

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at Gill-Tech Academy. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences and the federal regulations established by the U. S. Department of Education. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress after they have completed set number of clock hours in their programs. For Title IV Aid recipients these evaluation period coincides with the end of a payment period for Title IV Financial Aid as follows:

Cosmetology Practitioner (1550 clock hours)	450. 900. 1225. 1550 clocked (actual) hours
Aesthetics (450 clock hours)	225. 450 clocked (actual) hours
Manicuring (300 clock hours)	150. 300 clocked (actual) hours
Cosmetology Manager (150 clock hours)	75. 150 clocked (actual) hours

Transfer Students—Midpoint of the contracted hours or the established evaluation period, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% 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 75% 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.

Maximum Time Frame

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each program at satisfactory academic progress is stated below:

Program	MAXIMUM TIME ALLOWED		
	WEEKS	SCHEDULED HOURS	
Cosmetology Practitioner(Full-time)	1550 Hours	60 Weeks	2062
Cosmetology Practitioner (Flex-time,24 hrs/wk)	1550 Hours	81 Weeks	2062
Aesthetics (Part-time Minimum 13 hrs/wk)	450 Hours	40 Weeks	599
Manicuring (Part-time Minimum 14 hrs/wk)	300 Hours	25 Weeks	399
Cosmetology Manager (Part-time 8 hrs/wk)	150 Hours	25 Weeks	200

Academic Progress Evaluation

The following factors will be measured to determine satisfactory academic progress for all programs:

Cosmetology Practitioner, Aesthetics, Manicuring, Cosmetology Manager.

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

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 (computer system will reflect completion of the practical assignments/quotas).

Students must maintain a written grade average of 80% and a pass the FINAL written and practical exam prior to graduation. Minimum acceptable level or progress of 80% cumulative grade average for Satisfactory Academic Progress consistent with graduation.

Theory Work: includes test grades, homework, projects, etc.

Practical Work: includes technical hands-on portion of the theory program

Student Salon Work: includes quota, projects sheet, and individual needs

Theory: This work is graded according to:

100-80	Pass
79-0	Fail

Any grade below **80%** must be retaken until a score of **80%** is attained, however, a retaken test cannot exceed **80%** and will be documented as a retake.

Practical and Student Salon: All practical grading will be utilized to test the student's mastery of a skill and not simply the completion.

YES- the skill has been completed properly

NO- the skill has not been completed properly

Instructors will divide the number of yes's by the number of questions possible to get a grade point score. If a student scores below an 80% they must retake that practical skill until they reach an 80%.

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 will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

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 (time interval) on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation Status

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standard 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.

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 a warning or probationary period.

Appeal Procedure

If a student is determined to not be making SAP, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination includes death of a relative, an injury or illness of a 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 SAP 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 SAP by the next evaluation point. Appeals 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 SAP determination will be reversed and federal aid will be reinstated, if applicable.

Insufficient Aptitude

If at any time during the course, Gill-Tech Academy determines in its sole discretion that the student does not have sufficient aptitude for the field of Cosmetology, Aesthetics, Manicuring and/or for the completion of the Manager Program, Gill-Tech Academy reserves the right to terminate the student's training. All unused portions of the tuition will be refunded or settled in accordance with the policy stated in the State of Wisconsin Refund Policy in this catalog.

Leave of Absence (In order for an LOA to qualify as an approved LOA).

All requests for LOA must be submitted in advance in writing, include the reason for the student's request, and include the student's signature. Students are required to apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. (Ex: car accident) The LOA may be granted to a student who did not provide the request prior to the LOA due to unforeseen circumstance with proper documents for the decision and collects the request at a later date. Ex: the beginning date of the approval LOA would be determined by the institution to be the first date the student was unable to attend because of the accident.

Student must give a reasonable expectation of a return date. If you do not return from your LOA you will be dropped, and be re-instated. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. Students granted a LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at this time. When a LOA is granted, Gill-Tech Academy will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Gill-Tech Academy will not assess any additional charges as a result of the LOA. Students returning or re-entering the institution must re-enter in the same satisfactory academic progress status held prior to their departure regardless of the amount of time that has elapsed. The withdrawal date for the purpose of calculation a refund is always the students last day of attendance. LOA will be granted for the following reasons: military requirements, medical needs, and or jury duty.

Interruption, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a LOA 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.

Transfer Hours with regard 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. SAP evaluation periods are based on actual contract hours at the institution.

Transfer Students, Fees, Testing, Interruptions, Course Incompletes and Withdrawals

Gill-Tech Academy accepts transfer students from other institutions who furnish a final transcript of their grades. Former Gill-Tech Academy students who re-enter the program will be considered transfer students. Tuition is based on the length of time spent at Gill-Tech Academy after transferring. Fees regarding transfer students are \$12.00 per hour for the amount of hours needed to complete. Testing and re-entry fee is \$250.00

Non-Credit, Remedial Courses, Repetition

Do not apply to this institution. Therefore these items have no effect upon the school's satisfactory academic progress standard.