

Pennsylvania College of Technology

Policy Statement

Title: Undergraduate Admissions

Number: P 4.06

Approved by:
Presidential Action

Implementation Date: 08/2013

Last Review Date: 9/2025

Last Revision Date: 9/2025

Persons/Departments Affected:

Admissions Office, Registrar's Office, Hudock Center for Academic Excellence,
Undergraduate Students

Responsible Department:

Admissions Office

Definitions:

Official: Required documents are official only if they are in their original printed format sent directly from the originating entity. Official documents will also be accepted from those entities who attest to originality of the documents.

Policy:

- I. The College is committed to serving all who may benefit from the majors offered. The College operates under an open admissions policy. Admission to the College is open to any person who 1) has a high school diploma or its equivalent and 2) satisfies necessary placement requirements. Some majors are restricted to persons who meet certain academic skills and prerequisites, and/or who have attained prescribed levels of academic achievement.
- II. Students intending to pursue a program leading toward a certificate, associate or baccalaureate degree must formally apply to the College.
 - A. All official transcripts should be submitted at the time of application.
 - B. In accordance with *Policy [4.30 Academic Preparedness and Remediation](#)*, all degree and certificate applicants will be required to meet the College's placement requirements, as well as any placement requirements of their selected majors if applicable.
 - C. Upon acceptance to the College and after meeting placement requirements, students shall confirm their intent to enroll by accepting their offer of admission through the Applicant Dashboard and paying, or being approved for a deferment of, a tuition deposit.

1. Students who earn a “low score” during the placement test process will have their College acceptance temporarily rescinded until the “low score” status is eliminated through remediation, retesting, or appropriate transfer credit. The College will assist students who place into developmental courses with remediation of the basic skills identified through the College’s placement testing process.
 2. Placement requirements may be met by placement testing, SAT/ACT scores that meet established proficiency criteria, and/or transfer credit as detailed in *Procedure [4.06 Undergraduate Admissions](#)*.
- D. Additional admissions requirements may apply for some majors and students may be accepted into the College but not into the degree or certificate program of their choice without meeting those requirements.
- III. Students are not considered to be degree or certificate candidates until they fulfill all necessary requirements: have received an acceptance letter to the College, have met necessary placement requirements, and have confirmed their intent to enroll.
- A. Confirming intent to enroll includes accepting the offer of admission through the Applicant Dashboard and paying, or being approved for a deferment of, the tuition deposit. Upon confirming intent to enroll, the student is covered under FERPA.
- IV. The College reserves the right to deny admission or readmission or to rescind an acceptance to any student if, in the opinion of the College authorities, their admission is not in the best interest of the student or the College.
- V. Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students. Penn College prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age, sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.

Revision History:

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| Date 09/2025 | Updated Persons/Departments Affected; replaced links to Cross References |
| Date 08/2021 | Updated Persons/Departments Affected; clarified when FERPA goes into effect; revised Title to clarify applicability to undergraduate students |
| Date: 02/2021 | Minor edits to language; updated timing of confirming intent to enroll to after meeting placement requirements; removed reference to RDG001; removed change of major due to placing into MTH004. |

- Date: 08/2018 Removed mention of application fees; reordered requirements for candidacy; clarified methods to satisfy placement requirements; clarified confirming intent to enroll
- Date: 10/2017 Removed mention of SAT/ACT requirement for baccalaureate majors; added master's level degree
- Date: 01/2017 Added specified SAT/ACT requirements for baccalaureate degrees; content reorganization
- Date: 05/2015 Added definition of "official"; updated P 4.30 title to Academic Preparedness and Remediation
- Date: 02/2014 Minor edits to Policy and Procedure references
- Date: 07/2013 Replaced Discrimination Statement with updated version.
- Date: 07/2013 Specified that a "low score" during placement testing will prevent admission to the College; minor content reorganization.
- Date: 08/2010 Change of language throughout the policy.

Cross References:

Academic Preparedness and Remediation Policy, [P 4.30](#)

Undergraduate Admissions Procedure, [PR 4.06](#)