

14-Day Policy

MTC/MTI has developed a procedure with the intention of complying with the United States Department of Education's regulations for those institutions that are required to take attendance.

All students who are absent to class must justify it within a period not greater than three (3) days after the date of the absence. A student, who is absent for a period of six (6) consecutive days without justification, will be administratively withdrawn. All reasonable efforts will be made for the student to continue with his/her studies.

The Institution considers the following as a justifiable absence:

- Student's illness
- Military service
- Serious illness or death of an immediate family member
- Court and/or government appointments

Procedure to Follow-Up Students' Absences:

The Attendance Officers or assigned personnel to follow-up on students' absences will be allowed access to the Attendance Registry with the purpose of following up on those students that are absent for three (3) consecutive occasions.

After the Counselor and/or person in charge has followed-up on students' that are absent, he/she will refer to the Registrar's Office those students that have confirmed their desire of processing a withdrawal and/or students who have been absent for six (6) consecutive days so that this office can start the administrative withdrawal process.

Once recommended, the administrative withdrawal is processed by the Registrar and/or Registrar Officers to those students that have been absent for six (6) consecutive days without justification. The Registrar's Office will inform the Financial Aid Office within the next five (5) calendar days those students who have been withdrawn and the withdrawals processed during the term required by the United States Department of Education. The student will be notified in writing.