

Pennsylvania College of Technology

Procedure Statement

Title: First Year Experience (FYE101) **Number:** PR 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

Definition:
Degree progress audit: visual representation of student's progression toward enrollment completion.

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(medical/severe personal or family issues) that make it impossible to complete FYE101, the student may appeal to be withdrawn from the course.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 Assistant 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 Assistant Dean of Curriculum & Instruction 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 [P4.28](#), Course Repeat Limits.

II. College-Initiated Withdrawal from FYE101

- A. The Assistant Dean of Curriculum & Instruction may process a “no-show” as specified in [PR4.31](#), 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the equivalent of two weeks of class and fails to maintain satisfactory progress in course requirements, they may be withdrawn from the FYE101 course and issued a failing grade of ‘F’ upon approval of the Assistant Dean of Curriculum & Instruction.
 - i. A student withdrawn from the FYE101 course with a failing grade of ‘F’ assumes all financial responsibility for tuition and fees.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 [PR4.23](#), Academic Fairness Complaint Procedure.
- C. To withdraw a student from FYE101 and issue a failing grade of ‘F,’ the Assistant 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 Assistant 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. Exemption 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 become exempt from the requirement through the submission of the FYE Exemption Request Form.
 - i. Appeals must be submitted to the Assistant 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 Assistant Dean of Curriculum & Instruction 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 exemptions of FYE101 requirements will be noted on the student's degree progress audit through the issuance of one (1) credit.

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 Assistant 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 Assistant Dean of Curriculum & Instruction 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: 07/2025 Updated language to remove reference of a waiver and include the issuance of credit in cases of exemption.
- Date: 11/2024 Updated titles; updated language to address change from "profile" to "degree progress audit."
- 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 included 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 Policy, [P4.23](#)

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

Attendance Policy, [P4.26](#)

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

Terminations, Drops and Withdrawals Policy, [P4.31](#)

First Year Experience (FYE101) Policy, [P4.52](#)