

Academic Affairs & Standards Committee

May 09, 2018 1 -- 4 pm
EGF 292, TRF 461B

Present: Andy Mueller, Lisa Bottem, Brian Huschle, Joel Zeigler, Carey Castle (Jodi Stassen), Lynette Neppel (Stephen Nelson), Jack Haymond, Brian Suckow, Mary Fontes, Mike Curfman, Erin Almlie, Curtis Zoller, Karl Orhn
Absent: Jim Retka, Don Fischer, Kari Koenig,

Approval of Minutes

The April minutes were approved as recorded.

Program Changes

Vote	Program	Discussion

Course Changes

Vote	Course	Discussion
Approved	HPER 1188 Clay Target 1 cr 1/0/0	New course
Approved	RADT 1110 Intro Rad Tech/Patient Care 3 cr 3/0/0	Update learner outcome
Approved	RADT 1119, 1128, 1138, 2218, 2228	Update learner outcomes for all clinical courses

Program Specific Requirements (Standing Agenda Item)

Physical Therapist Assistant AAS 72 cr EGF

5. TEAS V for Allied Health (AH) can be taken a maximum of two times per academic year (defined as August through July). Adjusted individual total score of at least 58%. [FAQ about TEAS V for AH and program admissions.](#)

Change in program admission requirement: Increase in minimum TEAS composite score for program admission from 58% to 62%.

This would be for admissions starting in Fall 2019, and the program would allow students to be accepted with the prior standard through September 30th, 2018.

Curriculum Handbook -- Equity & Inclusion Plan

No update.

Policy and Procedures

Andy forwarded the policies and procedures from Karl Ohrn. See attachments for details:

3070 – Satisfactory Academic Progress – approved with suggested changes.

3072 – Academic Dishonesty – will be reviewed next year.

3080 – Program Assessment – approved with suggested changes.

3090 – Grading – approved with suggested changes.

3120 & 3120P – Transfer of Credit – approved with suggested changes.

3200 -- Copyright -- approved with suggested changes

3280 -- Fresh Start -- approved with suggested changes.

3430 – Grade Appeal – approved with suggested changes.

2018-19 Meeting Schedule

Day	Date	Time	Location
Tuesday	September 11	1 – 4 pm	290, 662, AC15
Wednesday	October 10	9 am – 12 pm	EGF 290
Tuesday	November 13	9 am – 12 pm	290, 662, AC15
Wednesday	December 12	1 – 4 pm	290, 662, AC15
Thursday	January 10	1 – 4 pm	290, 662, AC15
Tuesday	February 19	1 – 4 pm	290, 662, AC15
Wednesday	March 20	1 -- 4 pm	290, 662, AC15
Tuesday	April 23	9 am – 12 pm	290, 662, AC15
Wednesday	May 8	1 – 4 pm	290, 662, AC15

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3070 SATISFACTORY ACADEMIC PROGRESS

Introduction

Standards of academic progress are established to require students to progress satisfactorily and timely toward the completion of their degree, diploma or certificate. Additionally, federal regulations require that recipients of federal and/or state financial aid make satisfactory academic progress towards a degree, diploma or certificate to remain eligible for aid. In compliance with federal regulations, the college has established and will apply the following standard of academic progress to all students. The qualitative and quantitative standards of this policy are cumulative and include all periods of enrollment, whether or not a student received financial aid. The registrar's office is responsible for implementing and monitoring the satisfactory academic policy.

Students are responsible for their academic progress and for seeking assistance when experiencing academic difficulty. Students are encouraged to work closely with an advisor or a counselor to ensure that they are successfully completing graduation requirements and maintaining satisfactory progress.

Qualitative Measure (GPA)

All students are required to maintain the following minimum GPA levels:

<u>Cumulative Registered Credits</u>	<u>Minimum Required GPA</u>
0 – 5	0.00
6 – 23	1.75
24 and above	2.00

Grades of A, B, C, D, FW, and F shall be included in the GPA calculation.

Quantitative Measure (Completion Percentage)

All students are required to complete the following minimum percentages of cumulative attempted credits:

<u>Cumulative Completion Credits</u>	<u>Minimum Required Completion</u>
0 – 5	0%
6 or more	67%

Successfully completed credits include A, B, C, D, P, and CR.

