



STUDENT RETENTION PLAN | STANDARD 10

Last Evaluation

09/18/2025

Student and Employee Evaluation

October 2025

Executive Staff Review

12/15/2025

1. Plan Purpose

Mountainland Technical College (MTECH) has a written plan for addressing student retention, which satisfies the criteria established by the Council on Occupational Education, Standard 10:5-8.

The plan includes:

- input from faculty and students
- evaluation on an annual basis, with revision as necessary
- sharing evaluation results with faculty and staff

2. Definitions

Council on Occupational Education (COE) - Mountainland Technical College's (MTECH's) accrediting body.

Student Success Plan (SSP) - A personalized plan created between the student and MTECH to support academic progress, timely program completion, and compliance with the MTECH code of conduct standards. It identifies challenges, goals, and the specific strategies or resources needed to help the student stay on track and succeed in their technical program.

3. References

MTECH Policy 600.614 *Accommodations for Students with Disabilities*

COE Criteria Standard 10.5-8

The Student Retention Plan is designed to guide and support students from the time they enter their program until they complete and graduate.

5. Budgetary Resources

State appropriations provide the primary financial support for MTECH and serve as the foundation for instructional programs and student support services. These funds support employee salaries and benefits; academic advising and counseling; financial aid and career services; and essential learning technologies, including Canvas and Tutor.com. Additional student support resources are supplemented through community partnerships, with Community Action Services and the Utah Food Bank sponsoring the campus food pantry. The expansion of student retention services remains a strategic priority for MTECH and is formally advocated for through annual budget requests to the Utah State Legislature.

6. Sharing and Evaluation of the Plan

Faculty, students, and applicable staff evaluate and provide input on the Student Retention Plan on an annual basis.

Suggestions for revisions are considered and accepted when appropriate.

The Student Retention Plan evaluation results are distributed annually to faculty and applicable staff.

Approved plans are available on the MTECH website.

7. Plan (Major Activities)

MTECH's mission is "to enhance the employability of individuals through market-driven career and technical education". To support students and increase the likelihood of graduation, the following retention services are in place:

7.1. Student Affairs:

- 7.1.1. Admissions Advisors help prospective students determine which program best matches their interests and future goals. They also outline expectations for success in the program, including attendance, academic, and professionalism requirements.
- 7.1.2. Students are encouraged to complete the online MTECH new student orientation before the start of their program. This orientation introduces students to policies, procedures, student



- 7.1.3. Student Services and the Testing Center offer help and direct students to additional resources. The operating hours are posted on the MTECH website.
- 7.1.4. Financial aid and Scholarship services are available to provide funding resources to students, including Title IV Pell funding, private grants, and internal and external scholarships. These sources primarily support need-based funding as well as an emergency fund to help students in extreme circumstances.
- 7.1.5. An Academic Counselor is assigned to each campus. They support students with personal and academic needs. Academic Counselors monitor students' course attempts and work with students who may be struggling, to discuss barriers and provide supportive resources. The Academic Counselors also assist faculty in issuing Student Success Plans (SSPs) when necessary.
- 7.1.6. Student Affairs employees connect students to resources including, but not limited to:
 - mental health counseling
 - transportation
 - food insecurity
 - additional academic support
 - Career Services
 - Pathway options
- 7.1.7. Students requesting academic accommodations can work with academic counselors, who also serve as Americans with Disability Act (ADA) coordinators.
- 7.2. Instruction:
 - 7.2.1. Instructors play an active role in student retention as they:
 - **Set clear expectations:** Instructors actively support student retention by establishing early connections, outlining clear expectations, and monitoring progress throughout the program.
 - **Provide thorough orientation:** The first day of class includes a detailed program orientation covering course structure, grading, attendance, materials, and available support services.



• **Offer accessible office hours:**

Instructors post clear, consistent office hours and encourage students to meet one-on-one for academic assistance, planning, or concerns.

- **Emphasize hands-on learning:** Instruction focuses on practical, hands-on learning with adjustments made to accommodate varied learning styles and experience levels.
- **Conduct early and periodic check-ins:** Instructors initiate check-ins within the first two to three weeks of class and continue monitoring any student exhibiting risk indicators like declining performance or missed classes.
- **Address performance concerns directly:** When students face challenges, instructors meet with them to discuss performance, identify completion barriers, and connect them with relevant resources, such as academic counseling.
- **Create Student Success Plans (SSP):** If further support is necessary, instructors collaborate with students to develop a Student Success Plan that outlines specific goals, strategies, and timelines for improvement.
- **Utilize external tutoring resources:** Students have access to free, 24/7 on-demand online tutoring via Tutor.com

8. Retention Effectiveness

Programmatic and college-wide completion percentages are reviewed annually to measure student retention.


Students are asked to complete a 'Registration and Orientation' survey within the first two weeks of their first course to measure their awareness of the resources available to them and their experience using them. This information helps guide the College to know where to focus their efforts in improving and advertising the resources to increase student retention.

A 'Program Evaluation' survey is administered before students complete their program. The survey evaluates students' overall experience and specifically measures the effectiveness of instructional and student support services.

Every year, completion data and survey results are provided to the appropriate departments to improve instruction and student support services.

9. Evaluation History

Last Evaluation	Student and Employee Evaluation	Executive Staff Review
11/2017		

 MOUNTAINLAND TECHNICAL COLLEGE	10/2018	10/2018
	12/3/2020	11/9/2020
	12/2/2021	11/8/2021
	11/3/2022	11/14/2022
	06/1/2023	06/5/2023
01/10/2024	02/6/2024	02/5/2024
03/29/2024	05/2/2024	04/15/2024
08/1/2024	08/17/2024	08/5/2024
09/18/2025	October 2025	12/15/2025