

STUDENT SUPPORT POLICIES — SECTION 600**NUMBER: 611****SUBJECT: PROGRESS AND ATTENDANCE POLICY & PROCEDURE**

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(PRINTED COPIES ARE FOR REFERENCE ONLY. PLEASE REFER TO THE ELECTRONIC COPY FOR THE LATEST VERSION.)**611.1 POLICY**

Mountainland Technical College provides job-focused, competency-based training. Students are not permitted to advance in their training until they have mastered each competency.

Progress and attendance standards are determined by program requirements, based on input from industry, faculty, coordinators, and program directors, and approval of the appropriate Associate Vice President of Instruction, and the Vice President of Instruction.

- 1.1 **Written Progress and Attendance standards** - Instructors communicate performance standards to students in course syllabi. These standards outline attendance requirements and course completion requirements.
- 1.2 **Minimum Performance Criteria** - Students must meet the performance standards of their program which are communicated through course syllabi. Financial sponsors may hold students to a higher performance standard than defined by this policy.
- 1.3 **Students with Disabilities** - As designated in the [Students with Disabilities Policy](#), students with qualifying disabilities should submit a completed Request for Accommodation Application, along with documentation, to an Academic & Career Counselor for review. Unless specifically stated otherwise in accommodation documentation, students with qualifying disabilities are expected to meet the same performance standards as all students.
- 1.4 **Instructor Feedback** - Instructors monitor and evaluate student performance records on a regular basis and provide appropriate feedback to students in a timely manner.
- 1.5 **Progress** – Instructors sign off course competencies in the Student Information System on a regular basis. At minimum, course sign-offs should be completed by the last day of each course, or by the last day of each month, whichever comes first.
- 1.6 **Progression Rubric** - Instructors must clearly publish a course outline within each course syllabus. The course syllabus must be made available to students by the first day of each course. It must represent fair and objective criteria related to the student's performance on instructional assignments and assessments. Evaluations should reflect a student's performance, without bias. Students who exhibit similar performance in the classroom should receive similar evaluations.
- 1.7 **Appeal** - In the event a student believes an evaluation is unfair, he or she has the right to Progress Policy & Procedure

request a re-evaluation. Students are encouraged to begin by discussing the situation with the instructor. Should that fail to yield a satisfactory result, the student may take the matter to the Program Coordinator, and/or Program Director. In the event that an agreement cannot be reached at that level, the student may file a [Petition for Policy Variance](#) using the appeal process found in the [Student Handbook](#).

- 1.8 **Completing Competency Requirements** - Students must complete all competency requirements to qualify as a program graduate and receive an MTECH certificate.
- 1.9 **High School Students** –MTECH does not award high school credit. The College sends a recommended quarterly grade for each student to their high school. Students disputing their grade should follow the Appeals Procedure in section 1.7 above. Students requesting a “Pass” grade instead of a letter grade must file a Petition for Policy Variance with MTECH. Any further dispute regarding a letter grade may be settled by the high school, since they award the credit. MTECH uses the following scale to convert percentages into letter grades for high school students:

<u>Range</u>	<u>Letter Conversion</u>
100% - 93.0%	A
92.99% - 90.0%	A-
89.99% - 87.0%	B+
86.99% - 83.0%	B
82.99% - 80.0%	B-
79.99% - 77.0%	C+
76.99% - 73.0%	C
72.99% - 70.0%	C-
69.99% - 67.0%	D+
66.99% - 63.0%	D
62.99% - 60.0%	D-
59.99% - 0%	F

611.2 PROCEDURE

2.1 Academic Progress

- 2.1.1 Faculty should actively monitor student progress and attendance, striving to help students who fail to meet standards as early in the course as possible.
- 2.1.2 If minimum standards are not met, the instructor should counsel with the student to help them, find strategies to get back on track, using the Student Success Plan. The instructor must enter a note in the Student Information System to document the meeting and plan with the student, ensuring to document improvement goals and expectations set.
- 2.1.3 Non-Term Courses (Open Entry/Defined Exit)

1. Students in a non-term program are required to complete coursework according to their personalized Canvas Pace Plan. They must make satisfactory progress in order to complete each course in the program by the scheduled end date.
2. When moving from one course to the next, students have three (3) days to enroll in the next course, including paying all tuition and fees. If re-enrollment is not complete in three (3) days, the student will be taken out of the program. This may result in their space being given to another person. Enrollment after three (3) days will be on a space-available basis.
3. Students in non-term courses are allowed three attempts to pass any course. Students who do not pass a course by the scheduled end date may re-enroll in the course until the maximum number of retakes for each individual course have been met. Students will be required to pay full tuition and fees for each retake of individual courses, at the time of registration.
4. If a student fails or withdraws from the course on the first attempt, they may re-enroll for the course. The Academic and Career Counselor is available to offer resources for help, and the student is encouraged to meet with them to set up individualized goals for success.
5. If a student fails their second attempt at a course, they are placed on a College Academic Probation Status. Student Services will issue a letter notifying the student of this status, and that they have only one attempt remaining to pass the course.
 - a. If the student withdraws from the course, or is withdrawn for any reason, it will be considered a failed attempt.
6. If the student fails the course a third time, they will be dismissed from MTECH.
 - a. The instructor must submit a drop form to student services. Student Services will enter the withdrawal and contact the student to notify them that they have been dropped.
 - b. Adults are eligible to return to MTECH, space available, after at least 6 months have passed. They must file a [Petition for Policy Variance](#) to request re-enrollment.
 - c. Dismissed high school students may return to, space available, after at least 6 months have passed, they are at least 18 years old and their high school class has graduated. Once all parameters are met, students that have withdrawn, been dismissed or did not pass a course must file a Petition for Policy Variance to request re-enrollment.

