

*This document is intended for internal use only*

Satisfactory Academic Progress

# Paul Mitchell Cosmetology/Barbering Program

**Policy:**

The primary objective of Paul Mitchell the School at MTI College is to qualify future professionals for employment. In support of this goal, future professionals must meet formal standards used to measure their satisfactory progress toward graduation. These indicators are continuously monitored and MTI pledges to provide additional time to future professionals if such time is needed to reach skill levels prescribed by the program’s stated outcomes. However, future professionals who demonstrate the lack of ability to master primary skills within the allowable time period will not be allowed to continue.

Satisfactory progress applies to all future professionals, whether or not they receive federal financial aid.

# Minimum Requirements

In accordance with federal law, MTI expects future professionals to maintain satisfactory academic progress and complete their program of study within the published timeframe. Satisfactory academic progress is comprised of qualitative and a quantitative measurements. Future professionals are expected to attend regularly and progress through their coursework with a cumulative grade point average (GPA) of

2.0 or C, or better. While future professionals are expected to complete their program and graduate within the published program length, exceptions may be made as a result of extenuating circumstances. In certain instances, future professionals may appeal to extend their program length, not to exceed 1.5 times the normal timeframe required to complete the program. Requests for appeal must be submitted in writing and are approved by the Director of Education, Paul Mitchell Program Director and Director of Financial Aid.

# Progress Evaluation

The satisfactory academic progress (SAP) calculation is based on the future professional’s GPA (qualitative measure) and the pace at which the future professional progresses through his/her program to ensure that he/she will complete within maximum timeframe (quantitative measure).

*Financial Aid Warning*

Future professionals who do not meet the qualitative and quantitative SAP requirements will be placed on financial aid warning. While on financial aid warning, the future professional will be considered to be making satisfactory academic progress. If the future professional meets the minimum SAP requirements by the end of the warning period, the warning status will be removed and the future professional will continue to be eligible to receive financial aid. However, if the future professional does not meet the minimum SAP requirements within the warning period, the future professional will no longer be eligible to receive Title IV financial aid (financial aid suspension). At this point, the college will notify the future professional in writing, after which the future professional has 10 days to submit an appeal to be placed on financial aid probation, if applicable.

*Financial Aid Probation*

Under certain circumstances, a future professional who has failed to meet the minimum SAP requirements while on financial aid warning may appeal to be placed on financial aid probation. A written appeal is required anytime a future professional is placed on financial aid probation. Qualifying circumstances include death in the family, injury or illness, or other extenuating circumstances. The appeal is to be submitted to the Paul Mitchell Program Director and must include the reason the future professional failed to make satisfactory academic progress, and a description of what has changed in the future professional’s situation that will allow him/her to demonstrate satisfactory academic progress at the next evaluation. The future professional’s appeal must be approved by the Paul Mitchell Program Director before the future professional is placed on financial aid probation. While on financial aid probation, if the future professional meets the requirements specified by the Paul Mitchell Program Director within the set timeframe, the probation status will be removed and the future professional will continue to be eligible to

receive Title IV financial aid. However, if the future professional does not meet the specified requirements within the set timeframe, his/her eligibility for Title IV financial aid funding will be terminated. The future professional will be allowed to continue attending only if alternate funding arrangements can be made.

# Grade Point Average (Qualitative Measure)

At the end of each grading cycle the PM Operations Leader verifies grade point averages for all future professionals to determine if they are maintaining a minimum 2.0 GPA. If a future professional is below a

2.0 grade point average his/her financial aid eligibility may be at risk.

# Pace toward Program Completion (Quantitative Measure)

Future professionals are scheduled based on an established program template. Future professionals who maintain good attendance and successfully complete each term can expect to complete their program within the published program length. An evaluation of academic progress will take place at the following points in the program based on federal guidelines: 450 and 900. At the time of each assessment, the PM Operations Leader verifies the likelihood of the future professional completing his/her program within the maximum timeframe allowed if the future professional continues at the current pace. Future professionals who fail to attend the scheduled number of clock hours or who fail to make-up hours that were missed will experience a delay in their graduation date and may be placed on financial aid warning or probation. Academic suspension and/or Final Advisory Warning may apply as well (see Future Professional Academic Policy).