

MTI College Catalog Addendum for Minnesota Residents

MTI College s registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions" In addition, all registered schools shall publish in the school catalog or student handbook the name, street address, telephone number, and Web site address of the office



MTI COLLEGE

Grading System Academics

Policy:

Grades are earned based on student academic achievement and performance. Grades earned for a course consist of a letter grade and a point value which is used to calculate a student's grade point average (GPA).

Course grades of 'A', 'B', 'C' and 'D' are considered passing grades. An 'F' grade is not considered a passing grade and units will not be earned; however, the grade will impact the student's GPA. In Pass/Not-Passed grading situations, 'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation. The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The dean of students will assign an 'NT' designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned, and the designation will appear on the official transcript.

Many prerequisite courses require a grade of "C-" or better in order to progress to the next class. In addition, the paralegal studies program requires that students receive a "C-" or better in all of the courses in the program in order to successfully complete the program.

In special situations, the dean of students may exercise discretionary authority to recommend a student for a diploma provided the student has completed at least 85% of his or her program with a minimum cumulative GPA of 2.0. Further, the student must have completed all program-specific courses, not including test-preparation courses. Examples of program-specific courses include but are not limited to courses with codes beginning in A for accounting, BA for business administration, MO or MB for medical, IT or TS for information technology, LA for paralegal studies, and C for cosmetology or barbering. Recommendations are evaluated on a case-by-case basis and must be approved by the director of education.

Limitations:

- Students enrolled in an Associate in Arts (AA) degree program must take and pass the specified general education courses in order to earn their degree.
- Students must complete all core program-related courses, not including test-preparation courses, to be eligible for consideration.

Students are responsible for maintaining personal grade records. A copy of an official transcript may be requested in writing for a nominal fee. There is no fee for unofficial transcripts. The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.

Grading Scale

Grades entered on student records are based on the following levels of performance. Not all instructors assign +/- grades. Please refer to your course syllabus for the applicable grading scale. For more information regarding grades and restarts, please refer to the college catalog.

Grade	Percentage	Points	Description
A	93.00-100.00	4.00	Excellent
A-	90.00-92.99	3.67	
B+	87.00-89.99	3.33	
B	83.00-86.99	3.00	Above Average
B-	80.00-82.99	2.67	
C+	77.00-79.99	2.33	
C	73.00-76.99	2.00	Average
C-	70.00-72.99	1.67	
D+	67.00-69.99	1.33	
D	63.00-66.99	1.00	Below Average
D-	60.00-62.99	.67	
F	0.00-59.99	0.00	A student who fails to complete course work successfully during a class will receive a grade of "F" if the instructor feels that there is too much work missing or the submitted work is substandard. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class. An F grade earns 0 units and will be included in the student's GPA calculation.
W	A "W" grade is assigned when a student is dropped from class during the first two weeks. The student can retake the class on a space-available basis without being charged.		
WV	Applies to keyboarding classes and is only to be used in situations where student is attending regularly and physically unable to meet the keyboarding requirement. Student will accrue units but no grade points.		
CR	Credit from prior education when there is an MTI-equivalent course. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CR also applies when a student successfully challenges an MTI course. [ref: Transfer Credit policy]		
CCE	Credit from prior education when there is no MTI-equivalent course. This primarily applies to general education transfer credits that fulfill a GE category requirement. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CCE is also used for Advanced Placement (AP) exam credit. An official AP score report from the College Board must be approved by the Admissions office. [ref: Transfer Credit policy]		
NC	The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course.		
NT	The dean of students will assign an "NT" designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned, and the designation will appear on the official transcript.		
Pass/ Not Passed	'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation.		

Summary of Credits Attempted, Credits Completed and Grade Point Average –

[reference: Satisfactory Academic Progress policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	No	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is an MTI-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no MTI-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

Failing Grades and Restarts

Failing Grades

Any student who fails to complete coursework successfully during a class will receive a grade of 'F' if the instructor feels that there is too much work missing or the submitted work is substandard. A student has the option to drop a class and retake it if he/she is making unsatisfactory progress. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class.

Grade Challenges

Should a student disagree with the grade received for a particular course, the student will have a maximum of one (1) term – or six (6) weeks to submit a formal challenge to the course instructor for a change of grade. Any change of grade must be approved by the department chair and director of education.

Coursework Deadline Extension

An instructor may grant an extension for submission of work not to exceed one (1) week past the required submission of grades for that term.

Class Restart

In order to use a free restart, a student must earn a grade for the class – even if the grade is an 'F'. If a student elects to drop a class after attending into the third week of class, the student is given an "F" for the class and may use one of his/her free restarts to re-take the class at no charge. Restart will affect GPA, hours completed, and hours attempted. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class.



