

# Pennsylvania College of Technology

## Policy Statement

**Title:** Academic Preparedness and Remediation (formerly Developmental Studies Program)

**Number:** P 4.30

**Approved by:**  
Presidential Action

**Approved Date:** 04/1983  
**Implementation Date:** 04/1983  
**Last Review Date:** 05/2025  
**Last Revision Date:** 05/2025

**Persons/Departments Affected:**  
All Students

**Responsible Department:**  
Academic Affairs

### Definitions:

Developmental courses: courses developed for remediation in the areas of mathematics. Effective Fall 2025, for the purposes of this policy, these courses include MTH004 and MTH005. Prior to Fall 2025, MTH006/MTH008 was offered as a developmental math course.

Low score: a result on the math placement exam that falls below the minimum acceptable level for admission into developmental courses. Additional details regarding low scores are identified in [PR 4.06 Undergraduate Admissions](#).

### Policy:

- I. The open admissions policy applies to acceptance to the College, rather than into a specific major. Acceptance into a major requires, at a minimum, appropriate academic preparedness in math as determined by the placement process.
- II. If a student's placement test results indicate a need for remediation in math, they will be required to follow the remediation strategies required for their major as described in the College Catalog.
  - A. Since developmental courses provide the foundation for subsequent courses, including those in the student's major, the following protocol applies to both full- and part-time students:
    1. When placement testing indicates deficiencies in math, developmental courses are to be scheduled in the student's first semester, unless the

school dean approves a delay.

2. If multiple developmental courses are required, they must be scheduled in consecutive semesters until all are complete, unless the school dean approves a delay.
3. Developmental math courses must be completed with a grade of 'C' (2.0) or higher.
4. Students enrolled in developmental courses do not have the option of dropping/withdrawing from these courses. College-initiated withdrawals are permitted in accordance with this policy and associated procedure, [PR 4.30](#).
5. If a student experiences an extenuating circumstance (medical/severe personal or family issues) that makes it impossible for the student to complete a developmental course, or is processing a curriculum change that eliminates a developmental course requirement, the student may appeal to be withdrawn from the course in accordance with [PR4.30](#).
6. The College may "no show" (withdraw) a student from a developmental course in accordance with [PR4.30](#). This course of action only applies if the student is not attending any of their other classes.
7. Regular and prompt attendance and participation in all developmental classes and testing sessions are expected and required. Satisfactory progress with respect to tests, homework, quizzes, labs, notebook and study skills, and active participation in learning activities on a continuous basis, are necessary to achieve a minimum passing grade. If a student misses the equivalent of two weeks of class and fails to maintain satisfactory progress in all of these areas, they may be withdrawn from the developmental course and issued a failing grade of 'F' upon approval of the dean or assistant dean in accordance with [PR4.30](#).
  - a. A student withdrawn from a developmental course with a failing grade of 'F' assumes all financial responsibility for tuition and fees.
  - b. The 'F' grade will constitute one of the two permitted attempts at the course in accordance with [P4.28, Course Repeat Limits](#).
  - c. A student may appeal the administrative withdrawal in accordance with [PR4.23, Academic Fairness](#).

- B. The College will award academic credit for developmental courses; the earned grades are included in students' grade-point averages and factor into academic loads for most financial aid programs. Credit is awarded for developmental courses with numbers from 001-099; they may be prerequisite to required courses and may not replace any course requirement or elective.
- III. Students who earn what the College defines as a "low score" on the placement test may not enroll in any Penn College course until the low score status is eliminated through remediation, retesting, or appropriate transfer credit; such students will be denied admission to the College.

### **Revision History:**

Date: 05/2025	Revised to remove reference to MTH006/MTH008 as developmental math course.
Date: 03/2022	Revised to remove reference to English developmental courses; updated Policy/Procedure 4.06 title.
Date: 11/2021	Added MTH008 to list of developmental courses.
Date: 04/2020	Removed Conditional Acceptance Program due to the elimination of reading placement testing; removed reference to reading developmental courses and 100-level developmental courses.
Date: 02/2017	Added definition of developmental courses.
Date: 10/2014	Title change; corrected language related to administrative withdrawals; added statement regarding the grade required for developmental math (reflecting a long-established practice previously only documented in syllabi).
Date: 01/2014	Removed developmental semester references and replaced with changes to reflect the implementation of the conditional acceptance program.
Date: 06/2012	Modified the definition of low score.
Date: 08/2011	Clarified language in section relating to scheduling developmental courses in the first semester.
Date: 03/2011	Removed "program" from title. Rephrased requirements and added requirement for students in the developmental semester to earn a 2.0 first semester GPA.
Date: 06/2009	Remove "tests" for placement process to indicate an approach to placement that includes more than placement test results.
Date: 05/1998	

### **Cross References:**

Academic Preparedness and Remediation Procedure, [PR4.30](#)  
Academic Probation, Suspension, and Renewal Policy, [P4.27](#)  
Course Repeat Limits, [P4.28](#)  
Academic Fairness Policy, [P4.23](#)  
Undergraduate Admissions Procedure, [PR4.06](#)