

# ACADEMIC PROBATION

## WORKBOOK

Read through the Academic Probation  
Workbook and complete the worksheet  
to ensure your academic success at BSC.



**BISMARCK**  
STATE COLLEGE

[bismarckstate.edu](http://bismarckstate.edu)

## ACADEMIC PROBATION

The purpose of Bismarck State College's policy on academic warning, probation and suspension is to give students opportunities to recognize and resolve problems which might hinder their chances for success at Bismarck State College.

## ACADEMIC PROBATION DEFINED

Students who are on academic warning and fail to earn a cumulative grade point average of 2.00 or higher after finishing their next semester of enrollment will be placed on academic probation.

### **Students placed on Academic Probation should understand the following:**

Students will be allowed one academic probationary semester with a cumulative grade point average below a 2.00. Students who improve their cumulative grade point average to a 2.00 or higher will be taken off academic probation and are considered in good academic standing.

## IMPORTANCE OF 2.00 GPA

In order to earn a degree at BSC, you will need at least a 2.00 institutional GPA (BSC only) and at least a 2.00 cumulative GPA (BSC + transfer).

Technical program degrees require at least a 2.00 GPA in a prescribed technical program as well as the overall cumulative 2.00 GPA.

Some programs (such as nursing) may require a higher GPA in order to be accepted into the program. Refer to the BSC catalog or curriculum information on the BSC website for program requirements.

## FINANCIAL AID

Students who receive federal financial aid are required to maintain a grade point average of 2.00. Students not meeting the 2.00 minimum GPA standard will be placed on Financial Aid Warning for the next semester the student enrolls.

Students who do not improve their cumulative GPA to at least a 2.00 by the end of the warning semester, will be placed on Financial Aid Disqualification which terminates financial aid eligibility.

Other aspects besides GPA also affect financial aid eligibility.

Read the full policy on [Standards of Satisfactory Academic Progress](#) for Federal Financial Aid Eligibility.

## WHAT SHOULD I DO NOW?

Meet with your advisor or the Mystic Advising & Counseling Center for assistance in developing a plan to return to good academic standing.

Discuss your goals, objectives, interests and abilities to ensure that you are taking the correct courses to meet your goals.

Don't know your advisor's name or office location? Go to your student center in Campus Connection ([Help Sheet](#) if you need it).

The Mystic Advising & Counseling Center is located in the lower level of the Student Union. Call 701-224-5752 or email [bsc.advising@bismarckstate.edu](mailto:bsc.advising@bismarckstate.edu) to schedule an appointment.

Evaluate your past semesters to determine why you are on Academic Probation. Begin by asking and answering the following questions.

### **1. Did you attend and participate in class?**

If you did not, what were the reasons for missing class and/or why did you not participate in class discussions/activities?

It is important to be in class every day because:

- Material emphasized in class tends to appear on tests
- In-class activities/discussions are designed to help students learn the material being taught
- Read the course syllabus for each course to understand how missing class will affect your overall grade.

If you know in advance that you are going to have to miss class:

- Let your instructor know as soon as possible
- If an assignment is due that day, ask if you can turn it in early
- If there is a test scheduled for that day, ask if you can make it up or take it early
- Know the consequences of a late assignment or missed test – the syllabus should have this information listed within it. If it does not, ask the instructor.

## **2. Did you pay attention to due dates and make plans to complete the assignments on time?**

## **3. Did you keep track of test dates and prepare adequately?**

## **4. Did you allow yourself enough time to study and prepare for class?**

College students should devote 2 hours of study time for every hour they are in class. 15 credits/week = 30 hours of study/week. That's 45 hours a week devoted to your education!

Of course, every student and every course is different. You may need to study more or less than the recommended amount. Only you can determine the actual amount of time you need to do well academically in each course. Start with the recommended amount of study time and adjust as needed.

Schedule study time throughout the week for each class. If you don't have homework or reading assigned, use the time to review and prepare for tests. Reviewing course information daily will help alleviate the stress that happens when you wait until the last minute to prepare for a test.

## **5. Did you ask for help from your instructor or a tutor when you struggled with a course? Could it have made a difference?**

When you do not understand the material, there are several resources available to you:

- Ask questions during class.
- Schedule an appointment to meet with the instructor during his/her office hours. Before your appointment prepare questions about the materials that you do not understand.
- Join or form a study group with classmates who are serious about learning.

- Visit with a tutor if one is available. If a tutor is not available, ask about the possibility of a tutor being hired for the subject.

Now that you have taken time to think about your past academic performance, ask yourself the following questions:

## **6. Why are you taking classes at BSC?**

## **7. What is your goal?**

If you don't have an end goal or need help choosing a career path, stop by the Mystic Advising and Counseling Center (MACC) located in the student union and schedule an appointment to begin the Career Exploration process. Not on campus? Online [career exploration materials](#) are available.

