FORT MYERS TECHNICAL COLLEGE
STUDENT RETENTION PLAN
2026

The FMTC Student Services Department is the first line of defense in student retention, and strategies are implemented as early as the enrollment process. The Admissions Specialist works with individual applicants to reach the common goals of enrollment and success. Programs at FMTC are filled on a first come first served basis during Open Enrollment. Programs at the SWFPSA are enrolled utilizing a rubric. At FMTC, when a student's first choice of program is unavailable, the Admissions Specialist counsels him/her and discusses the benefits and similarities of other programs that may be of interest.

Once enrolled, if a student has not met the Basic Skills Exam requirements of his/her program, the Admissions Specialist refers the student to the School District of Lee County Adult and Career Education Department for remediation services. Students can attend remediation classes at night at various locations across the district that do not impede on their daily schedule at FMTC before retaking the Basic Skills Assessment.

As an alternative approach, some programs on campus have an available Career and Professional Education (CAPE) – Postsecondary Industry Certification included on the Basic Skills Licensure Exemption List. These industry certification exams are offered to students during their program to both make them more marketable to a local employer and give them another method for meeting the Basic Skills Assessment requirement.

Throughout a student's tenure at FMTC, attendance and academics are monitored closely by the instructors and the FMTC Program Manager. When students start to fall below standards, they are notified by the instructor and/or the Program Manager to ensure the students begin making improvements.

If an instructor is informed by a student that he/she is experiencing financial issues, he/she is referred to the Financial Aid Department to discuss Title IV Financial Aid resources as well as internal and external scholarship opportunities and local community resources.

If a student brings a concern to the Student Services Department about a program or instructor, the Admissions Specialist, Career Specialist, Program Manager, or Associate Director will confer with the student and/or the instructor to attempt a satisfactory resolution.

The Southwest Florida Public Service Academy (SWFPSA) campus is a designated public service academy enrolling in programs for Law Enforcement, Corrections, Fire and EMT career fields. Within each program there is a set of academic rules and guidelines for retention and student success. Due to the nature of the programs

and their coordination with both the Criminal Justice Standards and Training Commission, the Bureau of Fire Standards and Training and the Florida Department of Health, specific criteria have been developed in regard to retention.

The Bureau of Fire Standards and Training, the Criminal Justice Standards and Training Commission and the Florida Department of Health dictate the number of class hours required for certification. Programs do not allow for any absences. The SWFPSA staff closely monitor all attendance and deal with absenteeism on a case-by-case basis. The recruit must be aware that missing just one day, depending on the subject matter, could result in removal from the program.

Florida Law Enforcement Academy, Correctional Officer (BRTP), and Crossover from Correctional Officer to Law Enforcement Officer students are required to successfully complete any Commission-required certification course. A student must achieve a score of at least 80% percent on the course's comprehensive examination(s) intended to measure the student's acquisition of knowledge, skills, and abilities. If a student does not achieve a passing score on an examination, they are afforded a one-time retake. If a student fails a re-take examination, the student will be withdrawn from the program.

Firefighter, Emergency Medical Technician – ATD, and Paramedic students are required to successfully complete all Bureau of Fire Standards and Training and Florida Health Department requirements. All tests, both written and practical, shall require a score of 70% on each subject listed in the respective courses. Students whose average falls below 70% shall be removed from the program. If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%. Tests shall be designed to encompass all significant content of the subjects taught. If a student fails a second time, or fails a third exam, the student will be withdrawn from the program.

If a student brings a concern to the program coordinator or instructor regarding a program requirement, the coordinator, and director if needed, will confer with the student and attempt a resolution.

This plan will be evaluated annually at a faculty meeting by the FMTC and SWFPSA faculty with input from student exit surveys. It will be published on the FMTC and SWFPSA websites.