

**Pennsylvania College of Technology
Policy Statement**

Title: First Year Experience (FYE101) **Number:** P 4.52

Approved by: Presidential Action

Approved Date: 07/2011

Implementation Date: 08/2011

Last Review Date: 07/2025

Last Revision Date: 07/2025

Persons/Departments Affected:

New students and transfer students

Responsible Department:

Academic Affairs

Policy:

- I. The First Year Experience (FYE101) course is intended to offer a positive first semester experience for students who are new to Penn College by facilitating their engagement in the academic and social cultures of the College. The course provides information, strategies, and tools necessary for students to become proactive learners and to take personal responsibility for their entire educational experience. By easing their transition to college life and expectations, the course is designed to enhance the likelihood of their persistence and ultimate academic and social success.
 - A. FYE101 shall be scheduled in the first semester for all full- and part-time certificate- and degree-seeking students who are new to the College, including students with Penn College dual enrollment credits and transfer students.
 - B. Students who meet one of the following criteria may be exempt from taking FYE101:
 - a. Transfer students who have successfully completed one full-time semester of college (defined as 12 credits or more) or who have earned at least 18 total credits and achieved a 2.0 GPA from accredited college(s) or university(ies).
 - b. Transfer students who have earned at least 24 credits from accredited college(s) or university(ies).
 - c. The Registrar's Office will automatically process exemptions for students with transcripts reflecting the above criteria without an FYE Exemption Request Form.

- C. In rare cases, the FYE101 requirement may be exempted for individual students in accordance with [PR4.52](#) if unique personal and/or educational circumstances would preclude the need for or benefit from the course.

Consideration for an exemption must be requested through an FYE Exemption Request Form. Exemptions may only be granted based on the validation of data submitted to support the request. Students awarded an exemption will be issued one (1) credit for FYE101.

- D. Students who have been awarded credit for professional certifications or credit for work/life experience by their academic school dean, but have never attended a college or university, will be required to take FYE101 regardless of the number of credits received.
- E. FYE101 must be scheduled for all students in the first semester of coursework unless the Assistant Dean of Curriculum & Instruction approves a delay. A student must submit a request for a delay in written form via email or hard copy.
- F. Regular and prompt attendance and participation in the FYE101 course is expected and required. Satisfactory progress with respect to all course components 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 course requirements, they may be withdrawn from the FYE101 course and issued a failing grade of 'F' upon approval of the Assistant Dean of Curriculum & Instruction.
 - a. A student withdrawn from the FYE101 course with a failing grade of 'F' assumes all financial responsibility for tuition and fees.
 - b. The 'F' grade will constitute one of the three 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 Complaint Procedure.
- G. Students who do not satisfactorily complete the course during their first semester will have the course rescheduled for each subsequent semester during which the course is offered until the students satisfactorily complete the course or reach the course repeat limit in accordance with [P4.28](#), Course Repeat Limits.
- H. Students may not drop or withdraw from FYE101. If a student experiences extenuating circumstances (medical/severe personal or family issues) that make it impossible to complete the course, the student may appeal to be withdrawn from the course in accordance with [PR4.52](#).

I. Students may not earn alternative credit for FYE101.

Revision History:

Date: 07/2025 Policy revised to update waiver eligibility requirements, remove waiver language, and add credit issuance in cases of exemption.

Date: 11/2024 Policy revised to update title to Assistant Dean of Curriculum & Instruction

Date: 6/2023 Policy revised to update titles and responsible department.

Date: 2/2022 Policy revised to include information about the option to assign an F grade for missing two weeks of classes and failing to satisfactorily complete course requirements.

Date: 12/2018 Policy revised to include information about requests for delaying FYE101.

Date: 03/2018 Policy revised to clarify that FYE101 is required of all part- and full-time certificate or degree seeking students; clarified that FYE101 must be scheduled during the first semester, unless approved by the designated dean; reworded 1B for clarity.

Date: 05/2013 Policy revised to remove attendance drops.

Date: 07/2012 Policy revised to adjust number of earned credits above which transfer students may be exempted from the course.

Date: 07/2011 Policy issued.

Cross References:

Academic Fairness Policy, [P4.23](#)

Academic Fairness Complaint Procedure, [PR4.23](#)

Attendance Policy, [P4.26](#)

Course Repeat Limits Policy, [P4.28](#)

First Year Experience (FYE101) Procedure, [PR4.52](#)