

Pennsylvania College of Technology

Procedure Statement

Title: Academic Probation, Suspension, Renewal (Formerly Academic Probation) **Number:** PR 4.27

Approved by:
Presidential Action

Approved Date: 09/1983
Implementation Date: 09/1983
Last Review Date: 08/2020
Last Revision Date: 08/2020

Persons/Departments Affected:
Enrolled students and academically suspended students

Responsible Department:
Academic Affairs

Definitions:

Graduation GPA – grade-point average including only courses taken to fulfill requirements of a student’s most current major. Courses taken while enrolled under a previous major are only included in the graduation GPA if those courses are also required for the current major.

Academic Review – A review of all students’ academic performance, conducted at the conclusion of each fall and spring semester to determine appropriate levels of intervention.

Procedure:

- I. At the end of the fall and spring semesters, the registrar will provide to Academic Affairs listings of degree- and certificate-seeking students with first semester or graduation GPAs that do not meet the levels indicated in [Policy 4.27](#).
 - A. Students whose first-semester or graduation grade-point average reaches the suspension level as defined in [Policy 4.27](#) will be academically suspended.
 - B. The records of students whose graduation grade-point averages do not reflect satisfactory academic progress as defined in [Policy 4.27](#), but who have not met the threshold for academic suspension, will be reviewed and the appropriate interventions identified. All actions resulting from the academic review will be transmitted to the appropriate College offices.

- C. All documentation (electronic or hardcopy) related to probation will be maintained in the student's academic record or in the office of the dean of enrollment and academic operations in accordance with records retention protocol established by the College.

II. Probationary Students

- A. Probationary students may be required to:
- Change their majors.
 - Repeat specified courses.
 - Adjust their course loads.
 - Meet with College personnel.
 - Take special courses or seminars.
 - Fulfill other requirements as needed.

III. Suspended Students

- A. A suspended student does not have the option to appeal the decision. In limited cases of extenuating circumstances, a student can submit a written request for an administrative exception. The following apply:
- i. The written request for review, directed to the dean of enrollment and academic operations, must note the extenuating circumstances that caused the low grades and the corrective action that will be taken to correct the situation.
 - ii. The student may be directed to meet with College staff before an administrative decision is made.
 - iii. Requests for an administrative exception are reviewed by the dean of enrollment and academic operations. All decisions of the dean of enrollment and academic operations are final; they cannot be appealed.
 - iv. Non-negotiable conditions may be required for continued enrollment.
 - v. The results of the administrative review will be transmitted to the student in writing with copies to the registrar, academic school, and offices, as appropriate.

- B. If an administrative exception is granted, the required time away from the College will be waived, but the suspension is maintained on the student's record. The notation "Academic Suspension – Exception" will be permanently placed on the student's official transcript.

IV. Appealing for Reinstatement

- A. To appeal to return after a suspension, students must submit an appeal letter containing the following information to the dean of enrollment and academic operations:
 - i. An outline of the issues that led to the student's academic problems and evidence that these factors have been successfully addressed.
 - ii. A written explanation of the student's plan for achieving academic progress.
 - iii. A written account of the student's academic and/or professional activities while away from the College.
 - iv. If applicable, an official transcript showing successful completion of course work at another institution.
- B. Appeals for re-enrollment are reviewed by the dean of enrollment and academic operations. All decisions of the dean of enrollment and academic operations are final; they cannot be appealed.
- C. The results of the administrative review will be transmitted to the student in writing with copies to the registrar, academic school, and offices, as appropriate.
- D. A reinstated student will be required to fulfill specified, non-negotiable requirements and to demonstrate improved academic performance.

V. Academic Renewal

- A. A student who is suspended a second time, but who is eligible for academic renewal per [Policy 4.27](#), can request academic renewal by submitting the following items to the dean of enrollment and academic operations:
 - i. A letter outlining the issue that led to the student's academic problems, including evidence that those factors have been successfully addressed.

- ii. A written account of the student's academic and/or professional activities during the time away from Penn College.
 - iii. If applicable, an official transcript of successfully completed course work taken at another institution.
 - iv. Two letters of recommendation addressing the student's readiness to resume college-level work; the letters must come from other colleges, employers, or associates who are familiar with the student's academic and/or professional activities during the time away from the College.
- B. Requests are reviewed by the dean of enrollment and academic operations. All decisions of the dean of enrollment and academic operations are final.
- C. A student who returns via Academic Renewal will be given the opportunity to start their graduation GPA over.
- D. Previous Penn College coursework will not be removed from a student's transcript; it will remain as a record of a student's academic history. However, a student's academic transcript will be reviewed to carry forward credit and grades for required coursework previously satisfied in which a grade of 'C' or better was earned, provided that the coursework is less than 10 years old.
- E. A student who returns via Academic Renewal may be required to fulfill specified, non-negotiable requirements and to demonstrate improved academic performance.
- F. A student can be granted Academic Renewal only once; failure to fulfill the specified requirements and succeed academically after obtaining renewal will result in permanent academic dismissal from the College.

Revision History:

Date: 08/2020 Updated position titles.

Date: 10/2019 Updated position titles.

Date: 02/2019 Updated position titles.

Date: 08/2018 Updated position titles.

Date: 08/2015 Minor revisions in Academic Renewal section to clarify terminology (i.e., "requests" rather than "appeals").

Date: 10/2014 Changed title of the individual who hears and responds to appeals; updated language relating to how administrative exceptions are noted on the transcript; other minor edits.

Date: 08/2013 Defined academic review; clarified language and added appropriate references to associated policy.

Date: 09/2010 Overall changes for clarity of process; language modified to address “suspension” rather than “termination”; addition of sections covering procedures and criteria for reinstatement and academic renewal.

Date: 06/2004; 12/2001; 10/1998; 11/1986

Cross References:

Academic Probation, Suspension and Renewal Policy, [P4.27](#)