



STUDENT PROGRESS AND ATTENDANCE POLICY

ACADEMIC SUPPORT | 400.424

Last Evaluation

6/17/2026

Executive Staff Approval

07/06/2026

Board Approval

8/19/2026

1. Policy Purpose

Mountainland Technical College (MTECH) is committed to providing high-quality, competency-based education that prepares students for employment in their chosen field. The purpose of this policy is to establish standards for student progress, attendance, competency achievement, and evaluation. This policy ensures that students receive consistent, fair, and objective assessment of their performance while maintaining the instructional and industry standards required for program completion and certification.

2. Definitions

Attendance – A student's participation in scheduled instructional activities as defined by the requirements of the program and course syllabus.

Competency – A measurable skill, knowledge area, or performance outcome that a student must demonstrate and successfully complete before advancing in training.

Competency-Based Education – An instructional model in which student progression is based on demonstrated mastery of required competencies rather than time spent in class.

Performance Standards – The minimum attendance, academic, technical, and professional requirements established by a program and communicated through course syllabi.

Progress – A student's advancement toward completion of required competencies and program objectives as documented in the Student Information System.

Student Information System (SIS) – The official institutional system used to record student enrollment, attendance, competency completion, and academic progress.

Student Success Plan – A documented plan developed collaboratively between the instructor and student to identify performance concerns, establish expectations, and support successful completion of program requirements.

Petition for Policy Variance – The formal process through which a student may request an exception to an institutional policy or appeal a decision as outlined in the Student Handbook.

3. Policy

3.1 **Competency-Based Education**

Mountainland Technical College (MTECH) delivers job-focused, competency-based training. Students may not advance in or complete their program until all required competencies have been successfully demonstrated.

3.2 **Program Standards**

Programs may establish attendance and progress standards that exceed college-wide minimum requirements when supported by industry expectations, accreditation requirements, safety considerations, or curriculum needs. Such standards require approval by the applicable Program Director, Associate Vice President, and Vice President.

3.3 **Communication of Standards-** Program requirements, including progress and attendance standards, are communicated to students through program and course syllabi.

3.4 **Student Responsibilities**

Students are responsible for:

3.4.1 Attending classes and work-based learning activities, if applicable, as required by their program;

3.4.2 Maintaining satisfactory progress toward competency completion;

- 3.4.3 Reviewing instructor feedback and monitoring their academic progress;
- 3.4.4 Completing assigned coursework, assessments, and competency pass-offs; and
- 3.4.5 Using available resources when experiencing academic or attendance-related challenges.

3.5 **Attendance**

Students must meet all performance standards established by their program to remain in good standing and earn a program certificate and/or be recommended to sit for industry certification or licensure exams.

Financial sponsors may establish requirements that exceed institutional or programmatic standards. Students receiving funding are responsible for meeting the terms of their sponsor.

3.6 **Students with Disabilities**

Students seeking accommodations must follow procedures established in MTECH Policy 600.614 Students with Disabilities.

While approved accommodations may provide alternative methods for accessing instruction or demonstrating learning, all students are expected to meet the essential competency and performance standards established for their program.

3.7 **Instructor Responsibilities**

Instructors are responsible for:

- 3.7.1 Communicating performance expectations and evaluation criteria;
- 3.7.2 Monitoring student attendance and progress;
- 3.7.3 Providing timely and constructive feedback regarding student performance, using a Student Success Plan to help students establish goals for improvement, when appropriate;
- 3.7.4 Evaluating students using fair, objective, and consistently applied criteria; and
- 3.7.5 Maintaining accurate records within the Student Information System, which includes documentation of Student Success Plans.

3.8 **Documentation of Progress**

Student progress should be recorded in the Student Information System on a regular basis. At a minimum, sign-offs shall be completed by the last day of each course or by the last day of each month, whichever comes first.

3.9 Appeals

If a student believes an evaluation is unfair, they have the right to request a re-evaluation. Students are encouraged to begin by discussing the situation with the instructor. If unresolved, the student may take the matter to the program coordinator and/or program director. If 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](#).

3.10 **Completing Competency Requirements** - Students must complete all competency requirements to qualify as a program graduate and receive an MTECH certificate.

3.11 **High School Students** – MTECH does not award high school credit. The college provides a recommended grade for each student to their high school.

Students disputing their grade or who wish to request a “Pass” instead of a letter grade should follow the Appeals Procedure in section 3.9 above.

Final determination regarding high school credit remains the responsibility of the student’s high school.

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

4. 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
6/17/2026	07/06/2026	8/19/2026	