

Pennsylvania College of Technology

Procedure Statement

Title: Undergraduate Admissions

Number: PR 4.06

Approved by:

Presidential Action

Implementation Date: 09/1983

Last Review Date: 8/2021

Last Revision Date: 8/2021

Persons/Departments Affected:

Admissions Office, Registrar's Office, LEAP Center, 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.

Procedure:

The Admissions Office assists the applicant through the admissions process to meet all requirements.

I. Application

A. All new domestic degree- or certificate-seeking applicants are required to complete a College admissions application by the following deadlines:

1. Fall: July 1 final deadline; February 1 recommended deadline
2. Spring: December 1 final deadline; October 1 recommended deadline

B. All transfer domestic degree- or certificate-seeking applicants are required to complete a College admissions application by the following deadlines:

1. Fall: August 1 final deadline; February 1 recommended deadline
2. Spring: January 1 final deadline; October 1 recommended deadline

C. The College reserves the right to extend these deadlines to no later than the first day of classes, upon appeal to the director of admissions, in cases

where personal hardship, military service, or home relocation reasonably prevents application before the deadline.

II. Application Fee

- A. There is no application fee for admission to the College.

III. Proof of Eligibility (Acceptance to the College)

- A. Upon application, current high school students must submit a partial transcript. An official, final high school transcript or proof of graduation from an approved accredited high school or program must be received by the Admissions Office before classes commence for the semester of admission. The transcript requires an official signature and/or embossed school seal along with the official date of graduation. If not received, a hold is put on the student's record, affecting the ability to schedule classes for subsequent semesters.
- B. Applicants who previously graduated from high school must submit an official, final high school transcript or proof of graduation from an approved accredited high school or program prior to being offered acceptance. The transcript requires an official signature and/or embossed school seal along with the official date of graduation.
- C. Applicants who did not graduate from an approved accredited high school may show proof of eligibility by submitting either:
1. An official General Equivalency Diploma (GED) transcript of their scores confirming receipt of a Secondary School Diploma to meet the equivalency for high school graduation, or
 2. Official HiSET® high school equivalency credentials, as determined by the applicant's state department of education.
- D. Homeschooled Applicants:
1. Must provide proof of graduation:
 - a. From the state of Pennsylvania, through one of three ways:
 - i. From a diploma-granting organization authorized by the Pennsylvania Department of Education, or

- ii. A letter from their local school district administrator confirming the student has met the local school district's requirements for graduation. The transcript must include the local school district administrator's signature and graduation date, or
 - iii. A standardized diploma form created by the Pennsylvania Department of Education signed by the student's twelfth grade third party evaluator and / or transcripts that are created by the homeschooled student's supervisor. These transcripts must include a graduation date and original signatures from the supervisor and the twelfth grade third party evaluator. Third party evaluators must meet standards as outlined by Pennsylvania Act 169 of 2014. It is the applicant's responsibility to provide the twelfth grade third party evaluator's credentials.
 - b. From outside Pennsylvania, will be evaluated on a case-by-case basis because of differing legislation from state to state. The director of admissions will determine if the provided documentation satisfies the standard of proof of eligibility needed to satisfy this requirement.
 - 2. If a homeschooled applicant is unable to provide proof of graduation per one of the above options, the applicant must provide proof of eligibility with a General Equivalency Diploma (GED) transcript of their scores confirming receipt of a Secondary School Diploma or official HiSET[®] high school equivalency credentials as determined by the applicant's state department of education.
- E. Individualized Education Program (IEP) Diplomas do not meet the equivalency for high school graduation.
- F. Transfer students who have earned a minimum of an associate degree are exempt from submitting a high school transcript. An official college transcript conferring the prior degree(s) earned, along with all other college transcripts, are required. Transfer students will not be granted acceptance until all prior college transcripts, and high school transcript if applicable, are received. Transfer students with coursework in-progress must submit a partial transcript at the time of their application followed by an official, final transcript, showing degree conferred if applicable, before

classes commence for the semester of admission. If official, final transcripts are not received, a hold is put on the student's record, affecting the ability to schedule classes for subsequent semesters.

