



Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress Policy applies to all students enrolled in a NACCAS approved program. The SAP Policy is printed and provided to all applicants prior to enrollment. This policy complies with guidelines established by NACCAS and federal regulations established by the United States Department of Education.

The SAP policy is consistently applied to all students enrolled in a specific program and schedule for a particular category of attendance (part-time/fulltime).

The SAP policy for Title IV, HEA students is consistently applied and identical to the school’s actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

Section 484, CFR 668.16 of the Higher Education Act, as amended, requires that a student maintain satisfactory progress to receive Federal Financial Aid. This policy is in compliance with the regulation that applies to all clock-hour schools.

Please send your questions regarding SAP to admissionsnyc@carsten.edu and or financialaidny@carsten.edu.

Grading Scale

- A 96 | 100Excellent
- B 85 | 95 Very Good
- C 80 | 85 Good
- D 79Below Unsatisfactory

Minimum academic and attendance expected of all Carsten Institute of Cosmetology students are:

To be considered to be making Satisfactory Academic Progress (SAP), students must achieve a Cumulative Academic score of 80% and a cumulative attendance rate of 67%, or higher by the end of each evaluation period. The student must also be able to complete the course within 150% of the regular completion time published for the program.

Program	Hours/Week	Minimum	Maximum
Cosmetology Full time	30.00	34 weeks	50 weeks
Cosmetology Part time	20.00	50 weeks	75 weeks

A student who cannot complete training within the maximum timeframe may not be placed on an academic plan. Therefore, the student could not be granted the status of probation.

Factors of Academic Performance

Students receive grades in the following areas:

- 1. Theory:** Weekly written exams, unit final written exam, and unit projects
- 2. Practical:** Daily clinic performance (practical), unit final practical exam and quotas
- 3. Professional Development:** Participate in Sanitation, Attitude, Appearance, Time Management

Students must maintain 80% or higher in academics.

Students not meeting the 80% requirement will be required to repeat the unit.

The cumulative attendance rate is determined by dividing the student’s total actual hours by the total hours scheduled for that student as of the end of the evaluation period. **SAP is based on actual hours at Carsten Institute of Cosmetology.**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Evaluation Periods

Evaluations determine if a student is meeting the minimum requirements for Satisfactory Academic Progress.

The first evaluation will occur no later than 450 hours or the midpoint of the students contracted hours or whichever occurs sooner. Students will receive a SAP evaluation at the end of each payment period. SAP evaluations are cumulative from the date the student began training at the institution.

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measures (grade work)-80%
- Quantitative Measure (attendance)-67%
- Maximum Time Frame

The formal evaluations will be placed in each students file where the student will have access to all SAP evaluation results.

In our 1000-hour program evaluations would be conducted:

- First evaluation.....450 hours
- Second evaluation.....900 hours
- Final evaluation.....1000 hours



Course Completion Requirements

All students must obtain satisfactory progress in academic and attendance at least once by midpoint in their program or academic year whichever comes first. A student is deemed to be making satisfactory progress if they maintain a cumulative grade point average of at least 80% and a cumulative attendance rate of 67%. If it is determined, at any evaluation point, that a student cannot complete the program within 150% of the normal completion time they will be terminated from school.

Warning

The Carsten Institute of Cosmetology may allow the initial status of WARNING for students who are not considered to be meeting minimum standards for SAP. Notice of warning will be provided to the student and a copy kept in the student file. During this warning period, students will be considered to be making satisfactory progress until the next evaluation period. The warning will be lifted if, during the warning period, the student improves and obtains the minimum requirements above.

Probation

However, if at the end of the warning period the student has not raised their attendance average to 67% academic cumulative average to 80% or above the institution may allow the initial status of PROBATION if:

- The school determines that the student did not make SAP during the warning or previous evaluation period and,
- If the student prevails upon appeal of a negative progress determination prior to being put on probation and,
- The school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period or,
- The school will develop an academic plan for the student that if followed will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student

Students must first meet each element outlined above prior to ever being placed on the status of probation.

The School will notify the student of any evaluation that impacts their eligibility for financial aid.

Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is in warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Transfer

Students who are transferring hours from another school will have those hours counted as both attempted and earned hours for determining when the allowable maximum timeframe has been exhausted. SAP evaluations are based on actual contracted hours at the institution.

Leave of Absence (LOA) and Interruptions

A Leave of Absence does not affect satisfactory progress SAP; however, once the student returns from their LOA they will come back in the same status before they left. The hours missed due to the LOA will be excluded from the attendance calculation. A student cannot earn any grades or receive any financial aid loan funds while on the LOA.

The LOA will extend the students contract period and maximum time frame by the same number of days taken in the LOA. No additional charges will be added to the student as the result of an LOA.

