

NUMBER: 625

SUBJECT: STUDENT RETENTION PLAN

APPROVAL DATE OF LAST REVISION: APRIL 23, 2018; JUNE 17, 2019

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**625.1 – PLAN**

Bridgerland Technical College's purpose is to educate individuals for entry-level employment. 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:

**625.2 – PROCEDURES****625.2.1 – 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 Academic Learning Center where individual remediation is available in basic skills such as math, reading, study habits, test-taking skills, etc.
- Student Success Advisors are available to assist students who wish to explore transferring into a different career training program.

**625.2.2 – Finance**

- The College has a variety of financial aid options 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.)

**625.2.3 – Personal**

- Each student is assigned a faculty member 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.

**625.3 – Retention Effectiveness**

- Student, faculty, advisory members, and board members provide input through use of the College 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 are additionally asked to 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 the faculty and staff electronically or during faculty senate meetings, faculty and staff meetings, during professional development meetings and/or during the annual summer planning conference for the College, as a minimum on an annual basis.