

Touch of Class Manicure School evaluates student progress monthly through a combination of theory knowledge and practical skill performance. Students must maintain satisfactory academic progress to remain enrolled and qualify for the PSI licensing exam. §1603.2311

Grading Scale			
Grade	Score Range	Standing	Action Required
A — Excellent	90% - 100%	Satisfactory	None
B — Above Average	80% - 89%	Satisfactory	None
C — Average	70% - 79%	Satisfactory	None
D — Below Average	60% - 69%	Unsatisfactory	Written improvement plan issued
F — Failing	Below 60%	Unsatisfactory	Academic probation

How Grades Are Calculated		
Component	Weight	What It Covers
Written Theory Tests & Quizzes	40%	State board exam content, laws, sanitation, and nail theory
Practical Skill Evaluations	40%	Instructor-graded services performed on clients and mannequins
Attendance & Professionalism	20%	Punctuality, uniform compliance, conduct, and client care

The PSI written licensing exam passing score is **70%**. All theory instruction and testing is aligned to the PSI V2025 exam blueprint to prepare students for licensure.

- Monthly Progress Reviews §1603.2311
- A written progress report is issued to every student at the end of each calendar month
 - The report includes the student's theory grade, practical grade, professionalism grade, and cumulative average
 - Students earning below 70% receive a written improvement plan and additional instructor support
 - Students earning below 60% for two consecutive months are placed on academic probation
 - A student on academic probation who does not improve within 30 days may be dismissed from the program
 - Final eligibility for the PSI licensing exam requires a cumulative average of 70% or above and all 600 clock hours completed

- Test Retakes
- A student who fails a theory test below 70% may request one retake per test
 - Retakes must be completed within 5 school days of the original test
 - The retake score replaces the original score in the grade calculation
 - Practical evaluations may be repeated at the instructor's discretion

Grades are never raised, curved, or adjusted for reasons unrelated to academic performance. Earned hours and grades cannot be withheld for any reason including unpaid tuition. §1603.2308(c)

By signing below I confirm that I have received, read, and understand the Grading Policy for Touch of Class Manicure School, LLC.

- _____ I understand I must maintain a 70% cumulative average to qualify for the PSI licensing exam.
- _____ I understand that falling below 60% for two consecutive months may result in academic probation or dismissal.
- _____ I understand monthly progress reports will be issued and filed in my student record.

Student Full Name (print)Student SignatureDate

School Representative SignatureDate