

Retention Plan Summary

2nd Year Students/Sophomores/Jrs/Srs

Goal 2: Early intervention system (SAGE)

- A. Faculty will use SAGE as soon as they notice a student is struggling in their course (access through www.mtech.edu/ace "faculty log-in" OR Faculty & Staff page "SAGE- Early Alert")
- B. Advisors will be able to view if their advisees have received any referrals and can do follow-up advising as needed
- C. Faculty can view if their students utilized ACE/ACES services
- D. Faculty are still encouraged to complete 40th day grades in Oredigger Web.

Goal 3: Academic Probation & Suspension

- A. Maximum of 15 credits
- B. Required to take MT1016- Tech Success
 - i. Students on first academic probation
 - ii. Students wishing to be exempt must complete and submit the appeal form
 - iii. All MT1016 Instructors will check with the Dir. of Student Success BEFORE they drop students from their course

C. REQUIRED to meet with Dir. Student Success, Dir. of Assoc. Science, and/or Dean of Students

D. REQUIRED to attend 3 academic coaching sessions (new policy)

- i. 2nd probation & all re-admitted students

E. Failure to comply results in HOLD on account until they meet with with Dir. Student Success, Dir. of Assoc. Science, and/or Dean of Students (new policy)

1st Year Students/Freshmen

Goal 2: Early intervention system (SAGE)

- A. Faculty will use SAGE as soon as they notice a student is struggling in their course (access through www.mtech.edu/ace "faculty log-in" OR Faculty & Staff page "SAGE- Early Alert")
- B. Advisors will be able to view if their advisees have received any referrals and can do follow-up advising as needed
- C. Faculty can view if their students utilized ACE/ACES services
- D. Faculty are still encouraged to complete 20th day grades in Oredigger Web.

Goal 3: Academic Probation & Suspension

- A. Maximum of 15 credits
- B. Required to take MT1016- Tech Success
 - i. Students on first academic probation
 - ii. Students wishing to be exempt must complete and submit the appeal form
 - iii. All MT1016 Instructors will check with the Dir. of Student Success BEFORE they drop students from their course
- C. REQUIRED to meet with Dir. Student Success, Dir. of Fresh. Eng., Dir. of Assoc. Science, and/or Dean of Students
- D. Failure to comply results in a HOLD on account until they meet with Dir. Student Success, Dir. of Fresh. Eng., Dir. of Assoc. Science, and/or Dean of Students (new policy)

Incoming/Continuing Students

Goal 1: Help students succeed before they begin

- A. Faculty & staff will encourage advanced registration for new and continuing students.
- B. Students can add classes day 6-10 BUT require advisor, instructor, and dept. head (of student's major) signature (new policy)
- C. International Students that require placement exams must arrive one week prior to school beginning (new policy)
 - i. Assures timely placement testing, avoids late registration, and ensures they attend orientation
- D. A questionnaire will be sent to all enrolled students that are not registered for the following term two weeks before the end of the current term (new policy)
 - i. Avoids late registration and will provide better enrollment estimates
- E. Faculty & Instructors must ensure that course times are accurate one week before the term begins (new policy)