

RETENTION PLAN

Pickens Technical College has an enrollment annually of approximately 1200 to 1400 students; half of which are high school. 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 students or returning, while accounting measures (program capacities) are in place to ensure over-enrollment.

Entrance requirements have been implemented to ensure the student body is readily equipped to undertake the rigor embedded into each program. TABE WORK Keys and/or SAT/ACT scores are utilized to verify the competency 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- they will in fact receive a 100% refund.

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

Throughout the semester students are monitored for attendance and achievement. Tests, labs, 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 (i.e., 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 minimal 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 daily 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 excessive unexcused absences, the first 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). If after 3 unexcused absences the student continues to miss class they are referred to the Administrator over the program for a more in-debt 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 all programs. If a student does not earn the minimal required grade 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 comment on 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 available for whole school. Administration then will use the recommendations made by students (and staff) to determine the viability of each program.