San Francisco Institute of Esthetics & Cosmetology

SATISFACTORY ACADEMIC PROGRESS REPORT

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

Cosmetology 1400 clock hours
Cosmetology 1000 clock hours
Barbering 1000 clock hours
Esthetics 800 clock hours
Esthetics 600 clock hours
Nail Technology 400 clock hours
Hairstyling 600 clock hours

The Satisfactory Progress Evaluation will occur when students reach the following actual hours and academic weeks:

Program Name	First SAP Report Period Ends	Second SAP Report Period Ends	Third SAP Report Period Ends
Cosmetology 1400 Hour (35 hour schedule)	450 hours and 13 weeks	900 hours and 26 weeks	1250 hours and 36 weeks
Cosmetology 1000 Hour (35 hour schedule)	450 hours and 13 weeks	900 hours and 26 weeks	N/A
Barbering (35 hour schedule)	450 hours and 13 weeks	900 hours and 26 weeks	N/A
Esthetics 800 Hour (35 hour schedule)	300 hours and 12 weeks	N/A	N/A
Esthetics 600 Hour (35 hour schedule)	300 hours and 9 weeks	N/A	N/A
Nail Technology (23 hour schedule)	200 hours and 9 weeks	N/A	N/A
Hairstyling (35 hour schedule)	300 hours and 9 weeks	N/A	N/A
Note: All hours are based on actual hours			

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 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 143% time frame allowed.

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

- Examinations are given in all subjects.
- If a student receives an Unsatisfactory Academic Progress Evaluation, the Future Professional Advisor will meet in person with the student, the evaluation will be reviewed and signed by the student acknowledging their unsatisfactory status. The evaluation is 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 from the Financial Services Leader or Future Professional Advisor.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature 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 a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

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