

# Pennsylvania College of Technology

## Policy Statement

**Title:** Graduate Admissions

**Number:** P 4.61

**Approved by:**

Presidential Action

**Approved Date:** 8/2021

**Implementation Date:** 8/2021

**Last Review Date:** 08/2023

**Last Revision Date:** 08/2023

**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.

**Policy:**

- I. Graduate programs are restricted to persons who meet certain academic skills and prerequisites, and/or who have attained prescribed levels of academic achievement. Graduate applicants seeking a master's degree must have earned an undergraduate degree with a GPA of at least 2.5 to be considered for admission. Graduate applicants seeking a post-master's certificate must have earned a master's degree with a GPA of at least 2.5 to be considered for admission.
- II. Students intending to pursue a program leading toward a master's degree or post master's certificate must formally apply to the College.
  - A. All official transcripts should be submitted at the time of application.
  - B. Upon acceptance to the College students shall confirm their intent to enroll by accepting their offer of admission through the applicant dashboard and paying, or being approved for a deferment of, a tuition deposit.
  - C. Additional admissions requirements may apply for some programs. This may include graduate level entrance exams (e.g., GRE), letters of recommendation, writing samples, personal interviews, etc. These requirements are maintained

under Special Admissions Requirements on program-specific pages of the College Catalog.

- III. Students are not considered to be graduate degree or graduate certificate candidates until they fulfill all necessary requirements, have received an acceptance letter to the College, and have confirmed their 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. Upon confirming intent to enroll, the student is covered under FERPA.
- IV. The College reserves the right to deny admission or readmission or to rescind an acceptance to any student if, in the opinion of the College authorities, their admission is not in the best interest of the student or the College.
- V. Pennsylvania College of Technology is committed to providing an educational environment that provides equal access to all students. Penn College prohibits discrimination or harassment against any person because of race, color, religion, national origin, sex, gender identity or expression, disability/handicap, age, sexual orientation, political affiliation, status as a protected veteran, genetic information, or any characteristic against which discrimination is prohibited by applicable law.

**Revision History:**

Date: 08/2023 Updated language to include students seeking post-master's certificate.

**Cross References:**

Graduate Admissions Procedure, [PR 4.61](#)