

Academic Monitoring Plan for Graduate Students on Academic Probation

As a result of your academic performance, you have been placed on academic probation; a stop has been placed on your record which will prevent you from registering for classes next semester. In order to lift this stop, you must work with your graduate deputy to develop an academic plan to get back into good academic standing (a cumulative GPA above 3.0). Once you are placed on probation, you must return to good academic standing within twelve credits or you will be dismissed from the graduate program. Furthermore, while on academic probation you must maintain a term GPA of at least 3.0 (or you will be dismissed from the graduate program). Both your graduate deputy and the College are committed to working with you to improve your academic standing. Please complete the following request to lift the stop and submit the plan to your graduate deputy for approval.

For the graduate deputy: Please review the plan and indicate whether or not it meets with your approval. If approved, please send copies to Robert Booras (rbooras@brooklyn.cuny.edu) and Brittany Alleyne (balleyne@brooklyn.cuny.edu) your department chair, and the dean of your school.

Name: _____ EMPLID: _____

Phone Number: _____ E-mail: _____

Graduate Program: _____ Deputy: _____

Overall GPA: _____ Previous semester's GPA _____

Total Credits Accumulated: _____

Semester Placed on Probation: _____

Semester of Initial Enrollment:* _____

Which of the following reasons best accounts for your probation status:

_____ Failed a course _____ Failed more than one course

_____ Earned below a B in one course _____ Earned below a B in multiple courses

_____ INC resolved to an FIN _____ Penalty Withdrawal (WU or WF)

_____ Other

(explain): _____

*Students have seven years from semester of initial enrollment to complete their degree.

What steps will you take to resolve your probation status:

____ Petition CGAS to resolve FIN ____ Utilize F-grade replacement option*

____ Petition CGAS to change penalty W grade (WU or WF)

Explanation: _____

Plan to Return to Good Academic Standing – use the following chart to document how you will return to Good Academic Standing within twelve credits:

Course	Semester	Number of Credits	Projected Grade
<i>Students may complete no more than twelve credits while on academic probation.</i>			

Anticipated GPA upon completion of these courses[†]: _____

To Be Completed by Graduate Deputy:

Based upon this plan, do you recommend lifting this student's Probation stop:

Yes _____ No _____

Will revisit request when semester's grades post _____

Comments: _____

Sign: _____ Date: _____

* Graduate students can replace up to 6.0 credits of F-grades; students must take the same course to utilize this option.
† Must be above 3.0 or your plan will not be approved.