

ACADEMIC STANDING

Each academic program maintains specific policies related to academic standing, promotion and dismissal. The academic standing policies for each degree program are explained in the respective program's academic policy handbook.

At the end of each term, student scholastic achievement is first reviewed by each academic program's evaluation committee, which is a standing committee that may consist of program faculty, staff, and Student Affairs administrators. Each program's evaluation committee makes academic standing recommendations to the senior academic officer as listed below.

The committees may consider prior academic deficiencies/failures when making recommendations on the academic status of any student. The recommendations are based upon the specific academic promotion policies of their academic program. Academic standing recommendations are made to the following senior program administrators:

Philadelphia Campus:

Osteopathic Medical Program: Dean & Chief Academic Officer for Osteopathic Medicine
Psychology Programs: Dean for Psychology Programs
Health Sciences: Dean for Health Science Programs

PCOM Georgia Campus:

Osteopathic Medical Program: Dean & Chief Academic Officer for Osteopathic Medical Program
Health Science Programs: Dean for Health Science Programs
School of Pharmacy: Dean and Chief Academic Officer School of Pharmacy

PCOM South Georgia Campus:

Osteopathic Medical Program: Senior Associate Dean & Chief Academic Officer for Osteopathic Medical Program
Health Science Program: Dean for Health Science Programs

The appropriate senior academic officer, in consultation with the Provost, will determine if the recommendation will be accepted, modified, or remanded. The student will receive written notice of the action.

The full Academic Standing Policy (7.005) can be found on MyPCOM, Resources section.

Good Standing- Status of a student who has met course requirements in a satisfactory manner and has demonstrated professional behavior.

Warning- A departmental written warning may be issued to any student who has incurred an exam, course, clerkship or preceptorship failure(s) subject to a validation or remediation. Issuance of a letter of academic warning is intended to alert the student that academic deficiencies have been recorded and must be remediated to meet promotion requirements. The student retains good academic standing.

Probation- Status of a student who has demonstrated a marginal level of performance to the degree that any additional course deficiencies will make the student liable for dismissal according to College policy. The duration and conditions of probation will be specified by the respective Senior Academic Officer.

Dismissal- By action of the Student Academic Officer, students may be dismissed from PCOM for academic deficiency in accordance with

criteria set forth in their program's student handbook. Written notice of the dismissal action will be sent to the student, which will include information about eligibility to appeal the dismissal. **Please note that an academic dismissal takes priority over a student's request to withdraw or take a leave of absence.**

Dismissal for reasons other than academic deficiency is governed by policies and procedures for non-academic dismissals set forth in the General Student Handbook and individual program student handbooks. Examples include but are not limited to violation of the College's Standards of Conduct, violations of local, state or federal law, unprofessional behavior, and criminal activity, or other reasons as set forth in the College Standards of Conduct and Ethics Code, which appear in the General Student Handbook.

Academic Dismissal Appeal Process

Any student appealing an academic dismissal is entitled to a hearing before the Faculty Committee on Academic Appeals (FCAA). The student must submit a request for an appeal via the academic appeal form within 5 business days after the student has been notified of dismissal.

At the hearing, the student's appeal should clearly identify a procedural error and/or perceived bias. If the student believes there were procedural errors, please provide specific policies and/or procedures that were not followed. For perceived bias, please define the context of the observed bias and provide supporting evidence/examples. The student may be represented by an attorney or other persons. The FCAA will review and recommend one of the following to the Provost:

Uphold the dismissal (Appeal denied)

Rescind the dismissal (Appeal accepted)

A letter from the Provost will be sent to the student notifying them of the decision in regards to their appeal.

Academic Appeal Timeline

1. SPEC committee notifies the student of their dismissal.
2. The student submits an appeal form within 5 business days of their dismissal notification.
3. The Faculty Committee on Academic Appeals will review the appeal and contact the student to set up a hearing. The student can waive the option to appear before the committee.
4. The committee makes a recommendation to the Provost.
5. The Provost will send a letter to the student stating the decision with copies to the appropriate administrators.

If you have any questions about the academic appeals process, please contact PCOM's Student Services (studentservices@pcom.edu).

Reinstatement After a Dismissal

Students who have been dismissed may re-apply to PCOM. A formal petition by the student must be made in writing to the Provost via submission of the Separation Reinstatement Request form (<https://app.smartsheet.com/b/form/19062af28f5446b7ba456a13d125c3b4/>).

A special subcommittee will convene to consider the request. Where appropriate, the subcommittee may also require a recommendation from the director of the respective professional or graduate program and an interview with the student. All prior college-related data is available to the committee.

The committee may recommend that conditions be placed on any approval for reinstatement. All reinstatements are probationary for the re-entry year.

Please Note: Re-enrollment following a dismissal may affect federal financial aid eligibility.

