**Crevier’s Academy of Cosmetology Arts**

**Student Handbook**

**2024**

1. **Attendance**
	1. Policies:
		1. It is the school policy to expect 100% attendance at all times
		2. A minimum attendance of 75% is required to remain in satisfactory progress, to qualify for graduation, and to be eligible for the issuance of a diploma.
		3. Excessive absences will be cause for termination. (students exceeding 25%).
		4. Students are expected to contact the school regarding absences prior to the date of absence. If a student fails to contact the school before 9am it will be considered a ‘no call’. If a student accumulates 4 no calls, they will be required to take a leave from school for 1 week and may return after. No credit of hours will be given during this time with no adjustment in original contract agreement. If a student shall accumulate 4 more it may be cause for termination.
2. Students who fall below 75% of scheduled hours per week by the first evaluation period will be placed on attendance warning. Probation or termination will follow by the next period in accordance with federal education requirements (see below policies for satisfactory progress).
3. Students will be RECOMMENDED for termination if any of the following conditions exist:
	1. Total missed hours exceed 25%
	2. A student fails to contact the school after 4 consecutive days of absence.
	3. Student accumulates a total of 8 no calls within an enrollment contract time.
4. Every student is expected to attend school their scheduled hours per week. Cosmetology, Esthetics, Manicuring, Barbering Chemical, and Barbing non-chemical are 30 hours per week. (Special circumstances are reviewed case by case)
	1. School contract hours are 9am-4pm Mon-Fri. Students may have the option to stay until 8pm some evenings.
	2. Appointments are booked starting at 10am most days and are booked to be finished before closing times each day.
	3. Students are allowed the following for breaks:
		1. Students have the opportunity of going outside to smoke on breaks.
		2. ALL students will have the same opportunity of going outside on breaks without previous permission from an instructor, except for class times (freshman) & special instruction times or while with a client.
		3. Students will be required to record all breaks on a time sheet. Students are allotted 4 -10-minute breaks
		4. The break area for outside will be on the south side of the building. This is the only outside break area. Students must clock out on digital time clock when leaving school campus or when taking a break longer than 10 minutes
		5. The sign out sheet for breaks will be kept next to the back doors.
	4. All students are allotted a 60-minute lunch break in which you are required to clock out on digital time clock. If you choose to stay on campus clocked in for your lunch, you must study and be open for any walk-in appointments. Students needing special lunch break times must notify an instructor.
	5. Holidays – the school acknowledges the following holidays. New Year’s Day, July fourth, Thanksgiving Day, Christmas day, Memorial & Labor Day.

Any other days of closure may be determined by a staff and class vote because some of the holidays land on Tuesday or Thursday certain years.

* 1. Procedures
		1. Attendance is recorded by a digital timeclock.
		2. Each student will have unlimited personal access to SAP reports, personal records, copies of contracts, handbooks, testing and important links.
		3. Students are responsible for any errors made in clocking their time in or out of the computer time clock system. The time clock is tamper proof so if a student forgets to clock in or out the time lost is the student’s responsibility and loss.
		4. Instructors will meet with students on an attendance problem to review the attendance requirements, review reasons for absences and determine steps needed to improve attendance.
		5. Student time clocks will be checked regularly for errors. Any students caught being dishonest (falsifying records) with their time clocking, will be disciplined per school procedures.
1. **Academics**
	1. The student’s cumulative grade point average is calculated regularly through the schools computer program of which students have ongoing access to. Students are required to maintain the state required minimum grade point average of 75%.
	2. Students not maintaining the minimum grade point average of at least 75% may not be allowed to continue in school unless they demonstrate: Mitigating circumstances that contribute to the problem and that he/she has the ability and desire to improve.
	3. The instructors will review the evaluations for students falling below the minimum standards at evaluation periods. Students who fail to meet the minimum grade will be placed on academic warning. Student must pass tests thereafter bringing average up to the minimum requirements by the next evaluation period. If student’s average remains below requirements immediate terminations may be required.
	4. Tests (practical, written, & finals) need to be taken & passed before graduation date online through milady CIMA.
	5. Crevier’s requires students to use study aids consisting of a textbook and online Milady program. In house theory and practical educators in group settings are utilized to assist audio, visual, and hands-on learners. Crevier’s does not offer special needs education beyond these materials.
2. **Uniforms and Personal Appearance**

Casual Professional dress code required

ALL clothing and shoes must be clean, modest and in good repair. Think G rated!

