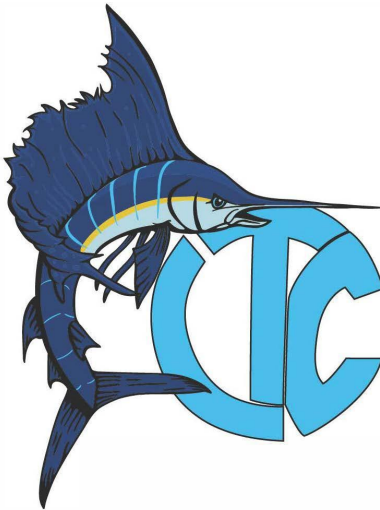


Charlotte Technical College

Retention Plan

2024-2025



MISSION STATEMENT

The mission of Charlotte Technical College is to provide an effective, innovative, technical education, preparing ALL students to enter, advance, and succeed in the workplace.

VISION STATEMENT

Student Success

During the fall of 2017, Charlotte Technical College began evaluating the possibility of creating a Post-Secondary Multi-Tiered System of Support (MTSS). The purpose of this was to increase student retention after evaluating retention rates over previous years. Considerable time, effort and resources by faculty and staff created the model for which Charlotte Technical College has been implementing at the college. The outgrowth of this work has been included within this retention plan. The MTSS pyramids demonstrate elevated levels of intervention based on student need. Tier 1 is the foundation at which all students are on track to be successful within the program. Tier 2 allows for assessment of the student's current situation, which can include interventions to help student return to Tier 1. Tier 3 requires a more intense intervention strategy to help the student be successful and remain in the program. The intended outcome is to improve retention rate for Charlotte Technical College and/or the student's program of study.

OBJECTIVES

1. To assure that adequate and appropriate strategies are developed and facilitated to assist students in completing their program.
 - Review school retention data
 - Review programmatic retention data
 - Review policy and procedure with all stakeholders
 - Professional Development for staff to ensure implementation of MTSS
 - Continually evaluate and review the effectiveness of the CTC MTSS plan.

