



Student Retention Plan

Revised 01/16/2024

Coordination Responsibility

The responsibility for student retention is shared by the program instructors and administration.

Objectives

The objectives of the Student Retention Plan are:

1. Review school retention data
2. Review program retention data
3. Training through professional development and faculty meetings
4. Evaluate on at least an annual basis and revise as needed

Student Attendance is recorded in clock hours. If a student's accumulative attendance reaches a total of 10% of the clock hours for which a student is enrolled for in a program, they will be dropped from the program for lack of attendance.

Make up time is limited to 5 % of clock hours per semester and must be completed in the presence of the instructor.

Absence limits and interventions are listed below:

1. Once a student's absences equal 5% of the enrolled clock hours he/she is required to meet with an administrator and sign the Attendance Notification Document
2. If a student's accumulative attendance reaches a total of 10% of the clock hours for which a student is enrolled for in a program, they will be dropped from the program for lack of attendance.

If a student is notified of an attendance policy violation, and the student wishes to file an appeal, the student can pick up an appeal request form from the Administrative office. The completed form and supporting documentation for days absent must be filed in Mr. Huerkamp's office before the end of the next school day.

Leave of Absence

Students may qualify for a leave of absence. Students must apply for the leave of absence prior to the requested time identified in the leave of absence. The leave of absence will be considered for a period of days (minimum of five school days and no more than thirty school days) and not for sporadic absences over a period of time. In the event of an emergency absence, the student may be covered by the administrative excused absence. Students are maintained on the instructor's roster during the leave of absence.

A Request for Leave form must be filed with the Administrative office and will be approved or denied by a member of the administration.

Plan Review

The plan is reviewed each January with input from students and faculty, and revised as needed.

THIS PLAN IS AVAILABLE IN THE STUDENT AND CAREER SERVICES OFFICE TO EMPLOYEES AND STUDENTS AT ANY TIME. EMPLOYEES CAN ACCESS THIS PLAN ON THE TEAMS DRIVE.