

## **Aveda Institute Madison - Satisfactory Academic Progress Policy**

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at Aveda Institute Madison, including summer, whether or not, the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

The school's satisfactory academic progress policy is provided to applicants prior to enrollment in the course catalog as well as in the enrollment contract. The Satisfactory Academic Progress policy outlined below is required by the United States Department of Education.

### Academic

**Students must meet a minimum of 80% in their academic grades.**

When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results in order to graduate. The objective is to recognize, in an equitable and uniform manner, the performance of individual students. Attendance, level of cooperation, attitude and professionalism, as well as completing the necessary homework, projects and tests, is an absolute necessity.

Academic progress is measured by the following:

Chapter Tests	25%
Student Projects	25%
Mock State Board Practical & Written Exam	25%
<u>Technical Evaluations</u>	<u>25%</u>
	100%

If a student is not in attendance or misses an examination not including the mock written or practical, the student will be required to take the exam upon the first day returning back to school at the beginning of class.

### Attendance

**Students must maintain a 90% attendance record.**

The maximum time a student has to complete is 111% of the course length.

Maximum time frames to complete the individual courses are as follows:

Cosmetology Full-Time 58 weeks 1998 scheduled hours  
Cosmetology Accelerated 67 weeks 1998 scheduled hours

Esthiology Full-Time 19 weeks 666 scheduled hours  
Esthiology Part Time 44 weeks 666 scheduled hours

### **Determination of Progress**

To determine Satisfactory Progress, all Cosmetology students are evaluated at 450, 900, 1350, and 1800 completed (actual) hours. Esthiology students are evaluated at 300 and 600 completed (actual) hours. Students who do not achieve Satisfactory Progress may no longer be 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. 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 have access to a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations.

### **Progress Evaluation**

The school periodically monitors student progress with our Satisfactory Academic Progress Policy.

### **Warning and Probation Status**

Students who do not achieve satisfactory academic progress are placed on warning status until the next scheduled evaluation and must meet with their Department's Team Leader and/or the Administrative Director of the school. At this meeting, the student and Administrative Team will devise a study plan, set academic goals, discuss extra credit, and decide on any other course of action that needs to be taken. The student is still eligible for Title IV Aid while on warning. The school's financial aid administrator will notify a student on warning how their status impacts their eligibility for Federal Financial Aid. If at the end of the warning, the student has achieved the school's academic work and attendance requirements, then the student has re-established that he/she meets the school's satisfactory academic progress and is taken off warning. If at the end of the warning, the student has not demonstrated satisfactory academic progress, then the student can only be placed on probation if the student is able to mathematically achieve satisfactory academic progress at the next evaluation.

If at the end of the probation, the student has achieved the school's academic work and attendance requirements, then the student has re-established that he/she meets the school's satisfactory academic progress and is taken off probation. If at the end of the probation, the student has not demonstrated satisfactory academic progress, then the student may be terminated from the school at the discretion of the Administrative Team. Future enrollment consideration will be individually reviewed. Periods when a student is not eligible for and consequently does not receive Title IV Aid does count toward the maximum time frame a student can complete their program.

### **Appeal of Warning and Probation**

Students may appeal a failed satisfactory academic progress determination by filing a written appeal to the Administrative Director. The appeal must be at the beginning of the probationary

period. Students must provide documentation regarding why he/she failed to make satisfactory academic progress. Valid reasons for submitting an appeal include, but are not limited to: illness or injuries, children's illness or injuries, death of a relative or friend, family emergencies, pregnancies, maternity/paternity leave, disabilities, or legal matters. Students must also explain what has changed in his/her situation that will allow the achievement of satisfactory academic progress at the next evaluation. The appeal of a failed satisfactory academic progress determination is reviewed by the Administrative Director. If the appeal is approved, the student will have prevailed upon appeal resulting in a status of probation. The results of the appeal are documented in the student's file.

### **Withdrawals – Passing/Failing**

Students who withdraw from a course and were passing would not have it included in their GPA. The clock hours for the course are counted as attempted but not achieved, which may adversely affect a student's academic progress in terms of the maximum time frame to complete a course. Students who withdraw from a course and were failing would not have it included in their GPA.

### **Withdrawals – Reentry**

If a student's academic progress was unsatisfactory when he/she withdrew from the school and later wishes to re-enter school, the student will return under that same status. If a student withdraws with satisfactory academic progress, he/she may return under that same status without loss of credit, grades, or hours.

### **Transfer Students**

Transfer hours from another school that are accepted towards a student's program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations are based on actual contracted hours at Aveda Institute Madison.

### **Course Incompletes, Repetition & Remedial Courses**

Course incompletes or repetitions have no effect on the satisfactory academic progress policy. This school does not offer remedial courses.

### **Changes in Course of Study**

If a student enrolls in a second course, their satisfactory academic progress is reviewed only for the course that the student is currently enrolled for. Academic grades and attendance records from a prior course will not be included in the current satisfactory academic progress determination. If a student is concurrently enrolled in two courses, their satisfactory academic progress will be reviewed for each course independently.