Plan Review

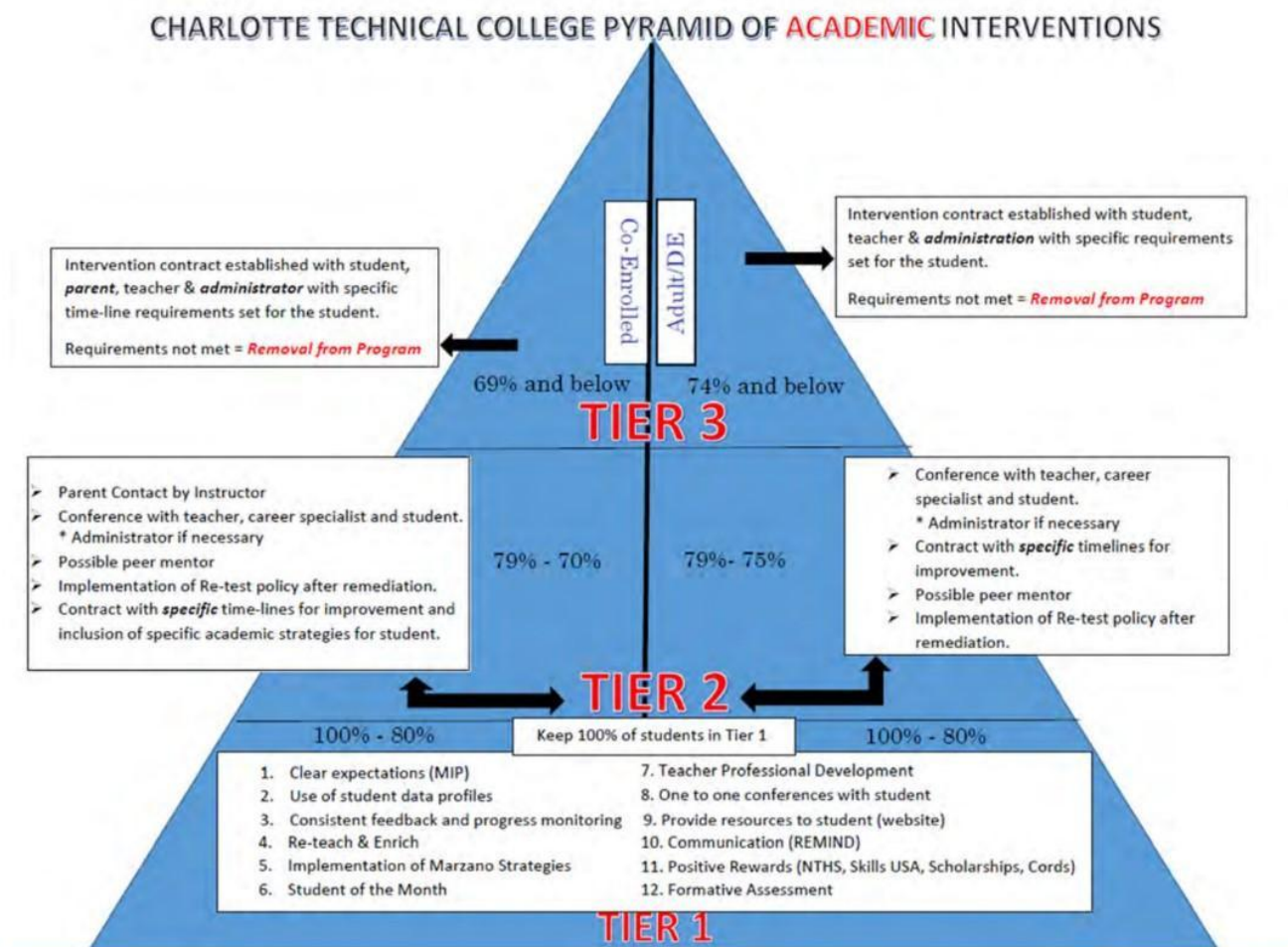
- ☐ Each summer preceding the August school year, administration reviews data within the FOCUS information system through FOCUS analytics. In addition, data is pulled for each program director pertaining to the specific program. The following data is shared with each program director: Student Exit Survey Data, Placement, Completion, Retention, Enrollment Trends, Industry Certifications and State Licensures.
- ☐ The program director presents a "state of the college" presentation to the staff at the beginning of the year illustrating CTC college data which includes retention numbers.
- ☐ The "state of the college" presentation is used to assist with continuing professional development for the school year.
- ☐ We evaluate attendance and academic policy in comparison to the developed flowcharts, student handbook information and MTSS pyramids for possible change.
- ☐ The staff reviews the industry certification and state licensure reporting worksheet for career-ready certifications.

During the Academic School year:

