



SE004: Undergraduate Admissions Policy

Recommended for Approval by:

A handwritten signature in black ink that reads "Sarah L. Freed".

Dr. Sarah Freed, Interim Vice President, Strategic Enrollment Management

Approved by:

A handwritten signature in black ink that reads "Jonathan R. Anderson".

Dr. Jonathan Anderson, President

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A. Intent

To define the criteria used by PennWest Undergraduate Admission to make decisions for each student type.

B. Definition(s)

FIRST-YEAR DEGREE-SEEKING STUDENT: An applicant with no prior college level credit earned after the summer following their high school graduation date.

TRANSFER DEGREE-SEEKING STUDENT: A student who has earned at least six (6) college level credits after the summer following their high school graduation date.

FIRST-YEAR INTERNATIONAL STUDENT: An applicant whose primary citizenship is outside of the United States and its territories and has no prior college level credit earned after the summer following their high school graduation date.

TRANSFER INTERNATIONAL STUDENT: An applicant with primary citizenship outside of the United States and its territories and has earned at least six (6) college level credits after the summer following their high school graduation date.

NON-DEGREE APPLICANT: An applicant who seeks to enroll in a course(s) for personal/professional development without earning a degree. Non-degree seeking students are not eligible for federal financial aid.

VISITING STUDENT APPLICANT/PASSHE: An applicant who wishes to take courses at PennWest as a non-degree seeking student with intentions of transferring credits back to their home PASSHE institution.

VISITING STUDENT APPLICANT/TRANSIENT: An applicant who wishes to take courses at PennWest as a non-degree seeking student with the intentions of transferring credits back to their non-PASSHE home institution.

PROVISIONAL ADMISSION: An applicant who has not satisfied all the requirements for admission to PennWest may be admitted provisionally and register for up to 13 credits.

C. Policy

Prospective undergraduate students wanting to gain admission to PennWest University must submit an application for admission through one of the following approved applications: the PennWest online application, the Common Application, or a PennWest created paper application.

All applicants except for Readmission applicants and PASSHE Visiting Students are required to submit a \$35.00 application fee. A PennWest employee may provide application fee waivers to students as needed or upon request. Applicants must complete all fields of the application and submit official documentation required for each application type.

An admissions decision is made once all required documents have been received and processed. Applicants are notified of their admissions decision electronically and by mail.

There can be no guarantee that individuals meeting the admission requirements described below will be admitted. Final admissions decisions are at the discretion of the Directors of Undergraduate Admission.

Procedure(s)

First-Year Admission

FIRST-YEAR DEGREE-SEEKING, Regular Admission

- Applicant must submit an official high school transcript from an accredited secondary institution showing a cumulative high school grade point average (GPA) ≥ 2.50 on a 4.0 scale. The GPA can be weighted or unweighted, or,
- Copy of a GED diploma and official score report showing a total score of >450 , from diplomasender.com, and,
- If students choose to submit SAT or ACT scores, they must be submitted from corresponding test agency or accredited secondary institution.
- The Admissions office completes a holistic review of applicants' course trends, rigor, leadership, activities and/or community service.
- Upon completion of high school graduation, the student must submit their official final high school transcript providing evidence of graduation and graduation date, unless a GED was earned then a copy of GED diploma and official score report must be provided.
 - Transcripts are deemed official only when they arrive directly from the sending institution via the U.S. Mail or electronic transmission, or are hand-delivered in a sealed envelope, and include the institution's return address and date.

- Electronic transcripts must include a corresponding CEEB/ACT code and be received directly from the sending institution or an approved agency, such as Parchment and National Student Clearinghouse. CEEB codes will be validated through the Department of Education.
- It is preferred that physical transcripts be signed by a school designee and/or embossed with the school seal.

FIRST-YEAR DEGREE-SEEKING, Conditional Admission

- Applicants with a high school GPA 2.0 - 2.49 or GED total score <450 will be conditionally admitted to the university under the PennWest START program.
- The Admissions office completes a holistic review of applicants' course trends, rigor, leadership, activities and/or community service.
- Applicants admitted conditionally will be required to meet with PennWest Student Success team to ensure success and retention.

