MAINTENANCE OF ACADEMIC STANDARDS

Maintenance of Academic Standards: Probation and Dismissal

A student’s scholastic standing at the University is indicated by his or her cumulative grade point average (GPA). Three categories of academic standing have been established: good academic standing, probation, and dismissal. A student remains in good academic standing as long as he or she maintains a minimum cumulative GPA of 2.00 for all work taken at the University. Probation and dismissal are actions taken by the University when a student’s GPA falls below acceptable standards.

Conditions of Probation and Dismissal

Probation is defined as a trial period during which a student whose cumulative average has fallen below acceptable standards must bring his or her average up to those standards or be dismissed from the University.

An academic review is conducted at the end of each fall and spring semester, and at the end of the second summer session. Students are placed on probation or returned to good academic standing, depending upon their cumulative GPA. Students may be dismissed from the University only at the end of the fall or spring semester. The University will notify, in writing, each student who goes on academic probation or who is dismissed for academic reasons.

1. Students earning a 0.00 cumulative grade point average (CGPA) at the end of their first semester of full-time enrollment will be dismissed from the University.

2. Any other student falling below the 2.00 CGPA standard will be placed on probation for one full-time semester (12 credits). A notice of probation shall be printed on the student’s transcript, and the University will notify the student, in writing, that he/she is in danger of dismissal. The student who is placed on probation must see his/her advisor and develop an Academic Recovery Plan (ARP). It is the student’s responsibility to contact the advisor and schedule an appointment to complete an ARP (see below).

3. Any student still below the 2.00 CGPA standard after one full-time semester of probation is subject to dismissal. A student may petition to receive extended probation. The special assistant for academic policy may grant the student one semester of extended probation to a student who:
   a. Has made progress toward academic good standing while following his/her Academic Recovery Plan, and
   b. Has a reasonable mathematical chance of reaching a CGPA of 2.00 after one additional semester on probation
   c. Continued probation is intended to allow students to complete their degree in a timely manner. If a student who has received a letter of dismissal is granted Continued Probation status, he/she must enroll within the next 12 months. If a student does not enroll for more than 2 consecutive semesters, when he/she applies for readmission, they will be returned to dismissed status. The Readmission of Dismissed students aspect of the policy will now apply.

4. Any student who is still below the 2.00 CGPA standard after one full-time semester of extended probation (two consecutive full-time semesters on probation) will be dismissed. If the student went from full-time to part-time status as part of his/her Academic Recovery Plan, a third semester of probation may be permitted, provided that the student has had a semester GPA higher than 2.00 each semester since being placed on academic probation.

5. Any student who regains good academic standing, but again falls below the 2.00 CGPA standard, will be placed on probation and given a maximum of 12 credits to return to good academic standing.

6. A student may be placed on probation no more than twice; placement on probation for a third time will result in immediate dismissal from the University.

Dismissal from the University

1. A student may appeal his/her dismissal in writing to the special assistant for academic policy.

2. Nothing in this policy shall be taken to preclude the dismissal of students for violations of other University policies, in accordance with the provisions of those policies.

3. A student dismissed from the University may not take course work at the University until he or she applies and is readmitted to the University.

Readmission of Dismissed Students

1. No student will be considered for readmission earlier than one full calendar year after the time of dismissal.

2. Students readmitted to the University will have a maximum of two full-time semesters (24 credits) to reach a CGPA of 2.00. During that time, the student must maintain a GPA of at least 2.30 for each semester of work following readmission. Failure to maintain a GPA of 2.30 for each semester until the CGPA reaches 2.00 or higher will result in a second dismissal. Any student who is dismissed from the University for poor academic performance a second time is not eligible for future readmission.

If a student is approved to be readmitted to the University under the Academic Renewal Policy and the student was, prior to separation from the University, a candidate in a program leading to initial teacher certification (B.S.Ed., B.M. in music education, or B.S. in health and physical education - teacher certification), he or she may not be readmitted to the original major. The academic renewal student must re-enter in a non-teacher certification degree program or as an undeclared student.

If a student readmitted under academic renewal subsequently qualifies for formal admission to teacher education based upon the provisions of the Academic Renewal Policy, that student may seek a change of major to a teacher certification program under the prevailing internal transfer policy of the specific program.

Academic Recovery Plan

It is the responsibility of the student to schedule an appointment with his/her academic advisor as soon as possible after learning that he/she is on probation. The meeting should take place no later than the third day of the first semester on probation to allow time to adjust that semester’s schedule, if necessary. The student will develop an Academic Recovery Plan (ARP) at that meeting, with the advisor’s assistance.

The ARP is intended to identify the problems that contributed to a student going on academic probation and list steps that he/she will take to correct the problems. Students must commit to the changes in behavior necessary to achieve academic success. Steps to be taken might include regular class attendance, repeating failed courses, decreasing the number of credits attempted in a semester, taking reading/study skills courses, decreasing the amount of time spent working or in extracurricular activities, or taking a semester off to deal with personal or financial problems. The completed ARP electronic form is copied to the student, the advisor, and the office of the special assistant for academic policy.

Academic Renewal Policy

The Office of the Vice Provost through the special assistant for academic policy, at its discretion, offers academic renewal to students at the time they apply for readmission.
1. The Academic Renewal Policy permits West Chester University undergraduates whose GPA and total credits earned make it impossible for them to graduate from West Chester University under any form of readmission, even if they were granted five more repeats. Students can be readmitted only once under the Academic Renewal Policy, and it is not retroactive if a student has previously been readmitted. Students who were previously enrolled in an education degree program, see paragraph #2 below.

a. A student must have had a minimum of a five-year absence from West Chester University.

b. All grades for courses previously taken will remain on the WCU academic database; academic renewal will be noted on a new transcript. General education courses previously taken and passed with a grade of C or better will be maintained on the student's record as T's. Departments may require their majors and minors to repeat any or all major, minor, cognate, and supporting courses, even if the student had earned a grade of C (2.00) or better in them, and even if the department accepts less than a C in the course for its majors/minors.

c. Beginning with readmission, students will be treated as first-time, first-year admits; i.e., granted all privileges of that group (permitted to use the repeat policy, eligible for graduation with honors, etc.). Because these students are considered to be first-time admits, they have the option to enter a different major than the one in which they were originally enrolled. The selected department will be notified that this is an academic renewal student, and that department has the right to refuse admission to its programs.

d. Academic renewal students will be treated as readmits in terms of catalog academic rulings. General education, major, minor, and cognate areas are based on the catalog in the year they were granted academic renewal. Students pursuing an education degree need to refer to the paragraph below concerning this.

2. If a student is approved for readmission to the University under the academic renewal policy and the student was, prior to separation from the University, a candidate in a program leading to initial teacher certification (B.S.Ed., B.M. in Music Education, or B.S. in Health and Physical Education - Teacher Certification), he or she may not be readmitted to the original major. The academic renewal student must re-enter either in a program that does not lead to teacher certification, or as an undeclared student.

a. If a student readmitted under academic renewal wishes to apply for formal admission to teacher education status, that student may seek a change of major to a teacher certification program under the prevailing internal transfer policy of the specific program. The student must meet all requirements for formal admission to the desired program, including the minimum cumulative GPA.

b. When the student applies to re-enter a program leading to teacher certification, the qualifying cumulative GPA will be based on:
   i. Grades earned in those courses which were retained in the renewal process (even though these courses no longer contribute to the WCU cumulative GPA)
   ii. Grades of any transfer courses
   iii. Grades earned at WCU after returning under renewal (a minimum of 15 credits)