Kutztown University Policy ACA-064

Admissions Guidelines

A. Purpose

To describe the guidelines for admission to Kutztown University.

B. Scope

These guidelines apply to all potential undergraduate students.

C. Keywords and Phrases

ACT: American College Testing
CEEB: College Entrance Exam Board
GED: General Education Diploma
NACAC: National Association for College Admission Counseling
PAPA: Pre-service Academic Performance Assessment
SAT: Scholastic Aptitude Test

D. Guidelines and Procedure(s)

Freshman Admissions

1. Complete the paper or electronic application for admission.

2. Submit a non-refundable $35 application fee. Kutztown University subscribes to the NACAC or CEEB fee waiver program. Students should request submission of the fee waiver form through their guidance counselor.

3. Request an official copy of the high school transcript and send directly to the Office of Undergraduate Admissions. GED results must be sent directly from the Department of Education.

4. Submit ACT or SAT test scores.

Policy ACA-064

5.   Complete any other requirements as prescribed by the intended major by the appropriate date. Example: portfolio, art test, music audition.

6.   Kutztown University strongly encourages students to pursue a college preparatory program in high school which consists of: 4 years of English, 3 years of Social Science, 3 years of Mathematics, and 3 years of Science.

7.   Applicants will be considered on a rolling basis.

8.   When approved for admission to the University, applicants will be required to make a non-refundable advance registration deposit. Students requesting on-campus housing will be required to submit an additional non-refundable housing application fee by May 1.

9.   A favorable admission decision is based upon the student's qualifications at the time of the offer and is contingent upon his or her maintaining those standards through graduation from high school. Students must submit a final official transcript that includes the date of graduation to the Office of Undergraduate Admissions.

Transfer Student Admissions

1.   Complete the paper or electronic application for admission.

2.   Submit a non-refundable $35 application fee.

3.   Request an official copy of the high school transcript and send directly to the Office of Undergraduate Admissions. GED results must be sent directly from the Department of Education.

4.   Request official copies of college transcripts from all post-secondary institutions attended and send directly to the Office of Undergraduate Admissions.

5.   Transfer students with 12 or more college level credits must have a minimum 2.0 GPA on a 4.0 GPA scale. Students who earned less than 12 credits will be required to submit their official high school record and standardized ACT or SAT test scores that will be used as part of the review process.

6.   Complete any other requirements as prescribed by the intended major by the appropriate date. Example: portfolio, art test, music audition.

7.   Transfer students with 39 or more college level credits must enter with a declared major. Exceptions to this policy may be considered with the approval of the Chairperson, Department of Academic Enrichment.

8.   Applicants will be considered on a rolling basis.

Policy ACA-064

9. When approved for admission to the University, applicants will be required to make a non-refundable advance registration deposit. Students requesting on-campus housing will be required to submit an additional non-refundable housing application fee by May 1.

10. A favorable admission decision is based upon the student's qualifications at the time of the offer and is contingent upon his or her maintaining those standards through the end of the semester. Students must submit a final official transcript to the Office of Undergraduate Admissions.

Transfer Education Majors (including Art and Music) with 48 or More Credits

Teaching is a profession that requires selective admission procedures and a rigorous course of study. Transfer students with 48 or more credit hours must be admitted into teacher candidacy in order to be admitted as an education major.

In order to achieve teacher candidacy the student must meet the following requirements:

- Have a minimum cumulative 3.00 GPA.

- Have a C or better in three hours of composition, three hours of literature, and six hours of mathematics.

- Passed the basic skills assessment of PAPA or ETS Core in reading, writing, mathematics, and have official scores on file at Kutztown University OR satisfy one of the alternative basic skills assessments as follows:

  - SAT score of no less than 1550 (with minimum score of 500 on each individual section – Critical Reading, Writing, and Mathematics). Note: Students may combine section scores from different test administrations, using their best score earned from each test administration.
  - A composite score of 23 on the ACT. The composite score of 23 shall be accompanied by a combined English/Writing score of 22 and a Math score of 21.

Information about PAPA examinations can be obtained from www.pa.nesinc.com or 1-800-877-4591; ETS Core Assessment information may be found at **www.ets.org.**

Students who have not met all requirements will not be admitted to teacher candidacy and cannot be admitted into the Education major. They can still be admitted into another major.

