# ADMISSION POLICY – UNDERGRADUATE

**Policy:** In accordance with the institution’s non-discrimination policy listed below, each applicant is considered upon his/her own merit. Grace College is committed to compliance with the Title IX of the federal Education amendments of 1972, except as claimed in a filed religious exemption.

**Grace College and Seminary**

**Notice of Nondiscrimination**

Grace College and Seminary is a private, not-for-profit, faith-based exempt organization as described in Section 501 (c) (3) of the Internal Revenue Code. In compliance with applicable federal and state laws, Grace College and Seminary does not discriminate on the basis of race, color, national origin, age, sex, or disability in its administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs and activities, or in employment.

The following person has been designated to handle inquiries regarding the Notice of Nondiscrimination:

Carrie Yocum, Title IX Coordinator and VP of Administration and Compliance

Grace College and Seminary

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Inquiries may also be addressed to the U.S. Department of Education’s Office for Civil Rights at 400 Maryland Avenue, SW, Washington, DC 20202-1100.

## Admission Procedures

Admission procedures vary according to the type of the applicant.

### *Freshman Applicants*

Freshman applicants are those first-time, first-year students who have taken fewer than 12 credits of collegiate education following high school graduation.

1. Application

Each applicant completes an application providing the Undergraduate Admissions Committee with pertinent, personal information. A portion of the application asks for a statement of Christian experience and beliefs and is then used to evaluate the candidate’s personal relationship with Christ. The prospective student is asked to sign a Lifestyle Commitment, which is part of the application. This commitment indicates the spiritual standards and the Christian conduct that is expected of Grace students.

1. Recommendations

The prospective student can authorize a recommendation from his/her guidance counselor or principal. The Office of Admissions does not require this reference if the student’s high school work or other recommendations provide ample evidence of the student’s Christian character and academic quality.

Upon request by the Admissions Office, a Spiritual Life Reference will also be authorized by the student from a non-relative, preferably someone from the applicant’s church, which describes the student’s character and spiritual walk.

Information in all recommendations is treated with confidentiality.

1. High School Transcript

A transcript of the applicant’s high school record is required prior to matriculation to verify academic achievement and graduation.

* 1. Recommended High School Curriculum.

For admission to Grace College, it is recommended that the applicant’s transcript display a college preparatory program consisting of four years of English, two years of Language, and two to three years each of Mathematics, Science, and Social Science. Additional units of mathematics and science are encouraged for prospective students planning to enter those areas in college.

* 1. GED or Indiana High School Equivalency Exam

Those who have taken the GED or Indiana High School Equivalency exam submit a record of the results for evaluation; the Office of Admissions may choose to require any available high school transcripts along with exam results for some prospective students.

* 1. Home-schooled Applicants

Home-schooled prospective students must provide verification that they have completed the equivalent of a high school diploma by producing documentation of their curriculum and a GPA.

* 1. Applicants Who Have Previously Earned a College Degree

Prospective students who have already graduated from college and are re-applying to take further course work or pursue another degree may not be required to send in a high school transcript.

1. Standardized Test Score

The American College Testing (ACT) exam, Scholastic Aptitude Test (SAT), or Classic Learning Test (CLT) is required of entering freshmen, including home-schooled students; an admissions decision remains pending until the Office of Admissions has received the scores.

The Office of Admissions may waive the ACT/SAT/CLT requirement only if the student has been out of high school for such an extended period of time that the Office of Admissions does not believe a standardized test score would be a relevant reflection of the prospective student’s high school learning or potential collegiate work.

1. Additional Information

The Office of Admissions and/or the Undergraduate Admissions Committee reserves the right to seek additional information or require a personal interview as a part of the admissions process. Please reference the Undergraduate Admissions Decision section for further information.

### *Transfer Applicants*

Students are considered transfer applicants if they have completed 12 hours of college-level credit from another institution after graduation from high school.

1. Application

Transfer applicants are required to submit all college transcripts. A high school transcript and/or test scores may also be submitted by the student or requested by Grace College for admission consideration and/or scholarship determination. The Office of Admissions may choose to require a recommendation form from previous institutions.

1. Standardized Test Scores

The Office of Admissions and/or the Undergraduate Admissions Committee does not require standardized test scores for transfer students, but reserves the right to request test scores as needed. Submission of such test scores may also influence scholarship awarding.

### *Re-Admits*

Re-admits are defined asformer students of Grace College who wish to re-apply to the institution.

1. Students not enrolled at Grace for 1-2 semesters by their own volition

Since these students have previously been admitted to Grace College, their prior academic transcripts and test scores have been previously submitted. Students are required to submit a Readmitting Student Application, and transcripts from any institution they have attended while being away from Grace.

1. Students not enrolled at Grace for more than 2 semesters by their own volition

If the student has not attended Grace College for more than two semesters, a full application is required and the student must go through the admissions process by submitting an application and transcripts from any institution they have attended while being away from Grace.

1. Students who have been dismissed from Grace College

A student who was dismissed for any reason(s) may apply for readmission two semesters after dismissal and must go through the admissions process. Additionally, the student must be cleared for readmission by the appropriate offices: Registrar’s Office (if dismissed for academic reasons) or Student Affairs.

