**Cheyney University of Pennsylvania**

**Policy Template**

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

**Effective Date: Amended:**

**Related Policies: Undergraduate Non-Degree Policy Last Reviewed:**

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1. **Policy Statement:**

A non-degree student is anyone who is not enrolled in a degree-seeking program at Cheyney University (CU) during the fall and spring semester.

A student not currently enrolled at CU must submit a non-degree application each semester he/she is interested in attending.

The following students are considered non-degree: dual enrolled students, visiting students, senior citizens, and all students enrolled in the winter and summer sessions at CU including current CU students.

 The admission office will require additional documents based on the type of non-degree applicant:

Dual Enrolled students must submit an official high school transcript, SAT and/or ACT scores, and a letter from his/her parent or guidance counselor supporting the student taking class (es).

Visiting Students must submit an official college transcript from their current institution, and have at least a 2.0 GPA in order to be admitted.

All other non-degree students must submit an official transcript from the last institution (high school or college) he/she attended. For CU students who are non-degree in order to bring up their GPA because of suspension there is no need to request a transcript.

All students, regardless of their non-degree status, must submit an Advance Registration Deposit for every semester he/she is enrolled once accepted.

1. **Reason for Policy**:

The Policy defines a non-degree student, as well as clarifies the admission application process. It also allows the Office of Admissions and enrollment services to identify the number of non-degree students who are entering the University.

1. **Appeal Statement/Process:**

**None**

1. **Definitions:**

**Dual Enrolled**-students in high school taking college level courses at CU

**Visiting Students**-students from other institutions, taking class (es) at CU

**Advance Registration Deposit**–Advance Registration Deposit submitted by student to secure his/her seat at CU for the upcoming semester.

1. **Keywords:** DualEnrolled, high school student, Non-degree, Visiting Student, winter session, summer session
2. **Related Policies:** Undergraduate Readmission Policy
3. **Other Relevant Information:**

A non-degree student who would like to become a degree seeking student must submit the proper admission application (freshmen, transfer, international, readmit), application fee, and required documents by the stated deadline in order to be considered for admission purposes. If accepted the student must also submit the required Advance Registration Deposit (**$170.00**) by the stated deadline.

**Enforcement Body:**

Office of Admissions

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Revised 7/30