1. No skin showing above the knee when sitting or standing
2. No sweat clothes, hooded sweat shirts or athletic ware
3. No pants/jeans with blue denim appearance
4. Blouses/shirts must cover your bottom when wearing leggings
5. School assigned lab coats\aprons are to be worn at all times.
6. Cleavage, midriff /belly, underarms, bottom will be fully covered at all times. Again, think Rated G!!
7. No open toe, moccasins or slippers
8. All students will practice good hygiene while in attendance as we work closely with other people.
9. Hair must be neat, clean, well-groomed and professional looking before 9am each day. If worn, pony tails or buns must be fashionable and not dirty or messy. Hats will not be allowed. Hands and nails must be clean and manicured.

Student may be sent home or asked to cover up with full covering lab coat if any of the above policies are not abided by. Instructors will use their professional judgment to determine compliance to dress code.

1. **Appearance of Workstation**
2. During working hours, every station must be kept clean and neat. All equipment and supplies must be kept in their proper places. Soiled linens must be placed in proper containers. Capes should be washed regularly.
3. At the end of each day, before leaving the school, stations will be visibly clean, mirrors washed, chair and floor free of hair. Do not store supplies under the workstations. At the end of each week, nothing should be left on top of the workstation, as it could be broken by janitorial staff.
4. Combs and brushes shall be kept cleaned and sanitized, to be in ample supply when needed. Students are to have a covered container for clean implements as well as a covered container for dirty implements.
5. Shampoo bowls and back bar are everyone’s responsibility. After each service make sure you pick up after yourself and return items to proper places.
6. No food, or beverages without lids are allowed on the clinic floor.
7. **Tuition Polices**
8. If a student must attend longer than the time allotted for any course, he or she must pay an extra instructional

charge. This charge is assessed by dividing the current rate of tuition by course hours. This will generate an hourly rate for the program. The hourly rate applies to every remaining hour the student has to complete past his/her contract ending date. Students will be charged for every hour offered after their contract date. Whether they are present or not.

1. Tuition is due each month on the students starting date. Any student falling behind in the payment of tuition for 30 days may be terminated. The student may not be allowed to return to school until the tuition has been paid. No credit of hours will be given in this time. Your return will only be subject to availability; it is not guaranteed.
2. Tuition being paid by credit card will be charged an extra 3% fee and if final tuition & student bills are paid by check students will have to wait 1 week before receiving a diploma or until the check clears.
3. Any problems should be discussed with an instructor as soon as possible.

**Tuition - Cosmetology**

Application fee is $100. Textbooks are $325.00. Tuition for the school year is

$14,800.00. Tuition can be paid in full or monthly ($1,234.33 until paid in full) for 50 weeks of enrollment.

**Tuition - Manicurist**

Application fee is $100. Textbooks are $325.00. Tuition for the 400-hour course is $3500.00 per student for 14 weeks of enrollment.

A tuition payment of $1750.00 is due the first day of school. The balance of

$1750.00 is due on the first day of the second month.

**Tuition - Esthetics and Teacher Training**

Application fee is $100. Textbooks are $325.00. Tuition for the 650-hour course is $8500.00 per student for 20 weeks of enrollment.

A tuition payment of $1700.00 is due the first day of school & each month after on your starting date.

**Tuition – Barber Chemical**

Application fee is $100. Textbooks are $325. Tuition for the 1100-hour course is $12800.00 per student for 37 weeks of enrollment.

A tuition payment of $1423.00 is due the first day of school & each month after on your starting date.

**Tuition – Barber Non-chemical**

Application fee is $100. Textbooks are $325. Tuition for the 900-hour course is $9500.00 per student for 30 weeks of enrollment.

A tuition payment of $1358.00 is due the first day of school & each month after on your starting date.

**Tuition - Barber Supplemental**

Application fee is $100. Textbooks are $325. Tuition for the 150-hour course is $2500.00 per student for 5 weeks of enrollment.

A tuition payment of $2500.00 is due the first day of school.