MTI COLLEGE

Satisfactory Academic Progress (Academics)

Policy:

Minimum Requirements

Satisfactory academic progress is comprised of qualitative and quantitative measurements. While students are expected to maintain these standards, exceptions may be made as a result of extenuating circumstances. Students not meeting SAP standards, or granted an appeal, may be dropped from their program and/or lose eligibility for Title IV aid.

- **Qualitative measurement (GPA):** Student must maintain a minimum cumulative grade point average (GPA) of 2.0.
- **Quantitative measurement (Pace):** Student must be on pace to complete his/her program within 150% of the published program length (maximum graduation date).

Qualitative Measure (GPA)

At the end of each grading cycle the dean verifies the GPA for all students to determine whether they are maintaining a minimum 2.0 GPA. An F grade is not considered passing and will not earn credit. Non-credit and remedial courses are not included in the computation of credits earned or GPA. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class. Transfer and challenge credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds.

Summary of Credits Attempted, Credits Completed and Grade Point Average

[reference: Grading System policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	No	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is an MTI-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no MTI-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

Quantitative Measure (Pace)

Students who are scheduled for a full course load based on the established program template and who successfully complete all units attempted within each term can expect to complete their program within the published program length. However, students who successfully complete less than the scheduled number of

units in any given term will experience a delay in their graduation date. In general, students who are scheduled for a full course load and successfully complete a minimum of 67% (two thirds) of units attempted can expect to complete their program within the maximum timeframe as long as they successfully complete any rescheduled courses within subsequent terms.

Students who are consistently scheduled for 67% (two thirds) of the established course load, based on the program template, must successfully complete all units attempted in order to complete their program within the maximum timeframe allowed. The dean will inform the student about the impact a partial schedule will have on his/her graduation date and will remind the student that the length of his/her program cannot exceed 150% of the published program length.

Progress Evaluation

Student progress based on both SAP requirements will be monitored at the end of each grading cycle and a Title IV SAP evaluation will be conducted at the end of each payment period. Students that fail to meet both qualitative and quantitative SAP requirements may be placed into one of the following statuses:

SAP Warning

Students who do not meet both SAP requirements at the end of a grading cycle may be placed on SAP Warning at the discretion of the dean. SAP Warning allows the dean to counsel a student and outline expectations that will allow the student to again meet SAP standards. Students on SAP Warning are considered to be making satisfactory academic progress. Note that SAP Warning is not a required status. The dean may be aware of extenuating circumstances and have a reasonable expectation that the student will meet the minimum SAP standards in the following grading cycle, so will not place the student on SAP Warning. Conversely, the dean may use the SAP Warning status to continue to monitor a student that has recently regained satisfactory progress.

Financial Aid Warning

Students who do not meet both SAP requirements at a payment period checkpoint will be placed on Financial Aid Warning (FAID Warning). While on FAID Warning, the student will be considered to be making satisfactory progress. If the student meets SAP requirements at the end of the payment period, the warning status will be removed and the student will continue to be eligible to receive financial aid. However, if the student does not meet SAP requirements at the checkpoint, they will no longer be eligible to receive Title IV financial aid. If applicable, the dean will notify the student that they may appeal to be placed on Financial Aid Probation (FAID Probation).

Financial Aid Probation

Students on FAID Warning who do not meet both SAP requirements at the next payment period checkpoint may, under certain circumstances, appeal in writing to be placed on FAID Probation and maintain Title IV aid eligibility. If the student meets the requirements at the subsequent payment period checkpoint, the probation status will be removed and the student will continue to be eligible for Title IV aid. However, if the student does not meet both requirements, his/her eligibility for Title IV aid may be terminated and he/she may be dropped from school.

Procedure:

Note: For Paul Mitchell future professionals, the Operations Leader will perform the responsibilities of the dean as outlined below.

The dean will evaluate satisfactory progress for students at the end of each grading cycle. For Paul Mitchell, a SAP evaluation takes place at the completion of 450 and 900 program hours based on federal guidelines. Both SAP standards are checked at each evaluation point:

- Qualitative: verify grade point averages for all students to determine which students are not maintaining a minimum 2.0 GPA.
- Quantitative: evaluate the student's ability to complete the program prior to his/her maximum graduation date. The max grad date can be found in the schedule window of Anthology.

SAP Warning

Students not meeting either of the SAP requirements at the end of a grading cycle may be placed on SAP Warning. A student with this status is considered to be making satisfactory academic progress and is eligible for Title IV aid.

