



## LA' JAMES INTERNATIONAL COLLEGE ILLINOIS SATISFACTORY ACADEMIC PROGRESS POLICY

### COSMETOLOGY, NAIL TECHNOLOGY, TEACHER TRAINING PROGRAMS

Satisfactory Academic Progress standards regarding grades and attendance are required by the Department of Education for all students attending post-secondary educational institutions. This applies to all students enrolled at La' James International College.

Cumulative academic (qualitative) and attendance (quantitative) progress is evaluated at actual hours as follows:

- Cosmetology Program – checked at end of payment period (450, 900, & 1200 hrs.)
- Nail Technology Program – checked at end of payment period (175 hrs.)
- Teacher Training Program – checked at end of payment period (500 hrs.)

Only students who are making Satisfactory Academic Progress as defined by this policy are eligible for financial aid. Transfer Students: SAP evaluation periods are based on actual contracted hours at La' James International College.

### **DEFINITION**

At La' James International College, Satisfactory Academic Progress is defined by the following criteria:

1. An attendance average of 70% of hours possible.
2. A theory and practical minimum grade average of 75%.
  - a. Students earn practical grades by demonstrating their abilities in participation classes, clinic practicums and assigned projects.
  - b. Students earn theory grades through written tests and a final examination.

Theory & Practical Grading	
95 – 100%	“A”
85 – 94%	“B”
75 – 84%	“C”
1 – 74%	“U” Unsatisfactory
0 -	“I” Incomplete

### **MAXIMUM TIME FRAME:**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
● Cosmetology- (Full time, 30 hrs/wk)- 1500 hours	71.5	2145
● Nail Technology- (Full time, 21 hrs/wk)-350 hours	23.83	500.5
● Teacher Training- (Full time, 35 hrs/wk)-1000	40.86	1430

\*Transfer hours from another institution that are accepted towards the student’s educational program are counted as both attempted and completed hours for the purpose of determining the allowable maximum time-frame. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **LA' JAMES POLICY OF “SATISFACTORY PROGRESS”\* REQUIRED OF THE STUDENT:**

The College requires an 75% average to be maintained by the student academically and 70% attendance. If the student does not achieve SAP (falls below 75% academically or below 70% of attendance) at an evaluation period, they will be positioned on Financial Aid Warning Status.

### **DETERMINATION OF STATUS:**

Students maintaining 75% academically and 70% of attendance at the evaluation period or midpoint of the program, whichever is lessor, are considered making Satisfactory Academic Progress until the next scheduled evaluation period. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

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

Students not achieving SAP at an evaluation period are notified and automatically placed on Financial Aid Warning Status until the end of the next evaluation period. During the Financial Aid Warning Status, a student may continue to receive federal assistance under Title IV HEA programs. If the student does not regain SAP by next evaluation period, they will be notified and lose eligibility for federal assistance under the Title IV HEA programs. A student may file an appeal and if granted may be placed on Financial Aid Probation.

## **FINANCIAL AID PROBATION:**

The student may be granted an appeal to their unsatisfactory determined status by following the appeal procedure.

If the appeal is approved the student will be notified and placed on Financial Aid Probation until the evaluation period. If at the next evaluation period, the student is not making SAP, they will lose eligibility for federal financial assistance under the Title IV HEA programs and may be terminated.

If the appeal is **not** approved, the student will lose eligibility for federal assistance under the Title IV HEA programs, and may be terminated.

## **APPEAL PROCEDURE:**

1. The student must appeal their unsatisfactory determined status in writing on an appeal form within 10 days of notification. The appeal will include:
  - a. The cause that made the student fail to meet La'James International College SAP policy standards.
  - b. An explanation of what has changed to allow them to exhibit SAP at the next evaluation period.
  - c. Any attached medical or other documentation to verify the situation.
2. La'James International College must verify that the student would feasibly be able to regain SAP by the next evaluation period in both academics and attendance.
3. Acceptable reasons to file an appeal are as follows:
  - a. death of a family member
  - b. injury or illness of the student
  - c. extenuating special circumstances

\*Financial Aid warnings, probations, appeals and documentation is kept in the students file.

## **AFFECTS OF LEAVES OF ABSENCE, WITHDRAWALS & OTHER INTERRUPTIONS OF TRAINING:**

The status of the student prior to the interruption of the training will be considered the same upon re-admittance. Students may be required to reinstate their eligibility as detailed below.

## **REINSTATEMENT OF FINANCIAL AID ELIGIBILITY:**

Students may re-establish satisfactory academic progress and eligibility for Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the next evaluation period.

Students must meet both academic and attendance guidelines to regain Satisfactory Academic Progress.

Course incompletes, repetitions, and non-credit remedial courses do not apply to La' James International College and does not affect Satisfactory Academic Progress

## **LEAVE OF ABSENCE:**

A leave of absence is approved if:

1. the student has made a written request for the leave of absence which is approved and retained in the student's file.
2. the leave of absence together with any additional leaves of absences does not exceed 180 days in a 12 month period.
3. the school does not charge the student for the leave of absence.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

If a student's leave of absence is **not** approved, the student is considered to have withdrawn from the school, and the refund requirements apply.

These leave of absence requirements also affect a student's in-school status for the purposes of deferring SFA loans. A student on an approved leave of absence is considered to be enrolled at the school and would be eligible for an in-school deferment for his or her SFA loans. A student who takes an *unapproved* leave of absence or fails to return to the school at the end of an approved leave of absence is no longer enrolled at the school and is **not** eligible for an in-school deferment of his or her loans.

This Satisfactory Academic Progress Policy complies with all the laws and regulations applicable to La' James International College.

**\*NOTE:** This policy applies to: Full-time students in all programs and is given to each student prior to signing the enrollment agreement. Students have access to SAP on their student portal.

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