Maximum Time Frame

Students whose cumulative attempted credits exceed 150% of the credits required to complete their intended degree, diploma or certificate are not eligible for financial aid. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculations. Maximum time frames for students pursuing double majors, students enrolled in consecutive programs or with previous degrees may be based on specific curricular requirements.

Evaluation Period

Satisfactory academic progress will be evaluated for all students with registered credits at the end of each semester; fall, spring and summer. Any non-standard session courses shall be evaluated during the semester in which they are transcribed. Programs less than one year in length will be evaluated at the end of the payment period.

Failure to Meet Standards

Warning Status: If at the end of the semester, a student has not met either the required cumulative GPA standard and/or required cumulative completion percentage standard, the student shall be allowed to enroll and retain their financial aid eligibility under **warning status** for one semester. Students on warning status are encouraged to meet with an advisor or counselor and complete an Academic Improvement Plan at the beginning of the warning term of enrollment. This document will be placed in the student's file.

Reinstatement of Students on Warning Status: If at the end of the warning period a student who has been on warning status has met both the colleges cumulative GPA and cumulative completion percentage status, the college shall end the student's warning status.

Suspension for Students on Warning Status: A student on warning status who fails to meet the required cumulative GPA and/or cumulative completion percentage, shall be placed on suspension immediately upon completion of the evaluation. All suspensions will be one calendar year in duration. Students returning after a period of suspension are eligible to be readmitted and will be placed on probation. Probation students will be required to complete an Academic Improvement Plan prior to registration. Requirements of the Academic Improvement Plan will include earning a term GPA and/or term percent of completion higher than the college's cumulative requirements. Students returning after a period of suspension should not assume that financial aid will be reinstated. An appeal to the financial aid office will be required.

Suspension at another college or university (Minnesota State or non-Minnesota State)

Students with satisfactory academic progress standings from another college or university are subject to the following standards:

- Students with a suspension status from another college or university that has not expired must have an approved appeal to enroll at the college
- Students with a suspension status from another college or university that has expired will be eligible to enroll on a probation status. These probation students will be subject to the same requirements an NCTC student on probation is subject to, including the completion of an Academic Improvement Plan and earning a term GPA and/or a term percent of completion higher than the college's cumulative requirements.

Financial Aid Suspension of Students

Maximum Time-Frame Failure: If at the end of the evaluation period a student has failed to meet the maximum time frame measurement, the student shall be suspended from financial aid eligibility immediately upon completion of the evaluation.

Suspension for Extraordinary Circumstances: The college may immediately suspend students from financial aid eligibility in the event of extraordinary circumstances which may include but are not limited to the following:

- i. reinstated students whose academic performance falls below acceptable standards during a subsequent semester;
- ii. students who register for courses and receive financial aid, but do not attend classes; and
- iii. students whose attendance patterns appear to abuse the receipt of financial aid.

Suspension for Inability to Meet Program Requirements within the Maximum Time Frame: If at the end of any evaluation period the college determines that it is not possible for a student to raise their GPA or course completion percentage to meet standards before the student would reach the end of the program for which he or she is receiving financial aid, the college shall suspend the student from financial aid eligibility immediately upon completion of the evaluation.

Appeals for Reenrollment

Any student who has been suspended from enrollment due to failure to make satisfactory academic progress may appeal their ability to enroll in courses based on documented unusual or extenuating circumstances which may include but is not limited to death of a relative, illness, hospitalization, or injury of the student by using the college Academic Appeal Procedure. The student must complete the Appeal Form accurately and submit the form to the campus registrar. The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester. If the student wants to present their case in person to the Academic Appeal committee, they must notify the campus registrar of that decision at the time the appeal is submitted.

An appeal may be approved only if the college:

1. Has determined that the student has documented unusual or extenuating circumstances and should be able to meet satisfactory academic progress standards at the end of the next evaluation period; or
2. Develops an academic improvement plan with the student that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The academic improvement plan must include term standards of GPA and/or percent of completion that are higher than the institution's cumulative standards.

The academic improvement plan may include but is not limited to the following:

- i. a restriction on the number of credits;
- ii. a requirement that certain courses be taken;
- iii. a requirement regarding class attendance;
- iv. a requirement that scheduled meetings occur with a counselor or advisor to review student progress.

