

Effective: October 1997

Academic Policy: Undergraduate Studies ADMISSIONS

Approved: October 1997
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Deans' Council, Faculty Senate

Students may be admitted to Millersville in a variety of ways depending on their goals. Students applying to bachelor's degree programs may be admitted on either a full-time or part-time basis. Part-time, non-degree seekers may be admitted on a part-time basis. Non-degree students typically are either transferring credit to another home institution or may be taking credits for self-enrichment. Students who have earned a bachelor's degree may be admitted to seek teacher certification on either a full- or part-time basis.

Millersville has a rolling admissions policy and acts on applications from candidates as soon as the application process is completed. Candidates accepted must submit the required admission deposit no later than April 1 or 15 days after the date of admission letter, whichever is later. If necessary, students admitted to the fall semester may extend the deposit deadline to May 1 by submitting a request prior to April 1 to the Office of Admissions.

General Requirements for Admission to Degree Programs

Students may be admitted to programs leading to the following undergraduate degrees: Associate of Science, Associate of Technology, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Science, Bachelor of Science in Education and Bachelor of Science in Nursing.

Admission to degree programs at the University is granted on the basis of the following requirements:

1. General scholarship as evidenced by the secondary school record. Each applicant must qualify for graduation from an approved secondary school or must meet the requirements for the Commonwealth Secondary School Diploma issued by the Pennsylvania Department of Education.
2. Satisfactory achievement on the American College Test (ACT) or SAT I examinations.
3. College Board Achievement Test Scores. Scores on the English Composition Test should be submitted by applicants who wish to demonstrate competence in English. Unusually high scores may result in the applicant being exempted from the required basic English course. Exempted students would substitute a free elective course.

4. Applicants for the music major are required to audition through solo performance and by taking musical proficiency tests. Audition dates and further information about the auditioning procedure may be obtained by contacting the Department of Music.
5. Applicants for the art majors must submit an art portfolio.
6. Admission to the University is granted without reference to race, color, religion, sex, national origin, ancestry, age, disability, marital status, or lifestyle.

Transfer Applicants

An applicant who has studied at another accredited college or university may be considered for admission if, in addition to meeting all the foregoing "General Admission Requirements," the candidate meets the following requisites:

1. Completion of at least 12 transferable credits from a regionally accredited institution with a cumulative average of 2.00 or better. Transfer applicants with fewer than 12 transferable credits must submit a high school transcript and standardized test scores (ACT or SAT). Applicants with less than a 2.00 average may be considered for probationary admission if they have been out of school for at least one semester and meet freshman admissions criteria.
2. Transfer applicants to the music major must audition and demonstrate proficiency in musical skills
3. Transfer students to the art major must submit an art portfolio for review.

Readmission of Former Students

Former students, in good academic standing at the time of their official withdrawal, may apply for readmission at any time. Re-entering students who have subsequently attended another institution of higher learning must have a transcript forwarded by that institution.

Re-entering students are subject to the curriculum and graduation requirements in effect at the time of their readmission, with the exception of those students who re-enter within one year of their official withdrawal or dismissal. These students have the option of continuing under the curriculum and graduation requirements in effect for them at the time of their withdrawal or dismissal.

General Requirements for Admission to Other Programs

Several non-degree options are available at Millersville. Refer to the Undergraduate Catalog under the heading Special Admission Students for more information.

Part-Time Non-Degree Students

Qualified applicants who have a high school diploma or GED and a desire to learn may apply to take Millersville credit courses on a part-time non-degree basis. No admission tests are required.

Part-time non-degree students may take courses on a space-available basis and may take no more than 11.5 credits in any one semester, including audited courses. After completing at least 12 credits in at least two (2) subject areas with an average of "C" or better, they may apply for degree-seeking status.

Auditing Students

A student may audit a course with the approval of the course instructor. The auditing student attends class and participates in class discussions but does not take examinations, write papers, or fulfill other requirements generally associated with earning credit. No grade is recorded for the student other than a notation on the transcript to indicate that the course was audited. Standard tuition and fees are charged. Ordinarily, no more than one course may be audited per semester.