

# Procedures for Students with a Probation Lock Hold for Fall 2011

6/23/11

The Registrar's Office previously notified you regarding continuing academic probation informing you that you're no longer eligible to enroll in classes through regular university.

Please follow the checklist below to guide you through the procedures that you must take to improve your GPAs so you can enroll at SF State in a future semester.

## PART 1

**I am a Probation Lock student if:** (check each box that applies to you in each section)

- I received an email from the Registrar's Office informing me that I've been on continuous probation for the past three semesters: Spring 2010, Fall 2010 and Spring 2011. AND
- I have a Probation Lock administrative hold on my record for Fall 2011. AND
- The University has instructed me to attend classes through the College of Extended Learning (CEL).

## PART 2

**I checked all three boxes above and need to follow the procedures below:**

- Improve both my SFSU and Overall GPAs to the minimum 2.0.
- To raise my GPAs I must enroll in classes through CEL.
- Earn grades in CEL classes that are C or above. I can't petition to be reinstated if I earn a grade below C; includes grades of C- thru F, CR, NC, WU, I-Incomplete, Audit and W-Withdrawal.
- Improve my SFSU and Overall GPAs to 2.0 or above and earn C or higher grades in all classes by the end of Spring 2012.

## PART 3

**I have completed the requirements for reinstatement.**

When you have completed Part 2, please read statements below, check each box and fill in the information required to petition.

- I HAVE improved both my SFSU and Overall GPAs to the minimum 2.0 or above through CEL.

My SFSU GPA is \_\_\_\_\_ My All College GPA is \_\_\_\_\_

- I HAVE met all four conditions in PART 2 listed above.
- I HAVE completed the procedures above within one year. Compliance deadline is the end of Spring 2012.
- I HAVE attached an unofficial transcript of ALL grades. (Screen copies of CEL grades are not accepted)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
SF State ID

\_\_\_\_\_  
Print email address clearly

(\_\_\_\_\_)\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date

**Submit to the Registrar's Office at the One Stop Student Services Center – SSB 101 ATTN: Lori Chan**

**For office use only:**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Semester \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature & Date

r / d  notes  units