Paul Mitchell The School Schenectady

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

Cosmetology 1000 clock hours
Cosmetology and Ultimate Makeup 1175 clock hours
Barbering 615 clock hours

The Satisfactory Progress Evaluation will occur when students reach the following actual hours and academic weeks:

Program Name	1st SAP Evaluation	2nd SAP Evaluation
Cosmetology (35)	450 actual hours and 13 weeks	900 actual hours and 26 weeks
Cosmetology and Ultimate Makeup (35)	450 actual hours and 13 weeks	900 actual hours and 26 weeks
Barbering (35)	307.5 actual hours and 9 weeks	N/A

Program Name	BPSS SAP Report Checkpoint Hours						
Cosmetology 1000 Hour Program	First Day	225	450	675	900	950	1000
Cosmetology and Ultimate Makeup 1175 Hour Program	First Day	225	450	675	900	1035	1175
Barbering 615 Hour Program	First Day	225	450	535	615		

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 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, 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 grading scale is used for theory progress:

A = 94 – 100% = 4.00 B = 87 – 93%=3.00 C = 80 – 86% Failing = Below 80%

The state of New York requires that a student have an accumulative Grade Point Average (GPA) of 2.00:

A = 94 – 100% = 4.00 B = 87 – 93%=3.00 C = 80 – 86%=2.00 Failing = Below 80% = 1.5

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature 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 a signature from an instructor. Students must complete all practical skills on the monthly practical worksheet. A student will be graded based on the progress achieved on the completion of the practical worksheet. Students must make up failed or missed tests and incomplete assignments.

The school uses a 900-hour academic year for Title IV purposes.

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