



## **SATISFACTORY ACADEMIC POLICY**

THE FINANCIAL AID OFFICE IS REQUIRED BY FEDERAL REGULATIONS TO MAKE CERTAIN THAT STUDENTS ARE MAKING SATISFACTORY ACADEMIC PROGRESS (SAP). YOU ARE REQUIRED TO COMPLETE ALL HOURS IN THE PAY PERIOD, MAINTAIN A C AVERAGE AND HAVE 90% ATTENDANCE PER PAY PERIOD. SAP WILL BE CHECKED BY THE FINANCIAL AID OFFICE AT THE END OF EACH PAY PERIOD.

The Metro Tech District Attendance policy states that “ALL” STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER SEMESTER/PAY PERIOD. **Metro Tech’s attendance policy is ten (10) days per semester/pay period, financial aid/veterans attendance policy is 90% per pay period. Students not maintaining 90% attendance will be placed on warning.**

Students who are absent more than 10% of the career major length will lose financial aid eligibility. Example: a career major is 900 hours  $900 \times 10\% = 90$  hours is the maximum allowed before exceeding the allowable attendance requirement. Make-up time is not used to reduce the total number of absences. A leave of absence may be used to reduce the total number of absences for the entire period of enrollment in a career major (see LOA policy in the student handbook).

Students must be progressing in a positive manner towards the allowable 150% of the program hours. Students must complete at least 67% of the pay period hours in order to not be denied additional aid. Students who have at least 67% of the pay period hours but not 100% of the pay period hours will be placed on warning. Note: No aid can be paid until 100% of the pay period hours are completed. Example:  $450 \text{ hours pay period} = 450 \times 67\% = 301.5$  hours must be completed to not have their aid terminated.

If you have any questions or need additional information, please call Regina Powell at 405-595-4457, Kelly Harjo-Cox at 405-595-4446 or Craig Marable at 405-595-4436. For information or questions about VA attendance please contact Kelly Harjo-Cox at 405-595-4446.

**I HAVE READ AND UNDERSTAND THE ABOVE SATISFACTORY ACADEMIC POLICY.**

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**SIGNATURE OF STUDENT**

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**DATE SIGNED**

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity of each employee, student or person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignments to work tasks, hours of employment, levels of responsibility and pay.