



Admissions

The admissions selection process is designed to identify students who have potential for completing the academic degree they plan to pursue. Students are admitted on the basis of many different expressions of their qualities and abilities: scholastic achievement, performance on standardized tests, factors relating to character and Christian faith, and extracurricular activities.

Students are encouraged to request information from the admissions office and are urged to visit campus. An interview with an admissions counselor is a recommended step in the application process. Arrangements for visits can be made through the admissions office at (800) 368-2665 or (540) 432-4118.

High School Preparation for College

Students completing the college preparatory program of study in their high school will be best prepared for college. Students are strongly urged to take four units of English, three of math, three of science, three of social studies, and two or more of foreign language. Chemistry is essential for students who plan to enter the nursing program. Students accepted into EMU who have not completed their high school's college preparatory program should give special consideration to their course selection with their advisor.

Early Admission

Students who have accelerated their high school program and wish to enroll at EMU prior to graduation from high

school are required to submit an application for admission. In addition to regular admission requirements, applicants for early admission will be asked to demonstrate academic excellence and social readiness for college. Letters of recommendation from the high school counselor and an English teacher are required of early applicants. An interview with an EMU admissions counselor is also required.

Applying for Admission

Any student wishing to enroll for the first time for 6 or more semester hours within a given semester is required to apply for admission to the university. New students are admitted for either the fall or spring semester. Admission to EMU is granted on a rolling basis. It is recommended however, that high school students apply in the fall of their senior year.

1. Application for Admission: A completed admission application must be submitted to the admissions office by anyone wishing to enroll for 6 or more semester hours for the first time. There is a nonrefundable \$25 application fee which should be submitted with the application.

Applying for admission to EMU constitutes an indication of a student's desire to be a part of a university community made up of students, faculty, administrators and staff members. All applicants must agree to uphold the standards established for the Eastern Mennonite University community as outlined in the "Community Lifestyle Commitment"

(pages 217-218) and appearing on the application form.

2. Transcripts: Applicants need to request a current transcript be sent from their high school to the admissions office. The transcript should include grade point average on a four-point scale. A supplementary (final) transcript will be required at the end of the applicant's senior year. Home schooled applicants must submit a transcript for course work from grades 9 -12.

Transfer applicants should also request that official transcripts of all college courses completed be sent to the admissions office. The transfer transcript(s) must include all college-level credit earned.

3. Entrance Tests: Scores from either the Scholastic Assessment Test (SAT) of the College Entrance Examination Board or the American College Testing Program (ACT) are required of all applicants. It is recommended that applicants take one of these tests not later than January of their senior year. The ACT writing test is required. EMU's SAT college code is 5181; the ACT college code is 4348. Students can have scores sent directly to the university from the testing organization.

4. References: Applicants are required to submit contact information of an academic and a character reference. The academic reference should be an English teacher.

5. Student Life Transfer Recommendation Form: Transfer applicants are required to submit a Student Life Transfer Recommendation Form from institutions previously attended.

Transferring to EMU

Students from other institutions who are considering a transfer to EMU are invited to visit the university, talk with professors and visit classes. Upon request, unofficial assessments of how credits will

be transferred to EMU will be provided after an application for admission is submitted.

Transfer students from two-year colleges may transfer up to 65 semester hours toward a degree at EMU. Students planning to transfer to EMU for the completion of a degree will find it helpful to contact the EMU admissions staff as early as possible.

Credit will be awarded for transfer courses in which the student has earned a grade of C- or better. All transfer courses will be recorded with the titles and grades reported by the previous school. However, transfer credits will not be included when calculating the EMU cumulative GPA.

EMU maintains a special transfer agreement with Hesston College, Hesston, KS., to assure the most beneficial transfer of credits for Hesston graduates continuing their education at EMU. Beginning with the Hesston College graduating class of 2004, EMU assures the acceptance of the Hesston College Associate of Arts and Associate of Science degrees and assures the student of junior standing. For details of the transfer agreement, contact the admissions counselor for Hesston transfers or the EMU Registrar's Office at registrar@emu.edu.

Transfer students must take at least 32 SH in residence at EMU. At least 9 hours in the student's major, and 6 hours in any minor, must be taken at EMU.

Application for Readmission

EMU students not enrolled at the university for one semester (fall or spring) or more or who withdraw from EMU while a semester is in progress must complete an application for readmission prior to re-enrollment. Applications for readmission may be obtained at the admissions office. Applicants are evaluated on academic as well as student life standing within the EMU community. Unconditional readmission may be grant-

ed when an applicant has an EMU GPA of 2.00 or higher, as well as a positive recommendation from student life.

