

## 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 a copy to Robert Booras ([rbooras@brooklyn.cuny.edu](mailto:rbooras@brooklyn.cuny.edu)) who can remove the hold.

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
<b><i>Students may complete no more than twelve credits while on academic probation.</i></b>			

Anticipated GPA upon completion of these courses<sup>†</sup>: \_\_\_\_\_

***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.