The United States Department of Education requires every postsecondary institution receiving Title IV federal funds to have an academic progress policy that is used to determine eligibility for and continued receipt of federal funds.

SAP Policy

Although this policy must apply to all students whether or not they are receiving financial aid, the receipt of financial aid is a privilege that creates both rights and obligations for the student. The Satisfactory Academic Progress (SAP) policy has three components:

1. The student must maintain a certain grade point average or a comparative qualitative measurement against a norm
2. The student must complete a certain percentage of all coursework attempted
3. The student has a maximum timeframe to complete the program

Affected financial aid funds

Title IV federal funds affected by this policy at PCOM include the Federal Direct Stafford Loan, Federal Direct Graduate PLUS Loan, Federal Perkins Loan and Federal Work Study program. Although not required by the federal government, all institutional funds are also governed by the SAP policy.

SAP review schedule

A review of SAP will be conducted at the end of every spring term regardless of when a student enrolls. Failure to meet any component of SAP at the end of the spring term will result in the loss of eligibility for federal and PCOM financial aid for the next academic year. The Office of Financial Aid will notify the student if the student has failed to meet the standards of SAP and has lost eligibility for financial aid. If financial aid has already been awarded for the subsequent academic year, the offer of aid will be rescinded.

How to appeal SAP eligibility

A student may appeal the loss of eligibility of financial aid and seek to be placed on a Financial Aid Academic Action Plan for one term. This appeal must be based upon either the death of a relative, a serious personal illness/injury or other extenuating circumstance. The student must be able to demonstrate that the illness/injury or extenuating circumstance had a direct impact on the student's academic performance. To do this, the student must:

1. Work with the appropriate academic program adviser and/or student progress evaluation committee to develop an academic action plan.
2. Submit a Satisfactory Academic Progress Appeal Form with all supporting documentation to the Financial Aid SAP Committee for review within 10 business days. The online SAP Appeal Form is located in myPCOM (<https://my.pcom.edu/>) within the Financial Aid and Billing section.

After the student's SAP Appeal Form has been submitted to the Financial Aid SAP Committee, the SAP Committee will then review and notify the student of the approval or denial of the appeal within 5-7 business days.

If the student's appeal is approved, the student is granted Financial Aid Academic Progress Probation and the student will regain eligibility for financial aid for one term. At the end of the term, the student's academic record will be reviewed. If the student is now meeting the terms of the SAP, the student will regain eligibility for financial aid for subsequent terms. If the student has still not met the terms of the SAP, but has fulfilled the terms of the Financial Aid Academic Action Plan, then the student's Financial Aid Academic Progress Probation will be renewed for an additional term and the student will be awarded aid for that term. If the student has not fulfilled the terms of the Financial Aid Academic Action Plan, then the student will lose eligibility for federal and institutional financial aid.

Students who are dismissed or withdrawn from the school are required to be measured for Satisfactory Academic Progress upon reentry and may be required to submit a SAP appeal before financial aid eligibility can be determined. The SAP policy will be disseminated annually to all matriculated students.

Minimum GPA requirements

- Doctor of Psychology students must achieve a minimum cumulative GPA of 3.0
- Doctor of Physical Therapy students must achieve a minimum cumulative GPA of 3.0
- Graduate students must achieve a minimum cumulative GPA of 3.0
- Graduate Certificate students must achieve a minimum cumulative GPA of 2.0
- Pharmacy students must achieve a minimum cumulative GPA of 2.0
- Doctor of Osteopathic Medicine (DO) students must achieve a cumulative GPA of 2.0 and pass all core and non-core clinical clerkships

Minimum course completion requirements

Students must complete the appropriate percent of all courses attempted to maintain a good academic standing. The completion percentage is calculated by dividing total hours earned by total hours attempted.

If a student changes degree programs, then the SAP status will be based on the academic record of the new program. Students may only change degree programs one time in order to establish a new SAP status.

It is also important to understand how specific grades and/or course types count toward the completion ratio. The following grades count as attempted but not completed courses:

- Incomplete
- No Grade Reported
- Withdraw
- Failure
- Unsatisfactory

All students at PCOM are required to maintain a 67% completion of coursework. Transfer credits will count towards a student's attempted and completed credit hours.

Maximum timeframe requirements

Students may not exceed the maximum time frame for a program as defined as 150% of the total amount of credit hours required to complete the degree as detailed in the course catalog (<https://www.pcom.edu/academics/course-catalogs/>).

In addition, those seeking the Doctor of Osteopathic Medicine degree must complete their degree requirements within 6 calendar years from the date of their initial matriculation.

All time enrolled counts towards the maximum time frame regardless of whether or not the student receives federal financial aid. Attempted credits include: remedial, repeated, withdrawn, transfer and incomplete credits. Time spent in a leave of absence does not count towards the maximum time frame when considering funds eligibility.

For Academic Maximum Timeframe, students should refer to their Program Handbook.