

Being on Probation

in the College of Behavioral and Social Sciences

All College of Behavioral and Social Sciences students on probation are required to:

- 1. See their advisors every four weeks*
- 2. Attend Learning Assistance Center (HSS 227) activities in order to improve their studying, test-taking, and note-taking skills. Psychology students can participate in Project Excel.*
- 3. Speak frequently to their instructors, asking questions and asking their advice on how to better learn the material and do better in assignments and on tests.*
- 4. Limit the number of class units they are carrying (to a maximum of 12, if not fewer)!*
- 5. Remember to allow two hours of preparation outside of class for every hour in class.*
- 6. Complete all work on courses with grades of (I) Incomplete—they turn into F's!*

Resources

Counseling and Psychological Services Center – Temp M / 338-6100

Disability Resource Center—Temporary 12 / 338-2472

Learning Assistance Center – HSS 227 / 338-1993

Project Excel – for Psychology students; see Professor Terrell in the Psychology Department

University Registrar's Office – HSS 127 / 338-2350

Assistance and support is available - use it!

What Being on Probation Means

Being on probation at San Francisco State University means that your grade point average has dropped below 2.0. No student can graduate from the University unless they have attained a 2.0 grade point average.

If poor academic performance continues while on Probation, a student may find her or himself Subject to Disqualification from the University. If performance still does not improve, a student may be Disqualified from the University. Once Disqualified, a student may not enroll in the University for two semesters; in order to be admitted once again, their grade point average must be 2.0 or greater. In order to improve their grade point average, students may enroll in University courses during this period through the College of Extended Learning.

Being on probation in the College of Behavioral and Social Sciences does not mean that you will never have academic success again. It does mean, however, that you will have to work hard, make extra efforts in class, do some things (like studying) differently, see your advisors, and take advantage of College and University resources. We can help you find the resources and strategies necessary to help you achieve these goals.

Who is on probation?

Students on probation fall into several groups-- we work with each group of students according to their different circumstances. The different circumstances we find most often are:

- **Students from high school or community college who are having a difficult time making the transition to university classes and university requirements.** If you are in this category, you should pay special attention to the development of study skills, note-taking skills, and test-taking skills. You will also be advised to make special efforts to meet with your instructors and advisors so that you can develop relationships with faculty on this campus. Developing time management skills is also crucial—check out the Learning Assistance Center (Library 438) for help.
- **Students working too many hours outside their classes.** Many San Francisco State University students are working 40 or more hours while trying to carry a full load of courses. A large number of these students end up on probation. You cannot expect to work 40 or more hours every week, take many units, and be successful. You will simply not have enough time to go to classes, study, and do your assignments. Students in this category will be limited in the number of units—12— they can take while on probation.
- **Students having a personal or family problem or incident, distracting them from their classes.** Students who are having problems of this type often just have one or two semesters of poor concentration and just need some assistance in getting back on track. If this is the reason you find yourself on probation, you will find we will offer referrals to San Francisco State University resources like the Counseling Center as well as to the Learning Assistance Center.
- **Students who have assumed they were dropped from a class, leading them to stop attending, resulting in an “F” for the course.** You should always speak to your instructor or advisor if you are having problems or drop the class officially if you do not wish to continue. *Never just stop going to class and assume that you have been dropped or withdrawn! Each student is responsible for making sure that they have been withdrawn from their classes if they stop attending.* The College still requires ongoing advising and attendance at the Learning Assistance Center, even if you have an “F” because you stopped going to class.

Being Aware of Your Grade Point Deficit and Its Importance

Being on probation means that you are carrying a grade point deficit, leading to a grade point average below 2.0. To be removed from probation, this grade point deficit must be made up!

To calculate your grade point deficit, look at the number of units attempted (UA) and units earned (UE), both of which are included at the bottom of your transcript.

1. Take the number of units attempted and multiply by two:

Example: 36.0 Units Attempted x 2 = 72.0

(ideal grade point units earned if have 2.0)

2. Look at the number of grade points earned (GP), also at the bottom of your transcript, and subtract it from the ideal number of grade points units if have 2.0:

Example: 72 (ideal) – 66.0 (real—from transcript) = 6.0 grade point deficit

3. Making up the grade point deficit:

- Grades of A contribute 6.0 points (per each three unit class) toward decreasing the deficit
- Grades of B contribute 3.0 points (per each three unit class) toward decreasing the deficit (or, increasing your grade point average (G.P.A.))
- Grades of C have no impact upon the grade point deficit
- Grades below C increase the grade point deficit and can lead to continued probation!

Important note: some students assume that the way off of probation is to take many units during the next semester to make up for the deficit grade points. This is exactly the wrong strategy! Taking fewer units will allow you to focus more and perform better in those classes, and that will improve your grade point average.