# Bella Capelli Academy

## EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

The following programs receive Satisfactory Progress Evaluations in both attendance and academics.

| Monroeville Campus Programs | Robinson Campus Programs |
|---|---|
| Cosmetology 1250 clock hours | Cosmetology 1250 clock hours |
| Esthetician 400 clock hours | Esthetician 400 clock hours |
| Nail Technology 200 clock hours | Nail Technology 200 clock hours |
| Cosmetology Instructor 500 clock hours | Cosmetology Instructor 500 clock hours |

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when students reach:

| Program Name | 1st SAP Evaluation Period Ends | 2nd SAP Evaluation Period Ends | 3rd SAP Evaluation Period Ends |
|---|---|---|---|
| Cosmetology | 450 actual hours and 14 weeks | 900 actual hours and 28 weeks | N/A |
| Esthetician | 200 actual hours and 7 weeks | N/A | N/A |
| Nail Technology | 100 actual hours and 4 weeks | N/A | N/A |
| Cosmetology Instructor | 250 actual hours and 12 weeks | N/A | N/A |

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within seven (7) school business days of the student reaching the evaluation points.

At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 125% time frame allowed.

The following grading system is used to evaluate a student's academic ability:

1. Examinations are given in all subjects.
2. If a student receives an UnSatisfactory Academic Progress Evaluation, it will be reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress Evaluation will reflect if the student's evaluation will impact the students eligibility for Financial Aid. The student may request to review their Satisfactory Academic Progress Evaluation form the Financial Services Leader or Future Professional Advisor.

The following grading scale is used for academics:

**A = 90 – 100% B = 80 – 89% C = 70 – 79% Failing = Below 70%**

Practical and clinical work is graded by a signature or instructor verification within the student's practical clinic tracking system or guest ticket. A signature or instructor verification represents a passing grade which means all elements of the practical grading criteria were met. No signature or verification indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive instructor approval. Students must complete all practical skills and monthly practical

requirements through the school's approved tracking system. A student will be graded based on the progress achieved on the completion of required practical applications and services documented within the practical tracking system . Students must make up failed or missed tests and incomplete assignments.

***An academic year consists of 900 clock hours /26 academic weeks.***