



901 SW 37TH STREET
TOPEKA, KANSAS
66611

TEL: 785-266-2500
FAX: 785-2662501

www.midwestbarbercollege.com

2020-2021

SATISFACTORY ACADEMIC PROGRESS (SAP)

Mission Statement: To inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.



SATISFACTORY ACADEMIC PROGRESS POLICY

(THE FOLLOWING POLICIES WILL BE APPLIED TO ALL STUDENTS.)

The Higher Education Act requires students to maintain SAP toward completion of their program in order to receive financial aid. The SAP standards require that students successfully maintain a specified grade average and proceed through the program at a pace leading to completing within a specified time frame. SAP is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The Barber Program (1500 clock hours and 49 weeks),
Industry Related: Barbering (500 clock hours 20.... weeks)

Satisfactory Academic Progress (SAP) must be maintained while attending the College to continue to receive federal or private financial funds. Prospective students and their parents/spouses are encouraged to visit with the Midwest Barber College's Financial Aid Office for detailed information about financial assistance programs available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Midwest Barber College and once disbursed, federal funding is applied to the student's account. The policy complies with guidelines established by our accreditation agency (COE) and the federal regulations established by the United States Department of Education.

The Director reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director notifies the financial aid office if the school changes its academic policies.

EVALUATION PERIODS

Midwest Barber College defines its academic year for the Barbering, Industry Related: Barbering programs as 900 hours and 26 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year of the program, whichever occurs sooner, based on actual hours as follows:

Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.



ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. 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 time frame allowed.

MINIMUM / MAXIMUM TIME FRAMES

MAXIMUM TIME FRAME

To ensure the student is making sufficient progress both quantitatively and qualitatively, MBC's SAP policy divides the maximum time frame into equal evaluation periods called increments.

These increments generally coincide with payment periods, but in any case, it cannot be longer than half the program or one academic year, whichever is less.

For example, in a 900 clock-hour program, an increment must not exceed 450 clock hours.

See sections 668.16(e) (2) (ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations.

The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether or not the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

1. Student attendance falls below the minimum 66.67% of scheduled hours
2. There has been no attendance or contact with MBC's from the student in 14 days
3. Student Grade Point Average falls below 80%

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

MAXIMUM TIME FRAME FOR COMPLETION

The maximum time frame in which a student must complete the program is no longer than 1.25x (80% attendance) times the normal duration of the program: 29 hours per week Unless a student is in the military and called for active duty or deployed.



MINIMUM

Barbering1500 hours/12 months
 Industry Related: Barbering500 hours/ 5 months

MAXIMUM

Barbering1875 hours/15 months
 Industry Related: Barbering..... 625 hours/ 6 months

REQUIRED COMPLETION RATE

In addition to the grade averages listed above, you must also be progressing toward successful completion of the program within the maximum time frame, 75 weeks, at the following rate:

After this number of weeks	22.5	45	60	75
You must have completed at least this number of clock hours	450	900	1200	1500

ACADEMIC PROGRESS EVALUATIONS

As per sections 668.16(e) (2) (I) and 668.34 of HEA 1965, the school conducts a qualitative measure of a student’s progress. The measurement is graduated. The following table illustrates the grading system:

The following table illustrates the grading system:

- A.....90-100%
- B.....80-89%
- C.....75-79%
- F.....74% and below – Failing As below,

at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a “B” 80% GPA will not be deemed making satisfactory progress. In addition, students are making satisfactory progress as long as the program objectives for graduating are completed within 1.25% times the stated program length. All students must maintain satisfactory academic progress (SAP) by maintaining a specific cumulative grade point average and making forward progress towards completing a program. Monthly Progress Reports are generated by SMART School Management software monthly and used as a counseling tool to inform students of their academic and attendance progress as well as a host of other useful information.



QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The qualitative standard includes maintaining a minimum Grade Point Average (GPA) of 80% or a “B” at the end of each evaluation point. The student must indicate why they failed to make satisfactory academic progress and what has changed in the student’s situation that will allow the student to demonstrate satisfactory academic progress at the MBC’s satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed federally required 1.25% of the published length of the program in which a student must complete his/her academic program. The time frame is measured in clock hours completed, divided into increments (noted above) and is based upon the student’s enrollment status. At the midpoint of the maximum time frame, students must have successfully completed 1/2 of the program’s clock hours.

FOR EXAMPLE:

The maximum timeframe for the Barbering full time student is 64 weeks. The total clock hours needed for completion of this program is 1500. By the time the student has been in the program for 32 weeks (1/2 of the maximum time frame), he/she must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid.

In order to be making satisfactory academic progress toward a diploma or certificate, you must maintain specified grade averages and proceed through the program at a pace leading to completion in a specified time frame (One and one-half times the length of the program).

The satisfactory academic progress (SAP) policy applies to all students enrolled in Council of Occupation and Kansas Board of Barbering Licensure and Requirement approved program whether receiving Federal Title IV, HEA funds or not.

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding. To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

Measurement Standards To be considered eligible for the financial aid programs named below, a student must be meeting all of the following conditions:

Qualitative – GPA Students must maintain a grade point average (GPA) of at least 80% at each payment period as well as a cumulative GPA of 80 % or higher.



REQUIRED GRADE AVERAGES

You must achieve an 80% grade average throughout the entire program.

