

Pennsylvania College of Technology

Procedure Statement

Title: Graduate Admissions

Number: PR 4.61

Approved by:
Presidential Action

Approved Date: 8/2021
Implementation Date: 8/2021
Last Review Date: 8/2023
Last Revision Date: 8/2023

Persons/Departments Affected:

Admissions Office, Registrar's Office, Academic Schools, Graduate 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:

- I. Application
 - A. All graduate degree- and certificate-seeking applicants are required to complete a College admissions application by program specific deadlines.
 1. Some graduate programs may elect to use a centralized application service in place of the College admissions application.

The College reserves the right to extend these deadlines to no later than the first day of classes in cases where personal hardship, military service, or home relocation reasonably prevents application before the deadline. Requests made past these deadlines will be considered on a case-by-case by the director of admissions in consultation with the academic school dean or their designee.

- II. Application Fee
 - A. There is no application fee for graduate admission to the College.
 - B. Some centralized application services may require graduate applicants to pay a fee, but any such fee will be imposed by the service and not the College.

III. Proof of Eligibility (Acceptance to Graduate Programs)

A. Graduate applicants seeking a master's degree must:

1. Submit an official college transcript conferring a baccalaureate degree, along with all other college transcripts, to the Admissions Office prior to being considered for admission.
2. Have earned an undergraduate degree with a GPA of at least 2.5 to be considered for admission.
3. Meet all program specific requirements to be considered for admission. These requirements are maintained under Special Admissions Requirements on program-specific pages of the College Catalog.

B. Graduate applicants seeking a post-master's certificate must:

1. Submit an official college transcript conferring a graduate degree, along with all other college transcripts, to the Admissions Office prior to being considered for admission.
2. Have earned a master's degree with a GPA of at least 2.5 to be considered for admission.
3. Meet all program specific requirements to be considered for admission. These requirements are maintained under Special Admissions Requirements on program-specific pages of the College Catalog.

IV. 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 graduate applicants who have been accepted to the College as graduate degree- or certificate-seeking students must confirm their intent to enroll by the program specific deadlines.
- C. The College reserves the right to extend these deadlines. Requests made past these deadlines will be considered on a case-by-case by the director of admissions in consultation with the academic school dean or their designee.
- 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 graduate program in which the applicant was accepted.

- F. Applicants who have paid a tuition deposit and 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 applicant's intent to enroll deadline.
2. Tuition deposit deferrals will automatically be awarded for applicants who have served or are currently serving in the U.S. military.
3. 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.

V. Admission Deferrals

- A. Accepted students who wish to defer their starting semester may do so a maximum of one time with approval from the academic school dean or their designee.
- 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 by the director of admissions in consultation with the academic school dean or their designee.
- 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.

VI. Additional Requirements

- A. 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: 08/2023 Revised to include language related to students seeking post-master's certificate.

Cross References:

Graduate Admissions Policy, [P 4.61](#)