The Academic Appeal committee will notify the student of the outcome in writing. Notification of approved appeals must include the standards that the student is expected to meet or the academic improvement plan that the student is expected to complete. Notification of denied appeals must describe the reason(s) for the denial and the institution's process for appealing that denial according to NCTC Student Complaints and Grievances procedure 3240P. A separate process exists to appeal for reinstatement of financial aid. This process is explained below.

Probationary Status:

A student who has successfully appealed must be placed on probation for one semester. If at the end of the next semester, a student on probation status:

1. Has met the college's cumulative GPA and cumulative completion percentage standards, the student will regain enrollment and financial aid eligibility.
2. Has not met the college's cumulative GPA and cumulative completion percentage standards, but has met the conditions specified in the student's academic improvement plan, which includes a GPA and/or percent of completion higher than the college's cumulative standards, the student shall retain probationary status for a subsequent evaluation period.
3. Has not met the college's cumulative GPA and cumulative completion percentage standards and has also not met the conditions specified in the student's academic improvement plan, the student shall be re-suspended immediately upon completion of the evaluation.

Appeal for Reinstatement of Financial Aid

Any student who has been suspended from financial aid may appeal their ability to receive financial aid directly to the financial aid director by using the Appeal/Petition for Reinstatement of Financial Aid Form. The student must accurately complete and submit the form with supporting documentation and an Academic Improvement Plan to the financial aid office. The financial aid office will log the appeal and submit to the financial aid director for review. The financial aid director must notify the student of the outcome in writing. Neither paying for their own classes nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility. Students whose financial aid eligibility has been suspended may regain their eligibility only through this appeal process or when they are again meeting the college's financial aid satisfactory academic progress GPA and completion percentage standards.

Appeals may be granted in situations that demonstrate unusual or extenuating circumstances. Unusual or extenuating circumstances may include but are not limited to the following: death of a relative, illness, injury, or hospitalization of the student. It is required that students attach appropriate supportive documentation, such as doctor's statements to their form.

Commented [K01]: Change from "will" to "may."

The student shall submit, as part of the appeal, information regarding why the student failed to make satisfactory academic progress, and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next semester.

An appeal may be approved only if the financial aid director:

1. Has determined that the student should be able to meet satisfactory academic progress standards at the end of the next evaluation period; or
2. Reviews the Academic Improvement Plan that was developed with an advisor or counselor, and if followed, ensures that the student is able to meet satisfactory academic progress standards by a specific point in time. The academic improvement plan must include term standards of GPA and/or percent of completion higher than the institution's cumulative standards.

Notification of approved appeals must include the standards that the student is expected to meet or the academic improvement plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period. Notification of denied appeals must describe the reason(s) for the denial and the college's process for appealing that denial.

The initial consideration of an appeal must be undertaken by the Director of Financial Aid or a designee. If an initial appeal is denied by the Financial Aid Director or designee, the student may appeal the initial decision by using the college Appeal/Petition for Reinstatement of Financial Aid Form within ten days of receiving the

financial aid director's decision. The student must complete the Appeal/Petition for Reinstatement of Financial Aid Form accurately and submit the form and any additional required documentation to the campus registrar; the student must attach a copy of the denied appeal/petition for reinstatement of financial aid; if a student wants to present their case in person to the Vice President of Academic and Student Affairs and the Dean of Student Affairs, they must notify the campus registrar of that decision at the time that the appeal is submitted. The Vice President of Academic and Student Affairs must notify the student of the joint outcome in writing and must include the standards that the student is expected to meet or the academic plan that the student is expected to complete in order to retain financial aid eligibility at the end of the next evaluation period.

The decision of the Vice President of Academic and Student Affairs and Dean of Student Affairs is final and binding.

Financial Aid Appeal/Petition for Maximum Timeframe

Students who have reached the maximum timeframe for financial aid and who have only a few courses left to complete their degree, diploma, or certificate may petition to have the suspension lifted for ONLY the courses needed to finish that degree, diploma, or certificate. To file an appeal for maximum timeframe suspension, a student must meet with an advisor to complete an academic improvement plan. The academic improvement plan must outline the courses needed for completion and a completion date. Students must submit a copy of the academic improvement plan along with the Appeal/Petition for Reinstatement of Financial Aid form and any other supporting documentation to the financial aid office for review. If approved, the student's financial aid will cover only the courses related to completion of the degree, diploma, or certificate. Financial aid appeals submitted without required documentation will be denied.

Notification of Status

NCTC shall notify a student in writing any time the student is placed on warning, suspension or probation status.

