

Approved By: President

Date Approved: December 18, 2017

- 1. Summary:** This policy establishes admission requirements and criteria regarding acceptance and admission statuses for prospective and current students of the College.
- 2. Rationale:** This policy is necessary to ensure equitable and consistent evaluation of student applications and admission of qualified candidates to the College's student body.
- 3. Entities Affected:** students
- 4. Definitions:** Not applicable.
- 5. Policy:** Criswell College admits students who are Christians of good character, without regard or reference to race, national or ethnic origin, color, age, disability, or sex (except where regard to sex is required by the College's religious tenets regarding gender and sexuality) to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of these classifications in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs. Applicants are evaluated for admission according to academic background, moral character, and personal testimony of a saving relationship with the Lord Jesus Christ. Criswell College reserves the right to deny admission to any student for any reason, other than the protected categories listed above, at the discretion of the Admissions Committee. Applicants denied admission must wait one calendar year before reapplying to the College.

I. Undergraduate Application Requirements

Applicants seeking to earn an undergraduate degree are required to complete and submit the following forms and documentation to be considered for full acceptance:

1. Application for admission with non-refundable application fee;
2. Personal essay;
3. Church Endorsement Form;
4. One recommendation;
5. Secondary school official transcript or General Education Development (GED) test report (not applicable for transfer students with more than 60 hours of college credit hours);
6. Post-secondary school official transcripts (if applicable, transfer applicants must enroll with at least a 2.0 CGPA to receive full acceptance);
7. SAT or ACT scores (not applicable for transfer students with more than 15 hours of transferable credit)
8. Proof of Bacterial Meningitis Vaccination within last five years (only applicable for student under age of 22).

All admission documentation becomes the property of Criswell College and will not be transferred or returned.

II. Graduate Application Requirements

Applicants seeking to earn a graduate degree must possess an accredited Bachelor of Arts or its equivalent and meet the following minimum undergraduate and graduate (transfer students) GPA requirements, depending on the degree for which they are applying:

1. Master of Arts in Christian Leadership (MACL), Master of Arts in Christian Studies (MACS), or Master of Divinity (MDiv): 2.5 GPA;
2. Master of Arts in Counseling or Master of Arts in Theological and Biblical Studies: 2.75 GPA.

Applicants to the Master of Arts in Counseling or Master of Arts in Theological and Biblical Studies must submit a writing sample that represents applicants' best research and writing. The writing sample will be reviewed by a committee of professors.

Applicants to any graduate degree are required to complete and submit the following forms and documentation to be considered for full acceptance:

1. Application for admission with non-refundable application fee;
2. Personal essay;
3. Church Endorsement Form;
4. One recommendation;
5. Undergraduate transcripts;
6. Graduate transcripts (if applicable, transfer applicants must meet applicable minimum GPA requirements, listed below, to be granted full acceptance);
7. Proof of Bacterial Meningitis Vaccination within last five years (only applicable for student under age of 22).

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III. Admission Statuses

1. Full Acceptance

The applicant has submitted all documentation necessary and meets all admission requirements of the college.

2. Full Acceptance under Academic Warning

Students are encouraged to apply for admission even if they do not meet college's full acceptance standards due to deficiencies in high school or previous college GPA and/or SAT/ACT scores. In such a case, the student will be fully accepted under academic warning. As with currently enrolled students who are placed under academic warning, a new undergraduate student may only take up to 12 credit hours and a graduate student may only take up to 9 credit hours during their first semester and must meet cumulative grade point average (CGPA) standards:

- 2.0 for undergraduate students
- 2.5 for MACL, MACS, and MDiv graduate students
- 2.75 for MAC and MATBS graduate students

Failure to meet these academic standards in the student's first semester will result in further academic disciplinary action per the College's policies regarding academic standing.

3. Provisional Acceptance

The applicant may register and begin classes for the upcoming term, but some documentation for the applicant is pending and must be completed within the term for which the student is registered. If the remaining issues are not resolved within the term for which the student is registered, the college reserves the right to withhold grades and deny approval to return the following semester.

4. Conditional Acceptance

The applicant has evidenced prior behavior that is inconsistent with the College's standards, but which the college views as being corrected by the applicant. Therefore, the applicant may register and begin classes for the upcoming term.

IV. International Students

Criswell College is authorized under federal law to enroll non-immigrant alien students. Qualified international students, defined as all students who are not United States citizens and who are in the United States legally, are encouraged to contact the Enrollment Services office for special forms and instructions for admission to Criswell College.

The Vice President of Enrollment Services is responsible to the Department of Homeland Security for ongoing reporting of the status of non-immigrant students attending Criswell College and reserves the right to recommend the denial of admission or suspension from classes of any international student failing to meet non-immigrant requirements. Applications must be received by the Office of Enrollment Services by the first Monday in May for the fall semester and the first Monday in October for the spring semester. All admission documentation remains the property of Criswell College and cannot be transferred or returned.

IV.A Academic Standards

The Department of Homeland Security requires that F-1 international students enroll as full-time, degree-seeking students. Therefore, undergraduate students must carry a minimum of 12 credit hours every semester, and graduate students must carry a minimum of 9 credit hours every semester. International students are also required by the college to meet minimum requirements for academic progress.

