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(medical/severe personal or family issues) that make it impossible to complete FYE101, the student may appeal to be withdrawn from the course.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the equivalent of two weeks of class and fails to maintain satisfactory progress in course requirements, they may be withdrawn from the FYE101 course and issued a failing grade of F upon approval of the Dean of Curriculum & Instruction.

i. A student withdrawn from the FYE101 course with a failing grade of F assumes all financial responsibility for tuition and fees.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