1. Notification of warning – The College shall notify a student in writing any time the student is placed on warning status, and shall inform the student of the conditions of that warning status.
2. Notification of suspension – The College shall notify a student in writing any time a student is placed on suspension status, and shall inform the student of their right to appeal the suspension.
3. Notification of probation – The College shall notify a student in writing any time a student is placed on probationary status, and shall include the standards the student is expected to meet or the academic improvement plan the student is expected to complete at the end of the next evaluation period.

Treatment of Grades

Earned Credits: Successfully completed credits that count toward the required percentage of completion. Earned credits include only A, B, C, D, and P (pass).

Completed Credits: Credits that include A, B, C, D, F, FW (unofficial withdraw), P, and CR. They do not include FN (failure for non-attendance), I (incomplete), W (withdraw), AU (audit), NC (no credit), Z (grade not yet entered), or drops (classes dropped during the drop/add period). Completed credits may qualify for retroactive payment of financial aid.

Successfully Completed Credits: Credits for which a student receives a letter grade of A, B, C, D, and P are included in the calculation of cumulative completion percentage of credits successfully completed.

Credits Attempted But Not Successfully Completed: Credits for which a student receives a letter grade of I, NC, W, FN, FW, F, and Z shall be treated as credits attempted but not successfully completed. Audited courses (AU) are not counted as credits attempted.

Incompletes: A grade of incomplete (I) may be assigned at the discretion of an instructor only in extenuating circumstances. An incomplete grade is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. Students interested in an incomplete grade must complete the "Request for Incomplete" form and submit it to the instructor for consideration. Instructors are responsible for deciding if it is appropriate and feasible to approve a request for an incomplete. An incomplete grade is a temporary grade and will automatically become an "F" grade at the end of the next term (includes summer), if requirements have not been satisfactorily met by the student. Instructors have the option of setting a completion date earlier than the end of the next term.

Grade Point Average (GPA): GPA is the quotient of the student's grade point total divided by the grade point credits. "P" does not carry a grade point value and as such is not calculated in the GPA. A "P" will neither raise nor lower a student's GPA. However, "P" counts toward registered and completed credits.

Grade Points: A letter grade is assigned at the end of the semester for each course in which the student is enrolled. A grade point value for each credit in the course is assigned to each letter grade. Only grades of A, B, C, D, FW, and F carry grade point value and shall be included in the GPA calculation.

Grade Point Total: The sum of grade points earned as determined by multiplying the grade point value of the grade by the number of course credits.

Fresh Start (Academic Amnesty): Credits for which students have been granted a Fresh Start (Academic Amnesty) shall be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress.

Audited Courses: Audited courses (AU) are not funded by financial aid and are not included in any financial aid satisfactory academic progress measurements.

Consortium Credits: Credits for which a student is registered at another college which are accepted for the purposes of processing financial aid are to be included for purposes of calculating satisfactory academic progress (cumulative GPA, completion percentage, and maximum time-frame calculations).

Remedial/Developmental Courses: Credits awarded for remedial or developmental course work (below 1000/100 level) shall be included in the qualitative and quantitative percentage measurement of satisfactory academic progress. Students may receive financial aid for these credits up to a maximum of 30 semester credit hours. Up to 30 remedial and developmental credits shall be excluded from maximum time frame calculation.

Repeated Courses: A student may repeat a course no more than two (2) times unless otherwise defined by program requirements. Repeating a course will not remove previous attempts from the student's transcript. The best grade will become the grade calculated for GPA purposes. All repeated credits are included in the completion percentage calculation for satisfactory academic progress and are taken into consideration when calculating maximum time frame. A student shall not be permitted to receive financial aid for more than one repetition of a previously passed course. In order for repeated courses to be calculated into a student's GPA, a passing grade must be earned. Repeating a course will not remove previously posted Satisfactory Academic Progress notations on the student's transcript.

Commented [K02]: Sentence revised to read as indicated. Some programs don't allow two repeats of a particular course.

Transfer Credits: Transfer credits are credits earned at another college which are accepted by NCTC.

Transfer credits accepted by NCTC and applied to the student's program requirements shall be counted as credits attempted and completed for calculation of cumulative completion percentage. Grades associated with these credits shall not be used in calculating cumulative GPA. Transfer credits will be counted when calculating the 150% timeframe if the credits apply towards the student's current degree, diploma, or certificate.

