



Policy AC006: Academic Standing – Undergraduate Students

Recommended for Approval by:

A handwritten signature in black ink, appearing to read "Daniel Engstrom", written over a horizontal line.

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Approved by:

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R. Lorraine Bernotsky, D.Phil., Interim President,
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Effective Date: 08/07/2023

A. Intent

To specify conditions under which undergraduate students are placed on academic warning, probation, suspension, or dismissed from the university.

B. Definition(s)

Term GPA: The grade point average (GPA) earned by the student in a given academic term (fall semester, spring semester, summer, winter session).

Cumulative GPA: The grade point average (GPA) earned over the entire period of enrollment at Pennsylvania Western University.

C. Policy

Academic standing is updated at the end of fall and spring semesters, and students cannot be placed on probation or suspended (excluding financial aid suspension) by taking courses in summer or winter sessions. Individual programs may have stricter requirements to maintain good academic standing.

Good Academic Standing

A student is considered in good academic standing if they maintain both a cumulative GPA and term GPA of 2.00 or higher.

Academic Warning

A student whose cumulative GPA is a 2.00 or higher, but whose term GPA is below 2.00, will receive an academic warning. Academic warning does not reduce the maximum number of hours in which a student may enroll. In this case, the Office for Student Outreach and Success Coaching will assist via resources and outreach to the student.

Academic Probation

A student with a cumulative GPA below 2.00 will be placed on academic probation. Students on probation will be limited to enrolling in no more than 14 credits for the subsequent regular semester; exceptions may be considered in rare cases by the student's academic dean. Students will remain on academic probation as long as their term GPA remains above a 2.00, while the cumulative GPA remains below a 2.00. Students on probation may attend summer and winter sessions and will be required to meet weekly with a Success Coach and follow the conditions of Academic Probation. Students fulfilling their plans will be eligible to continue to register.

A student is removed from probation once their cumulative GPA is 2.00 or higher.

Academic Suspension

A student who begins the semester on Academic Probation and subsequently has both term and cumulative GPA's below 2.00 will be placed on academic suspension. A student with two consecutive terms of 0.00 cumulative GPA will also be placed on academic suspension.

Academic suspension will last for one regular semester (fall or spring) and include summer and winter sessions. A student who wishes to return after one regular semester off would need to receive an SA code (suspended allowed to continue) from the Office of the Registrar staff to be able to self-register. To return to the university after two or more semesters, the student must apply for readmission following the suspension through the Admissions Office, as described in the PennWest Readmission Policy (AC049). Students may only be readmitted to PennWest from suspension once all previous holds have been removed from their record.

During suspension, the student may take courses at a community college or other accredited college or university to help demonstrate their ability to return to PennWest; an official transcript from the other institution must be provided to the PennWest registrar when applying for readmission. If the readmission is approved, an academic improvement plan will be developed for the student.

The student may appeal the suspension, allowing the student to return to the university the next semester (fall or spring) or term (summer, winter). Such an appeal must be made to the Executive Director of Student Outreach and Success, or their designee, by completing the Suspension Appeal Form.

Academic Dismissal

A student who has been academically suspended two previous times and who now meets conditions for a third suspension will be academically dismissed from the university. (Suspensions while enrolled at California University, Clarion University, or Edinboro University will be included as part of this suspension count.) Students may appeal dismissal to the Executive Director of Student Outreach and Success, or their designee, by presenting the reasons why past suspensions were out of the control of the student and providing evidence of actions that have been taken to allow the student to return to making satisfactory academic progress. In such cases, the final decision regarding dismissal will lie with the academic dean over the student's program.

Academic dismissal will last for two-consecutive years or four regular semesters (fall and spring). To return to the university, the student must apply for readmission following dismissal through the Admissions Office, as described in the PennWest Readmission Policy (AC049). Students may only be readmitted to PennWest from dismissal once all previous holds have been removed from their record.

Students may also be dismissed from their academic programs under other University or program policies, including but not limited to failing to meet expectations of program-specific dispositional policies or violating the Student Code of Conduct.

Academic standing notifications, other than good standing, are sent via the Office for Student Outreach and Success Coaching after the determination is made by the Office of the Registrar. Academic standing is denoted on the official transcript.

D. Procedure(s)

Appealing Suspension

1. The student wishing to appeal suspension must complete the Suspension Appeal Form and submit it to the Executive Director of Student Outreach and Success Coaching. Suspension appeals must be submitted by January 2 for decision for the spring semester, and by June 1 for decision for the fall semester. If the student is applying for readmission for the summer or winter terms, they should contact the Executive Director immediately after receiving suspension notification.
2. Upon decision regarding the appeal, the Executive Director, or their designee, will contact the student regarding their continued suspension and options, or to provide registration information for readmission.

Appealing Dismissal

1. The student wishing to appeal dismissal must contact the Executive Director of Student Outreach and Success Coaching and provide the information required in this policy for consideration.
2. The Executive Director will consider the student's information and discuss the dismissal appeal with the academic dean over the student's program.
3. The academic dean will make a final determination regarding the dismissal appeal and the decision will be communicated to the student by the Executive Director.

E. Related policies

Course Withdrawal Policy (AC046)

Fresh Start Policy (AC008)

Readmission Policy (AC049)

Repeating a Course Policy (AC032)

University Withdrawal Policy (AC035)

F. Contact Information

For additional information, please contact the Center for Student Outreach and Success Coaching, or the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.