interoffice memorandum

to: State college admissions staff

from: Student name

subject: Student Retention rates

date: 7/11/2012

The rate of student retention for the past four years is displayed in the worksheet below. The number of students who return to State College every year and finish their degrees in four years is laudable, but there is growing concern at the increasing number of students who either do not return for the fourth year, or don’t graduate after four years. There is a meeting scheduled for next week to discuss this issue and possible ways to decrease the rate of change. Please review this information prior to the meeting.