

Pennsylvania College of Technology

Procedure Statement

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

Number: PR 4.30

Approved by:
Presidential Action

Approved Date: 03/2011
Implementation Date: 03/2011
Last Review Date: 05/2025
Last Revision Date: 03/2022

Persons/Departments Affected:

Students enrolled in developmental courses and faculty who teach developmental courses

Responsible Department:

Academic Affairs

Procedure:

- I. Student Initiated Withdrawal from a Developmental Course
 - A. Students do not have the option of dropping/withdrawing from a developmental course.
 - B. If a student experiences extenuating circumstances (medical/severe personal or family issues) that makes it impossible 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or is processing a curriculum change that eliminates a developmental course requirement, the student may appeal to be withdrawn from the course.
 - i. The student shall complete the Appeal to Withdraw from a Developmental Course form available in the Academic Affairs office and submit it to the assistant dean of academic operations.
 - ii. All appeals will be reviewed on a case-by-case basis.
 - iii. If the appeal is approved, the student will be granted a 'W' grade for the course. The 'W' grade will constitute one of the two permitted attempts at the course in accordance with [P4.28](#), Course Repeat Limits.

II. College Initiated Withdrawal from a Developmental Course

- A. To withdraw a student from a developmental course and issue a failing grade of 'F,' the dean or assistant dean will ensure all of the following conditions are met:
 - i. The student has missed the equivalent of two or more weeks of class.
 - ii. Satisfactory progress on tests, homework, quizzes, labs, notebook, and study skills is not being accomplished, and current student achievement indicates the student will not pass the course.
 - iii. The instructor has met (or directly communicated) with the individual student, documented the date of the meeting, and has provided a final verbal (or written) warning concerning the pending 'F' during this meeting.
- B. Upon verification of these conditions, the dean or assistant dean will notify the Registrar to withdraw the student from the course and to issue a final grade of 'F.' The 'F' grade will constitute one of the two permitted attempts at the course in accordance with policy [P4.28](#), Course Repeat Limits.
- C. For cases in which the student never attended a scheduled developmental course, the dean or assistant dean shall confirm that the student did not attend any of their courses scheduled for the semester during the initial first three weeks or 20% period of the class offering.
 - i. If the student has not attended any course since the start the semester, the dean or assistant dean will notify the Registrar to withdraw the student with a 'W.'
 - ii. If the student has attended other courses but has not attended any classes for the developmental course in question, the dean or assistant dean will proceed as follows:
 - a. Ensure that the instructor has directly communicated with the student regarding the student's no-show status and pending 'F' grade.
 - b. Notify the Registrar to withdraw the student with an 'F.'
- D. To appeal the decision, the student shall proceed as specified in [PR4.23](#), Academic Fairness.

Revision History:

Date: 03/2022 Updated title of Policy 4.28 and Procedure 4.06.
Date: 09/2020 Updated position title.
Date: 04/2020 Removed Conditional Acceptance Program due to the elimination of reading placement testing.
Date: 10/2019 Updated position title.
Date: 02/2019 Updated position title.
Date: 08/2018 Updated position titles.
Date: 10/2014 Changed title of policy and procedure; changed title of person responsible for reviewing student appeals to withdraw; added current practice for students who never attend a scheduled developmental course.
Date: 01/2014 Removed developmental semester references and replaced with changes to reflect the implementation of the conditional acceptance program.
Date: 03/2011 Procedure issued.

Cross References:

Course Repeat Limits, [P4.28](#)
Academic Preparedness and Remediation Policy, [P4.30](#)
Undergraduate Admissions Procedure, [PR4.06](#)
Academic Fairness Procedure, [PR4.23](#)
Academic Probation, Suspension, and Renewal Procedure, [PR4.27](#)
Terminations, Drops, and Withdrawals Procedure, [PR4.31](#)