Student Retention Plan

This retention plan specifies strategies, goals, and responsibilities for improving the quality of student life and learning at Technical College of the Rockies. By doing so, student engagement and retention will improve, leading to successful graduates and future employees. Student retention will be defined as the percentage of first-time enrolled students who persist to complete their program of study. This plan is evaluated on an annual basis and revised as necessary.

Our general admissions policy allows anyone 16 years of age or older who has completed high school or achieved an equivalent measure (i.e., GED), and who has an occupational objective to be considered for entrance into a postsecondary career and technical program. Some programs, due to their nature, have minimum age requirements. (See individual program page)

We admit qualified students on a “first come, first served” basis, who have completed all necessary admissions requirements. When programs are filled, additional applicants are placed on an alternate list. Students must meet all admissions requirements to be placed on this list. Please see your program page on the school website for more information. Late enrollments may be accepted (with the program coordinator's and TCR's administrative approval) on a case-by-case basis.

Key Strategies for Increasing Student Retention

1. **Academic and Career Services**. The Student Services Department visits with potential students and assists the student to explore career paths, orients each class by sharing TCR’s school policies and procedures, works with students and instructors if the student is experiencing hardship, and advocates for the student to eliminate barriers for success in completing their program. Student Services also works with TCR Administration to explore scholarship opportunities provided by local organizations such as the Rotary Club, the Elks Club, Altrusa, and other civic organizations. After graduation, Student Services can assist the student by helping with resume writing, job leads, interview skills, and assist in tracking students for job placement and licensure.
2. **Student input**. At the end of each semester, an end-of-course evaluation is sent out to every student to get feedback about their experience at TCR. Student Services meets with students throughout the semester to address any issues or concerns that might occur.

3. **Student Attendance**. Throughout the semester, student progress and attendance are monitored closely by the instructor. Students are evaluated by several methods which include tests, quizzes, attendance, and hands-on activities. Students have access to our learning management system, where grades and attendance are recorded. If a student seems to be struggling or is showing patterns of absences, Student Services are notified and work with the student to provide resources to help the student to become successful. If the student continues to have issues, Student Services works with the student, the instructor, and the administration to try to resolve the problem. In the event that a student has excessive absences (absences due to illness are excused only for physical conditions beyond the student's control, such as acute illness or injury), TCR Administration and Registrar may administratively withdraw the student and recommend to the student that they re-enroll at a later date.
4. **Academic Progress**. Academic progress for all students is evaluated on a continuous basis using our Satisfactory Academic Progress (SAP) framework. Any students falling below SAP expectations will meet with Student Services to review available resources and academic strategies, and to be informed of potential consequences if SAP is not regained.
5. **Student Retention Responsibility**. Student retention is everyone's responsibility. Whether from a faculty member, counselor, career advisor, financial aid specialist, or administrator, developing a comprehensive approach to student retention will be more effective if everyone is involved.

Input from Faculty and Students

Data gathered from student and staff surveys is shared with all staff and faculty at the end of each semester. Discussions on how to better serve our students are conducted with TCR Staff. Student input is gathered throughout the semester via end-of-course evaluations and student/faculty interactions.

Reviewed: June 10, 2026, by TCR Administration