Pittsburg State University
General Operating Procedures for Qualified Admission

Application Procedures

Completed admission file includes the following documents for **degree seeking applicants with fewer than 24 transferable college credit hours**:

1. Completed Undergraduate Application for Admission and application fee;
2. Official ACT/SAT scores (students 21 years of age or older are not required to submit test scores);
3. Final, official high school transcript showing graduation date or an official high school equivalency diploma; and
4. Final, official college transcript(s), if applicable.

Completed admission file includes the following documents for **degree seeking applicants with 24 or more transferable college credit hours**:

1. Completed Undergraduate Application for Admission and application fee; and
2. A final, official college transcript(s) from all institutions attended.

Completed admission file includes the following documents for **non-degree seeking applicants**:

1. Completed Undergraduate Application for Admission and application fee.

   Final, official college transcript(s) and/or official ACT/SAT scores may be required for non-degree seeking applicants if the desired course(s) has prerequisites. In addition, acknowledgement/permission from high school officials may be required if the applicant is a current high school student.

Degree Seeking Admission Requirements for Applicants Applying for Summer 2021 and After

A. Applicants with 24 or more transferable college credit hours

An applicant with at least a 2.0 cumulative GPA on a 4.0 scale will be temporarily admitted. Applicant will be moved to regular admission upon file completion.

Applicants who do not meet this requirement are still encouraged to apply. Your application will be reviewed individually. There are provisions for a small number of exceptions to the admission requirements.

Applicants who do not meet any of these requirements will be denied admission.

B. Applicants 21 years of age or older with fewer than 24 transferable college credit hours

1. Graduates of accredited high school, unaccredited high school or homeschool

   a. Resident applicants who have graduated from an accredited high school, unaccredited high school or homeschool will be temporarily admitted. Student will be moved to regular admission upon file completion.

  b. Non-resident applicants who have graduated from an accredited high school will be temporarily admitted. Student will be moved to regular admission upon file completion. Non-resident applicants who have graduated from an unaccredited high school or homeschool must meet high school equivalency diploma requirements below for admission.

2. Graduates with a high school equivalency diploma

An applicant who has completed one of the following high school equivalency diplomas with the prescribed scores will be temporarily admitted. Applicant will be moved to regular admission upon file completion.

  a. Completed General Education Development (GED) test on or after January 1, 2014, with an overall score of at least 680 points and a minimum score of 150 on each subtest.

  b. Completed General Education Development (GED) test on or after January 1, 2002 and before January 1, 2014, with an overall score of at least 2,550 points and a minimum score of 510 on each subtest.

  c. Completed the High School Equivalency (HiSET) test on or after January 1, 2014, with an overall score of at least 75 points and a minimum score of 8 points on each subtest.

Applicants who do not meet this requirement are still encouraged to apply. Your application will be reviewed individually. There are provisions for a small number of exceptions to the admission requirements. In addition, students who are not admitted through an exception will be given the option to participate in the Fort Scott Community College Qualified Admission Program.
Applicants who do not meet any of these requirements will be denied admission.

C. Applicants under the age of 21 with fewer than 24 transferable college credit hours

1. Graduates of accredited high school, unaccredited high school, or homeschool.

An applicant who has achieved at least a 2.25 GPA on a 4.0 scale **OR** has achieved at least a 21 ACT composite score (1060+ SAT) will be temporarily admitted. (If an applicant took college coursework while in high school, it is also required that the applicant achieved at least a cumulative 2.0 GPA on a 4.0 scale in all transferable college credit hours.) Applicant will be moved to regular admission upon file completion.

Applicants who do not meet this requirement are still encouraged to apply. Your application will be reviewed individually. There are provisions for a small number of exceptions to the admission requirements. In addition, students who are not admitted through an exception will be given the option to participate in the Fort Scott Community College Qualified Admission Program.

Applicants who do not meet any of these requirements will be denied admission.

2. Graduates with a high school equivalency diploma

An applicant who has completed one of the following high school equivalency diplomas with the prescribed scores **AND** achieved at least a 21 ACT composite score (1060+ SAT) **AND, IF APPLICABLE** achieved at least a cumulative 2.0 GPA on a 4.0 scale in all transferable college credit hours will be temporarily admitted. Applicant will be moved to regular admission upon file completion.

    a. Completed General Education Development (GED) test on or after January 1, 2014, with an overall score of at least 680 points and a minimum score of 150 on each subtest.

    b. Completed General Education Development (GED) test on or after January 1, 2002 and before January 1, 2014, with an overall score of at least 2,550 points and a minimum score of 510 on each subtest.

    c. Completed the High School Equivalency (HiSET) test on or after January 1, 2014, with an overall score of at least 75 points and a minimum score of 8 points on each subtest.

