

STUDENT RETENTION EFFECTIVENESS PLAN



Upper Kutz Barber & Style College

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Effective: January 2019

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Purpose:

The purpose of this plan is to ensure that proper procedures are in place and followed to assure that effectiveness of student retention is evaluated for all programs. The person(s) responsible for coordination of student retention is the Vice President. The person responsible for evaluating the effectiveness of student retention is the President/Director.

Objectives:

To evaluate the effectiveness of student retention within each program offered at Upper Kutz Barber & Style College from enrollment in the program to job attainment.

Procedures:

Beginning the first day of classes, student retention is of the utmost importance to the faculty of each and every program at Upper Kutz Barber & Style College, therefore a long add/drop period is provided at no charge if student decides to withdraw within that period.

The Vice-President meets quarterly with faculty in an effort to evaluate the effectiveness of student retention. Student retention suggestions/revisions are implemented as necessary.

At least quarterly, the President/Director evaluates the effectiveness of student retention with the Management Team. If student retention begins to decline, an improvement plan is instituted in an effort to ensure satisfactory student retention rates as well as student satisfaction.

Throughout each program, Upper Kutz Barber & Style College receives input from students who complete satisfaction survey. Students also meet one on one with Faculty at the conclusion of each term.

If a student wishes to withdraw from class, the Vice President will reach out to the student directly to understand the reasons they are withdrawing as well as to gain input.

Faculty give input each year through faculty meetings with Deans, as well as annual faculty surveys and compares the retention rate to pre-set benchmarks.

The Annual Evaluative Report which tracks and evaluates student retention is shared with faculty, staff and students annually. It indicates if benchmarks are or are not met.

Evaluation:

The President/Director is responsible for evaluating the effectiveness of student retention in all programs offered at the school. The President/Director holds Management Meetings at least quarterly to review and evaluate in an effort to continually improve student retention in each program offered. Analysis and improvement plans will be initiated as needed.

Distribution:

Upper Kutz Barber & Style College appreciates and utilizes input from both students and employees. The institution reviews summaries of evaluations and reviews/revises plans, policies, and procedures as warranted. Policies and procedures are also reviewed annually and serve as a method of evaluation, input and feedback. All plans are publicly posted in the designated area of the facility, school website, and server for all to peruse.