

# DIVISION OF UNDERGRADUATE STUDIES

## Unit Procedures

### Academic Warning

A student who fails to earn a 2.00 cumulative grade-point average will be placed on academic warning. A student placed on academic warning will have a hold placed on registration and will be required to meet with an academic adviser in order for this registration hold to be removed. To remove academic warning, the cumulative grade-point average must be 2.00 or higher.

Students in Academic Warning should complete and submit the Academic Reflection Activity (<https://dus.psu.edu/academic-reflection-activities/>) which will be sent to your DUS adviser. When you meet with your adviser, you will review your self-reflection and set academic goals for your future success. Email your adviser or call the DUS Advising Center at your campus location to schedule an appointment.

MORE INFORMATION ABOUT ACADEMIC WARNING (<https://dus.psu.edu/academic-warning-and-suspension/>)

READ SENATE POLICY 54-20: ACADEMIC WARNING (<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/54-00-academic-progress/#54-20>)

### Academic Suspension

A student in academic warning who fails to maintain a semester grade-point average of 2.00 or higher will be academically suspended. A student who has been academically suspended may not schedule courses at the University for two consecutive semesters. (Note: Summer session is equal to one semester.)

The first step to return to Penn State after suspension is to contact your DUS adviser and let them know you plan to return. Your adviser will help you develop an action plan to accomplish while you are on suspension. If you don't know who your DUS adviser is, call the DUS Advising Center at your campus location.

MORE INFORMATION ABOUT ACADEMIC SUSPENSION (<https://dus.psu.edu/academic-warning-and-suspension/>)

READ SENATE POLICY 54-40: ACADEMIC SUSPENSION (<http://senate.psu.edu/policies-and-rules-for-undergraduate-students/54-00-academic-progress/#54-40>)

### Change of Major into DUS

There are three student populations for which a change of major into DUS is appropriate:

1. students who are enrolled in a major/college in which they no longer have interest and are unsure of their new academic goal.
2. students who want to change out of their current major/college and have decided on a new major/college but do not yet meet entrance requirements.
3. Students who have changed their academic goal to a Smeal College of Business major and can feasibly meet the entrance to major requirements within the required credit window.

No student may be approved for a change of major into DUS without an advising interview in which Penn State curricular goals and University status are discussed.

MORE INFORMATION ABOUT CHANGE OF MAJOR INTO DUS (<https://dus.psu.edu/change-major-dus/>)

### Change of Campus for DUS Students

Undergraduate degree-seeking students admitted to the University as a first-year student may begin at one of twenty Penn State campuses.

#### Changes to University Park

- DUS approval for Change of Campus to University Park prior to completing four semesters at another location is typically granted when required courses for the student's intended major are not available at the current campus. Students cannot be denied because of their grade-point average.
- Early change- of- campus to University Park for non-academic (i.e., health, personal) reasons will be considered when the DUS Programs Coordinator at the campus (or other appropriate personnel who have direct knowledge of the personal circumstance) provides support for the change- of- campus. These exceptions will be examined on a case-by-case basis. Approval will be determined by the documentation and/or verification of the extenuating circumstances, as well as verification of a realistic academic goal.
- If the student qualifies for entrance to the desired college at University Park, the student should request a change of major via Update Academics first and then submit the change-of-campus request through Update Campus, both in LionPATH.

#### Changes to Locations Other Than University Park

- A request to change to DUS at any campus other than University Park must be discussed with a DUS adviser at the receiving campus, as well as with a DUS adviser at the student's current location to determine the appropriateness of the request.
- A Student can make an official change-of-campus request through Update Campus in LionPATH.