

Satisfactory Progress Policy Manicure Program

All students attending Mansfield Beauty Schools Manicure (full time, 3/4 time and part-time) program must maintain Satisfactory Academic Progress as defined by the school :

- Manicure Program: 100 hours
- Maximum Time Frame: 150 Hours
- Academic Year: N/A – The United States Department of Education does not approve programs less than 300 hours.
- Evaluation Period(s) – 50 and 100 Scheduled Hours

Satisfactory Academic Progress: is the qualitative and quantitative measure used by the school to determine the extent to which a student is making adequate progress towards the completion of the cosmetology program within the maximum time frame

Satisfactory Academic Progress contains two components:

1. Grades: Students must maintain an overall grade point average of a "70".
2. Attendance: Students must attend a minimum of 66.67% of their scheduled attendance.

Evaluation Period: A student's academic and attendance progress are evaluated at the scheduled mid-point of the student's academic year. A Student attending the full Manicure Program will have two scheduled evaluation periods. The evaluation periods will be at 50 and 100 scheduled hour for a student completing the 100 hour program. Students who will be completing less than 100 hours, their scheduled mid-point will be 1/2 of the student's program.

Scheduled Hours: Scheduled hours are defined on the student's enrollment contract. For example if you enrolled for 25 hours per week your scheduled hours are 25 hours per week. This is the number of hours you are required to attend school weekly.

Maximum Time Frame: Students must complete their program within a maximum time frame of 150% of their 100 hour program length. For example, for the 100 hour manicure program, you must complete the program before you reach 150 scheduled hours in order to graduate within the maximum time frame. Please keep in mind you still may be subject to an overtime charge or withdrawn for non attendance.

Attendance Progress: Students must have a minimum of a 66.67% overall attendance percentage in order to be considered to be achieving satisfactory progress and graduate within the maximum time frame. Students who do not have a minimum of 66.67% attendance percentage will be placed on Warning for not achieving Satisfactory Academic Progress. Your attendance progress will be determined at the 50th scheduled hour and the 100th scheduled hour. Your percentage of attendance will be determined as follows: Percentage of actual hours vs. scheduled hours. For example a student is scheduled to attend 5 hours per day. At the conclusion of 2 weeks, 10 school days, the student was scheduled to attend 50 scheduled hours. The student had completed 48 hours. The student's attendance ratio is $48/50 = 96\%$ attendance ratio. Another way to explain this as follows:

1st Evaluation Period (=) 50 Scheduled Hours the minimum hours = $(33/50 = 66.67\%)$

2nd Evaluation Period (=) 100 Scheduled Hours the minimum hours = $(66/100 = 66.67\%)$

Note: The maximum time frame of 150% of scheduled hours includes the 10 hours of excused absences. Students must be aware that if they go beyond their graduation date, as stated in their enrollment agreement, they may be subject to a penalty fee. A student may be achieving Satisfactory Progress and still have a penalty fee. Please keep in mind you still may be subject to a penalty fee or withdrawn for non attendance.

Satisfactory Progress Policy **Manicure Program (continued)**

Leave of Absence Approved Leave of Absence will extend a student's enrollment contract scheduled graduation date by the same number of school days the student received the leave of absence. (Leave of Absence must be approved ahead of time. The school may waive this policy for extenuating circumstance.)

Academic Progress: A student must maintain a 70 grade point average in order to be considered to be maintaining Satisfactory Academic Progress. This academic progress will be evaluated at the 50th and 100th scheduled hour. Students who do not have a minimum of a 70 grade point average will be first placed on warning. If the student is not maintaining Satisfactory Academic Progress at the end of the warning they will be placed on probation.. (Please see details on warning and probation). Students will receive a numeric grade in theory and practical work. An overall grade point average of a 70 is required for graduation. The following represents the equivalencies of the grades assigned. (For more information on grading please see Grading Procedures in Cosmetology Program Outline):

Excellent	=	100-90
Very Good	=	89-80
Good	=	79-70
Fair	=	69-60
Fail	=	59 and Below

Incomplete: Students who are absent for a scheduled practical or academic test or quiz will receive a 59 are encouraged to make-up the test/quiz.

Re-take Exams: Students are encouraged to re-take tests or quizzes and replace the 59 with the actual score if they do not feel the 59 reflects their knowledge and comprehension of the subject. The actual score will replace the 59. Our goal is to be assured that the student has the knowledge to successfully pass the state board exam. The highest grade will be the official grade. (This policy is considered to be a minimum and additional options may be offered at the discretion of the director.)

Extra-Credit: Students are encouraged to do extra credit projects. Extra Credit Projects may be averaged in with the grade.

Clinic/Student Salon Grades: Student Salon/Clinic grades are deliberately not included in the student's overall grade point average. Student Salon /Clinic work is considered to be a work in progress and students are encouraged to work towards the continuous improvement of the clinic service. Students must complete the required services and maintain a minimum of a 70 grade point average.

Re-admission Policy: Students, who are re-admitted in less than 6 months from the date of interruption, enter in the same progress status as when they left. Students who are expelled from school for failure to achieve Satisfactory Progress may be re-admitted at the discretion of the Director. Students who are re-admitted will remain on probationary status for 30 days. Re-entering students will be charged according to the statements in the student's Return and Extra Charge Form.

Course Incompletes, Repetition and Non-Credit Remedial Courses: Mansfield Beauty Schools does not allow for course incompletes, repetition and non-remedial courses.

Note: Satisfactory Academic Progress determinations are automatically calculated based on the student scheduled hours. Mansfield Beauty Schools makes every effort to obtain the student's signature. Students' attendance status may make this impractical; however student's will always have access to the report upon request.

**Satisfactory Progress Policy
Manicure Program (continued)**

Probation (continued)

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

Re-establishment of Satisfactory Academic Progress

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.

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.

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.

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.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.