



ACADEMIC SUCCESS SHEET

Name:	Date:	Phone Number:
CWID#:	Your Masters program:	
Email address:	Semester Admitted:	

Prior to meeting with your Advisor to discuss academic probation you must answer and fill in all the following questions and bring a copy of this form with you to the meeting. If you bring a blank form with you I will ask you reschedule your appointment when you have filled out the form in its entirety. We will go over any sections that you have questions on.

Section I: The Basics of Determining Academic Notice

Please be sure you fill in all the required boxes.

1. My first semester after going on academic probation will be _____ and my second and final semester will be _____

2. Please check the boxes that apply to your academic notice status.

Advisor Notes:

- a. My overall Grad GPA is below a 3.0 OR does not apply to my situation
- b. My study plan GPA is below a 3.0 OR does not apply to my situation
- c. My accounting pre-requisites are below a 3.0 OR does not apply to my situation
- d. My foundation course(s) are below a 3.0 OR does not apply to my situation

3. Which level courses are **not** calculated into your overall Grad GPA? (*choose only one box*)

- a. 100, 200, & 300 Level OR
- b. 400 and 500 level

4. What 500 level prerequisite course(s) do not calculate into your study plan GPA _____ but do impact your overall Grad GPA?

5. Using the *Grade Point Balance Sheet* (pg.3) what grades do you need to raise your GPA to a "B" (3.0) average:

- a. I need _____ grades of _____ to raise my Study Plan GPA to a 3.0
 - i. OR does not apply to my situation because my study plan GPA is already at a 3.0
- b. I need _____ grades of _____ to raise my Overall Grad GPA to a 3.0
 - i. OR does not apply to my situation because my overall Grad GPA is already at a 3.0.
- c. I need _____ grades of _____ to raise my Accounting Pre-requisite GPA to a 3.0
 - i. OR does not apply to my situation because my Acct Prereq GPA is already at a 3.0
- d. I need _____ grades of _____ to raise my Foundation Coursework GPA to a 3.0
 - i. OR does not apply to my situation because my overall GPA is already at a 3.0.

(*Sample: I need 3 grades of A to raise my Study Plan GPA to a 3.0. Please fill in the appropriate boxes.*)

6. Are you required to retake any courses? Yes No

- a. **Repeated Courses** – If a grade less than "C" (2.0) is received in a Study Plan or prerequisite course, the course must be repeated and passed with a grade of "C" (2.0) or better. A course may be repeated only once. If a course is repeated, both grades are included when computing the student's Study Plan and cumulative Cal State Fullerton grade-point average. Repetition of a course carries no additional unit credit toward the degree; however, the additional units are included in the cumulative units shown on the Cal State Fullerton transcript.
- b. If "yes" what course(s) and why? _____
- c. What is the maximum number of courses that can be repeated or added to a study plan? _____

7. If a course is repeated are both grades included when computing the students study plan and cumulative GPA?

- Yes No

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The following questions are designed to help you identify specific issues that may have led you to academic probation and help you and your advisor develop a plan for your academic success. Please answer the following questions honestly. Your responses will remain confidential.

Section II: Factors That Led to Academic Notice

Rate each of the following that may have contributed to your low grades last semester. A rating of "1" means that the factor had little-to-no impact on your grades. A rating of "4" means that the factor had a strong impact on your academic performance.

	No Impact	Little Impact on Grades	Strong Impact on Grades		
Adjusting to Graduate School	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Anxiety or stress	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Class attendance	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Writing Skills	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Comprehension Skills	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Critical Thinking Skills	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Lack of study skills	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Family obligations	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Financial difficulties	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Health issues (you)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Health issues (family)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Instructor's teaching style	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Course Difficulty	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Loneliness	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Possible learning disability	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Relationship issues	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Separation from family	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Social distractions	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Test taking ability	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Time management	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Too heavy a course load	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Work schedule	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

Other factors not listed that had a strong impact on your academic performance:

Identify the two issues that most contributed to your grades last semester:

1. _____

2. _____

Section III: Action Plan

- Using the resources found in your Graduate Student Handbook in the section Academic Success provide a detailed plan for removing yourself from academic probation within two consecutive semesters be specific. Summer may be used in the plan but is not counted as one of the consecutive semesters. (your plan may include changing your work schedule, time management workshops, reducing your course load, ect....):

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Section IV: To be filled out by an Advisor during an Advising Appointment

ACADEMIC STANDARDS - A student enrolled in a graduate degree program in the College of Business & Economics must complete all approved study plan course work, including transfer work, required for a degree with at least a 3.0 (B) cumulative grade-point average; and, must maintain a study plan cumulative grade-point average of at least 3.0 (B) to be in good academic standing. A student enrolled in a graduate degree program in the College of Business & Economics must complete each study plan course with a grade of at least 2.0 (C), regardless of cumulative grade-point average.

