



## **Mandatory Graduate Probation Advising Form**

### **Instructions for Completing Mandatory Graduate Probation Advising Form**

#### **Form must be typed.**

Graduate students who have received notification of academic probation must obtain mandatory advising and complete the Mandatory Graduate Probation Advising Form. This form must be submitted to your department advisor for their review and signature.

You must attach an unofficial copy of your SF State transcript showing your most recent grades before submitting your petition to your department for advising. Bring a copy of the completed form to GradStop, ADM 250. You will not be able to register for class until this form is submitted.

**Form begins on Page 2**

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**PLEASE NOTE:** in order save your personal information on the following PDF forms, you will need to:

1. Install latest version of Adobe Acrobat Reader on your computer. Click here for Free Adobe Acrobat Reader <http://www.adobe.com/products/acrobat/readstep2.html>.
2. Save the PDF form to your computer desktop prior to entering your personal information.

## MANDATORY GRADUATE PROBATION ADVISING FORM

You have been notified of your probation status because your semester or overall GPA is below 3.0 for a single semester. You must meet with your department advisor, graduate coordinator, department 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 subject to disqualification. Complete this form and submit two copies 1) to **GradStop: ADM 250** 2) to your department. You will be able to register for the next term during Final Priority Registration (FPR) only after submission of this form. **Only after submitting this form will the probation registration hold be removed from your record.**

**DUE DATE:** Fall semester September 15, Spring semester February 15. If these dates fall on a weekend, it is due the following business day.

### PART A: TO BE COMPLETED BY STUDENT

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Department: \_\_\_\_\_

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:** \_\_\_\_\_ Using the [GPA calculator](#), determine the necessary grade points to raise your GPA to a 3.0. Identify the appropriate number of units you must enroll in and the appropriate grade(s) to increase GPA. [GPA Calculator Instructions](#) are on our website. If needed, contact Graduate Advising at 338-2231 for assistance.
3. What support services do you require to improve your GPA?

**Part C: Request for Academic Reassessment** (Please only fill out the following if it applies to you. If you are unsure, speak with your adviser beforehand).

I have submitted one of the following forms to the Registrar's Office to rectify an assigned grade:

Grade Change  Retroactive Withdrawal  Incomplete Extension

Form(s) submitted for the following courses :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

This student has been placed on probation because the student earned a semester or overall GPA below 3.0. Carefully review the transcript to determine progress toward degree. Can the 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.

Financial Aid Students

Consult the Office of Financial Aid if you enrolled less than part-time and to ensure that you will meet the financial aid satisfactory academic progress requirement.

International Students

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

Fall Approved for \_\_\_\_\_ units

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

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	Unit	Semester
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

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 SUBMIT 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://grad.sfsu.edu/content/current-students/graduate-studies-advising>.**