Admissions Information

I. Re-Entry Students

Policy ACA-064

The University welcomes the return of students who did not complete their degrees. The student's previous Kutztown University academic record will be the major criterion in determining re-entry. Students should be aware that some major programs have restricted enrollments and/or specific entrance requirements.

Readmitted Students: Any student who has previously attended Kutztown University is required to complete a Request for Readmission at the Office of the Registrar and pay the $35 application fee.

Transfer Readmitted Students: Students applying for re-admission who have attended other institution(s) since leaving Kutztown University must submit an official transcript from each college. Students are required to apply through the Office of the Registrar and complete a Request for Readmission and pay the $35 application fee.

II. Second Degree

A student who has earned a bachelor's degree at a college or university in one field of study and wishes to earn a second undergraduate degree in another field of study is classified as a second degree student. This does not apply to anyone interested in the field of Education (see section on Certification). Students must complete an application for admission, pay a $35 application fee, and submit official copies of their college transcripts from all post-secondary institutions attended.

III. Transient Students

This classification applies to a student who is enrolled at another college or university, excluding visiting students from Pennsylvania's State System of Higher Education institutions, and who wishes to take courses at Kutztown University. Transient students are required to submit an application for admission to the Office of the Registrar and pay a $35 application fee.

IV. Visiting Students

This classification applies to a student who is enrolled at another Pennsylvania State System institution (one of the 14 State Universities of Pennsylvania) who wishes to take courses at Kutztown University. Visiting students are required to submit a Visiting Student Application available in the Registrar's Office.

V. Special Enrollment Programs for High School Students

1. The Early Start Program (which replaces a student's senior year in high school) is available to academically qualified students. Requirements include parental approval, the approval of the superintendent and principal, accompanied by a list of courses that will qualify the student for high school graduation, completion of the admission application, a $35 application fee, SAT or ACT scores and an official copy of the high school transcript.

Policy ACA-064

2. Individual Classes - high school students who want to take Kutztown University classes concurrently with their high school classes should apply via the online application through the Office of the Registrar.

Certification (Post Baccalaureate Teacher Certification)

A student who has earned a bachelor's degree from a college or university in one field of study and wishes to enter the field of Education should apply to the Office of Graduate Admissions for a Master's in Education with certification.

Services for Students with Disabilities/ADA

Kutztown University is committed to achieving equal educational opportunity and participation for students with disabilities. Students are encouraged to contact the Disability Services Office at 610-683-4108 early in the admission process to discuss how to disclose their disability and transition issues. Do not send documentation with your admission application. Please send directly to the Disability Services Office, 215 Stratton Administration Building, P. O. Box 730, Kutztown, PA 19530.

Veterans/Military Service Members

Veterans must submit an official military transcript and a photo copy of service record (DD-214), member 4 copy and indicate one of the following Chapter Numbers: Ch. 30 – Montgomery GI Bill, Ch. 31–Vocational Rehabilitation Program, Ch. 32 – Veteran's Educational Assistance Program (VEAP), Ch. 33 – Post 9/11 GI Bill, Ch. 35 – Survivors' and Dependents' Educational Assistance, Ch. 1606 – Select Reserve Educational Benefit or Ch. 1607 – Reserve Educational Assistance Program (REAP).

Additional Program Guidelines

Communication Design

Communication Design majors in the College of Visual and Performing Arts are required to submit an art test or portfolio of their work. Freshmen must complete an art test. Transfer students have a portfolio requirement. Final deadline for the art test and portfolio submission is typically early February for fall admission. Admission for the spring semester into Communication Design is not offered.

Studio Art/Art Education/Crafts

Applicants to programs in Studio Art, Art Education, and Crafts are required to submit a portfolio. Portfolio requirements differ for each program, so applicants should check the website for portfolio guidelines for their chosen program. The portfolio must be submitted no later than the deadline indicated on the guidelines form (early February in most cases).

