

# Pennsylvania College of Technology

## Procedure Statement

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

**Number:** PR 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.

### Procedure:

- I. Per policy [P4.59](#), students seeking admission into any Nursing & Health Sciences (NHS) 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.
- II. Students are notified by letter when they have reached the maximum number of attempted credits and are required to meet with their program directors. The letters are mailed to students' permanent addresses as identified in the Student Portal and are sent to their college email addresses. The program offices will provide copies of these letters to the Registrar's Office for scanning into the students' official records.
- III. During the meeting between the student and program director, the

student's academic record will be reviewed as well as career goals.

A. If the student meets the criteria established in [P4.59](#) for remediation, the student will be permitted to remain in the pre-program status for a specific period of time, during which the student will follow a remediation plan, taking or repeating specifically identified courses with the goal of improving the likelihood of being selected.

1. The remediation plan must include specific measures of academic progress **for each semester** leading up to the next selection period. Adequate academic progress will vary by program and will include, at a minimum:
  - Student must attain pre-established math-science grade calculation and cumulative enrollment grade-point average each semester.
  - Student must complete repeated courses with grades that are likely to lead to selection without being repeated again.
  - Students must avail themselves of specific resources as identified by the program director.
2. The student's remediation plan will be signed by the student, program director, and dean/assistant dean. The signed plan will be maintained in the program office. Student may not take courses outside of those identified by the director and noted on the remediation plan.
3. Program directors will review the student's progress with respect to the plan at the conclusion of each semester (regardless of the program's selection timeline).
4. A student who fails to meet the semester requirements of the remediation plan or who fails to be selected into the major at the conclusion of the remediation period will be administratively withdrawn from the pre-major.

B. If remediation is not the appropriate course of action or if remediation is not successful, the student will be counseled, based on their strengths and interests, to speak with another NHS program director, department head, or academic school to discuss an alternative major. The student will be administratively withdrawn from the major and, when appropriate, a change of major will be initiated (see below).

C. In cases where an alternative major is not obvious or when the student does not attend the required meeting with the program director, the student will be administratively withdrawn and directed to Career Services to explore

areas of interest.

#### IV. Processing Administrative Withdrawals

- A. When the final outcome is a change to another major within the school, the NHS Change of Major form (including the signatures of the student and both program directors/department heads) will be completed and submitted to the Registrar's Office.
- B. When the final outcome is a change to a major outside of NHS, the student will be directed to the Registrar's Office to begin the traditional change of major process.
- C. The program director will send communication to the Registrar's Office, noting the student's administrative withdrawal from the major and the major code(s) for which the student is no longer eligible. This notification will be scanned into the student's electronic record.
- D. Admissions staff receiving applications for reenrollment or change of major into an NHS program will verify via scanned images that the student has not been deemed ineligible for the desired major. In such cases where the student is ineligible, Admissions will send a letter notifying the student and directing them to NHS to discuss other options.

#### 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: 9/2022	Slight revision to clarify that the courses permitted as part of a remediation plan will be specifically selected with the intent to improve competitiveness for selection; removed exclusion for FYE and developmental coursework.
Date: 9/2020	Updated to remove deleted program and a program name change. Minor spelling corrections.
Date: 4/2019	Policy Implementation

#### Cross References:

[P4.59](#) – Nursing & Health Sciences Pre-program Credit Limits Policy