

# Barclay College

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## Admissions Policies and Procedures

## **Section I: Policies**

### **Standards**

Barclay College admits students based on academic record and abilities, Christian commitment, and agreement with the established purposes of the college. Admission and attendance at Barclay College is a privilege and not a right of any student. Barclay College does not discriminate on the basis of sex, race, color, national or ethnic origin, age, or physical disability in the administration of any of its programs or policies. Regular admission to the college will be granted to students who meet all of the college's admissions standards; a high school diploma or GED equivalent, have cumulative high school or college grade point averages of 2.3 or better, and who have scores of at least 500 on the SAT Writing section or 18 on the ACT English section.

### **Transfer Students**

Barclay College welcomes transfer students. Those desiring to transfer to Barclay must complete an application for admission and should furnish a transcript of all high school and college work previously taken for credit. Normally, transfer students are accepted only with evidence of an honorable withdrawal.

Transfer credit evaluation is guided by the prescribed policy of the Association for Biblical Higher Education (ABHE).

Credits are accepted for relevant subjects from accredited members of ABHE and from other schools accredited by recognized institutional and professional agencies on the basis of the equivalency for work of a C grade or higher. Credits from non-accredited, nonmember schools are accepted only on the basis of sound validation. Final validation of transcripts of transfer students from non-accredited schools will be withheld until satisfactory completion (GPA of 2.0 or higher) of approximately 30 semester hours at Barclay College.

### **International Students**

Regular Admission to the college will be granted to students who meet all of the college's admissions standards; a high school diploma or GED equivalent, have cumulative high school or college grade point averages of 2.3 or better, and who have TOEFL scores of at least 80 on the iBT (with preferred scores of at least 20 on each section) or 550 on the paper-based test. International students are required to demonstrate proof of ability to finance their college education prior to acceptance being granted. The necessary financial declaration forms will be emailed to the student after the initial contact process.

## **Readmission**

Students who have previously attended Barclay College and have not enrolled for at least one semester must reapply for acceptance.

## **Section II: Procedures**

**Application:** The first step in the admissions process is to submit an application. Applications are available on the Barclay College website. There is no application fee.

**References:** As part of the application the applicant is required to list two personal references that the Admissions Office can contact by phone. Some examples of appropriate references include a pastor, youth pastor, church elder, teacher, employer, coach, counselor, or anyone else the applicant has regular contact with that knows them well and can talk about their Christian character. One reference must be a character reference and it is preferred that this reference knows the applicant from a church or ministry setting. The second reference should know the applicant from an academic or professional setting. Family members and peers are not acceptable references.

**Academic Records:** All applicants will be required to provide official transcripts of all high school and college work completed. For regular academic acceptance into Barclay College the applicant must fulfill requirements related to spiritual life and character and have in place a high school cumulative GPA of 2.3 or higher and an ACT English score of 18 or a SAT Writing score of 500.

**\*Exception 1 – Transfer Credits:** Applicants who have completed a full college semester (12 hours with a GPA of 2.00) will be considered without the required test scores. In this case, the cumulative college GPA will be used in place of the high school GPA and test scores to determine acceptance. The cumulative college GPA must be 2.00 or higher for unqualified academic acceptance.

**\*Exception 2 – Age:** Applicants who are 5 or more years out of high school and do not have a full college semester (12 hours with a GPA of 2.00) are not required to submit ACT/SAT scores.

**Phone Interview:** The final step in the admissions process is to complete a phone interview. The purpose of the phone interview is to get to know the applicant, develop a better understanding of why they wish to attend Barclay College, and to introduce the applicant to the unique faith community that underpins the college culture. The phone interview focuses on three areas: Spiritual Life, Academic Life and Student Life. There shall be at least two Staff/Faculty members present during an interview.

**Acceptance**<sup>1</sup>: After the phone interview has been completed all of the applicant’s documents shall be reviewed for acceptance eligibility by the Admissions Staff. The final decision for acceptance or denial will come from the Director of Admissions based on input from the entire Admissions Staff. It is the goal of the Admissions Department to have an acceptance decision for the applicant within 48 hours of completing the interview.

**\*Exception 3 – Conditional Admittance**<sup>2</sup>: If **either** the GPA is between 2.29-1.90 or test score is between 17-15 (ACT English) or 499-450 (SAT Writing) the student may be accepted on conditional admittance by the Admissions Department.