When a student is placed on SAP Warning the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. *The “Academic Probation/Academic Advisory Action Plan” may be used for this.*
- Changes the student’s Anthology status to: SAP Warning

If at the end of a subsequent grading cycle the student meets both SAP standards, the SAP Warning status may be removed. The dean may choose to not to remove this status immediately in order to closely monitor the student’s progress.

Financial Aid Warning

Students not meeting both SAP standards at a payment period checkpoint will be placed on FAID Warning. A student with this status is considered to be making satisfactory progress and is eligible for Title IV aid. This status must remain in Anthology until the next payment period checkpoint (excluding Leave of Absence).

Each week the Student Accounts Coordinator provides a list to the dean of Title IV students who have had funds disbursed after reaching a payment period checkpoint. The dean reviews the list and students who do not meet both SAP standards will be placed on FAID Warning. The Student Accounts Coordinator will also work with the dean to identify students that have reached a payment period checkpoint and have a GPA below 2.0. These students may also be placed on FAID Warning.

When a student is placed on FAID Warning the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. *The “Academic Probation/Academic Advisory Action Plan” may be used for this.*
- In the event the student is already on SAP Warning, the dean may forgo meeting with the student and will send written notification.
- Changes the student’s Anthology status to: Probation/FAID Warning

At the next payment period checkpoint the student will again be on a list provided by the Student Accounts Coordinator.

If the student meets the SAP requirements at this time, the dean informs the student that he/she has met the requirements and will be removed from FAID Warning. The FAID Warning status in Anthology is removed. *Note: return to Attending status can only happen if the SAP concern was **only GPA**. If the student was placed on FAID Warning for **pace** (will not meet “max grad date”) with or without additional issue of GPA, this is not something that can be “met,” so the student will need to move to the appeal process for FAID Probation.*

If the student does not meet the SAP requirements at this time, the student becomes ineligible to receive Title IV financial aid. The dean may allow the student to appeal to be placed on FAID Probation and restore Title IV aid eligibility. *Note: if the student does not improve GPA to 2.0 and/or no longer can reach the new “expected grad date” due to poor performance during this warning period, he/she may be dropped without opportunity for appeal at the Dean’s discretion. If the student is not eligible or permitted to appeal, he/she is no longer eligible to receive Title IV aid and will be dropped from school for failure to maintain satisfactory academic progress. The dean will complete a status update to begin the process of dropping the student.*

SAP Appeal Process

Students on FAID Warning that are not meeting SAP standards at the next checkpoint (on a list from Student Accounts) may be given the opportunity to appeal by the dean. Qualifying circumstances include death in the family, injury or illness, or other special circumstances.

The dean will notify the student in writing and the student will have two weeks to respond. *[the “SAP letter – appeal for probation” form may be used to facilitate this process]* The appeal must explain why the student failed to make satisfactory progress and what has changed that will allow him/her to make satisfactory progress at the next evaluation. The appeal will be evaluated and approved/denied by the dean.

If the appeal is approved, the dean notifies the student and changes the student’s Anthology status to: Probation/FAID Probation.

If the appeal is denied the student will no longer be eligible to receive Title IV aid. Funds disbursed during the appeal period may need to be returned. At this time the dean will:

- Contact the student in writing to let him/her know that 1) his/her appeal has been denied, 2) he/she is no longer eligible to receive financial aid, and 3) he/she will be dropped from school for failure to maintain satisfactory academic progress.
- Complete a status update indicating that the student’s SAP appeal was not received or not approved. This will begin the process of dropping the student.

Financial Aid Probation

A successful appeal, as outlined above, is required for a student to be placed on FAID Probation. While on FAID Probation, the student is considered to be making satisfactory progress and will still receive financial aid. This status must remain in Anthology until the next payment period checkpoint (excluding Leave of Absence).

When a student is placed on FAID Probation the dean:

- Counsels the student and explains what the consequences are if he/she does not return to meeting SAP requirements.
- Discusses expectations with the student and may develop an action plan. *[the “Academic Probation/Academic Advisory Action Plan” may be used for this].*
- The FAID Probation status can be applied for a subsequent term without another appeal however an action plan is required.

At the next payment period checkpoint (unless the program has been completed) the student will again be on a list provided by the Student Accounts Coordinator.

If the student meets the SAP requirements at this time the dean will inform the student and will remove the FAID Probation status in Anthology.

If the student does not meet the SAP requirements:

- The student will no longer be eligible to receive Title IV financial aid.
- The dean will contact the student in writing to let him/her know that 1) he/she failed to meet the SAP requirements, 2) he/she is no longer eligible to receive financial aid, and 3) he/she will be dropped from school for failure to maintain satisfactory academic progress.
- The dean will complete a status update to begin the process of dropping the student.

