Paul Mitchell The School Farmington Hills

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

PROGRAMS	
Cosmetology 1500 Clock Hours	Instructor 600 Clock Hours

Formal Satisfactory Progress Evaluations in both attendance and academics will occur when students reach:

Program Name	1st SAP Evaluation Period Ends	2nd SAP Evaluation Period Ends	3rd SAP Evaluation Period Ends
Cosmetology	450 actual hours and 13 weeks	900 actual hours and 26 weeks	1200 actual hours and 35 weeks
Instructor	300 actual hours and 15 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 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, it will be reviewed and signed by the student and maintained in the student's financial files. The Satisfactory Academic Progress Evaluation will reflect if the student's evaluation will impact the students eligibility for Financial Services. The student may request to review their Satisfactory Academic Progress Evaluation from the Financial Services Leader or Future Professional Advisory.

The following grading scale is used for theory progress:

A = 90 – 100% B = 80 – 89% C = 75 – 79% Failing = Below 75%

Practical Skills are graded by instructor approval in CourseKey Skill Tracker or guest ticket. Approval from an instructor represents a grade of 75% or higher. No approval indicates a score of less than 75% and the student has not met minimum satisfactory standards on practical applications. The student is required to continue the practical application until they receive approval from the instructor. Student must make up failed or missed test and incomplete assignments.

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