



COLLEGE OF COMMUNICATION
AND THE ARTS
Center for Graduate Studies

SETON HALL UNIVERSITY

Application to Study While on Academic Probation

Academic Probation

A grade point average (GPA) of 3.0 is considered the minimum standard for satisfactory completion of coursework. Students who have accumulated two “C” grades or one “F” grade will undergo a record review by the appropriate faculty to determine future standing.

Graduate students whose GPA are below 3.0 are placed on Graduate Academic Probation and must receive approval for their academic adviser and the Center for Graduate Studies to register for subsequent semesters. *Should a student have pre-registered for course prior to their GPA dropping below a 3.0, the courses for subsequent semesters are subject to removal.*

A student with a term and/or cumulative GPA below a 3.0 is automatically placed on Graduate Academic Probation. In many instances, this results in an automatic Academic Hold on the student’s record, preventing registration and other processes. If, however, an automatic Academic Hold is not immediately applied to a student’s record, but the student’s term and/or cumulative GPA is below a 3.0, the student is still on Graduate Academic Probation

To request approval to register while on Graduate Academic Probation, the student must:

- (1) Meet with an assigned academic adviser during the pre-registration period;
- (2) Complete the attached Application to Study While on Academic Probation;
- (3) Submit a one-page single-spaced academic plan; and
- (4) Submit both the application and the one-page academic plan to their academic adviser.

Once the application and academic plan are received, the student’s request will be considered by the Center for Graduate Studies and related faculty members, as necessary. Students who submit all required materials will receive notification to their University email account. *Incomplete requests will not be considered.*

Note – It is the student’s responsibility to submit the application to study while on probation and academic plan in accordance with the University’s registration schedule, including add/drop dates. The typical processing time once a complete application and academic plan is received is 14 business days. Please plan accordingly.

Application to Study While on Academic Probation

Section A – to be completed by student

Student Name _____ CWID _____

Email Address _____ Term Requested _____

Student Signature _____

Section B – to be completed by academic adviser

Credits Earned _____ Credits In-Progress _____ Cumulative GPA _____ No. of Prior Terms on Graduate Probation _____

Notes

Section C – to be attached by student

Attach a **one-page single-spaced** document detailing an academic plan, including:

- ❖ Ability for continued study at the graduate level;
- ❖ Rationale for prior academic performance;
- ❖ Proposed courses to complete during the upcoming semester;
- ❖ Assignments from current courses demonstrating scholarly potential (if applicable); and
- ❖ Relevant details to provide additional context

Approvals

Academic Adviser _____ Date _____

Assistant Dean, Graduate Studies _____ Date _____