2.1.4 **Term Courses** (Defined Entry/Defined Exit)

Students in term programs who are unable to complete a course by the end date, must meet with their instructor for remediation to finish course work. If they fail to complete within two weeks, they will be dropped from their program.

1. Adult students who do not complete a course must wait at least six (6) months before they can go through a re-enrollment process. Once 6 months has passed, the student must file a Petition for Policy Variance and request re-enrollment. If approved, they may retake the course, space available, when it is next offered,. The wait time may be substantial.
2. High school students who do not complete a course must wait at least six (6) months, until they are at least 18 years old and their high school class has graduated before they can go through the enrollment process. Once they meet all parameters they may request to return to MTECH and register again, space available. They must file a Petition for Policy Variance to request re-enrollment.

2.2 **Attendance**

- 2.2.1 Students must meet the MTECH standard of 85% attendance. Some programs have higher standards, which are disclosed in the syllabus.
- 2.2.2 Students failing to meet attendance standards may be placed on a Student Success Plan by their instructor. This will be noted in the Student Information System.
- 2.2.3 Students who miss ten consecutive days of class will be dismissed on the tenth day. This is considered a failed course attempt.

2.3 **Academic Discipline**

- 2.3.1 Faculty Members will consult with their Program Coordinator or Program Director on issues related to academics, including low progress. The Program Director, in consultation with the appropriate Associate Vice President, makes the final decision on discipline. If the student does not agree with the final decision, they can submit a Petition for Policy Variance.
- 2.3.2 High school students receiving a failing grade at the end of a term, or two consecutive D grades, will be dismissed. The Instructor should notify the Program Director when a student has received an “F” grade for a term, or has 2 consecutive terms with “D” grades.
- 2.3.3 Dismissal for Academic Discipline

The instructor and/or the Program Lead/Coordinator will notify the student of their dismissal, fill out a withdrawal form, and add the information to the student's account in the student information system.

1. If the student is a high school student, the Academic and Career Counselor will notify the student's high school counselor of the dismissal. Once dismissed, the student may not return to MTECH until they are at least 18 years old, their high school class has graduated, and at least six (6) months has passed since they were dismissed.

2.4 Behavioral Discipline

- 2.4.1 Students exhibiting behavioral issues such as cheating, stealing, harassing others, or acting inappropriately in class, etc., may be disciplined. Faculty Members will consult with their Program Director and the Security Office, when appropriate, for issues related to behavior. The Program Director, in consultation with the appropriate Associate Vice President, makes the final decision on discipline.
- 2.4.2 In some cases, students may be given a written Student Success Plan to address behavior issues that occur. This plan should outline the acceptable behaviors that the student must exhibit. Any variation from the plan may result in dismissal. All Student Success Plan information must be entered into the student's account in the Student Information System. A physical copy of the Student Success Plan must be signed by the student and kept on file, indefinitely. If an incident report is created because of the action, a copy of the Student Success Plan must be filed with the Security Department.
- 2.4.3 In situations involving safety or extreme behavioral issues, students may be dismissed immediately by the Program Director or the Associate Vice President of Instruction. A signed security report must be completed, attached to the incident file, and noted in the Student Information System.

2.5 Student Dismissal

- 2.5.1 Any student dismissal requires that the teacher, coordinator or director fill out a student withdrawal form submitted to Student Services, and enter notes regarding the action into the student's account in the Student Information System.
- 2.5.2 Adult students dismissed for behavioral discipline may not attempt to return for at least six (6) months from the date of dismissal. A Petition for Policy Variance requesting re-enrollment must be submitted.
- 2.5.3 High school students dismissed for behavioral discipline may not return until they are at least 18 years old, their high school class has graduated, and it has been at least six (6) months from the date of dismissal. A Petition for Policy Variance requesting re-enrollment must be submitted.
- 2.5.4 Some extreme violations may prevent a student from returning to the College.

2.6 Student Appeal

- 2.6.1 Students with legitimate, mitigating factors may submit a [Petition for Policy Variance](#). If the petition is granted, the student can enroll in the course again, according to the terms set by the Appeals Committee.
- 2.6.2 Students returning after an appeal must follow a Student Success plan outlined by the instructor. All requirements of a Student Success Plan must be noted in the student's account in the Student Information System.

2.7 Role of Academic and Career Counselors

- 2.7.1 Academic and Career Counselors will review progress and attendance for all students monthly. They will offer to meet with students who are not meeting standards, in order to provide resources for help.
- 2.7.2 An Academic and Career Counselor will attempt to contact students in danger of being dropped for ten consecutive days of absences, and will complete a drop form for students who are dismissed. If the student is in high school, the counselor will also notify the high school of the student's dismissal.
- 2.7.3 An Academic & Career Counselor will notify any high school student receiving a "D" grade for any term, that another "D" or "F" grade for the next term will result in dismissal from the College.
- 2.7.4 Academic and Career Counselors will meet with students who fail any course on the first attempt, in an effort to try and offer resources to help the student be successful. They will help the student set goals, and will follow up with them during their second attempt at the course.