

Satisfactory Academic Progress (SAP)

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This policy applies to all students enrolled in an approved course and all available types of schedules. Student will receive access to the School Catalog, which includes this Satisfactory Academic Progress Policy, prior to enrollment.

MEASUREMENT OF ACADEMIC PROGRAMS

The school measures all its academic programs in terms of clock hours. Clock hour is the defined as a minimum of 50 minutes of instruction during a 60 minute period. In the presence of the instructor, the students must utilize the time to study and train. Lunch breaks do not count toward the student's clock hours. Each student will have the opportunity to know how many hours he/she completed and the remaining hours to complete during the evaluation periods, which are based on actual hours, or he/she can request the information anytime during the training.

EVALUATION PERIODS

To ensure that students are making sufficient progress, both quantitatively and qualitatively, SAP is officially assessed at the end of an evaluation period. SAP evaluation periods are based on actual hours completed. The first evaluation will occur no later than the mid-point of the program. All evaluations will be done within 7 school business dates from the date of the evaluation point, and students shall receive a copy of the report (in-person or email). Lovett Beauty School operates all programs according to a schedule of 900 hours per academic year of instruction over 30 academic weeks. Evaluations listed in the chart below are expressed as hours/weeks, which both must be met.

Course	Evaluation Points (Based on Actual Hours)			
	450 hours/15 weeks	900 hours/30 weeks	1200 hours/41 weeks	1500 hours/52 weeks
Master Cosmetology	450 hours/15 weeks	900 hours/30 weeks	1200 hours/41 weeks	1500 hours/52 weeks
Esthetician	450 hours/15 weeks	900 hours/30 weeks	1000 hours/34 weeks	
Nail Technology	262.5 hours/9 weeks	525 hours/18 weeks		
Master Educator	375 hours/13 weeks	750 hours/26 weeks		
Nail Care Instructor	125 hours/4 weeks	250 hours/8 weeks		
Esthetician Instructor	250 hours/8 weeks	500 hours/17 weeks		

ATTENDANCE REQUIREMENT

Students are required to attend a minimum of 80% 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, Lovett Beauty School will determine if the student has maintained at least an 80% 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.

MAXIMUM TIME FRAME

The Maximum Time Frame allowed for students to complete each course is 125% of the course length. It is as follows:

Course	Contract hours	Maximum Time Frame	Contract Course Length (Full-Time)	Maximum Course length (Full-Time)	Contract Course Length (Part-Time)	Maximum Course length (Part-Time)
Master Cosmetology	1500 Hours	1875 Hours	52 weeks	65 weeks	83 weeks	103 weeks
Nail Technology	525 Hours	656.25 Hours	18 weeks	22 weeks	28 weeks	35 weeks
Esthetician	1000 Hours	1250 Hours	34 weeks	44 weeks	54 weeks	67 weeks
Master Educator	750 Hours	937.5 Hours	26 weeks	32 weeks	40 weeks	50 weeks
Nail Care Instructor	250 hours	312.5 Hours	8 weeks	10 weeks	13 weeks	16 weeks
Esthetician Instructor	500 Hours	625 Hours	17 weeks	21 weeks	27 weeks	33 weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

Students who fail to make SAP by exceeding Maximum Time Frame shall be terminated and the students will be permitted to re-enroll in the program according to the Re-Admission Policy. Students are expected to make financial arrangement to cover any school fee(s) and tuition cost.

ACADEMIC PROGRESS/GRADING SYSTEM

Students are required to maintain a minimum 75% cumulative grade point average (GPA) at each evaluation point of the program.

Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form uses checkmark (Y/N). Each satisfied skill/application will receive a checkmark or a Y, which is then totaled and converted to a percentage. Students are graded on theoretical knowledge at the end of each course. A final examination will be given at the completion of each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale.

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-75%	=	Satisfactory
D	=	74%-60%	=	Poor
F	=	59%-0%	=	Failing

Students who scored lower than 75% are required to retake the exams.

