



MANDATORY GRADUATE PROBATION ADVISING FORM

You have been notified of your probation status because your semester or overall GPA is below 3.0. You must meet with your department advisor, graduate coordinator, or department chair, to complete this form and discuss how you will improve your GPA. A notice will be placed on your Student Center record until you submit a completed Mandatory Probation Advising Form to your Continuing Student specialist in the Division of Graduate Studies.

PART A: TO BE COMPLETED BY STUDENT

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

PART B: TO BE COMPLETED BY YOU AND YOUR ADVISOR, GRADUATE COORDINATOR OR DEPARTMENT CHAIR

Attach an SFSU unofficial transcript, including a list of courses in progress.

1. **My Grade Point Deficit Is:** _____ <http://grad.sfsu.edu/content/gpa-calculators>. 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 both a semester plus overall GPA at or above 3.0 in the upcoming semester. If needed, contact Graduate Advising at (415) 405-3655 for assistance.

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

3. 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	_____	_____	_____	_____	_____

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.

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 semester or overall GPA. 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.

For Faculty Use Only (Conditions and Advising Comments):

Fall Spring

Approved for _____ units

Advisor, Grad Coordinator or Chair Signature

Print Name

Email Address

Date

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: _____