



## Catalog Addendum (2017-2018)

### Volume 20

#### **ADDENDUM NO. 1 EFFECTIVE MAY 10, 2017**

The following information under **GAINFUL EMPLOYMENT AND CAREER DISCLOSURES** is updated on page 29 as follows:

#### **NACCAS Annual Report Year Statistics**

Dorsey School of Beauty reported the following 2015 annual report year statistics calculated according to the National Accrediting Commission of Career Arts and Sciences:

Graduation Rate: 50.00 %  
Placement Rate: 71.28%  
Licensure Rate: 81.01%

#### **ADDENDUM NO. 2 EFFECTIVE MAY 11, 2017**

The following information under **ACADEMIC INFORMATION** is updated beginning on page 12 as follows:

#### **ACADEMIC INFORMATION**

#### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress (SAP) must be maintained to meet both the institution's academic policy and for eligibility of Federal Title IV. Both academic and attendance requirements (Rate of Progress and Maximum Timeframe) are assessed at the end of each academic period. This policy is applied consistently to all full- and part-time students enrolled. Applicants are informed of this policy prior to enrollment. Students meeting both attendance (Rate of Progress/Maximum Timeframe) and academic performance are considered to be making satisfactory progress until the next evaluation. A student is able to meet with educational leadership at each campus to access SAP evaluation results and ask any questions.

#### **ACADEMIC REQUIREMENTS**

Academic requirements are evaluated using each student's minimum cumulative grade point average (CGPA) calculated using all grades earned in courses that apply to the student's current program of study. Dorsey School of Beauty students are required to maintain a CGPA of at least 80%, and progress towards completion of the number of state mandated Minimum Practical Applications. Additionally, cosmetology students are required to successfully complete the percentage of tests as shown below:

Course	Percentage of Tests Successfully Completed to Pass Course
COS101	75%
COS102	80%
COS103	90%
COS104	100% of Tests in All Courses

Please note the cosmetology instructor and manicuring students must successfully complete 100% of tests before progressing on to their next course.

Course grades are assigned according to the scale below:

<u>Percentage</u>	<u>Grade</u>
80.00-100%	Passing
Below 80.00%	Failure
Transfer Hours	TRANS
Withdraw Passing	WP
Withdraw Failing	WF
Incomplete	IN

In all cases, if a grade of “failing” (F) or “incomplete” (IN) is earned in any course, the student must meet with a designated member of the academic team. All grades count towards Rate of Progress/Maximum Timeframe. See the **ACADEMIC INFORMATION** section of this catalog for the Dorsey School of Beauty grading scale.

**MAXIMUM TIMEFRAME (PACE OF COMPLETION) REQUIREMENTS**

Each program is designed to be completed in a specific period depending on specific course requirements. The maximum timeframe for completion of any program is 1.5 times the standard length of the program. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on SAP probation is approved with an academic plan. This academic plan will ensure, if followed, that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Please see **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**. Academic periods are defined by the number of hours completed using the table below. All cosmetology related evaluations must be completed within seven business days.

Progress is evaluated for every student at specific points as listed in the chart below. Attendance is based on 66.7% of actual attendance evaluated against scheduled hours. If attendance is 66.7% or greater, then the student is progressing at a pace to ensure completion within the maximum timeframe.

PROGRAM HOURS CONTACT TIME	No. of Hours Completed		Maximum Timeframe in	
	Evaluation Points:	Academic Period:	Hours Completed	Weeks Completed
Cosmetology 1500 Hours 50 Weeks	450	0-450	2250	75
	900	451-900		
	1200	901-1200		
Manicuring 400 Hours 13.3 Weeks	200	0-200	600	20
Cosmetology Instructor 500 Hours 16.7 Weeks	250	0-250	750	62.5* Or less dependent upon scheduled hours per week

**ACADEMIC WARNING**

Students failing to meet any of the SAP requirements at the end of an academic period will not be eligible for Federal Title IV funds until placed on Academic Warning. Academic Warning status will be for one academic period and will be determined based on:

- A. Failure to meet the minimum cumulative grade point average, and/or
- B. Failure to progress at a pace to ensure completion within the maximum timeframe.

