



**MARION TECHNICAL COLLEGE**  
**PLANS AND PROCEDURES MANUAL**

**STUDENT RETENTION PLAN**

**EFFECTIVE SCHOOL YEAR: 2023-2024**

REVISED: OCTOBER 2022

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS  
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

# MARION TECHNICAL COLLEGE

## STUDENT RETENTION PLAN

### **PURPOSE:**

Marion Technical College (MTC) is committed to the retention of their student population. This document defines policies and procedures for implementing a student retention process. Retention is defined as the ability of the Marion Technical College (MTC) to retain students enabling them to progress through their program of study and ultimately graduate on time. This policy covers the procedures to be adopted prior to the official withdraw, when students of MTC decide to leave school before completing their program of study. The purpose is to identify classroom / scheduling / student life factors that may have contributed to the student's decision to leave MTC and to enable MTC to identify any trends requiring attention or opportunities for improving student success. The following includes input from faculty and students here at Marion Technical College (MTC).

### **SCOPE:**

This policy applies to all students in all programs, whether on the MTC main campus or any of the extended campuses.

### **PROCEDURE: ADMISSIONS/ STUDENT SERVICES**

Provide appropriate, accurate, timely and useful information to students and prospective students for the various programs of study. Provide multi-faceted orientation and relevant information before, during, and after the enrollment process. Encourage and support peer programs and networks among students. Marion Technical College will establish a Student Ambassadors Club, Skills USA Club, and National Technical Honor Society Chapter this school year.

### **PROCEDURE: INSTRUCTION**

Teaching and learning should foster high levels of student engagement leading to perseverance, success and ultimately graduation. Demonstrating high quality education together with high expectations for students, professionalism, and respect for all. Creating a culture where students engage with each other and support each other in the learning process.

**PROCEDURE: GUIDANCE**

A positive relationship exists between utilization of campus-support services and program completion. Additionally, high quality and appropriate support is strongly suggested for successful acclimation of all students when transitioning into Higher Education. Based on attendance reports, the designated guidance counselor will contact the student, inviting him/her to meet at a mutually convenient time. The meeting should take place as soon as possible and should provide a calm space in which concerns can be acknowledged, and alternatives considered.

**PROCEDURE: FINANCIAL AID**

In situations where students plan to leave MTC (withdraw) it is important that these decisions are fully informed decisions and that the necessary consultations have taken place. Financial Aid Career Education Facilitator (CEF) will contact the student, inviting him/her to meet at a mutually convenient time. Students financial aid situation will be addressed and notification given of a potential financial liability to MTC.

**CONFIDENTIALITY**

If after alternative solutions have proven unsuccessful and a decision to withdraw is made, the student will be invited to complete a withdrawal interview. All information received through the interview will be confidential. No specific information that could potentially identify a student will be disseminated or discussed. Although in some smaller classes where specific situations exist, it may not always be possible to keep the information entirely anonymous. Information that relates to harassment, discrimination, or illegal activity will be acted upon immediately and it may not be possible to keep the source of this information confidential.

**REPORTING:**

The information gleaned during the withdraw interviews will be reviewed by Student Services as well as Faculty and staff to identify areas that need improvement, or determine trends that may need to be addressed. As needed, Administration will share the analysis and recommendations with members of the faculty and staff.

**POLICY REVIEW**

Marion Technical College will make changes to these policies and procedures on an

annual basis to improve the effectiveness of its operation. The evaluation results will be shared with faculty/staff at a Faculty meeting. In this regard, any staff member or student who wishes to make any comments about this policy may forward their suggestions to the Student Services Department.

### **SAMPLE WITHDRAW QUESTIONS**

- Please describe your general feelings about going to school here.
- Do you feel you were given opportunity to be successful?
- What prompted your decision to withdraw?
- What did you enjoy most about going to school?
- What did you enjoy the least about going to school?
- Was there anything particularly challenging that you had to deal with?
- What would you change about our school?
- How would you rate the school overall?
- How would you rate your classroom experience?
- Do you believe you received positive feedback from your instructor?
- How would you describe your relationship with your instructor?
- Were there obstacles that prevented you from doing your classwork effectively?
- If so, what were they?
- Do you have any comments or suggestions for the faculty or staff here at MTC?