

Probation Student Advising – Spring 2023

The probation policy followed in the pre-pandemic period (Spring 2020 and before) has been reactivated from Spring 2023 and onwards.

All Probation Students

1. They must complete their pre-advising, faculty evaluation irrespective of their probation count
2. The advising is conditional from phase 1.

Probation 1

1. These students will get a warning message right after the grade submission. 09/01/2023
2. Do not need to bring parents or give undertaking for this semester
3. Advising is allowed automatically from phase 1 starting from January 15, 2023

Probation 2

1. Students will get a message right after the final grade submission.
2. Must bring their parents when meeting the Chair.
3. A yellow undertaking must be signed.
4. The Chair will authorize the student for self advising in the system
5. The student may get an SMS confirmation
6. The Chair may optionally prescribe courses for the students. These prescribed courses will hide the pre-advised courses and the student will only see the prescribed courses in the actual advising.
7. At this stage, student is ready to do self advising as per the schedule published.

Probation 3

1. Students will get a message right after the final grade submission
2. Must bring their parents when meeting the Chair
3. A light red undertaking must be signed.
4. Department chair will authorize the student for self advising in the system
5. The student may get an SMS confirmation
6. The Chair may optionally prescribe courses for the students. These prescribed courses will hide the pre-advised courses and the student will only see the prescribed courses in the actual advising.
7. At this stage, student is ready to do self advising as per the schedule published.

Probation 4 and above

1. A special meeting will be held to review these cases right after the final grade submission
2. Eligible students can expect a message to meet their respective Chair.
3. These students must bring their parents when meeting the department Chair
4. A dark red undertaking must be signed by the Students and the Parents.
5. Department chair will authorize the student for self advising in the system
6. The student may get an SMS confirmation
7. The Chair may optionally prescribe courses for the student. These prescribed courses will hide the pre-advised courses and the student will only see the prescribed courses in the actual advising.
8. At this stage, student is ready to do self advising as per the schedule published.