



PROGRESS AND ATTENDANCE POLICY

STUDENT SUPPORT | 600.611

Last Evaluation

5/2/2023

Executive Staff Approval

5/8/2023

Board Approval

5/17/2023

1. Policy

- 1.1 Mountainland Technical College provides job-focused, competency-based training. Students are not permitted to advance in their training until they have mastered each competency.
- 1.2 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.
 - 1.2.1 **Written Progress and Attendance standards** - Instructors communicate performance standards to students in course syllabi. These standards outline attendance requirements and course completion requirements.
 - 1.2.2 **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.
 - 1.2.3 **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.

- 1.2.4 **Instructor Feedback** - Instructors monitor and evaluate student performance records on a regular basis and provide appropriate feedback to students in a timely manner.
- 1.2.5 **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.
- 1.2.6 **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.
- 1.2.7 **Appeal** - In the event a student believes an evaluation is unfair, he or she has the right to 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](#).
- 1.2.8 **Completing Competency Requirements** - Students must complete all competency requirements to qualify as a program graduate and receive an MTECH certificate.
- 1.2.9 **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 4.2.7 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:

Range	Letter Conversion
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

2. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval	Employee Evaluation
	3/10/2017	3/15/2017	
	10/15/2017	10/20/2017	
	5/1/2019	5/15/2019	
	3/12/2021	3/18/2021	
7/5/2022	7/5/2022	8/17/2022	9/12/2022
1/24/2023	1/30/2023	3/15/2023	
5/2/2023	5/8/2023	5/17/2023	5/4/2023