Students will be notified in writing and a copy of this notification is maintained in the student’s file using the Notice of Academic Warning, which will be signed by the student, a school official, and a financial aid advisor.

- 1) Students may not appeal an Academic Warning.

- 2) Students on Academic Warning are eligible to receive Federal Title IV funds for one additional academic period.
- 3) **An interim review of each student's academic status will be conducted and the student counseled. A student who cannot reasonably be expected to meet SAP academic and pace of completion requirements will be counseled appropriately, possibly including a recommendation for termination.**
- 4) Students may not be placed on Academic Warning for consecutive academic periods.
- 5) A student failing to meet the SAP requirements at the end of the Academic Warning period will be terminated from school and lose eligibility for Federal Title IV funds; however, the student may file an appeal to remain in school and regain Federal Title IV eligibility.

#### **ACADEMIC WARNING COMPLETION**

At the end of the Academic Warning, the managing director will notify the student of the student's SAP status by providing the student with:

- 1) A letter notifying the student of successful completion of the Academic Warning, or
- 2) A copy of the Academic Warning Requirements Not Met form, which will be signed by the student, a school official and a financial aid advisor. **At this point, the student will not be eligible for Federal Title IV funds until and unless an appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.**

#### **SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES**

A student may appeal the Academic Warning Requirements Not Met determination by submitting the Student Academic Probation Appeal Application to the school's managing director. The managing director is responsible for making a recommendation on the appeal and electronically scanning the appeal to the director of education for review by the SAP Appeal Committee. Appeals for loss of eligibility following an Academic Warning must be submitted within seven (7) school days from the end of the academic period. Appeals submitted outside of this deadline may be accepted and considered, but may be applied for a subsequent academic period. The appeal must explain the circumstances that the student believes would have a bearing on his/her reinstatement, including why the student failed to meet SAP requirements and what has changed that will allow the student to meet SAP requirements at the next academic period. Some acceptable circumstances for a SAP appeal include:

- 1) Illness of student
- 2) Loss of family member
- 3) Transportation or child care issues
- 4) Unexpected medical care of a family member
- 5) Military duty
- 6) Emergency response team member responsibilities
- 7) Other special circumstances beyond the student's control

Each student is required to document the reason for his/her appeal for the consideration of the SAP Appeal Committee; failure to adequately document may be the basis for denial. The student must provide documentation that supports the reason for the appeal and how the situation has changed to ensure it does not interfere with the student's progress moving forward. The documentation must show that SAP will be met by the end of the next evaluation period or include an Academic Plan with a deadline of when SAP will be met. The committee will review the student's written appeal, academic record, attendance record, and may call upon the student, managing director and/or the student's instructors for additional information. Based on this review, the committee will determine if the student will remain in school, and under what conditions as specified in the Academic Plan. If the appeal is granted, financial aid eligibility will be reinstated.

#### **SATISFACTORY ACADEMIC PROGRESS APPEAL OUTCOME**

The student will be notified in writing of the final decision of a SAP appeal and a copy of this notification is maintained in the student's file.

- 1) **Students who have appealed may remain in school until the determination of the appeal but will not be eligible for Federal Title IV funds until and unless the appeal is granted. If the appeal is denied, the student will not be held liable for the educational costs incurred during the new academic period.**
- 2) Only if the student can reasonably be expected to meet SAP criteria within one academic period should Academic Probation be granted. An exception to this may be granted if the student is placed on an Academic Plan as part of Academic Probation. This plan must be completed using the Academic Plan form and must outline conditions to ensure that the student is able to meet the SAP standards by a specific time.
- 3) If the student's appeal is granted, the student will be allowed to remain in school and the student's eligibility for Federal Title IV funds will be reinstated.
- 4) The student will be placed on Academic Probation for one academic period unless the student is placed on an Academic Plan. If a student is on an Academic Plan the probation duration is outlined in the Academic Plan. The student's progress in meeting the terms of the Academic Plan must be reviewed each academic period. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on SAP probation is approved with an academic plan. This academic plan will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- 5) The committee's decision along with any conditions of approval will be electronically scanned to the managing director who will be responsible for communicating the decision to the student and placing the documentation in the student's academic file and the SAP binder.
- 6) The decision of the committee is final.
- 7) A second appeal for the same incident is not permitted.

