



# MTI COLLEGE

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## **Provisional Student Academics**

### **Policy:**

Students who are new to MTI College (first-time students) or who have not attended MTI within the last seven years are considered new students. New students are given a specified period of time (the “provisional period”) to adjust to the demands of a college environment, to assess if the program rigor meets their expectations, and to ensure that their life circumstance and outside responsibilities will allow for them to be successful at MTI College. This period of time also allows the College to ensure that students have the necessary ability to benefit, have the needed support system to be successful, have the academic support needed (in the form of tutoring or lab periods) to ensure their academic success, and have the drive and determination to graduate.

With the exception of the cosmetology program, the provisional period consists of the first six weeks of attendance. For future professionals in the cosmetology program, the provisional period is equivalent to the length of time spent in CORE.

- A provisional student is defined as 1) a new MTI student who is in his/her first six weeks of attendance (provisional period), or 2) a new Paul Mitchell cosmetology future professional attending CORE (provisional period).
- A provisional student has a CampusVue status of “Enrolled” within the first ten hours of classroom attendance, and “Attending” after the first ten hours of recorded attendance.
- A provisional student will have his/her attendance and progress monitored by the retention committee on a weekly basis.
- A provisional student will not have any financial aid funds disbursed within their first term.
- A provisional student will be considered an active student after completion of the first six weeks of school. CampusVue status will remain as “Attending”.

Each week the retention committee will review the progress of each provisional student based on input from the faculty, the deans, or other sources. The student success coordinator will work with admissions and the deans to provide the support and resources the student needs in order to succeed. This may include coaching, scheduling the student into subject-specific labs, or arranging tutoring or access to other support services.

A provisional drop may occur under one of the following circumstances:

- **College-initiated**  
During the provisional period or at its end, a student who does not appear to be a match for MTI College or its programs and/or does not demonstrate an ability to benefit will be dropped as a provisional drop. The decision not to allow a provisional student to attend beyond the provisional period will be made by the retention committee with input from the faculty, dean, and admissions advisor(s). Please note: An allowance will be made for the student to continue attending into the second term while the student’s grades are pending. This is the only allowance that will be made.

When a provisional student is not allowed to continue, a meeting will be scheduled with the student, student success coordinator and the campus director (or other retention committee

member) to process the provisional drop. The student will be informed prior to the meeting that he/she will need to return all books and supplies that were issued. When the books/supplies are returned and the provisional drop paperwork is signed by the student and the campus representative, the student will be relieved of any financial responsibility to the College.

A future professional who does not successfully complete CORE will be dropped as a provisional drop. In this situation, the future professional will meet with the Paul Mitchell department chair, return his/her kit and learning supplies, and sign the provisional drop agreement. Please note: The future professional's iPad will not be accepted for return unless it is in 'as-new' condition. If it is not accepted for return, the future professional will be responsible for the iPad package cost.

- **Student-initiated**  
A student who drops during the provisional period on his/her own accord is considered a provisional drop. When the student expresses the desire to drop, staff are asked to explain the provisional drop policy to the student and refer him/her to the student success coordinator to begin the process. A meeting will be scheduled with the student, student success coordinator, and the campus director (or other retention committee member) to process the provisional drop. The student will be informed prior to the meeting that he/she will need to return all books and supplies that were issued. When the books/supplies are returned and the provisional drop paperwork is signed by the student and the campus representative, the student will be relieved of any financial responsibility to the College.
- **First-term Leave of Absence**  
A student who takes a leave of absence in his/her first term is considered a provisional drop if one of the following scenarios occurs, 1) the student fails to return from the leave of absence, or 2) the student returns from the leave and fails to complete the term.
- Students who do not follow the above procedures will be subject to collection activities for any items not returned.
- No transcripts will be generated for students who are provisional drops.

Students who are provisional drops are not included in the official retention or graduation calculations of the College.

#### **Procedure:**

Should a provisional student not continue on beyond the provisional period, the following will occur:

- The Provisional Drop Agreement must be completed and signed by the student and the MTI employee conducting the meeting. One copy will go to the student and one will be placed in the student's file. In addition, the Provisional Drop – Reason for Drop form must be completed and signed by the MTI employee conducting the meeting. The completed form will be given to the president for review and then placed in the student's file.
- The dean will circulate a Status Update #4 to the Status Update group in Outlook. Under the comments section it must be noted "Provisional Student Drop".
- The student's CV status will be changed to "Provisional Drop", a status that is not considered in the official retention calculations of the College.
- If the student drops during the first week of the first term, the status will be changed to "Week One Cancel". In addition to new students, this applies to students who are restarting their program and existing students moving on to the second year of a degree program. The Week One Cancel status is not considered in the official retention calculations of the College.
- Any Title IV funds that have been disbursed will be returned, including any loan fees.

- Students who have paid money directly to the College and whose enrollment is terminated under this policy will have that money refunded, less the cost of any books that were issued. Books that are in new condition may be returned to the business office and the corresponding amount will be credited to the account.
- Should a provisional student choose to return to the College as an active student, the student will be charged for the full program and will not be required to retake any courses that were completed prior to the student becoming a provisional drop.