

ACADEMIC PROBATION

A Graduate Student Will Be Placed On
Probation If Their

San Francisco State University

Overall Or Semester GPA Falls Below a 3.0

SFSU GRADUATE PROBATION POLICY

- ▣ The semester after earning an overall or semester GPA **below 3.0**, graduate students will be notified by e-mail of their probationary status
- ▣ The Registrar's Office will place an **academic hold** on your record and you **will not be allowed to register during Early Priority Registration (EPR)**
- ▣ Upon receiving this notice, you must download the *“Graduate Probation Advising”* form available on the Graduate Studies website:
<http://www.sfsu.edu/~gradstdy/forms/MANDATORY%20GRADUATE%20ADVISING%20F%202010.pdf>

SFSU GRADUATE PROBATION

Get Advising At Your Department!

- ▣ Download and complete the “*Graduate Probation Advising*” form and bring it WITH YOUR TRANSCRIPT to your academic advisor, graduate coordinator , chair, or Associate Dean
- ▣ Use the **Grade Point Deficit Calculator** on the Graduate Studies website to determine how many grade points you need to be removed from probation:
<http://www.sfsu.edu/~gradstdy/gpa-calculator.htm>
- ▣ Submit the completed and signed form to GradStop ADM 250. Keep a copy for yourself and give one to your department

SFSU Graduate Probation

Official Grades Posted

- ▣ After grades are published by the Registrar's Office at **the end of the semester that you are on probation**, one of two actions will occur:
 1. If you have **attained at least a 3.00** in your overall and semester GPAs, your registration hold will be **released and you can register for classes during Final Priority Registration (FPR)**. You may also work with the Graduate Studies advisor:

<http://www.sfsu.edu/~gradstdy/grad-advising.htm>

Disqualification

2. If you have **NOT** reached a 3.0 in either your overall or your semester GPA, you will be **disqualified from the University and will NOT** be allowed to register during the Final Priority Registration (FPR). Re-instatement may be allowed by the department for one semester only. To file for reinstatement, you must do the following:
 - Complete the “*Petition for Reinstatement Following Disqualification*” online:
(<http://www.sfsu.edu/~gradstdy/forms/REINSTATEMENT%20DQ%20F%202010.pdf>)
 - Print a copy and bring the document **AND** your unofficial SFSU transcript to your academic advisor, graduate coordinator, chair, or Associate Dean
 - Use the **Grade Point Deficit Calculator** to determine how many grade points you need to remove yourself from probation: <http://www.sfsu.edu/~gradstdy/gpa-calculator.htm>

Disqualification

- ▣ Your advisor or the designee will have two options after reviewing your “Petition for Reinstatement Following Disqualification” and the results from the Grade Point Deficit Calculator
 1. Reinstatement pending the improvement of your overall and semester GPA to at least a 3.0 in the **NEXT** semester.
 2. Disqualification if you cannot make up your grade point deficit in one semester.

Disqualification

- ▣ If NOT REINSTATED, you may be given one of the following options:
 1. You may be allowed to take academic courses through CEL to improve your GPA. Your advisor must designate the appropriate courses to take
 - **Lower division courses may not be used to improve your GPA** (exemption for Phil 205 or program required foreign languages)
 2. Your advisor may guide you to seek **another program** in which you will be successful or suggest you reapply to your current program when you are able to commit fully to your academic work
 3. In extremely rare circumstances, if you are 2 or fewer classes away from attaining a 3.0 GPA, you may petition Graduate Studies for reinstatement. Graduate Studies will evaluate the petition on a case by case basis

Common Questions

- ▣ If I submit the paperwork will I be able to register during **Early Priority Registration**?
 - **NO**, your hold will be lifted when the current semester grades are posted and only if your GPA is above a 3.0

- ▣ If I get **below a 3.0** GPA for Fall semester when do I get notified and when will I be able to register for Classes?
 - You will be notified by e-mail during Spring semester
 - You will not be able to have access to Early Priority Registration for Fall

Common Questions

- ▣ What if I received an **incomplete** during the semester of probation and have now completed the course, which had improved that semester's GPA to a 3.0 or above ?
 - If you have an incomplete, but completed the course before registration you can contact the division of graduate studies and your case will be evaluated to determine if you should remain on probation

- ▣ Is there anyone else I can talk to about my probationary status?
 - YES, you can always make an appointment with one of our **Graduate Advisors** at 415-338-7155 or by e-mail at gradadv@sfsu.edu

Why is your GPA under 3.0

▣ **Work**

- Do you have time to complete your school homework?

▣ **Class load**

- Are you taking too many classes?
- How much time are you studying for each course?

▣ **Time Management, Home life**

- Please discuss this with our Graduate Advisors

▣ **Not the right program**

- Is this program the right fit for your future goals?