Withdrawals: Credits for which a grade of "W" is received are considered attempted credits but not successfully completed credits for the purpose of monitoring satisfactory academic progress. A "W" does not impact GPA, but does negatively impact the cumulative completion percentage.

Date of Implementation:

Date of Adoption: **6/2/04**

Date & Subject of Revisions: **AASC Approved 5/9/06; Executive Council Approval 5/18/06;
Revision based on Minnesota State Changes, First Read AASC
11/15/06; Rev.5/23/07 requested by Financial Aid; Rev. 2/1/08;
Rev. 2/29/08; AASC Approval 4/7/08; Rev. Position Titles 6/9/08**

12/16/08 Revised

03/26/10 Revised

04/06/10 AASC 1st Read

04/22/10 Revised with recommendations

Approved AASC 2nd Read

05/24/10 Cabinet Approval

*12/02/10 Made change to title of form; Student Appeal/Petition to Student
Appeal*

04/29/11 Updated

05/20/11 Revised

06/09/11 Cabinet Approved

11/09/11 System Change

03/19/12 Revised (FN and FW additional revisions)

04/17/13 Revised

03/25/14 Revised

05/22/14 Cabinet Approval

03/17/15 Revised

04/08/15 AASC Approval

03/23/16 Revised

04/12/16 AASC Approval

03/31/17 Revised

04/04/18 Revised

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3072 ACADEMIC INTEGRITY

Violations to academic integrity refer to misconduct related to academic assignments or examinations, plagiarizing, or other misconduct directly related to the academic learning experience. NCTC rejects all forms of academic misconduct which include but are not limited to, cheating, plagiarism, collusion, fabrication, and sabotage.. Academic Procedure 3072P describes examples of misconduct in greater detail.

Commented [K03]: 4-23-18 ASA Meeting discussion: First and last sentences revised as indicated.

Cheating includes but is not limited to:

- Copying from another student's test or any other assigned work.
- Using unauthorized materials or equipment during a test.
- Collaborating with any other person on academic work without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting, in whole or in part, the contents of a test or other assigned work.
- Bribing or coercing any other person to obtain tests or information about tests.
- Substituting for another student, or permitting any other person to substitute for one's self.
- Cooperating or aiding in any of the above.

Commented [K04]: 4-23-18 ASA Meeting discussion: Consensus is that content from this point forward will be moved to 3072P.

Plagiarism occurs when any portion of another person's work is presented as one's own without properly acknowledging the original author. With the exception of common knowledge, students are responsible for crediting all sources of information.

Collusion occurs when one knowingly helps another person commit academic misconduct.

Fabrication means the known use of false or invented information in academic work.

Sabotage occurs when one purposely sets out to undermine the academic work of another student or an instructor.

The college responds to academic misconduct cases in accordance with policies and procedures set by the Minnesota State Board of Trustees, Student Code of Conduct, and NCTC.

An instructor who suspects that a student has committed academic misconduct must meet with the student to discuss the matter. The instructor must advise the student of the alleged misconduct and review the information supporting the allegation. If the instructor, after meeting with the student, determines that the student engaged in the alleged misconduct, the instructor will inform the student about the decision and academic sanction imposed. The instructor may impose one or more of the following sanctions:

- 1) assign a lower grade or score to the paper, project, assignment, or test involved in the act of misconduct,
- 2) require the student to repeat or resubmit the paper, project, assignment, or test involved in the act of misconduct,
- 3) assign a failing grade for the course, or
- 4) recommend that the student withdraw from the course.

Commented [CC5]: This section requires discussion in detail before moving forward. I set this part up as point of departure for the discussion

Reports of academic dishonesty are filed with and reviewed by the designated campus Academic Affairs Administrator.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: 6/8/05 – Language consistency 1/9/06 – Moved from Student Policy #2120 to Academic Series

Date & Subject of Revisions: 5/9/06 AASC Approved; 5/18/06 Executive Council Approval

12/16/08 – Revised

03/26/10 – Reviewed

03/01/11 – Revised

03/05/12 – Reviewed

03/04/13 – Reviewed

04/07/14 – Reviewed

02/03/15 – Revised

04/08/15 – AASC Approval

02/23/16 – Revised

03/17/17 – Revised

04/04/18 -- Revised

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3080 PROGRAM ASSESSMENT

Each academic program shall be reviewed on a periodic basis to ensure that it:

- meets the needs of students, business and industry;
- meets the requirements of transfer institutions;
- provides high quality instruction;
- avoids unnecessary duplication;
- is consistent with degree and program definitions in Minnesota State Policy;
- is cost effective; and
- is consistent with the College's mission.

