

Advising Check Point Holds Policy

Approved by: Northeastern State University Executive Cabinet	History: Adopted – September 17, 2013
Responsible Official: University Advising Center (UAC) walkerj@nsuok.edu	Related Policies: Major Declaration Additional References:

PURPOSE

We believe that the addition of Check Point Holds is critical to the success of the new model. This will dramatically reduce the number of students who fail to meet academic milestones as they progress toward graduation.

UNDERGRADUATE CHECKPOINT HOLD SCHEDULE

Below is an outline of the required points of contact between the undergraduate student and a member of the university's advisement team. Regular advisor/advisee appointments are encouraged in addition to these checkpoints.

Each Semester While Undeclared

All undeclared students will be required to meet with a University Advisor each semester until they declare their major.

Over 30 Hours and Still Undeclared

Students who have not declared their major by the time they have earned 30 credit hours will receive an enrollment hold requiring them to meet with their University Advisor. Assistance with determining a major/career will be the sole point of this block.

First Semester After Major Declaration

All recently declared students will be required to meet with their Academic Advisor prior to enrollment in their first semester in that college (the first semester after they declare their major). This checkpoint hold will require them to meet with their new advisor to confirm their concentration/minor, assign/introduce their Faculty Advisor, review any departmental requirements and plans of study, and referral to Career Services.

Midway Checkpoint

All students with 50 hours remaining until graduation (based on the calculation in Degree Works) will have an enrollment hold requiring them to see their Academic Advisor. During this appointment, the advisor and student will make sure the student is progressing toward their academic goals.

Prior To Graduation

All students with 30 hours remaining until graduation (based on the calculation in Degree Works) will have an enrollment hold requiring them to see their Academic Advisor. During this appointment, the advisor and student will make sure all course evaluations/substitutions are documented; the student is on track for graduation and all obstacles for graduation are removed. The student will know when to apply for graduation. Career Services referrals and/or graduate school discussions will occur with their Academic and Faculty Advisor.