



ROCKY
MOUNTAIN
COLLEGE

Non-Returning Student Follow-Up Form Process

Non Returning Student Follow-Up Form

Form Users

The Non-Returning Student Follow-up Form is an open form that any staff, faculty, or coach could fill out to assist in gathering more information from those non-returning students. Additionally, asking questions will give us an opportunity to suggest solutions to the student in an attempt to retain them for the following semester.

Form Introduction

The non-returning student follow-up form is a tool used to document conversations with students not returning to RMC at the end of a term, similar to an exit interview. Each of the questions are designed to assist the College in retention efforts and to establish a baseline of data that will help us improve.

While our ultimate goal is to assist the student in returning to RMC and completing their degree, we understand that there are often situations that keep a student from returning. In addition to determining if it is possible to assist them in staying at RMC, it is also important that we help students transition to their next step positively and with our full support.

This process will begin each semester, approximately one week after course registration opens and will serve those students not returning to RMC after the end of a term. Those students withdrawing while a semester is in progress should be directed to the “Academic Withdrawal Form” located on the RMC website at:

<http://www.rocky.edu/academics/course-catalog/FormsPolicies.php>

While having conversations with these students, please keep in mind some of the resources that RMC offers to help them be successful:

- Writing center
- Tutoring
- LEAP program
- Student life
- Counseling services
- Alternative degree options: associate’s degree or Individualized Programs of Study

Form Location

<https://docs.google.com/a/rocky.edu/forms/d/11GUuPCNuuyJVfvd8RP0ohfa9iMwNipbUg8OLaXSnbY/viewform>

A Guide for Completing the Student Follow-up Form

** Prior to filling out this form, please confirm that the student has not already had an in-depth conversation with another staff member. This will help eliminate duplications.

The questions listed within this form are a guideline. You are encouraged to have a genuine conversation with the student, rather than reading each question to them. The intention of this process is to discover how we can serve our students better, as well as what types of factors contribute to a student's decision to leave RMC prior to graduation. Please utilize the detailed comments section to provide as much data about the student as possible.

You may explain to the student that this form is to assist in updating their enrollment status.

Form Data

Once the form is filled out, a notification will be sent to the areas of the campus that work with these students the most. This includes:

- Financial Aid
- Housing
- Academic Records
- Student Accounts
- Advising

We hope that this process works to encourage retention during an exit process. Additionally, we will be able to process each leaving student's information more efficiently, as well as gather data in regards to why our students are leaving.