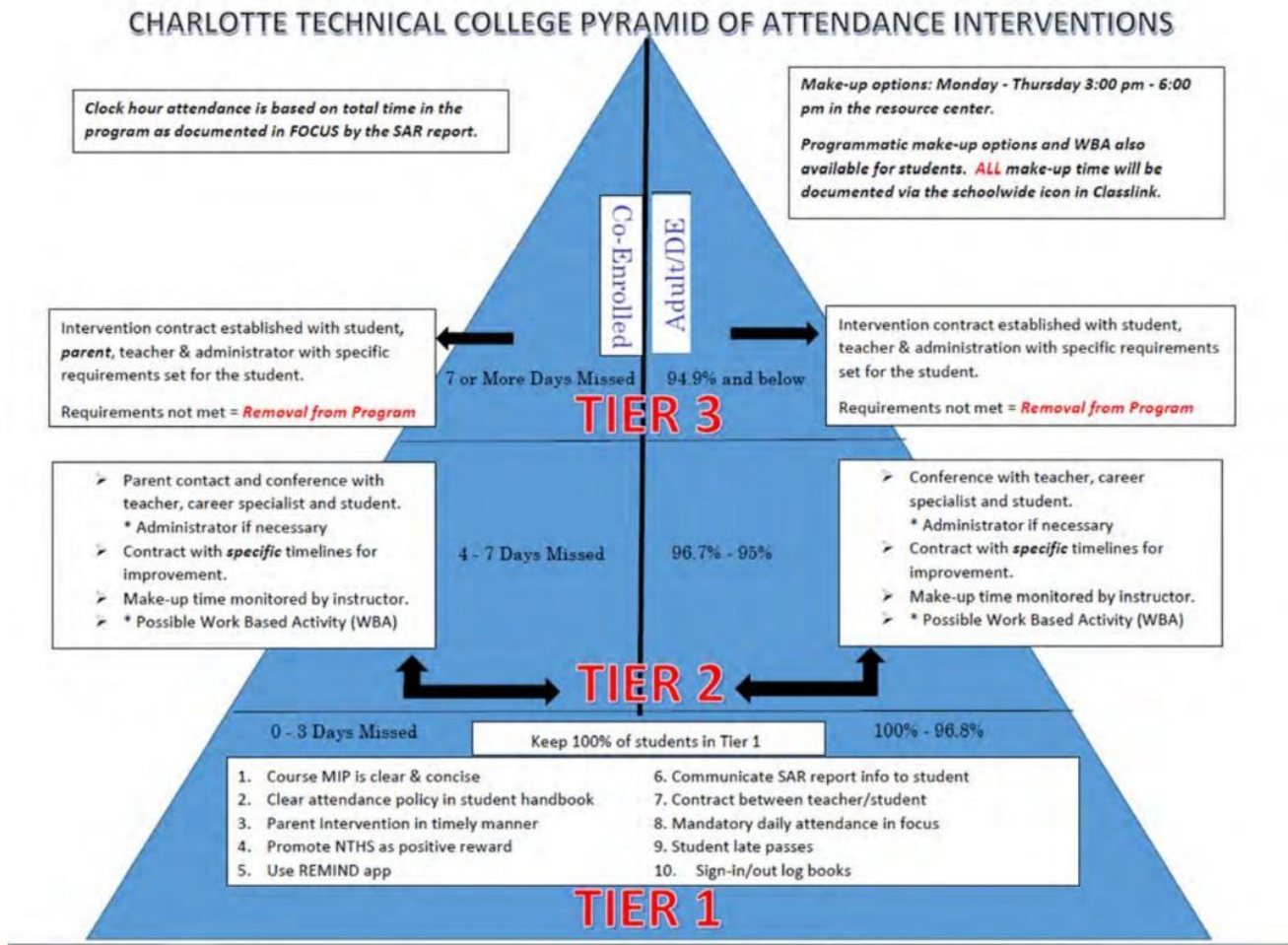
- ☐ The Office of Financial Aid monitors students receiving Federal Student Aid for satisfactory academic progress; after receiving timely SAP information on those students having difficulty succeeding, the student services team proceeds to work in conjunction with the student, administration, career specialist, and instructor to offer resources and interventions that enhance success and improve CTC student retention.
- ☐ Make-up sessions are permitted for students who have documented reasons for absence. No student is permitted to make-up time without a contract.
- ☐ In Tier 2, Student Contracts are developed with student, career specialist and instructor. Contracts are collaboratively created to help student move back into Tier 1.

List of Appendices:

