



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

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, 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 ADM 250. You must be able to improve your GPA in one semester or you will be subject to disqualification.

Completed Form Due:
 Fall semester- September 23
 Spring semester- March 1

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: _____