Program review should be based on current assessment practices and data collection developed and overseen by the Academic Program Review committee. This process will incorporate best practices for curriculum development and revision and can be referenced in the “Five-Year Program Review” document and the Curriculum Handbook.

Each program has identified program outcomes and/or competencies that students are expected to meet in order to graduate. Students are assessed:

- to evaluate program effectiveness by reviewing graduate performance.
- to ascertain from employers that graduates are able to perform program outcomes.

Program outcomes are developed by program faculty and are validated by industry.

Program assessments will be based on program outcomes. Curriculum and evaluation of students are the responsibility of the faculty. Program assessment should include both direct and indirect assessment of student achievement.

Date of Implementation:

Date of Adoption: 6/2/04

Date & Subject of Revisions: AASC Approved 5/9/06; Executive Council Approval 5/18/06

12/16/08 Reviewed

03/26/10 Reviewed

03/1/11 Reviewed

03/05/12 Reviewed

03/30/13 Reviewed by APR committee

03/25/14 Reviewed

02/03/15 Reviewed

02/23/16 Reviewed

04/19/17 Reviewed by APR Committee

04/04/18 Revised

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3090 GRADING

Northland Community and Technical College (NCTC) uses letter grades to document student academic achievement.

Letter grades to document student academic achievement are as follows:

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

FN = Failure for Non Attendance

FW = Unofficial Withdraw

P = Pass

NC = No Credit

CR = Credit by Exam

AU = Audit

I = Incomplete

Z = In Progress

W = Withdraw

R = Repeat

GH = Grade Held (specific to the Aviation Program and no longer used)

GRADE POINT AVERAGE CALCULATION

Academic progress will be evaluated in terms of grade point average. The following system will be used to establish a student's grade point average and will be the only grades included in the GPA calculation:

A = 4 grade points per credit

B = 3 grade points per credit

C = 2 grade points per credit

D = 1 grade point per credit

F, FN, FW = 0 grade points per credit

A grade point average (GPA) is determined by the sum of all grade points divided by total credits attempted, except those credits that carry grades other than the usual A - F grades.

When repeating an NCTC course, the highest grade will be used to compute the student's GPA. Repeated courses may not qualify for financial aid.

Pass/No Credit (P/NC)

Students may enroll in select courses on a "Pass/No Credit" basis. Arrangements to take a course on this basis must be made by the end of the drop/add period for the course. (check with course faculty to determine availability of this grading option). Once a student has registered to take a course on the "P/NC" basis, a student cannot switch back to the regular grading system. The "P/NC" registrant is obligated to complete all course requirements.

- Student may take no more than one class per semester on a P/NC basis unless specific programs require.
- Students who are on Academic Probation will not be allowed to register for any courses on a P/NC basis unless specific programs require.
- No class taken initially for a letter grade may be repeated on a P/NC basis. A grade of "P" indicates that the student did at least "C" level work in the course. The grade of "P" is not computed in a student's grade point average, but it is computed in earned credits.
- P/NC grades may or may not be accepted by other institutions and/or academic programs.
- Circumstances which may exempt students from all or a portion of the P/NC grading policy may include customized training, continuing education or management education.

AUDITING COURSES

Students intending to audit a course (earn no credit) are required to register for the course indicating audit. Auditing students may not need to meet regular course requirements and must confer with the instructor as to their privileges and responsibilities in the course. A student who first registers for credit may change to audit status any time during the first five (5) days of the semester. A student who first enrolls for audit status may change to credit status during the first five (5) days of the semester. Courses audited are not included in determining the total credits earned toward a major or the cumulative grade point average. However, the credit value of any course audited is computed in the assessment of tuition. Audited courses are not eligible for financial aid. Upon registration of the course, an entry is made on the student's permanent record along with other classes. "AU" equals audit.

Commented [AM6]: Again, some courses do not allow a 5 day grace period.

