



SACRAMENTO
STATE

COLLEGE OF BUSINESS ADMINISTRATION UBAC • Undergraduate Business Advising Center

Suggestions For Students On Academic Probation

Thank you for reviewing the following list of suggestions for students on Academic Probation. You may have already met with an academic counselor from UBAC, or you may be new to our services. We're here to help! The following information can help you to successfully complete the Business Major at Sac State. This information can help prevent you from being placed on Academic Probation, or assist you in returning to "Good Standing" status with the University if you are on Academic Probation.

Unfortunately, many students are placed on Academic Probation each semester. This may be caused by:

- enrolling in too many units
- working too many hours while attending school
- failing to seek assistance (e.g., tutoring) when encountering academic difficulty
- enrolling in courses without completing prerequisite courses
- enrolling in too many similar courses in one semester (e.g., several heavy writing or science classes)

It is possible to earn all C grades and one C- grade, and end up on Academic Probation (the C- grade, which is equivalent to a 1.7 would bring the GPA below a 2.0 for the semester).

In order to remain in Good Standing with the University, students must maintain at least a 2.0 grade point average in the following categories:

- 1) most recent semester
- 2) CSUS overall
- 3) Overall GPA (all college courses taken)

Students who are on Academic Probation can be placed on Continued Probation the following semester if they earn a semester GPA below a 2.0, even if both their CSUS GPA and overall GPA are above a 2.0, OR if they earn a 2.0 or better in the current semester, but have a CSUS GPA or Overall GPA below 2.0.

Students who are on Academic Probation may eventually be disqualified from the University; disqualified students may not enroll in classes unless they are Reinstated (in this case, they are not allowed to enroll in upper division Business courses). Business Majors who are disqualified must wait at least one semester before applying for Reinstatement to the major; reinstatement back into the Business Major is not guaranteed (each case is reviewed by the College of Business Administration's Academic Standards Committee). To learn more about Sac State's policies regarding Academic Probation, consult the University Catalog (see Academic Policies).

If you do end up on Academic Probation, the following strategies may help you to get back in good standing with the University: Consider repeating courses you have previously taken in order to improve your GPA. Consult with a UBAC Academic Counselor to verify that you can do this without any penalty (Business Majors may repeat required courses no more than twice, for a total of three attempts for any one course). Violation of this policy will result in the student being permanently disqualified from the Business Major. REMINDER: all courses required for the Business Pre-Major, Major Core, and Concentration must be completed with at least a C- grade.

Students should also be aware that at least a 2.0 GPA or higher is separately required in the Pre-Major, upper core and concentration.

If you repeat courses, be sure to file Repeat Petitions to adjust your GPA (the second grade replaces the first grade, and the third grade earned in a course is averaged with the second grade).

If you have already repeated courses, make sure you have filed Repeat Petitions.

If you failed to officially drop a class, a WU grade may appear on your transcripts; this is equivalent to an F for GPA purposes. Students may submit a Petition to Discount

First WU Grade to the Admissions and Records Office or Academic Advising Center (this action is *only* for the *first* semester one or more WU grade(s) is earned, and does not apply to grades earned outside of Sac State).

Avail yourself of free tutoring services provided by the Business Tutoring & Study Center located in Tahoe Hall, room 3067. The Center is staffed by knowledgeable students and offers an excellent base of assistance. Hours of operation and tutors' schedules are posted in the Office of Student Affairs in Tahoe Hall, Room 2065. Appointments for tutoring are not necessary. Don't wait until you experience academic difficulty in a course to seek help.

Consider cutting back on either the number of units you take each semester, the number of hours you work, or extracurricular activities. Generally, full-time students are encouraged to work no more than 20 hours per week; students who work full-time are encouraged to enroll in no more than 6 units per semester. You should plan on at least 2 hours of homework and study time for each hour you are in class (thus, a student taking 15 units would need approximately 30 hours per week to study in order to remain in Good Standing with the University).

Schedule an appointment to see a UBAC Academic Counselor to review your progress to date and to develop a realistic educational plan. Our counselors can help students experiencing academic difficulty to identify problem areas and find solutions.

Register to attend a free Time Management Workshop in the Academic Advising Center in Lassen Hall.

Remember, the UBAC staff is here to support you throughout your college career. Feel free to contact us!

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