



## STUDENT RETENTION PLAN

### *PLAN*

College's purpose is to educate students for careers that exist today. The College believes individuals are better served if they are able to graduate with a complete credential. The College also understands students may encounter a variety of barriers that may limit their success and contribute to a decision to withdraw. To assist students during challenging times and increase the likelihood of graduation, the following retention services are in place:

### *PROCEDURES*

#### **Academic**

- Instructional faculty are dedicated to student success and expected to meet regularly with students regarding academic performance. Faculty are available to assist students with program questions, converse with them on attendance and satisfactory academic progress, as well as identify risk factors for potential withdrawal with associated solutions.
- Students who identify as needing additional academic support may be referred to the Learning Lab where individual remediation is available in basic skills such as math, reading, study habits, test-taking skills, etc.

#### **Finance**

- The College payment plan for existing and potential students which are kept current on the College web site.
- Students are referred to supporting agencies in instances where additional resources beyond educational financial assistance are needed (e.g., food, childcare, heating assistance, transportation, etc.)

#### **Personal**

- Each student is assigned an instructor at program acceptance who is dedicated to student success and available to refer students to appropriate resources.
- For students with disabilities, an ADA coordinator is available.

## *Retention Effectiveness*

- Instructors, advisory members, and board members provide input through use of the college's strategic planning process, which includes topics such as, faculty/staff professionalism, barriers to student success, withdrawal reduction strategies, and others. Completed survey results are reviewed annually by the administrative staff and then shared with department heads.
- Students complete an Instruction/Program Evaluation Survey, which includes questions on College services, instructor performance, program content, and retention services. Completed survey results are reviewed annually by the administrative staff and then shared with department heads.
- Program outcome data, along with withdrawal rates, are evaluated annually by administration to identify areas of concern. Any changes are communicated to instructors and staff electronically, instructor and staff meetings, and during advisory committee meetings, as a minimum on an annual basis.