
Policy Name: SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR TITLE IV STUDENTS

Policy Owner: Director

Policy Code: 303

Policy Effective Date: September 12, 2018



Purpose:

Is to measure the rate of student completion of coursework toward a certificate determined using qualitative and quantitative measures.

Scope:

303.1 Satisfactory Academic Progress Policy for Title IV students

Responsibilities:

The administrative office is responsible for developing and updating this section.

Definition:

Financial Aid Warning - means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period. The school reinstates eligibility for aid for one payment period and may do so without a student appeal.

Appeal - means a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV, HEA program assistance.

Financial Aid Probation - means a status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.

Maximum timeframe means—

(1) For an undergraduate program measured in clock hours, a period that is no longer than 150 percent of the published length of the educational program, as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time; and

303.1 - Satisfactory Academic Progress Policy.

Satisfactory Academic Progress (SAP) is a standard used to measure a student's successful completion of coursework toward a certificate. The SAP is consistently applied to Title IV students a. It can be found on

the school's web site along with the catalog to ensure that all students are made aware at enrollment. The school's SAP policy must provide for notification to students of the results of an evaluation that impact's the student's eligibility for Title IV, HEA program funds.

- (1) The policy provides for consistent application of standards to all Title IV students within categories of students, *e.g.*, full-time, part-time, and undergraduate.

303.2 – Requirements

Every student is required to maintain SAP consisting of Satisfactory Attendance and Satisfactory Grades. To comply with SAP standards the student must maintain a minimum cumulative Attendance of 66.66% and a B (80) cumulative grade average (Theory and Practical).

303.3 - Unsatisfactory Academic Progress (USAP)

Students who fail to meet the minimum requirements of SAP.

303.4 – Procedures

1. When given Financial Aid Warning

The first time a student fails to meet the minimum requirements for SAP, he/she will be placed on Financial Aid Warning. The student will still be allowed to receive aid during the next payment period.

2. When placed on Financial Aid Suspension

When the student fails to achieve SAP at the end of the Financial Aid warning period and at the end of the payment period, the student will be placed on Financial Aid Suspension for the next payment period. The student then may appeal the suspension.

- If for any reasons other than GPA the student will submit in writing how he/she will re-establish themselves to meet the SAP standard by the end of the next payment period. This will be taken into advisement to attain satisfactory academic standard by the institutional committee. If granted, he/she will be placed of Financial Aid Probation.
- If for academic reasons the student must then appeal the suspension. The student will be given an academic plan by the school in which the student must follow and meet. If the appeal results on behalf on the student, then the student will be placed on Financial Aid Probation.

3. Appeal

When the student is placed on Financial Aid Suspension the student may appeal that the result on basis of: his injury or illness, the death of a relative, or other special circumstances. The student may appeal to Montana Barber Institute explaining why he/she failed to make satisfactory progress. The student will have 10 business days from the day the decision was made to submit their appeal in writing to start the appeal process. The appeal will be reviewed by Director/Institutional Committee and a response will be given in writing to the student within 10 business days of receiving the appeal.

4. When placed on Probation

The student is placed on Financial Aid Probation when the appeal is successful. During that payment period, the student will receive aid while on probation. If at the end of that payment period, the student is still not meeting the minimum requirements for SAP, he/she loses financial aid eligibility until the end of a payment period in which he/she has meet SAP requirements.

303.5 - Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress, as applicable, by meeting minimum attendance and academic requirements by the end of the Financial Aid Warning, Financial Aid Suspension, or Financial Aid Probationary period.

303.6 - Non-credit, remedial programs, repetitions

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

303.7- Qualitive and Quantitative Measure

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 toward course 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 comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

100 – 90	A	Excellent
89 – 80	B	Good
79 – 70	C	Satisfactory
69 – 60	D	Unsatisfactory
59–50	F	Failing
49-0	I	Incomplete

Quantitative Measures (TIME BASE)

The Institution will evaluate the student progression through the program at least twice within a payment period to determine that the student is remaining on schedule to complete the program. The Institution evaluation will be a written counseling to inform the student of any issues that may need to be addressed.

Satisfactory Academic Progress Chart

Program Name Full time (F)	Maximum Allowed Time in weeks	Maximum Allowed Time in Scheduled Hours
Class A Barber (F) - 1500 Hours	53	2175
Barber Instructor (F) - 750 Hours	29	1088
Cosmetology to Class A Barber (F) – 300 Hours	14	435
Program Name Part time (P)	Maximum Allowed Time in weeks	Maximum Allowed Time in Scheduled Hours
Class A Barber (P) - 1500 Hours	106	2175
Barber Instructor (P) - 750 Hours	58	1088
Cosmetology to Class A Barber (P) – 300 Hours	28	435

303.8 – 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 Academic Progress Determination at the time of each of the evaluations.

303.9 - Progress Evaluation Periods

Students evaluation for Satisfactory Academic Progress are completed before the end of each payment. The estimated hours that a student should have during their evaluation period are as follows:

Class A Barber	450, 900, 1200 actual hours
Barber Instructor	375, 375 actual hours
Cosmetology Operator to Class A Barber	300 actual hours

*Transfer students—midpoint of the actual contracted hours or the established evaluation period, whichever comes first.

The evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students are meeting the required standard of our programs. MBI ensure that students have at least one evaluation by midpoint in the program. Students are required to attend a minimum of 66.66% 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 66.66% 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. Progress records will be furnished to students every quarter.