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COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

## **Undergraduate Degree and Non-Degree Admissions Policy**

### **Policy Number 5-01**

Commonwealth University of Pennsylvania

Endorsed by the University Senate on 11/14/24

Issued by President Bashar W. Hanna as Policy 5-01 on 12/12/24

Responsible Office: Undergraduate Admissions

Previous Policy: PRP 3333

### **1. Purpose**

- 1.1 Commonwealth University is committed to applying a consistent and fair admissions policy and promoting a safe and secure learning environment for all members of the university community. This policy is intended to establish undergraduate admissions guidelines applicable across all locations.

### **2. Scope**

- 2.1 The policy will apply to all new undergraduate applicants to the university including first year, transfer, readmit, international, non-degree, and certificate seeking students.

### **3. Definitions, Roles and Responsibilities**

- 3.1. **First Year Applicants:** Graduates of, or seniors in, accredited secondary schools or have earned a secondary school equivalency (like a GED) as determined by the Credentials Evaluation Division of the appropriate state agency, or homeschoolers accreditation agency.
- 3.2. **Conditional Admit Students:** Students who do not meet traditional admission criteria may be admitted through an enrichment program where assistance and coaching are given to address specific academic, financial and/or social problems. For example, a student may have a low overall GPA but has shown improvement each academic year.



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- 3.3. **Transfer Applicants:** An applicant who completed a high school diploma or GED and at least 12 credits at another post-secondary institution after high school.
- 3.4. **Readmit Applicants:** Student's applying for admissions who have previously attended Commonwealth University in a degree seeking program and fail to enroll for any academic semester.
- 3.5. **International Applicants:** International applicants are students who are not U.S. citizens, nor hold a green card. International students may apply as a first-year, transfer, graduate, second degree, or as a visiting student.
- 3.6. **Non-degree Seeking Applicants:** Students interested in taking courses but not completing a degree.

## 4. Roles and Responsibilities

- 4.1. The Office of Admissions will be responsible for adhering to the guidelines established herein.

## 5. Policy

### 5.1 First Year Degree Seeking

Admission to Commonwealth University is determined by the applicant's academic and personal qualifications. Decisions are reached without regard to race, age, religion, national origin, gender, or disability.

Students should be enrolled in college preparatory level courses in high school. Alternative educational preparation can be considered including, but not limited to experiential learning, career and technical training, or other appropriate pathways.

Acceptance is determined by the Office of Admissions after an evaluation of secondary school preparation, SAT/ACT test scores (if submitted), personal statement or interview, personal conduct or dispositions, and institutional capacity. Submitting SAT and/or ACT scores is optional for most programs.

Acceptance is tentative and may be revoked based on an evaluation of academic credentials which show work in progress and/or personal conduct. Final admission is



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decided after complete transcripts have been received and evaluated. Some academic programs may have additional requirements, including standardized test scores.

**5.2. Conditional Admit Students**

Applicants must be graduates of, or seniors in, accredited secondary schools or must have a secondary school equivalency (like a GED) as determined by the Credentials Evaluation Division of the appropriate state agency, or Home Schoolers Accreditation Agency. Non-traditional criteria may be applied in estimating an applicant's potential when it appears that the environmental background may have adversely affected grades and/or standardized test scores. The Admissions Office may require an applicant to file supplementary information as needed for proper consideration.

**5.3 Transfer Students:**

Transfer applicants must supply an official transcript from each college attended to the Office of Admissions, regardless of whether credit was earned at the other institution(s). Transfer students with less than 12 credits completed at a post-secondary school must also submit a high school transcript. For a transfer student to be considered for admission, the student must be in good academic and social standing at the previous institution attended and must have an overall quality point average of 2.0 or better on a 4.0 system for all courses in which passing and/or failing grades were recorded.

**5.4 Readmission of Former Students:**

Readmitted students are responsible for the graduation requirements and academic policies which exist at the time of reentrance. Students must submit transcripts of any academic work attempted since leaving the university as part of any application for readmission. Students must be in good academic, social, and financial standing at Commonwealth University and must have all associated holds removed to be considered for admission.

**5.5 International Students:**

International students must submit an application for admission 3 months prior to the desired enrollment term and official academic transcripts from both high school and post-secondary institutions, translated into English. Non-native English speakers must submit an official language test score report like TOEFL or IELTS, sent directly from the testing



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agency. International students currently enrolled in a U.S. institution do not need to submit a language exam if they have successfully completed more than 12 credits at that institution.

