



Northern Marianas College Procedure

Procedure No.: 4012.1 Procedure Title: Academic Probation and Suspension
 Issuing Date: 4/8/14 Adoption Date: _____ Effective Date: _____
 Office of Origin: Office of Admissions & Records
 Procedure Approval Authority: President *[Signature]* 9/24/14
 Board Policy No. associate with this procedure: 4012
 This Procedure Supersedes/Replaces: Procedure in 2013-2014 Catalog

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The purposes of this procedure are to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take necessary steps to improve their academic performance.

Areas of Responsibility Office of Admissions & Records

Procedure details

1. For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

- Academic Warning
- Academic Probation
- Academic Suspension
- Academic Dismissal

Definitions:

Term - all academic sessions/semesters, including but not limited to: fall, intersession, spring and summer.

Regular term - fall or spring semesters.

GPA - grade point average earned at Northern Marianas College.

Term GPA – grade point average earned in a single term.

CGPA – cumulative GPA. Grade point average earned from all college-level coursework.

2. ACADEMIC WARNING

A student shall be placed on Academic Warning for the following term if, during the term, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Warning shall be restored to good academic standing if, during the term the student is on Academic Warning, he/she earns a term or cumulative term or cumulative GPA of 2.0 or higher and passes 67% of the total credits for that term.

A student shall remain on Academic Warning status if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Warning is prohibited from taking more than 13 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with a counselor to discuss courses to be taken.

3. ACADEMIC PROBATION

A student shall be placed on Academic Probation if, during the term the student is on Academic Warning, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student on Academic Probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he/she earns a term or cumulative GPA of 2.0 or higher.

A student shall remain on Academic Probation if either—but not both—term or cumulative GPA is below 2.0.

A student on Academic Probation will be required to meet with a counselor to discuss and secure approval for courses to be taken that semester. As a general rule, a student on probation may not register or add/drop courses until he/she meets with a counselor.

A student on Academic Probation is prohibited from taking more than 13 credits during the term he/she is on Academic Probation. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for campus employment for that term.

4. ACADEMIC SUSPENSION

A student shall be placed on Academic Suspension the following regular academic term if, during the term the student is on Academic Probation, the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any intervening intersession and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the suspension period and will be readmitted on Academic Probation status. If, however, during the probationary term, the student fails to earn a

term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term, the student will be placed on Academic Dismissal.

5. ACADEMIC DISMISSAL

A student readmitted to the College on Academic Probation following an Academic Suspension shall be placed on Academic Dismissal if the student fails to earn a term or cumulative GPA of 2.0 or higher, or fails to complete at least 67% of the total credits for that term.

A student placed on dismissal is prohibited from enrollment in any credit courses offered by the College for two regular terms and any intervening winter and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be de-registered from their Northern Marianas College classes. The student will receive a 100% refund of tuition and fees.

The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation status.

6. The College shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

7. When a student has been placed on Academic Probation, Academic Suspension, or Academic Dismissal, such action shall be permanently indicated on the student's academic (transcript) record.

8. A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status may appeal such action by filing a written appeal with the Dean of Student Services or designee no later than 20 working days after the date of the written notice.

The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Student Services or designee on the appeal shall be final.

9. When an "I" (incomplete) grade is assigned to a student at the end of the semester deadline, the "contingency" grade submitted by the instructor will be used to calculate GPA.

10. In computing GPAs for purposes of this policy, the College's grading system shall be observed. Courses for which "NP" grades are received shall be considered as failing.

Term or cumulative GPAs will be calculated after repeated courses have been noted on a student's academic record. The most recent repeated course grade will be used in calculating a student's term or cumulative GPA.

References:

September 5, 2014 College Council Recommendations:

1. Adopt as presented with changes to align with 4013.1 Financial Aid (Title IV) procedure on financial aid probation and suspension conditions.

