

SF State Undergraduate Academic Probation Hold Clearance Form

PART A: TO BE COMPLETED BY THE STUDENT *(Fillable PDF)*

Last Name: _____ First Name: _____ SF State ID#: _____

SF State Email: _____@mail.sfsu.edu Phone #:(_____) Major: _____

SF State GPA: _____ Combined Cumulative GPA: _____
Group Affiliation: EOP SSS Metro Athletics Other: _____

1. Please explain in some detail, the problems which caused your SF State and/or Combined Cumulative GPAs to fall or remain below a 2.0, how the problems have been addressed and what you are doing now to improve your academic status and chance for success next semester.

2. If you are eligible to attend after the current semester what courses are you planning to register for next semester? (Maximum of 13 units)

PART B: TO BE COMPLETED BY YOUR ADVISOR *(Undergraduate Advising Center or EOP if undeclared, College Resource Center or Faculty if declared)*

Conditions, recommendations and suggested courses for next semester

Grade Point Deficit: _____ To get back into good standing, what type of grades must student earn in this current semester's courses and/or next semester's suggested courses? For larger deficits, identify a realistic plan for getting back into good standing.

Advisor (Signature) Advisor (Print Name) SF State Email Date

By signing, I understand and agree to abide by the conditions listed in this contract.

Note: The form may release the Academic Advising hold on your record, but satisfactory grades must be earned this semester to assure your enrollment for next semester.

Student (Signature) Student (Print Name) Date

PART C: TO BE COMPLETED BY THE DEPARTMENT CHAIR AND COLLEGE DEAN OF YOUR MAJOR

Notes	Approve Release of Hold?	Yes	No
	Maximum units allowed: <small>(If below 13, student should consult with Financial Aid, OIP, etc.)</small>	_____	

Dept. Chair (Signature) Dept. Chair (Print Name) SF State Email Date

College Dean or Designee (Signature) College Dean or Designee (Print Name) SF State Email Date

SF State Undergraduate Academic Probation Hold Clearance Form Instructions

To be in good academic standing, you must maintain a SF State GPA and Combined Cumulative GPA of 2.0 or higher. Because one or both of your GPAs was below a 2.0, an Academic Probation Hold has been placed on your record. Below are the steps to clear this probation hold so you can enroll in classes for next semester.

1. Follow steps A-E below to fill out this fillable PDF form electronically and then print.

- a) Fill out your basic identifying and contact information at the top of the form.
- b) Through your student center, print your transcript and identify your SF State and Combined Cumulative GPAs at the bottom, lower left area of your transcript.
- c) Circle or add any group affiliations you have on campus that can help support you here at SF State.
- d) Answer the prompt to question 1. Plan on discussing this further with your advisor.
- e) Answer to the prompt to question 2. Note that you can select a maximum of 13 units next semester because of your academic standing.

2. If you are declared in a major and do not plan on changing it, visit your College Resource Center or your department faculty advisor to help you complete Part B. Please note it is important to check-in with your college-based resource center, as some colleges may have additional requirements/processes which could impact your academic probation hold. If you are not declared with a major or if you are declared and plan on changing majors, schedule an appointment in the Undergraduate Advising Center or EOP Office. Your advisor will help fill out part B of your petition.

- a) In preparation for your appointment, you should visit advisinghub.sfsu.edu and read through the probation information. Bring your printed unofficial transcript to your advising appointment. Use the grade point deficit calculator to determine your grade point deficit. Using the chart on the website, you will be able to identify the type of grades you need to earn to attain good standing.
- b) Your advisor will help fill out Part B and will review and sign your petition if they support the removal of your academic hold.
- c) Sign and date the student signature section of the form. The fully approved Academic Probation Clearance Form will support the release of your registration hold. Your grades this semester must be satisfactory to assure your enrollment next semester.

3. Follow the procedures outlined by your advisor to get the signatures from the Department Chair and the College Dean or Designee. They will review the petition and if supported, they will sign and forward the document for removal of your academic probation hold. Typically, this can take up to 2 weeks.

4. You should check your SF State email for updates and can verify on your Holds & Alerts box in your Student Center that your hold has been removed. You should also check that you do not have any other holds to ensure you will be able to register during your priority enrollment appointment time.

Campus Resources

Campus Academic Resource Program (tutorial and academic support): <http://carp.sfsu.edu/>

English Tutoring Center: <http://etc.sfsu.edu/>

Learning Assistance Center (reading, writing, math, science, study skills): <http://lac.sfsu.edu/>

Department of Mathematics (Tutoring): Visit Thornton Hall 426 for updated schedule

Undergraduate Advising Center: <http://advising.sfsu.edu/>

Counseling and Psychological Services Center: <http://www.sfsu.edu/~psyservs/>

Developmental Studies Office: <http://developmentalstudies.sfsu.edu/>

Educational Opportunity Program: EOP students: <http://www.sfsu.edu/~eop>

Gator Academic Resource Center (Athletes): <http://www.sfstategators.com/sports/2008/8/31/academics.aspx>

Metro Academies College Success Program: <http://metro.sfsu.edu/>

Office of Student Financial Aid: <http://www.sfsu.edu/~finaid/>

Student Health Services: <http://health.sfsu.edu/>

College of Business Student Success Center: <http://cob.sfsu.edu/resources/undergraduate>

College of Ethnic Studies Student Engagement Center: <http://ethnicstudies.sfsu.edu/sec>

College of Health and Social Sciences Student Resource Center: <https://chss.sfsu.edu/src>

College of Liberal & Creative Arts Advising Resource Center: <http://advisinglca.sfsu.edu/>

College of Science and Engineering Student Success Center: <http://cose.sfsu.edu/content/cose-success-center>