

MANDATORY GRADUATE PROBATION ADVISING FORM

You have been notified of probation status because your term or overall GPA was below 3.0 for a single semester. You must meet with your advisor, graduate coordinator, chair, or Associate Dean to discuss how you will improve your GPA. You must be able to improve your GPA in one semester or you will be disqualified. Complete this form and submit two copies 1) to **GradStop: ADM 250 2)** to the department. The form will be scanned to your student record. You will be able to register for the next term during Final Priority Registration (FPR) only. When the current semester grades are posted you will either be automatically removed from probation or you will be disqualified.

PART A: TO BE COMPLETED BY STUDENT

Name: _____ Student ID: _____
Major: _____ E-Mail: _____

PART B: TO BE COMPLETED BY STUDENT AND PRESENTED TO MAJOR ADVISOR (Attach an SFSU unofficial transcript, including a list of courses in progress. In addition, complete page two of this form and submit during your advising session.)

1. What factors led to your GPA dropping below 3.0 in any term or overall?

2. **My Grade Point Deficit Is:** _____ <http://www.sfsu.edu/~gradstdy/gp-deficit-calculator-for-master-students.htm>. Using the calculator, determine how many *As* or *Bs* to bring your term and overall GPA at 3.0 or above. I need _____ *As* or *Bs* to raise by GPA to 3.0 or greater. Faculty and Student: Assess realistically the ability of student to earn a term and overall GPA at or above 3.0 in the following semester. If needed, contact Graduate Advising at 338-2231 for assistance.

3. What actions will you take to improve your academic standing at SFSU?

PART C: TO BE COMPLETED BY YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR

Your student has been placed on probation because the student earned a low term or overall GPA in a single semester. Carefully review the transcript to determine progress toward degree. Review Grade Point Deficit. Can student overcome deficit in one semester? If yes, on page 2, list the courses student must take during the next semester to improve GPA.

For Department Use Only

Students on probation should not take more than 12 units and some students should take fewer units in order to focus on improving the GPA. Carefully review how many *As* and *Bs* the student needs to improve the GPA.

Fall Spring Approved for _____ units

Advisor, Grad Coordinator or Chair Signature Print Name Email Address Date

NOTE:

Financial Aid Students

Consult the Office of Financial Aid if you enrolled less than part-time.

International Students

Consult the Office of International Programs if enrolled in less than full-time status and on an F-1 or J-1 student visa.

Complete the information below with **YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR:**

Note: You may not enroll in 899 Independent Study courses while on probation. Minimum GPA for Independent Study courses is 3.25. You may not use lower division, activity or non-degree related courses to improve your GPA.

Next semester courses and alternates approved for the following semester: (max. 16 units; recommended 8-9 units)

	Prefix	Course #	Course Title	Units	Semester
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____

For Faculty Use Only (Conditions and Advising Comments):

Student must complete:

I, _____, have read this document and have met with my advisor. I understand the actions I must take to improve my term and overall GPA to 3.0 or greater. If I am unable to raise my term and overall GPA to 3.0 or greater, I will be disqualified from the university.

Student signature: _____ Date: _____

MUST BE RETURNED TO GRADSTOP, ADM 250 AND BRING A COPY TO YOUR DEPARTMENT. ADDITIONAL ADVISING IS AVAILABLE BY APPOINTMENT. CALL GRADUATE ADVISING AT 338-2231 FOR AN APPOINTMENT OR GO TO <http://www.sfsu.edu/~gradstdy/grad-advising.htm>.