## **8. What will you do differently to successfully complete the courses you are enrolled in next semester?**

- Were you working too many hours last semester or were you taking too many credits?
- If you need to devote 45 hours a week to preparing for and attending class, are you able to work 30+ hours a week?
- If you need to work 30+ hours a week can you take a full load of classes, or should you attend part-time?

## **9. What are you willing to give up to reach your goals?**

- Would you consider being a part-time student which would require more time to complete your degree?
- Would you consider working fewer hours while attending college full-time? This may mean cutting back on how much you spend on luxury items like eating out, buying gifts for family and friends, or cable television.
- You may need to miss special occasions with family and friends if it means skipping class or missing assignment deadlines. Are you willing to sacrifice a family vacation because you have class?
- You might need to take class during the summer. Are you willing to plan vacations around classes?

## 10. How do you plan to raise your GPA to the minimum 2.00 required to earn a degree at BSC?

There are people on campus who want to help you be more successful, but you have to let us know what you need and be willing to contribute to your success.

## FACULTY ADVISORS

In order to stay on track to complete a degree, meet with your faculty advisor to ask these questions:

- Do you need to change your class schedule for the current semester because you did not successfully complete the pre-requisites?
- Do you need to repeat some classes from the past semester?

## ACADEMIC ADVISORS

Academic advisors are available in the Mystic Advising and Counseling Center (MACC) located in the Student Union. The advisors can assist you with academic planning, registration, your class schedule, graduation, transfer credits or general academic questions.

## ACADEMIC SUPPORT SERVICES

Located in the Sykes Student Success Center in the lower level of the Jack Science Center. Academic Support Services offers tutoring and workshops and handouts to enhance study skills.

## CAREER COUNSELING

If you need help choosing a career path, stop by the MACC located in the student union and schedule an appointment to begin the Career Exploration process. Not on campus? Online [career exploration](#) materials are available.

## DROP-IN TUTORING

Professional and peer tutors are available for a number of BSC courses. On-campus tutoring service is FREE and provided on a walk-in basis.

Tutoring schedules are available online or in the Sykes Student Success Center.

Don't see a schedule for the class in which you are seeking help? Ask if one can be provided.

## ONLINE TUTORING

Free online tutoring is also available for all BSC students.

Online courses should have a link to the online tutoring [smarthinking.com](http://smarthinking.com) with login information. If you are not taking online courses contact the Distance Education office at 701-224-5779 or email [christine.a.beckler@bismarckstate.edu](mailto:christine.a.beckler@bismarckstate.edu) for login information.

## STUDY SKILLS WORKSHOPS

Workshops are offered throughout each semester on several topics including:

- Time management
- Testing strategies
- Textbook reading and note-taking strategies

Individual appointments are also available – stop in the Sykes Student Success Center, or call 701-224-5671 to schedule an appointment.

## PERSONAL COUNSELING

Located in the Student Union, staff in this area can assist you with personal counseling, stress management and test anxiety.

Call 701-224-5752 to schedule an appointment.

## STUDENT HEALTH

BSC offers many opportunities for students on campus to stay physically and emotionally healthy.

All students pay fees for a membership to the [BSC Aquatic and Wellness Center](#) located on campus – so take advantage of it!

Physical fitness classes are offered as enrichment courses through the Physical Education department.

## INTRAMURALS

BSC [intramural sports](#) provide a number of opportunities to stay active and healthy, meet new people, participate in a campus group and have fun.

For more information stop by the Intramural Office in the Student Union.

## SUGGESTIONS

- If you are struggling in a class, talk to your instructor.
- The class syllabus should have office hours listed when your instructor is available to meet with students as well as office location and phone number.
- Ask questions if you are confused about what you have read or heard in class.
- Ask for clarification of assignments you do not understand.
- Be aware of [dates and deadlines](#) regarding last day to add or drop classes.
- Find a balance between work, family and school
- Manage time
- Don't overload yourself
- Create a routine
- Don't procrastinate
- Have fun!

## WHAT HAPPENS NEXT?

If your term/semester GPA and your cumulative GPA are 2.00 or above at the end of the next semester you complete, you will be in good standing.

If your term/semester GPA is above 2.00, but your cumulative GPA is below 2.00 at the end of the next semester you complete, you will remain on Academic Probation.

If both your term/semester GPA and your cumulative GPA are below 2.00 at the end of the next semester you complete, you will be placed on Academic Suspension.

Read the policy regarding [Academic Standing](#).

## THANK YOU

Thank you for reviewing this important information. Complete and submit this [worksheet](#).

Questions?

Contact the Mystic Advising & Counseling Center at 701-224-5752 or [bsc.advising@bismarckstate.edu](mailto:bsc.advising@bismarckstate.edu)



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