

SATISFACTORY ACADEMIC PROGRESS POLICY

MTTI has three standards to determine if a student is in satisfactory academic 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. The instructor enters all academic and practical skills grades into MTTI's campus management software program and at the midpoint of the program a Student Progress Report is automatically generated. The Progress Report summarizes the students' grades in the academic and skills portions of each course and the corresponding credits awarded. If the student has met all three standards they are determined to be in satisfactory academic progress. There is a section on the Progress Report that will be automatically populated with a "YES" for any student in satisfactory progress and a "NO" for any student who is not, certifying whether the student has met the standards of progress. This is where the Financial Aid Administrator looks to determine if the student is in satisfactory progress and therefore a disbursement can be requested from Boston Educational Network (BEN).

If after completion of midpoint progress reports, the student has not maintained these standards, he or she will be given a 'Warning of Unsatisfactory Academic Progress.' The student's status and the reason's they are not in satisfactory progress are discussed between a team including the Instructor, the Registrar, the Director of Education and the Vice President. The Director or designee will meet with the student to review his or her progress. While on warning status, a student is considered eligible to have financial aid disbursed.

During the academic warning period, the student will be given 4 weeks (evenings, 10 weeks) to obtain satisfactory progress. An academic plan of action to support the students return to satisfactory progress must be developed to follow while on warning. At the end of the warning period, if satisfactory progress is not obtained, the student will be terminated. Students must complete the program in a time frame not to exceed 1.5 times the original length of the program.

A student may appeal a notice of termination to the Director upon the existence of extenuating circumstances (i.e., death in family, illness, personal reasons, etc.). The student must disclose what has changed about the student's extenuating circumstances that will allow them to return and complete the program and make satisfactory progress by the end of the program. The Director or designee will determine if the extenuating circumstances exist, and if so, may put the student on financial aid probation. To support the student's return to satisfactory progress, an "Academic Performance Plan with Additional Conditions" will be developed. The probationary status cannot be lifted until the student meets the "standards of progress". While on financial aid probation, a student is considered eligible to have financial aid disbursed.

If the student does not come back into satisfactory academic progress and terminates from the program, the Financial Manager will complete the termination paperwork and will return any money back to Title IV per the USDOE mandated R2T4 calculation.