

## Retention Readiness Checklist

Place an X next to all statements that are true.

1.		Our campus has engaged in formal discussions regarding retention issues in the past year.
2.		Faculty and staff understand that retention is a campus wide responsibility.
3.		There is a high degree of top-level administrative commitment for retention on our campus.
4.		Our school collects data that tracks why students <u>enroll</u> and why they <u>drop out</u> .
5.		There is an individual who has responsibility for coordinating retention efforts on our campus.
6.		Our school has a systematic approach for evaluating all programs and services as they relate to student retention issues.
7.		Faculty and staff receive training in strategies to reduce attrition at our school.
8.		We have special programs in place to help new students transition successfully into school life on our campus.
9.		We have special programs in place to ensure that students are ready for the academic challenges of our program.
10.		Excellence in teaching is recognized and rewarded on our campus.
11.		Faculty development programs are in place on our campus.
12.		Customer service training is provided for all staff on a regular basis.
13.		Service excellence is recognized and rewarded on our campus.
14.		Retention data is shared with the entire campus on a regular basis.
15.		We have a retention plan in place that includes the activities above, as well as other student retention initiatives.