Conditional readmission may be granted on a semester-by-semester basis (see "Academic Review," page 16).

Students readmitted to EMU after an absence from enrollment at any college or university for at least four successive semesters may request that their entire EMU record be re-evaluated as a transfer record. To qualify, the student must: a) earn a 2.0 GPA for the first 12 SH following re-enrollment, and b) submit a written appeal to the Admissions Committee. The following regulations govern this option:

- The request must be made within 60 days after completing the first 12 SH of credit following readmission.
- The option will be granted only once to a student.
- Eligible students will receive degree credit for only those courses in which grades of C- or better were earned prior to readmission.
- Quality points earned for all courses completed prior to readmission will not be included in calculating the new cumulative GPA.
- All grades will remain on the transcript.

Canadian Students

Canadian residents follow the steps listed under "Applying for Admission," except that SAT or ACT tests are not required. Canadians can apply for admission after grade 12.

Academic scholarships and church matching grants are also available to Canadian students.

International Student Admission

As a university which emphasizes cross-cultural education, EMU welcomes international students who have the necessary preparation to enter a degree program.

International students should clearly indicate their nationality in all correspondence with the admissions office. If the student is currently in the United States, he or she must indicate U.S. Immigration status.

Financial aid, in the form of partial tuition grants and on-campus employment, is available on a limited basis. Federal assistance is not available for international students.

Completion of the International Student Application Form constitutes the first step in the application process for the international student. Applicants whose native language is other than English must demonstrate English language proficiency with a paper-based Test of English as a Foreign Language (TOEFL) score of 550+, or a computer-based TOEFL score of 213+ or an internet-based TOEFL score of 79+, or an IELTS score of 6.5+. SAT and ACT scores are also accepted. International students with scores lower than what is listed above may be granted admission to the university with designated enrollment in the Bridge Program. See page 189 for information on the Bridge Program.

In addition to the above requirements, an international student must demonstrate "ability to pay" and submit the tuition payment for the first semester before an I-20 form will be issued.

Summer School

Enrollment in summer school is a separate process and does not constitute regular admission to the university. Students wishing to enroll in summer courses should contact the university registrar's office (540) 432-4110.

Requirements for Admission

Factors given consideration in the admission decision include previous academic performance in high school or college, ability as indicated by the SAT, ACT, GED, TOEFL or IELTS scores, personal

maturity, support from a reference, and commitment to uphold the lifestyle expectations of EMU.

1. Unconditional admission may be granted to first-year applicants who have a high school grade point average of 2.2 or above (on a 4.00 scale), and submit an SAT combined math and verbal/critical reading score of at least 920 or an ACT composite score of at least 20. In addition to these combined scores, applicants must earn the following minimum section scores: SAT verbal/critical reading, 420; SAT math, 420; ACT English, 19; ACT math, 19. Applicants who take the ACT are required to submit the writing test score. Applicants whose first language is other than English and who do not meet the minimum SAT or ACT test scores may submit TOEFL or IELTS scores. An international applicant whose primary native language is other than English and who is not submitting SAT or ACT scores must demonstrate English language proficiency with a paper-based TOEFL score of 550+ or computer-based TOEFL score of 213+ or internet-based TOEFL score of 79+ or an IELTS score of 6.5+.

Unconditional admission may be granted to applicants submitting a General Educational Development (GED) score of 450 and SAT or ACT scores as noted above.

Unconditional admission may be granted to home schooled applicants with submission of transcript for coursework from grades 9-12 and SAT or ACT scores as noted above.

Transfer applicants may receive unconditional admission by submitting transcripts of previous accredited college work showing at least a 2.00 grade point average in 15 SH of transferable credit.

Applicants who have not been enrolled full-time in post-secondary education or have accumulated fewer than 15 SH will be evaluated on their high school and post-secondary records.

Admitted students whose final high school grade point average falls below 2.2 will be reviewed by the admissions committee. Admission status may be changed or revoked.

Students in their senior year of high school may enroll in one course per semester, with the written recommendation from their high school guidance counselor or principal. Registration for credit or audit by persons not yet at the high school senior level must have special approval from the Vice President and Undergraduate Academic Dean.