**Student Kit** (Except Teacher Training, this student will use school supplies)

Each student is supplied with a kit.

|  |  |  |
| --- | --- | --- |
| {} | Cosmetology | $975.00. |
| {} | Esthetician | $875.00. |
| {}{}{}{}   | ManicuringBarbering ChemicalBarbering Non-ChemicalBarbering Supplemental  | $675.00.$1175.00$1075.00$575.00 |

No student can borrow from another student when the other student is not in school or at their station. If done you may

be given a leave of absence for one week. This is considered stealing and can also be grounds for permanent termination. No credit or hours will be given during this time. Any student receiving a second disciplinary leave of absence may be terminated.

All students’ kits are to be complete and at school while on the time clock. If a student breaks, uses up or loses any part of their kit, they are to replace or repair it as soon as possible.

Note: If a student quits or withdraws from school and has not paid all fees due, his or her kit cannot be taken until fees are paid in full. If kits are left at the school for more than 30 days kits become the property of the school and/or the school will charge a rental space fee of $10 per week. Crevier’s is not responsible for lost or missing item in kits left at the school. Reenrollment is not guaranteed to students withdrawing from school. Student hours will not be released to students until all tuition and fees owed the school are met.

1. **Student / Patron Relations**
	1. Always be on time for appointments. Never keep your patron waiting. It is the student’s responsibility to be upstairs if possible when the client comes in. The student is not to be downstairs waiting. This keeps the patron waiting.
	2. Always address the patron by his/her name and be respectful. Direct your attention to the client while that he/she is in your care.
	3. Never refuse an appointment. Never argue with anyone in front of your patron. DO NOT make your patron feel unwelcome or unwanted. Any of these actions against a patron are considered illicit behavior and can be cause for immediate dismissal or termination.
	4. It is the student’s responsibility to check the appointment book frequently for appointments because appointments change throughout the day.
	5. If any problems arise please immediately get an instructor.
2. **Proper Conduct**
	1. Students are expected to always conduct themselves in a dignified manner. Students may be suspended or receive a withdrawal for conduct that disrupts the school’s operation or reflects unfavorably in any way on the school.
	2. If a student receives a withdrawal or dismissal because of his/her conduct he/she will not be admitted back in school until the school is assured that such actions will be corrected.
	3. If a student does not abide by the school’s policies, he/she may be dismissed or terminated at the time the offense is brought to the instructor’s attention.
	4. Students will be asked to clock out & leave school if for any reason an instructor feels a student cannot perform educational task required by the Montana Board of Cosmetology or may not be able to work among peers or with clients in a safe manner for any reason (sickness, prescription drugs, illicit drugs, mental instability, etc).
3. Cell Phone Devices are not allowed to be used while clocked in for school hours unless an instructor gives student permission. All devices will be monitored to ensure the device is being used for educational purposes only.
4. Discussing or sharing private information (gossip, health status, bullying) that may be harmful about students, staff or clients from Crevier’s is not tolerated verbally, written or by means of social media (i.e. Facebook, twitter, text, email) and will be disciplined according to school policy.
5. **Illicit Behavior – Disciplinary action may be taken for the following:**

(Termination, expelled for a week, probation or sent home for the day)

