



SATISFACTORY ACADEMIC POLICY

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

Financial Aid/Veterans Benefit recipients Attendance Policy requires a 90% completion rate per a 450-clock hour pay period. Students not maintaining a 90% completion rate within a 450-clock hour pay period will have financial aid SUSPENDED.

The Metro Tech District Attendance policy states that “ALL” STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER PAY PERIOD. Metro Tech’s attendance policy is ten (10) days per pay period, **(this is different from Financial Aid/Veteran requirements, see above).**

Make-up time does not reduce the total number of absences. However, a leave of absence (LOA) may be used to decrease the total number of absences for a payment period. For more details, refer to the LOA policy in the student handbook.

Director’s Exempt (DE) Days

In cases of extenuating circumstances, a Director may request Director’s Exempt (DE) days on behalf of a student. These requests must be approved in advance by the Dean of Instruction. While DE days may excuse the student from regular attendance requirements within the school, it’s important to note that they still count as absences for students receiving Financial Aid (FA) or Veterans Educational Benefits (VA). This may affect a student’s ability to meet the required 90% attendance standard.

If you have any questions or need additional information, please call 405-595-4446 or email: financialaid@metrotech.edu

Student Signature

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.