INCOMPLETE GRADES

A grade of incomplete (I) may be assigned at the discretion of an instructor only in extenuating circumstances. An incomplete grade is to be given only to students who cannot complete the coursework on schedule because of illness or other extenuating circumstances. Students interested in an incomplete grade must complete the “Request for Incomplete” form and submit it to the instructor for consideration. Instructors are responsible for deciding if it is appropriate and feasible to approve a request for an incomplete. An incomplete grade is a temporary grade and will automatically become an “F” grade at the end of the next term (includes summer) if requirements have not been satisfactorily met by the student. Instructors have the option of setting a completion date earlier than the end of the next term.

<i>Date of Adoption:</i>	6/2/04
<i>Date & Subject of Revisions:</i>	AASC Approved 5/9/06; Executive Council Approval 5/18/06
	12/16/08 Revised
	03/26/10 Reviewed
	03/01/11 Revised
	03/19/12 Revised
	03/04/13 Reviewed
	03/25/14 Revised
	05/22/14 Cabinet Approval
	02/03/15 Revised
	04/08/15 AASC Approval
	03/23/16 Revised
	04/12/16 AASC Approval
	03/03/17 Revised

Commented [CC7]: Reviewed okay

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3120 TRANSFER OF CREDIT

Transfer of credit to other colleges varies and is determined by the college to which the student is transferring.

Students transferring credit from another college or university to Northland Community and Technical College (NCTC) must request an official transcript of their grades be sent to the admissions office ~~at the appropriate campus~~ for evaluation. NCTC is able to access a student's transcript from other Minnesota State Colleges and Universities through eTranscript, provided the student does not have any outstanding financial obligations to that college or university.

Once a student has been admitted to NCTC, NCTC evaluates college-level course credits completed, as submitted by the student on an official transcript, and determines if they shall be accepted in transfer. Once the credits are accepted in transfer, NCTC determines how the course credits will apply to program and graduation requirements. Transfer of credit involves at least three considerations:

1. Educational quality of the learning experience which the student transfers,
2. Comparability of the course's content and stated learning outcomes, and if applicable, MnTC goals and competencies, and
3. Appropriateness and applicability of the learning experience to the programs selected by the student at NCTC.

Transfer credits from regionally accredited colleges or universities recognized by the Council on Higher Education Accreditation (www.chea.org) will be accepted to the college. NCTC will accept passing grades in transfer. Passing grades are identified as A, B, C, D, S, and P. Transfer courses with grades of A-D will be included in the GPA calculation for the Minnesota Transfer Curriculum (MNTC). These credits may or may not apply to specific program requirements.

Transfer credits from non-regionally accredited institutions may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements. Transfer credits from a college or university outside of the United States may be accepted upon student request.

For acceptance of military credits, see policy #3150 & 3150P.

Students may appeal any decision regarding their transfer of credits. See Transfer of Credit Procedure #3120P.

Related Documents: Minnesota State Policy 3.21, *Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum*; Procedure 3.21.2, *Undergraduate Course Credit Transfer*; Policy 3.39, *Transfer Rights and Responsibilities*; *Joint Statement on the Transfer and Award of Credit* (<http://www.acenet.edu>).

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions:

05/09/06	AASC Approved
05/18/06	Executive Council Approval
02/12/08	AASC Approved
05/07/08	AASC Approved Changes
12/16/08	Reviewed

04/07/10 - *Revised*
05/05/10 *Approved AASC 1st Read*
06/28/10 *Cabinet Approved, Rev. 08/26/10 Ref. policy 3150&3150P*
03/01/11 *Reviewed*
04/17/12 *Revised*
03/04/13 *Reviewed*
04/07/14 *Reviewed*
02/03/15 *Reviewed*
03/30/16 *Revised*
03/27/17 *Revised*

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3200 COPYRIGHT

Northland Community and Technical College (NCTC) employees and students are expected to comply with federal copyright laws. Individuals should clear the copyright of works before using them in order to avoid personal liability for copyright infringement. The College will not permit individuals to violate copyright laws using college equipment. The college makes every effort to be in compliance with existing copyright laws and will provide information and guidance, especially as new technologies are introduced.

Copyright owners of original works, regardless of the format of the work, have exclusive rights with respect to their creations. NCTC promotes the recognition and protection of these rights, including the rights of reproduction, preparation of derivative works, distribution, and performance. NCTC also recognizes that reproduction and use of original works in accordance with fair use limitations can further teaching, research, and public service. The College supports the creation and sharing of new knowledge for course development and to improve student learning, such as through creative commons licenses.

