



Effectiveness of 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.

TCR has an open-door admission policy that allows anyone 17 years of age or older, who has completed or left high school, and has an occupational objective, to be considered for entrance into a postsecondary program. Some of our programs have additional entrance requirements. For example, several of our programs require an extensive background check for criminal offenses that would prevent a student from being eligible for employment. Some programs have more extensive entrance requirements, including prerequisites and qualifying test scores. TCR admits qualified students on a “first come first-served” basis according to the date of their application and space availability. When programs are filled, additional applicants are placed on an alternate list. Late enrollments are accepted in most programs through the first week of class with instructor/coordinator approval.

Key Strategies for Increasing Student Retention

1. **Academic and Career Services.** The Career Advisor/Student Advocate visits with potential students and assists the student explore career paths, orients each class 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. The Career Advisor/Student Advocate also works with the Assistant Director to explore scholarship opportunities provided by local organizations such as the Rotary Club, the Elks club, Altrusa and other civic organizations. After graduation, the Career Advisor/Student Advocate and the Job Placement Coordinator 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.** It is important to survey students on their experience at TCR. The Career Advisor and Job Placement Coordinator visit each program near the end of the semester to administer a student survey. The Career Advisor/Student Advocate 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 is 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, Moodle, where grades and attendance are recorded. If a student seems to be struggling or is showing patterns of absences, the student is placed on Academic Alert and TCR’s Career

Advisor/Student Advocate works with the student and instructor to seek out resources to help the student to become successful. If the student continues to have issues, the Career Advisor/Student Advocate works with the student, the instructor, and administration to try to resolve the problem. In the event that a student has excessive absences, not due to illness, the Director and/or Assistant Director and Registrar may administratively withdraw the student at the end of the semester and recommend to the student that they re-enroll at a later date.

4. **Academic Progress.** Throughout the semester, all students are evaluated for Satisfactory Academic Progress (SAP) by the Program Coordinator, Director and/or Assistant Director, Student Services Coordinator and the Registrar. If the student does not meet SAP, and is on Academic Alert, the student is placed on Academic Warning and an Academic Success plan will be developed. The Academic Success plan will be developed with input from the Program Coordinator, instructor, and Career Advisor/Student Advocate.
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 surveys is shared with all staff and faculty at the end of each semester. Discussion on how to better serve our students is administered by the Director, Assistant Director, and Student Services Coordinator. Student input is gathered throughout the semester via surveys and interactions with the Career Advisor/Student Advocate and Job Placement Coordinator.

Revised on 1/11/2022 by Tony Bowling, Assistant Director, and Lisa Harris, Student Services Coordinator, based on input from staff meeting held on 1/3/2022 and student feedback.