Adult & Community Education, Columbus City Schools
Practical Nursing
Student Retention Plan
Council on Occupational Education Standard 10

Objective
To provide and utilize a plan for retaining students

Purpose
This plan will help ensure that Adult & Community Education, Columbus City Schools uses strategies to facilitate student retention in its educational programs.

Council on Occupational Education
This plan helps meet criteria for COE Standard 10, Objective 1-e.

Implementation of the Practical Nursing Student Retention Plan
The Director of Adult Education is responsible for implementation of the Practical Nursing Student Retention Plan.

Strategies Used to Facilitate the Practical Nursing Student Retention Plan
- **Solicit input from faculty and students to support student retention.**
  Retention data, which are submitted to the Ohio Department of Higher Education as part of the Local Perkins Report, are shared with faculty at nursing faculty meetings and ACE-COE meetings to determine the current retention rate of students and to strategize ways to improve retention. (Student retention or transfer is determined by the percentage of "concentrators" who are students enrolled in adult workforce education programs and who have completed 40% of their technical program.)

- **Provide counseling services to students to meet their non-academic needs.**
  The ACE Resilience Coach provides face-to-face and remote counseling services to help address students' non-academic needs to help them achieve their full potential.

- **Provide academic assistance and advising services to support student retention.**
  Academic assistance is provided through face-to-face and remote advising to help students improve their academic performance. A *Performance Improvement Plan* is developed for each student who needs assistance, and a time frame is provided by which the student must demonstrate academic improvement. Tutoring services are scheduled as necessary and practical.

- **Provide retention assistance to students.**
  Retention policies related to student progress, repeating a course, program re-admission, student performance improvement standards, withdrawal, program completion, and learning resources, which are identified in the student handbook, are used to address retention issues.

Annual Plan Evaluation

The Practical Nursing Student Retention Plan will be reviewed no less than annually by the Director of Adult Education, Practical Nursing Administrator, Program Advisory Committee, faculty, and Student Services staff members, and revised as necessary.