IV.B International Student Application Requirements

To be considered for full acceptance, international students seeking to earn a degree are required to complete and submit the same documentation and recommendations enumerated above. International students must also meet the following standards and submit the documentation listed below:

1. A certified English transcript evaluation of all foreign language transcripts, included with the original transcript.
2. An official TOEFL score. Criswell College requires the iBT TOEFL exam with a minimum iBT score of 80. "Full admission" may also be granted for those students who graduated from a U.S. institution. Regardless of "admission status" all students with F-1 student visas are required to complete ENG 090 Developmental English upon arrival. If an international applicant graduates from a U.S. high school, official results of the ACT or SAT must be submitted in lieu of the iBT TOEFL exam.
3. A Financial Guarantee Form, supporting bank statement(s), and/or other financial documents showing the ability to finance annual expenses to complete the degree at Criswell College. Single undergraduate applicants are required to document financial support of at least USD \$26,327 per year and single graduate

applicants are required to document financial support of at least \$25,398 per year. Married applicants are required to document additional financial support of USD \$1,000 for each dependent (spouse/child). All documentation, including copies of supporting bank statements showing the availability of funds, must be received by the Enrollment Services office prior to full acceptance.

4. The applicant or sponsor must have on deposit USD \$1,000 for himself or herself and USD \$200 per dependent at Criswell College. These funds must be in U.S. dollars and deposited with the college prior to acceptance.
5. Copy of Passport photo page from the prospective student and each dependent planning on traveling to the U.S.

IV.C International Student Visa (F-1 Status) and I-20 Form

After all documents required for admission are received and reviewed, and the applicant is approved for full acceptance, the Certificate of Eligibility for Nonimmigrant Student status (Form I-20) will be issued to the new student. If the international student applicant is in his country of home residence, the I-20 must be presented to the United States consular official before a student visa (F-1) can be issued. As a general rule, the Department of Homeland Security regulations do not permit international students (F-1) to work off-campus or engage in business in order to support themselves. Dependents (F-2) of the student may not work under any circumstances or receive compensation for services. It is the responsibility of the international student to maintain his/her legal immigration status with the Department of Homeland Security and to fulfill IRS (Internal Revenue Service) requirements.

V. Audit Admission

Applicants may be admitted to Criswell College on an audit only basis for on-campus courses only. To be considered for audit admission, applicants must file a completed Application for Admission with the Office of Enrollment Services, along with a non-refundable application fee and Church Endorsement form.

VI. Sit-In Admission

Applicants may be admitted to Criswell College on a sit-in only basis for on-campus courses only. To be considered for sit-in admission, applicants must file a completed Sit-in Application for Admission with the Office of Enrollment Services.

VII. Non-Degree Admission

Individuals may be admitted to Criswell College as non-degree seeking students. This status affords a person access to the college curriculum, usually on a part-time basis, at the current per credit hour rates. Applicants will need to complete the application requirements delineated above.

In most cases, a non-degree student is not eligible for financial assistance from the college. A non-degree student may move to degree seeking status upon completion of all applicable admission requirements.

VIII. Veteran Admission

Additional admission requirements for veterans receiving Veterans Administration benefits are listed in the College's *Veterans Policy*.

IX. Transient Studies

Criswell College accepts as transient students those who are enrolled in degree programs at other colleges, universities, and seminaries. Transient students should obtain approval from the institutions in which they are enrolled. Applicants must complete all admission requirements. Applicants must also submit a letter of good standing from the institution at which they are currently enrolled. Transient students are typically not eligible for institutional financial aid and scholarships, and study is usually limited to 9 credit hours in fall and spring semesters and 6 credit hours in winter and summer terms.

X. Early Admission

Applicants may be admitted to Criswell College at the end of their junior year of high school according to these criteria:

1. Their academic achievement through grade eleven is superior;
2. They have the recommendations of their principal, guidance counselor, and parents;
3. They show evidence of maturity necessary for college life.

Regular admission procedures are required depending on the applicant’s desire to study as a degree seeking or non-degree seeking student.

XI. Readmission

Students who are absent for three consecutive semesters (excluding summer and winter terms) must reapply for admission to the College according to the application requirements listed above. Readmission cannot be considered unless former students have met all previous obligations with the College, including the Business Office, Financial Aid Office, Academic Affairs, Office of Enrollment Services, Student Services, and the Wallace Library. If readmitted, former students enter under the requirements of the current academic year catalog.

6. Procedure:

- a. **Implementation:** The Admissions Office is responsible for maintaining procedures for the implementation of this policy.
- b. **Responsibility for Compliance:** Vice President of Enrollment and Student Services
- c. **Notification:** This policy will be posted on the College’s website and summaries of the sections of the policy will be published in the College’s *Catalog*.

For the Office of Institutional Effectiveness and Research only:

Policy version: 4.0	Policy number: 2.001
Related policies: Gender and Marriage Policy; Enrollment Policy; Veterans Policy	

Policy History

Version 1.0	Not Available
Version 2.0	August 28, 2017
Version 3.0	November 27, 2017
Version 4.0	December 18, 2017