

# Pennsylvania College of Technology

## Policy Statement

**Title:** Nursing & Health Sciences Pre-program Credit Limits

**Number:** P 4.59

**Approved by:**  
Presidential Action

**Approved Date:** 04/2019  
**Implementation Date:** 04/2019  
**Last Review Date:** 11/2024  
**Last Revision Date:** 11/2024

### Persons/Departments Affected:

Students in the pre-program phase of the following School of Nursing & Health Sciences (NHS) programs: Dental Hygiene, Nursing, Physical Therapist Assistant, Radiography, and Surgical Technology

### Responsible Department:

School of Nursing & Health Sciences

### Definitions:

Pre-program phase: Period of enrollment in which students are taking general education courses with the goal of being selected into the desired selective admission program.

Enrollment: Major(s) that a student has enrolled in.

Cumulative enrollment grade-point average: Grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

### Policy:

- I. The College and the School of Nursing & Health Sciences (NHS) are committed to ethical and responsible enrollment practices that minimize a student's financial burden when seeking enrollment in a selective admission major. For this reason, a limit has been placed on the number of credits a student may attempt during the pre-program phase.
- II. Students seeking admission into any selective admission major listed above may remain in the pre-program phase until they reach a maximum of 24 attempted Penn College credits (or program-specific equivalent). Beginning Fall 2023, this maximum will include FYE101 and developmental courses. Pre-program students may only take courses that apply to the desired selective admission program.

- III. Students who are not selected into their desired major within the maximum number attempted credits may be given an opportunity to remediate, but such instances must be approved by the program director and school dean/assistant dean. To be eligible for remediation, students must meet the following criteria:
- A. Evidence of an extenuating circumstance, such as serious medical situation, that affected academic performance, so long as the student has the ability to improve competitiveness (based on predictive calculations) by the time of the next selection period with limited additional/repeat coursework.
  - B. A cumulative enrollment grade-point average of at least 2.0.

During this remediation period, students may take only the courses needed to improve competitiveness, as determined by the program director. If the program selects students only once a year, students must show adequate academic progress, as defined by their individual remediation plans, at the conclusion of the first semester of remediation to be allowed to continue in pre-program status.

- IV. Students who are not selected into their desired major within the maximum number of allotted attempted credits or upon completing a defined remediation plan will be administratively withdrawn from their desired major as provided in associated procedure [PR 4.59](#). Students may be able to change to another selective admission major within NHS with the following caveats:
- A. The student must be deemed competitive for the new major with no or limited additional coursework as determined by the program director of the new major.
  - B. While awaiting selection into the new major, the student may only enroll in courses that are required as part of the selection criteria.
  - C. The student will not be granted an additional 24 attempted Penn College credits of pre-program enrollment. The length of time that a student may remain in pre-program for the new major will be determined by the courses required for eligibility in that major.
  - D. The student must meet the terms of a remediation plan, as described in Procedure 4.59.
- V. Students who need few or no additional courses to be eligible and competitive for selection may be required to enroll on a part-time status or take a temporary break from enrollment while awaiting the selection period.
- VI. To ensure that pre-program students are planning appropriately and making progress toward selection into their majors, they must work closely with their academic advisors.
- VII. Students who are administratively withdrawn per this policy will be ineligible

to return to the major until a minimum of four years has passed since being withdrawn. However, if the required pre-requisite coursework is remediated at another institution to a level that makes the student competitive for selection, the student may request re-enrollment and consideration for selection alongside of others who have met selection criteria.

VIII. Decisions made by the School of Nursing & Health Sciences with respect to this policy are final and are not subject to appeal.

**Revision History:**

Date: 11/2024	Added definitions and updated terminology of graduation GPA to cumulative enrollment grade-point average to match student information system conversion. Removed paramedic as an impacted program given termination of major.
Date: 8/2023	Updated language for clarification as relates to criteria for remediation. Added remediation plan for students changing to another NHS major.
Date: 9/2022	Updated language to clarify that a student working through a remediation plan will be limited to only those courses needed to improve competitiveness; also removed exception for FYE and developmental courses.
Date: 10/2020	Updated to remove deleted program and a program name change. Minor spelling corrections
Date: 04/2019	Policy Implemented

**Cross References:**

[PR4.59](#) – Nursing & Health Sciences Pre-program Credit Limits Procedure