



Institutional Plan for Student Retention

Overview

The Lancaster County Career & Technology Center (LCCTC) is committed to providing students with the resources, supports, and learning environment necessary to complete their programs and successfully transition to the workforce. Retention is approached through a systematic process of planning, implementation, evaluation, and continuous improvement, in alignment with

LCCTC's plan is rooted in its mission of preparing students for high-skill, high-wage careers and uses data such as withdrawal rates, credential attainment, and placement outcomes to guide decision-making. Student success coaches are central to this effort, ensuring that at-risk students receive timely remediation and support.

Retention is strengthened through the following strategies:

- **Student Success Coaches** provide individualized academic remediation, tutoring, and coaching in study skills, time management, and test preparation.
- **Early Identification of At-Risk Students** through faculty progress monitoring, attendance tracking, and clinical performance evaluations.
- **Academic Improvement Plans** developed for students experiencing academic or clinical difficulty, with progress tracked by instructors and success coaches.
- **Collaboration with Support Services** including counselors, financial aid staff, and administrators to address barriers such as personal challenges, financial stress, and transportation needs.
- **Professional Skill Development** through employability training, daily work ethic scores, and integration of soft skills into all programs.
- **Flexible Scheduling and Support** for students balancing work, family, and school commitments, including access to virtual resources and tutoring.
- **Continuous Feedback from OACs** to ensure programs provide relevant industry skills that keep students engaged and connected to workforce opportunities.
- **Documentation and Use of Results** with retention data reviewed annually by administrators, faculty, and stakeholders to refine strategies and ensure accountability. The LCCTC uses program report cards that score a variety of program areas using a rubric. These are reviewed with staff annually.

These strategies have already demonstrated impact. For example, in high-demand programs such as Practical Nursing and Welding, success coaches have provided remediation that reduced attrition and improved persistence. Advisory committee input has led to curriculum adjustments and equipment purchases that keep students engaged with current industry practices, further supporting retention.



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In summary, LCCTC's institutional plan for student retention is proactive, collaborative, and data-informed. Through the integration of success coaches, early intervention, academic/clinical improvement plans, and continuous evaluation, the school ensures students are supported from enrollment through program completion.