

Pennsylvania College of Technology

Procedure Statement

Title: First Year Experience (FYE)

Number: PR 4.52

Approved by: Presidential Action

Approved Date: 07/2011

Implementation Date: 08/2011

Last Review Date: 06/2023

Last Revision Date: 06/2023

Persons/Departments Affected:

New students and transfer students with fewer than 15 credits

Responsible Department:

Academic Affairs

Procedure:

- I. Student-Initiated Withdrawal from FYE101
 - A. Students enrolled in FYE101 do not have the option of dropping/withdrawing from the course.
 - B. If a student experiences extenuating circumstances (medical/severe personal or family issues) that make it impossible to complete FYE101, the student may appeal to be withdrawn from the course.
 - i. The student shall submit to the Dean of Curriculum & Instruction a letter detailing the extenuating circumstances warranting withdrawal from the course.
 - ii. All appeals will be reviewed on a case-by-case basis. The dean will, within 5 business days of receiving the student's appeal, render a decision and provide the student with written notice of the decision.
 - 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 three permitted attempts at the course in accordance with [P 4.28](#), *Course Repeat Limits*
- II. College-Initiated Withdrawal from FYE101
 - A. The Dean of Curriculum & Instruction may process a "no-show" as specified in [PR 4.31](#), *Terminations, Drops, and Withdrawals* for a student who has never attended FYE101 only if the student has never attended any of their other classes.

- B. 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the equivalent of two weeks of class and fails to maintain satisfactory progress in course requirements, they may be withdrawn from the FYE101 course and issued a failing grade of F upon approval of the Dean of Curriculum & Instruction.
 - i. A student withdrawn from the FYE101 course with a failing grade of F assumes all financial responsibility for tuition and fees.
 - ii. A student may appeal the administrative withdrawal in accordance with [PR 4.23](#), *Academic Fairness*.
- C. To withdraw a student from FYE101 and issue a failing grade of F, the Dean of Curriculum & Instruction will ensure all of the following conditions are met:
 - i. The student has missed the equivalent of two or more weeks of classes.
 - ii. Satisfactory progress on course requirements 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.
- D. Upon verification of these conditions, the Dean of Curriculum & Instruction 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 three permitted attempts at the course in accordance with [P 4.28](#), *Course Repeat Limits*.

III. Waiver of the FYE101 Requirement

- A. Transfer students who meet the criteria for an FYE101 exemption, outlined in [P 4.52](#), will be automatically exempt from the course.
- B. Students who consider that unique personal and/or educational circumstances preclude the need to take FYE101, may appeal to have the requirement waived through the submission of the FYE Waiver Request Form.
 - i. Appeals must be submitted to the Dean of Curriculum & Instruction, either via email or in hard copy.
 - ii. The appeal must be received no later than the afternoon following the first class meeting of the section for which the student is scheduled.
 - iii. Appeals must include a detailed written explanation of the circumstances which form the basis of the request for an exemption.
 - iv. Appeals will be reviewed on a case-by-case basis. The dean will,

within 5 business days of receiving the student's appeal, render a decision and provide the student with written notice, via email, of the decision.

- C. Approved waivers/exemptions of FYE101 requirements will be noted on the student's profile.

IV. Delay of FYE101 Requirement

- A. Students who believe they have warranted justification to delay taking FYE101 during the first semester, may request to delay the course until a subsequent semester.
 - i. Requests must be submitted to the Dean of Curriculum & Instruction, either via email or in hard copy.
 - ii. The request must be received no later than at least one week prior to the first day of classes for the semester in which the course is to be taken.
 - iii. Requests must include a detailed written explanation of the circumstances which form the basis of the request for the delay.
 - iv. Appeals will be reviewed on a case-by-case basis. The Dean will, within 5 business days of receiving the student's appeal, render a decision and provide the student with written notice, via email, of the decision.

Revision History:

- Date: 6/2023 Procedure revised to update title and responsible department and clarify procedure for a College-initiated withdrawal. Also, the procedure for an exemption for a transfer student meeting the criteria was revised to align with current practice.
- Date: 6/2022 Procedure revised to include removal of a student from FYE101 and assigning an F grade for missing two weeks of classes and failing to satisfactorily complete course requirements; and shortened length of time for dean to render decision on student appeals to withdraw from course.
- Date: 12/2018 Added information about requests for waivers and delays of FYE.
- Date: 03/2018 Clarified that FYE101 students will only be processed as "no show" when they also have never attended their other classes
- Date: 05/2013 Removed the faculty-initiated withdrawal option
- Date: 07/2011 Procedure issued

Cross References:

- Academic Fairness, [P 4.23](#)
- Attendance Policy, [P 4.26](#)
- Course Repeat Limits, [P 4.28](#)

Terminations, Drops and Withdrawals, [P 4.31](#)
First Year Experience Policy, [P 4.52](#)