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**Policy Number:**

1.3.004

**Title:**

**Admissions**

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**Purpose**

The purpose of this admission policy is to outline the criteria and procedures for prospective students seeking to enroll at Thaddeus Steven College of Technology. Our goal is to provide equitable access to quality education and to foster a diverse and inclusive learning environment.

**Scope**

This policy applies to individuals interested in attending Thaddeus Stevens College of Technology.

**Definitions**

**Active Duty:** Full-time employment with the U.S. military force. Proof of employment is required (active military ID, etc.).

**Applicant:** An individual interested in pursuing educational coursework for which they intend to earn college-level credits.

**Articulation Agreements:** Agreements that the College has entered into with secondary partners that (permit/allow) incoming students to receive credit for coursework completed in high school.

**College in the High School (CHS):** Applicants maintain enrollment at their high school and earn college credit for a course taught in their high school by a high school teacher.

**Dual Enrollment (DE):** Applicants enroll in one or two general education courses on campus at Thaddeus Stevens College while also enrolled in high school.

**Early Enrollment (EE):** Applicants spend senior year of high school on campus at Thaddeus Stevens College enrolled full-time in a program of study.

**First Time Applicant:** Applicants applying to the College for the first time.

**Non-matriculating:** Applicants who are not enrolled in a program of study and wish to take general education courses.

**PA Resident:** An individual who has resided in Pennsylvania for at least one (1) year.

Pre-major: A program of either one semester or one academic year that provides remedial opportunities to students.

Readmit Student: An applicant who has applied and attended before is considered readmit student regardless of completion status.

Transfer Applicant: An applicant who has attended another institution of higher education.

Veteran: Former member of the Armed Forces of the United States (Air Force, Army, Coast Guard, Marine Corps, and Navy) who served on active duty and was discharged under conditions that were other than dishonorable. DD214 member 4 copy is required.

Veteran Family: Immediate family unit, including children/step-children and spouses.

## **Policy Detail**

The College does not discriminate in admissions, employment, or in any of its educational programs or activities on the basis of race, color, ethnic or national origin, religion, sex (including pregnancy), disability, age (as applicable), veterans status, genetic information, or any other legally protected classification.

### **I. Admissions**

- A. Applicants must apply directly to a program of study. The College does not offer an “undecided” major or the option to pursue multiple majors simultaneously. Applicants unsure of what to study should visit the College’s website for information on options.
- B. The College receives many applicants each year. At times, meeting the minimum requirements will not be sufficient for admission. Majors are limited in the seats provided; when a program reaches capacity, applicants will be placed on a waitlist.

### **II. Admissions Criteria**

- A. Applicants must be Pennsylvania residents for at least one year. An appeal process is available for applicants who have resided in Pennsylvania for less than 1 year. Exceptions are made for active duty/veterans and their families.
- B. Applicants must have a high school diploma or equivalent.
  - a. Upon transcript evaluation:
    - i. Applicants with a minimum 2.8 high school GPA go directly to review.
    - ii. Applicants with a 2.79- 2.0 high school GPA will need to take the entrance exam.
    - iii. Applicants with a high school GPA of less than 2.0 will not be considered for admission.
  - b. Upon receipt of the high school equivalent:
    - i. Applicants must take the entrance exam.

- C. Transfer Applicants: College level English and math courses with a C or higher are required to waive the entrance exam.
- D. Readmit Students
  - 1. Students must complete the application for admission and indicate they are a readmit student.
  - 2. The College will provide an application fee waiver if students reapply within one year of ceasing enrollment.
  - 3. A committee reviews completed applications, and additional steps may be requested from the applicant.
    - a. The readmit review committee consists of previous program faculty, members of the Student Success Team, members of the Enrollment Services Team and members of the Student Services team.
- E. Second Degree
  - a. Current students interested in pursuing a second degree should complete the re-admit application.
- F. Change of Major
  - a. Students desiring to change program majors must apply to do so through the Admissions Office. Initial paperwork and discussion should be with the Director of the Academic Center. Requests are reviewed by staff, with final approval by the Dean of Enrollment Services.
- G. Non-matriculating Students: Limited to faculty and staff and their dependents on a limited basis as space permits.

### III. Admissions Decisions

After all required documents are submitted, enrollment decisions are communicated to the applicant via the applicant portal, email, and notice of offers are also communicated via mail. Admissions decisions include the following:

- A. Direct Admit to the Major: The applicant is accepted directly into the major.
- B. Pre-Major: Pre-major education at Thaddeus Stevens College of Technology is designed to meet the needs of academically underprepared students. Students whose placement evaluation indicates a need to strengthen foundational skills in literacy and math are required to successfully complete Pre-Major courses to progress in the major. Success in a Pre-Major course is indicated by earning a grade of "C" or better. In addition, students are required to retake the entrance exam. Pre-Major students who do not achieve the required entrance test scores may request a waiver for demonstrated academic achievement at the college level.

Pre-Major courses are calculated into the students' overall course load and applicable in determining full-time or part-time status and meeting financial aid standards. However, credit hours earned do NOT count toward graduation because the courses are considered foundational. Pre-Major courses have a 0-level designator. Entry into the Pre-Major program is determined by the Office of Admissions.

- C. Denials: The applicant is not accepted directly into the major or as a pre-major.
- D. Deferral: At the discretion of the Admissions Office, students may be permitted to defer their offer of admission for one year.

**References**

Early Enrollment, Dual Enrollment and College in the High School Policy

<i>Audience</i>	<i>Students</i>
<i>Effective Date</i>	<i>08/01/2025</i>
<i>Date Revised</i>	
<i>Date Reviewed</i>	
<i>Owner</i>	<i>Dean Enrollment Services</i>