



Furthermore known as MCBC in this document.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in M.C.B.C.

NOTE: Students receiving funds under any Title IV financial aid program or educational benefits from the VA must maintain satisfactory progress in order to continue eligibility for such funds. If at any time any evaluation impacts the student's eligibility for financial aid, the institution will notify the student.

ATTENDANCE PROGRESS

Basic Cosmetology Course:

Contracted length for the 1500-hour course for the full time student is 1650 scheduled hours. Any student not completing the 1500 hour course within 1650 scheduled hours will have to pay \$6.00 per hour for all scheduled hours between the date that 1650 scheduled hours are reached and the date that the student achieves 1500 total hours.

Students must maintain a cumulative average of 66.7% of contracted hours in order to be considered making satisfactory progress and must complete the course within the maximum time frame of 2250 scheduled hours. The academic and attendance evaluation will take place at 450, 900, 1200, and 1500 scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

Cosmetology Instructor Course:

Contracted length for the 750 hour course for the full time student is 825 scheduled hours. Any student not completing the 750 hour course within 825 scheduled hours will have to pay \$6.00 per hour for all schedule hours between the date that 825 scheduled hours are reached and the date that the student achieves 750 total hours.

Students must maintain a cumulative average of 66.7% of contracted hours in order to be considered making satisfactory progress and must complete the course within the maximum time frame of 825 scheduled hours. The academic and attendance evaluation will take place at 375 and 750 scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation.

ACADEMIC PROGRESS

The following factors will be measure to determine academic progress:

- Theory Work (Tests, Homework, Classwork, etc.)
- Practical Work
- Clinic Work

All work will be graded according to the following scale:

A: 100-90	B: 89-80	C: 79-70	D: 60-69	F: 59 & below
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Students must maintain a letter grade of "C" (minimum of 70% in all work) to be considered making satisfactory progress. Academic grades are measured on a cumulative basis.

Satisfactory Academic Progress Determinations are kept in a file in the office. Students will receive a copy of their Satisfactory Academic Progress Determination if they are placed on warning or probation.

UNSATISFACTORY – ACADEMIC

- Any student whose grade point average is below 70% at the time of any evaluation will be placed on satisfactory progress warning status. The student may continue to receive Title IV aid for one more payment period.
- During the warning period, the student must re-take all theory tests that are below 70%.
- If the student's grade point average is still below 70% at the end of the next evaluation period, the student is at a risk of no longer being eligible for Title IV funds.
- In the case of a student receiving VA benefits, the VA will be notified if the student attends less than ½ time in any one month.

UNSATISFACTORY – ATTENDANCE

- All students achieving less than 66.7% rate of attendance at the time of any evaluation will be placed on satisfactory progress warning status. The student may continue to receive Title IV aid for one more payment period.
- During the warning period, the student must improve his/her rate of attendance to 66.7% or above.
- If the student's rate of attendance is still below 66.7% at the end of the next evaluation period, the student is at a risk of no longer being eligible for Title IV funds.
- In the case of a student receiving VA benefits, the VA will be notified if the student attends less than ½ time in any one month.

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 on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, students may be deemed ineligible to receive Title IV funds.

WITHDRAWALS/COURSE INCOMPLETES

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her file as to progress at the point of withdrawal. Course repetition and noncredit remedial courses are not affected by this policy. If a student is on an approved leave of absence he/she will not accrue absent hours during the leave. An approved leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at the point of re-entry. A student failing to meet minimum requirements at the point withdrawal will be satisfactory progress warning until the next evaluation. Date of termination is determined by the post mark on written notice or the date it is presented in person.

TRANSFER POLICY

For students who transfer hours to MCBC, the school will calculate the remaining needed hours and add 10% to establish the number of hours the student can miss without having to pay any overtime charges. The school will calculate the maximum time frame by multiplying the number of hours needed by 150%. Hours transferred in will count as hours completed and hours attempted for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. The school will accept a maximum of 900 hours for the Basic Cosmetology Course and 500 for the Cosmetology Instructor Course.