The above-stated grading scale will also be used to score all tests administered by this institution.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics (75%) and attendance (80%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted (if applicable), unless the student is on warning or has prevailed upon appeal resulting in a status of probation. ***Disclaimer: Lovett Beauty School is currently not approved to offer Title IV Funding.***

APPEAL POLICY

Students have the right to appeal unsatisfactory academic progress status.

- The appeal process is as follows:
- ✓ The student must submit “**Appeal Request**” form to the School Director
- ✓ The form must state the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal, including proof of documentation(s). EX: Death, illnesses, or other mitigating circumstance., and what has changed to allow student to meet SAP.
- ✓ The form must be received within (10) school business days of the date the unsatisfactory notice was provided to the student.
- ✓ The School Director and the administrator staff shall evaluate the appeal and notify the student in writing of the decision within (10) school business days.

Should a student's appeal be successful, they will be notified and placed under a probation, which enables the student to continue to receive funding if applicable.

Should a student's appeal be unsuccessful, the student will be informed in writing. The student is determined to be not making SAP and is expected to make financial planning to cover tuition cost and extra instructional fee is applicable. The results of the appeal are stored in each student's folder for records.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may regain or re-establish satisfactory academic progress (SAP) and continue to receive Title IV funding (if applicable) by meeting the minimum attendance and academic requirements by the end of a warning and/or probation period.

RETAKE/MAKE-UP POLICY

Students can request make-up tests/exams and missing hours with the approval of the instructors and/or school director. Make-up dates are on one Saturday of every month, and prior signing up is required. Students are allowed to stay one more hour after school closes after requested and approved by Director. Make up dates may change based on the school director's discretion. Students must retake any tests, quizzes, exams that are lower than 75 points or a C. The requirements for SAP are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, 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 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. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

COURSE INCOMPLETES, REPETITIONS, NONCREDIT, REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses have no effect on the institution's SAP standards.

TRANSFER HOURS

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

******End of Satisfactory Academic Progress Policy******

Warning, Probation

WARNING

◆ Students who are not making SAP will be placed on warning and considered to be making SAP until the next evaluation period. The students will receive a warning letter and will be advised on the actions required to attain satisfactory academic progress by the next evaluation. If by the next evaluation point, the student is still not making SAP, the student may be placed on probation after a positive appeal result. Please note, failure to prevail upon appeal will result in termination of Title IV funds (if applicable).

PROBATION

◆ Students who fail to meet minimum requirements after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, **if** the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students may be placed on an academic plan as long as, if the plan is followed, the student is able to meet the institution's SAP requirements by a specific point within the maximum timeframe. *During the probation period, the student is considered making SAP until the next evaluation point.* If at the end of the probationary period, the student is still failing to make SAP, he/she will be determined as NOT making SAP, and if applicable, he/she shall be notified that he/she is no longer eligible to receive Title IV, and other funding if applicable. He/she is required to make financial plans to cover tuition cost and extra instructional fees.

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 - ✓ The form must be received within (10) school business days of the date the unsatisfactory notice was provided to the student.
 - ✓ The School Director and the administrator staff shall evaluate the appeal and notify the student in writing of the decision within (10) school business days.
 - ◊ Should a student's appeal be successful, they will be notified and placed under a probation, which enables the student to continue to receive funding if applicable.
 - ◊ Should a student's appeal be unsuccessful, the student will be informed in writing. The student is determined to be not making SAP and is expected to make financial planning to cover tuition cost and extra instructional fee is applicable. The results of the appeal are stored in each student’s folder for records.

STUDENT GRIEVANCE/CONPLANT POLICY AND PROCEDURE

Lovett Beauty School provides a safe and friendly environment for our students to study and to train. The institution will make great effort to resolve every complaint the students might have. All students have the right to submit a complaint or concern about any issue that may be interfering with the learning and training process. The students will receive an appropriate solution to the issue.

