The Registrar’s Office previously notified you regarding continuous probation informing you that you’re no longer eligible to enroll 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:**
- I received an email from the Registrar’s Office informing me that I’ve been on continuous probation for the past three semesters: Fall 2011, Spring 2012 and Fall 2012 AND
- I have a Probation Lock administrative hold on my record for Spring 2013. 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 the College of Extended Learning (CEL).
- Earn grades in CEL classes that are C or above. I cannot 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 ALL CO. GPAs to 2.0 or above & earn C or higher grades in all classes by the end of Fall 2013.

My last three semesters prior to PLOCK status were: ______________ ,  _______________ , _______________

Students are not eligible for the PLOCK reinstatement process if they have missed two consecutive semesters: Spring 2012 & Fall 2012 or longer.

**PART 3**

**I have completed the requirements for reinstatement.**
When you have completed the conditions of Part 2, please read statements below and check each box and fill in the required 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 ________ ( BOTH MUST BE a 2.0 or above )
- 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 Fall 2013.
- I HAVE attached an unofficial transcript, including your most current grades through CEL to this form.
  - **CEL courses completed must be posted on your transcript prior to packet submission.**
  - My last three semesters prior to PLOCK status were ______________ ,  ______________ , ______________

Print Name: ___________________________ Signature: ___________________________ SF State Id #: ___________________________

Print SFSU 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/Year __________

Signature & Date ___________________________ r / d __________ notes _______ units _______

Notes: ____________________________________________________________________________