



Student Retention and Completion Management Plan

Scope of Services

SABER College's mission of retention is to provide a collaborative and comprehensive delivery model where each student is valued and respected. Students are encouraged to learn and grow through a student/advisor partnership, ensuring that our Physical Therapist Assistant Program, Professional Nursing Program and VESL Program students receive the resources and support needed to maximize individual success.

Successful retention for VESL, PTA and Nursing Programs is essential for the successful longevity of SABER College. Individualized communication is key in keeping our student's goals at the forefront of each interaction. Our retention model requires the input, participation and support of each member of our college. SABER College's model maps every step our students take until graduating: registration, long-term advisement that encompasses educational planning, career and transfer options. It is the intent of the retention plan to customize the advising process for each student. The Plan includes input from faculty and students at their Advisory Committee Meetings (PACs) and their faculty meetings. All Plans are posted on the college's website, SABERCollege.edu, consequently all staff, students and the community of interest all share in the Plan.

Budgetary Resources: The following are expenditures incurred in student retention:

CANVAS - \$1,548.20
LIRN - \$2,394.75
OLIB - \$1,900.00
Respondus - \$8,945.00
Nitro - \$728.00
Zoom - \$1,816.73
Student Advisors: 6 x \$60k = \$360,000.00

Bringing the cost to \$377,332.6

Major Activities - Student Retention

A. Costs of Attending

Students are given program costs during application/enrollment process by financial aid advisor, who provides VESL, PTA and Nursing students with vital information regarding financial aid assistance. In case a student does not qualify for financial aid, advisor will inform student of other alternatives to pay tuition: grants, loans, payment plans.

B. Orientation

When a student is accepted into the VESL, PTA or Nursing Program, they will be notified of a mandatory orientation to the college and program to occur at least one week prior to the first day of class.

Orientation sessions include:

- 1) Review of SABER college policies and procedures
- 2) Review of PTA or Nursing Student Handbook
- 3) Review of PTA or Nursing Program policies and procedures
- 4) Tour of school and program facilities
- 5) Students receive their class schedule
- 6) Tutoring session on how to work with CANVAS system for general education online courses
- 7) Students meet instructors, advisors and other essential college personnel

Additional mandatory student orientations are done prior to the beginning of classes and at the core phase of each program and Clinical Education Student Orientations are scheduled at the beginning of the third semester.

C. Faculty and Student Participation

SABER College insures that student and faculty are involved in the Retention Plan by having Faculty and a Student Representative present at the Advisory Committee Meetings, which meet twice per year.

Instructor and Student will discuss staff/student findings with the Advisory Committees, taking the recommendations and forwarding them to the Institutional Advisory Committee. If findings require immediate attention they will be submitted to the CEO or designee, implementing them as needed.

These results are then shared with the Staff and Students at their Faculty Meetings and Faculty and Students discuss the results with each class.

D. Counseling and Testing

Each student has the VESL, PTA or Nursing Program Director and assigned Program faculty advisors. Professional Nursing Program and Physical Therapist Assistant Program encourage an open-door policy with respect to student-faculty communication.

Students are encouraged throughout their tenure in either of the programs program to confer with their Student Advisor and or Program Director for any personal or academic issues.

VESL, PTA and Nursing Programs will help every student succeed, by offering mentorship and Remediation options.

If a student struggles academically, VESL, PTA and Nursing Program Faculty will provide tutoring and remediation as necessary. General Education instructors will also provide tutoring and remediation services.

Mid-semester advising is done by the Student Advisor every semester to ensure adequate student progress.

- 1) Student's progression in program is discussed by Student Advisor and student including: grades, professional behaviors, preparedness for clinical education, and goals/suggestions are made to continue improvement and progression in program.
- 2) If a student is at risk of failure of a course, student will be placed on probation by the Student Advisor and a corrective plan is initiated which includes appropriate remediation according to student's deficits.
- 3) Remediation is given to students who are not demonstrating adequate understanding of course materials as evident by course grades or upon student request. Remediation may include one to one or small group instruction by a faculty member. For students not demonstrating adequate progress or upon request, additional advising sessions may be scheduled.

In case a student is in need of psychosocial counseling or testing accommodations the Program Director and or Student Advisor refers student to community agencies.

E. Completion and Placement

To prepare the students to meet the demands of the workforce is key to the functioning of the college and directly affects the outcome of the student population in general. Services provided by the school are culturally and linguistically compatible with the community, and by providing sound placement to help students attain self-sufficiency.

- 1) Student Advisor introduces students to Career Services/Placement Specialist, who will maintain a relationship with the private sector to be able to offer students excellent job opportunities in the nursing and physical therapist assistant fields.
- 2) Before students complete training the staff identifies the need of a student for employment services, during the training, the student is counseled and assisted in obtaining employment.
- 3) Regular staffing sessions occur between the faculty, the Dean of Academic Affairs, and Program Directors, Placement Specialist and Student Advisors to identify the need for employment of any particular student, the level of expertise already achieved by each student, their readiness for employment and their projected dates of completion.

Evaluation of the Plan and stakeholders with whom the Plan is shared

The Plan is evaluated at the time of completion of the program and the passing of the state exams. NCLEX-RN for the Nursing Program and the NPTE for the Physical Therapist Assistant Program.

Assistant to the CEO will be in attendance at the Institutional Advisory Committee to determine critical needs, review status of college specific initiatives and progress against student retention plan. If a revision were to be needed, the revision would take place within the next two weeks. At this time, revised plan would be given to DAA and program directors. Revised plan would be posted in school website under Manuals/Institutional Plans. Staff would be advised by DAA of revision and program directors will communicate change to staff and faculty at the following faculty meeting. Faculty in turn will inform students to look for the revision on the SABER website.

Reviewed by Committee March 2020

Reviewed by Committee March 2021

Reviewed/Revised virtually with Committee Members – June 25, 2021

Reviewed/Revised virtually with Committee Members, Staff and Students – Sept 29, 2021

Reviewed – May 31, 2022

Reviewed – April 2023

Reviewed – March 2024

Reviewed – March 2025

Reviewed and Revised – January 2026