Cheyney University Policy SA-2010-3000

Policy on Admissions Guidelines

Approved by: Student Affairs Council/ President’s Cabinet

History: Issued -- 4-22-2010

Related Policies: n/a

Additional References: n/a

A. Purpose
The purpose of this policy is to ensure that the appropriate policy is followed regarding admissions criteria for admittance to Cheyney University of Pennsylvania.

B. Scope
Cheyney University must adhere to approved admissions policies.

C. Procedure
I. Admissions Criteria
   In accordance with the criteria adopted by Cheyney University for admissions, six general requirements have been identified:

   1. Grade point average
   2. Strength of curriculum (3 years of Math; 4 years of English Language; 3 years of Sciences; 3 years of Social Studies)
   3. Class rank
   4. SAT or ACT score
   5. High school profile
   6. Recommendations (optional)

   Applicants must provide evidence of graduation or equivalent as determined by the Division of Professional Certification (GED).

II. Admissions Requirements
Applicants to undergraduate programs are evaluated using several criteria, including grade-point average, standardized test scores (SAT or ACT), class rank and academic curriculum. Letters of recommendation and an essay are encouraged.

The office of Admissions ensures that all applicants are reviewed and evaluated fairly and equitably in accordance with university criteria for admission.
A candidate for admission as a first-year student must adhere to the following procedures:

1. Complete a Cheyney University application and forward it, along with the application fee (i.e., a $20 money order, cashier's check, or certified check - personal checks are not accepted ), to the Office of Admissions. An electronic application is available at CollegeNET.COM;
2. Submit an official high school transcript (or evidence of equivalent preparation, e.g., GED), to the Office of Admissions.
3. Have official SAT or ACT scores forwarded to the Office of Admissions.

III. Transfer Students
Transfer students should possess a minimum of 2.0 in order to transfer to Cheyney University. Credits are transferable but grades are not. Credits will transfer only if the student has earned a “C” or better. Students may transfer credits from regionally and nationally accredited institutions. Upon receipt of official transcript, an initial evaluation is made at the office of Admissions. Students can be informed on request as to which courses will transfer to Cheyney University. However, the college dean of the student’s major does the final evaluation.

Transfer students’ procedures:
1. Submit a completed undergraduate admission application to the Office of Admissions along with a non-refundable $20 application fee (money order or cashier's check)
2. An official high school transcript
3. Official transcripts from all educational institutions attended since high school.
4. Transfer students who have completed 12 credits and more are not required to have taken the SAT or ACT standardized tests.

IV. International/Foreign Students
Requirements and procedures for foreign students are the same as those for other students. Students to whom letters of acceptance go are also sent I-20 forms (required by the U.S. Department of Justice Immigration Service), as well as a statement of fees and such other information as they may need.

International students must submit the following for admission consideration:
A. $20.00 application fee
B. Letters of recommendation  
C. Personal biography  
D. Secondary school certificate  
E. Secondary school report  
F. SAT scores  
G. TOEFL Scores  
H. High school transcripts (if applicable)  
I. Application for Form I-20  
J. Affidavit of support with financial documentation  

Before an I-20 can be issues to an admitted student, United States Immigration Law requires Cheyney University to verify that the student has sufficient funds to finance their studies. You must submit the following with your application:  

1. Financial Statements  
2. Bank Statement or official letter showing sponsor’s funding, assistantship, scholarship and / or fellowship award letter that supports your affidavit of support. This data must be dated within 6 months of planned term of entry.  
3. Confirmation of financial support. Promissory Note form financial sponsor (s) that clearly states their intention to support you financially during your entire stay at Cheyney University. Student may have multiple sponsor but the total amount from all sources of funding must exactly match the total required to attend Cheyney University for “all” years of attendance. Be sure to go over the necessary financing with your sponsor. He or she must realize tuition, fees, room and board are payable on a strict deadline. Your money must be cleared by the bank before classes start.  

V. Readmission  
A student who withdrew from the University in good academic standing may apply for readmission at least 30 days before the term in which the student wishes to re-enroll. The student will need to fill out a readmission application and follow the readmission guidelines and procedures in order to receive an admission decision.  

VI. Non-Degree Seeking Students  
Qualified individuals who have a high school diploma (or GED) may apply to take courses on a part-time, non-degree basis. Applications for non-degree courses must be forwarded to the Director of Admissions. No admission tests are required. Students can take up to 12 credits using a continuing non-degree application form. If they are require to take more credits, they must fill out a regular application form and follow the procedure for general admission to the university. In addition, continuing education applicants are not guaranteed that all 12 credits will transfer into an academic program here at Cheyney.
VII. Conditional Admissions

Students conditionally accepted to the University due to high school academic profile must sign a contact agreeing to the following:

1. Participation in the SEEK program and attend all workshops.
2. Obtain a minimum 2.0 grade point average required by the university at the end of the first two semesters of attendance. Failure to do so will result in suspension from the university.

Application Violation Policy

Applicants who misrepresent, alter, or withhold prior academic credentials may have their acceptances revoked. If the misrepresentation, alteration, or omission is discovered or occurs after enrollment, the student may be charged with violation of policy and dismissed from the university.