

Advisor Notes:

Student Name: \_\_\_\_\_

Star ID/Student ID: \_\_\_\_\_

Star ID is used to login to computers, access D2L, eServices and Northland email

**Major(s):** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- Complete and submit Change in Student Status form to update major

**Transcript / Review Degree Audit**

- Login to eServices, click on "Academic Records" and select "Degree Audit"
- Your Degree Audit tracks your progress towards graduation. It shows courses completed, in-progress, and incomplete courses needed to complete your degree.
- Transfer student - Check to see that transfer credits are recorded appropriately on your degree audit.

**Developmental Courses (Math and/or English)**

- Developmental courses needed: \_\_\_\_\_
  - A "C" grade or better is required.
  - Math Foundations (MATH 0080) is **NOT** financial aid eligible.
  - Advisor checked Test Tab and Personal Holds

**Academic Requirements**

Cumulative GPA: \_\_\_\_\_ Completion Rate: \_\_\_\_\_

- Students must maintain a cumulative GPA of 2.00 and 67% completion percentage.
- Currently on \_\_\_\_\_ Warning \_\_\_\_\_ Probation (2.5 term GPA & 100% completion)
- Eligibility for financial aid may be at risk if on warning, probation, or suspension.
  - 150% and impact on financial aid eligibility

**Veterans Education Benefits:** Contact the Veterans Certifying Official

**Graduation:** Must complete the [Graduation Application](#) for degree to be conferred. Application deadlines are October 15 and March 1

**Student Responsibility**

- Avoid drop for non-payment! Payments are due by the 5th day of the semester or course registration will be canceled.
  - Have FAFSA on file at Northland, make the appropriate down payment, or have a payment plan in place.
- Tuition Refunds: 100% refund provided only through the 5<sup>th</sup> day of the semester or prior to the 2<sup>nd</sup> class meeting for any class that starts after the first day of the semester. After these dates, refunds are provided only for **total** withdraws per [Policy2090](#).
- If you do not participate within the first 5 days of the semester, you will receive a **FN** grade(s) and will still be responsible for tuition and fees. Sign in to eServices and drop classes timely. A FN will not affect your GPA but will affect your completion percentage.
- Last Day to Withdraw: per student's eServices schedule- 80% of the instructional days of the course have elapsed.
- If you stop attending class and don't withdraw you will receive a **FW** grade(s). This grade calculates as a "F" grade and counts against GPA and completion percentage.

**Bookstore**

- Books may be charged against your student account if you have a FAFSA on file at Northland.
  - Book ordering begins May 1 for Summer, August 1 for Fall, and December 1 for Spring.
- Northwest Technical College-Bemidji, Alexandria Technical College, and/or MinnState partner college online courses
  - Student **must** take separate action to pay tuition and fees directly to the other college through eServices.
  - Books must be ordered directly through the college's website.

**Email:** NCTC student email is our official means of communication; check regularly.

- **Students can login to their email account using [starID@go.minnstate.edu](mailto:starID@go.minnstate.edu)**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Satisfactory Academic Progress (SAP) Policy - Warning and/or Suspension**

The SAP policy has two requirements that students must meet:

- Students must earn an appropriate cumulative **GPA**. For most students this is a 2.00 cumulative GPA or higher.
  - Students who have attempted 5 or less credits may have a 0.00 cumulative GPA.
  - Students who have attempted 6 to 23 credits must have a 1.75 cumulative GPA.
  - Students who have attempted 24 or more credits must have a 2.00 cumulative GPA.
- Students must earn an appropriate **percent of completion**. For most students this is a 67% cumulative percent completed.
  - Students who have attempted 5 or less credits may have a 0% completion rate.
  - Students who have attempted 6 or more credits must have a 67% cumulative completion rate.

