

## **How to Remove Holds for *At-Risk/Low Good-Standing, Academic Probation, or Financial Aid Holds due to low GPA***

**If you are *Disqualified*, please see Teresa Castaneda, CPP ENV Student Success Coordinator in Building 7, [trcastaneda@cpp.edu](mailto:trcastaneda@cpp.edu) (909) 869-2670**

1. Check Bronco Direct to identify the type of hold.
2. ***If the hold is for a GPA deficiency***, make an appointment with your assigned department advisor **in advance**. (Yes, you may need to reschedule work, appointments, etc., to see the advisor during their office hours. Be proactive so that you can get off—and stay off—at-risk advising. Holds are put on well in advance of registration. An emergency on your part does not dictate an emergency on everyone else's part.)
3. Come to the advising appointment with the following items the completed:
  - **MyPlanner**
  - **GPA Calculator**
  - **Cover Letter**
4. Your hold may be removed if the advisor determines that you have met the criteria, completed the advising paperwork, and have an attainable goal for maintaining good academic standing and degree progress.

### **Completing the required paperwork:**

#### **MyPlanner on BroncoDirect**

- If you haven't already done so, use MyPlanner on Bronco Direct and enter all courses you need to take to complete your degree.
- Check the prerequisites for each course.
- Check the Schedule of Classes on Bronco Direct to ensure that the courses you plan to take will be offered in the terms you plan to take them.
- Move courses into each term. Courses you are taking after Summer 2018 will be "Unassigned." MyPlanner will soon allow you to designate terms after Summer 2018.
- Save your MyPlanner, "View as PDF" and print it.

#### **GPA Calculator** <http://www.cpp.edu/~ehelp/gpacalc.html>

- The GPA calculator should be completed by the student before the meeting.
- Use the online GPA calculator to determine the minimum grades you will need in each course to rectify your grade-point deficiency.
- To complete the GPA Calculator, you will need information from Bronco Direct: your Unofficial Transcript and your Degree Progress Report.
- Create realistic and manageable scenarios for the grades. What if you take 4 classes and earn an A, A, C, C, or A, B, C, C, etc. What happens if you petition to replace a grade?
- Determine what the outcomes will be if you petition to replace low grades.
- Screen captures of the grade calculator scenarios will be helpful and will give you a goal that can be remembered.

#### **Cover Letter**

- Write a professional cover letter in which you identify what you believe led to the GPA deficiency and what steps you plan to take to reach your new GPA goal.
- Include the date, your full name, and bronco ID number.
- Include the grades you will need to earn from the grade calculator.
- Be reasonable and thorough. Use proper grammar, punctuation, formatting, etc.
- Print and sign your letter.