



VICTORY
CAREER COLLEGE

Satisfactory Academic Progress- SAP Policy

Victory Career College

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SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study. Hours are calculated rounded up to the nearest whole number when less than 10 minutes (break). Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion within the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the Institution's accrediting/state agencies and the federal regulations established by the US Dept. of ED. The policy is provided to students prior to enrollment.

EVALUATION PERIODS Students are evaluated for Satisfactory Academic Progress as follows:

<u>Cosmetology Course:</u>	<u>450, 900, 1250 scheduled hours</u>
<u>Massage Therapy Course & AK Class (720):</u>	<u>360 scheduled hours</u>
<u>Skin Care & Nail Care:</u>	<u>300 scheduled hours</u>
<u>Massage Therapy (500):</u>	<u>250 scheduled hours</u>
<u>Barbering (1500):</u>	<u>450, 900, 1200 scheduled hours</u>
<u>Crossover Courses:</u>	<u>100 scheduled hours or Midpoint if enrolled in more hours than standard 200 or 300 hours.</u>

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance level of 70% of contracted hours.
3. GPA of 70% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

Transfer Students SAP evaluation periods are based on actual contracted hours at the institution. Satisfactory Academic Progress will be evaluated at the Midpoint of the contracted hours or established evaluation periods, 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Evaluations are based on scheduled hours.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the possible hours based on applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of such 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, VC College will determine if the student has maintained at least 70% 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. Hours and grades are calculated rounded up to the nearest whole number.

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. A student who has lost applicability for Title IV assistance will have the option to make other financial arrangements to continue attending Institution. Students will need to pay total balance by graduation. Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Students whose transfer hours are accepted by the Institution are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.



MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

Maximum Time Frame Allotted for Course Completion

COURSE	Normal Time Allotted		MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS	WEEKS	SCHEDULED HOURS
Cosmetology (F/T 34hrs/wk) – 1600 Hours	48 weeks	1600	68.64 weeks	2288
Cosmetology (P/T 20 hrs/wk) – 1600 Hours	80 weeks	1600	114.4 weeks	2288
Barbering (F/T 34 hrs/wk)- 1500 Hours	45 weeks	1500	64.35 weeks	2145
Barbering (P/T 20 hrs/wk)- 1500 Hours	75 weeks	1500	107.25 weeks	2145
Skin/Nail Care (F/T 34 hrs/wk.) – 600 Hours	18 weeks	600	25.74 weeks	858
Skin/Nail Care (P/T 20 hrs/wk.) – 600 Hours	25 weeks	600	35.75 weeks	858
Massage Therapy Course (F/T 24 hrs/wk.) – 720 Hours Massage Therapy Class (F/T 24 hrs/wk.) – 720 Hours	30 weeks	720	42.9 weeks	1030
Massage Therapy Course (P/T 20 hrs/wk.) – 720 Hours Massage Therapy Class (P/T 20 hrs/wk.) – 720 Hours	36 weeks	720	51.5 weeks	1030
Massage Therapy (F/T 24 hrs/wk.) – 500 Hours	21 weeks	500	30 weeks	715
Massage Therapy (P/T 20 hrs/wk.) – 500 Hours	25 weeks	500	35.75 weeks	715
Barber Cross-over Course to Cosmetologist (F/T 40 hrs/wk) 300 Hours	7.5 weeks	300	10.73 weeks	429
Barber Crossover Course to Cosmetologist (P/T 20hrs/wk.) 300 Hours	15 weeks	300	21.5 weeks	429



Cosmetologist Crossover Course to Barber (F/T 40 hrs/wk —200 Hours	5 weeks	200	7.15 weeks	286
Cosmetologist Crossover Course to Barber (P/T 20hrs/wk.) – 200 Hours	10 weeks	200	14.3 weeks	286

NON-CREDIT & REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the Institution’s Satisfactory Academic Progress standards. Victory Career College does not offer any non-credit or remedial courses.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. 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 towards completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two (2) practical comprehensive skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Institution. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation (for cos, skin & nail students). Numerical grades are considered according to the following scale:

ACADEMIC GRADING	PRACTICAL EVALUATION
100% - 90% = A = Excellent 4.0	YES =Criteria MET
89%- 80% = B =Above Average 3.0	NO =Criteria NOT MET
79% - 70% = C =Average 2.0	I = Incomplete work pending a grade
69% - 00% = Fail=Unsatisfactory 0.0	Below 70% or Below 2.0 =May have Title IV Funding interrupted

DETERMINATION OF PROGRESS STATUS

Students meeting minimum requirements for academics (C, 2.0 or 70%) and attendance (70%) at an evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will be provided a copy of their completed SAP evaluation form after their SAP counseling. 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. **Evaluation period consists of: for the next ten consecutive scheduled days, from the date of student signature, must have zero absences and/or 70/100 academics.**

Step 1: WARNING

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

Step 2: APPEAL PROCEDURES: Students must initiate the Appeal Process.

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.



The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the Institution administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to Institution under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.

An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

Step 3: PROBATION

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on 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, s/he will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive Title IV funds.

Financial Aid Students: Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. The student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements for two consecutive periods, the student will be determined as not making satisfactory progress and will be terminated.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS: Students may re-establish satisfactory progress and Title IV aid, if applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

TRANSFER HOURS: Transfer hours from another institution that are accepted towards current educational program will not impact current SAP as hours are counted as both attempted and completed. Satisfactory evaluations periods are based on actual contracted hours at the institution.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Institution in the same progress status prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe 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. A student who withdraws prior to completion of the course and requests to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student re-entering after a period of withdrawal in the same progress status as when they left.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.