

# Mansfield Beauty Schools

## Satisfactory Academic Progress

**All students** attending Mansfield Beauty Schools Cosmetology (full time, 3/4 time and part-time) program must maintain Satisfactory Academic Progress as defined by the school in order to be eligible for Title IV assistance. Non-Title IV recipients will not be subject to loss of Title IV aid but will not be considered a completer if they do not complete the maximum time frame and maintain Satisfactory Academic Progress.

Cosmetology Program: 1000 Hours  
Your Maximum Time Length of: 1500 Hours  
Your Academic year is: 900 Hours  
Your Evaluation Periods are: 450 and 900 Scheduled Hours

**Satisfactory 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. Students will receive notice of Satisfactory Academic Progress by means of a Satisfactory Academic Progress Report and or Progress Report.

### Satisfactory 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 midpoint of the student's academic year. A Student attending the full Cosmetology Program will have two scheduled evaluation periods. The evaluation periods will be at 450 and 900 scheduled hours for a student completing the 1000 hour program. Students who will be completing less than 900 hours, their scheduled mid-point will be 1/2 of the student's program. Students will be considered to be making Satisfactory Progress until the next evaluation period.

**Scheduled Hours:** Scheduled hours are the hours that are stated on the student's enrollment contract. For example if you enrolled for 30 hours per week your scheduled hours are 30 hours per week. Please note that weekends, holidays, closed school days, and approved leave of absences are not part of the student's scheduled hours.

**Maximum Time Frame:** Students must complete their program within a maximum time frame of 150% of their 1000 hour program length in order to be considered a completer. For example, for the 1000 hour cosmetology program, you must complete the program before you reach 1500 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 be withdrawn for not meeting the Maximum Time Frame.

**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 complete their program within the maximum time frame. Students who do not have a minimum of 66.67% attendance percentage will be placed on Warning and or Financial Aid Warning for Financial Aid Recipients for not achieving Satisfactory Academic Progress. Your attendance progress will be determined at 450 scheduled hours and 900 scheduled hours. Your percentage of attendance will be determined as follows: Percentage of actual hours vs. scheduled hours. For example a student is scheduled to attend 6 hours per day. At the conclusion of 2 weeks, 10 school days, the student was scheduled to attend 60 scheduled hours. The student had completed 58 hours. The student's attendance is  $58/60 = 97\%$  attendance ratio.

**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. A leave of absence will not be included in the Maximum Time Frame.

**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 450 and 900 scheduled hours. Students who do not have a minimum of a 70 grade point average will be first placed on warning/financial aid warning and then if they have are not maintain Satisfactory Academic Progress they will be placed on probation for not achieving Satisfactory Progress. (Please see details on warning/financial aid 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. The student is encourage to make-up the quiz/test and replace the 59 with the actual score. **Re-take Exams:** Students are encouraged to re-take tests or quizzes they do not feel reflect their knowledge and comprehension of the subject. 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

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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 previous grade of the same subject.

**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.

**Warning** Students who are not achieving Satisfactory Academic Progress at the conclusion of the first evaluation period will be placed on financial aid warning. Financial Aid Warning is applied to students who are not meet the minimum requirements of a 70 grade point average and a 66.67% attendance ratio. In order to be considered to re-establish Satisfactory Progress students must meet the minimum requirements of 66.67% attendance and 70% grade point average the 450 scheduled hours point in time. (This is not cumulative; however, students still must graduate within the 150% maximum time frame.) At the conclusion of subsequent 450 scheduled hours, if the student continues not to be maintaining Satisfactory Academic Progress, (70% GPA and 66.67% attendance) the student will be placed on financial aid probation.

\*A student on warning may continue to receive financial aid assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making satisfactory academic progress. Warning status will be assigned without the requirement of filing SAP appeal or other action by the student. Student should remember that they may file a Mansfield Beauty School's Appeal at anytime. At the conclusion of the 2<sup>nd</sup> payment period, 450 scheduled hours, students who are not maintaining a minimum of a 70 GPA and a 66.67% attendance ratio will be considered not to be maintaining Satisfactory Progress.

### **Probation**

Students that are not achieving Satisfactory Academic Progress at the end of the warning period will be placed on probation. A student on probation **will not be eligible** to receive financial aid. Student's have the right to appeal this decision. The appeal must be submitted at the beginning of the probationary period. (Please see Appeal Process). Mansfield will establish an Academic Plan for a student on Probation. The Academic Plan, if followed, will ensure that the student is able to Mansfield's Satisfactory Academic Progress requirements by the end of the payment period.

**Appeal Process:** A student on probation may appeal the determination of Satisfactory Progress based on extenuating circumstances. The student must submit a written appeal to the director or designee at the beginning of the Probationary Period. The appeal must include a complete explanation of why the student failed to make Satisfactory Progress and what has changed that will allow the student to make SAP at the next evaluation. The written appeal should be accompanied by documentation that would verify the extenuating circumstances, for example, the death of a relative, an injury or illness of the student, or other special circumstances and or what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next evaluation period. The appeal will be reviewed and the student will be notified of the decision within 10 business days. If an appeal is granted, the student may be determined to be eligible for financial aid while they are working towards achieving Satisfactory Progress.

**Appeal Denial:** An appeal that has been denied for students who are receiving Title IV funds will no longer be eligible for Title IV funds. Student will be required to make alternative financial arrangements or face withdrawal. Students who are not achieving Satisfactory Progress may complete the 1000 hour program although not be eligible to receive a Mansfield Beauty Schools' Diploma.

**Re-admission Policy:** Students who are re-admitted 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/Designee. Re-entering students will be charged according to the statements in the student's Return and Extra Charge Form. Please note the Massachusetts State Board of Cosmetology and Barbering determines the acceptable hours for students who re-enroll.

**Transfer Hours:** Transfer student hours, who have received acceptance of hours towards the student's education program from the Massachusetts Board of Cosmetology and Barbering and Mansfield Beauty Schools, will be counted as both attempted and completed for the purposes of establishing Satisfactory Academic Progress.

**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 students scheduled hours. Mansfield Beauty Schools makes every effort to obtain the student's signature. A Student who have an adverse report will be notified immediately. Students' will always have access to the report upon request.