

# STANDARDS FOR SUCCESS

## STANDARDS OF PROGRESS

MTTI has three completion requirements which are the standards for the trainee's progress. One requirement is the maintenance of a 70% average in the related theory and content. The second is the maintenance of an 85% mastery of competencies or practical skills in the training area. The third is achievement of a minimum of 70% of the credits attempted in the program. If after completion of mid-term progress reports, the student has not maintained these standards, he or she will be given a warning of unsatisfactory progress and will meet with the Director or designee to review his or her progress.

During the warning period, the student will be given 4 more weeks (evening, 10 weeks, 12 hours) to obtain satisfactory progress. At the end of that warning period, if satisfactory progress is not obtained, the student will be terminated. Refusal to participate in or complete assigned work will be grounds for termination.

A student may appeal a notice of termination to the Director upon the existence of extenuating circumstances, within 10 calendar days, by submitting a written letter of appeal. The Director must determine if the extenuating circumstances exist, and if so, may put the student on probation.

## SATISFACTORY ACADEMIC PROGRESS POLICY

An academic plan of action, to support the student's return to satisfactory progress, must be developed for the student to follow while on probation. The probationary status cannot be lifted until the student meets the "standards of progress". While on probation, a student is considered eligible to have financial aid disbursed.

## TRANSFER OF CREDITS

The school's policy and process going forward will require the following:

1. Students provide an official transcript and course description from the school they are requesting the transfer of credit. The faculty member from the course makes an assessment of the similarity of coursework.
2. The student takes MTTI's unit test to demonstrate proficiency in the specific coursework being requested as transfer credits. The credits will be listed as allowed on the student's progress report but this will be on a pass basis only and will not be calculated into the student's grade average.
3. Transfer of credits will be allowed at the school's discretion.

MTTI does not allow students to transfer credits in excess of 30 percent of the total program's credit hours.



## GRADING

MTTI uses the following grade scale:

### Class Theory

90-100	Superior
80-89	Good Quality
70-79	Average Quality
0-69	Failing

### Shop/Lab Competencies

PASS - FAIL

Students must pass 85% of competencies assigned.

Each student receives a written progress report at:

- Mid-term - complete maturity, classroom and shop/lab grades.
- End of program - complete maturity, classroom and shop/lab grades.