2. Conditional admission is granted to a limited number of students each semester who fall just below the requirements for unconditional admission, but who otherwise demonstrate the ability and motivation to adequately perform university-level work.

Students granted conditional admission will be allowed to enroll for no more than 13 SH during their first two semesters at EMU. In addition, they will be required to participate in the academic advocacy program in the Academic Support Center. The program will provide academic advising and academic support to strengthen the student's potential for academic success. See page 209-210 for more information.

Following the first two semesters of enrollment, students granted conditional admission will be reviewed by the university registrar and the assistant dean. The student may be granted unconditional or conditional readmission, or be denied readmission, based on how the student's academic record compares with the criteria for good academic standing.

Transfer applicants with fewer than the minimum requirements for unconditional admission may be granted conditional admission based on a review of accumulated semester hours and the high school record.

3. Non-academic criteria are considered in the admission process. Applicants

must demonstrate positive character and good community standing. Applicants who do not meet these criteria will be reviewed by the admissions committee; admission may be denied or revoked.

The Admission Decision

The receipt of an application by the admissions office is acknowledged by letter or phone call. An admission decision is considered when the file is complete with all requested information. The applicant will be notified of delays in receiving necessary information. A letter of admission, outlining any conditions associated with the admission, or a letter of denial will be sent to the student within seven days after a decision has been made. Students qualifying for unconditional admission are granted admission by the admissions office. Admission decisions for applicants not meeting unconditional admission criteria are made by the Admissions Committee.

Appealing the Admission Decision

Any applicant who is denied admission or readmission, or who is granted conditional admission or conditional readmission, may appeal that decision by filing a written request for review to the chair of the Admissions Committee within 10 days of being notified of the decision. The student should include with that request any additional supporting information not previously available, particularly information of an academic nature.

The Admissions Committee will consider the appeal and report its decision to the student in writing within 30 days of the receipt of the request.

Any student who chooses to go beyond the first appeal must direct a second appeal in writing to the vice president and undergraduate academic dean within ten days of receiving the committee's decision on the first appeal.

Continuance of Admission Status

Admission to EMU is granted for one academic year (two semesters). Unconditional readmission for subsequent years depends on meeting the following criteria: maintaining continuous enrollment, maintaining a cumulative GPA of at least 2.00; earning no more than one F grade per semester; and adherence to EMU standards for student life. Students who meet these criteria are granted unconditional readmission. Students who do not meet these criteria, or who were previously admitted or readmitted on a conditional basis, are subject to academic review (see "Academic Review," page 16).

Credit by Examination and Experience

Options for advanced placement, credit by examination and service-learning credit are described on pages 20-21.

Part-time Enrollment

Part-time enrollment is defined as taking 11 SH or fewer in a semester. To enroll for 6 hours or more, a student must be admitted to the university (see "Applying for Admission," pages 211-212). Students may enroll for fewer than 6 hours by completing registration forms available from the university registrar's office.

Preparation for Enrollment

The following steps are important in completing the admission process and preparing for enrollment.

1. Tuition Deposit

A tuition deposit of \$300 is required of new and readmitted students by May 1. The deposit is nonrefundable, but is credited to the student's account upon enrollment. On-campus housing assignments will not be made prior to the receipt of the tuition deposit.

2. Medical Forms

The university requires that all students complete the Physical Examination Record prior to registering for classes.

3. Orientation and Preregistration

Believing that orientation to university life is a very important step, the university provides opportunity for this prior to enrollment. Participation in Student Orientation, Advising and Registration (SOAR) is recommended for all new first-year and transfer students. This program provides opportunity for increased familiarity with the campus environment, preregistration for classes and establishing relationships with other new students. Parents are given opportunity to learn more about the philosophy and objectives of student life at EMU.

4. Financial Assistance/Loan Applications

New and returning students who wish to be considered for financial assistance are required to complete financial assistance forms early in the calendar year prior to enrollment. Deadlines and appropriate forms are available from the financial assistance office.

5. Payment of First Semester Bill

Payment for each semester is due one week before classes begin. See the Tuition and Fees section on page 226 of the catalog for more details.

6. Fall Orientation and Registration

All new students are expected to participate in two-day orientation sessions held immediately prior to the start of classes. (Also, see “New Student Orientation” in the Student Life section, page 222.) Students are introduced to more specific details related to campus living and student life expectations. Details regarding these sessions are mailed several weeks in advance. All students (including those who participated in spring registration) participate in final fall registration at the start of the school year.