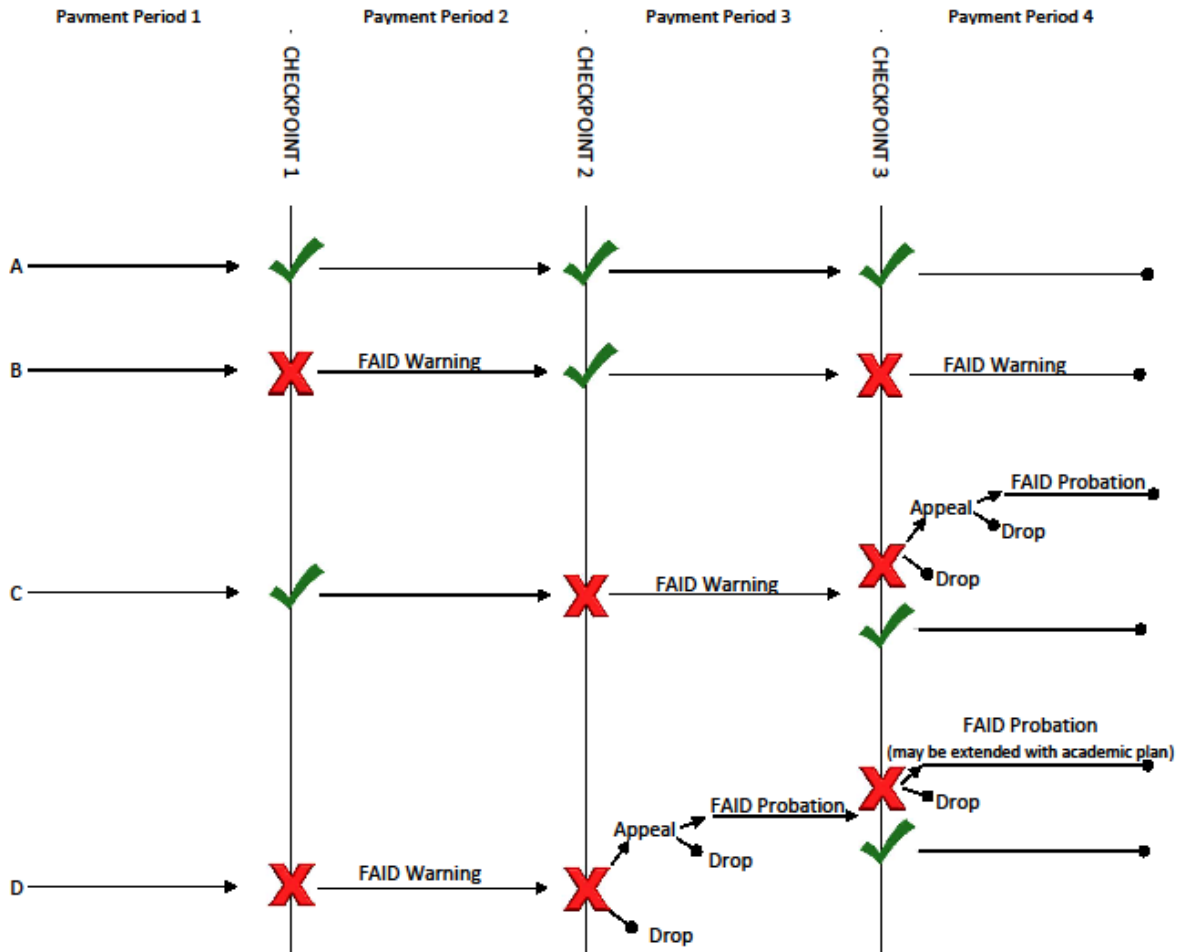
OR

- The dean may allow student to remain on FAID Probation through an additional/final payment period with final updated action plan.

Anthology Student Statuses

Anthology Status	Criteria
SAP Warning	<ul style="list-style-type: none"> • Student not maintaining SAP • Used by the dean to monitor student progress and counsel student accordingly • Eligible for Title IV aid
Probation/FAID Warning	<ul style="list-style-type: none"> • Student not maintaining SAP at a payment period checkpoint • Eligible for Title IV aid
Probation/FAID Probation	<ul style="list-style-type: none"> • Student not maintaining SAP at the payment period checkpoint directly following FAID Warning • Requires successful appeal • Eligible for Title IV aid

SAP Title IV Assessment Cycle Examples



Key:

✓ Meets both SAP standards

✗ Does not meet both SAP standards

Definitions:

Checkpoint End of a payment period. List of students provided to dean by Student Accounts

FAID Warning Not meeting SAP standards at a payment period checkpoint

FAID Probation Still not meeting SAP standards at checkpoint directly following FAID Warning

- FAID Warning and FAID Probation statuses cannot be changed until next checkpoint (except LOA)