#### **ACADEMIC PROBATION**

Students who lose eligibility due to not meeting the SAP requirements and who successfully appeal the loss of eligibility will be placed on Probation for at least one academic period. If appeal is granted the student is placed on Probation and remains eligible for financial aid. Students on probation may be subject to an Academic Plan. Students must be evaluated against the syllabi of any courses attended as well as the Academic Plan conditions.

#### **ACADEMIC PLAN**

A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on SAP probation is approved with an academic plan. This academic plan will ensure, if followed, that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. Students placed on an Academic Plan may continue eligibility beyond one academic period, based on specified criteria in his/her plan that will result with the student meeting the SAP requirement at the end of the Academic Plan. An Academic Plan will outline the specific actions and timelines each student must complete in order to meet SAP standards; the period covered in the academic plan may extend beyond the student's term or payment period, or beyond their maximum timeframe. Students that are progressing successfully at each checkpoint of their academic plan will remain in satisfactory progress and eligible for financial aid. If the student is not able to maintain the requirements of his/her Academic Plan, the student will be terminated from the program without the ability to appeal the decision. Students not meeting this requirement will also not be eligible for financial aid. Students may appeal to have their academic plan revised.

#### **END OF PROBATION**

At the end of the Academic (SAP) Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with either a letter notifying the student of successful completion of the Academic (SAP) Probation period or a Notice of Termination from the school. A second appeal for the same incident is not permitted.

At the end of the Academic Probation period, the managing director will notify the student of the outcome of the student's probationary period by providing the student with:

- 1) A letter notifying the student of successful completion of the Academic Probation period, or
- 2) Notice of termination for failing to meet SAP requirements.

#### **RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

- 1) A student can re-establish SAP and financial aid eligibility by making all standards after being on Warning or Probation, or by having a SAP Appeal approved.
- 2) SAP can only be re-established at a subsequent evaluation point.

#### **MISCELLANEOUS**

- 1) Student Applications For Re-admittance – Students applying for re-admittance will be evaluated for the likelihood to meet current SAP standards.
- 2) Transfer Hours and MPAs - Transfer hours from another institution accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when MTF has been exhausted. SAP evaluation periods for transfer students occur at the midpoint of the contracted hours, or at the established evaluation periods, whichever comes first, and are based on actual hours at the institution. Transfer MPAs will not be included in CGPA.
- 3) Course Repetition – In the event a student repeats a course, all attempts (failed or passed) remain as a course attempted and is included in the calculation of maximum timeframe. Only the last grade for a course is included in the CGPA.
- 4) Grade Point Average – Each student's cumulative grade point average will remain with the student throughout his/her time at the institution. This applies to students who withdraw and later readmit, changes in programs of study, and students who graduate from one training program and readmit into an additional program. Note that only courses included in a program are to be included in the SAP calculation for that program.
- 5) Non-credit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

#### **IMPACT OF SAP ON STUDENT RE-ADMITTANCE**

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.

#### **ACADEMIC REVIEW**

A student questioning the accuracy of his/her grade point average, or subsequent termination of training, may request a review of the matter by the school's managing director or designated member of the academic team. Upon review, a determination will be made as to the legitimacy of the student's concern and appropriate action will be taken. If the student is dissatisfied with the determination, he/she may make an appeal to the corporate vice president of education and career services, who shall render a final determination.

#### **Application of Standards**

These satisfactory academic progress standards apply to all students, day or evening.

