Paul Mitchell The School San Diego

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

PROGRAMS	
Cosmetology Make-Up 1245 Clock Hours	Cosmetology Make-Up Hybrid Distance Education 1245 Clock Hours
Cosmetology 1000 Clock Hours	Cosmetology Hybrid Distance Education 1000 Clock Hours
Barbering 1000 Clock Hours	Barbering Hybrid Distance Education 1000 Clock Hours
Esthetics 600 Clock Hours	Esthetics Hybrid Distance Education 600 Clock Hours
Cosmetology / Barbering 1200 Clock Hours	Make-Up 245 Clock Hours

Formal Satisfactory Progress Evaluations will occur when students reach the following actual hours and academic weeks:

Program	1st Evaluation Period Ends	2nd Evaluation Period Ends	3rd Evaluation Period Ends
Cosmetology Make-up (1245 hr.)	450 actual hours and 13 weeks	900 actual hours and 26 weeks	N/A
Cosmetology / Barbering (1200 hr.)	450 actual hours and 13 weeks	900 actual hours and 26 weeks	N/A
Cosmetology (1000 hr.)	450 actual hours and 13 weeks	900 actual hours and 26 weeks	N/A
Barbering (1000 hr.)	450 actual hours and 13 weeks	900 actual hours and 26 weeks	N/A
Esthetics (600 hr.)	300 actual hours and 9 weeks	N/A	N/A
Make-up (245 hours)	122 actual hours and 4 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 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 students 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 of 117.65% time frame allowed.

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 from the Financial Services Leader or Future Professional Advisor

The following grading scale is used for academic:

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.

The student's attendance will be evaluated at Institutional Attendance checkpoints at the completion of each calendar month. A student who is not maintaining at least a 85% attendance will be placed on Institutional Attendance Warning status until the next Institutional Attendance checkpoint.

The student will be advised in writing on the actions required to attain Institutional Attendance by the next evaluation. If at the end of the Institutional Attendance warning period, the student has still not met attendance requirements, he/she may be dropped from the program with the right to appeal.

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