

COURSE POLICIES

Academic Program Changes

Students who change their academic program may appeal to have previous program requirements excluded from their program completion requirements.

Prior Courses

All coursework taken at Marine Trades Institute is used to determine a student's Satisfactory Academic Progress status, even if a student did not receive financial aid in the past.

Incomplete Courses

A course for which an Incomplete grade has been assigned will not be counted as a course completed, but will count as an attempted course toward a student's individual completion rate. A student's GPA is not affected by an incomplete grade. When a grade change is made by the Registrar, the Financial Aid Office will receive an automatic notice of the change. Satisfactory Academic Status may be re-evaluated at that time.

Repeat Courses

Students must successfully complete each course with a minimum grade of C (2.0) to move to the next semester. If a student fails to successfully complete a course, the student must retake the course in the next available semester, for an additional expense. Federal aid may be used for repeating the course one time, provided that all other SAP conditions are met.

Repeating a course may raise the student's cumulative GPA, but it will impact the student's quantitative (pace) rate and 110% maximum time frame. All courses repeated and passed will count toward both the total credits attempted and completed rate. Courses repeated and failed will count as attempted but not completed, and will negatively affect a student's GPA, quantitative (pace) rate and will count toward the 110% maximum time frame.

Non-credit Courses & Non-degree Courses

Non-credit courses or non-degree courses are not eligible for federal financial aid and do not count toward the attempted/completed rates.

Summer Semester

The courses are taught as part of a 12-month program consisting of three continuous semesters. Students start the program in the fall and continue for two additional semesters, spring and summer, to complete it.

Transfer Credit

Credits from other institutions are not typically transferred into Marine Trades Institute, as the required coursework is specific to the unique programs at the school. However, if transfer credit is approved, it will be counted toward the program completion rate. Transfer credits that count towards the student's current program must be counted as **both attempted and completed hours** for calculating Title IV, HEA (maximum time frame) eligibility. This includes all hours or credit hours attempted at any other institution whether or not the student received Title IV federal aid.

Course Withdrawals

All course(s) withdrawn from after the refund period will be counted as attempted courses but not completed, and will count toward the pace completion rate (90%) and maximum time frame (110%).