Academic Warning

• As a consequence of failing to meet the standards for Good Academic Standing, students will have their status changed to Academic Warning at the end of the semester being evaluated and will receive written notification from the Registrar.

• Students on Academic Warning will not be restricted in the number of credits that they can take. However, they must achieve a minimum 67% semester completion rate and a minimum 2.0 semester GPA to avoid being placed on Academic Suspension.

• Students on Academic Warning will have their academic status evaluated every semester. Those who meet semester, but not cumulative, standards will continue on Academic Warning.

• Students will return to Good Academic Standing when they meet both semester and cumulative standards.

• Students may not appeal their Academic Warning status.

• Students who fail to meet a minimum 2.0 semester GPA and a minimum 67% semester completion rate will be subject to the following:

Academic Suspension

• As a consequence of failing to meet the semester GPA of at least 2.0 and the semester course completion rate of at least 67%, students on Academic Warning will be placed on Academic Suspension. Students will be notified by the Registrar of their change in status.

• Students also will be notified of the procedures and deadlines to file an Academic Appeal for Reinstatement. All appeals must be in writing.

• The Academic Appeals Committee established by the Vice-President of Student Services will review all appeals for reinstatement. The appeal review process includes a determination of financial aid eligibility.

• Students whose appeals are granted will be placed on Academic Probation with or without Financial Aid.

• Students whose appeals are denied will be suspended and required to sit out of MATC for one semester. To be considered for reinstatement and financial aid eligibility students must file an academic appeal by the deadline established by the Academic Appeals Committee.

Academic Probation

• Upon successful appeal of their suspension status, students will be reinstated with Academic Probation status and will be limited to a maximum of eight (8) counselor approved credits. Students will not be reinstated for the summer session. The program counselor will serve as advisor to students on Academic Probation.

• Reinstated students on Academic Probation who have lost financial aid eligibility must complete a minimum of six (6) college level credits at MATC before they will be reconsidered for financial aid.

• The academic status (cumulative and semester GPA, and cumulative and semester course completion rate) of students on Academic Probation will be evaluated every semester.

• Students on Academic Probation must successfully achieve a 100% course completion rate and a minimum 2.0 GPA each semester to continue at MATC. The consequence of not meeting these requirements is a return to Academic Suspension status.

• Students will return to Good Academic Standing when they meet both semester and cumulative requirements, as defined by the standards for Good Academic Standing.

Faculty Advisors

Students in associate degree and diploma programs are assigned a faculty advisor at registration. Advisors play a key role in providing information to students about the college’s resources. The faculty believes that students and their advisors must work together to assure the student the most rewarding career possible.

Students should meet with their advisor as soon as possible after classes start and continue to maintain communication. Students should meet with their advisor at midterm to preregister for the following semester.

The college will provide counseling services on all campuses during the year to supplement the advising process. Students who are unable to locate their advisor, or who have not yet been assigned an advisor, will be able to receive services through the counseling service area.

Attendance

Research in the field of college retention identifies regularity of class attendance as one of the best predictors of successful course completion.

Instructors are required to take attendance on a daily basis. Regularity of and punctuality in class attendance are expected of all students.

It is the responsibility of instructors to inform students of attendance requirements, and they should be included in each course syllabus.

It is the responsibility of students to discuss absences with their instructors. When an absence occurs, the responsibility for the makeup of the work missed lies with the student.

When a student’s consecutive absences exceed the number of class meetings per week, or on the third consecutive absence in the case of classes which meet once each week, the instructor may:

• Fill out the Instructor Recommended Withdrawal Form.

• Complete the form and retain the yellow copy for his/her records. Immediately forward the original to Registration, Room S115 at the Milwaukee Campus, or the Student Services office at North, South, or West Campus.

When student attendance is sporadic, it is up to the instructor to determine when the student is unable to make up the instruction missed without hindering the instruction of other students in the class.

The instructor may also withdraw a student for any of the following reasons:

• The student fails to meet attendance requirements of licensing agencies.

• The student poses a safety hazard to him/herself or others because of missed instruction critical to safe class or laboratory performance.

• The student is unable to make up instruction missed in a lab/shop class.

• The student has not attended class during the first two weeks of the term.

Withdrawal of the student can be accomplished by following the steps cited above. If an instructor decides to reinstate a student who has been withdrawn from class, he/she should:

• Complete the first two lines of the Instructor Recommended Withdrawal Form;

• Write REINSTATE across the middle of the form and

• Sign the form and send it to the Registration office at the campus.