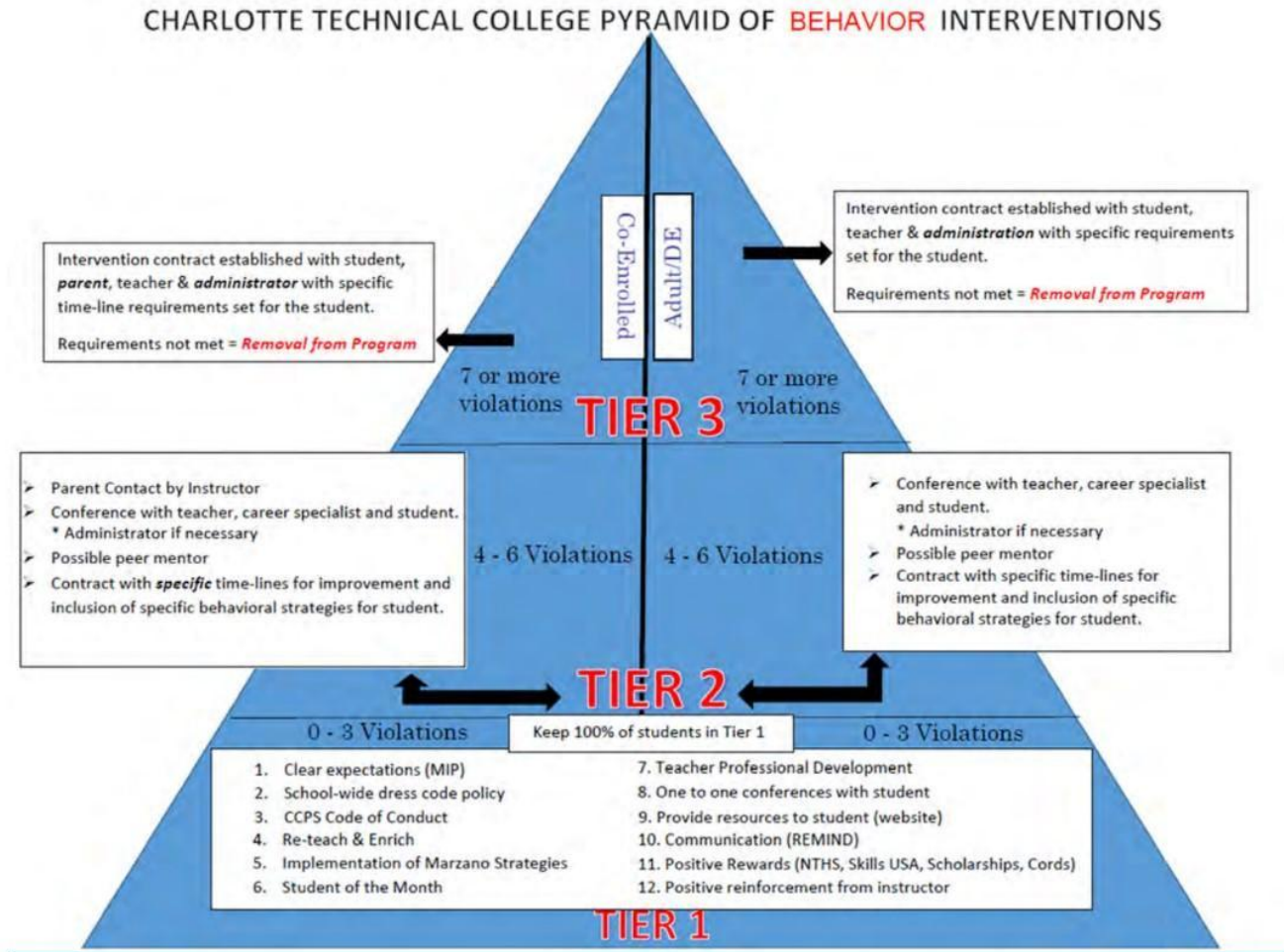
A. MTSS Pyramid of Interventions – Academic



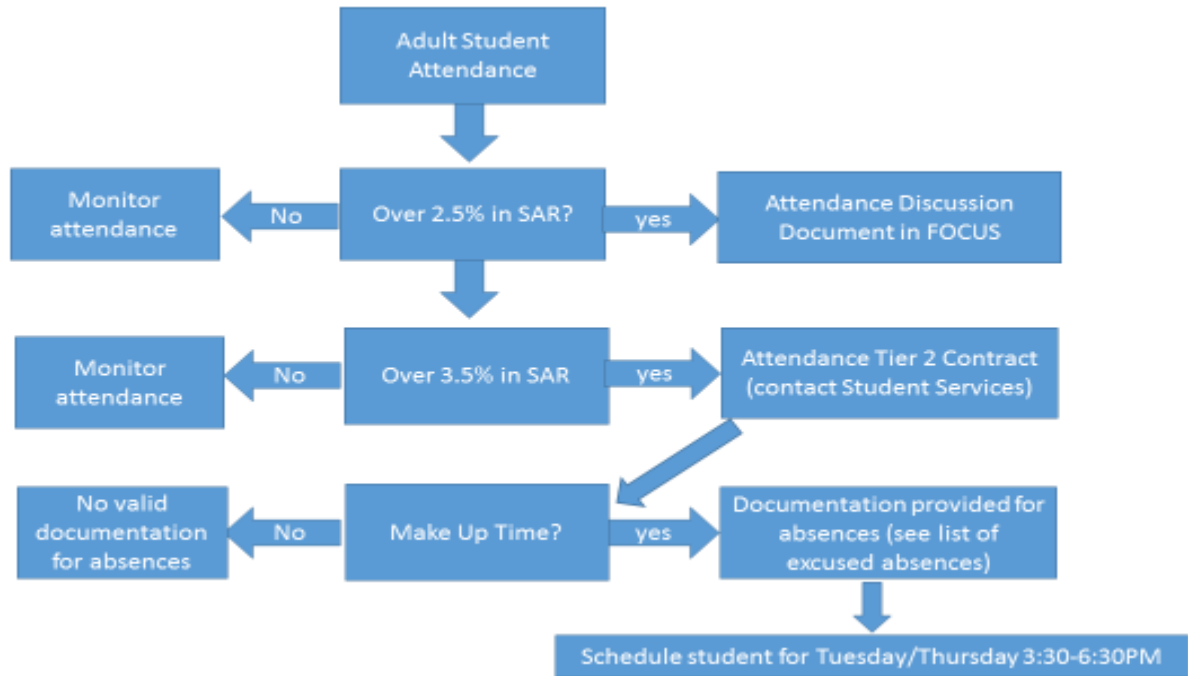
B. MTSS Pyramid of Interventions – Attendance



