



What procedure is followed if I do not make sufficient progress toward a degree or certificate?

• Initial Notification

If you complete 85% of the credits required for your degree or certificate program, you will receive a letter that encourages you to meet with a faculty advisor, academic advisor, counselor, or specific program advisor/coordinator to develop an educational plan for completion.

• First Warning - Contract for Completion

If you complete 125% of the credits required for your degree or certificate without receiving your degree/certificate, you will be notified that a hold has been placed on your registration pending a meeting and development of a plan for completion with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator.

• Second Warning – Specific Action

If you complete 150% of the credits required to complete your program, you will be barred from taking any courses other than those required to complete your program.



Do the Student Progress Policy and Procedures apply to grades and credits transferred to North?

The policy and procedures only apply to grades and credits taken at North. They do not apply to credits transferred to North.



Do the Student Progress Policy and Procedures apply to students who receive multiple degrees or certificates from North?

Students who receive multiple degrees or certificates at North will be reviewed for exception. Questions should be directed to the Advising Center and/or your program advisor/coordinator, if you are involved in the Culinary Arts, Child and Family, or Health Medical programs.



What services and resources are available to help improve my academic performance?

Services and resources include:

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| Advising Center | 527-3658 |
| Counseling | 526-3676 |
| Disability Services | 527-3697 |
| Financial Aid | 527-3688 |
| International Student Services | 527-3672 |
| Math & Science Tutoring | 527-3746 |
| Multicultural Student Services | 527-3698 |
| Veteran's Services | 527-3799 |
| Women's Services | 527-3696 |
| Writing & Language Tutoring | 526-0078 |

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| Culinary Arts | 527-3779 |
| Child & Family Education | 527-3783 |
| Health and Medical Education | 527-3990 |

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North Seattle Community College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.

North Seattle Community College's Student Progress Procedures



Helping You Stay on Target for your Future



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The Washington State Legislature passed legislation in 2003 requiring all of the state's public colleges and universities to develop policies to ensure students complete degree and certificate programs in a timely manner.

This policy requires you to make satisfactory academic progress while enrolled at the Seattle Community Colleges. Satisfactory progress means that you are passing and completing your coursework and educational programs.

You will be contacted by college personnel, if:

- You do not maintain a 2.0 grade point average.
- You have a pattern of not successfully completing at least 75% of your courses each quarter.
- You have taken more than 125% of the number of required credits for your associate's degree or certificate program, but have not yet completed the program.

Which students do the Student Progress Policy and Procedures affect?



The policy to maintain a minimum grade point average applies to all students. The other two policies (credits earned/credits attempted and degree/certificate completion) apply to students who are enrolled in degree or certificate programs.

What procedure is followed if I do not maintain a 2.0 grade point average?



• First Warning – Academic Alert

If your cumulative grade point average (GPA) drops below 2.0 for the first time you will be sent a letter that encourages you to meet with a faculty advisor, academic advisor, counselor, or specific program advisor/coordinator.

• Second Warning – Academic Probation

If your cumulative GPA is below 2.0 for the past two quarters attended and you do not achieve a 2.0 GPA, you will be notified that a hold has been placed on your registration pending the development of a student success plan with a faculty advisor, academic advisor, counselor or specific program advisor/coordinator.

• Third Warning – Academic Suspension

If your cumulative GPA is below 2.0 for the past three quarters attended and you do not achieve a 2.0 GPA for the current quarter you will be suspended for at least four consecutive quarters. You will be sent a letter notifying you of the terms of your suspension and the appeal process. A hold is placed on your registration.

What procedure is followed if I fail to complete at least 75% of my credits each quarter?



• First Warning

If you fail to complete 75% of the credits attempted for a second time within a 12-quarter period, you will be sent a letter that provides information on support services, explains the consequences of not completing 75 % of credits attempted during a given quarter, and encourages you to meet with a faculty advisor, academic advisor, counselor, or program advisor/coordinator.

• Second Warning

If you fail to complete 75% of the credits attempted for a third time within a 12-quarter period, you will be notified that a hold has been placed on your registration pending a meeting and the development of a student success plan with a faculty advisor, academic advisor, counselor or program advisor/coordinator.

• Third Warning – Suspension

If you fail to complete 75% of the credits for a fourth time within a 12-quarter period, you will be suspended for one quarter. You may appeal the suspension through the Academic Appeals Committee. You may apply for readmission following the, one-quarter-suspension period.

Want to know more?

Full information on the state law, policy, and procedures can be found at northseattle.edu/enroll/admit/policy/progress.htm.