- ◆ 1.The complaint must be submitted by filling out “STUDENT GRIEVANCE FORM” which can be requested or found at a designated location inside the school. This form must be submitted directly to the school director within 10 school business days from the date that the incident occurred.
- ◆ 2.The information will be reviewed and discussed by the school director and/or administrator board members.
- ◆ 3.A written response will be sent to the complainant by email or letter within 30 school business days from the date the grievance was received. The initial response might not be a solution to the grievance but to inform the student that the investigation is taking place and the institution is working to resolve the issue.
- ◆ 4.After the investigation is concluded, the final response will be sent to the student. If in any case, the student feels that the solution is unsatisfactory, he/she has the right to appeal that decision to the school director again in writing. The appeal must include all related documentations such as a copy of the original grievance, the response(s) from the school, etc. The grievance is then will be reviewed and discussed by the School Director and the administrator members. Further investigation will be made, and a final response will be sent to the student within 30 school business days from the date the appeal was received.

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******End of Satisfactory Academic Progress Policy******

COVID-19 RESPONSES & PROCEDURES

- ◊ It is important that each student and staff follow the Health & Safety Guideline closely. Failure to follow will lead to disciplinary action or/and ask to leave the facility:
 - Use of Personal Protective Equipment and Best Practices: Students and employees will be required to wear masks at all times. We will try our best to provide these personal items; However, Students are expected to provide themselves with their own masks to prevent any type contamination and shortage in school's supply. Any student comes into the facility without mask will be asked to leave. Hand washing with soap and warm water, for a minimum of 20 seconds will be required between every service, and before exiting the building and after entering the building, AND AS OFTEN AS POSSIBLE.
 - Disinfection: All workstations, tools, and surfaces must be thoroughly cleaned and disinfected prior to use and after use.
 - Clock In/Out Safely: USE hand sanitizer or Wash your hands BEFORE AND AFTER touching the clock/pen.
 - All persons must take and pass the temperature test to enter and remain inside the building.
 - Maintain Social Distancing: We understand that it is sometimes not possible to be six feet apart at times; However, avoid crowding in groups is a must. Your Instructor will modify practical teaching methods to satisfy this condition. When Social Distancing is not possible, wearing mask is required.
 - NO PERSON-TO-PERSON CONTACT.
 - Self-Screening Questions: Have you had a cough, fever, Fever or chills, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea? Have you been around anyone exhibiting these symptoms within the past 14 days? Are you living with anyone who is sick or quarantined? Do you feel unwell?
- *** If you feel unwell, sick, or unsafe in any way, please stay home and contact school official (best through email) and your LOA will be approved and extended accordingly without any extra fees. Your Contact Graduation Date and Maximum Time Frame Date will be adjusted accordingly.
- *** If you decide to come to school out of your willingness, you are expected to follow school safety procedures closely.

Safety/First Aid

- ◇ Lovett Beauty School provides a safe environment for the students and the staff members to study and work. However, there are some risks factors that worth taking into consideration:
- ◇ 1. **Physical Endurance:** Students must develop a good hands and legs coordination in order to move around while performing services. Physical endurance is required because in working environment, students sometime must stand/sit for long hours
- ◇ 2. **Dangerous Chemicals:** Students will be learning how to handle hazardous chemicals, products, and solutions on a day-to-day basis. For Nail Technicians, one of the riskiest solutions to touch is primer. A primer spill can result in burning of the skin. Therefore, every student must follow the dress code policy. Mixing products and solutions for scalp care/hair care is prohibited without the supervision of instructors. Students wear mask when working with chemical solutions to avoid inhaling fumes. If a student is pregnant while enrolling as a student at Lovett Beauty School, the student must provide the school with written consent from the doctor to continue the training or to get accepted as a student.
- ◇ 3. **Direct contact:** it is natural in this profession for students to have physical contact with the clients while performing the service. Students may come across contagious illnesses and/or contagious microbes. During services, student may make direct contact with blood, and other bodily fluids. Therefore, it is very important for students to wear gloves, mask, and apron for protection.
- ◇ 4. **Allergic Reactions:** During training and learning how to handle solutions and chemicals, Students may develop allergic reactions such as itching skin, running nose, watering eyes. Student must follow the instructions from the manufacture, wear gloves, mask, and follow the dress code strictly. Students must report to the instructor immediately they experience an allergic reaction.
- ◇ 5. **Tools and Electrical Appliances:** It is part of the training for students to know how to use and handles tools such as blow dryers, flat irons, curling irons, nail drill, gel cure lighted. These tools, if not properly stored and maintained, may cause electrical shock accidents. Students should not use any tools with loose cord or/and open wire.

