



## **Retention Plan**

(Revised May 2023)

Pickens Technical College has an enrollment of 1200 to 1400 students; approximately half of which are high school students. The post-secondary population begins registering students mid-February and many programs are at capacity within a few days of their availability. During the spring and summer months that follow, students come in at their convenience to register as new or returning students, while accounting measures (program capacities) are in place to prevent over-enrollment.

Pickens Technical College currently uses a variety of entry level assessments to ascertain students' readiness. This ranges from the Test of Adult Basic Education (TABE) for basic English and Math levels to program specific safety entrance requirements tested by the Safety Practices (SP70) test, in order to ensure that our students are adequately equipped to undertake the rigor embedded into each program. TABE, Work Keys and/or Test of Essential Academic Skills (TEAS) scores are utilized to verify the readiness of each student.

Regularly scheduled classes begin within the first few weeks of August. After a few weeks of classes (15% of the total semester), there is a scheduled "drop-date" established that is published in our catalog and other communications to allow a student the opportunity to drop from any program without incurring any debt.

After the drop date, a student can still receive a drop status for any documented medical reason or an administrative – approved situation (e.g., suspension, military requirement, etc.). These are considered individually by an appeal - which is reviewed during the weekly meeting of the Administration team.

Throughout the semester students are monitored for attendance and achievement. Tests, labs, and individual hands-on assignments are tallied and students are given periodical results of their progress. Each program, in its uniqueness, has its own way of delivering these outcomes to their students (e.g. Cosmetology, Esthetician, Barber, and Nail Tech students are required to clock in to determine how much time they have accumulated and are given warnings when they are not on track to earn the required hours for completion).

Each Administrator visits their designated programs to discuss the outcomes of every student. A student check-in form has been created to track student outcomes; instructors complete the form on a regular basis and the Administrator over each program visits at a minimum once a quarter. The forms are designed to track a student's ability to successfully complete their program.

In the event a student has 3 or more unexcused absences per semester, the first intervention step is performed by their immediate instructor. The instructor will converse with



the student to determine if they need additional accommodations such as a schedule change (it may be beneficial for a student who is late each morning to switch to an afternoon section) or additional support (diverse learners, mental health, social/emotional, etc). If after 3 unexcused absences the student continues to miss class they are referred to the Administrator over the program for a more in-depth consultation.

At the end of each semester, grades are administered based on the performance of each student. A Grade of C or better in all classes is required for graduation in each program. If a student does not earn a C or better they have the opportunity to retake that course when it is offered again.

A survey is administered at the end of each semester to ensure students have the opportunity to evaluate their experience at our institution. The results are tallied and made available to the entire staff by posting and placing them in a PDF that is made available to the whole school by email. The administration reviews the results of the student survey and then uses the recommendations made by students (and staff) to revise their practices and determine the viability of each program.

This plan is reviewed by the Pickens Instructional Leadership Team annually at the April meeting. Edits are made based on that review, and then it is given to staff for review during the final week of school annually.