Paul Mitchell The School North Haven

EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT

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

Cosmetology 1500 clock hours

Cosmetology Refresher 245 clock hours

Cosmetology Refresher 135 clock hours

Esthetics 600 clock hours

Nail Academy 100 clock hours

Eyelash Extension 50 clock hours

Massage 850 clock hours

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

Program Name	1st Evaluation Period Ends	2nd Evaluation Period Ends	3rd Evaluation Period Ends
Cosmetology	450 actual hours and 13 weeks	900 actual hours and 26 weeks	1200 actual hours and 35 weeks
Cosmetology Refresher (245 hours)	122 actual hours and 4 weeks	N/A	N/A
Cosmetology Refresher (135 hours)	67 actual hours and 2 weeks	N/A	N/A
Esthetics	300 actual hours and 10 weeks	N/A	N/A
Nail Academy	50 actual hours and 3 weeks	N/A	N/A
Eyelash Extension	25 actual hours and 1 week	N/A	N/A
Massage	425 actual hours and 24 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 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 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum 118% or 111% for Massage students 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 Core practical and written exams, theory progress, and practical assessments:

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

The following grading scale is used for all final exams:

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 practicalapplications 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 / 26 academic weeks.