



SE004: Undergraduate Admissions Policy

Recommended for Approval by:

A handwritten signature in black ink, appearing to be "Erinn Lake", written over a horizontal line.

Dr. Erinn Lake, Senior Vice President, Strategic Enrollment and Global Online Advancement

Approved by:

A handwritten signature in black ink, appearing to be "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President

Effective Date: 07/01/2022

A. Intent

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

B. Definition(s)

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

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

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

INTERNATIONAL APPLICANT, TRANSFER STUDENT: An applicant with primary citizenship outside of the United States and its territories and has earned at least 6-college level credits after the summer after 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 of 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 are required to submit a \$35.00 application fee. 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-TIME, DEGREE-SEEKING STUDENT

- Applicant must submit application and \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- Applicant must submit an official high school transcript from an accredited post-secondary institution.
 - Applicants with a cumulative high school grade point average (GPA) ≥ 2.50 on a 4.0 scale. The GPA can be weighted or unweighted or a GED diploma and official score report showing a total score of ≥ 450 , from diplomasender.com may be admitted without condition.
 - Applicants with a cumulative high school GPA 2.25 – 2.49 or GED total score < 450 may be conditionally admitted to the University under the PennWest START program. Applicants admitted conditionally will be required to meet with PennWest Student Success team to ensure success and retention.
- If students choose to submit SAT or ACT scores, they must be submitted from corresponding test agency or high school.
- 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 unless a GED was earned then a copy of GED diploma and official score report must be provided.

Transfer Admission TRANSFER, DEGREE SEEKING STUDENT

- Applicant must submit application and \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- Applicant must submit an official college transcript(s) from regionally accredited institution(s) indicating a cumulative (all colleges) transfer GPA ≥ 2.0 .

- Applicant must submit an official, final high school transcript or GED diploma and scores required if applicant has < 12 transferable college credits.

INTERNATIONAL APPLICANT, FIRST-TIME STUDENT

- Applicant must submit a \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- Applicant must have successfully completed and submitted international application for admission.
- Applicant must submit an official high school transcript (with accompanying SAT score \geq 920 or ACT composite score \geq 17 IF APPLICABLE – SAT/ACT is OPTIONAL for international applicants) Official iBT TOEFL \geq 61; or IELTS \geq 5.5 or ITEP \geq 3.5 or Duolingo \geq 90
- Applicant must submit a signed Financial Guarantee Statement (can be submitted after admission based on student preference).
- Applicant must submit a signed Affidavit of Support (can be submitted after admission based on student preference).
- Applicant must submit 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

INTERNATIONAL APPLICANT, TRANSFER STUDENT

- Applicant must submit a \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- Applicant must have successfully completed and submitted international application for admission.
- Applicant must submit an official college transcript(s) indicating a GPA $>$ 2.00
- Applicant must submit an official iBT TOEFL \geq 61; or IELTS \geq 5.5 or ITEP \geq 3.5 or Duolingo \geq 90
- Applicant must submit a signed Financial Guarantee Statement (can be submitted after admission based on student preference)
- Applicant must submit a signed Affidavit of Support (can be submitted after admission based on student preference)
- Applicant must submit 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 APPLICANT

- Applicant must submit a \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- 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 APPLICANT/PASSHE

- Application fee is waived for PASSHE students
- Student 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 APPLICANT/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.
- Applicant must submit a \$35.00 application fee for online and paper application or official PennWest or agency/affiliation fee waiver code.
- Applicant must submit 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 for First-Year, Transfer, and International students

- 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
- Minimal 12-13 credit limit 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 GPA with grades of C or higher in three pre-requisite high school courses (algebra, biology, and one additional science).
- Proficient level score on the ATI TEAS pre-entrance exam (58.7% or higher) is required.

Admission to Accelerated Bachelor of Science in Nursing (BSN)

- Applicant must have earned a Bachelor's degree with a 3.0 cumulative GPA.
- Applicant must have grades C or better in the following college level courses (general chemistry with lab, statistics, human anatomy & physiology I and II with labs).

Admission to Bachelor of Science in Nursing (BSN), traditional

- Applicant must have >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.
- Submission of SAT/ACT scores is optional.
- Applicant must have grades B or better pre-requisite high school courses (algebra I, algebra II, geometry, biology, and chemistry).

D. Related policies

Policy AC037: Visiting Student

E. Contact Information

Amanda Miller, Interim Director of Admissions California Campus:
miller_am@pennwest.edu

Diane Raybuck, Director of Admissions Edinboro Campus: draybuck@pennwest.edu

Carrie Thompson, Director of Admissions Clarion Campus: cthompson@pennwest.edu

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.