



**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 rubric exams and clinical practicums.
 - b. Students earn theory grades through exams and a college final examination.

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

Exam Retake & Fail Policy: If a student is absent for an examination, it is the student’s responsibility to take the exam on the pre-determined makeup date. Only partial credit, (maximum of 80%) is given if the examination is taken on the makeup date. Failure to complete a scheduled makeup exam will result in an Incomplete for that examination. Incomplete grades are averaged in the academic (qualitative) progress. If a student fails an exam and it is affecting their Satisfactory Academic Progress, they will be scheduled to retake failed exams on a predetermined retake date. Only partial credit, (maximum of 75%) is given for the retake exam. The retake exam score, if higher than the previous posted score, will be averaged in the academic (qualitative) progress.

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: (This applies to all students in all programs, and includes periods when a student does not receive Title IV aid.)

| COURSE HOURS | MAXIMUM TIME ALLOWED | |
|---|-----------------------------|------------------|
| | WEEKS | SCHEDULED |
| ● 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 when the allowable maximum time-frame has been exhausted. 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 ACADEMIC PROGRESS"* REQUIRED OF THE STUDENT:

The college requires a 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 an 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 by meeting the probation requirements below.

FINANCIAL AID WARNING STATUS:

Students not achieving SAP at an evaluation period are notified in writing and automatically placed on Financial Aid Warning Status until the next evaluation period. During the Financial Aid Warning Status, a student may continue to receive federal assistance under Title IV HEA programs. At the next evaluation period, the warning status will be lifted if the student is making Satisfactory Academic Progress. If the student does not regain SAP by the next evaluation period, they will be notified in writing and lose eligibility for federal assistance under the Title IV HEA programs, unless the student appeals, is granted the appeal, and placed on probation. (See Below).

FINANCIAL AID PROBATION:

Students may be granted a probationary period for not meeting minimum standards for satisfactory academic progress if:

- a. The student completes the appeal procedure below; **and**
- b. The College Administration evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning period; **and**
- c. the student prevails upon appeal of a negative progress determination prior to being placed on probations; **and**
- d. the College Administration determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; **or**
- e. the College Administration develops an academic plan for the student that, 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.

If the criteria for appeal **is** met for the probation status, the student will be notified in writing and placed on Financial Aid Probation until the next evaluation period. The student is responsible for meeting all requirements determined to get the student back into a Satisfactory Academic Progress status and following their academic plan if applicable during the probation 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 criteria for appeal **is not** met for the probation status, 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 as applicable.
2. La' James International College must verify that the student would feasibly be able to regain SAP by the end of 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.

**Submitted appeals are reviewed and determined by La' James International College administration (College Administrator, Financial Aid Director, and/or Educational Director). Monitoring of progress during Financial Probation Periods is done by the College Administrator, Confidential Counseling with student is performed and documented in their file as applicable.

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. Programs a student withdraws from are considered as "hours attempted" toward maximum time frame.

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

Courses in the Cosmetology, Nail Technology, and Teacher Training Program consist of the following components: Theory Exams, Rubric Exams, and Clinical Practicums. La' James International College only allows retakes of failed components within a course if a student is not maintaining Satisfactory Academic Progress, but does not allow for retakes of entire courses; therefore course incompletes, repetitions, and non-credit remedial courses do not apply and 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 does not exceed 180 days in a 12- month period.
3. the college 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 Progress Policy complies with all the laws and regulations applicable to La' James International College.

Changes in majors or degrees, pursuit of a second degree, summer terms, and non-credit remedial courses do not apply to training at 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 can request a copy of their SAP evaluation report from the College Administrator.

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