



**Graduate Enrollment Management Plan: Retention Example**

**GRADUATE ENROLLMENT MANAGEMENT PLAN**

**GOAL 1:** *Align with the college’s strategic plan.*

Increase the retention and graduation rates of students in the graduate program by “x” percent.

**Objective 1:** *Specific, measurable, strategic description to achieve the goal.*

Improve time to degree and rate of graduation for enrolled students.

**Tactics/Action Steps:** *What will be done? Include the assessment and evaluation processes for each action/tactic.*

- Set mandatory advising flags in Banner and require students to meet with advisor at least once per semester.
- Meet with enrolled students as a group once per semester to review program expectations, policies, processes, and discuss challenges and opportunities.
- Encourage students and advisors to regularly utilize *DegreeWorks* to ensure adequate program progress is achieved.
- Ensure that advisor information is accurate and up-to-date in Banner for students.

**Responsible Person:** *Who will do the work?*

- Graduate Program Director, administrative support person, with assistance from the Graduate School

**Resources Required:** *Funding, time, people, facilities, materials.*

**Timeline:** *Date to be completed, time needed.*

**Outcomes:** *What worked? What didn’t work? Efficacy of tasks/actions?*

**Objective 2:** *Specific, measurable, strategic description to achieve the goal.*

Engage graduate faculty in the regular and systemic support of students.

**Tactics/Action Steps:** *What will be done? Include the assessment and evaluation processes for each action/tactic.*

- Partner with the CGL to provide best practices on advising and mentoring to the graduate faculty, both via in-person training opportunities and online materials.
- Encourage regular outreach of enrolled and eligible but not enrolled students by the faculty.