FOLLOW-UP PLAN

Upper Kutz Barber & Style College

813 Highway 1 South, Greenville, MS 38701

www.upperkutzbarbercollege.com

Effective: January 2019

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Purpose:

The purpose of this plan is to ensure that an effective line of communication is established with all students at Upper Kutz Barber & Style College upon completion of the program in which they were enrolled. The follow-up procedures create a plan to stay in contact with students in order to collect data around past graduate's current status as it relates to receiving licensure or gainful employment in relation to the program in which they completed. The Vice President's office is responsible for creating and implementing this plan.

Objectives:

1. To ensure data is collected from each newly enrolled student.
2. To ensure data is updated regularly on each currently enrolled student.
3. To ensure data is collected on graduates upon completion.
4. To ensure data is collected on withdrawn students.

Procedures:

At the time of a student's enrollment, student demographic information will be entered into the student information system. Student's will complete this information during orientation under the additional admissions paperwork section.

When instructors or the institution become aware that a current student's demographic information has changed, that information is shared with the Vice President's Office to be entered in the student record in the Student Information System. Newly enrolled students are also informed of the importance of communicating any demographic changes that may occur while enrolled in their program during orientation.

Upon completion of the program graduates are asked to complete an exit survey which includes updating personal information and providing the institution with 2 references that can be contacted for information on the student if necessary. The Vice President's Office will contact graduated students after a three-month period of completion to update/verify information, and to gather data on job searches or job placement. The office will make an entry into the contact log for that program.

If a student declares their intent to withdraw, the instructor directs the student to the Vice President's Office to complete the withdrawal process. During that meeting, the student is asked to fill out the Student Exit Survey, which requests student contact information and student evaluation of program effectiveness. The completed survey is kept in the student's file.

Evaluation:

Institutional follow-up results, such as completion, placement, and licensure rates are made available annually. The student follow-up surveys determine the success of job placement activities. Survey data is analyzed on both programmatic and institutional levels to determine areas of strengths and weaknesses. Data is shared at the Advisory Committee Meetings to obtain suggestions for improvement. Program improvement plans are developed and implemented based on all information gathered. Program improvement plans are discussed and approved by the board.

Distribution:

Upper Kutz 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.