

# 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:** 11/2024  
**Last Revision Date:** 11/2024

**Persons/Departments Affected:**  
Enrolled students and academically suspended students

**Responsible Department:**  
Academic Affairs

**Definitions:**  
**Enrollment** - Major(s) that a student has enrolled in.

**Cumulative Enrollment Grade-Point Average** - Grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

**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 cumulative enrollment grade-point averages that do not meet the levels indicated in [Policy 4.27](#).
  - A. Students whose first-semester or cumulative enrollment grade-point average reaches the suspension level as defined in [Policy 4.27](#) will be academically suspended.
  - B. The records of students whose cumulative enrollment 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 Academic Affairs, 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 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 Academic Operations. All decisions 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 other offices, as appropriate.

- B. If an administrative exception is granted, the required time away from the College will be waived and the student will be reinstated. 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 Re-enrollment

- A. To appeal to return after a suspension, students must submit an appeal letter containing the following information to 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 coursework at another institution.
- B. Appeals for re-enrollment are reviewed by Academic Operations. All decisions 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 other offices, as appropriate.
- D. A re-enrolled 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 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 Academic Operations. All decisions are final; they cannot be appealed.
- C. A student who returns via Academic Renewal will be given the opportunity to start their cumulative enrollment grade-point average 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: 11/2024 Added definitions and updated terminology of graduation GPA to cumulative enrollment grade-point average to match student information system conversion. Updated titles of office/positions. Added cross-reference to Policy and Procedure 4.28.
- 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](#)

Course Repeat Limits Policy, [P4.28](#)

Course Repeat Limits Procedure, [PR4.28](#)