NACCAS Outcomes

2016 Cohort Submitted by 30 November 2017

This Institution is accredited by the National Accrediting Commission of Career Arts & Sciences also called NACCAS. Each year, by November 30th, this institution provides a cohort grid to determine its "outcomes" (graduation rate, placement rate, and its licensure rate). To remain accredited, institutions have to meet minimum thresholds. Annual Report Outcomes submissions are subject to random audits and official audits during on-site visits; such as, but not limited to accreditation renewal visits.

Most Recent Annual Report Outcomes

Submitted November 30, 2017 for the 2016 Cohort Data

University of Aesthetics & Cosmetology	
1037-1043 Curtiss St. Downers Grove, IL 60515	
NACCAS ID	**023164-00**
Graduation Rate	**90.63%**
Placement Rate	**62.07%**
Licensure Rate	**100%**

Key Definitions: NACCAS' 2016 (data) Annual Report is derived from a single cohort of students – those scheduled to graduate in 2016. NACCAS' graduation, placement and licensure definitions are provided below:

Graduation Rate: Based on all students scheduled to graduate from their program in 2016. Of those students scheduled to graduate in 2016, the percentage that actually graduated before November 30, 2017.

Note: The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes, re-enrollments and other contract changes have been accounted).

Graduate: A student who has completed all applicable academic and non-academic requirements, as defined by the institution's graduation policy.

Placement Rate: Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed prior to November 30, 2017.

Eligible for Placement: A graduate from the graduation cohort is considered eligible for placement unless they meet one of the five exemptions detailed below:

a. The graduate is deceased

b. The graduate had a permanent or indefinite disability

c. The graduate was deployed for military service/duty

d. The graduate studied under a student visa and is ineligible for employment in the U.S.

e. The graduate continued his/her education at an institution under the same ownership

Placement: A graduate who is or has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2017. Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed.

Licensure Rate: Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam prior to November 30, 2017, the percentage that passed all required parts of the state/national exam before November 30, 2017.

Graduation Cohort

1.   List all students (alphabetically by last name) who were scheduled to graduate from their program in 2016 in column #1 of your annual report cohort grid. Please note that the scheduled graduation date comes from the contract signed at enrollment, and is adjusted for all contract addenda (e.g., leaves of absence, schedule changes, re-enrollments, etc.). Accordingly, the scheduled graduation date on your cohort grid should always be a student's most recent contract end date. Next, enter each student's contact phone number or their most recent email address in column #2. (Note: If the institution is aware of a student's nickname, NACCAS recommends that the institution add this nickname to column #1 in quotation marks.)

Students who should be listed on your annual report cohort grid:

- Students scheduled to graduate in 2016 who actually graduated in 2015, 2016 or 2017: Students scheduled to graduate in 2016 will be listed on the annual report cohort grid. This includes students who actually graduated in 2015, 2016 or 2017. For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2016, but he/she actually graduated ahead of schedule in 2015 (or behind schedule in 2017) without a contract change, then he/she will be listed on the annual report cohort grid.
- Students with amended contract end dates in 2016: For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2015, but he/she has a leave of absence or schedule change which pushes his/her scheduled graduation date into 2016, he/she will be listed on the annual report cohort grid.
- Students scheduled to graduate in 2016 who transferred out to an institution that is not NACCAS accredited: If a student transferred from your institution to an institution that is not NACCAS-accredited, then he/she should continue to count in your graduation cohort as a non-graduate. Also,

please note that a student who moves from your institution to another institution without receiving credit for his/her original training is not considered a transfer by NACCAS, and should continue to count in the graduation cohort of your institution as a non-graduate.

- Transfers into your institution (from another institution) who were scheduled to graduate in 2016: Students who transferred into your institution and were scheduled to graduate (at your institution) in 2016 will be listed on the annual report cohort grid.
- Students who should not be listed on your annual report cohort grid (These students also should not be included in your "Exempted Students List," described in further detail below):
- Students with amended contract end dates in 2015 or 2017: For example, if a student's original enrollment agreement has him/her scheduled to graduate in 2016, but he/she takes a leave of absence or schedule change which pushes his/her scheduled graduation date into 2017 (or back into 2015), then he/she will not be listed on the annual report cohort grid for 2016.
- Auditing students: Students auditing a class or program for personal enrichment (i.e., no credit or diploma/certificate given) will not be listed on the annual report cohort grid.
- Re-Enrollments scheduled to graduate in 2017 or 2018: If a student was originally scheduled to graduate in 2016, withdrew, and subsequently re-enrolled (prior to the annual reporting deadline) with a new scheduled graduation date in 2017 or 2018, he/she will not be listed on the annual report cohort grid in 2016.
- Students in a program outside of NACCAS' scope: Students enrolled in a program that is not required to be approved by NACCAS should not be counted in the annual report. If you are unsure of whether a program is required to be approved by NACCAS, please see Section 1.3 of NACCAS' Rules.
- Students in "continuing education" programs: Students who attended a continuing education program of 150 hours or less at the institution should not be included in the annual report for their continuing education enrollment.
- Students who attended your institution under a training agreement: Students who attended your institution through a contract with a third party (e.g., high school, community college, etc.) are not considered enrollees of your institution and should not be counted in the annual report.

