



## **ADDENDUM**

This addendum revises MIAT College of Technology  
Catalog, Volume 12 dated January 4, 2016  
Effective: August 5, 2016

## 25 Academic Policies

### Graduation Requirements

To be classified as a graduate from their program of study, the student must have a minimum cumulative grade point average of 2.3 and have successfully completed all required courses. “Successfully completed” means that a student has received a course grade of 1.7 or higher. Graduates who are free from all indebtedness to the school will be issued a diploma or degree in their program of study.

Graduates who have received their diploma or degree from programs that involve curriculum approved by the Federal Aviation Administration (FAA) must have made up all missed time in such curriculum per class attendance and absenteeism policies in order to qualify for an FAA written, oral, and practical examinations. Graduates with all missed time made up will be issued an FAA Certificate of Completion which is authorization for the graduate to apply to the FAA for testing.

### Class Attendance and Absence Policy

MIAT believes that regular and punctual attendance is important to achieve success in education and careers. Students are expected to notify the school if they must be absent. All absences are recorded; there are no excused absences allowed for programs approved by Texas Workforce Commission.

A student enrolled in a program certificated by the Federal Aviation Administration must make up absences by attending regularly scheduled make-up sessions. The student is charged additional hourly charge for these sessions.

If a student is absent for more than 20% of the scheduled course time hours in any academic quarter or block, they will be placed on probation for the next academic quarter or block. If a student is absent for more than 20% of the scheduled course time hours during the probationary academic quarter or block, they will be withdrawn.

The student must continue in the next scheduled course to be considered active. Failure to return to the next scheduled course of instruction for any reason, may result in the withdrawal of the student from school and the student will be classified as inactive.

Students must attend each scheduled course in their program of study. In the event a student fails to attend their scheduled course, MIAT will make every effort to provide an opportunity for the student to take that course at a later time; however, the appropriate federal and state tuition refund formulas may be applied which could result

in a return of financial aid and/or tuition due from the student.

If a student does not attend or fails to notify the school of their intentions within ten (10) days of their last day of attendance, they will be withdrawn.

### Make-Up Time – Clock Hour Program

It is recommended that all required make-up time be completed prior to entering the next payment period. An excessive accumulation of missed time that is not made up may result in warning and/or suspension of training.

Students must have verification of time missed (either an Absence Verification form for time missed during the current course of instruction or a Detailed Attendance Report for previous courses of instruction) and obtain an complete a Make-Up Receipt prior to making up time. The instructor will check the documentation and issue a project(s) to be completed during the make-up session. It is the student’s responsibility to have the tools and books required for any make-up session. Failure to complete and submit the assigned project(s) will result in no make-up credit.

### Attendance Taking Procedures

Attendance is taken at the beginning of each 50-minute session. Attendance will also be taken immediately prior to lunch and at the end of the day.

### Tardiness Policy

There are several class periods in each regularly scheduled day. It is the student’s responsibility to be in class at the beginning of each period. If a student enters class after the start of any period, the student is considered tardy. Any time lost due to tardiness will be recorded as an absence, and the policy on **Class Attendance and Absence** applies.

### Early Departure from Class

Early departures from any class are counted as periods of time missed. Students are required to notify their Instructor or designated administrator when leaving before the end of the scheduled day by completing the *Request for Early Departure from Class* form.

Students leaving prior to the end of a scheduled class day without submitting the *Request for Early Departure from Class* form, will receive credit for attendance only up to the last verified time of attendance.