

CALIFORNIA STATE UNIVERSITY • FRESNO

FRESNO, CALIFORNIA 93740-8027

DIVISION OF GRADUATE STUDIES

5241 N. Maple Ave., MS 51
Fresno CA 93740-8027
(559) 278-2448

Response Due

by: _____

Memorandum

Date:

To: _____, Graduate Program Coordinator
Program

From: Georgette Mello, Graduate Evaluator

Subject: *Administrative Academic Probation (A.A.P.)*

Student/ID
Program

SAMPLE

The State Education Code requires that graduate master's degree students be placed on probation for failure to maintain a minimum 3.0 grade point average in the graduate program, or for failure to make progress toward the degree and/or failure to comply with academic requirements expected of all students in your program. *Please refer to pages 79-80 in the 2002-2003 General Catalog.* A permanent notation of administrative academic probation is placed on the student's transcript.

The above named student will be placed on formal administrative academic probation due to the following reasons:

- A minimum cumulative GPA of 3.0 has not been maintained.
- A minimum GPA of 3.0 has not been maintained in master's related coursework.
- Student has not met the Special Admission contract.
- Failure to make progress toward the degree and/or failure to comply with an academic requirement expected of all students.
- Other: _____

A letter informing the student of their administrative academic probation, with a suggestion to meet with their graduate coordinator, will be sent out by the Division of Graduate Studies.

If, as graduate coordinator, you think that formal administrative academic probation is not appropriate due to known extenuating circumstances, you may request "informal probation" by _____. If "informal probation" is recommended, **it is the department's responsibility to notify the student in writing and to monitor their progress.** Please send copy of letter to the Division of Graduate Studies office to be placed in student's file.

Please note that unless the department requests "informal probation" by the listed deadline date, the Division of Graduate Studies will place the student on formal administrative academic probation.