Commented [K08]: Deletion of this part of this sentence is a result of discussion at the 5-9-2018 AASC meeting. These changes were reviewed and accepted by AASC.

Copyright Notice. A copyright notice shall be placed on NCTC owned materials that will be made available to the public. The date in the notice shall be the year in which the materials are first published, i.e. distributed or made available to the public or any sizable audience.

Copyright Registration. Prior to commercialization of works in which NCTC has an ownership interest, such works shall be registered with the U.S. Copyright Office in the name(s) of the copyright owner(s).

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions:

05/09/06	AASC Approved
05/18/06	Executive Council Approval
01/27/09	Reviewed
03/26/10	Reviewed
03/25/11	Group Review (Minnesota State Policy and procedure 3.27 Copyrights and 3.27.1)
06/09/11	Cabinet Approved
03/05/12	Reviewed
03/04/13	Reviewed
04/07/14	Reviewed
02/20/15	Reviewed
03/23/16	Revised
04/12/16	Approved by AASC
04/03/17	Reviewed by librarian
05/09/18	Revised and Approved by AASC

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

3280 FRESH START

Currently enrolled students who have not attended any college or university for a period of ~~five (5)~~ three (3) calendar years or more may request that selected prior Northland Community and Technical College coursework with grades of "D", "W", "FW", "FN", "F", "Z", "GH", "NC", and "I" be excluded from their cumulative GPA and cumulative percent completed calculations. Such courses and their actual grades appear on the student's academic record, but these letter grades are not calculated for GPA nor percent completed purposes. Excluded courses cannot be used to satisfy any academic requirement. A student may use this option only once by submitting the Fresh Start Request form to the registrar's office.

Students who have requested a Fresh Start must demonstrate renewed academic motivation by passing the first twelve (12) consecutive credits they register for with a minimum GPA of 2.0 and 100 percent completion prior to academic forgiveness being granted.

Credits for which students have been granted a Fresh Start will be recorded and retained in the Student Data System in such a way that they will be included in both the qualitative and/or quantitative measurements of financial aid satisfactory academic progress even though they no longer are considered part of the GPA nor percent completed shown on the student's transcript.

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions:

05/09/06	AASC Approved
05/18/06	Executive Council Approval
01/27/09	Reviewed
03/26/10	Revised (researched MSU-Mankato, Vermillion, Hibbing, and MSU-Moorhead policies for language change)
04/06/10	Approved AASC 1st Read
05/05/10	Approved AASC 2nd Read
05/24/10	Cabinet Approval
12/02/10	Reviewed
03/01/11	Revised
04/18/12	Revised
03/19/13	Reviewed
04/07/14	Reviewed
03/17/15	Revised
04/08/15	Approved by AASC
02/23/16	Reviewed
03/17/17	Reviewed

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3430 GRADE APPEAL

Students have the right to ask instructors for an explanation for any grade received. Students may formally appeal a final course grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

GRADE APPEAL PROCEDURE

Informal Appeal

1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade.

Formal Appeal

1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date to the campus registrar's office.
2. The registrar's office will forward the appeal to the appropriate academic dean for consideration.
3. The academic dean will discuss the issue with the student and the faculty member to gather information and attempt to resolve the issue as appropriate. The academic dean, at his or her discretion, may also convene an ad-hoc committee of faculty to advise him or her in the consideration of the appeal.
4. The academic dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within ten academic days of the receipt of the grade appeal.
5. The student may appeal the academic dean's decision within ten days by writing to the chief academic officer. **It is recommended that additional supporting information be included with this appeal.** This decision is final and binding.

Commented [K09]: Per telecom with Carey C. 4-13-2018; he suggested to remove this piece.

Commented [K010]: Per 5-7-2018 ASA meeting; group agreed to add this sentence.

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions:

05/09/06	AASC Approval
05/18/06	Executive Council Approval
02/12/08	AASC Approval
01/27/09	Reviewed
03/26/10	Reviewed
12/02/10	Made change to title of form; Student Appeal/Petition to Student Appeal
03/29/11	Revised
04/05/11	AASC Approval
04/28/11	Cabinet Approval
03/05/12	Reviewed
03/19/13	Reviewed
04/07/14	Reviewed
03/17/15	Reviewed
03/23/16	Revised
04/12/16	AASC Approval

03/24/17 *Reviewed*