



### Satisfactory Academic Progress Policy

GoodFellas Barber College’s Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is posted on the website to ensure that all students receive a copy prior to enrollment. The policy complies with the federal regulations established by the United States Department of Education.

*\*NOTE: Students who meet minimum requirements are considered to be making satisfactory academic progress until next scheduled evaluation.*

#### Evaluation Periods

The guidelines for Satisfactory Academic Progress as follows:

<b>Programs</b>	<b>Academic Progress</b>
<i>Barbering</i>	450 900 1200 actual clocked hours
<i>Teacher Manager Instructor (TMI)</i>	300 600 actual clocked hours

*Transfer Students- Midpoint of the contracted hours or the 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 in the course.

## Attendance Progress Evaluations

This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to continue to matriculate at the school and to continue to be eligible to participate in the federal government's Title IV/HEA financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:

- Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each 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, the school will determine if the student has maintained at least 67% 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.
- All students are held responsible for regular and punctual attendance. Students may not be absent more than 8 days during the **entire length** of their enrolled program. Goodfellas Barber College students must be present for 67% of the entire program. *For example, a student scheduled to complete a 1500 hour program must be present for a total of 1005 hours of the entire program.*
- All students must complete the program within one and one-half (1½) times the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted

Regardless of the average level of attendance, students who have more than 10 days of **consecutive absence** will be dismissed (unofficially withdrawn). This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 10 or more days are encouraged to request a Leave-of-Absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the School Catalog.

**Title IV/HEA Academic Year**

GoodFellas Barber College academic year is listed below:

<b>Programs</b>	<b>Clock Hours</b>	<b>Hours per week</b>	<b>Instructional Time</b>	<b>PROGRAM PAYMENT PERIODS</b>
<i>Barbering</i>	1500 clock hours	30	50 weeks	15 weeks/450 hours 30 weeks/900 hours 40 weeks/1200 hours 50 weeks/1500 hours
<i>Barbering Evening program</i>	1500 clock hours	24	62.5 weeks	18.75 weeks/450 hours 37.5 weeks/900 hours 50 weeks/1200 hours 62.5 weeks/1500 hours
<i>Teacher Manager Instructor (TMI)</i>	600 clock hours	30	20 weeks	10 weeks/3000 hours 20 weeks/600 hours
<i>Teacher Manager Instructor (TMI)- Evening program</i>	600 clock hours	24	25 weeks	12.5 weeks/300 hours 25 weeks/600 hours

For Title IV/HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV/HEA funding. .

**Maximum Time Frame**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b>Programs</b>	<b>Clock Hours</b>	<b>Hours per week</b>	<b>Max weeks allowed</b>	<b>Max scheduled hours allowed</b>
<i>Barbering</i>	1500 clock hours	30	75 weeks	2250 hours
<i>Barbering Evening program</i>	1500 clock hours	24	93.75 weeks	2250 hours

<b>Programs</b>	<b>Clock Hours</b>	<b>Hours per week</b>	<b>Max weeks allowed</b>	<b>Max scheduled hours allowed</b>
<i>Teacher Manager Instructor (TMI)</i>	600 clock hours	30	30 weeks	900 hours
<i>Teacher Manager Instructor (TMI)- Evening program</i>	600 clock hours	24	37.5 weeks	900 hours

### **Determination of Progress Status**

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 will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations.

Students deemed not maintaining Satisfactory Progress will have their Title IV/HEA Funding interrupted/ suspended, unless the student is on a Title IV, HEA warning or has prevailed upon appeal resulting in a status of a Title IV, HEA probation. We will notify all students in writing of any changes in status.

Note: students must understand that there is a difference between an “ACADEMIC” warning and a “Title IV, HEA Warning and/or Title IV, HEA Probations.

### **Title IV, HEA WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a Title IV, HEA warning. 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, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV/HEA funds.

### **Title IV, HEA PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will lose their Title IV, HEA eligibility. A student may be granted Title IV, HEA probation, only **after a successful appeal**.

A student placed on Title IV, HEA Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive further Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having their Title IV, HEA eligibility reinstated.

If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

\*\*\*Note: Our institution's academic plan for each course offered, 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. Most probationary periods are for a Title IV/HEA pay period (450 hours)

### **Title IV, HEA APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress after a warning, the student may appeal the determination is placed on a Title IV, HEA suspension notice, which means the student has lost their Title IV, HEA Eligibility. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information must include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

**The student must describe any unusual circumstance(s)** that the student believes deserve special consideration. The basis on which a student may file an appeal:

- death of a relative,
- an injury, or illness of the student or
- other special circumstance.

The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student in writing within 10 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. Students who receive a negative progress determination when there are mitigating circumstances beyond a student's control may appeal if such mitigating circumstances are considered to be a serious illness or injury to the students, death or serious illness of an immediate family member or serious personal circumstances that adversely affected a student's performance.

Appeals must be submitted in writing to GoodFellas Barber College within three (3) business days of receiving the determination. A decision will be issued to the student after the appeal has

been evaluated as stated above within 10 calendar days. All decisions are final. If an appeal is declined the student continues to follow the Progressive Disciplinary Procedures and will must continue on a cash payment basis.

### **Progressive Disciplinary Procedures**

#### **Occasion One (Warning):**

Students not making satisfactory progress in either area during any grading period will receive a written warning letter, stating that his/her performance does not meet the required level.

#### **Occasion Two: (termination)**

On the second occasion of unsatisfactory progress in either area, a third written warning letter will be issued to the student. This letter will terminate the student from The Barbering/Teacher Manager Instructor Program unless an appeal has been successful and student is placed on probation.

**Procedures are: warning, suspension, appeal, then probation if the appeal was successful**

#### **Re-establishment of Satisfactory Progress**

Students may re-establish satisfactory progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

#### **Interruptions, Course incompletes and Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence (See LOA Policy), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period 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. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

#### **Returning student from a Leave of Absence or a Withdrawal**

All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at

the time of the prior withdrawal or leave.

### **Incompletes**

Any student who fails to complete a course will receive an incomplete. Incompletes courses will be given a grade of zero.

### **Termination Policy**

Students must comply with all rules and policies of GoodFellas Barber College. GoodFellas Barber College shall have the right to terminate a student's contract and the student's enrollment at any time for violation of the rules and policies that presently exist, or which may exist in the future.

Termination may result for fighting, obscenities, and use of illegal drugs, concealed weapons, and disrespecting school authorities GoodFellas Barber College reserves the right to modify the rules and regulations in compliance to remain in compliance with federal and accreditation rules and laws. If a student misses 10 consecutive days without being on LOA or other authorization, the school will automatically consider student as a drop and the student will be terminated from the school.

### **Repeat Courses**

If a student repeats a course, the course will count in the maximum number of attempted hours each time the course is taken.

### **Noncredit and Remedial Courses**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.