FIRST-YEAR INTERNATIONAL

- Applicants must successfully complete and submit an international application for admission.
- Applicants must submit an official high school transcript (with accompanying SAT score > 920 or ACT composite score > 1.7, if applicable (SAT/ACT is optional)), Official iBT TOEFL > 61; or IELTS > 5.5 or ITEP > 3.5 or Duolingo > 90.
 - International transcripts, GPAs, grading scales and national examinations are evaluated utilizing AACRAO Edge, which is vetted by the International Education Standards Council (IESC) and represent the consensus expert opinion in the U.S.
- Applicants must submit a signed Financial Guarantee Statement (can be submitted after admission based on student preference), and,
- A signed Affidavit of Support (can be submitted after admission based on student preference), and,
- A copy of the applicant's international passport (alternate forms of ID are NOT acceptable). The international passport shall also serve as proof of English proficiency for citizens of countries that recognize English as an official language.

Transfer Admission

TRANSFER DEGREE SEEKING

- Applicant must submit official college transcript(s) from regionally accredited institution(s) indicating a cumulative (all colleges) transfer GPA of ≥ 2.0 .
- Official, final high school transcript or GED diploma and scores required if applicant has < 12 transferable college credits.

TRANSFER INTERNATIONAL

- Applicants must successfully complete and submit an international application for admission.

- Applicants must submit an official college transcript(s) indicating a GPA of ≥ 2.0 .
 - International transcripts, GPAs, grading scales and national examinations are evaluated utilizing AACRAO Edge, which is vetted by the International Education Standards Council (IESC) and represent the consensus expert opinion in the U.S.
- Applicant must also submit an official iBT TOEFL > 61; or IELTS > 5.5 or ITEP > 3.5 or Duolingo > 90, and,
- A signed Financial Guarantee Statement (can be submitted after admission based on student preference), and,
- A signed Affidavit of Support (can be submitted after admission based on student preference), and,
- A copy of the applicant's international passport (alternate forms of ID are NOT acceptable). The international passport shall also serve as proof of English proficiency for citizens of countries that recognize English as an official language.

Non-Degree

- Transcripts may only be required if a GPA is required by a specific academic program.
- Non-Degree students may take up to 30 credits only.
- The Office for Undergraduate Admissions will inform the student of their next steps.

Visiting Student/PASSHE

- The application fee is waived for PASSHE students.
- Students must complete and submit the State System of Higher Education Application for Visiting Student Status form. Once received, the Admissions office will process an application for the Visiting Student.
- The Office for Undergraduate Admissions will inform the student of their next steps.
- The University Registrar will register the student.

Visiting Student/Transient

- Applicant must be enrolled with at least 12 college level credits and be in good academic standing.
- Student must submit an application for Non-Degree Seeking, as a Visiting Student, and,
- A signed transient form from their university indicating the following information: First Name, Last Name, Email Address, Cell Phone Number, Total College Credits, Home University Name, Courses to be taken at PennWest with home University equivalency, signed by home college Registrar.
- The Office for Undergraduate Admissions will inform the student of their next steps.
- The student will self-register.

Provisional Admission

- Those making an application decision are asked to use professional discretion as to when to provisionally admit a student. Provisional acceptances should be limited and not heavily marketed. Transfer applications may be considered more often to expedite the scheduling process. Specifically, prospective students enrolled at another institution for their first college semester looking to transfer into PennWest for the second semester may be provisionally admitted based on their mid-term grades so to expedite the credit evaluation, scheduling, and housing process.
- Professional judgment is used to facilitate students' enrollment when unofficial documents are submitted pending official documents.
- Financial Aid cannot be processed when students are provisionally admitted.
- A minimal 12-13 credit limit is permitted.
- Students will be placed on an admissions hold until admissions documents/requirements have been met by the student.
- Upon receipt of required official academic credentials, students may receive Regular or Conditional Admission.

Admission to Associate Science in Nursing (ASN)

- Minimal requirement for admission is ≥ 2.75 or higher cumulative high school GPA for both high school and transfer applicants with grades of C or higher in three pre-requisite courses (algebra II, biology, and one additional science), and,
- A proficient level score on the ATI TEAS pre-entrance exam (58.7% or higher).

Admission to Traditional Bachelor of Science in Nursing (BSN)

- Minimal requirement for admission is ≥ 3.0 or higher cumulative high school GPA for both high school and transfer applicants in addition to a 3.0 college GPA for transfer applicants, and,
- Grades of B or higher in high school level pre-requisite courses of algebra I, algebra II or calculus, biology, and chemistry). Grades of C are acceptable for Honors/accelerated courses.

D. Related Policies

Policy AC037: Visiting Student

Policy AC049: Readmission

E. Contact Information

Amanda Miller, Interim Director of Admissions California Campus:
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F. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.