**GPA:** Grades are on a point system: A=4 points, B=3 points, C=2 points, D=1 point and F=0 points. Take the grade and multiply it by the number of credits that class is worth: For example, a B is worth 3 points - multiply it by a 3 credit class = 9 GPA points. Divide 9 GPA points by 3 credits (if it's your only class) and your GPA is 3.00.

| Subject   | Class                  | Credits                     | Grade | Credit Earned    | GPA Credit     | GPA Points       |                      |
|---|------------------------|-----------------------------|-------|------------------|----------------|------------------|----------------------|
| BIOL 2252   | Anatomy & Physiology I | 3.00                        | B     | 3.00             | 3.00           | 9.00             | <b>EXAMPLE<br/>1</b> |
| CPTR 1104   | Intro to Computers     | 3.00                        | C     | 3.00             | 3.00           | 6.00             |                      |
| ENGL 1111   | Composition I          | 3.00                        | D     | 3.00             | 3.00           | 3.00             |                      |
| PSYC 1105   | Intro to Psychology    | 3.00                        | F     | 0.00             | 3.00           | 0.00             |                      |
| <b>18 GPA points divided by 12 GPA credits= 1.50 GPA=WARNING and/or SUSPENSION!</b> |                        | <b>12 credits attempted</b> |       | 9 credits earned | 12 GPA credits | <b>18 points</b> | <b>GPA 1.50</b>      |

- FW grades count against GPA and completion rate.
- FN grades do not count in GPA but do count in completion rate.

Check out this link to calculate GPA: <http://www.northlandcollege.edu/admissions/transfer-students/transfer-resources/> scroll down and click on GPA calculator.

**Percent completed:** Earned credits compared to attempted credits must be 67% or higher.

| Subject   | Class                  | Credits                     | Grade | Credit Earned           | GPA Credit    | GPA Points |                      |
|---|------------------------|-----------------------------|-------|-------------------------|---------------|------------|----------------------|
| BIOL 2252   | Anatomy & Physiology I | 3.00                        | W     | 0.00                    | 0.00          | 0.00       | <b>EXAMPLE<br/>2</b> |
| CPTR 1104   | Intro to Computers     | 3.00                        | W     | 0.00                    | 0.00          | 0.00       |                      |
| ENGL 1111   | Composition I          | 3.00                        | A     | 3.00                    | 3.00          | 12.00      |                      |
| PSYC 1105   | Intro to Psychology    | 3.00                        | A     | 3.00                    | 3.00          | 12.00      |                      |
| <b>12 credits attempted divided by 6 credits earned=50%= WARNING and/or SUSPENSION!</b> |                        | <b>12 credits attempted</b> |       | <b>6 credits earned</b> | 6 GPA credits | 24 points  | <b>GPA 4.00</b>      |

- How can I get A's, be a 4.00 student, and still go on Warning?!? By withdrawing from too many classes and falling below 67%!*
- Calculations are not rounded up, so 66.6666% is considered not meeting the 67% completion requirements.*

**W - Withdrawal:** There may be many reasons for withdrawing from a course. Visit with an academic advisor or counselor to discuss options prior to withdrawing. Withdraws must be completed by the date indicated in eServices. Withdraw grades do not lower GPA.

**Warning:** The first time your overall GPA falls below 2.00 **AND/OR** your cumulative completion rate falls below 67%,

- YOU ARE STILL ALLOWED TO REGISTER FOR CLASSES**, however, to avoid suspension at the end of the term:
  - You need to raise your cumulative completion rate to 67% or higher **AND**
  - Raise your cumulative GPA to 2.00 or higher.

**Suspension:** While on warning, if you do not earn a cumulative 2.0 GPA and/or 67% completion rate or higher you will be suspended.

- Suspension terms are one calendar year.
- Students returning after suspension should not assume that financial aid will be reinstated. An approved financial aid appeal is required for financial aid to be reinstated.**

**Appeals:** You may appeal suspension if you have extenuating circumstances. Extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. Documentation of the extenuating circumstance must be submitted with the appeal.

**Notifications are sent to your Northland email at the end of the semester if you are on a warning or suspension status. This information can also be found on your eServices Dashboard.**

**Please contact the Financial Aid office to determine eligibility for financial aid.**