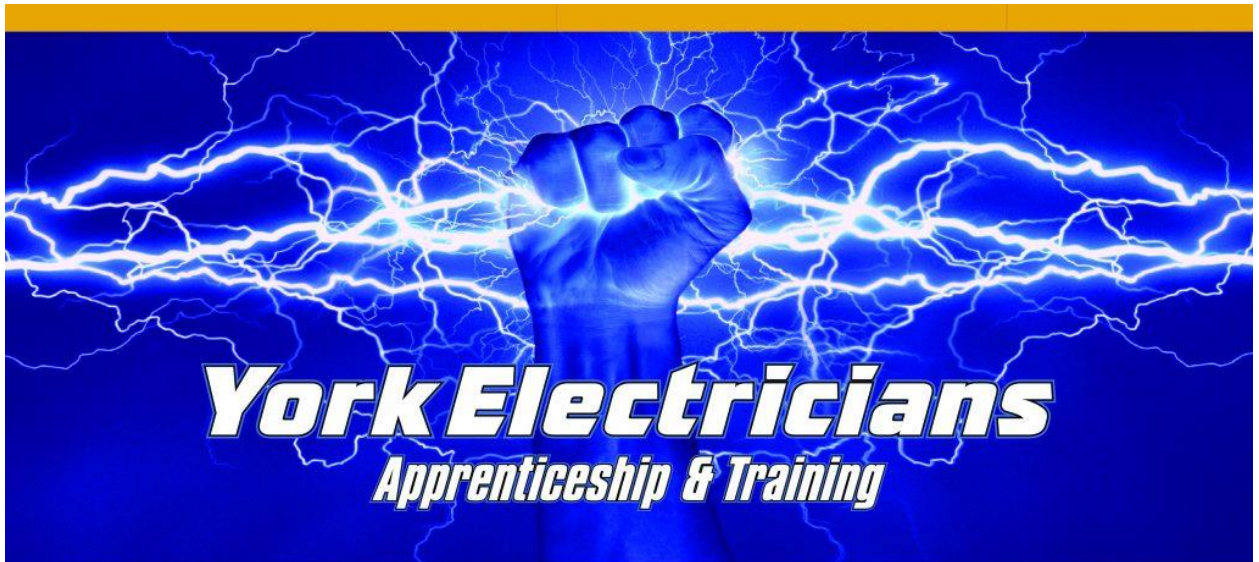


Student Retention Plan 2019-2022



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I. Scope

(a) General.

The York Electrical Institute is supported by men and women of the International Brotherhood of Electrical Workers Local Union 229, who make hourly contributions to the program. Although we do not charge tuition, we are careful not to squander our resources. Our commitment is to make sure that students who enter the apprenticeship program graduate. As we have a very high graduation rate, we believe that we are meeting this commitment. We would like to do even better in terms of student retention and therefore developed this plan. This plan applies to all students who leave our programs prior to graduation.

(b) Students who leave the program voluntarily within the probationary period

This plan applies to all students who voluntarily leave the program during the probationary period. Students who leave for a medical reason or who are dismissed with cause from the program are not covered under this plan.

(c) Students who leave the program voluntarily after the probationary period

This plan applies to all students who voluntarily leave the program after the probationary period. Students who leave for a medical reason or who are dismissed with cause from the program are not covered under this plan.

II. Current Retention Rates

Academic Year	Students Leaving During Probation	Students Leaving After Probation	Overall Retention
2015-2016	0	0	33
2016-2017	4	0	35
2017-2018	1	1	50
2018-2019	1	1	59
Average	1.5	.5	44.25

III. Retention Goals

a) Students who leave the program voluntarily within the probationary period

1. Maintain the number of students who leave during the probationary period to a max of one over the next three years.
2. Research other admissions processes to determine if there are better screening tools for predicting success in apprenticeship.

(b) Students who leave the program voluntarily after the probationary period

1. Eliminate completely students who leave the program voluntarily after the probationary period within the next three years.
2. Research the types of assistance that are needed will help the student to stay in the program.
3. Develop or strengthen assistance programs that will help students graduate.

III. Retention Strategies

a) Students who leave the program voluntarily within the probationary period

1. Faculty should contact the Director when a student is absent more than once.
2. Contact the student by phone or email to determine why they are leaving the program.
3. Offer assistance (academic, other) if this will help the student to stay in the program.
4. Conduct an exit interview to determine the reason for leaving and collect information about the admissions process to see if better screening would have predicted the student's decision to leave.

(b) Students who leave the program voluntarily after the probationary period

1. Faculty should contact the Director when a student is absent more than once.
2. Contact the student by phone or email to determine why they are leaving the program?
3. Offer assistance (academic, other) if this will help the student to stay in the program.

4. Encourage the student to come back for a short period of time (two weeks or a month) to see if the circumstances which caused them to leave can be rectified.
5. Conduct an exit interview to determine the reason for leaving and collect information about the admissions process to see if better screening would have predicted the student's decision to leave. Review the student's grades and on-the-job learning evaluations to see if there were issues of performance.

V. Evaluation

The adequacy of the plan is reviewed annually by the Director of Training in consultation with the Board.