IV. Placement Requirements

- A. Candidates for admission to degree and certificate programs will be required to satisfy the College's placement requirements, as well as any placement requirements of their selected majors, if applicable. The placement requirement may be satisfied by any combination of the following:
1. Successful completion of Penn College placement tests.
 2. Official SAT/ACT scores that meet established proficiency criteria.
 3. Completion of specific courses and/or degree at a nationally or regionally accredited post-secondary institution.
 4. Verification of an earned associate degree or higher from an accredited institution (English only).
- B. Candidates with earned college credit may be exempt from placement requirements in some or all areas.
1. An official college transcript from each college or university previously attended must be submitted to the Admissions Office.
 2. Coursework will be considered in accordance with Policy/Procedure [4.34](#) Transfer Credit.
 3. Placement levels will be assigned for incoming students who have already earned an associate or higher degree or who transfer in designated courses. These students will also be exempt from placement requirements in the area for which they have been assigned a level.
 4. Placement levels will be assigned in English for incoming students who have already earned an associate degree or higher. These students will be exempt from placement requirements in these areas. Math courses will be evaluated in accordance with Policy/Procedure [4.34](#) Transfer Credit to determine placement level.

- C. Applicants may be exempt from parts of placement requirements if SAT/ACT scores earned meet established criteria (see below). Scores must be sent to Penn College directly from College Board/ACT to be considered official. SAT/ACT scores are valid for the academic year in which the exams were taken and for the following two academic years.
 1. Math
 - a. An SAT Math Section Score of 580 or higher or an ACT Math score of 24 or higher will result in exemption from the Pre-Algebra/Elementary Algebra test. Students exempted from the Pre-Algebra/Elementary Algebra test may take the Intermediate Algebra and Functions and Graphs placement tests for the opportunity to qualify for placement into a higher-level math class. Students choosing to opt out of the Intermediate Algebra and Functions and Graphs placement tests must notify the LEAP Center.
 - b. Students who have scored below an SAT Math Section Score of 580 or below ACT Math score of 24 will be required to take the Pre-Algebra/Elementary Algebra test and the Intermediate Algebra test.
 2. English
 - a. SAT Writing and Language Test Scores of 28 or higher will result in exemption from the English placement test and placement directly into the first required English course of the major:
 - b. An ACT English score of 21 or higher will result in exemption from the English placement test and placement directly into the first required English course of the major.
 - c. Students may choose to take the English placement test regardless of their SAT or ACT scores and resulting placement.

V. Placement Testing

- A. Placement test scores will be valid only in the academic year for which the student tested or in the immediately subsequent academic year.

- B. Students are permitted to schedule their placement tests after they have been accepted to the College.
 - C. Placement tests may result in “low score,” which is defined as a result on the English and/or math placement exam that falls below the minimum acceptable level for admission to the College. This is indicated by a math level “0” or English level “1.”
 - 1. Every candidate for admission whose placement test results fall into the category of “low score” will be offered the opportunity to meet with a designated staff person outside the time normally allotted for advising and scheduling to review test results and to discuss any condition(s) that are placed on the student’s enrollment at the College.
 - a. No scheduling activities will occur for a student who tests “low score.”
 - b. The student’s offer of acceptance to Penn College will temporarily be rescinded by the director of admissions.
 - c. Any student whose offer of admission has been rescinded by the College due to placement test results falling into the category of “low score” has the right to appeal this determination in writing to the vice president for enrollment management and associate provost.
 - D. Placement tests may result in the student being required to remediate in English and/or math.
 - E. Placement test results may dictate a need for additional coursework outside of courses specified for degree requirements, such as in instances in which a student must start at a lower level math than is specified in their first-semester schedule. This may disrupt the sequencing of major-specific courses that have related pre-requisites and/or co-requisites.
- VI. Confirming 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.

