



**ICR FLORIDA
EDUCATION**

STUDENT RETENTION PLAN

PURPOSE

This policy has been implemented to ensure ICR Florida Education follows standard procedures to monitor student retention, receive input from faculty and students, evaluate on an annual basis, and share results with faculty and staff.

RESPONSIBLE AUTHORITY

The responsibility for this plan is vested in the School President.

APPLICABILITY

This policy applies to all activities related to student retention.

IMPLEMENTATION

The implementation of this policy is delegated to Student Services personnel.

EFFECTIVE DATE

October 1, 2021

POLICY

1. Retention Monitoring Procedures
2. Input from Administrative Personnel, Faculty, and Students
3. Retention Reports

1 – Retention Monitoring Procedure

Retention is monitored very closely at our school by student services personnel and faculty.

Student Services Retention Monitoring

Student services personnel track student retention weekly. Any student absent for more than three days is contacted via email, phone or text. Student services also contact the student's instructor, for they may have information about the absences. Students going through a situation that will prevent them from attending school for a period of 14 consecutive days or more are advised to consider requesting a leave of absence. Students are advised that missing 14 consecutive days of school will cause them to be automatically withdrawn. Student services personnel counsels students missing school and make all reasonable accommodations to assist them to complete their program of enrollment.

Faculty Retention Monitoring

Faculty plays a key role in student retention. Faculty take attendance daily and are required to advise student services about any personal circumstances they may be aware of that could prevent a student from completing their program of study. Faculty usually have a closer relationship with students than administrative personnel. It is the responsibility of faculty to reach out to students missing from school and encourage them to return and



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speak with student services about any personal circumstances that may be preventing them from attending class daily.

2 – Input from Administrative Personnel, Faculty, and Students

Input from administrative personnel, faculty, and students regarding retention is collected annually through surveys. Administrative personnel, faculty, and students are asked to evaluate the school's retention plan and provide any feedback, comments, or suggestions that they may consider appropriate.

3 – Retention Reports

The retention status for each one of the school's programs is included in the Program and Institutional Outcomes Quarterly Report presented at the following meetings, where program outcomes are discussed, and corrections proposed when needed:

- Quarterly at Strategic Meetings
- Quarterly at Academic Meetings
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting
- Biannually at the Occupational Advisory Committee Meetings

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "Student Services." Revisions to funding require approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of surveys collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting



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- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be filed along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published in the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during regular business hours. School personnel receive access to the school's Policies and Procedures Manual electronic version during their new employee orientation. This policy is also published on the school's public website.