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## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

### **GENERAL INFORMATION/DETERMINATION OF PROGRESS**

The following policy is applicable to all students enrolled. It is applied consistently to all students in a program and attendance schedule (i.e., full-time or part-time). It is provided prior to enrollment so that applicants can understand the SAP requirements. SAP will be measured at the following **scheduled** hours to ensure that an evaluation occurs no later than the midpoint of the academic year or the course, whichever occurs sooner:

**Cosmetology** 450, 900 and 1200 Hours      **Esthetics and Instructor:** 150 and 375 Hours

Students are provided with access to the SAP evaluations at the designated intervals.

Course incompleteness, repetition, non-credit remedial courses have no effect on SAP.

### **QUALITATIVE REQUIREMENT:**

Maintain a cumulative academic average of 70% or better at the end of each progress report period. The school uses the following grading scale:

90 - 100	A
80 - 89	B
79 - 70	C
69 -	BELOW STANDARDS - UNSATISFACTORY

1. Students enrolled in an educational program of more than two academic years must have a cumulative GPA of a 70%/C or higher and/or the ability to graduate in order to receive Title IV Funds.

### **QUANTITATIVE REQUIREMENT:**

1. All students must attend 67% of the scheduled hours of attendance to be in compliance.
2. Students must complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program.

### **LOSING AND REGAINING ELIGIBILITY:**

#### **FINANCIAL AID WARNING STATUS**

A student who meets the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. A student deemed as not making SAP at the reporting period will be

automatically placed in a Financial Aid Warning Status and the student will be notified in writing of any potential impact to financial aid, if applicable. At this point, no action is required by the student and they may continue to receive Title IV Funds for one additional payment period. Students who are making SAP at the next reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP may be placed on Financial Aid Probation Status (see details below) Any student that wants access to their SAP report, may request it from the Financial Aid Director.

### **FINANCIAL AID PROBATION STATUS**

The school may allow for the status of probation for students who are not considered meeting SAP requirements if: a) The institution evaluates the student's progress and determines that the student did not make SAP during the warning period; and b) the student prevails upon appeal of a negative progress determination prior to being placed on probation; and c) The institution determines the SAP standards can be met by the end of the subsequent evaluation period; or d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum time frame established for the individual student.

Students who are making SAP at the next reporting period are considered as meeting SAP and have regained full eligibility. Those who are not making SAP will be ineligible to receive Title IV Funds. A student must meet SAP prior to having eligibility reinstated.

### **APPEAL PROCESS**

If a student wishes to appeal a negative SAP determination for the possibility of being placed on probation, the student must submit a written request. The reasons for which a student may appeal include death of a relative, an injury or illness of the student or other allowable special circumstances. The student must submit any applicable documentation and explain what has change din the student's situation that will allow the achievement of SAP at the next evaluation. The results of the appeal will be documented and placed in the student's file.

### **REINSTATEMENT OF AID**

Reinstatement of aid is limited to the payment period under evaluation. Prior payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period in which he/she resumes satisfactory academic progress. A student who does not achieve the minimum standards is no longer eligible for Title IV 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 as described above.

### **LEAVE OF ABSENCE AND RETURNING STUDENTS**

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to School in the same progress status as prior to the LOA. 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 LOA and will not be included in the student's cumulative attendance percentage calculation. Students who fail to return from an LOA will have an Unofficial Withdrawal on the date they were scheduled to return from the LOA. (See Leave of Absence Policy Page )

### **TRANSFER HOURS AND SAP**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours 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.