- B. All new and transfer applicants who have been accepted to the College as degree- or certificate-seeking students must confirm their intent to enroll by the appropriate deadline:
 - 1. Accepted between August 1 and March 31 for fall semester admission: May 1
 - 2. Accepted between April 1 and June 14 for fall semester admission: July 1
 - 3. Accepted between June 15 and July 1 for fall semester admission: July 15
 - 4. Accepted after July 1 for fall semester admission: as soon as possible, but no later than one week prior to the start of the semester
 - 5. Accepted for spring semester admission on or before October 1: November 1
 - 6. Accepted after October 1 for spring semester admission: as soon as possible, but no later than one week prior to the start of the semester
- C. The College reserves the right to extend these deadlines upon appeal to the director of admissions.
- D. Paid tuition deposits will be credited to the applicant's first semester tuition bill.
- E. Confirming intent to enroll will reserve a space in the College. Students must meet placement requirements before they are permitted to confirm their intent to enroll.
- F. Students who have paid a tuition deposit and then decide not to enroll may request a refund by notifying the director of admissions in writing.
 - 1. It is the responsibility of the applicant to request a tuition deposit refund in writing.
 - 2. Requests will be considered on a case-by-case basis in instances of unplanned circumstances that prevent the student from following through on their intent to enroll.
- G. Deferral of Tuition Deposit

1. The College reserves the right to defer the tuition deposit under special circumstances and with the approval of the director of admissions. Consideration will be given to applicants who request a deferral in writing along with documentation providing evidence of limited financial resources. Requests must be received by the student's tuition deposit deadline.
2. Tuition deposit deferrals will be awarded for students upon receipt of one of the following forms of documentation:
 - a. A completed and signed National Association for College Admission Counseling (NACAC) Request for Admission Application Fee Waiver
 - b. A completed and signed College Board SAT Fee Waiver
 - c. A completed and signed ACT Fee Waiver
 - d. A completed and signed Common Application Fee Waiver
 - e. Written evidence of enrollment in the Federal Free or Reduced Price Lunch program (FRPL)
 - f. Written evidence of enrollment in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
 - g. Written evidence of receiving public assistance
 - h. Written evidence of a family income that falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
 - i. Written evidence of living in federally subsidized public housing or foster home, or being homeless.
 - j. Written evidence demonstrating the student is a ward of the state or an orphan
 - k. Written statement from a school official, college access counselor, financial aid officer, or community leader.

3. Tuition deposit deferral offers will automatically be awarded for applicants who have served or are currently serving in the U.S. military.
4. Students granted a deposit deferral who fail to enroll in the semester of admission will not be granted a second deposit deferral, unless permission is so granted by the director of admissions.

VII. Admission Deferrals

- A. Accepted students who wish to defer their starting semester may do so a maximum of two times within a one-year period of the initial semester of acceptance.
 1. Students who reach their maximum number of deferrals and wish to further extend their start date will be required to reapply. A new tuition deposit is also required.
- B. Requests for deferrals must be made in writing by the date of the student's intent to enroll deadline or by one week prior to the start of the semester for accepted students who have confirmed their intent to enroll. Requests made past these deadlines will be considered on a case-by-case basis by the director of admissions.
- C. Tuition deposits (paid or deferred) will automatically be transferred to the future semester the student intends to enroll. No separate request or approval is required.

VIII. Early Enrollment

- A. High school students who have completed the 11th grade at an approved or accredited high school may be considered for admission as full-time students in lieu of their senior year of high school.
- B. Early Enrollment students are accepted as degree-seeking students into their intended major.
- C. Credits earned at the college level are used toward completion of both the college degree and the high school diploma.
- D. Applicants must be able to demonstrate that they will meet high school diploma requirements upon completion of no greater than two semesters at Penn College.
 1. To be considered for early enrollment, a student must submit:
 - a. Completed admissions application,

- b. High school transcript, indicating proof of a minimum 3.0 cumulative GPA (unweighted) and completion through junior year requirements.
 - c. Letter from the chief administrative officer of the high school indicating approval of the student's early enrollment and a listing of the Penn College courses that a student must satisfy that will count towards their high school graduation requirements, and
 - d. Letter from the parent/legal guardian indicating approval of the student's early enrollment.
2. The applicant must complete an interview with the director of admissions.
 3. Placement requirements must be met and on file in the Admissions Office before consideration shall be given to the application. Students may not have any developmental needs.
 4. Students accepted under Early Enrollment are not eligible for federal or state financial aid or Penn College scholarships until they have obtained a high school diploma.
 5. If denied admission as an early enrollment student, the applicant's application will be automatically deferred to their high school graduating year.