Policy ACA-064

Music/Music Education

Music majors in the College of Visual and Performing Arts are required to complete and return a separate Department of Music admission form. Once the music admission form is returned (to be mailed directly to the Department of Music), the student will be scheduled for an audition with the Department of Music faculty. At the interview/audition, the student will play/sing in their area of musical interest and expertise. During the interview, students should be prepared to discuss their musical background, career goals, musical and general areas of interest. Students also take preliminary exams in: (a.) harmony and theory, (b.) ear training, and (c.) sight singing. These are diagnostic examinations to determine placement in music courses and are considered as part of acceptance in the degree program.

Homeschooled Students

Kutztown University welcomes applications from students who have been homeschooled. Please review the guidelines under the freshmen/transfer sections as well as the following information:

A.   Homeschooled applicants should submit a grade transcript if available and the official evaluation for each grade from 9 to 11. A final grade transcript (if applicable) and evaluation must be submitted when the final year of homeschooling is complete.

B.   All homeschooled applicants are required to submit ACT or SAT scores.

C.   If an official high school diploma is not awarded by an agency, homeschooled applicants must submit a copy of the GED diploma and the GED scores from all five sections of the test. This information must be mailed directly from the Department of Education of the state issuing the diploma. Students must receive a minimum total of 600 points on all four GED tests. Applicants may score no lower than 150 points on any individual test. Applicants are also allowed to retake any individual test they do not pass. Although there is no waiting period required to retest, GED exams can be taken only three times per year in Pennsylvania. The individual GED subject areas include:

- Reasoning through language arts
- Mathematical reasoning
- Social studies
- Science

D.   Interviews for homeschooled applicants are not required but they are strongly encouraged for students graduating when they are younger than 17 years old.

Notification of Acceptance and Confirmation Deposits

Kutztown University uses a rolling admissions process to review applications, which means that applications are reviewed and decisions made as soon as the application is complete and as long

Policy ACA-064

as space is available. Some areas of study at Kutztown University require additional steps before an offer of admission is made and may lengthen the notification time. Majors that involve additional steps are: Art Education and Crafts, Studio Art, Communication Design, and Music.

Upon acceptance to Kutztown University, students must pay a non-refundable advanced registration deposit of $275 to secure their space in the class.

Campus Visits

Student guided campus tours are offered Monday through Friday at 10:30 a.m. and on Mondays and Fridays at 2:00 p.m. Saturday morning tours are offered at 10:30 a.m. on selected dates during the academic year and summer. All visits feature an information session by an admissions counselor followed by a student-led tour of the University. Special visit opportunities include our Preview Days and Fall Open House Programs, designed to provide a preview of the Kutztown University academic and extracurricular experience.

To register for a visit or for more information on upcoming admission events, visit www.kutztown.edu/visit or contact the Office of Undergraduate Admissions at (610) 683-4060 or 1-877-628-1915. Directions to Kutztown University can be found at our website: www.kutztown.edu/directions.

Financial Aid Services

All students applying for financial aid, including student employment and loans, should complete the Free Application for Federal Student Aid (FAFSA) by February 15 to meet the priority filing deadline. Kutztown University's code is 003322. For further information, please contact the Financial Aid Services Office at (610) 683-4077.

Housing Information

When the $200.00 Advanced Registration Deposit is received, the online housing application will be made available in early February to the student. On-campus housing for first-year and transfer students is guaranteed if the request for housing was made on the original admissions application, the Advanced Registration Deposit is received, and the $75 housing application fee is received by May 1.

Carefully read and follow the housing instructions that accompany the letter of acceptance. For additional information, please contact the Office of Housing & Dining Services at Kutztown University, P.O. Box 730, Kutztown, PA 19530, or call (610) 683-4027. Again, only students who have been accepted for admission to the university are eligible to reserve housing.

For Further Information

Questions and concerns may be directed to:

Office of Undergraduate Admissions

Policy ACA-064

P.O. Box 730, Kutztown, PA 19530
1-877-628-1915
610-683-4060 / Fax: 610-683-1375
E-mail: admissions@kutztown.edu

Admission Office hours:

8:00 a.m. – 4:30 p.m., Monday–Friday (Sept. through early May); 8:00 a.m. – 4:00 p.m. (summer).
www.kutztown.edu

Kutztown University College Code Numbers: ACT 3706, SAT 2653

E. Effective Date

2008
2017

F. Approved By

University President

G. Last Reviewed

September, 2008
March, 2009
August, 2009
August, 2012
August, 2013
January, 2017
August, 2020