Exempted Students

Students scheduled to graduate in 2016 may be exempted from the 2016 (data) Annual Report for the reasons noted below. Exempted students are not required to be listed on the annual report cohort grid; however, the institution must maintain a separate list of all students exempted from the 2016 report, and the reason each student has been exempted.

This list (i) must be sorted alphabetically by last name; (ii) must include the student's campus & program; and (iii) must note the reason each student on the list was exempted from your annual report. NACCAS maintains a template "Exempted Students List" on its website (in the "Annual Report Information" section under the "Accreditation" menu), although an institution may use an equivalent alternative so long as it contains all required information and is in Microsoft Excel format. Please refer to Appendix A (page 22) for an illustration of the exempted students list.

Students can only be exempted for the reasons listed below:

- Deceased students: Students who passed away during their training. The institution must maintain proof (e.g., death certificate, newspaper clipping, letter from family, etc.) that the student was deceased.
- Disabled students: Students who failed to graduate from the program due to a medical disability. The institution must maintain official medical documentation (i.e., a note from a primary licensed healthcare provider) proving that the disability caused the student to withdraw from the program.
- Students who transferred out from your institution to an institution that is NACCAS accredited: Students who transferred from your institution to another institution that is NACCAS-accredited and remained in an equivalent program (e.g., cosmetology to cosmetology). Such students will not count in your cohort as a graduate or a non-graduate; rather they will not count in your graduation cohort, or in any additional portion of the annual report. You must keep appropriate documentation supporting the transfer of such a student to an equivalent program (e.g., a request to release hours to the new school, etc.).
- Students who transferred between programs within your institution where 100% transfer credit is applied: Students who transferred from one program at your institution to another program and had 100% of their hours transferred from the original program to the new program. If less than 100% transfer credit was applied, then the student should still be counted in the graduation cohort of the original program, as well as in the new program.
- Students who were deployed for military service during their enrollment: Students who withdrew from a program due to a military service deployment. The institution must maintain documentation (e.g., copy of deployment papers, letter from the student, etc.) showing that the student's deployment caused them to withdraw.

Early withdrawals

Students in a program of less than one academic year (900 hours) in length who drop out within 15 calendar days of beginning classes will not be listed on the annual report cohort grid

Students in a program of one academic year (900 hours) or greater who drop out within 30 calendar days of beginning classes will not be listed on the annual report cohort grid

Note: The date of last attendance should be the date the student is determined to be a withdrawal for purposes of this exemption.

In the third column of the annual report cohort grid, enter each student's scheduled graduation date. Again, the scheduled graduation date should always be: (i) a student's most recent contract end date; and (ii) within calendar year 2016.

Count the total number of students listed on your annual report cohort grid. This is the total number of students scheduled to graduate and will be the number you enter into "Item 1" of the annual report worksheet on page 17.

For each student listed on your annual report cohort grid, indicate in column #4 whether he/she successfully graduated. Mark students who graduated with a "Y" and students who did not with an "N." A student must have completed all graduation requirements (per your institution's policy) prior to November 30, 2017 in order to be marked with a "Y." If a student has failed to complete all of his/her graduation requirements as of November 30, 2017, then he/she will be marked with an "N."

Count the total number of students marked with a "Y" in column #4. This is the total number of students who graduated from the program, and will be the number you enter into "Item 2" of the annual report worksheet on page 17.

If a student is marked with a "Y" in column #4 (i.e., if he/she is a graduate), enter his/her actual graduation date into column #5 of the annual report cohort grid. The graduation date should be the date the student completed their final remaining graduation requirement. If a student is marked with an "N" in column #4, mark "N/A" or an equivalent substitute into column #5.

For all students marked with an "N" in column #4 (i.e., students who did not graduate from the program), mark "N/A" (or a similar substitute) in columns #5-10, as NACCAS does not require (or allow) placement or licensure information for students who fail to graduate from the program.