1. Use of obscene, vulgar or profane language.
2. Stealing from school, patrons or other students. Note: if school finds any school items in student stations or lockers it will also be considered stealing.
3. Causing dissent among students or faculty (militias gossip/bullying, etc.).
4. Cheating, dishonesty or falsification of records
5. Immoral, improper or unprofessional conduct.
6. Refusing to do services or being disrespectful to a client.
7. Disrespect to instructors or staff at the school.
8. Falsely entering or not entering time into the time clock (example: leaving the building while clocked in on time clock)
9. Inappropriate or offensive conversation on the clinic floor or on school property
10. Not doing a chore or signing your chore before you leave for the day
11. Having cell phones out in the building for any reason (without checking with an instructor first)
12. Vandalism to school property.
13. **Disinfecting & Sanitation**
	1. Disinfecting and sanitation shall be the responsibility of each individual student. Students will be responsible for their own stations and supplies.
	2. Everyone must work together to keep all areas including break areas and back bar clean.
14. **Sanitation Chores**
	1. Sanitation chores are assigned to be done every day. Students are responsible for making sure their chore is done or arranged to be done for each day. If a student does not finish or arrange to have their chore finished for that day, the student will be disciplined according to school procedures. A list of the chores is posted at the front desk. It is the responsibility of each student to read the chore descriptions thoroughly and finish their chore properly.
15. **Break Areas**
	1. Break areas are downstairs and outside. The break area is everyone’s responsibility to keep clean.
	2. Students are expected to pick up after themselves. The break areas are the only place students can eat.
	3. Smoking/vaping is allowed outside only. Smokers are responsible for anything to do with cigarettes. DO NOT leave cigarette butts lying around.
16. **School Equipment and Lockers**
	1. Lockers are available to students. The student provides locks. The school is not responsible to provide locks or for lost or stolen articles. Lockers must have names on the outside or locks may be broken & lockers cleaned out
	2. The school reserves the right to inspect lockers and work stations at any time for safety or sanitation reasons.
	3. Each student is expected to treat all school equipment, tools and materials with care. If through act of vandalism or carelessness school property is damaged or destroyed it will be replaced or repaired at the students cost. Willful destruction of school property will result in immediate expulsion from school.
17. **Drugs and Alcohol**
	1. Any student being found under the influence or in the possession of drugs and/or alcohol on the school premises at any given time will result in disciplinary actions consistent with the state and federal law. The student will be dismissed immediately, and the result will be termination. If drugs are suspected instructors have the right to inspect lockers or stations without previously notifying students.
18. **Disciplinary Procedures and Student Appeals**
	1. All meetings and discussions with students concerning a disciplinary procedure may be documented.
	2. Students who are being recommended for termination will have a meeting with an instructor to go over the request for termination from the instructor.
	3. A student may appeal the determination that they are not making satisfactory progress or the decision for termination due to lack of satisfactory progress.
	4. Student must submit in writing a letter to the school along with the appropriate documentation. This letter shall include the circumstances he/she feels deserves consideration. An appeal decision will be made, and the student will be notified accordingly.
19. **Criteria for graduation**
	1. Complete 1500 hours (Cosmetology), 400 hours (Manicurist), 650 hours (Esthetician and Teacher Training), 1100 hours (Barbering Chemical), 900 hours (Barbering Non-chemical), or 150 hours (Barbering Supplemental) of training both practical and theory as stated in the Montana state board of cosmetology law book.
	2. Pass theory and practical exams including finals with a minimum of 75%
	3. Read and study the milady text and MindTap and learn the objectives.
	4. Students workstation and lockers must be in good repair and cleaned then checked by an instructor
	5. The school reserves the right to hold a student’s diploma upon graduation until all money owed to the school for supplies, tuition and fees, etc. are paid in full.
20. **Amendments**

Crevier’s Academy of Cosmetology Arts reserves the right to make amendments to the contract without prior notice. Students will receive a copy of the amendments as soon as possible.

**LEAVE OF ABSENCE POLICY**

Crevier’s Academy of Cosmetology Arts recognizes that over the course of enrollment it may be necessary to take a Leave of Absence. Reasons for which a leave of absence may be granted are:

* Mandatory temporary shut down of non-essential businesses which includes the school. This requires the students to implement distance learning. Some students are unable to effectively work from home, so we have granted the option of taking a LOA at this time.
* Medical emergency
* Death of a relative
* Any other allowable special or mitigating circumstance.

Students should confer with the administrator to determine if they are eligible for a Leave of Absence and what the impact will be on their program. Students who take a Leave of Absence must return to the same program they were in when they left.  The administrator will assist the student in requesting a Leave of Absence and determining if supporting documentation is required.

A LOA will not be granted if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

A student, who is granted a Leave of Absence by the administrator, is not considered to have withdrawn from the school and no refund calculation would be required at that time. The student will not be assessed any additional charges as a result of a requested LOA.

A Leave of Absence extends the student’s contract period and maximum time frame by the same number of calendar days taken in the LOA and that such changes to the contract period must be either –

1. Changes to the enrollment agreement will be initialed by all parties; or
2. An addendum to the enrollment agreement must be signed by all parties.

Students must follow the institution’s policy in requesting a Leave of Absence.

In order to be placed on a personal Leave of Absence, the student must:

1. Complete the school’s LOA request form
2. Be approved by the school administrator
3. Must return to the same stage in the program they were in when they left

NOTIFICATION

The student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and that –

1. The request must be in writing
2. The request must include the student’s reason for the LOA; and
3. The request must include the student’s signature.

The institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if –

1. The institution documents the reason for its decision;
2. The institution collects the request from the students at a later date; and
3. The institution established the start date of the approved LOA as the first date the student was unable to attend.

WITHDRAWAL

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.

**INTERNAL SCHOOL COMPLAINT PROCEDURE**

It is the policy of Crevier’s Academy of Cosmetology Arts that all complaints are resolved as quickly and efficiently as possible.

1. All students, staff or interested parties may file a complaint against the school, however, the complaint must be in writing to the school owner/director and should outline the allegation or nature of the complaint.
2. A school representative will meet with the complainant within 10 days of receipt of the written complaint. If, after careful consideration, the problem cannot be resolved through discussion, the complaint will be referred to the school’s complaint committee. The school will document the meeting between the school representative and the complainant in writing and the complainant will be provided a copy of this written record at the time of the meeting.
3. The school has a complaint committee within the school to review all allegations received. The committee will be the staff of the school.
4. The complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations.
5. If more information is required, a letter will be written outlining the additional information.
6. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
7. If the complainant wishes to pursue the matter further, they may request a complaint form from the National Accrediting Commission of Career Arts and Sciences at 3215 Colvin St, Alexandria, VA 22314. The complainant is, however, required to exhaust the schools Internal School Complaint Procedure prior to filing a complaint with the school’s accrediting agency.
8. The school will maintain written records of all complaints filed through two (2) complete accreditation cycles.

**VA POLICIES**

Crevier’s Academy will evaluate all previous postsecondary education and training, including military experience, for students using VA education benefits. Upon completion of the evaluation process, the school will grant credit as appropriate, reduce program length and cost proportionately, notify the student of the evaluation, and maintain all credit evaluation records.

Crevier’s Academy will not impose a late fee, deny access to facilities, or penalize a veteran or eligible dependent due to a late payment of tuition and/or fees from VA. This does not apply in cases where the student owes additional payment beyond the amount approved through VA or if payment is not received within 90 days of the beginning of the term. Students are required to provide documentation to ensure they are entitled to VA benefits no later than the first day of attendance in their approved program.

**CONSUMER INFORMATION**

All school and financial aid consumer information can be found on the schools website at [www.crevierschool.com](http://www.crevierschool.com). The information will be posted either in the school catalog, annual security report, or to the website itself. If you have any questions regarding where to find this information, please contact administration personnel.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

Cosmetology 450 actual hours and 15 weeks

 900 actual hours and 30 weeks

 1200 actual hours and 40 weeks

Esthetics 325 actual hours and 11 weeks

Teacher Training 325 actual hours and 11 weeks

Manicuring 200 actual hours and 7 weeks

Barber Chemical 450 actual hours and 15 weeks

 900 actual hours and 30 weeks

Barber Non-Chemical 450 actual hours and 15 weeks

Barber Supplemental 75 actual hours and 3 weeks

\*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to maintain 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 75% 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 (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

**COURSE MAXIMUM TIME ALLOWED**

**WEEKS SCHEDULED HOURS**

Cosmetology (Full time, 30 hrs/wk) - 1500 Hours 66.5 Weeks 1995

Esthetics (Full time, 30 hrs/wk) – 650 Hours 29.3 Weeks 866

Teacher Training (Full time, 30 hrs/wk) – 650 hours 29.3 Weeks 866

Manicuring (Full time, 30 hrs/wk) – 400 hours 18.6 Weeks 533

Barber Chemical (Full time, 30 hrs/wk) – 1100 hours 49.3 Weeks 1466

Barber Non-Chemical (Full time, 30 hrs/wk) – 900 hours 40 Weeks 1200

Barber Supplemental (full time, 30 hrs/wk) - 150 hours 6.6 Weeks 200

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution’s admission’s policy.

**ACADEMIC PROGRESS EVALUATIONS**

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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 75% 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:

THEORY 92-100 A

PRACTICAL 82-91 B

LAB WORK 75-81 C

0-74 Not Passing

**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 be notified of any evaluation in which the student is not meeting satisfactory academic progress. A copy of the students progress evaluation will be kept in the student and is available to the student at any time. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

**WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 funds.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while 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 placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be withdrawn.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

**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 time frame 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.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed (if applicable). This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 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.

**NONCREDIT, REMEDIAL COURSES, 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.

**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.