendance per week to be considered making satisfactory progress is 26 ½ hours per week. Full time attendance for Massage Therapy Students is considered to be 33 1/3 hours per week. For Massage Therapy, the minimum amount of attendance per week to be considered making satisfactory progress is 25 hours per week.

Minimum Time to Complete: Students with full time attendance (33 1/3 hours per week) will be able to complete the 1800 Cosmetology Course in 53 weeks the Hairstyling Course in 30 weeks and the 400 Manicuring Course in 12 weeks. Students in the 600 Massage Therapy Course with attendance of 25 hours per week will be able to complete the course in 24 weeks.

Maximum Time to Complete: Students must complete his or her educational program within the maximum time frame of 120%. Students with less than 100% attendance must be able to complete the 1800-hour Cosmetology Course in 63 ½ weeks, the 1000 - Hairstyling Course in 36 weeks, the 400-hour Manicuring Course in 14 ½ weeks, the 600-hour Massage Therapy Course in 29 weeks. Periods in which the student has formally requested and received a leave of absence would extend their time frame to complete.
Students who have not completed the course within the maximum time frame may continue as a student.

The school is open 38 hours per week, except holidays, and students may attend the full 38 hours regardless of scheduled hours. Evaluation periods are based on Actual hours. In accordance with WV CSR § 3-4-6.2, students must maintain a minimum 80% attendance in order to be considered maintaining Satisfactory Attendance, and 120% maximum time frame to complete the program. This state mandate overrides the Department of Education's requirement of 70% attendance and maximum timeframe to complete of 150%.

The schedule of attendance for students per segment is as follows:

1800 Hour Cosmetology	Evaluation Segments 13 1/2 Weeks (based on 33 1/3 hours per week)				
Hours per Evaluation Period	450 hours	900 hours	1350 hours	1800 hours	
Minimum Accumulative Hours	360 hours	720 hours	1080 hours	1440 hours	
1000 Hour Hairstyling	Evaluation Segments 13 1/2 Weeks (based on 33 1/3 hours per week)				
Hours per Evaluation Period	450 hours	900 hours			
Minimum Accumulative Hours	360 hours	720 hours			

600 Hour Massage Therapy	Evaluation Segments 12 weeks (based on 25 hours per week)				
Hours per Evaluation Period	300 hours	600 hours			
Minimum Accumulative Hours	240 hours	480 hours			

400 Hour Manicuring	Evaluation Segments 6 weeks (based on 33 1/3 hours per week)				
Hours per Evaluation Period	200 hours	400 hours			
Minimum Accumulative Hours	160 hours	320 hours			

SATISFACTORY PROGRESS 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 while 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 still has not met both the attendance and academic requirements, the students will be deemed ineligible to receive Title IV funds.

PROBATIONARY STATUS

In order to regain eligibility, students must appeal the decision, and prevail upon the appeal. Upon a successful appeal these students will be placed on a probationary status for one payment period and will be eligible to receive Title IV funding. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, 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.

APPEAL PROCEDURE

If a student is determined to 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. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along 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. 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.

RE-INSTATEMENT

Students who have been deemed ineligible for Title IV funding due to unsatisfactory progress, who have not been granted extenuating circumstances may be returned to satisfactory progress status if the following requirements are met:

1. Student must meet attendance requirements for the next evaluation period.
2. Student must make up any incomplete work.
3. Student must bring grade point average to at least 70%.