Paul Mitchell The School Tinley Park

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

Cosmetology 1500 clock hours

Cosmetology 1500 clock hours/Hybrid Distance Education

Esthetics 750 clock hours

Esthetics 750 clock hours/Hybrid Distance Education

Esthetics Teacher 750 clock hours

Esthetics Teacher 750 clock hours/Hybrid Distance Education

Teacher Training 1000 clock hours

Teacher Training 1000 clock hours/Hybrid Distance Education

Refresher Course (Cosmetology only) 250 clock hours

Refresher Course (Esthetics only) 125 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	3rd SAP Evaluation Period Ends
Cosmetology	450 actual hours and 15 weeks	900 actual hours and 30 weeks	1200 actual hours and 40 weeks
Esthetics	375 actual hours and 13 weeks	N/A	N/A
Esthetics Teacher (750 hours)	375 actual hours and 13 weeks	N/A	N/A
Teacher Training (1000 hours)	450 actual hours and 15 weeks	900 actual hours and 30 weeks	N/A
Refresher Course (Cosmetology only)	125 actual hours and 11 weeks	N/A	N/A
Refresher Course (Esthetics only)	62.5 actual hours and 6 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 student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 150% 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 system of grading is to be used for the evaluation of a student's academic ability. Practical grade reports will be issued monthly to each student. Examinations are given in all subjects. Records are kept of grades and attendance.

The following grading scale is used for academics:

A = 94 – 100% B = 85 – 93% C = 75 – 84% Below 75% = Failing

The following grading scale is used for final exams:

A = 95 – 100% B = 90 – 94% C = 89 – 85% Below 85% = Failing

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 / 30 academic weeks.