Dorsey School of Beauty operates in accordance with standards established by the Michigan Department of Labor and Regulatory Affairs. Students may file complaints with the State of Michigan at [www.michiganps.net](http://www.michiganps.net).

#### **Attendance Policies**

Dorsey School of Beauty is dedicated to preparing individuals for promising career opportunities, and as stated in our mission statement, reinforcing the "development of self-esteem, self-reliance, discipline, and confidence in all graduates." Because of the fast-paced environment and hands-on design of our courses, Dorsey School of Beauty has found that good attendance is clearly linked to successful completion of course work and preparation for a successful career. Additionally, employers tell us that an important consideration in hiring and promoting an employee is the demonstration of punctuality and regularity of attendance.

Dorsey School of Beauty students' attendance will be evaluated at the end of every module. Students are required to maintain a 75% attendance rate. If this minimum is not met at the time of evaluation the student will be placed on Attendance Warning or Attendance Probation and may possibly be terminated according to the details below.

- Upon enrollment student schedules are assigned; class sizes are limited by state law and Dorsey School of Beauty insists on prompt and regular attendance at both theory and practical classes during all scheduled hours. Students must “clock” in using the time clock system upon arrival and “clock” out when leaving for the day. Each student must clock in/out for himself/herself. No student may allow another person to clock in or out on behalf of that student. No credit shall be given to students leaving the campus during assigned hours once that student has clocked in.
- A 100% attendance rate is expected from all students. Attendance below 75% will result in an **Attendance Warning** as outlined below.
- **Attendance Warning**  
Dorsey School of Beauty students are expected to attend school daily until the completion of their scheduled program. When a student fails to meet the minimum 75% attendance requirements within a module he/she will be placed on Attendance Warning status the following module. The student will have one module to meet the required 75% attendance rate while on Attendance Warning. Students meeting these requirements upon completion of the module will be in good attendance standing. Students ending the Attendance Warning module with less than 75% attendance will be required to submit an appeal to be placed on **Attendance Probation** as outlined below. Failure to submit an appeal will result in the student being withdrawn; the student will receive a Notice of Termination from Dorsey School of Beauty. If a student fails to meet attendance in a subsequent module, the student will have to appeal to be placed on **Attendance Probation** as outlined below.
- **Attendance Probation Appeal Process**  
In order to continue in the School of Beauty program on Attendance Probation status, the student must file an appeal indicating the mitigating circumstances and resolution of the issues resulting in the student’s inability to meet the 75% attendance requirements. The student has 7 school days from the last day of the module to submit the appeal and will remain active in the program until a response to the appeal has been given. An Attendance Appeal can only be submitted one time during a student’s course of study. If an appeal is denied, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey School of Beauty.
- **Attendance Probation**  
If the appeal is approved, the student will be on Attendance Probation for one module. The student then has one final module to achieve the 75% attendance rate. If the student successfully achieves a 75% attendance rate the student will be considered in good attendance standing. If a student does not meet the minimum requirements for a third consecutive module, the student will be withdrawn from school and will receive a Notice of Termination from Dorsey School of Beauty. A one-time extension may be granted by Corporate based on documentation of the mitigating circumstances including resolution and may include an attendance plan.
- Satisfactory academic progress takes precedence over the School of Beauty attendance requirements. A student exceeding the maximum time frame for completion will be terminated from the program and will not be eligible to re-enroll, unless an appeal to be placed on SAP probation is approved with an academic plan. This academic plan will ensure, if followed, that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.
- Michigan State Board of Cosmetology regulations limit a student’s attendance to no more than 7 hours per day, and no more than 40 hours per week. Attending more than the scheduled hours (“over attendance”) should be avoided. Over attendance may impact your financial aid. A discussion with a financial aid representative should take place prior to over attending.
- A student who is absent for 10 consecutive calendar days, including weekends, holidays and breaks, will be automatically dismissed from school<sup>1</sup>.

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<sup>1</sup>Pending documentation of mitigating circumstances approved by the managing director or appropriate program director.