



**ICR FLORIDA
EDUCATION**

STUDENT SERVICES POLICY

PURPOSE

This policy has been implemented to ensure ICR Florida Education's plan to assure the quality of student services provided by ICR Florida Education.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the student services personnel.

APPLICABILITY

This policy applies to all student services provided at the institution.

EFFECTIVE DATE

October 1, 2021

POLICY

1. Student Services Information in the School Catalog
2. Program and Institutional Outcomes Follow-Up Plan
3. Placement Services Plan
4. Student Records Policy
5. Student Retention Plan
6. Student Services Personnel Communication with Other School Departments
7. Student Counseling
8. Student Services Evaluation

1. Student Services Information in the School Catalog
Student services information is included in the school catalog available on our public website.
2. Program and Institutional Outcomes Follow-Up Plan
This plan is included in the Policies and Procedures Manual.
3. Placement Services Plan
This plan is included in the Policies and Procedures Manual.
4. Student Records Policy
This policy is included in the Policies and Procedures Manual.



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5. Student Retention Plan

This plan is included in the Policies and Procedures Manual.

6. Student Services Communication with Other School Departments

Student Services personnel maintain communication with the rest of ICR Florida Education staff and faculty with the purpose of improving the effectiveness of their services. Student Services personnel participate at the annual staff meetings to provide information about the Student Services status and receive input and suggestions from implementing from the same source.

7. Student Counseling

Counseling is provided to all students on administrative, attendance, academic, financial, and placement subjects. Our school aims to provide students with timely counseling and assist each one of them to overcome any challenges or situations that could jeopardize their success. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

8. Student Services Evaluation

Student services are evaluated through surveys as follows:

Student and Graduate Surveys

Surveys containing evaluation statements for student services are collected from students at SAP evaluation points and graduates at the Exit Interview. Students and graduates also participate in the Policies and Procedures Annual Survey.

Faculty and Administrative Personnel Surveys

Personnel evaluates annually the school's Policies and Procedures Manual, which includes survey statements for each one of the Student Services policies and plans.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Student Services." Revisions to funding require approval by the President and Financial Director.



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EVALUATION

This policy is annually evaluated by means of surveys collected from:

- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's Strategic Meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during regular business hours. School personnel receive access to the school's Policies and Procedures Manual electronic version during their new employee orientation.