IX. Additional Requirements

- A. In addition to the College's general admission policies, applicants to certain majors may have to meet additional admissions requirements and may be accepted to the College but not into the degree or certificate program of their choice without meeting the specified additional requirements. These requirements are maintained under Special Admissions Requirements on major-specific pages of the online College Catalog. Students are directed to this information on the website and in admission communications acknowledging receipt of application and acceptance to the College.
- B. Specific admission requirements for international applicants are referenced in Policy [4.21](#) Admission of Undergraduate International Students.
- C. Specific admission requirements for non-degree students are referenced in Policy [4.09](#) Non-Degree Status.

- D. Specific admission requirements for reenrolling students are referenced in Policy [4.33](#) Undergraduate Reenrollment.
- E. Specific admission requirements for Penn College NOW students are referenced in Policy [4.48](#) Penn College Now: College in the High Schools.
- F. Students who have not met their total financial obligations for the semester of admission by the stated deadline may forfeit their class space and be withdrawn from the College.

Revision History:

- Date: 8/2021 Removed reference to SAT essay; updated required ACT score to meet math placement; updated Persons/Departments Affected; revised Title to clarify applicability to undergraduate students
- Date: 2/2021 Updated requirements for and clarified the definition of Early Enrollment; updated the order in which students meet placement requirements and then confirm intent to enroll; expanded acceptable forms of documentation for tuition deposit deferrals; folded the SAT/ACT section into the Placement Testing section; updated required ACT score to meet placement requirements; added reference to policies for Non-Degree Status and Reenrollment; reordered content to better follow updated processes; removed reference to Reading placement test; removed reference to Conditional Acceptance Program; specified required materials for students who have previously graduated from high school; removed reference to holds on financial aid; extended application deadlines for transfer students; changed chief admissions administrator to director of admissions and chief enrollment management officer to vice president for enrollment management and associate provost; removed sections for Dual Enrollment (Penn College NOW) and Non-Degree Application as they have standalone Policies and Procedures; removed restriction for enrollment in a bachelor's degree due to MTH 004 placement.
- Date: 09/2018 Added recommended application deadlines for fall and spring and final application deadline for spring; added deadlines to confirm intent to enroll; clarified proof of eligibility for transfer students; revised tuition deposit waivers and refunds; added criteria for admission deferrals; distinguished between placement requirements and placement testing; removed external college credits section.
- Date: 06/2018 Updated English ACT score requirement for placement test exemption.

- Date: 10/2017 Removed mention of SAT/ACT requirement for baccalaureate majors; updated application fee section to note a fee is no longer required.
- Date: 05/2017 Added criteria for SAT/ACT exemptions for applications to baccalaureate majors; updated placement testing exemptions for transfer students to reflect new procedure for math placement for Fall 2018; clarified SAT scores required for faculty to review a submitted SAT Essay in lieu of English placement test.
- Date: 01/2017 Major content reorganization; revision to SAT exemption to include new SAT score requirements; revision to Proof of Eligibility to clarify requirements for homeschooled applicants and to include HiSET requirements.
- Date: 07/2015 Defined low score, updated College Transitions office name; added definition of “official”; changes to placement test levels.
- Date: 02/2014 Added to Persons/Offices Affected; clarified appeal for “low score”; referenced IEP Diploma; named and moved External College Credits to VI.
- Date: 01/2014 Modified revision to SAT/ACT requirements.
- Date: 07/2013 Major revision adding ACT requirements and modified language.
- Date: 07/2013 Major revision to Penn College Now: College in the High School and modified language.
- Date: 05/2012 Modified language throughout; revised “low score” definition.
- Date: 06/2011 Reviewed placement requirements; revised to new template; added review date.

Cross References:

- Undergraduate Admissions Policy, [P 4.06](#)
- Admission of Undergraduate International Students Policy, [P 4.21](#)
- Penn College Now: College in the High Schools Policy, [P 4.48](#)
- Non-Degree Status Policy, [P 4.09](#)
- Undergraduate Reenrollment Policy, [4.33](#)
- Transfer Credit Policy, [P 4.34](#)
- Transfer Credit Procedure, [PR 4.34](#)