### *International Applicants*

International applicants are prospective students planning to attend Grace College who are not U.S. citizens or legal residents. The Office of Admissions encourages international applicants to apply for the fall semester, as they may not be able to admit international students in the spring semester due to time constraints with the government and visa processes. International applicants are to follow regular Grace College admissions procedures with the following additional requirements:

1. Test of English as a Foreign Language (TOEFL)

International applicants are required to take the official Test of English as a Foreign Language (TOEFL) if CLT, ACT or SAT scores are not provided. International applicants must provide verification that they have received a minimum sore of 500 Paper/ 173 Computer/ 61 Internet Based Test.

1. Financial Statements/Declaration of Financial Support
	1. International applicants must submit a detailed financial statement officially certifying and documenting that they have sufficient financial resources to provide for their educational expenses including tuition, fees, room and board, books, supplies, personal expenses, and transportation.
	2. If the financial responsibility lies beyond the applicant, then he/she must supply names, addresses, and phone numbers for any person(s) supplying financial support for that prospective student. If there is more than one member of the family that will be living in the Winona Lake area, then the financial resources must be sufficient to provide for their expenses as well.
	3. Grace College reserves the right to request prospective students who are considered independent (married, not living with or being supported by one or both parents) and dependent (single, living with or being supported by one or both parents) to show financial resources.
	4. Applicants’ financial resources must be enough to care for two semesters' estimated charges for tuition, fees, room, board, books and supplies, personal expenses, and travel expenses to Grace Schools prior to enrollment each academic year.
2. Undocumented Applicants

While Grace College will not affirmatively require proof of eligibility to be or remain in the United States unless it becomes a legal requirement, the College cannot knowingly admit any undocumented student based on 8 U.S.C.A 1324(a). Please refer to the Grace College Policy on Undocumented Aliens for more information.

### *Unclassified Applicants –Undergraduate*

Prospective college students who wish to enroll for less than 12 hours in a non-degree program apply to be unclassified students. These applicants are required to complete the Unclassified Application and to comply with any other stipulation(s) that might be placed on the individual by the Undergraduate Admissions Committee for the best interest of the applicant and/or the school. Such stipulations may include the number of hours to be taken, the place of residency while a student, and attendance at chapel. Applicants wishing to take more than 12 hours must go through the full application process.

### *Jump Start Applicants*

High school juniors or seniors with a cumulative G.P.A of at least 2.5 are eligible to apply for the Jump Start program, allowing them to take college classes at a reduced rate while still in high school.

1. Application

To apply for the program, prospective students must submit a Jump Start Application, and a High School Transcript to verify their G.P.A. Applicants are approved to begin the Jump Start program by the Jump Start Coordinator.

1. Program Limitations
	1. High school juniors admitted to the program may take three credit hours per semester. High school seniors may take up to six credit hours per semester.
	2. Students may not register for any class that has not already been approved as part of the Jump Start program.
	3. Grace College allows all students accepted into the Jump Start program to take up to 12 hours as a Jump Start student. If any student wishes to go beyond 12 Grace College credit hours as a high school student, he/she may submit a petition requesting allowance for 6 additional credit hours in the Jump Start program. Students will need to have maintained a 2.5 G.P.A. in high school and college to be eligible for the additional 6 hours.
2. Acceptance to the Jump Start Program

Acceptance into the Jump Start Program is not equivalent to acceptance to Grace College. High School students who wish to become a part of the Grace College student body after graduation from high school must go through the regular freshman admissions process described previously.

## Admission and Non-Academic Concerns

In cases of applicants whose especially complex or difficult life situations may affect their adjustment to campus life, the institution will establish communication with the applicant’s pastor. Counseling sessions may be suggested when deemed advisable. In these situations, special weight is given to the pastor’s recommendation. Student Affairs is notified to provide proper mentoring for the student.

1. General Concerns
	1. If it becomes evident during the application process that an applicant has exhibited traits that raise questions as to his/her ability to function harmoniously at Grace College, the Office of Admissions will refer that applicant’s file for review and approval through Student Affairs.
	2. If Student Affairs determines that the concerns do not render the student ineligible for admission, documentation of the applicant’s approval will be returned with the applicant’s file to the Undergraduate Admissions Committee. Without this clearance by Student Affairs, the applicant will not be admitted to Grace College.
2. Divorce

In addition to the regular admissions procedures, applicants with divorce in their backgrounds may be asked to provide any of the following information.

* 1. A written statement giving pertinent details regarding the circumstances of the divorce, the time frame involved, and the subsequent response to God’s grace. While there is no required amount of time elapsed since the divorce, the Undergraduate Admissions Committee is seeking assurance that enough time has passed to allow a resolution of the issues created by the divorce.
	2. A reference from a pastor or counselor that addresses the circumstances of the divorce and the growth in spiritual maturity of the applicant. This may require a signed release from the applicant allowing admissions personnel to discuss this information with the pastor and/or the counselor. The Spiritual Life Reference can fulfill this requirement if it contains pertinent information and is submitted by a pastor or counselor.
	3. It is assumed that all applicants will be off-campus students. In the case where the applicant desires an exception in order to become a residential student, a separate request must be made to the Student Affairs Office.
1. Prior Record of Disciplinary Action

The application to Grace College includes the question: “*Have you ever been subject to court probation or disciplinary action?” When an* applicant selects “yes,” the file will be submitted for additional review including: applicant will be contacted by the admissions office to gather more information and review prior to committee review or when a decision requires input from Student Affairs, the file will be submitted to the dean of students for a decision.

