



**Undergraduate Academic Affairs**  
College of Humanities and Social Sciences

	<b>OFFICE USE ONLY</b>
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**Student Advising Meeting Form**

NOT FOR SUSPENDED STUDENTS

**Name:** \_\_\_\_\_ **G#:** \_\_\_\_\_

**Major:** \_\_\_\_\_ **Mason Email:** \_\_\_\_\_

**First semester at Mason:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**SECTION 1: Class schedule**

<b>Student</b>	<b>Advisor</b>																											
<p>Please fill out this section before your advising appointment: <b>Current Semester</b> _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Class</th> <th style="width: 20%;">Credits</th> <th style="width: 20%;">Repeated Course (Y/N)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr> <td><b>Total Credits:</b></td> <td> </td> <td> </td> </tr> </tbody> </table>	Class	Credits	Repeated Course (Y/N)																						<b>Total Credits:</b>			<p>Please provide recommendations to retake any classes or alter the listed class schedule*:</p> <p> </p> <p> </p> <p>*If recommendations are for a subsequent semester, please indicate it here: _____</p>
Class	Credits	Repeated Course (Y/N)																										
<b>Total Credits:</b>																												

**SECTION 2: Review retention table**

<p>Please circle your current total number of attempted credits:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Credit Level</th> <th style="width: 15%;">Warning</th> <th style="width: 15%;">Probation</th> <th style="width: 15%;">Suspension</th> </tr> <tr> <td>Attempted Credits</td> <td>Cumulative GPA Range</td> <td>Cumulative GPA Range</td> <td>Cumulative GPA Range</td> </tr> </thead> <tbody> <tr> <td>7-16</td> <td>0.00-1.99</td> <td>-</td> <td>-</td> </tr> <tr> <td>17-29</td> <td>1.75-1.99</td> <td>1.00-1.74</td> <td>0.00-0.99</td> </tr> <tr> <td>30-59</td> <td>1.85-1.99</td> <td>1.25-1.84</td> <td>0.00-1.24</td> </tr> <tr> <td>60-89</td> <td>1.95-1.99</td> <td>1.55-1.94</td> <td>0.00-1.54</td> </tr> <tr> <td>90+</td> <td>-</td> <td>1.85-1.99</td> <td>0.00-1.84</td> </tr> </tbody> </table>	Credit Level	Warning	Probation	Suspension	Attempted Credits	Cumulative GPA Range	Cumulative GPA Range	Cumulative GPA Range	7-16	0.00-1.99	-	-	17-29	1.75-1.99	1.00-1.74	0.00-0.99	30-59	1.85-1.99	1.25-1.84	0.00-1.24	60-89	1.95-1.99	1.55-1.94	0.00-1.54	90+	-	1.85-1.99	0.00-1.84	<p><b>A. Current cumulative GPA:</b> _____</p> <p><b>B. To avoid suspension or dismissal at the end of the current semester, the student needs a cumulative GPA of</b> _____</p>
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**SECTION 3: Advisor's referrals and recommendations**

Counseling and Psychological Services  
  Learning Services (academic skills workshops, academic coaching)  
  Writing Center  
 STEM Accelerator (tutoring in sciences)  
  Office of Diversity, Inclusion, and Multicultural Education  
  Math Tutoring Center  
 Student Support and Advocacy Center  
  Office of Disability Services  
  Career Services  
  Foreign Language Tutoring

Check in with professors: \_\_\_\_\_  
  Advising meetings: \_\_\_\_\_

Other recommendations: \_\_\_\_\_  
 \_\_\_\_\_

**Estimated Next Advising Appointment:** \_\_\_\_\_

**Advisor's Name:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Use Only**

\_\_\_ Advising Hold Not Present  
 \_\_\_ Advising Hold Removed  
 By \_\_\_\_\_  
 Date Removed \_\_\_\_\_



# Undergraduate Academic Affairs

## College of Humanities and Social Sciences

### Student Advising Meeting Form

NOT FOR SUSPENDED STUDENTS

#### Instructions for Students

- At the beginning of the form, please clearly type or write your name neatly, G#, current major, Mason email, first semester at Mason, and phone number.
- **Section 1: Class schedule**
  - In the table located in the Student section on the left, list the classes in which you are currently enrolled. Indicate the number of credits per class and whether or not you are repeating the class. Also, indicate the total number of credits you are currently taking. It is important to review your class schedule with your advisor to determine if you should repeat courses or make changes that will boost your potential for success and avoid suspension or dismissal at the end of the term.
- **Section 2: Review the retention table**
  - Please indicate the total number of credits you have attempted so far (including any credits you are taking this term) by circling one of these options on the left column of the table: 7-16, 17-19, 30-59, 60-89, or 90+. Remember that transfer credits are included in your total number of attempted credits.
  - In section A. Current cumulative GPA, write down your current cumulative GPA. You can find this information by logging into <https://patriotweb.gmu.edu>, then click on Student Services tab, Student Records, and View your Unofficial Transcript. Your cumulative GPA is listed at the end of the transcript in section TRANSCRIPT TOTALS, overall GPA.
  - Now you can locate where your current GPA falls on the table. For example, if your current cumulative GPA is 1.60, and you have attempted a total number of 35 credits so far (including any credits you are taking this term), your credit level is 30-59. Therefore, in order to avoid suspension or dismissal at the end of the current term, you will need a cumulative GPA of at least 1.25. If your GPA at the end of the term is 1.24 or less, you will be placed on suspension. Please see the example below:

Please circle your current total number of attempted credits:			
Credit Level	Warning	Probation	Suspension
Attempted Credits	Cumulative GPA Range	Cumulative GPA Range	Cumulative GPA Range
7-16	0.00-1.99	-	-
17-29	1.75-1.99	1.00-1.74	0.00-0.99
<b>30-59</b>	1.85-1.99	<b>1.25-1.84</b>	0.00- <b>1.24</b>
60-89	1.95-1.99	1.55-1.94	0.00-1.54
90+	-	1.85-1.99	0.00-1.84

**A. Current cumulative GPA:** 1.60

**B. To avoid suspension or dismissal at the end of the current semester, the student needs a cumulative GPA of** 1.25

- Once you have completed this information, take the form to your major advisor who will provide recommendations in Section 3 and will complete the rest of the form with you.
- Please submit the completed and signed form to the Undergraduate Academic Affairs office located in Buchanan Hall, Room D217.
- Submission of this form to the Undergraduate Academic Affairs office by the stated deadline will avoid the placement of a registration hold.