## 5.6 Non-Degree Seeking Students:

Admission to a non-degree program at Commonwealth University is open to all high school graduates or those holding GED credentials. Standardized test scores are not required. Application forms may be obtained from the Office of Admissions. Non-degree categories with their credential(s) requirement are as follows:

### 5.6.1 Adults and non-traditional students:

Applicants need a [completed application](#) for non-degree admission, available on the admissions office web site. Applicants must submit evidence of high school graduation or GED completion prior to enrolling for a second semester or session.

### 5.6.2 Early College/Dual Enrolled:

A high school student who desires to combine university work with current high school work must submit an Early College application, a high school transcript, an authorization form signed by both the student and the school counselor, as well as a parent authorization form. These forms are available on the [Early College website](#).

### 5.6.3 Teachers Certification & Post Baccalaureate:

Students with an earned baccalaureate degree who wish to complete the requirements for teacher certification should submit a transcript from the institution granting the baccalaureate degree and a completed [application for non-degree admission](#). Interested students should contact the program coordinator or department chairperson before applying.

### 5.6.4 Senior citizens:

Retired students, over 60 years of age, legal citizens of the U.S. and residing in the Commonwealth of Pennsylvania are eligible to apply for a waiver of tuition fees. Students in this category may be admitted to classes on a seat available basis only and should submit proof of age, retirement, United States Residency, evidence of



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high school graduation or GED completion, and a completed [application for non-degree admission](#).

**5.6.5 Certificate or Specialization Programs:**

Students seeking enrollment in a certificate or specialization program should contact the program coordinator or department chairperson prior to applying. Interested students must submit an official transcript (high school or college) or GED, and a completed [application for non-degree admission](#).

**5.6.6 Career and Technical Students:**

Students enrolled in a career and technical program in high school, who successfully complete the requirements agreed upon by both the school district and Commonwealth University, will be eligible to receive college credits upon enrollment in specified programs. To receive credit, students must submit documentation demonstrating the required knowledge, skills, and competencies designated for each program and meet the GPA requirement outlined in the agreement.

## **6. Procedures, Standards, and Guidelines**

**6.1 Admissions Procedures:**

To be a candidate for undergraduate admission, applicants must apply for admission with a non-refundable \$35 application fee, or approved fee waiver, to the Office of Admissions. The applicant is responsible for requesting an official transcript from the appropriate office at their school or college. Additional information may be requested by the admissions office, which may include a personal statement, letters of recommendation, updated grades, or additional test scores.

A first-year applicant may also submit SAT or ACT scores, although this is not a requirement for most programs. It is the responsibility of the applicant to arrange for the test and to request the forwarding of the scores directly from the testing service. A photocopy of the test report on an official high school transcript is also acceptable. No other standardized test will serve as a substitute for the SAT or ACT.

**6.2 Prior Disciplinary Standards:**



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## COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Commonwealth University is committed to maintaining a safe environment for all members of the campus community. As part of this commitment, we require applicants who have been dismissed, suspended from, or disciplined at, a previous institution to disclose this information as a mandatory step in the application process. A previous conduct issue does not automatically bar admission to Commonwealth University, but it may affect approval to live in university-owned or university affiliated housing; It may also affect admission to certain programs that require licensure, like teaching and nursing. Prior to admission applicants may be required to complete a release of information that allows Commonwealth University to obtain disciplinary records from any previously attended institution. Failure to execute a release of information, or failure to disclose prior disciplinary or legal issues by the applicant, may result in the denial of admission.

### **6.3 Readmission of Dismissed Students:**

Students who were academically dismissed will be required to present evidence of successful academic, career, vocational, or personal achievement as part of any application for readmission. For additional details on reapplying to Commonwealth University after being dismissed, please refer to Commonwealth University's [Academic Dismissal and Appeals Policy](#).

## **7. Compliance and Enforcement**

- 7.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 7.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

## **8. Additional Information**

### **8.1 History**

This policy is based on PRP 3333 Undergraduate Degree and Non-Degree Admissions policy at Bloomsburg University, last amended on August 28<sup>th</sup>, 1995.



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Effective Date – Approved by BUCC, 3/19/86. Approved by Council of Trustees, 6/11/86.  
March 19th, 1986.

Revised - Amended by BUCC 4/12/95. Presented to University Forum 4/19/95

Endorsed by the University Senate on 11/14/24; Issued as Commonwealth University  
Policy 5-01 on 12/12/24 by the Office of the President.

Effective Date – 12/12/24

## 8.2 Related Policies

Undergraduate Student Transfer Policy, Academic Dismissal and Appeals Procedure.

## 8.3 Contacts for Additional Information and Reporting

For additional information contact Commonwealth University Office of Admissions at  
[admissions@commonwealthu.edu](mailto:admissions@commonwealthu.edu)