

Procedure for Appeal of Academic Suspension

1. The Assistant Vice President for Academic Affairs (AVPAA) notifies the student of Academic Suspension by e-mail and by certified letter to the permanent address as listed in the student account. The notification includes the start and end dates of the suspension, the deadline for the appeal (usually about two weeks from the date of the letter), information about the appeal process, and the form to be used for the appeal. The required form is also available in the Office of the Registrar and online.
2. The student submits the appeal form before the deadline by e-mail, postal mail, fax, or in person to the Chair of the Academic Appeals Sub-Committee, which is a subcommittee of the University Appeals Board. The current subcommittee chair is Lisa Hunter, Registrar. The appeal includes a narrative written by the student explaining the reasons for poor academic performance and detailing a plan for improvement. (The plan may include, but is not limited to, retaking courses, changing the major, making lifestyle changes, and making use of university academic support services.) The student may also submit supporting documentation.
3. The Chair of the Academic Appeals Sub-Committee distributes the submitted appeals to the sub-committee members and convenes a meeting of the sub-committee, which comprises Pitt Johnstown faculty and staff. At the meeting, the AVPAA may provide additional information about individual students that may aid the committee in recommending whether to support or deny the appeal. The committee reviews each case, deliberates, and makes their recommendation. (For suspensions following the spring semester, the committee may recommend making the final suspension decision after summer semester grades are available.)
4. The Sub-Committee Chair provides a written report of the committee's recommendations to the Vice President for Academic Affairs (VPAA), who makes a final determination to either uphold the suspension or grant the appeal (or to delay the decision until the end of the summer semester). If the appeal of a suspension is granted, the academic status of the student is changed to Academic Probation – Final Warning.
5. The VPAA informs the student of the decision by e-mail and by letter sent to the permanent address.