

## **Student Retention Plan**

The Institute of Allied Healthcare implements the following plan to ensure student retention. The plan was based input from faculty and students. Evaluation on the effectiveness of this plan is reviewed annually.

### **Retention**

The Institute of Allied Healthcare implements the following plan to ensure student retention.

#### **1. Advising**

The Institute of Allied Healthcare requires that all prospective students meet with Admissions to review the program catalog, course syllabus, certification information and career outlook prior to enrollment. Advising plays the most important role in student retention as it ensures that the prospective student is selecting the appropriate program that aligns with their chosen career path.

#### **2. Faculty and staff availability**

The Institute of Allied Healthcare requires that all faculty and staff schedule an office hour for students and be available outside of that office hour by appointment. Instructors from both programs must be available to students before or after class should the student need assistance on course related topics. Career Services and Administrative Staff is available to students by appointment before, during, or after hours of operation.

#### **3. Instructor approachability**

The Institute of Allied Healthcare prides itself on employing instructors who have a passion for teaching and care about student success. All instructors are evaluated by students on a Program Instructor Survey at the end of the course. All completed surveys are reviewed quarterly by the program supervisors. Instructors are reviewed annually on performance and student outcome.

#### **4. Remedial assistance or tutoring if needed**

Students may request remedial assistance or tutoring with their instructor at any time during the program. The instructor may also suggest that the student schedule tutoring if the student is close to not meeting academic progress or near failing. Remedial assistance is offered on campus and during normal business hours.

#### **5. Frequent updates on academic progress**

Because of the duration of the program, instructors are required to update students on academic progress at least once a week. Progress is based on exams and in class assignments, demonstrations, and attendance.

### **Input from Faculty and Students**

Student retention is based on input from faculty and students. The Student Retention Survey was created by instructors at The Institute of Allied Healthcare. A Student Retention Survey is completed by students prior to the start of externship.

**Evaluation**

Results from the Student Retention Survey are shared with faculty and staff during the annual faculty and staff meeting in December. Review of the Retention Plan as required is also reviewed annually.