ACADEMIC NOTICE - A graduate student enrolled in the graduate degree program in the College of Business & Economics will be placed on academic notice and notified of academic deficiency if a cumulative grade-point average of at least 3.0 (B) for the approved plan of study is not maintained. The academic notice will commence with the fall or spring semester following the session in which the cumulative grade-point average failed to meet the 3.0 (B) standard.

Graduate students are subject to **disqualification** after the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard. The Associate Vice President, Academic Programs, in consultation with your graduate advisor, will disqualify a graduate student who is on academic notice if the student does not, or cannot raise the study plan and cumulative grade-point average to 3.0 by the completion of the second regular semester following the semester in which the grade-point average fell below the minimum 3.0 standard.

Note: Prior to disqualification "International Students" should consider submitting applications to other institutions.

GRADES - Any course on the approved program of study in which a grade of C-, D, F, WU, or IC is received must be repeated regardless of the study plan cumulative grade-point average of the student. These courses may be repeated only once, and the grades received on both attempts will be used in computing the cumulative grade-point average.

However, the student may repeat courses in which a "WU" was received and apply to have only the most recently earned grade(s) count toward calculation of the cumulative grade-point average. This provision may be applied only to the first occurrence of "WU" grade(s) and will not apply to additional "WU" grades earned in any subsequent semester. It is the responsibility of the student to complete the forms needed to implement this adjustment to the cumulative grade-point average.

ACADEMIC NOTICE REQUIREMENTS (If you are unable to meet these requirements you will be subject to disqualification)

First regular Semester on Academic Notice: _____

Second regular Semester on Academic Notice: _____

(a hold will be placed on the upcoming semester until your grades earned during your second have been reviewed).

In order to raise your GPA to the minimum 3.0 (B) requirement you are required to earn:

Handouts/Resources provided during session:

If at anytime you are unable to meet the above requirements you may be removed from the program. In addition, upon the completion of your third semester in the program or if at anytime it becomes mathematically impossible for you to raise your GPA to the required 3.0 (B) average you will be subject to removal from the program. **Thus CBE will have no choice but to recommend your removal to graduate studies.**

Graduate Advisor Signature

Student Signature

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Sample of Grade Point Balance System

GRADE POINT BALANCE SYSTEM

The Grade Point Balance system is a system that is used to show you your relative position to a 3.0 GPA. A positive value indicates a GPA above 3.0, a negative value indicates less than 3.0, a zero grade point balance indicates a GPA of exactly 3.0. You are on probation whenever there is a negative number in either the all university GPA or Cal State Fullerton GPA. To get off probation, you need to receive enough positive grade points (A grades) to offset the negative grade points (C, D, or F grades). B grades will not change your grade point balance. The attached chart shows how grade point balance values are determined for whole grades. Pluses and minus change the grade point values. For example, a B+ in a three unit course is actually +0.9, a B- is -0.9.

Grade	3 Unit Course	Grade	3 Unit Course
A+	+3	C+	-2.1
A	+3	C	-3
A-	+2.1	C-	-3.9
B+	+0.9	D+	-5.1
B (good standing)	0	D	-6
B-	-0.9	D-	-6.9
		F	-9

Withdrawal Unauthorized (WU) as of Spring 2012

The symbol “WU” indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For the purpose of grade point average computations, this symbol is *equivalent to an “F”*.

In the **first semester** that a WU grade is assigned to a student, any and all WU grades assigned to that student in that semester shall be automatically converted to a grade of W. This action on first time occurrences of unauthorized withdrawals assumes the lack of understanding about the academic ramifications of unauthorized withdrawals on the part of the student. The university will communicate directly to the student the university’s policy on WU grades, including possible actions should unauthorized withdrawals occur in the future.

Sample: if you earned a “C” (-3 points) in a course then you would need an “A” (+3 points) to raise your GPA to a “B” (0 points)

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