

## **Probation Student Advising – Spring 2024**

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The probation student advising policy for spring 2024 as below:

### **All Probation Students**

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

### **Probation 1**

1. Do not need to bring parents or give undertaking for this semester.
2. Automatic entry to advising process from phase 1
3. Do not require to meet with department chair

### **Probation 2**

1. A yellow colored undertaking must be signed by the student. Do not need to bring parents.
2. The Chair will authorize the student for self-advising.
3. The student may get an SMS confirmation after the Chair authorization.
4. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised courses and the student will only see the prescribed courses in the actual advising.
5. At this stage, student is ready to do self-advising as per the schedule published.

### **Probation 3**

1. Students will get a general message after the final grade submission
2. Must bring their parents when meeting the Chair
3. A light red colored undertaking must be signed.
4. Department chair will authorize the student for self-advising.
5. The student may get an SMS confirmation.
6. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised course selection. 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. Eligible students can expect a message to meet their respective Chair.
2. These students must bring their parents when meeting the department Chair
3. A dark red colored undertaking must be signed by the Students and the Parents.
4. Department chair will authorize the student for self-advising.
5. The student may get an SMS confirmation
6. The Chair may prescribe courses for the student. These prescribed courses will supersede 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.