C. MTSS Pyramid of Interventions – Behavior



D. Pathways to Intervention



E. Documented Reasons for Absence

- DOCTORS NOTE FROM DOCTOR, DENTIST OR OTHER HEALTH CARE PROFESSIONAL
- PROOF OF HOSPITALIZATION
- OBITUARY NOTICE OR DEATH CERTIFICATE
- SUBPOENAS/JURY SUMMONS
- LETTER FROM JOB/ATTORNEY OR COPIES OF LEGAL DOCUMENTS

F. Attendance Policy from Student Handbook

ATTENDANCE POLICY

Attendance Policy Postsecondary/Career Dual Enrollment

It is recognized by business and industry that the single most important trait for career success is good attendance. The following attendance rules are the minimum acceptable standard to be successful in all certificate programs at CTC. Because CTC is a clock hour institution, it is necessary for program instructor to daily monitor and document the attendance of all students enrolled in postsecondary programs. Curriculum delivery and the awarding of credentials and occupational Completion Points (OCP's) to students are based on the actual number of hours present in the classroom. Attendance is an hour-driven process; absences from class are measured in minutes missed. Adult students attending from 7:30 am – 2:45 pm receive 6.75 hours/minutes instruction per day (M-F). Adult students attending from 4:00 p.m. – 9:00 p.m. receive 5 hours of instruction per day (M – TH). Career dual enrolled students' attendance is based on enrolled time per period and measured in minutes.

Students cannot accumulate more than 5% absences of the program's total clock hours. The table below describes the Multi-Tiered interventions as students accumulate hours away from class:

Multi-Tiered Attendance by Program Hours				
Program Hours	Tier 1 (~ 2.5% of Program Hours Missed)	Tier 2 (~ 3.5% of Program Hours Missed)	Tier 2 Make-Up Time (1 session = 3 hr)	Tier 3 (5% - Possible Program Dismissal)
1800	45	65	6	90
1350	40	50	3	67.5
1230	37	43	2	61.5
1200	36	42	2	60
1100	33	39	2	55
1050	32	38	2	52.5
900	27	33	2	45
750	21	28	2	37.5
600	15	22	2	30
290	6	10	1	14.5

1. Students are expected to be in class, on time, ready to learn. There are no excused or unexcused absences. The student is either present or absent. Students attending an approved field trip or other school-sponsored activity are marked present.
2. Just as employees might be expected to notify a supervisor in the event of an absence from work, CTC students are expected to self-report the absence by calling the Attendance office at 255-7500 and their program instructor by email or phone call.
3. If a student exceeds hours listed in Tier 1 of the total program hours or OCP, the teacher will conference with the student, document, and monitor the student's attendance. Any student who exceeds hours listed in Tier 2 will be referred to the Career Counselor, and will receive Tier 2 interventions. This student will be placed on an attendance contract, monitored, and a conference will be called with the MTSS Problem Solving Team. If a student fails to make adequate improvement with attendance and reaches Tier 3, they may be recommended for dismissal. The Health Programs have specific requirements that are outlined in their syllabus.
4. Any adult student with 5 consecutive absences may be recommended for dismissal. Hours will be calculated through the last day the student was in class.