Rudy & Kelly Academy, A Paul Mitchell Partner School

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

Basic Barber 750 clock hours
Cosmetology 1000 clock hours
Nail Care 185 clock hours
Dual Barber/Master Barber 1200 clock hours

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

Program Name	1st SAP Evaluation Period Ends	2nd SAP Evaluation Period Ends
Basic Barber	375 actual hours and 11 weeks	N/A
Cosmetology	450 actual hours and 13 weeks	900 actual hours and 26 weeks
Nail Care	92.5 actual hours and 5 weeks	N/A
Dual Barber/Master Barber	450 actual hours and 13 weeks	900 actual hours and 26 weeks

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within 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 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 118% 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, 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.

The following grading scale is used for theory progress:

A = 90 – 100% (Excellent) B = 80 – 89% (Average) C = 75 – 79% (Below Average) Below 75% (Failing)

Practical skills are graded by instructor approval in CourseKey Skills Tracker or guest ticket. Approval from an instructor represents a grade of 75% or higher. No approval indicates a score of less than 75% and the student has not met minimum satisfactory standards on the practical application. The student is required to continue the practical application until they receive approval from an instructor. Students must make up failed or missed tests and incomplete assignments.

The school uses a 900-hour academic year/26 academic weeks for Title IV purposes.