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## POLICY

### REQUIRED DOCUMENTATION

Students applying for admission to Bethel University must submit the following:

1. Application and application fee: All students must submit an application for admission and the \$30 application fee. Applicant must be at least 16 years of age unless written approval is granted by Admissions Committee.
2. Official transcripts: Students must submit an official high school transcript and official college transcripts from each college attended. Any transfer student who has earned fewer than 12 semester hours credit must also submit an official high school transcript. A high school equivalency diploma (GED) or (HISET) may be accepted in lieu of a high school diploma. A passing GED or (HISET) combined score is considered to be a 2.0 GPA. A special education diploma or high school certificate is not acceptable. Students may be accepted on a partial high school transcript, but a complete high school transcript validating graduation must be on file before registration. Graduates from a non-accredited high school must meet one of the following:
  - 20 ACT/940 SAT and 2.0 cumulative GPA
  - 19 ACT/900 SAT and 2.5 cumulative GPA
  - 18 ACT/860 SAT and 3.0 cumulative GPA

Applicants not meeting any of the above standards will be reviewed by the Dean of Enrollment Services who may grant special admission after considering test scores, grades, rank in class, school and community activities, and recommendations in its review. The Registrar will evaluate official college transcripts for determination of transfer credit to be accepted. Transfer course work must have been completed at an institution accredited as degree-granting by a regional accrediting body for higher education. Any exceptions

to this policy will be made by the Registrar or the Academic Dean.

3. ACT or SAT scores: Each applicant should submit an official copy of ACT or SAT scores. These scores are not required for students who have been out of high school for three years or more.
4. High School Units: Each student admitted to Bethel University must have earned the minimum high school units as follows, or submit a passing combined score on the GED or the HISET:
  - English—4 units (Journalism, speech, or business communications may not be substituted.)
  - Mathematics—2 units (Preferably algebra I and II. Pre-algebra, arithmetic, applied mathematics, business mathematics, computer technology, or accounting I and II may not be substituted.)
  - Natural/Physical Science—2 units (One unit must be a laboratory science. Computer science may not be substituted.)
  - Social Science—2 units (Foreign language is not required; however, it is highly recommended.)
5. Immunization and Health Insurance Records: As required by Bethel University and the State of Tennessee, the following immunizations are required of all traditional students prior to registration: a Tetanus/Diphtheria/Pertussis (Tdap) shot that must be within the last ten years, two doses of the Measles, Mumps, and Rubella (MMR) shots, two doses of the varicella vaccine given at least 28 days apart or documentation from a health care provider of a history of chicken pox, and Meningococcal (Meningitis) vaccine. Please note if the first dose was administered before the age of 16, a booster shot will be needed. Due to the vast array of classroom and extra-curricular activities associated with the McKenzie campuses, it is Bethel University's policy that **ALL** full-time undergraduate students attending the College of Arts and Sciences and/or College of Health Sciences must have valid health insurance. Insurance coverage must be documented by providing a valid copy of the current insurance card to the Student Insurance Coordinator **AND COMPLETING THE ELECTRONIC OPT OUT PROCESS**. Students will not be allowed to register, attend classes, or participate in activities without valid insurance. Insurance can be purchased through Bethel University for \$1,753 for the 2017-2018 academic school year. The last day to opt out of the insurance purchase is August 31, 2017. An online waiver to opt out of the insurance can be found at

[4studenthealth.com/bethel](http://4studenthealth.com/bethel). International health insurance must be purchased from Bethel University. The charge for international insurance for the 2017- 2018 academic school year is \$1,753. The student must pay this charge prior to arriving on campus. Students are automatically enrolled when they arrive on campus. No international student will be allowed to participate in any intercollegiate athletic program until the insurance charge is added to their account.

#### **ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS**

In addition to the General Admission requirements and the Regular Admission requirements, international students applying for admission to Bethel University must also submit the following documentation:

1. All international students must meet Regular Admission requirements for entering freshman or transfer students in order for the I-20 to be issued. International students must submit proof of equivalent high school graduation and/or college attendance through official transcripts. If the transcripts are not in English or if the student has attended an international college/university, the student is responsible for obtaining a translation or evaluation through an approved evaluation service. Note: International students should contact the Bethel University Enrollment Services Office for information regarding I-20 forms.
2. Proof of adequate English language skills: Students whose native language is not English must meet one of the following valid scores:
  - Score of 513 on the TOEFL paper-based exam
  - Score of 183 on the TOEFL computer-based exam
  - Score of 65 on the TOEFL internet-based exam
  - Score of 3.6 on the ITEP exam
  - Score of 5 overall and 5 in each exam area on the International English Language Test

In addition, students must provide official scores on the ACT or SAT as follows:

- Score of 17 on the ACT English subset.
  - Score of 415 on the SAT critical reading subset
3. TOEFL scores are valid for two years from the date of the exam. Scores on the SAT or ACT and TOEFL are required. Any student who obtains a TOEFL internet-based score below 99 and/or an ACT English score of 17 or below will be required to take ENG 015 and ENG 016. However, all entering freshmen and

transfer students who are natives of non-English speaking countries are required to take an in-house assessment no later than the first day of classes to evaluate reading and writing competency. Students who do not pass the exam are required to enroll in ENG 015. If a student obtains a grade of A or B in ENG 015, then ENG 016 will not be required.

