

Academic Advising Worksheet

Name _____ Student ID # _____
 Last First
 Address: _____ Daytime Phone # _____ (no pagers)
 Major _____ Option _____ CPP E-mail address: _____
 Have you been disqualified from CPP? _____ When _____ Curriculum Year _____ Class Level _____
 Number of Hours Working per Week _____
GPA: Cal Poly _____ Major Core _____ Number of Previous Worksheets _____
 Overall _____ Grade Point Deficiency _____ ELM Score _____ EPT Score _____

Courses required to be successfully completed each quarter: (Circle Quarter)																	
F	W	Sp	Su	Quarter	Yr:	F	W	Sp	Su	Quarter	Yr:	F	W	Sp	Su	Quarter	Yr:
				Min. grade						Min. grade						Min. grade	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Max. # of units from above _____						Max. # of units from above _____						Max. # of units from above _____					
Min. # of deficit grade points student must make up this quarter _____						Min. # of deficit grade points student must make up this quarter _____						Min. # of deficit grade points student must make up this quarter _____					

Recommendations:

_____ Tutoring	Counseling:	Testing:
_____ Grade Progress Report	_____ Career Center	_____ MDPT
_____ Change of Major Advising	_____ Financial Aid	_____ GWT
_____ Repeat Course Forms	_____ Disabled Student Services	
	_____ Other	

Comments: _____

Date of next meeting with academic advisor _____

An advising hold will be placed every quarter for which the Cal Poly GPA is below 2.2.

Signed _____ Student _____ Date _____
 Signed _____ Department Chair/Designee _____ Date _____

NOTE: Original worksheet is to remain on file in department office for future reference. Copy for student.

EXPLANATION OF PROBATION AND DISQUALIFICATION

An undergraduate student is in **good standing** when the Cal Poly Pomona AND the overall grade point average (GPA) both are 2.0 or higher.

An undergraduate student in good standing whose Cal Poly Pomona GPA (not "overall" GPA) is between 2.0 and 2.2 is considered **AT RISK**. Such a student will have an advising hold placed on his/her record. This hold blocks registration until academic advisement is received and the advisor or department removes the hold.

An undergraduate student shall be put on **PROBATIONARY or SUBJECT TO DISQUALIFICATION** status when the Cal Poly Pomona or overall GPA falls below the limits specified in the table below. Such a student will have an advising hold placed on his/her record. This hold blocks registration until advisement is received and the advisor or department removes the hold. Academic departments may also place an advising hold on a student's record if the major core grade point average is below 2.0. An undergraduate student also may be subject to a disqualification status due to lack of adherence to advisement worksheet, failure to make progress in the major, or follow faculty advisement.

Grade Point (GP) Calculation: Grade Points for a class are calculated as the product of the number of units and the numerical value of the grade earned in the class. For example, a student who receives a B- in a 4-unit class earns $2.7 \times 4 = 10.8$ GP. If the total number of grade points earned by a student is less than twice the total number of units attempted, the student has a grade point deficit equal to the difference between the two numbers. For example, if a student has completed nine 4-unit college level classes, the student has completed 36 units and should have at least 72 GP. If the student has earned only 61.8 GP, then the student has a grade point deficit of $61.8 - 72 = -10.2$ GP.

ACADEMIC DISQUALIFICATION This status is assigned when a student is on probation or is subject to disqualification and the grade point deficit reaches the levels specified in the table below. A student who is academically disqualified may not enroll for at least one quarter, normally the quarter after notification of the disqualification. It is possible to move from probationary status to disqualification without first being subject to disqualification.

Class Level	Units Completed in All College Work	Probation	Subject to Disqualification	Disqualification
Freshman	0 – 44.9	Below 2.0	Below 1.5	At least -22.5 GP
Sophomore	45 – 89.9	Below 2.0	Below 1.7	At least -22.5 GP
Junior	90 – 134.9	Below 2.0	Below 1.9	At least -13.5 GP
Senior	135 or more	Below 2.0	Below 1.95	At least -9.0 GP

Appealing the Sit-Out Period

Undergraduate students have the right to appeal the mandatory sit-out quarter, the consequence of disqualification. The student must complete the Disqualification Appeal Student Information Sheet available in the Registrar's Office. Except in extraordinary circumstances, appeals will be considered only if the student's grade point balance, during the quarter subsequent to disqualification, has improved enough to fully remove the student from disqualification status. Students will be notified via email of their College's Appeals Committee decision no later than the last day to register for the quarter in question.

Reinstatement

Upon initial disqualification, students may be reinstated only after presentation to the university of satisfactory evidence that they have improved their chances of scholastic success. Students seeking reinstatement after initial disqualification must file a Reinstatement Petition in the Registrar's Office. The initial disqualification status must be removed by the time 24 baccalaureate level units have been completed. These units should be agreed upon by the student and the department chair at the time of reinstatement.

SUBSEQUENT DISQUALIFICATION

In either subsequent disqualification situation described below, the student is academically disqualified and must take a mandatory one-year break (four quarters). There is no appeal and readmission is not guaranteed.

Undergraduates who have been academically reinstated, or who have successfully appealed their "sit-out" quarter, must remove their disqualification status by the time they have completed 24 baccalaureate level units at Cal Poly Pomona. Failure to remove the disqualification status within the 24-unit limit means that students must leave the university for at least four quarters.

Undergraduate students who remove the disqualification status and then become disqualified again, also must leave the university for at least four quarters. It is possible that such students will not have finished 24 units.