Course Incompletes, Repetition, and Non-Credit Remedial Courses

No incompletes will be given. By the end of the unit, all tests, quotas and projects must be completed in order to receive a grade. Carsten Institute of Cosmetology reserves the right to allow makeup work at the discretion of the Administrative Committee on a case-by-case basis.

The repetition of a unit will be included in the satisfactory progress calculation and, therefore, will affect SAP. The Carsten Institute of Cosmetology does not offer non-credit remedial courses; therefore, it will not affect SAP.

Official Withdraws

In the event a student must withdraw, the student must consult with the school Director/Manager Kirsten Wilms or Gloria Hortua and notify in writing of their official last day.

Unofficial Withdraws

If the school unofficially withdraws a student from the school, the Director/Manager will record the circumstances and the last day in writing and include the information in the students official file.

Re-Entry

Students who withdraw prior to completion of the course and wish to re-enroll will enter in the same SAP status as when they left the school. The student will be required to complete the regular enrollment requirements, receive permission from the re-entry panel and complete a new contract for the remaining hours. A student will not be allowed to re-enter school again for at least one year if he/she is terminated or withdraws from this re-entry.

Re-Establish SAP or Financial Aid

A student can re-establish SAP and/or Title IV aid eligibility, if applicable, by meeting the required minimum attendance and academic standards by the end of the warning or probation period.



Termination

A student who is terminated cannot earn academic grades or clock hours. The student is not eligible for Financial Aid. A terminated student cannot re-apply to the school for at least 4 weeks after the termination date unless re-instated through the Appeal Process.

For all students who remain terminated, a return of Title IV Funds calculation will be performed for Title IV recipients. The school refund policy will be applied to the students account (see contract). Any balance due must be paid from the student's personal funds. All terminated students have the opportunity to an appeal. (see Appeal Process).

Appeal Process (Reinstatement of Student Status)

Carsten Institute of Cosmetology may allow a student to appeal their SAP determination up to five (5) school days, from the date of the determination. To appeal the determination, the student must follow this process:

1. Contact the Director regarding the intent to appeal the determination.
2. **A student may appeal for the following reasons, death of a relative, an injury or illness of the student, or other allowable special circumstances. Documents must be provided to prove reason for the appeal, why the student failed to make SAP, and must state in the appeal what has changed to allow achievement of SAP for the next evaluation period. Documents such as doctor notes, obituaries, counseling forms, and narrative statements are acceptable.**
3. Submit a letter or email to the Director/Manager (k.wilms@carsten.edu or g.hortua@carsten.edu) with your intent to appeal the determination. The letter should state why you feel that you failed to meet SAP standards, how you will improve your behavior and a list of goals that you feel will be necessary to accomplish before graduating.
4. Receive a notice from the Director/Manager regarding the appeal meeting date.
5. Attend an appeal meeting with a committee of representatives from administration and instructional staff (School Director/Manager, Financial Aid, and Lead Instructor).

The decision of the appeal board will be final. If the student is reinstating, no additional warning may be giving to the student. The appeal committee will give the student a written notice with the final decision for students accepted to come back the notice will state when to return to the school and any restrictions placed on the student for the reminder of time in the school. Students that don't meet the stipulations describe by the appeal committee may be terminated from the school without another opportunity to appeal.

A copy of the final decision and appeal documents will be placed in the students file. If the decision of the appeal board is not to allow the student to come back to the school the student will be notify with a written notice, a copy of this notice and appeal documents will be placed in the student's file. If reinstated, the student will remain on the probation period.

If applicable, unless the student is in warning or has prevailed upon appeal of the determination that has resulted in the status of probation, financial aid may be reinstated after the end of this evaluation period if the student meets the minimum academic and attendance standards. If, at the end of this probation period, the student's GPA or attendance does not meet the minimum requirement he/she may be terminated from school without the right to appeal.

Return of Title IV Funds Policy

In accordance with section 484B of the Higher Education Act of 1965 as amended, Carsten Institute of Cosmetology utilizes the Federal Formula for Return of Title IV Funds when a student receiving Title IV funds withdraws or is terminated from school. This formula is used to determine the amount of those funds, if any, that must be returned to the Title IV programs. This policy only applies to students who completely withdraw from school and stop attending classes.

Institutional Refund Policy

An Institutional Refund Policy will be applied to all students regardless of whether the student is receiving Title IV Funds or not. New York uses the State Mandated policy which is based on the number of weeks the student has been in school. One day of attendance in a week equals to a full week when calculating the intuitional refund. When a termination or withdrawal occurs, this helps determine how much the institute is entitled to keep and collect from the student if a balance is still due or refund any money back to the student if the institute has earned everything and has a credit balance.