



SATISFACTORY ACADEMIC PROGRESS 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 maintain a C average and have a 90% attendance rate per payment period. SAP will be checked by the Financial Aid Office at the end of each payment period.

Financial Aid/Veterans Benefit recipients' Attendance Policy requires a 90% completion rate per a 450-clock hour payment period (payment periods may vary based on the program). Students not maintaining a 90% attendance rate and a C average within a 450-clock hour payment period will have financial aid SUSPENDED. All absences and tardies are used to calculate attendance (three tardies equal one absence).

The Metro Tech District Academic Attendance policy states that "ALL" STUDENTS MAY NOT MISS MORE THAN TEN (10) DAYS PER PAYMENT PERIOD. This is different from Financial Aid/Veteran requirements which are based on seat hours instead of days.

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 may excuse the student from regular attendance requirements within Metro Tech. It is 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.

Student Legal Name

Date Signed

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

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