## **TYPES OF ADMISSION**

### Regular Admission

Freshmen may be admitted on regular admission if they have earned the minimum required high school credits and meet two of the three following requirements:

1. A high school grade point average of 2.25 or above.
2. An Enhanced ACT composite score of 18 or above or an SAT combined critical reading and math score of 860 or above.
3. Class rank in the top half of their high school graduating class.

### Conditional Admission

Freshmen who do not meet two or more of the three criteria for Regular Admission may be admitted on Conditional Admission Status. The student will be restricted to a maximum of 13 semester hours in the first semester of attendance, must register for DEP 050 Academic Success Skills (1 hour), and obtain a cumulative 1.50 grade point average (GPA) at the end of the first semester. Students are urged to utilize the Bethel University tutoring program available through the Center for Academic Student Achievement (CASA) to aid in the achievement of a successful academic program of study.

### Provisional Admissions Status

With limited exceptions, provisional students are enrolled as degree-seeking students. These students do not have immediate access to official documents in order to fully be admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete admissions for the provisional status to be changed.

### Early Admission

For academically talented students who wish to enter college at the end of their junior year of high school, Bethel offers an early admission program. The student may take courses during the summer and return to high school as a senior or skip the senior year (pending high school graduation and meeting Bethel University

admission requirements) and enter Bethel University as a freshman or take courses concurrently at Bethel and at the high school during the senior year. The basic requirements for a student to enter under the program are:

1. Complete the junior year in high school with a GPA of 3.0 on all work taken during grades 9, 10, and 11.
2. A minimum of 14 high school units.
3. A minimum ACT composite score of 21 or a minimum SAT composite score of 980.
4. Favorable recommendations from high school officials and parental approval.

Personal interviews are recommended. High school officials need to specify whether college credits earned at Bethel may be applied toward the high school diploma.

#### Readmission

Any student who once attended Bethel University and did not return the following semester for whatever reason must file an Application for Readmission with the Enrollment Services (no fee required). The student must request that an official transcript be sent to Bethel University from any institution attended since leaving Bethel. Any financial obligations at Bethel University must be cleared before re-enrollment. Bethel University reserves the right to deny readmission to any student.

If the student withdraws or leaves Bethel University before the required semester hours in the Laptop Agreement are completed, then the purchase price of the laptop computer (less any pro-rated amount as explained in the Agreement) will be charged to the student's account. If the student withdraws during the first week of his or her initial term of enrollment AND the student has received a computer, the student may petition the Director of IT for permission to return the laptop. If the Director of IT grants permission to return the laptop to the IT Help Desk, the Laptop Agreement will be terminated upon return of the laptop. If a student:

- applies for readmission to Bethel University AND
- returned his/her laptop to the I.T. Desk when he/she left AND
- is a freshman, sophomore, or junior who can be continuously enrolled for 18 semester hours

the student may receive a new laptop. Only one laptop will be issued per

student. For example: a student leaves Bethel as a freshman and keeps the laptop. The student's account is charged for the laptop according to the Laptop Agreement. If the student then applies for readmission, the student will NOT receive another laptop.

### Transient Admission

Admission as a transient student is granted on the basis of a statement of good standing from the university or college most recently attended or an official transcript indicating good standing. The student must also file an application for admission.

### Transfer Admission

Transfer students who have completed less than 12 semester hours at an accredited institution must submit high school transcripts or GED scores, and unless otherwise exempt, SAT or ACT scores. All students transferring to Bethel must submit the \$30 application fee and official transcripts from any college/university previously attended. (See Transfer Credit in the Academic Policies section for more information)

Students wishing to transfer to Bethel must be eligible to return to their previous college to be admitted to Bethel University.

Any education or special education courses required for teacher certification or completion of a teacher certification major or minor field at Bethel University and which have been completed ten years or more prior to admission or readmission must be repeated for credit. The repeated course grade must meet any grade point and/or grade point average requirement by the Department of Education for that course.

### Special Student Status

Students who wish to enroll in less than a full time load of classes and are not college degree- seeking are placed in a special student status category until such time that they wish to apply to the University for full admission degree-seeking status.

### **DUAL ENROLLMENT PROGRAM**

Bethel University's Dual Enrollment Program is a non-degree seeking program which allows eligible high school students to enroll in college classes concurrently with high school classes. Classes are taught either on line or at the high school, and students may receive both high school and college credit if applicable.

### Dual Enrollment Eligibility Information

Eligible students are in the 11th or 12th grade and have a 3.0 GPA in their completed high school courses. They must have the written approval of the high school principal, school counselor, and their parents/legal guardians.

### Cost of Attendance

Bethel's dual enrollment tuition cost for the 2017-2018 academic year is \$500 per 3-hour course before any grants or scholarships are applied. If students are enrolled in an online dual enrollment course, there is no additional charge for text. If a student is enrolled in a face to face class, the student is responsible for the cost of the text book for the class and any other fees associated with the class.

