



PROGRESS AND ATTENDANCE PROCEDURE

STUDENT SUPPORT | 600.611

Last Evaluation

11/13/2025

1. Procedure Purpose

This procedure serves to ensure student success, promote institutional accountability, and comply with federal regulations. By setting clear expectations, the procedure helps students build professional habits and stay on track to complete their program and enter the workforce.

2. Definitions

Inactive Status - When a student is still enrolled in the college, but is no longer on an active schedule. Students with an inactive status are withdrawn after 180 days.

Student Success Plan (SSP) - A personalized plan created between the student and the college to support academic progress, timely program completion, and compliance with college code of conduct standards. It identifies challenges, goals, and the specific strategies or resources needed to help the student stay on track and succeed in their technical program.

Withdrawn - When a student is no longer enrolled in the college.

3. References

Mountainland Technical College (MTECH) *Student Retention Plan*

4. Procedure

4.1 Academic Progress

4.1.1 Faculty should actively monitor student progress and attendance, striving to help students who fail to meet standards as early in the course as possible.

4.1.2 If minimum standards are not met, the instructor should counsel with the student to help them make goals to get back on track and

identify areas where extra support may be needed. This should be done using a Student Success Plan.

- 4.1.2.1 The instructor must enter a note in the Student Information System to document the meeting and plan with the student.
- 4.1.2.2 The instructor should also schedule a follow-up meeting with the student to ensure that improvement goals and expectations are met.
- 4.1.3 Students 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 has been met. Students will be required to pay full tuition and fees for each retake of individual courses at the time of registration.
- 4.1.4 If a student fails or withdraws from the course on the first attempt, they may re-enroll for the course. An Academic Counselor is available to offer resources for help, and the student is encouraged to meet with them to set up individualized goals for success.
- 4.1.5 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.
- 4.1.6 If the student withdraws from the course or is withdrawn for any reason, it will be considered a failed attempt.
- 4.1.7 If the student fails the course a third time, they will be dismissed from MTECH.
 - 4.1.7.1 The instructor must submit a withdrawal form to Student Services. Student Services will enter the withdrawal and contact the student to notify them that they have been dismissed from the program.
 - 4.1.7.2 Adults are eligible to return to MTECH, space available, after at least six months have passed.
 - 4.1.7.3 High school students may return to the program if space is available after at least six months have passed and they, or their high school class, have graduated, whichever comes first.

- 4.1.8 Any high school student receiving a “F” term grade will be withdrawn from the program. Any high school student receiving two consecutive “D” grades for any term will be withdrawn from the college.
- 4.1.9 Non-Term Courses (Open Entry/Defined Exit)
 - 4.1.9.1 When completing a course and moving on to the next, students have three (3) days to enroll and pay tuition and fees. If re-enrollment is not completed within three (3) days, the student will be withdrawn from the program. This may result in their space being given to another student. Enrollment after three (3) days will be on a space-available basis.
- 4.1.10 Term Courses (Defined Entry/Defined Exit)
 - 4.1.10.1 Students in term programs who are unable to complete a course by the end date may meet with their instructor to determine if remediation is possible. If remediation is possible according to the syllabus, the student must adhere to the plan or may be moved to inactive status until the course is offered again.
 - 4.1.10.2 If the student is receiving financial aid or scholarships, it is their responsibility to verify their status.
 - 4.1.10.3 Students may retake the course, space available, when it is next offered. The wait time may be substantial, and students may be required to demonstrate retention of previously learned knowledge and/or skills.
- 4.2 Attendance
 - 4.2.1 Students must meet the MTECH standard of 85% attendance. Some programs have higher standards, which are disclosed in the syllabus.
 - 4.2.2 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. Failure to meet the parameters of a Student Success Plan may result in withdrawal from the program and/or inability to obtain industry certification.

4.2.3 Students who miss ten (10) consecutive days of class will be dismissed on the tenth day. This is considered a failed course attempt.

4.3 Role of Academic Counselors

4.3.1 Academic Counselors will review progress and attendance for all students on a monthly basis. They will offer to meet with students who are not meeting standards to provide resources for help.

4.3.2 An Academic Counselor will attempt to contact students at risk of being dismissed for ten consecutive days of absences and will complete a withdrawal form for students who reach this threshold. They will notify the student of their dismissal. If the student is in high school, the counselor will also notify the high school of the student's dismissal.

4.3.3 An Academic 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 withdrawal from the college.

4.3.4 Academic Counselors will meet with students who fail any course on their first attempt, in an effort to offer resources that help the student achieve success. They will help the student set goals and will follow up with them during their second attempt at the course.

5. Evaluation History

Last Evaluation
7/5/2022
1/24/2023
5/2/2023
12/08/2025