Applicants who do not meet this requirement are still encouraged to apply. Your application will be reviewed individually. There are provisions for a small number of exceptions to the admission requirements. In addition, students who are not admitted through an exception will be given the option to participate in the Fort Scott Community College Qualified Admission Program.

Applicants who do not meet any of these requirements will be denied admission.

Non-Degree Seeking Admission Requirements for Applicants Applying for Summer 2021 and After

If the applicant's file is complete, the applicant will be admitted as a non-degree seeking student. If a non-degree seeking student wants to change his/her status to degree seeking, he/she must apply for admission as a degree seeking student and meet applicable admission requirements or be admitted by means of the appropriate exception window. Necessary documents to complete the admission file will be requested. Courses completed as a non-degree seeking student will have credit awarded, but whether the courses taken will apply to degree requirements will depend on the nature and applicability of the courses. A degree-seeking student who wishes to change his/her status to non-degree seeking must contact the Office of Admission. A non-degree seeking student is typically not eligible for federal financial aid.

Acceptable Postsecondary credit

Only college coursework from an accredited institution, an institution that has been granted preaccreditation status by an agency recognized by the U.S. Department of Education or by an equivalent international agency will be accepted and considered in an admission decision.

Management of the 10% Exception Windows

Applicants who are denied admission will be given the opportunity to "petition for admission" through the applicable 10% exception window. Factors considered when making a decision to admit through one of the 10% exception windows include ACT scores, high school GPA, transfer GPA, interview with the Director of Admission, desired major, completed petition and recommendations from PSU faculty/staff and/or former teachers/administrators.

The maximum number of students who will be admitted through the non-resident freshman exception window is equal to 10% of the total number of new non-residents admitted with fewer than 24 college credit hours, or 50 students, whichever is greater. The maximum number of students who will be admitted through the 10% resident freshmen exception window is equal to 10% of the total number of new admitted students with fewer than 24 college credit hours. The 10% resident transfer window is equal to 10% of the total number of residents admitted who have earned at least 24 transferrable credit hours. The 10% non-resident transfer window is equal to 10% of the total number of non-residents admitted who have earned at least 24 transferrable credit hours. When managing noted capacity, preference will be given to applicants who are in military service. Additionally, applications will be considered based on the order in which they are received. A review of each application will be completed by the Director of Admission and the Director of Student Success. Students admitted through one of the 10% exception windows would initially be admitted in the temporary category and moved to regular admission once they have successfully completed their individual student success plan.

All students admitted through one of the 10% exception windows are required to agree to and sign an individual student success plan before enrollment. Individual student success plans may include enrollment in designated sections of Gorilla Gateway, a freshman orientation course that assists students with building study skills that will help them throughout their four-year university experience. In addition, contact with their advisor at least twice during the first semester, mandatory study hours, attendance at tutoring and academic success workshops, and placement in the Exploratory Studies program. Students with an individual student success plan are evaluated after the first semester of their enrollment by the Office of Student Success Programs for future actions.

Students who are not admitted through an exception window will be given the option to participate in the Fort Scott Community College Qualified Admission Program.

Admission Categories

Pittsburg State University admits applicants as Regular, Provisional, or as part of the Exception Window.

1. Regular Admission – Applicant has met the requirements necessary for admission category applied for and has a completed admission file. No additional documents or reviews are necessary unless the student requests to change his/her admission category.

2. Provisional Admission – Student has met the requirements necessary for admission, but does not have a completed file. Additional documents are necessary. Once missing documents are received, the student will be moved to regular admission provided the documents indicate the student has graduated from high school and further confirm all GPA and ACT reported scores. A student has one calendar year from the first day of classes of the first term in which the student is enrolled to complete the admission file. If the file is not complete after one calendar year, the student is not allowed to enroll for subsequent semesters. A student may still need to complete a separate application and/or meet specific departmental requirements before being admitted to some degree programs.

3. Exception Window – Students admitted in this admission category are granted permission to enroll after successfully completing a "petition for admission" and an "individual student success plan." Factors considered when making a decision to admit through one of the 10% exception windows include ACT scores, high school GPA, transfer GPA, interview with the Director of Admission, desired major, completed petition, and recommendations from PSU faculty/staff and/or former teachers/administrators. All students admitted through one of the 10% exception

windows are <u>required</u> to agree to and sign an individual student success plan BEFORE enrollment. Student success plans may include enrollment in designated sections of Gorilla Gateway, contact with their advisor at least twice during the first semester, mandatory study hours, attendance at tutoring and academic success workshops, and placement in the Exploratory Studies Program. Students with an individual student success plan are evaluated after the first semester of their enrollment by the Office of Student Success Programs for future actions.