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: 03/2022
Last Revision Date: 03/2022

Persons/Departments Affected:
All Students

Responsible Department:
Academic Affairs

Definitions:

Developmental courses: courses developed for remediation in the areas of mathematics. Specifically, for the purposes of this policy, these courses include MTH004, MTH005, and MTH006/MTH008.

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or is processing a curriculum change that eliminates a developmental course requirement, the student may appeal to be withdrawn from the course in accordance with PR4.30.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: 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