**\*Exception 4 – Special Admittance**<sup>3</sup>: If **both** the GPA and test score fall in the conditional admittance range (GPA of 2.29-1.90, ACT English of 17-15, SAT Writing of 499-450), or if **one or the other** is lower than the allowable range (GPA 1.89 or lower, ACT English 14 or lower, SAT Writing 449 or lower) the Associate VP for Academic Services is included in the Admissions Staff to determine whether the student may be admitted on special admittance.

**\*\*** All students entering with an ACT or SAT score lower than the standard for regular acceptance are automatically placed in the EN100 Fundamentals of English class and are enrolled for the PY101 Life Skills class. They are also assigned to the Tutoring Center for their first semester.

	Cumulative GPA	ACT English	SAT Writing
Accepted without Conditions	2.30	18	500
Conditional Admittance	2.29-1.90	17-15	499-450
Special Admittance	1.89 or lower	14 or lower	449 or lower

**Acceptance/Denial Notification**: After a decision has been made, the applicant will be notified by official letter if they were approved for acceptance or denied acceptance. Denial letters will include the reason for denial and what steps, if any, the student can take in order to be eligible to be reconsidered for acceptance.

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<sup>1</sup> The Director of Admissions shall consult the Associate VP for Academic Services if there are academic issues as listed under “Exception 4 – Special Admittance”. Likewise, the Director of Admissions shall consult the VP for Student Services if the student was previously dismissed from Barclay College for disciplinary reasons or if there are any other issues with acceptance that might negatively impact the campus community.

<sup>2</sup> Conditional Admittance places the student in the college with a probationary semester, academic hours are limited to 12-13, a Study Skills class is required and the student is not allowed to participate in intercollegiate athletics unless they agree to and sign a Conditional Admission Contract (Attached).

<sup>3</sup> Same conditions as someone accepted on Conditional Admittance.

# CONDITIONAL ADMISSION CONTRACT

## Barclay College

### Introduction:

New students admitted to Barclay College must verify a high school grade point average of 2.3 on a four point scale and an ACT score of 18 or above in English (or a 500 for the SAT Writing) to be accepted for admission to Barclay College. If either of these or their most recent college grade point average fall below the standard yet is in the acceptable range, the student is automatically admitted as a "conditional admission." Students who are admitted on "conditional admission" are not allowed to participate in co-curricular activities during their first semester as a student. If neither the GPA nor the test score fall within the range the student may be accepted as a special conditional admittance.

By recommendation of the President's Cabinet approval by the Faculty, students accepted under these terms may choose to sign the CONDITIONAL ADMISSION CONTRACT in order to participate in co-curricular activities during their first semester as a student. It is understood that *if the student does not meet any of the criteria (below) at any point in the semester their eligibility is revoked immediately.*

Barclay College is an academic institution of higher learning. Our purpose is to educate students in preparation for a life of ministry. Our first priority is to educate. It is our experience that students who enter the college may or may not possess the skills to succeed the academic rigors of college life. These stipulations provide the best opportunity to ensure success in achieving the ultimate goal of graduation.

### Conditions of Contract:

In order to be eligible to participate in co- curricular activities at Barclay College the first time conditionally admitted student must;

- 1) **Attend all classes.** Only scheduled sports trips are considered excused absences. The student is not allowed sick days, personal days, or any other reason for missing class. ANY absence from class will automatically end the student's eligibility while on Conditional Admission.
- 2) **Be to class on time.** Student is allowed ONE tardy per class. The SECOND tardy will automatically end the student's eligibility while on Conditional Admission.
- 3) **No late assignments.** Student will hand in all assignments on time. A late assignment will automatically end the student's eligibility while on Conditional Admission.
- 4) **Attend Tutoring.** Student will attend Tutoring one time per week and sign in with the Tutor supervisor. Student will present work for help as defined by the Tutor Policy Handbook. Not attending ONE Tutoring session during a week period (Monday through Friday) will automatically end the student's eligibility while on Conditional Admission.

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I, the undersigned student, understand the above agreement and commit myself to attend to these disciplines to ensure my academic success. I understand that if I do not fulfill any of the four tasks I will forfeit my eligibility for the remainder of the semester. I understand the V.P. for Student Services will check weekly with faculty to confirm my compliance.

Signed: \_\_\_\_\_  
Student

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Coach

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Athletic Director

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
V. P. for Student Services

Date: \_\_\_\_\_