Program Length: Barbering 1500 clock hours, 52 weeks,

Program Length: Industry Related: Barbering (500 clock hours 20/weeks)

QUANTITATIVE PACE of PROGRESS (SAP)

Students must successfully complete at least 67% of the cumulative attempted clock each payment period to meet satisfactory academic progress standards and to stay on pace with the Maximum Timeframe requirements. Satisfactory progress will be measured in clock hours and at the point when the student successfully completes the scheduled clock hours for that payment period. A student's training may be interrupted for unsatisfactory progress under the following conditions:

Student is making poor or failing grades if:

Absent for more than 14 consecutive class days.

Advancement and progress in the course are not acceptable

Student does not have the ability to make satisfactory progress in the work.

All students must attend 80% of their scheduled hours per month in order to be considered on progress to making satisfactory progress and on pace to complete the course within the maximum time frame of 125% of the length of the course.

Students who do not attend 80% of their scheduled hours during a month are required to meet with the Director or Financial Aid Administrator to discuss their overall satisfactory academic progress status, the consequences of not meeting satisfactory academic progress, as well as the requirements for making up missed hours.

Students may miss up to 20% of required hours, based on academic year each pay period without making up hours. Any time over 20% per pay period must be made up to stay on track to meet hours and weeks required to move into the next pay period.

MAKEUP WORK

A students may be granted the privilege of makeup at the convenience of the school and with the permission of the Director, At the completion of the program determined by the scheduled graduation date on the enrollment Agreement, students will be charged the hourly rate listed on his/her enrollment Agreement for the hours needed to complete the program after subtracting allowed absences of 125 clock hours and written excused absences.



DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

Frequent evaluations will help determine if the student is on track to meet the minimum requirements for SAP by the next payment period. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements and if not then allow those students to receive guidance in time to correct their attendance or academic progress.

At minimum the student will receive a progress evaluation monthly when they sign their reconciled hours. Students meeting the minimum requirements for academics and attendance at the end of each evaluation period (end of payment period) will be considered making SAP until the next scheduled evaluation. Students will receive a hard copy of their SAP determination at the time of each of the evaluations. Student's hours are submitted to Kansas Board of Barbering every month and we use the Smart program software. The program shows that the student is to complete 92.5 hours per month and calculates the percentage of hours completed toward the maximum time frame each month.

TREATMENT OF INCOMPLETES, WITHDRAWALS, REPEATS AND REMEDIAL

The following grades received from the course taken will not be considered as successful completion:

- "F" Grades,
- "W" Withdrawal,
- "I" Incomplete, "
- X" Unofficial withdrawal.

The following conditions must be met for incomplete work, withdrawal from the program, repeating a subject, and remedial work:

If you have an "incomplete", you will be given two weeks in the following evaluation period to make up work not completed during the prior evaluation period, in addition to the regular work for the current evaluation period. Your financial aid will not be affected if the incomplete is corrected as stated. If the incomplete is not corrected as stated, you will be placed on Financial Aid Warning at the end of the evaluation period.

If you wish to change programs, you must get approval from the Midwest Barber College Director. MBC will determine the amount of credit that will be given for the previous completed (if any). Your financial aid will be recalculated, and a determination will be made to either increase or decrease the eligibility depending on the type of course change



All remedial work must meet the same standards set for other course work; and, must be satisfactorily completed before graduation. You will not be given credit for remedial work and will be ineligible for financial aid until the remedial work is completed

You will be given to a “W” if you withdraw before the end of a particular unit. Refund calculations will be performed according to the stated refund policies. An “I” will be given to you if you miss three or more days in any week. Progress records will be provided at the end of each evaluation period.

(See “incompletes” in Item No. 1, and the following Financial Aid Warning section.)

HEA FINANCIAL AID WARINING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period.

Midwest Barber College programs and no more than 8 total absences for Barbering and Industry Related: Barbering program and 80% GPA attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning.

A student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period. A student will be placed on Academic Probation development Status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. Students who fail to meet minimum requirements (67% cumulative attendance and a B or 80% GPA) for attendance and academic progress at the end of a payment period will be placed on a Title IV, HEA Financial Aid Warning the first time. Any student on Title IV, HEA Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal.

The student will be placed on a Title IV, HEA Academic Development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan.



If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV, HEA eligibility

Arrangements for payment must be approved within 10 school days of notification of development status

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

TITLE IV, HEA FINANCIAL AID PROBATION STATUS:

A student placed on Financial Aid Probation may receive Title IV, HEA programs funds for one payment period. Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.



INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. A Leave of Absence and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. *Please see your Financial Aid representative for more information.*

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

APPEALS PROCEDURES

APPEALS AND DOCUMENTATION

A student may appeal a determination that he/she is not making satisfactory academic progress at MBC's by submitting a signed, dated "Satisfactory Academic Progress Appeal Form" to the school's business office within 14 days of the determination that s/he is not making satisfactory academic progress. The school's business office will issue a "Satisfactory Academic Progress Appeal Decision" to the student within 14 days of the student's appeal.

The decisions of MBC's business office concerning SAP appeals are final. As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding an SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from instructor

A student who losses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.



TITLE IV, HEA FINANCIAL APPEAL GRANTED:

Should the student prevail upon their appeal they will be placed on a Financial Probation for that payment period. The student will then be eligible for Title IV, HEA funds for that payment period. While on Financial Aid Probation, the student must meet the institutions Satisfactory Academic Progress standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period.

A student, who wished to appeal Academic Development Status and loss of Title IV, HEA eligibility, must submit a written request to the Director within five (5) business days of being notified that they are in a non-satisfactory progress status.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the College Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days. The Director will notify the student in writing of the decision and all decisions are final. If the student wins the appeal they will then be placed on Financial Aid Probation, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.