**Cheyney University of Pennsylvania**

**Policy Template**

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**Policy Number:** **Adopted:**

**Effective Date: Amended:**

**Related Policies: High School Dual Enrolled Program Last Reviewed:**

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**FOR STUDENTS WHO WISH TO ENROLL AT CU   
WHILE CONCURRENTLY ENROLLED IN HIGH SCHOOL**

**A. The Program**

The part-time student is a high school junior or senior who wishes to take one or two courses at Cheyney University (CU) in order to enrich his/her high school program.  Their guidance counselors may recommend highly motivated students with a minimum average of B in a college preparatory program to the University.  Students with less than a **B** average but who have demonstrated particular skill or talent in a given area may be recommended by their counselors to pursue course work in that area.

**B. The Process**

1. Complete the non-degree student application for admission.
2. Submit an official high school transcript.  This should be placed in a sealed envelope and delivered along with the application form.
3. Include with the application a letter from the parent(s)/guardian(s) indicating their support of the student’s intention to take courses at CU while enrolled in high school and an acknowledgement that tuition and fees will be charged.  Payment of all tuition and fees is the parent(s)/guardian(s) responsibility.
4. Include with the application a letter of recommendation from the high school counselor.  The letter should also indicate that the student has the school’s permission to enroll in CU courses during the school day, if required.
5. There is no application fee.  When the Office of Admission receives the application form and all of the above materials we will send a written notice to the student of our decision.  If approved, the student will be notified in writing of the course registration process.  (For the fall 2018 semester, non-degree students may register on or after August 18, 2018.)

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1. Students in non-matriculating (non-degree) status may register on a space-available basis for up to two courses per semester.  Tuition and fees will be charged at the same rate as degree students.  Grades and credits will be transcribed and will count toward a student’s CU degree program if and when he/she matriculates for a degree.

**C. Switching to Degree-Seeking Status**

To apply for admission to the University, the student must complete a regular freshman application and follow all of the instructions contained in that application --- including submission of the appropriate application fee and adherence to application deadlines.  Enrollment in courses via the High School Access Program does not guarantee admission to University as a degree-seeking student.  However, because of the standards applied to non-degree admission through the High School Access Program, it is very likely that admission will be granted.

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