



California University of Pennsylvania

POLICY: Exemption for a Traditional First-Year Undergraduate Students to be admitted to an Online Program

A. Purpose & Scope:

To define the criteria used to approve an exemption for a Traditional First-Year Undergraduate Student who wishes to be admitted to an online program of study.

B. Definition(s):

A **Traditional First-Year Undergraduate Student** is a person who has been out of high school less than two years and is attending college for the first time following graduation from high school. Traditional First-Year Undergraduate Students WILL require an exemption to participate in a 100% online program.

A **Non-Traditional First-Year Undergraduate Student** is a person who has been out of high school more than two years and is attending college for the first time since graduating high school. Non-Traditional First-Year Undergraduate Students WILL NOT require an exemption to participate in a 100% online program.

C. Policy: Exemption for a Traditional First-Year Undergraduate Student to be admitted to an Online Program

- 1. Exemption criteria for a Traditional First-Year Undergraduate Student to be Admitted to a 100% Online Program**
 - a. Student is Married
 - b. Student has Child/Children/Parent for whom they provide dependent care
 - c. The global online program is not offered on campus as a face to face program
 - d. Student is enrolled as a participant in a global online partnership program
 - e. Documented extenuating circumstance/s that prevents the student from taking classes on campus

D. Procedure(s):

1. In order to have an exemption evaluated, the student must complete the FAFSA and enter school code 003316.
2. If a, b, c, or d above is not applicable, the exemption request must be submitted in writing. Please email your extenuating circumstances narrative to admissionsupport@calu.edu for review.
3. All exemption submissions will be reviewed by an Admissions Committee.

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