### Dual Enrollment Grant

Students who reside in the state of Tennessee may choose to apply for the dual enrollment grant. This grant is worth \$1,200 (\$500, \$500, and \$200) over four semesters and can be applied to the cost of tuition. For more information and eligibility, please go to [http://www.tn.gov/collegepays/mon\\_college/grants.htm](http://www.tn.gov/collegepays/mon_college/grants.htm). The deadline to apply for the grant is September 15th for the fall semester and February 1st for the spring semester. Students may apply for both fall and spring dates in the fall semester.

To be eligible for the grant provided by Tennessee Student Assistance Corporation:

- Student must be a resident of Tennessee for a minimum of 1 year to be eligible.
- A student may use only two grants per semester. Home school students who choose to utilize two grants in the same semester must have a minimum 3.0 GPA and 21 on the ACT and provide OFFICIAL ACT scores to Bethel University.
- Student MUST maintain a college cumulative grade point average (GPA) of 2.75 or higher to remain grant eligible. If a student's GPA falls below 2.75, the student loses grant eligibility, and it cannot be regained. The student or parents/legal guardians would then have to pay cash for all remaining classes.

Tuition owed must be paid by the date specified by Bethel University or the student will be administratively withdrawn from the class(es). Students and parents may contact our business office at 731-352-6904 to arrange payment.

### Application Process

To apply, students may go to [www.bethelu.edu/dualenrollment](http://www.bethelu.edu/dualenrollment) and click the APPLY NOW icon. Students will need to have official high school transcripts sent to Bethel University. If a student has taken courses at other universities or colleges or TCAT schools and are applying to use the dual enrollment grant at Bethel University, these official transcripts must be sent to Bethel. These transcripts will determine grant eligibility.

### Dual Enrollment Drop Policy

Dual enrollment students may drop a class during the first ten school days in a semester. During this ten day drop period, a student will receive a full refund of tuition. Students who wish to drop a course must notify their guidance counselor who will in turn notify the Director of Dual Enrollment, Craig Lunn ([lnunc@bethelu.edu](mailto:lnunc@bethelu.edu)).

If a student drops a class after the first 10 days of class but before the last day to drop a class for the College of Arts and Sciences (November 3 for the Fall Semester and March 23 for the Spring Semester), students/parents/legal guardians will be responsible for the class tuition and a \$25 drop fee will be assessed to their account. In addition, a non-punitive grade of W (Withdrawal) will be assigned to each class dropped. No class can be dropped after the last day to drop a class as referenced above, and the student will receive a punitive grade of F (Failure) or FA (Failure due to non-attendance) in any such course.

### Transcript Request for Dual Enrollment Students

Dual enrollment students follow the same process for requesting transcripts as do traditional students. Please see the section entitled Procedure to Request a Transcript in this catalog.

### Transferring Classes

Although Bethel University representatives may assist in answering questions about the transferability of classes taken, it is the responsibility of the student and/or parents/legal guardian to determine if any classes taken through Bethel University will transfer to the college or university the student wishes to attend in the future.

## **STUDENT ON-CAMPUS HOUSING**

All full-time undergraduate students attending Bethel University must reside in campus housing. Exceptions to this rule are granted to students who are married, have dependents, living with their parents, living within a 50 mile radius, or who have achieved senior standing. Students with health problems which prohibit them from living in a communal environment may live off campus with



appropriate medical documentation and upon the approval of the Director of Housing. During full occupancy, junior status students may also be given permission to live off campus as decided by the Board of Trustees (October, 2001). Changing one's address on the FAFSA does not justify one for off-campus status.

#### **REQUIRED DISCLOSURE OF FELONY CONVICTION AND/OR STATUS AS A REGISTERED SEX OFFENDER**

While Bethel University maintains an "open door" admission policy, Bethel University is committed to maintaining a safe learning environment for its students and staff. As part of this commitment Bethel University requires all applicants who have been convicted of a felony and/or applicant who are registered sex offenders to disclose this information to Bethel University.

If an applicant has been convicted of a felony and/or is a registered sex offender, he or she is required to provide a letter of explanation with his or her application along with certified copies of documentation from the Court where he or she was convicted. Further, the applicant must provide information regarding the conditions of parole, probation and/or supervised release if any exist. This documentation must be provided to the University before any admission decision is made. Applicants will not be denied admission solely on their disclosure of a conviction or status as a registered sex offender. However, failure to disclose a conviction or status as a registered sex offender will result in denial of admission or revocation of admission.

Once the applicant has provided the relevant information required regarding his or her conviction and or status as a registered sex offender, the admissions committee will review all of the pertinent information and make a decision on the suitability of an applicant's enrollment and any conditions that may apply to that decision.

Students already enrolled in the University who are subsequently convicted and or charged with a felony and or given status as a registered sex offender are required to notify the University immediately.

#### **RESPONSIBLE PARTIES**

Vice Presidents, Admissions Personnel, International Student Affairs Personnel

#### **PUBLICATION**

This policy is contained within the Catalogs of the Bethel University and published on the University website.