

## Future Professional Academic Policy (Paul Mitchell)

### Policy:

Full academic participation is essential for a future professional to successfully achieve program outcomes. In accordance with the regulations put forth by the State of California Board of Barbering and Cosmetology (CBBC), future professionals must complete a pre-determined number of skill-building tasks and exercises as a requirement for graduation. *Paul Mitchell The School - MTI College (PMTS - MTI College)* has grouped these tasks and drills into monthly worksheets. Completion of the monthly worksheets ensures that the CBBC requirements are met as the future professional develops his/her skills and progresses through the program. Future professionals are required to complete their monthly practical worksheets by specified deadlines in order to remain on pace for completing the program.

*PMTS - MTI College* and the CBBC also require that each future professional complete 160 hours of theory study, demonstrated by the successful completion of theory-related tests with a minimum passing score of 80%. Each week, future professionals receive new chapter assignments in their theory classes. Future professionals are expected to read, study, and complete their homework assignments off campus. A new Theory test is given each week. Future professionals who score below 80% may retake the test after 24 hours. Attendance requirements for theory classes are mandated by the CBBC and are detailed in the future professional attendance policy.

### Worksheets

- Future professionals must remain current with their monthly worksheet assignments in order to develop their skills and meet program requirements. Future professionals who do not maintain their worksheets and fail to complete the required practical skill-building tasks by the last school day of the month will be placed on the Back on Track list for the following month. The future professional will be given his/her next month's worksheet and is expected to complete the new worksheet and the incomplete worksheet by the end of the second month. Future professionals who fail to turn in a required monthly worksheet will not be able to clock in until their worksheet (completed or not) is turned in.
- If the future professional falls behind on a second worksheet, he/she will remain on the Back on Track (BOT) list and will be required to meet with the Future Professional Advisor (FPA) or Clinic Floor Captain (CFC) to create an action plan to help the future professional catch up on the delinquent work. In addition, the future professional will receive a 1-day suspension off campus.
- If the future professional falls behind on a third worksheet, he/she will receive another 1-day suspension off campus, remain on BOT and be required to attend an Academic Counseling Session. This meeting is designed to discuss concerns about the future professional's academic progress and identify a course of action which may include tutoring or a leave of absence (LOA), etc.
- Should the future professional fall behind on a fourth worksheet, he/she will be placed on final advisory warning (FAW). Once a future professional is placed on final advisory warning, he/she will remain on FAW throughout the remainder of the program. If the future professional does not immediately regain and maintain pace with the required practical skill development, as evidenced by completed worksheets, he/she will be dropped from the program.
- Future Professionals who maintain 90% attendance, timely completion of theory tests at 80% and monthly worksheet completion by deadline, while meeting our minimum Guest Request recommendation will be acknowledged for their Academic Progress and become a member of the

Visionary Club. Each month, FPs with Visionary status will be celebrated with eligibility to participate in off-campus activities, attend extra-curricular team events, and enjoy the reward of 1 complimentary Student Service during that month.

### **Theory Testing**

Future professionals must remain current with their theory tests to keep pace with the theory chapter learning required by the CBBC and *PMTS - MTI College*. Tests are administered weekly, based on the course material covered that week. Future professionals who fall behind in their tests may be at risk of losing pace, compounding the number of outstanding tests, and putting their enrollment at risk.

- Future professionals who fall behind in their theory tests will be coached by their team leader and placed on TSS for the following month.
- Future professionals who fall behind on 4 or more theory tests due to missing tests or scoring below 80%, will be placed on BOT for the following month and will be suspended for one day. The future professional will also be required to meet with the Future Professional Advisor to create an action plan to regain pace. During the following month, the future professional is expected to study, follow the action plan, take or retake any outstanding tests, and regain pace with the curriculum.
- If, during the following month, the future professional remains 4 or more theory tests behind, he/she will receive a 1- week suspension off campus, with on-campus testing privileges, remain on BOT and will be required to attend an Academic Counseling Session. This meeting is designed to discuss concerns about the future professional's academic progress and identify a course of action which may include tutoring or a leave of absence (LOA), etc.
- Should the future professional fail to follow the agreed-upon game plan and does not regain academic pace immediately, he/she will be placed on final advisory warning (FAW). Once a future professional is placed on final advisory warning, he/she will remain on FAW throughout the remainder of his/her program. If the future professional does not regain and maintain pace with the theory testing requirement within 30 days, he/she will be dropped from the program.