## Interviews

Though not a part of the regular application process, the Undergraduate Admissions Committee and/or the Student Affairs Office reserve the right to seek additional information or require a personal interview as a part of the admissions process.

## Undergraduate Admissions Decisions

Grace College is academically selective in admitting students, but may use professional judgment in reviewing student applications, enabling greater flexibility for granting acceptance on a case-by-case basis. This is done by examining the student’s academic ability along with test score and references.

The Undergraduate Admissions Committee reviews applications as they are completed and under a rolling admission process. Most often this includes any recommendations from the applicant’s Admissions Counselors. The Undergraduate Admissions Committee is also responsible for awarding Merit awards with admission.

### *Admission Decisions*

After a prospective student’s application file is reviewed, the Dean of Admissions or Undergraduate Admissions Committee will make one of the following decisions based on academic work and character references. Applicants are notified of the admissions decision in writing, with the exception of “Regular-Monitor” students, who receive the regular admission letter.

1. Regular Admission

Regular admission is typically granted to students with a GPA of 2.3 or above and an ACT score of 20 or above, SAT of 1030 or above, or CLT of 61 or above.

ACT and SAT writing scores are not used for merit scholarship awards, but are used for class placement. Students who receive an English score at or above a 19 on the ACT or 24 on the SAT’s Writing and Language subscore will be placed into Effective Writing. Students scoring below will be placed into Principles of Writing before taking Effective Writing.

1. Regular Admission and Monitor

If an applicant fails to meet the requirements for Regular Admission but may not need the restriction of a Monitored status, the Undergraduate Admissions Committee may grant “Regular-Monitor” status. When this occurs, the student experience eis the same as Regular Admission but will be monitored by The Learning Center staff during the student’s first semester so that additional academic help may be granted if needed.

1. Provisional Acceptance

If a student falls below requirements for Regular Admission, the Admission Committee may decide to admit the student provisionally. Students who are provisionally admitted based on their high school GPA, class rank, and/or test scores will be placed into the SUCCESS Program. Grace College’s SUCCESS Program is designed to serve as the catalyst between a student’s current academic ability and a student’s ability to be successful in college moving toward graduation. More information is available through the Learning Center.

Provisional Acceptance carries with it the following requirements and/or explanations. Students:

* 1. Are limited to 12-15 credit hours per semester to reduce their academic workload.
	2. Are limited to participation in one major (10 hr/week) or two minor (5hr/week) extracurricular activities.
	3. Are limited to 15 hours of work per week. 25 hours per week may be permitted by The Learning Center under special circumstances.
	4. Must have their course schedules and course changes approved by the Learning Center personnel.
	5. Must complete the SUCCESS Program requirements under the supervision of the Learning Center, including the Academic Fundamentals for College course.
	6. Must attain the necessary minimum cumulative GPA. Students must attain the GPA required for their total hours as listed on the sliding scale located in the List of Academic Statuses.

Students who fulfill all the requirements of their provisional admittance will be considered for Regular academic status for the following semester.

Students who do not fulfill all the requirements for this status will be considered for Academic Probation Level II status, detailed in the List of Academic Statuses, for the following semester.

1. Delay the Admissions Decision

If the committee determines that an applicant may be admissible if more information was available, the committee may decide to delay the decision until an updated high school transcript or test score, is received.

1. Denial of Admission

Applicants with low test scores and/or GPA may be denied admission and encouraged to attend a community college or junior college. After 12 college-level credits are completed, students may re-apply to Grace as transfer applicants.

### *Notification of Acceptance*

Upon acceptance, the student is mailed an acceptance letter and the appropriate merit scholarship certificate (if awarded) along with an Admitted Student Reply form with postage-paid envelope for the enrollment deposit.

## Undergraduate Admission Post-Acceptance Procedures

1. Deposit

All students are required to pay the enrollment deposit by May 1st for the fall semester or December 1st for the spring semester. The Office of Admissions may choose to continue accepting deposits until the incoming class is considered full.

1. Additional Forms

Once the deposit is received, the student is emailed the Student Health Form and the New Student Housing Questionnaire. These are to be completed and returned to the appropriate offices prior to matriculation.

1. Housing

All unmarried students under 22 are required to reside in college-owned housing unless the student is married or will be living with close relatives in the area. The New Student Housing Questionnaire allows the individual to indicate preferences relative to housing, roommate, etc. The Housing Office attempts to meet the student's preferred requests and fills requests primarily based on the date of the student’s deposit.

1. Registration for Courses

Typically, the Registrar’s Office will register students for their first semester’s courses. Students might be required to complete a survey before registering for classes. The student’s course schedule may include courses described in the Developmental Courses policy.