Evacuation/Fire Drill Procedures

- ◆ In case if an emergency evacuation is required, Lovett Beauty School posted this procedure throughout the building to make sure each student must be familiar with each evacuation plan:
 - Fire: The Facility is equipped with smoke detectors and fire extinguishers. If fire is detecting on school premises, staff will make sure all students and clients are out the building using the closest exit. Instructor in charge of the class must call 911 to report the situation and ask for aid.
 - Storm/Tornado: In case of a weather emergency such as tornado, students, clients, and staff members will be notified. The people will be moving away from any windows, doors, and glass. Staff members will inspect the school to make all students and clients are in safe areas.
 - Bomb Threat: In case of s bomb threat, the building will be evacuated immediately. Instructors and staff must make sure that all students and clients are out and safe. Emergency 911 will be dialed.
 - Robbery: In case of a robbery, students, staff, and clients will cooperate with the offenders to avoid the situation escalated to violent. Students are to fully cooperate with the offender to ensure their safety. Staff and instructors will dial 911 when the opportunity comes.
 - Hostage: In case of hostage situation, All MUST STAY CLAM AND COOPERATE WITH THE OFFENSERS.
 - Sexual Assault: If such a situation should occur, emergency authorities will be notified. Medical aid will be provided if needed. The victim will be encouraged to seek professional counseling.
 - Violence/conflict involving clients: If a problem arises between a client and student, instructor will be notified. If the instructor could not resolve the problem, school director will be consulted. A proper solution will be reached. If the client is unable to remain calm and displayed violence behaviors, the school has the right to call local law enforcement and have the client removed.

Location and use of Fire Extinguishers

- ◆ There are three fire extinguishers
 1. Adjacent to the front desk, near the front door exit
 2. Next the Kit display cabinets
 3. Next the back-door exit



Withdrawals Policies

UNOFFICIAL / AUTOMATIC WITHDRAWAL

If the student fails to attend school for more than 14 consecutive days unexcused, the school has the right to take appropriate action which is termination. Student tuition will be calculated by on school refund policy. The student transcript will not be released upon the student/guardian request until all fees are resolved.

At the school's discretion, the students are considering to be automatically withdrawn from the program for the following reasons but not limit to:

- ✓ Failure to attend school for 14 consecutive class days or more unexcused.
- ✓ Failure to return from an approved leave of absence (LOA) on the scheduled return date.
- ✓ Failure to follow the Drug-Free Policy
- ✓ Students who exceed Maximum Time Frame shall be terminated and the students would be permitted to re-enroll in the program according to the Re-Admission Policy.

❖ **NOTE:** The 14 days will be counted based on calendar dates including weekends and it does not matter whether the student is full time or part-time.

WITHDRAWAL PROCEDURE

If a student is choosing to withdraw from the school after starting class, he/she should request and fill out the "Withdrawal Request Form". Student should pay all applicable fees. If the student fails to do so, the school has the right to NOT release the student transcript.

If the student is being terminated by the school, a letter or email notification will be sent to the student's current address/Email within a week after the drop date. Students are allowed to re-enroll; he/she is expected to follow the "RE-ADMISSION" policy.

*Please sign the last page of the Catalog and turn it in!

I _____ acknowledge I have access to the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled. I have read and understood the rules and regulations of Lovett Beauty School which clearly outline in the catalog. By signing this form, I agree to respect and abide to rules, regulations, and policies of Lovett Beauty School.

Student Signature _____

Print Name _____

Date _____

******NOTE:** Please sign and return this last page to the school official to be kept in each student file as record.

YOU DID IT!

See you in Class!

