

FINANCIAL AID PROBATION

Students who have been initially placed on unsatisfactory status but have an approved appeal are placed on financial aid probation will have their Title IV aid eligibility reinstated.

To support the student's return to SAP, an "Academic Performance Plan with Additional Conditions" will be developed. The probationary status cannot be lifted until the student meets the "standards of progress" at the next evaluation.

TRANSFER OF CREDITS / PRIOR LEARNING EXPERIENCE

The school's policy and process will require the following:

Students provide an official transcript and course description from the school they are requesting the transfer of credit. The faculty member from the course makes an assessment of the similarity of coursework.

The student takes MTTI's unit test to demonstrate proficiency in the specific coursework being requested as transfer credits. The credits will be listed as allowed on the student's progress report but this will be on a pass basis only and will not be calculated into the student's grade average.

Transfer of credits will be allowed at the school's discretion.

MTTI does not allow students to transfer credits in excess of 30 percent of the total program's credit hours. Transfer credits that are accepted will count as both credits attempted and credits earned in the calculation. The student's grade from the transfer credit will not affect the student's average in the 75% combined average in the related theory/content and overall skills in the student's areas of study.

MAKE UP POLICY

- **Incomplete (I)** - If a student receives an incomplete in any unit, the student will be given until the end of the marking period to make up this grade. If the grade is not made up within this timeframe, the incomplete will change to a failure (F).
- **Failed Grade** - If a student receives a failing grade in any unit, the student will be given until the end of the marking period to retake the test. The student will not be awarded above 75% for a grade on a re-test.
- **Withdrawal** - If a student withdraws and re-enrolls to complete the coursework, both periods of enrollment will be calculated in assessing the maximum timeframe. If a student is out for 14 consecutive calendar days, the school will withdraw the student from the program. If a student withdraws from a program and returns within 1 year, all credits previously earned will be honored. Continuation in the program will be granted contingent on availability and re-acceptance.
- **Tutoring** - If it is determined that a student is falling behind in regular course work due to poor attendance or academic deficiency, MTTI will attempt to make tutors available upon the student's request.
- **Repetition** - Any student receiving an F in a unit at the end of a course may be offered an opportunity to make up this grade the next time the course is offered. This will be reviewed on a case by case basis, depending on availability, and at the school's discretion. The F grade will be changed to the new grade obtained. If a student repeats a failed course, both courses will be included in the maximum time frame calculation and the student will be notified by administration of the change in their graduation date. Students repeating a course will be charged on a per-credit basis for that re-taken course.

HOW A STUDENT OFFICIALLY WITHDRAWS FROM MTTI

1. Student needs to talk to the Director of Financial Aid/Registrar
2. Student needs to decide on the official withdrawal date
3. Student may fill out an Official Withdrawal Request form
4. Student needs to be informed about any money they have in loans and what will be owed to the school

Note: Please see Financial Aid link on www.mtti.edu for more information on the termination process and SAP.

MASSACHUSETTS STATE LAW ON WITHDRAWALS (230 CMR 15.04)

- (7) If a student withdraws from a Program in accordance with the School's withdrawal policy, the School shall:
 - (a) treat the withdrawal as a termination of the enrollment contract, effective immediately;
 - (b) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (c) provide the calculation and any refund to the student within 45 days of the effective date of the termination
- (8) If a student stops attending School but does not withdraw in accordance with the School's withdrawal policy, the School shall:
 - (a) for purposes of any payments due from the student or refund due to the student, treat the student's nonattendance as a termination of the enrollment contract, effective no later than the last date of attendance or last participation in an instructional activity;
 - (b) determine the effective date of the termination within 30 days after the end of the period of enrollment, the term, or the Program, whichever is earliest;
 - (c) complete a refund calculation for the student, including all fees and payments, in a form acceptable to the division; and
 - (d) provide the calculation and any refund to the student within 45 days from the date the School determines the effective date of termination under 230 CMR 15.04(8)(b).

MTTI does not offer independent study in any of the programs offered.