Paul Mitchell The School Springfield

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

PROGRAMS	
Cosmetology 1500 Clock Hours	Instructor Training 600 Clock Hours
Barbering 1000 Clock Hours	Advanced Manicuring 600 Clock Hours
Esthetician 750 Clock Hours	Manicuring 400 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 (34)	450 *actual hours* and 13 weeks	900 *actual hours and 26 weeks*	1200 *actual hours and 36 weeks*
Barbering (34)	450 *actual hours and 13 weeks*	900 *actual hours and 26 weeks*	N/A
Esthetician (30)	375 *actual hours and 13 weeks*	N/A	N/A
Advanced Manicuring (32)	300 *actual hours and 10 weeks*	N/A	N/A
Manicuring (32)	200 *actual hours and 7 weeks*	N/A	N/A
Instructor Training (34)	300 *actual hours and 9 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 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:

THEORY AND PRACTICAL EVALUATIONS

A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%

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.