

Student Retention Plan

PURPOSE

This plan has the purpose of ensuring the school follows standards procedures to monitor student retention, receive input from faculty and students, evaluated on an annual basis, and results shared with faculty and staff.

RESPONSIBLE AUTHORITY

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

APPLICABILITY

This policy applies to all activities related to student retention.

IMPLEMENTATION

The implementation of this policy is delegated to the Student Services personnel.

EFFECTIVE DATE

January 1, 2021

POLICY

1. Retention Monitoring Procedures
2. ATB Student Retention Monitoring
3. Input from Administrative Personnel, Faculty and Students
4. Retention Reports

1 – Retention Monitoring Procedure

Retention is monitored very closely at our school. Retention is monitored by student services personnel and faculty.

Student Services Retention Monitoring

Student services personnel tracks student retention on a weekly basis. Any student absent for more than three days will be contacted via phone or text. Students that do not respond to the call or text will receive an email following up with them on the reasons for their absence and confirming if student will be able to return to school as scheduled. Student services will also contact the student's instructor, for he/she may have information about the reasons for the absences. Students going through a situation that will prevent them attending school for a period of 14 consecutive days or more are advised to consider requesting a leave of absence. Students are advised that missing 14 consecutive days of school will cause to be automatically withdrawn. Student services personnel will counsel students missing school and make all reasonable accommodations to assist them complete their program of enrollment.

Faculty Retention Monitoring

Faculty plays a key role in student retention. Faculty take attendance daily and are required to advise student services about any personal circumstances they may be aware of that is preventing a student to complete their program of study. Faculty usually have a closer relationship with students than administrative personnel. It is the responsibility of faculty to

reach out to students missing from school and encouraging them to return and speak with student services about any personal circumstances that may be preventing them from attending class daily.

2 - ATB Student Monitoring Report

A quarterly report is prepared and presented at the following listed meetings to see students enrolled as Ability to Benefit (ATB) are progressing as expected:

- Quarterly at Strategic Meetings
- Quarterly at Academic Meetings
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting
- Biannually at the Occupational Advisory Committee Meetings

For students found falling behind, or missing classes, necessary actions are recommended to faculty, as tutoring, and advising sessions.

3 – Input from Administrative Personnel, Faculty and Students

Input from administrative personnel, faculty and students regarding retention is collected annually through surveys. Administrative personnel, faculty and students are asked to evaluate the school's retention plan and provide any feedback, comments, or suggestions that they may consider appropriate.

4 – Retention Reports

The retention status for each one of the school's programs is included in the *Program and Institutional Outcomes Quarterly Report* presented at the following meetings, where program outcomes are discussed, and corrections/action items proposed when needed:

- Quarterly at Strategic Meetings
- Quarterly at Academic Meetings
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting
- Biannually at the Occupational Advisory Committee Meetings

EQUIPMENT, REPAIR AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this plan is a responsibility of the School President who coordinates any repairs, purchases or updates required. Such requests are to be made directly to the School President, who will attend to each accordingly. Expenses for equipment, repair, maintenance, and replacement are included in the budget allocated to student services.

BUDGET

The budget necessary for the implementation of this policy is allocated under the line item "Student Services" each January as part of the school's projected budget for the year. Revisions to the budget are to be approved by the School President and Financial Director.

EVALUATION

This plan is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This plan's 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 and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file 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 at 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 normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year. This policy is also available at the school's website under the About Us page.