Placement Cohort

If a student has graduated from the program (i.e., if he/she is marked with a "Y" in column #4), you will need to determine whether he/she is eligible for placement. (Reminder: If a student did not graduate from the program, please enter "N/A" or an equivalent substitute in columns #5-10.) Mark all graduates determined to be eligible with an "E" in column #6, and all graduates determined to be ineligible with an "I." If a graduate has been declared ineligible, you must note the reason that he/she has been declared ineligible in parenthesis on the cohort grid (e.g., "permanent disability"). Institutions must maintain documentation supporting the student's ineligibility. All graduates must be declared eligible for placement unless they meet one of the following five conditions for ineligibility:

a. The graduate was deceased

b. The graduate had a permanent (or indefinite) disability

c. The graduate was deployed for military service/duty

d. The graduate studied under a student visa and is ineligible for employment in the U.S.

e. The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership)

Please note that being unlicensed is not a valid exclusion/exemption for employment.

Count the number of graduates marked with an "E" in column #6. This is the total number of graduates eligible for placement and will be the number you enter into "Item 3" of the annual report worksheet on page 17 of these instructions.

If a graduate has been marked with an "I" in column #6, mark "N/A" (or a similar substitute) in columns #7-8, as NACCAS does not require any placement information for ineligible graduates.

For all graduates marked with an "E" in column #6, you will need to determine if the graduate has been placed.   If a graduate has been employed in a field for which their training prepared them (i.e., in a position within the beauty and wellness industry that directly relates to their field of training) after graduation and prior to November 30, 2017, you may count him/her as "placed." Graduates who obtain temporary positions (i.e., positions where there is an expectation prior to the graduate's hire that the employment relationship between the employer and graduate will not last more than one month) are not considered placed. Mark placed graduates with a "Y" in column #7. If a graduate has not been placed within a relevant field, mark him/her with an "N" in column #7.

Reminder: Your institution must maintain backup documentation which supports each placed graduate's employment. Institutions are reminded that they are responsible for the accuracy of the data they report to NACCAS. Accordingly, institutions should make every effort to independently verify the information they obtain, especially when employment information is gathered directly from students. Requirements for placement documentation are described on pages 4-6 of these instructions.

Additional Note: Graduates who are working at an institution under the same ownership in non-instructor positions (e.g., overseeing the student salon dispensary at the school, etc.) must be employed for at least three months in order to count as "placed" in the annual report.

Count the number of graduates marked with a "Y" in column #7. This is the number of graduates who were placed in the field and will be the number you enter into "Item 4" of the annual report worksheet on page 17 of these instructions.

For all graduates marked as "placed" in column #7, list the graduate's employer name, employer address and employer phone number in column #8. All three items must be entered into column #8 for graduates listed as employed. If you are unable to obtain the employer name, employer address or employer phone number, then you may not report the graduate as employed. (For graduates who are "freelancing" or "working from home," put "freelancing" as the employer name and provide the graduate's business phone number. An address for freelancers or students working from home is not necessary.) For all graduates who were not placed (i.e., those marked with an "N" in column #7), mark this column with "N/A" or an equivalent alternative. (Note: If a graduate is employed at a non-traditional employer that is still directly related to their training, NACCAS recommends, but does not require, including the graduate's position title in column #8.)

Licensure Cohort

If a student has graduated from the program (i.e., if he/she is marked with a "Y" in column #4) you will need to determine if the student sat for all portions of his/her required licensure exam. (Reminder: If a student did not graduate from the program, please enter "N/A" or an equivalent substitute in columns #5-10.) Mark graduates who sat for all portions of their required examination prior to November 30, 2017 with a "Y" in column #9. If a student who graduated from the program did not sit for all portions of his/her required examination, then you should mark him/her with an "N" in column #9.

Count the number of graduates marked with a "Y" in column #9. This is the number of graduates who sat for all portions of their required licensure exam and will be the number you enter into "Item 5" of the annual report worksheet on page 17 of these instructions.

If a graduate has been marked with an "N" in column #9 (meaning he/she did not sit for all portions of his/her required licensure examination), mark "N/A" (or a similar substitute) in column #10.

For graduates who sat for all portions of their required licensure examination (i.e., those graduates marked with a "Y" in column #9), you will need to determine which graduates passed all portions of the exam needed for licensure prior to November 30, 2017. Mark graduates who passed all portions of the exam prior to November 30, 2017 with a "Y" in column #10. This includes graduates who failed one or more portions of the exam on their first attempt, and re-took and passed all portions prior to November 30, 2017. However, if a graduate sat for all portions of his/her exam (i.e., he/she is marked with a "Y" in column #9) and was unable to pass all required parts prior to November 30, 2017, then he/she will be marked with an "N" in column #10.

Count the number of graduates marked with a "Y" in column #10. This is the number of graduates who passed all parts of the licensure exam and will be the number you enter into "Item 6" of the annual report worksheet on page 17 of these instructions.